Emergency Contact Information

Campus Security
Reach security via the College Switchboard. Dial 0 from any college phone; dial 984-6000 if calling from off campus. A public safety officer is on duty around the clock. Call public safety for emergencies and lock-outs, to report strangers and disturbances, and to request an escort. The public safety manager may be reached at ext. 6125.

Non-Medical Emergencies (fires)
Call 911 from a safe location. Stay calm and give your name, exact location, and telephone number to the 911 dispatcher. Stay on the line with the 911 dispatcher as long as necessary. After you have contacted 911, contact public safety by dialing 0.

Medical Emergencies
Students who need emergency medical attention should be directed to seek help at Christus St. Vincent Regional Medical Center emergency department. In a medical emergency, please call 911 and then call “0” for the Switchboard. The Switchboard operator will alert security so the responding ambulance (EMS) may be directed to the site of the emergency.

- Assess whether or not it is necessary to call 911. If at all unsure, call 911. Follow your own instinct, not the advice of the injured person whose judgment may be impaired.
- If a telephone is not immediately adjacent to the injured person, leave someone with the injured person and ask someone else to accompany you to a phone to assist you.
- Call 911 from any campus telephone. Follow all instructions received from the 911 operator.
- If you are able to stay on the phone, the 911 dispatcher will ask you a series of questions regarding the condition of the injured person. Relay these questions to your assistant, who can get the information from the scene of the injury and relay the answers back to you.
- While on the phone with 911, ask someone to notify the campus Switchboard that there is an emergency. The Switchboard operator will send a security officer to the scene.
- When the EMS personnel arrive, they will determine whether or not the injured person needs to be taken to the hospital in the ambulance.
- Upon your return to campus please inform the Student Health Office of any aid received at the emergency department so that appropriate follow-up care can be provided.

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<td>888-920-6333</td>
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<td>Solace Crisis Treatment Center</td>
<td>505-988-1951</td>
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<td>Sexual Violence and Other Trauma (24 hours)</td>
<td>800-721-7273</td>
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Introduction to Community Principles

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

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

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

Most of the policies contained in the present edition of the Student Handbook have been in effect for some time. Where policies have been changed, the dean, assistant dean and executive director of campus health and wellness have consulted with other college officials, with legal counsel when necessary, and with students when possible. Students are encouraged to report inaccuracies or omissions in the handbook to the executive director of campus health and wellness, and to suggest ways in which our present policies might be improved so that working together we can achieve and maintain a community most conducive to the learning and practice of the liberal arts.
Undergraduate Student Information

Academic Policies and Practices

CLASSES

*Undergraduate Program in Liberal Arts*

The Undergraduate Bachelor of Arts Program is an all-required, four-year program. All students of the same year are reading the same books at the same time. Class Schedules are arranged/designated by the Office of the Registrar and follow the specific dates and requirements as outlined in the current year’s Academic Calendar and Statement of the Program. Students receive their schedule upon signing the Registration Form.

*Formal Address*

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

*Attendance Policy*

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

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

Any absence brings academic consequences; absences are, therefore, to be avoided whenever possible. Illness or other circumstances (including inclement weather, for students living off campus) may occasionally cause a student to miss class. Students are expected, however, not to exceed a specified maximum number of absences in each class during the course of a semester. Students who exceed the maximum in a single class will be required to repeat the class in order to receive credit. An “F” will appear on the transcript. This “F” is considered an academic failure, not an administrative consequence. A written appeal to the dean is possible if there are mitigating circumstances. A student who exceeds the maximum in a second class during the semester will be dismissed from the college without refund of fees.
The maximum number of absences per semester is set at four for classes meeting twice a week (seminars and freshman laboratory) and five for classes meeting three times a week. Preceptorials are considered a continuation of seminar in counting absences. Students attending a preceptorial during the fall term (Juniors and Seniors) are permitted a maximum of two absences during their eight weeks for seminar and two absences during their eight weeks of preceptorial. The maximum number of absences is reduced by one for second semester seniors and by two for January freshmen during the summer session. The number is set at one for freshman music.

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

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

**Absence Probation**

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

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

**Audio and Video Recording**

Recording in any form of classes or oral examinations is not allowed, even if the person doing the recording asks permission of the tutor and students. Recording adversely affects the candor, the tentative character, and the spontaneity of the process being recorded. 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.

**Digital Devices**

At St. John’s College, our time in class is typically organized around the study of an assigned text. For a variety of reasons and causes, many of us do ever more of our reading on digital devices of one sort or another.

However, there are serious concerns as to the impact of these devices on our common work in the classroom. Given those concerns and our longstanding practice, the general expectation remains that in class students will use an acceptable printed edition of the assigned text. If students have questions
as to what is acceptable, they should speak with their tutors. Direct responsibility for carrying out the Program of Instruction in a given class rests with that class’s tutor who has discretion, as consistent with the Program, to clarify what is required in that class. Our library and bookstore staff can be good counselors to students on how to meet these requirements in practical and affordable ways.

**Assigning Students to Classes**

The registrar, in consultation with the dean and the assistant dean, strives to arrange classes and student schedules such that:

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

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

**Class Changes**

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

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

**Exclusion from a Class**

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

**Withdrawing from a Class**

Since no class at St. John’s is elective, withdrawing from a class is seldom possible. For compelling reasons, the dean may permit a student to withdraw from a class. See Withdrawal from and Readmission to the College and Refund Policy.

**Repeating Classes**

Students are not ordinarily permitted to register for a part of the program in which they have previously registered unless they either have withdrawn before completing the semester or have completed the semester with a failing grade. The quality of the students’ work up until the point of their withdrawal will be reported, and after the seventh week, a letter grade for this work will be assigned whenever possible. This not-for-credit grade will not appear on the student’s transcript, but like the narrative don rag report, it will become part of the student’s academic file.

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

**Part-Time Study**

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

**ACADEMIC HONESTY AND PLAGIARISM**

Academic honesty is expected of all students. Plagiarism, falsification of documents, and other cases of academic fraud carry a range of penalties up to and including expulsion, and may be disclosed in the student’s academic record. Plagiarism is the failure to give appropriate 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.

EVALUATING ACADEMIC PERFORMANCE

The Don Rag

Within the college, the most important form of evaluation is the don rag. Once a semester during the
freshman and sophomore years, each student meets with his or her tutors for the don rag. The tutors
report to one of the seminar leaders on the student’s work during the semester and endeavor to
picture the student’s overall progress. The student is then invited to respond to the tutors’ reports.
Advice may be requested and given, difficulties may be aired, but grades are not reported. Students
may review their don rag reports at any time convenient to the registrar.

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

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

The dean decides whether to accept the recommendation of the committee. Any tutor, the dean, or
the assistant dean, may request a special don rag at any time for a student whose work is thought to
be in serious decline.

Academic Probation

A student whose work at the end of a semester is not satisfactory in all respects, but who is permitted
to continue at the college in the hope that the work will improve, may be placed on academic
probation for the following semester. A special don rag will be scheduled about the middle of the
semester for every student who has been placed on academic probation. If the student’s work is not
found to be satisfactory in all respects at the time of the special don rag, they may be dismissed from
the college without refund of fees or academic credit for the semester. If the work is satisfactory at
the time of the special don rag but not satisfactory in all respects by the time of the regular don rag at
the end of the semester, the don rag committee may recommend to the dean that the student not be
permitted to continue at the college for the following semester.
Sometimes students are permitted to enter a new semester with the requirement that they meet special conditions during the course of the semester or the summer. In these cases, a student is not repeating work and is deemed to be making satisfactory progress until the dean determines that the conditions have not been met. If the conditions are not met, the dean, in consultation with the instruction committee, decides what further determination is to be made.

**Sophomore Enabling**

Sophomore enabling is a review of the student’s learning during the first two years at the college. It occurs near the end of the sophomore year. The sophomore seminar essay is especially important in the enabling procedure, since it is an indication of the student’s ability to write a satisfactory final essay in the senior year. No student may enter the junior year who has not written a satisfactory sophomore seminar essay. Sophomores are required to earn at least a “C” in all their classes during their second semester.

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

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

The dean and instruction committee meet with the student’s current tutors and as many former tutors as possible to gain advice on the student’s prospects for future success at the college. The dean then makes the enabling decision with the advice of the instruction committee. Students are informed of the enabling decision as soon as possible.

**Dismissal for Academic Reasons**

It is assumed that each student admitted has the ability to pursue this course of study. However, the college reserves the right to dismiss a student if it determines that, in its judgment, learning has stopped, or that the student’s skills are insufficient for the work forthcoming, or that a student lacks sufficient maturity or insight to continue to profit from the program of studies at St. John’s.

A student who has been dismissed from the college for academic reasons may be permitted to return at a later date. Appropriate conditions are determined through individual discussion and arrangement with the dean.

**Satisfactory Progress for Financial Aid**

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

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

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

<table>
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<th>A: Excellent</th>
<th>B: Good</th>
<th>C: Satisfactory</th>
<th>D: Passing, but Unsatisfactory</th>
<th>F: Failing</th>
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<td>A+</td>
<td>4.0</td>
<td>B+</td>
<td>3.3</td>
<td>D+</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>B</td>
<td>3.0</td>
<td>D</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>B-</td>
<td>2.7</td>
<td>D-</td>
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<td>D-</td>
<td>N/A-NOT Available</td>
</tr>
</tbody>
</table>

I/(grade) = Incomplete with default grade (see “Incomplete Grades and Changing Grades”)

W = Withdrawn prior to the 3/4-point of the class*

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

See Withdrawal from and Readmission to the College for withdrawal information.

Other colleges, graduate and professional schools, grantors of scholarships, and employers expect to see the grade records of undergraduates and graduates. Students are not routinely informed of their grades and are not encouraged to be concerned about them. However, a student has the right to see his or her grades at any time convenient to the registrar. The assistant dean also welcomes the opportunity to talk with students about their grade records.

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

Incomplete Grades and Changing Grades

Incomplete grades may be given only in the case of emergencies at the discretion of the tutor. Note that tutors may choose not to accept late work at all. Due date deadlines for late work are set by the tutor; if a due date is not stipulated, then the deadlines noted at the end of this section hold for the 2019-2020 academic year.
Should a grade of incomplete be earned by an undergraduate, the missing work must be submitted early enough in the following semester to allow the tutor to evaluate the late work and deliver a final grade to the registrar. The reversion of incomplete grades to their accompanying default grades, the entry of remediated incomplete grades due to the submission of missing work, and the change of grades for any reason occurs five administrative workdays after the submission dates noted below.

For the 2019–20 year, dates for submission of missing work to the tutor by the student to remediate incomplete grades:

- Missing work from FA 2019 is due at the latest on Monday, March 16, 2020
- Missing work from SP 2020 is due at the latest on Monday, July 13, 2020
  *No senior may have an incomplete grade in SP 2020*
- Missing work from SU 2020 (JFs) is due at the latest on Friday, January 1, 2021

Any earlier date specified by the tutor supersedes the above-noted delivery schedule. Please note again that individual tutors may decide not to accept late work at all. Any grade of incomplete recorded for a student must be accompanied by the following information:

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

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

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

**ACADEMIC ASSISTANCE**

Students who find they are having academic difficulties should speak with their tutors as early as possible so problems can be addressed before they become acute. Extra help and advice is usually available from classmates and students in other classes.

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

Assistance with writing is also available. Each year a tutor is given release from normal teaching duties to serve as a writing archon. Several students are also employed as writing assistants. Students having difficulties with written assignments should seek the help of the archon or the writing assistants. Their contact information and office hours are listed in the Ephemera. It is not unusual for tutors to refer students to the archon for help. Mr. Michael Ehrmantraut has been appointed writing archon for the
academic year, 2019-2020. He can be contacted via campus mail or at his office, WSC 102, or at michael.ehrmantraut@sjc.edu.

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

ADA Accommodations

Students who would like to request accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act may contact the executive director of campus health and wellness or visit sjc.edu/student-life/office-assistant-dean/students-disabilities for additional information and forms.

ESSAYS AND EXAMINATIONS

Seminar Essays

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

Seminar Oral Examinations

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

Algebra Requirement

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

The test is intended to cover basic requirements, 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 and, as with all academic work, is subject to the academic honesty policy. Please consult the academic calendar for the dates and times this test is offered. Freshmen are expected to attempt the test in their first year. The assistant dean will inform all sophomore mathematics tutors of those sophomores in their classes who have not passed the exam, and the progress of these students with this requirement may be considered in the enabling deliberation. All freshmen should attempt to pass the exam prior to entering the sophomore year.

SENIOR ESSAY AND GRADUATION REQUIREMENTS

Senior Essay and Oral

During the spring semester of the senior year, each senior presents to the faculty an essay that attempts to come to terms with some issue or complex of issues dealt with in one or more of the books read at St. John’s. The essay, which is written under the direction of a faculty advisor and normally contains 5,000 to 15,000 words (20–60 pages of 11-point font), will be judged for both form and content. The essay is to be written in straightforward critical prose. It must be a sufficiently interesting exercise in the liberal arts to provide the basis of a public oral examination, lasting one hour, by a committee of three tutors.

There are strict deadlines in the senior essay process. Failure to meet any of the deadlines will need to be cleared by the dean and may jeopardize the senior’s ability to graduate. In the fall, a senior essay proposal is solicited from all seniors in two steps: first, asking them to state briefly the topic and the text upon which it will be based; then, requiring a 200–300 word expansion of the topic. In each case, an advisor’s signature is required on the proposal, which then needs the approval of the instruction committee. This proposal is used in forming the senior essay committee that will both evaluate the essay and conduct the oral examination. On the second Wednesday, of the essay writing period, each senior must submit two copies of a rough draft of the essay (2,500–3000 words) to the Dean’s Office. One copy is to be reviewed by the instruction committee, while one copy is to be relayed to the advisor. The purpose of the expanded proposal and the rough draft is to encourage early and regular writing and consultation with the student’s advisor.

The due date for submitting the senior essay is a firm one (by 9 p.m. the Saturday night at the end of the second full week in February). Exceptions will be made only in the most extraordinary of circumstances.

Graduation Requirements

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

STUDENT ID CARD

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

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

Replacement cost is $5 for lost cards and free for damaged cards.

Students are responsible for carrying their student ID cards while on campus or participating in any college activity. Students are also responsible for maintaining their 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. When requested, students are expected to present their student ID card to verify identification.

**EMAIL POLICY**

Use of the students’ college email accounts is considered an official means of communication with students at St. John's College. Email 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.

**INTERNATIONAL STUDENTS**

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

The PDSO’s responsibility is to provide guidance to students regarding legal status and to oversee the federally mandated record-keeping of F-1 students in the SEVIS system, the data-collection arm of the Department of Homeland Security. The PDSO also conducts Orientation group meetings for new students; this type of meeting touches upon:

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

Periodic information sessions throughout the fall and spring semesters offer interested students the opportunity to focus on specific needs or topics. Special attention is given to the legal considerations that must be observed regarding off-campus employment.

For support with social, cultural, and academic concerns and aid in navigating everyday life in the United States, contact the Assistant Dean. For assistance in obtaining a social security card or on-campus employment, contact the Financial Aid Office. Regarding travel outside of the U.S.—email notices from the PDSO are sent to all F1 students two weeks before the close of any semester, and prior to Winter and Spring breaks. The message: The last signature-and-date line on the I-20, page two of the “Travel Endorsement” section must show a date that is not more than five months old from the date that the student intends to re-enter the U.S. For students remaining in the U.S., contact the PDSO if the last signature-and-date line is over a year old.

Your PDSO is Ms. Marline M. Scally, Levan Hall 107, marline.scally@sjc.edu. Emailing your question or concern is more effective than phoning. Private appointments (Wednesdays) upon request. On-campus hours are every Wednesday, 12:30–5:30 p.m.

TAKE A TUTOR TO LUNCH

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

WITHDRAWAL FROM AND READMISSION TO THE COLLEGE

Withdrawal

Students who are considering withdrawing from the college should weigh the decision carefully. Family, friends, resident assistants, tutors, or members of the administrative staff should be consulted before making a final decision. If a student withdraws before three-quarters into any class session, the withdrawal will result in no academic credit for the class. A “W” will appear on the transcript. If a student withdraws after the three-quarters point, a grade of “F” will be assigned and will appear on the student’s transcript. An appeal to the assistant dean, who normally reviews these requests for the dean, to receive a “W” is possible if there are mitigating circumstances. Like the assignment of an “F” due to violation of the absence policy, this “F” is considered an academic failure, not an administrative consequence.
For 2019-2020, “F” grades appear for withdrawals later than:

- November 16 for Fall 2019
- April 19 for Spring 2020
- July 19 for Summer 2020 (JFs) end of week

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

Withdrawals may have financial repercussions. Please see the Refund Policy for information on refunds for tuition and room and board. Consequences regarding financial aid awards, both current and future, should be discussed with the director of financial aid. Please refer to Financial Policies and Practices and Tuition Insurance.

**Voluntary Withdrawal**

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

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

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

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

For specific details regarding official and unofficial withdrawal dates, see the Refund Policy.
**Involuntary Medical Withdrawal**

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

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

If the college is considering the involuntary withdrawal of a student, the assistant dean will notify the student and arrange for a conference with them to discuss the student’s condition and status at the college. The assistant dean may then require 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.

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 residential life, and at least one licensed medical provider in the case of withdrawals for medical reasons or at least one licensed therapist or mental health provider in the case of withdrawals for psychological reasons. The review committee will consider all information related to the matter, including any evaluation or treatment plan for the student, and make a decision regarding the student’s continued enrollment or withdrawal. The 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 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.

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, they 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**

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

Information regarding financial aid, federal student loans, and tuition refund policy in the case of a voluntary or involuntary withdrawal may be found by contacting the director of financial aid (see also the [Refund Policy](#)). If a student registers for a class in which they were 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 who have elected to enroll in the [Tuition Refund Plan](#) through the A.W.G. Dewar insurance company may receive up to a 60% tuition refund in the case of a medical or mental health withdrawal. Information about the insurance plan is also available through the Student Accounts Office.

**Readmission**

A former student seeking readmission to the college for the fall, spring, or summer semester submits an Application for Readmission to the registrar on the campus last attended. The form can be obtained by phoning 505-984-6075, emailing santafe.registrar@sjc.edu, or online at sjc.edu/santa-fe/offices-services/registrar/readmission-and-withdrawal. The student must comply with any conditions of re-enrollment set forth in the Student Handbook or as required by the college at the time of separation or at the time of proposed re-enrollment. Specifically, in the case of a student involuntarily or voluntarily withdrawn for medical or psychological reasons, the assistant dean may require an evaluation and recommendation of a medical or mental health provider prior to re-enrollment. A deposit, the amount of which is noted on the application, must accompany the readmission form along with other documents listed on the application. Students who are seeking readmission and who fail to meet the deadlines and FAFSA filing dates stated below are considered for readmission but may be unable to enroll if space in the class or financial aid is not available.

**The deadlines for submitting the readmission application are:**

For fall readmission: By the third Monday in February prior to the fall for which the student is applying.

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

For summer readmission: By October 1 prior to the summer for which the student is applying.
The deadlines for filing the FAFSA, if financial assistance is needed, are:

For fall readmission: By February 15 prior to the fall for which the student is applying.

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

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

After a readmission application, deposit, and accompanying documents have been received by the registrar, the dean and assistant dean review the student’s file. The student is informed by the registrar of the decision for or against readmission and, if the application is approved, what conditions, if any, must be satisfied. If the application is denied, the deposit will be returned. Once a student has been readmitted, the deposit is nonrefundable and a deposit cannot be rolled forward to a future year. The student must be in good financial standing with the college and with educational lending institutions before being allowed to re-enroll.

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

Auditing

An auditor of undergraduate classes can be a former student seeking readmission, a current graduate institute student, or an undergraduate or graduate institute alumnus. Auditing is a privilege, not a right, and is allowed by some tutors and not by others. An auditor may audit classes with permission from the dean or the associate dean of graduate programs and the tutor. Tutors often base their decision to admit an auditor to their class on the number of students already enrolled and on the auditor’s commitment to read all assignments and to attend all classes. The auditor does not receive the benefits of a regular student; therefore, auditors cannot 1) live on campus; or 2) purchase a meal plan. The student may sign a “Borrower Agreement” at the library to borrow books. The fee to audit a class is $750 for classes required for re-admission, and free for classes not required for re-admission. Students who choose not to complete the class will not receive a prorated refund. The audited class(es) will not be reflected on any documents or transcripts and the student will not receive credit for the class(es).

Alumni may audit preceptorials under the following policy: requests must be made through the Office of the Dean. Only those classes with sufficiently small numbers, as determined by the dean, will be eligible for auditing. After consulting with the tutors whose classes are eligible, the dean will notify the prospective auditor regarding the classes that may be audited. There will be no charge for first-time alumni auditors; thereafter, a $750 auditing fee will be in effect. The fee helps fund community scholarships. Auditing by graduate students (current or alumni) is described in GI Auditing.
TRANSFER TO ANNAPOLIS

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

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

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

2. Transfer applicants who require financial aid must complete and file all paperwork for the FAFSA by February 15. The FAFSA must be sent to both campuses, and the Profile to the campus currently attended. Approved transfer applicants receive only one award – from the campus to which they wish to transfer. If a transfer applicant fails to have all financial aid paperwork completed by the March 1 deadline and in accordance with the above instructions, the transfer application will be invalidated.

The school codes for St. John’s College-Santa Fe are 002093 (FAFSA). The school code for St. John’s College-Annapolis is 002092 (FAFSA). See studentaid.gov/h/apply-for-aid/fafsa.

3. The college seeks parity in the total of transfer students. After the transfer application deadline, on the campus with a surplus of applicants, a lottery is held. Each applicant is assigned a lottery number within his or her class. This lottery number is applied to the following ranked categories:

- First Priority: Students who have come for just one year in the order of rising seniors then rising juniors
- Second Priority: Rising seniors
- Third Priority: Students who were unable to transfer the previous year because of low priority
• Fourth Priority: All remaining applicants alternating between rising juniors and rising sophomores

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

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

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

Readmission and Transfer

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

A student seeking readmission plus transfer must meet all the deadlines and guidelines applicable to readmission and to transfer. Readmission paperwork must arrive before the delivery of the transfer application. The two deadlines pertinent to transfer are the third Monday in February for the reception of the transfer application and February 15 for the FAFSA, if applicable. The advance deposit for readmission also serves as the transfer deposit. Readmission applicants who apply after the above noted deadlines will be considered for readmission only.
TRANSCRIPTS AND GRADES

Ordering Records

Transcripts for currently enrolled students are ordered from the Office of the Registrar. There is no charge unless a rush order is placed and/or private expedited delivery (i.e. Fed Ex) is required. All requests must include a signature. Academic records requests are usually processed within three days of arrival and in strict order of receipt; no email or phone order can be fulfilled. No portion of any academic record, including transcripts can be faxed or discussed over the telephone or by email due to FERPA regulations. Parental requests for transcripts are addressed in Parents’ Access to Student Records.

A valid request for an academic record, statement, or official or unofficial transcript requires a properly completed and signed form; the form is available from the Office of the Registrar or from the website at sjc.edu/santa-fe/offices-services/registrar/record-requests.

An Official Transcript for current students can be mailed by the Office of the Registrar directly to a third party or students can pick them up from the Office of the Registrar and dispatch it themselves. The Office of the Registrar cannot transmit an Official Transcript by Fax or PDF. The electronic transmission of an Official Transcript is managed by the online National Student Clearinghouse. There is a charge for this service. More information is available on the college website at sjc.edu/santa-fe/offices-services/registrar/record-requests under Alumni Requests.

Unofficial Transcripts (a plain vanilla grade-printout) can be mailed, faxed, picked up by the student or sent via email as a PDF document attachment only after the request form has been fully completed and signed. An unofficial transcript is not accompanied by the formal supplemental program documentation that the Official Transcript carries. This documentation is available at sjc.edu/santa-fe/offices-services/registrar/record-requests. Note: the PDF transmittal is sent to the student@sjc.edu address only.

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

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

Transmission by PDF (email)

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

ACCESS TO AND DISCLOSURE OF INFORMATION

Family Educational Rights and Privacy Act (FERPA)

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Students Attending St. John’s College, Santa Fe. The Family Educational Rights and Privacy Act of 1974 (as amended), “FERPA,” affords students certain rights with respect to their education records. The details of these rights are extremely important for students to know. The College Compliance Policy regarding FERPA is found in Appendix C. The college website at sjc.edu/santa-fe/registrar/ferpa also leads to links regarding FERPA and the college’s compliance policy.

Disclosure Practices

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

If a student wishes to officially withhold directory information, as defined in Appendix C, from release, the student may visit the Office of the Registrar within two weeks of registration to complete and sign a non-disclosure form.

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

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

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

- The student has provided written consent
- By submission of evidence from the parents that the parents declared the student as a dependent on their most recent Federal Income Tax form
- In connection with a health or safety issue
- In compliance with a valid subpoena

Notification of Parents

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

Financial Policies and Practices

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

FINANCIAL AID

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

General Principles

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

The ability of a family to meet college expenses is determined by considering carefully the family financial strength in terms of income, assets, debts, and additional children to be educated within the academic year.
In keeping with the principle that students should contribute to their educational expenses, self-help is the first component of a financial aid award. At St. John’s College in Santa Fe, self-help consists of an educational loan and employment. Students requiring financial aid are expected to borrow to meet a reasonable part of their need, presently $5,500 for freshmen, $6,500 for sophomores, and $7,500 for juniors and seniors. For students who do not meet the priority filing deadline of February 15, these loan amounts may be increased and/or a second loan may be required. For the 2020–21 academic year, the FAFSA will be available on October 1, 2019.

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

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

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

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

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

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

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies
**Application Procedures (for 2020–21)**

Applicants must identify themselves as candidates for financial aid by completing an application for assistance. Applicants must file the 2020-2021 Free Application for Federal Student Aid (FAFSA). The application may be accessed online at studentaid.gov/h/apply-for-aid/fafsa beginning October 1.

The St. John’s College website sjc.edu/admissions-and-aid/financial-aid/applying-aid has forms, tips, links and instructions to help you complete your financial aid forms.

**Deadlines and Notification Dates (for 2020–21)**

Enrolled students who are reapplying for financial aid should do so by February 15, 2020. If possible, use exact income figures from the 2018 IRS form. Students whose financial aid credentials are received in the Financial Aid Office by the deadline will be notified of the decision on their application by April 1. Decisions on applications completed after February 1 will not be mailed until after April 15. Students whose applications for financial aid are received after the deadline will not be denied consideration for assistance, but the availability of funds cannot be guaranteed.

**FINANCIAL RESPONSIBILITY AND GENERAL REQUIREMENTS**

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

The college adheres to provisions of the Family Education Rights and Privacy Act (FERPA) and requires all students to complete an “Authorization to Release Student Information” form 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 sponsor 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 will 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 a student’s responsibility to review the 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 internship, summer scholarship, or fellowship programs made available to enhance the student experience. Each student is required to read and sign the Financial Responsibility Agreement prior to registration.
ADVANCE TUITION DEPOSITS AND ROOM RESERVATIONS

Advance Tuition Deposit

The $500 advance deposit is required only for the fall semester for ALL continuing students regardless of payment plan or housing status. The deposit is due April 1st in the Treasurer’s Office. It is applied to the student account as a payment for the fall semester. Provided that other financial obligations to the college are met, the advance deposit:

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

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

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

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

A $300 advance deposit is required for all entering freshmen. Incoming freshmen should contact their admissions counselors for details and payment deadline. January freshmen are also required to pay the $500 advance deposit for their sophomore year by the April deadline which is refundable up until July 1.

Room Reservation, Housing Contracts, & Meal Plans

All undergraduates are required to live on campus. A place is reserved once an advance deposit and a housing contract have been received. A lottery is held in April for students who have paid their advance deposits by the April 8 deadline. This lottery determines room assignments for the fall. To participate in the lottery, continuing students must also submit a Housing Plan Form to the Office of Student Life by April 8th. Once room assignments are made, each student must complete a Housing Contract and return the agreement to the Office of Student Life by June 14. Failure to complete and return the housing contract by June 14 will forfeit any room assignment. Students with an assigned room and completed housing contract MUST notify the housing coordinator in writing (by July 15 for the fall semester and December 15 for the spring semester) if they have decided that they will not be returning for the upcoming semester. Failure to notify the director that they will not need a room by the notification deadline will result in a $250 fee charged to their student account. Students may petition the housing coordinator to live off campus but, unless a petition is approved, the student will be required to live on campus or, if still electing to live off campus, will be responsible for the full cost of a room and board plan.
All freshmen are required to participate in the 21-Meal Plan for their first academic year. Petitions for changes in meal plans by continuing students must be made with the housing coordinator prior to the seventh calendar day of each semester. After the seventh day, no changes will be made until the next semester. Students continuing from spring to fall will be enrolled in their then existing meal plan, providing for any change in rate. Once a meal plan is changed, the student will be billed for the adjusted number of meals.

TUITION AND FEE PAYMENTS

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

Semester Fee Statements, Due Dates, and Payments

Statements may be viewed through the MySJC portal. Notice of semester fee statements is sent to the students’ college email accounts. Additionally, in compliance with FERPA, all students and parents/guardians/sponsors will receive an email containing the current semester fee statement.

Semester Fee Statements are Available Online No Later Than:

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

Pay in Full Deadlines:

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

Payment Plan Options

The Santa Fe Campus offers all students 5, 4, and 3-month payment options with payments due by the 15th of each month. Students with incomplete Financial Aid awards may not set up payment plans. Students will set up their pay plan using the fee statement provided, with all applicable financial aid already applied. The remaining balance will be eligible to be paid in installments. There is a one-time $50 set-up fee per semester, assessed and collected by the third party payment plan provider.*

Fall Semester Payment Schedules

5 Pay Option – Enroll Before July 15

- 1st Payment – July 15
• 2nd Payment – August 15
• 3rd Payment – September 15
• 4th Payment – October 15
• 5th Payment – November 15

4 PAY OPTION – ENROLL BEFORE AUGUST 15
• 1st Payment – August 15
• 2nd Payment – September 15
• 3rd Payment – October 15
• 4th Payment – November 15

3 PAY OPTION – ENROLL AFTER AUGUST 15
• 1st Payment – due upon registration
• 2nd Payment – October 15
• 3rd Payment – November 15

Spring Semester Payment Schedules

5 PAY OPTION – ENROLL BEFORE DECEMBER 15
• 1st Payment – December 15
• 2nd Payment – January 15
• 3rd Payment – February 15
• 4th Payment – March 15
• 5th Payment – April 15

4 PAY OPTION – ENROLL BEFORE JANUARY 15
• 1st Payment – January 15
• 2nd Payment – February 15
• 3rd Payment – March 15
• 4th Payment – April 15

3 PAY OPTION – ENROLL AFTER JANUARY 15
• 1st Payment – due upon registration
• 2nd Payment – March 15
• 3rd Payment – April 15
**Summer Semester Payment schedules (4 and 3 pay options only)**

**4 PAY OPTION – ENROLL BEFORE APRIL 15**
- 1st Payment – April 15
- 2nd Payment – May 15
- 3rd Payment – June 15
- 4th Payment – July 15

**3 PAY OPTION – ENROLL AFTER APRIL 15**
- 1st Payment – due upon registration
- 2nd Payment – June 15
- 3rd Payment – July 15

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

- September 1 for the fall semester
  *Students will not receive their schedule or room key without payment in full or current payment plan at the time of fall registration.*

- February 1 for the spring
  *Meal plans will not be activated without payment in full or current payment plan in place on the first day of the spring semester. Refund/credit for missed meals will not be issued.*

- July 1 for the summer semester

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

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

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

Collection of Accounts

If a student account becomes past due, either as the result of a withdrawal (voluntary or involuntary), graduation, subsequent fines, etc., the college will make every effort to advise the student in writing. Payment of all outstanding balances is due immediately, upon written notice that a balance exists. Should the student fail to make timely payment, the college reserves the right to turn the account over to a third party for collection. By virtue of their enrollment, students authorize the college or its agents and/or contractors to contact them regarding balances owed. Contact may be made by email, written correspondence, and by phone, including cellular or other wireless device, including the use of automated telephone dialing equipment or artificial or pre-recorded voice or text messages. The student is responsible to reimburse the college for the fees of any collection agency, which may be based on a percentage of the delinquent account balance (to a maximum of 25% of the delinquent account balance) and will also be liable for all reasonable attorney’s fees and costs and expenses incurred by the college in its collection efforts. The college will supply the collection agency with any and all pertinent information specific to the balance owing plus any contact information we have on record at the time of, or subsequent to, the collection referral.
### Tuition and Fees – Undergraduate Program (Domestic)

#### 2019–20 Fee Schedule

<table>
<thead>
<tr>
<th>Santa Fe</th>
<th>Fall</th>
<th>Spring</th>
<th>Total 19-20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate Fall - Spring (Domestic)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>17,500.00</td>
<td>17,500.00</td>
<td>35,000.00</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>255</td>
<td>255</td>
<td>510</td>
</tr>
<tr>
<td>Room</td>
<td>3,576.00</td>
<td>3,576.00</td>
<td>7,152.00</td>
</tr>
<tr>
<td>Board (21 Meal required for all freshman)</td>
<td>2,854.00</td>
<td>2,854.00</td>
<td>5,708.00</td>
</tr>
<tr>
<td>Book Fee</td>
<td>200</td>
<td>200</td>
<td>400</td>
</tr>
<tr>
<td>Tuition Insurance</td>
<td>213</td>
<td>213</td>
<td>426</td>
</tr>
<tr>
<td>Health Service Fee</td>
<td>250</td>
<td>250</td>
<td>500</td>
</tr>
<tr>
<td>Student Deposit (one-time charge)</td>
<td>200</td>
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<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td>$24,848.00</td>
<td>$49,896.00</td>
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</table>

<table>
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<tr>
<td><strong>Undergraduate Spring - Summer (Domestic)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>17,500.00</td>
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<td>Activity Fee</td>
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<td>510</td>
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<tr>
<td>Room</td>
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<td>2235</td>
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<td>Board (21 Meal required for all freshman)</td>
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<td>1785</td>
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<tr>
<td>Book Fee</td>
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<td>400</td>
</tr>
<tr>
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<td>426</td>
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<td>250</td>
<td>500</td>
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<tr>
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<td>200</td>
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<td>200</td>
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<td><strong>Total</strong></td>
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<td>22,438.00</td>
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### Tuition and Fees – Undergraduate Program (International)

#### 2019–20 FEE SCHEDULE

#### Undergraduate Fall - Spring (International)

<table>
<thead>
<tr>
<th>Santa Fe</th>
<th>Fall</th>
<th>Spring</th>
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</thead>
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<td>400</td>
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<td>Tuition Insurance</td>
<td>213</td>
<td>213</td>
<td>426</td>
</tr>
<tr>
<td>Health Insurance (International Students)</td>
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<td>712</td>
<td>1,424.00</td>
</tr>
<tr>
<td>Health Service Fee</td>
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<td>250</td>
<td>500</td>
</tr>
<tr>
<td>Student Deposit (one-time charge)</td>
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#### Undergraduate Spring - Summer (International)

<table>
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<td><strong>$48,910.00</strong></td>
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**Student Security Deposit**
The caution deposit for undergraduates is billed to every freshman and readmitted student. This deposit is held for the duration of the student’s time at the Santa Fe campus. At the end of the spring semester, if a student has an unpaid balance, the deposit will be used to cover the balance. The following fall semester, the student will be billed for the amount used to replenish the caution deposit balance to $200. The caution deposit is refunded when a student graduates or leaves the college.

**Book Fee**
All undergraduate students are assessed $200 per semester for books and class materials. This book fee will result in a credit at the Bookstore. The details of this credit are described in the “Getting Started” portion of the pre-registration packet that was sent to all incoming students.

**Student Activity Fee**
The $255 student activity fee is charged each semester to every undergraduate student. A portion of the fee is allocated to the Student Polity, which determines for which activities the funds are to be used. The chief financial officer of the college, however, retains ultimate authority over its disbursement.

**Health Services Fee**
All undergraduate and graduate students are assessed $250 per semester for medical services available at the Student Health Office, as well as the psychological or psychotherapy services available in the Mental Health Office. This fee also covers insurance co-pays, office visit fees and deductibles, which the health office does not assess with a student’s visit. The fee is mandatory and can only be waived for St. John’s College employees and spouses upon proof that they are carrying the college’s insurance.

**Health Insurance**
Due to regulatory restrictions by the State of New Mexico, St. John’s College in Santa Fe is unable to provide a health insurance program for U.S. students. The Affordable Care Act requires all U.S. citizens to be covered by 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, every student is required to show proof of active insurance. The student should go the [MySJC](https://mysjc.sjc.edu) web site and click on the link that exists for proof of insurance. Otherwise, the student may bring a current copy of their insurance card to the Student Health Office to make a copy at registration or before the semester begins. If students make changes to their health insurance coverage while attending SJC, it is the student’s responsibility to provide updated proof of insurance to the Student Health Office.

International students do not fall under the provisions of the Affordable Care Act, but 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.
While the college requires each student to be covered by health insurance, the cost of coverage is not included in the calculation of financial aid awards.

_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. On or after the 15th day of the summer semester, no refunds are made.

In addition to the _refund schedule_, the college offers an insurance plan, the Tuition Refund Plan, through A.W.G. Dewar, which covers up to 60% of tuition and activity fees for medical or mental health withdrawals at any time during the semester.

For the academic year 19/20, the plan costs $426 per year for undergraduate students and half, or $213, is automatically billed by semester. No additional application is required, but a student may waive the coverage. Should a student wish to waive the coverage, they should go to the _MySJC_ website, log in to his or her student account, and go to the link that exists for waiving tuition insurance coverage. The deadline for waiving the coverage is the first day of class for the fall semester and, for January freshmen, the first day of class for the spring semester. _Failure to waive the coverage by the deadline will result in a charge to the student’s account_. For more information contact A.W.G. Dewar directly at _tuitionprotection.com/sjc_ or call 617-774-1555.

_Miscellaneous Charges_

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

_PARKING FEE_

Undergraduate and graduate students who wish to park their car or motorcycle on campus are required to register their vehicle with public safety and are assessed a fee of $75 per year. For January Freshmen, the fee is $50. The fee is paid in the Cashier’s Office and the student is issued a parking decal which is displayed on the front windshield.

_Miscellaneous Fines_

_LIBRARY FINES_

Student accounts are billed for replacement and processing costs if materials are not returned or renewed as required. Overdue notices are sent to borrowers through campus mail or email. Review the library information listed in the Student Services section for details. Once a fine has been levied, the student has 90 days to return the item(s) in order to receive a partial adjustment, after which no adjustment will be made.
**PARKING CITATIONS**

Student accounts are billed for parking citations. Parking fines will be billed to the student’s account and are due within 30 days of receipt. See Parking Policies and Procedures for details.

**HOUSING FINES**

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

**Payment Methods**

The college accepts cash, money orders, and checks made payable to St. John’s College. Please include the student’s name and ID number on all correspondence. Checks should be mailed to:

St. John’s College  
Attn: Student Accounts  
PO Box 913226  
Denver CO 80291-3226

**PAYMENT BY CREDIT CARD**

Credit card payments are processed through our partner, College Green online at mysjc.sjc.edu. Please Note: credit card payments will be subject to a processing fee.

**MONTHLY PAYMENT PLAN**

Students who wish to make payments in installments may enroll in a monthly payment plan. Payment plans are available in 5, 4, and 3-month options. For detailed information and fees, go to mysjc.sjc.edu.

**ELECTRONIC CHECK**

Electronic check payments are available with no processing fee on mysjc.sjc.edu.

**FLYWIRE FOR INTERNATIONAL STUDENTS**

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

**DIRECT WIRE**

St. John’s College accepts domestic and international wires. **There is an additional $50 fee that will be added to the student account for this service.** Be aware that the originating bank will charge a similar fee to send the wire. Contact the business office at 505-984-6143 or 866-507-5273, or email sfstudentaccounts@sjc.edu for current wiring instructions.
SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

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

• Qualitative Standard: To make satisfactory academic progress, undergraduate students must maintain a minimum cumulative grade point average of 2.0; graduate students must maintain a minimum cumulative grade point average of 3.0. These standards apply to both full-time and part-time students.

• Quantitative Standard: All students must complete at least two-thirds of attempted credits. All attempted credit hours are counted whether or not financial aid was received. This calculation includes all hours in which a student is registered at the time of withdrawal. If a student registers for a class in which they were previously enrolled for more than three weeks, the class will be considered as repeated work and the student will not be eligible for institutional financial assistance. Exceptions to this policy may be granted by the dean in the case of involuntary withdrawal due to illness or other mitigating circumstances.

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

Students may request an exception when failing satisfactory progress standards by submitting a petition/appeal to the Financial Aid Office. Petitions/Appeals must contain the following:

• A personal statement, explaining the extenuating circumstances which prevented Satisfactory Academic Progress.

• Documentation: For example, if you had an illness that prevented you from attending classes you must provide a statement from your physician or photocopies of medical bills during the semester in question.

**Possible Outcomes for Petitions/Appeals:**

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

• Probation: Allows a student to continue receiving aid while attempting to get back to the cumulative academic progress standards.

• Academic Plan: Students approved to be funded for repeat work. Monitoring for these students will be on a semester by semester basis. Failure to meet the terms of an academic plan will result in the loss of financial aid eligibility for all future terms until the student meets the overall standard of academic progress.
• Denial: A petition may be denied. In this case the student is ineligible for financial aid funds. The student may appeal again after the next semester, though a different outcome is not guaranteed. The student may also regain eligibility by meeting the cumulative standards of academic progress.

**Satisfactory Academic Progress for Veterans**

A grade average of “C” or better is required by the federal government for a student to remain eligible for benefits under the GI Bill®. Counseling by the Veteran’s Administration is required before benefits can be reinstated. If a student believes that they may benefit from the educational monetary grants offered through the U.S. Department of Veteran Affairs, the information and direction offered at benefits.va.gov/gibill and benefits.va.gov/gibill/apply.asp is significant; the sites describe which programs are available and provide instructions on how to apply.

**REFUND POLICY**

**Official Withdrawal**

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

An undergraduate student considering withdrawal prior to the end of the semester must initiate the withdrawal process by notifying the registrar or the assistant dean of the intention to withdraw. When a student notifies the registrar or the assistant dean of their planned intention to withdraw, the student will be given a form entitled “Official Notice of Withdrawal.” The date of withdrawal entered on the form is used for the calculation of the return of Title IV Funds (federal financial aid), grants, scholarships, etc. Following that calculation, a final account statement is prepared showing any balances due the college or refunds due the student. Refund payments are processed within two weeks. If a balance is due the college, full payment is due at the time of withdrawal.

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

**Unofficial Withdrawal**

If a student does not notify the registrar of the intention to withdraw, the date of withdrawal used for the calculation of return of Title IV Funds, grants, scholarships and institutional refund or balance due
will be the midpoint of the semester. A date earlier or later than the midpoint may be used if the college has documentation of the last date of class attendance. If a student withdraws because of circumstances beyond the student’s control, the college will determine the date of withdrawal.

**Institutional Refunds**

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

**INSTITUTIONAL REFUND SCHEDULE**

<table>
<thead>
<tr>
<th>Days Enrolled - Fall/Spring Semesters</th>
<th>Days Enrolled - Summer Term</th>
<th>Refund Amount</th>
<th>Amount Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-21</td>
<td>1-14</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>22 and after</td>
<td>15 and after</td>
<td>No Refund</td>
<td>100%</td>
</tr>
</tbody>
</table>

The student’s withdrawal date is established as outlined in the initial section “Refund Policy.” The next step in determination of the institutional refund is to count the number of calendar days from the first day of classes to the date of withdrawal (weekends are included but scheduled breaks of at least five days are excluded). The schedule above is used to determine the percentage of fees (tuition, activity fee, room and board) which will be refunded. Certain fees are not refundable. These include Tuition Insurance, Book Fees, Parking Fees and Admission Fees.

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

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

**Return of Title IV Funds**

If a student who has received Title IV Funds (federal financial aid) leaves the institution prior to completing 60% of the semester, a calculation must be performed to determine the amount of unearned aid that must go back to the Title IV programs. No return of Title IV funds is required after 60% (approximately 9 weeks of a 16-week semester). The withdrawal date will be established as described in the Refund Policy.

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

Federal regulations specify the order in which unearned funds are to be returned to aid programs. The order is:

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

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

**Drug Convictions and Financial Aid**

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

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

General Principles Concerning Student Conduct and Discipline

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

Disciplinary actions relating to classes and the program of studies are primarily the responsibility of the individual tutors, the dean, and the Instruction Committee. Disciplinary actions relating to the more general rules of campus life are primarily a responsibility of the executive director of campus health and wellness and the director of student life. In cases where student conduct poses a significant danger to health or safety, the responsibility of referring the student for professional assessment, as mandated by the college’s Involuntary Medical Withdrawal Policy, is delegated by the dean to the assistant dean and executive director of campus health and wellness.

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

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

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

ABUSIVE BEHAVIOR

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

Open communication, honesty, civility, and respect are the cornerstones of the St. John’s College community. To ensure that all parties are able to express themselves openly and without fear of unauthorized or surreptitious recording, audio/video recording and photography of any community member requires express consent, except where taken by the college for identification, security, or other institutional purposes. Any audio/video recording or photography taken without express consent in violation of this policy is considered a serious breach of the college’s civility standards, and may result in disciplinary action up to and including dismissal from the college.

Unmanned aerial systems, commonly referred to as drones, are not permitted to fly or operate on any portions of St. John’s College property. Exceptions may be granted for special projects upon approval by the public safety manager, the assistant dean or the executive director of campus health and wellness.

ALCOHOL

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

The college, therefore, makes every effort to inform students of the risks associated with its use. If a case of alcohol dependency is suspected, the individual concerned is strongly urged to seek professional help. A list of crisis hotlines and 12-step programs, as well as risks associated with alcohol/substance abuse, appear in the Drug Abuse Prevention Program section located in Appendix D.

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

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

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

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

Outings sponsored by the Athletics and Outdoor Programs Offices are governed by the relevant provisions of this policy, even though such outings might not be held on college property. Refusal to
cooperate with officers or representatives of the Athletics and Outdoor Programs Offices shall entail
disciplinary action to be determined by the executive director of campus health and wellness.

No beer kegs are allowed anywhere on campus except with the permission of the president, the dean,
the executive director of campus health and wellness, or the associate dean.

If college officials, including public safety officers, have reason to suspect that any of these provisions
is being violated in a dormitory or any other unauthorized place on college property, they shall have
the authority to enter dormitories and private dwellings to investigate accordingly and to report their
findings to the public safety manager and the executive director of campus health and wellness.

Public safety will issue tickets and fines for violation of college alcohol policy. Penalties are imposed
for violating the alcohol policy, rising in severity if the violation is repeated. The fine for a first offense
will fall in the $200–300 range, for a second offense the fine will be increased up to and including
possible dismissal from the college.

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

- **Age:** Alcohol may be consumed on-campus only by those at least 21 years of age. In New
  Mexico it is a 4th degree felony to serve alcohol to anyone under 21. Anyone organizing or
  conducting an event at which alcohol is sold or served to minors may be subject to disciplinary
  action up to and including dismissal from the college. The college does not condone the
  consumption of alcohol by those who are not of legal age. Students who are minors have the
  responsibility to refuse alcoholic beverages offered them.

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

*Guidelines for Events Where Alcohol Is Present*

All events that plan on having alcohol must inform the executive director of campus health and
wellness when the student activity contract is submitted (see *Student Activities and Events*). These
events are subject to the following rules:

- **Limits:** For events where alcohol is permitted, there shall be no more than one keg every two
  hours. No hard alcohol is permitted without special permission from the executive director of
  campus health and wellness. Reality is subject to the following restrictions: A maximum of six
  kegs on Friday, and twelve on Saturday; no alcohol service on Sunday. Because they begin late
  at night, the Senior Essay Writing Party and Senior Prank are allowed only one keg each.
  Absolutely no alcohol is allowed in the seminars during Senior Prank.
• Identification: Anyone of legal age who wishes to drink at approved college functions must wear a wristband. Wristbands are given by a certified bartender who has confirmed by valid identification that the person is 21 years of age or older. Anyone found drinking without a wristband is subject to fines.

• Bartenders, event hosts and senior residents will ensure that alcohol is served only to those of legal drinking age.

• End Time: The bar will stop serving at 12 a.m. The senior residents and public safety will enforce this.

• Each event is required to have student hosts on alcohol patrol. Their job is to ensure that no alcohol is brought into the event and to assist the senior residents. Violations are to be reported to public safety. Members of the alcohol patrol may be fined for blatant disregard of their duties.

ILLEGAL DRUGS

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

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

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

Names and telephone numbers of agencies and treatment programs are listed in Appendix D.
FIRES AND FIREWORKS

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

No fireworks of any kind are to be kept or set off any place on campus because of the potential for injury or fire they pose, and because they are a disturbance to the community. Violators are subject to substantial fines or, in extreme cases, expulsion from the college.

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 at sjc.edu/communications. Violations of the guidelines may result in disciplinary sanction.

WEAPONS, PAINT GUNS, AND LASER GUNS

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

SEXUAL MISCODUCT

The college does not tolerate sexual violence of any kind. If a member of the college community has been or may have been sexually assaulted, he or she is urged to call 911, contact Solace Crisis Treatment Center (24 hours/day), go to Christus St. Vincent Medical Center Emergency Room, or contact public safety by dialing 0 from an on-campus phone or dialing a public safety officer directly at: 505-660-8177. During business hours you may also go to the Student Health Office.

It is important to receive caring support as soon as possible. The psychotherapists at the Student Health Office are available to provide confidential support for students who have experienced or suspect they may have experienced sexual misconduct. To make an appointment with one of the therapists contact either LouRae Woody at 505-984-6419 or Ellen Elgart at 505-984-6421. Additionally, the Solace Crisis Treatment Center (findsolace.org) has 24-hour hotline response at 800-721-7273.
The person who has been assaulted can decide later whether or not to press charges, but it is important to note that evidence may be lost if the student does not seek immediate assistance. Activities such as showering, changing clothes, washing bed linens or clothing, or disposing of clothing or trash may result in the loss of evidence.

Even if a student is unsure whether what happened was an instance of sexual misconduct, the college encourages them to report the incident to the college and to seek appropriate assistance by talking to a therapist, senior resident, resident assistant, public safety manager, nurse-practitioner, physician, the director of student life, or the executive director of campus health and wellness. **Communications with therapists are confidential.** Other college employees, however, including resident assistants and senior residents, have an obligation to let the Title IX coordinator know that sexual misconduct has occurred. The Title IX coordinator will then contact the student to discuss the incident and whether the complaint process will be initiated. The Title IX coordinator will attempt to comply with any request for confidentiality by a student, except that in certain circumstances, disclosure may be required in order for the executive director of campus health and wellness to ensure the safety and security of the campus. For the complete statement of policies and procedures, see Appendix A.

**HARASSMENT AND DISCRIMINATION (INCLUDING SEXUAL HARASSMENT)**

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

The college has many resources for a student who thinks that he or she has experienced discrimination or harassment of any kind in any measure: the assistant dean, the associate dean of graduate programs, the executive director of campus health and wellness, the director of student life, senior residents, and college therapists can address this problem or refer a student to someone who can.

In compliance with federal and state laws, the college has formulated a detailed policy on discrimination and sexual harassment. The policy on discrimination and harassment is found in Appendix B.

Moreover, any complaint or grievance by a student or group of students that there has been harassment or a violation, misinterpretation, or inequitable application of policies, procedures or treatment because of race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, gender identity, genetic information, or other legally protected classification may be brought before the college in accordance with the procedures outlined in the Discrimination and Harassment Policy (see Appendix B).

**Complaints not covered under this policy should be filed through the St. John’s College Complaint Process.** See Appendix H.
DESTRUCTION OF COLLEGE PROPERTY

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

SMOKING

SJC has established 16 designated smoking areas throughout the campus to utilize for smoking. This shift to designated areas was launched in the fall of 2018 after many months of work by the Health and Wellness committee, which included representatives from the student body, both smokers and non-smokers. The decision to shift to designated areas ensures compliance with the Santa Fe city ordinance, which prohibits any smoking within 25 feet from buildings, including cigarettes, cigars, pipes, and e-cigarette devices. The designated smoking areas also ensures that we are providing smoke-free spaces for the number of SJC community members who have severe, adverse health effects caused by second-hand smoke.

Smoking outside of the designated areas and in any campus building, including the dormitories, balconies and common rooms is prohibited and subject to fines.

Offenses within residential areas

- First offense: $100 fine
- Second offense: $200 fine, housing probation
- Third offense: Removal from housing within 48 hours of the incident with no opportunity for appeal. Removal from housing will be effective for the remainder of the academic year.

Offenses outside of residential areas

- First offense: $100 fine
- All future offenses: fine increased by $100 increments for each additional offense.

These sanctions include tampering with smoke detectors, which poses a safety hazard for all residents. The sanctions will also be issued for the smoking of e-cigarette devices outside of the designated areas.

The Public Safety department accepts the eyewitness accounts of faculty and staff, when a student can be identified, and will address those smoking violations with the same sanctions as listed above.

Please respect your community and limit all smoking to the designated areas.

NOISE; SLEEP-STUDY RULE

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

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

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

Recourse

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

• Students should first address problems of excess noise by directly requesting of the
  individual(s) involved that the sound be lowered or stopped.

• If such requests are ignored, the matter should be reported to the RA, to a senior resident, or
  to a public safety officer by calling switchboard.

• Refusal to comply with reasonable requests will result in an official warning or fines at the
  discretion of the director of student life. The fine for a first offense is $25; for a second, $50;
  for a third, $100.

• In extreme cases, the student may be required to move off campus without refund of room
  fees.

GATHERINGS IN DORMITORIES

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

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

STUDENT ACTIVITIES AND EVENTS

Please see the student activities coordinator (ext. 6053) for help and information on how to throw an
event.

Students who wish to host an event in the Peterson Student Center, the upper or lower dormitory
common areas, the Arroyo Room, the soccer field, or the Placita areas must submit a student
activities contract to the executive director of campus health and wellness at least one month prior to the actual event. If the contract is not received by this time, the event may not be approved. The contract must be legible and complete. Once the contract is received, the director of student life will assign senior residents to monitor the event. The executive director of campus health and wellness may deny permission for the event if he or she believes the contract is not accurate, there is any misrepresentation by the students or he or she believes that the event does not reflect the legal, moral, or ethical standards of the St. John’s community.

Events may only be held on Fridays and Saturdays in accordance with the Spring 1990 Faculty Resolution. All events must end by 1 a.m. unless special permission is obtained from the executive director of campus health and wellness. No Friday night event may conflict with any officially scheduled event. Friday night events are not allowed in the Peterson Student Center during any portion of a Dean’s Lecture or the following question and answer period. Failure to comply with any part of this provision may result in a complete ban on Friday night events in the Peterson Student Center.

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

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

The Student Activities Coordinator purchases all alcoholic beverages and is responsible for overseeing the serving of alcoholic beverages at college-sponsored events. Additional alcoholic beverages may NOT be brought to these events or to events at which alcohol is not served. Bartenders must carry a current New Mexico servers license and be approved by the executive director of campus health and wellness. Current students will not be permitted to bartend at any event on campus. Bartenders will be paid by the college for their services. The bartenders will check state issued IDs or passports to determine age; event hosts and senior residents will also enforce the alcohol policy. Giving false information to obtain a 21 and over ID is a violation of the alcohol policy.

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

Co-Hosts Responsibilities

Each student activity contract requires a minimum of six co-hosts. One of the co-hosts is responsible for each of the following:

THE CLEAN-UP CREW

Cleaning standards are printed on the student activities contract. Students responsible for the clean-up will be charged if cleaning is inadequate. The clean-up crew is also responsible for alerting Switchboard that the event has ended so that Security can lock up rooms.
ALCOHOL MONITORS

If alcohol is present these students are responsible for insuring that the bartenders have everything needed. They must also check the dance floor periodically to ensure that alcohol is not present. These students agree to make every effort to ensure that those attending will bring no alcohol into the event. Event hosts may be fined for blatant disregard of their duties.

TECHNICAL MONITOR

This student is responsible for the use and operation of the Student Polity Stereo System or other college AV equipment. A $50 fine is imposed on any unauthorized person using or operating the Student Polity stereo system or any other college owned equipment. Additionally, a full repair or replacement charge can be imposed upon anyone found to be negligent with college owned equipment.

FOOD MONITOR

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

THE DECORATIONS COMMITTEE

If decorations are used for an event, someone must be responsible for the clean-up of the event site as well as the site where the decorations were made. **No alcohol is allowed at the decorations prep site.** Event decorations must not violate common standards of decency of the community. Decorations that offend the sensibilities of community members may be removed. In some cases, event hosts may be fined if good judgement is not used.

ADVERTISEMENT MONITOR

This student is in charge of advertising for the event. All posters, emails, etc. announcing or advertising the event must not violate common standards of decency of the community. Posters that offend the sensibilities of community members may be removed. In some cases, event hosts may be fined if good judgement is not used.

Posters may only be place on designated cork boards—not placed on the walls or windows of Peterson and the academic buildings. Alcohol service at college-sponsored events may not be advertised or promoted.

Other Responsibilities of Co-Hosts

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

• Ending the event at the specified time.

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

**Non-Student Event Attendees**

Students wishing to invite non-students to college events must register them as guests. Overnight guests are registered at switchboard according to the procedures described in the section below. Guests who are not staying on campus must also follow the check-in procedure at the switchboard. On certain occasions (e.g. the Halloween event and Reality weekend) roadblocks are set up at the entrance to the campus by public safety to exclude uninvited people and to monitor drivers leaving campus. On these occasions students are asked to register their guests during the week prior to the event with switchboard. Guest lists are provided to public safety so guests may enter the campus. Bracelets will be provided to identify persons as registered guests. Unregistered persons will be asked to leave. Students should be circumspect about whom they invite as guests as they will be held responsible for the behavior of their guests.

**Student Clubs and Polity**

The Student activities coordinator is responsible for promoting student-driven events to enhance student life.

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

The Student Polity of Santa Fe has been established to be representatives of the student body. The Executive Director of Campus Health and Wellness on the Santa Fe may delegate to the Student government a share of the responsibility for the general welfare of the Students and whatever government of the Students may be necessary for the greatest possible attainment of the aims of the program. The duties of the Student Government may include:

- the management of funds available to the Student Polity;
  - the Student Polity cannot distribute funds for alcohol or things related to it due to liability concerns.
- the sanctioning of all student clubs, organizations, and activities, and their regulation, if necessary;
- the representation of the Students of St. John’s College to the community outside the college;
- the establishment and maintenance of formal channels of communication between the Students and the Faculty; and
• any other duties agreed upon by the Students and the Executive Director of Campus Health and Wellness.

OVERNIGHT GUESTS

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

Prospective students are registered through the Office of Admissions. Non-residential students staying overnight in the dorms must be the registered guest of a residential student. Guests must obey the same rules concerning alcohol, drugs, weapons, pets and all other campus policies that apply to students.

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

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

NON-RESIDENTIAL STUDENTS

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

VEHICLE REGISTRATION AND PARKING POLICIES AND PROCEDURES

Vehicle Registration and Parking Permits

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

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

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

It is the responsibility of the student to display the parking permit on the inside of the lower left front windshield of his or her vehicle. A registered vehicle without a permit displayed may be towed.

Permits are issued for a single vehicle and are non-transferable. A student with more than one vehicle must register each vehicle separately; both vehicles are not permitted on campus at the same time.

**Visitors and Temporary Parking Permits**

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

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

**PARKING CITATIONS**

- First parking violation – Written warning
- Second parking violation – $25 fine
- Third parking violation – $50 fine and possible tow
- Fourth violation – $100 fine and tow. May lose on-campus parking/driving privilege.

**SPEEDING/CARELESS DRIVING CITATIONS**

- First violation – $25 fine
- Second violation – $50 fine. May lose on-campus driving privilege.

**VEHICLE BOOT FEE**

- First occurrence – $50 fine
- Multiple occurrences – $100 fine each additional occurrence.
Records are kept of every ticket written, whether a warning or a fine. Students may contest citations to the public safety manager within 5 days of receiving a ticket. Do not wait until the vehicle is towed to question a ticket.

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

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

The reserved section along the main road is reserved for Faculty only.

The speed limit is 15 MPH on campus. Motorists should note marked crosswalks and yield to pedestrians. Persons who persist in violating the speed limit, ignore the safety of themselves or others, or acquire an excessive number of parking citations will lose the privilege of driving on campus and are subject to a fine. Vehicles left on campus during Winter Break must be registered to residential students and parked in lots designated for that purpose in the weeks leading up to the break. Students may not leave their vehicles on campus after commencement unless they are enrolled in the summer session or employed as summer workers.

Questions regarding parking or vehicle registration are to be directed to the Switchboard at ext. 0 or the public safety manager at ext. 6125.

**USE OF COLLEGE VEHICLES**

College vehicles are occasionally available for off-campus college-sponsored events. Please make van requests to transportation@sjc.edu at least six working days in advance. Anyone driving college vehicles must be registered with the college’s vehicle insurance. Contact the public safety manager for more information on how to register for the college vehicle insurance. For a copy of the College Vehicle Use Policy or Authorized Driver Agreement, please send an email to transportation@sjc.edu. College vehicles are not available for private use.
It is illegal in New Mexico to have open containers of alcohol in moving vehicles. Violation of this provision in a college-owned vehicle puts the college at substantial risk and is considered to be a particularly serious violation of the alcohol policy.

**CAMPUS EMPLOYMENT POLICY**

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

**PET POLICY**

Students are only permitted to have service animals or emotional support animals on campus. Students requesting the use of a service animal in campus housing will need to contact the ADA Coordinator/Executive Director of Campus Health & Wellness. Students requesting the use of an emotional support animal on campus or in their dormitory, suite or apartment should contact the Director of Student Life. In order to qualify for an emotional support animal on campus and in campus housing, students will need to present a letter from a medical provider (with whom they have established ongoing care), stating the need of such support. Students must first apply and be granted approval before they bring their service or emotional support animal into their campus housing.

Approved emotional support animals:

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

Students will be financially responsible for any damages caused by the pet in campus or housing or college property. Any violations of the pet policy may lead to permanent removal of the animal from college property. To review full ESA policy please review ESA section in the student handbook.

Students do not need approval for keeping fish in small aquariums (up to 5 gallons) in their residence halls, suites or apartments.
Residential Policies and Food Service

COLLEGE DORMITORIES, SUITES, AND APARTMENTS

General Policy
All unmarried students who do not live with local family are expected to live in college housing, space permitting, and to take their meals in the college Dining Hall. Sophomores, juniors, and seniors may petition to live off campus by writing the Office of Student Life before the advance deposit deadline and housing lottery in the spring semester. While living on or visiting campus, students are expected to conform to standards of conduct that are consistent with the educational objectives and priorities of the college. Respect and consideration for the rights of others and their need for study and rest must receive priority over other needs. Each student is expected to respond appropriately to requests from staff and fellow students concerning behavior that does not honor this priority. Resident assistant reports on student behavior are taken very seriously and may lead to fines, loss of on campus housing privileges, or even dismissal from the college, depending on the nature of the offense.

Reserving a Room
Only freshmen are guaranteed campus housing. Freshmen are assigned dormitory space by the housing coordinator based on preferences they have indicated on a housing questionnaire. Continuing students who have paid their advance deposits and submitted their Housing Plan Forms by the published deadlines are able to select their rooms for the next year in an order determined by lottery held toward the end of the second semester.

All students living in college housing are required to sign a housing contract. Contracts are mailed to transferring and returning students who have room reservations. Students must return the contract to the housing coordinator by June 15 in order to secure the room selected in the spring room draw, or by December 15 for a spring semester room.

A housing contract and accompanying room, suite, or apartment reservation can be canceled if a student is fined for extraordinary damages and/or cleaning at the end of a semester. They may also be cancelled if there are outstanding charges on the student’s account. A housing contract and accompanying room reservation can be canceled if there is doubt of the student’s support of community standards. Dormitory, suite, and apartment opening and closing dates are announced in the academic calendar each year.

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

ADA Accommodations
Students who would like to request accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act may contact the executive director of campus health and wellness or visit sjc.edu/student-life/office-assistant-dean/students-disabilities for additional information and forms.
Campus Housing Closing Procedures

All campus dormitories and suites are closed during winter and spring breaks. Apartment residents may remain in their apartments during these breaks. International students who wish to remain on campus during these breaks may do so by informing the housing coordinator, who will require that they register and pay a fee. All campus housing closes at noon the day after commencement and on the Saturday following the end of the summer session. Students who have not vacated their room by the designated time are charged $250 for every day that they fail to meet these deadlines. Those same students’ belongings may be moved.

Any student entering campus housing during breaks without permission and without an escort will be fined. Apartments can only be used by the students to whom they are assigned. Apartment residents are neither permitted to sublet their apartments at any time, including the breaks, nor to have “house-sitters” during breaks.

Room Changes

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

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

Resident Assistants

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

Senior Residents

Senior residents are tutors or other adult members of the college community who live in six apartments distributed throughout the dormitory areas. Senior residents consult frequently with RAs and student support staff, and are one of the best resources for students who are concerned about finding help on campus or in need of a conversation about the expectations and challenges of living at
St. John’s. Senior residents are also the primary after-hours resource for student concerns, and are available to assist students whenever the director of student life or the housing coordinator cannot be reached. Senior residents help RAs and public safety officers manage campus emergencies, and may be consulted in cases where a resident’s behavior has become disruptive or confusing, if not straightforwardly dangerous. An on-call senior resident is always available (between 5 p.m. and 9 a.m. on weekdays and 24 hours on weekends) by calling the campus switchboard (dial 0 from any campus phone), and senior residents’ telephone numbers are listed in the weekly schedule of events, the Ephemera.

**Furnishings and Supplies**

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

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

Students are responsible for the reasonable care and condition of the room inventory. Campus rooms are equipped with the following furniture and fixtures:

- an extra-long twin bed and mattress
- a desk and desk lamp
- a desk chair
- a wastepaper basket
- a bookcase
- a built-in closet or freestanding wardrobe
• a towel rack or hooks
• a wall-mounted telephone and Ethernet connection (except in apartments, where these are shared)
• a wall- or ceiling-mounted smoke detector
• screens and mini blinds on each window

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

**Housing Rules**

Allowed in dormitories, suites, and apartments:

• Any wall decorations should be accomplished with white colored “Plasti-tak” which can be purchased at the college bookstore. Other similar white (tacky-type) stuff can be used in place of “Plasti-tak”; 3M® Command Strips have also proven safe for use on walls. All adhesives should be completely removed when room is vacated.

• Masking tape can be used only in the lower dormitories on cinder block walls.

• Dormitory residents may install a refrigerator under the condition that the refrigerator not be more than four cubic-foot capacity, and that the refrigerator be recorded on the student’s room inventory. The student who registers the refrigerator will be held responsible for any water damage it causes and will be charged accordingly. Refrigerators left in rooms, bathrooms, or hallways will be disposed of by the college without any liability to the college. Residents of Winiaraki Center dorms may not keep personal refrigerators in their rooms, except by permission of the housing coordinator.

• Students may keep nonperishable food in rooms provided it is contained in rodent-proof metal or glass containers.

Not allowed in campus housing:

• The use of glue or nails or any material that can puncture walls or ceilings
• Installation of fixtures for curtains and draperies
• The painting of any dormitory, suite, or apartment surface
• Tape on varnished doors
• Candles or incense in rooms, hallways, or common spaces
• Box springs and mattresses placed on the floor
• The Campus Planning Committee affirmed on April 3, 1997 the consensus of the previous year opposing cable TV hookups, antennae, and satellite dishes on dorms (including suites and apartments and other college buildings).
• The use of microwaves, hot plates, electric skillets, and camping stoves in campus housing is specifically prohibited because of fire hazard, maintenance problems and insurance regulations.

• Extension cords of any kind, though surge protectors are permitted.

• Pets (other than fish in aquaria less than 5 gallons) are not allowed. Animals registered to a student as an accommodation under the Americans with Disabilities act or approved as an emotional support animal are not considered pets. Students requesting the use of a service animal in campus housing will need to contact the ADA Coordinator/Executive Director of Campus Health & Wellness. Students requesting the use of an emotional support animal on campus or in their dormitory, suite or apartment should contact the Director of Student Life.

• Students are not allowed to carry on a business from or in their campus housing.

• No person other than college sanctioned occupants shall use a room as a place of residence.

• Loss of a room key should be reported to the coordinator of buildings and grounds or the housing coordinator; there is a replacement fee of $25.

• Fire regulations require that, at all times, halls and stairways must be kept clear of furniture, bicycles, trash, shoes and other such obstacles.

• College furniture may not be removed from dormitory rooms, suites, or apartments.

• College furniture may at no time be removed from common rooms of dorms, Peterson Student Center, Meem Library, or from classrooms. Severe fines may be levied for unauthorized removals.

• Persons walking on any building roof or on the roofs of dormitory walkways or porches, except those protected by wooden decking, are subject to severe fines.

• Bathrooms in the dormitories are not intended for co-ed use. The bathrooms located on women’s floors are designated for use by women only, those located on men’s floors by men only. Persons may use whichever bathroom accords with their gender identification.

• No supplementary heaters are allowed in campus housing except by permission of the Student Life office.

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

Common Room and Kitchen Expectations

In their use of the common rooms and kitchens, students are expected to conform to community standards, such as civility, responsibility, and honesty. Access to the common rooms and kitchens is a privilege for all on-campus residents. These community spaces are intended for multi-purposes, including social gatherings, RA meetings and study. In order to ensure these spaces are welcoming to all students, alcohol is prohibited from the upper portion of the common rooms and all common kitchens. Students who are over 21 are welcome to have alcoholic beverages in the lower portion of the common rooms only.
Adherence to proper kitchen use is especially important in order to prevent fire hazards. When preparing food in the kitchen, all residents are expected to be respectful of their dorm-mates and wash all dishes; cleaning stoves and countertops after each use. In addition, the exhaust hood fan must be utilized every time food is being prepared on the stovetop or in the oven. The Housing Coordinator will work with the RAs to establish a routine inspection of the kitchens, disposing of all unwashed dishes, etc. and all food left in the refrigerator.

Damages to these community spaces, both the common rooms and kitchens, are the responsibility of all resident(s) and the fines associated with damages will be shared equally by the residents of the associated neighborhood unless individual responsibility can be determined. To prevent such damage fines, please be respectful of these common spaces and clean up appropriately after each use. Fines for damages to the common rooms and kitchens can be found in the section titled Damage Charges.

Smoke Detectors and Smoking

Smoking on campus is permitted only in designated smoking areas. A map of these areas can be found on the back cover of this handbook.

Smoke detectors are located in each bedroom, and in the common spaces of suites and apartments. They are checked by the college staff monthly. Inspection schedules are posted in each dormitory and suite and mailed to apartment dwellers. Smoke detectors have been placed throughout campus housing for the students’ protection and should not be tampered with. Students will be charged for any damage. Any problems with a smoke detector should be reported to Buildings and Grounds in a timely fashion. For example, a small chirping sound signifies the battery charge is depleted. Remove the battery to stop the chirping sound and immediately call B&G at ext. 6145 or ext. 6146 to request battery replacement. This will activate a work order; your RA will contact you to verify that the work has been completed. During monthly inspections, if any smoke detector is found without a battery or otherwise disabled and if these alterations have not been reported as described above, a $100 tampering fine will be charged to the student’s account.

Please refer to the Smoking section for additional details regarding the SJC smoking policy.

Pest Control

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

Inventories

The resident assistants will furnish inventories for all rooms. Each student is asked to complete one of these inventories and to note whether listed furnishings are damaged, missing or in need of repair. Residents are expected to complete and sign their inventories by the first Friday after move-in; RAs will collect the signed inventories and return them to the Office of Student Life. It is important that students submit their inventories by the first Friday after move-in; after that deadline any damages or missing items will be billed to the student’s account.
**Work Order Requests during Academic Year**

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

For emergency requests, i.e. plumbing, electrical, or any other campus housing problem needing immediate attention, call B&G at ext. 6145 during office hours, or Switchboard, ext. 0, after hours.

**Inspections**

The college reserves the right to conduct room inspections without prior notice. In conjunction with the monthly maintenance of smoke detectors, college staff will be checking for needed repairs and pest management, room and furniture damage, painting infractions, prohibited pets, and proper furniture inventory. Fines may be levied for any of the above violations as well as for mattresses lying on the floor, unsanctioned adhesives or hardware used for wall hangings, non-inventoried college furniture or equipment, etc. The college reserves the right to temporarily move a student out of their room in order to correct any problems. Campus-wide housing inspections will occur at the end of fall and spring semesters.

**Damage Charges**

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

Students must return the room to the same or better condition than it was at the time they moved in. Rooms must be left in good order when vacated; all trash should be removed, walls cleared and clean, floors swept and mopped if necessary, windows cleared and clean, and surfaces dusted. If a student fail to check out properly, he or she will receive a fine for improper check out and can be assessed additional fines. Students must check out of their dorms by the date and time as published in the academic calendar. Any student leaving campus housing must remove all personal belongings at the time of move out. The coordinator of Buildings and Grounds is authorized to charge students for repairs or unusual cleaning costs. Charges for damage to the dormitory, suite, apartment common areas, or common rooms not assigned to individual students will be distributed among the occupants of that dormitory, suite, apartment, or neighborhood. The following end of occupancy or monthly inspection charges are assessed for damage:

**INDIVIDUAL ROOM(S)**

Failure to vacate room by designated deadline ................................................................. $250 per day

Failure to leave room in clean condition .............................................................................. up to $250

Cracked window or glass replacement ................................................................................... cost+labor

Removal of screen ................................................................................................................. $200
Damaged screen ......................................................................................................................... cost+labor
Room repainted ...................................................................................................................... $75-$200
Extra college furniture in room (per item) ................................................................................... $30
College dishware and flatware (per item) ................................................................................... $10
Bed replacement ....................................................................................................................... up to $350
Desk stains and/or burns requiring refinish .............................................................................. $50
desk lamp replacement or repair .............................................................................................. up to $50
Misplaced bookcase, missing bookcase ..................................................................................... $10-$75
Damaged doors ......................................................................................................................... no less than $50
Holes in walls ............................................................................................................................ no less than $50
Towel rack replacement (upper dorms only) ............................................................................... $25
Mirror replacement ................................................................................................................... cost+labor
Light fixture replacement ........................................................................................................ cost+labor
Damaged or broken chair .......................................................................................................... cost
Chair replacement ..................................................................................................................... up to $390
Smoke detector tampering ....................................................................................................... from $100
Smoke detector replacement ..................................................................................................... $70
Smoking fines ............................................................................................................................ from $100
Burn marks/smoking-related damage ...................................................................................... cost+labor for replacement of furniture/fixtures

_Smoke related damage may result in loss of future housing even if a student has a room reservation with contract._

**HALLWAY AND BATHROOM CHARGES (DIVIDED AMONG DORM RESIDENTS)**

Personal belongings in hallways, bathrooms, common spaces (if applicable), balconies (if applicable), trash, furniture, excessive cleaning required ........................................................................... up to $250
Emergency light replacement ....................................................................................................... up to $100
Fire extinguisher replacement .................................................................................................... $150
Fire extinguisher recharge........................................................................................................................................ $50

College dishware and flatware (per item with total divided by all residents of that space) .................. $10

Bathroom screens.................................................................................................................................................. $200 each resident

**COMMON ROOMS & COMMON KITCHENS (DIVIDED AMONG ALL RESIDENTS OF ASSOCIATED NEIGHBORHOOD)**

Failure to leave room in clean condition ........................................................................................................ $200 each resident

Failure to leave kitchen in clean condition........................................................................................................ $200 each resident

**College Liabilities and Rights**

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

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

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

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

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

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

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

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

The college reserves the right to:

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

**LIVING OFF CAMPUS**

Married students and students who live with their families nearby are not required to live on campus. Other students may petition to live off campus for medical, religious or other reasons documented to the satisfaction of the college. Applications to live off campus should be made to the housing coordinator. The college must maintain a reasonable level of occupancy in its housing for financial reasons and, therefore, the number of petitions that can be granted is limited. Conversely, space limitations may dictate that students seek off campus housing while waiting for campus housing.

Applications to live off campus should include two parts:

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

Petitions are evaluated on the basis of reasons given for the request, seniority of the applicant, and the order in which the petitions are received. The housing coordinator may consult with the deans, Financial Aid Office, parents, physicians, ministers, tutors, or college therapists when considering an application.

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

General Policy

Regular meals are served cafeteria-style in the Dining Hall, with a variety of ‘grab and go’ options available in the Coffee Shop. Both facilities are located in Peterson Student Center. Students living in the college dormitories and suites are required to purchase board. Two different meal plans are available. Under the first plan, students can eat up to twenty-one meals per week in the Dining Hall; the second plan provides for fourteen meals per week. A 10-meal plan or a Block Meal plan (56 meals per semester) are available to students living off campus or in college apartments. The 10-meal plan can be used for breakfast, lunch, or dinner for a maximum of 10 meals per week. Unused meals for a given week cannot be carried forward under the 21-, 14-, or 10-meal plans.

Off-campus students or those living in college apartments who do not purchase meal plans can pay for individual meals at the “walk-up” rate in either the Dining Hall or the Coffee Shop.

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

“Sick trays” are provided in the Dining Hall for students with special and temporary dietary needs. In case of illness food service may be arranged by calling extension 8646 and then sending someone to pick up the tray.

Dining Hall Rules

Students on the meal plans are required to bring their student ID to each meal; the college uses a computerized card system. Meals will not be served to those who do not have their card. Students who lose their ID card must replace it through the Information Technology Services office.

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

Dishware, and utensils are not to be carried from the Dining Hall. Food may be removed only in approved take-out containers which are available for purchase at the desk. Filling backpacks is expressly forbidden. The excess loss of dishes and food is a serious concern since replacement costs are borne by all students, not simply those who remove them. Violations are subject to fines.

Student Services

STUDENT HEALTH SERVICES

Medical Services

The Hallie Leighton Student Health Office (ext. 6418), located in the northwest corner of the lower dormitory complex, is open for a variety of hours Monday through Friday. Clinic hours are reduced during the summer and the office is closed during winter and spring breaks.
The Student Health Office offers a wide array of primary care services, including preventative health screenings and health education. Services provided by the Student Health Office are covered by the student Health Services Fee and your insurance will not be billed for these services. However, outside services, such as but not limited to, lab tests, x-rays, emergency services, prescriptions, and other specialty services will be directly billed by the outside entity to you and your insurance.

It is important that the Report of Demographic information, Consent for Treatment, Report of Medical Evaluation, and full Immunization Record be completed prior to matriculation. Students are required to be vaccinated against Measles, Mumps, and Rubella (MMR); Tetanus, Diphtheria, and Pertussis (TDAP); Hepatitis B (3 doses), Polio, Varicella, and Meningitis (the Meningococcal Quadrivalent vaccine is required for students living in dorms and recommended for others.) International students, and those screened as at higher risk for Tuberculosis, need to complete Tuberculosis testing and submit results with their examining clinician’s report. Student health records are confidential. Information contained therein will not be disclosed, even to parents, without the express written consent of the student.

**Services Offered**

Among the variety of services offered at the Student Health Office are the following:

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

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

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

**Emergencies**

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

If the Student Health Office is closed or if Urgent Care is needed

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

Presbyterian Urgent Care
8 a.m.–7 p.m. weekdays, 9 a.m.–4 p.m. Saturday and Sunday
454 St. Michael’s Drive, 505-303-5000

Aspen Medical Center
8 a.m.–9 p.m. weekdays, 9 a.m.–9 p.m. Saturday and Sunday
3450 Zafarano Drive Suite C, 505-466-5885

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

Railyard Urgent Care
8 a.m.–7 p.m. daily
831 South St. Francis Drive, 505-501-7791

UltiMed
9 a.m.–5 p.m. daily
707 Paseo de Peralta, 505-989-8707

Prescription Service
Medicines prescribed by any Student Health Office provider or other medical professionals can be obtained at any pharmacy in New Mexico. The pharmacies listed below are excellent resources.

CVS
511 Cordova Road, 505-983-5546
195 Paseo de Peralta (DeVargas Mall), 505-982-8787
- Monday through Friday, 9 a.m.–8 p.m.
- Saturday, 10 a.m.–6 p.m.
- Sunday, 10 a.m.–5 p.m.

Del Norte Pharmacy
1691 Galisteo Street, 505-988-9797, Fax 505-982-3649
- Monday through Friday, 8 a.m.–6:30 p.m.
- Saturdays, 8 a.m.–1 p.m.
• Closed Sundays and holidays

**Pharmaca Integrative Pharmacy**  
530 W. Cordova Rd., 505-820-7690  
Dispenses allopathic and naturopathic/complimentary therapies  
• Monday through Friday, 8 a.m.–8 p.m.  
• Saturday, 9 a.m.–6 p.m.  
• Sunday, 10 a.m.–6 p.m.

**Walgreens Drug Store**  
3298 Cerrillos Road, 505-474-3507  
The only pharmacy with 24-hour service

**Walmart**  
3251 Cerrillos Road, 505-473-4261  
5701 Herrera Drive, 505-424-9166  
Lowest prices on most medication  
• Monday through Friday, 9 a.m.–9 p.m.  
• Saturday, 9 a.m.–7 p.m.  
• Sunday, 10 a.m.–6 p.m.
**Mental Health Services**

The Therapy Office at St. John’s College, Santa Fe, provides psychotherapy to undergraduate and graduate students at no additional cost to the students. St. John’s College also contracts with a psychiatrist in the Santa Fe community for medication evaluations and monitoring. Any student needing to be seen by the contracted psychiatrist must first meet with one of the St. John’s therapists for a psychiatric referral. All referred appointment costs for students seeing the contracted psychiatrist will be paid for by the college.

To see one of the psychotherapists, an appointment can be made by emailing or calling one of the therapists directly. Each therapist makes her own appointments. If you need to cancel or reschedule, call as soon as possible to make sure you keep your regular appointment time for the following session, and allow for another student to be seen at your canceled time. For appointments, please call ext. 6419 or 6421 or email lwoody@sjc.edu or eelgart@sjc.edu.

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

The therapists available to students may be college employees or contracted independent third-parties. Any documents or records (from current or prior treatment or assessment) included in a student’s therapy record or otherwise created by the therapist are kept confidentially by the therapist in accordance with state law and professional and ethical rules, and are not kept or maintained by the college. Accordingly, these records do not belong to the college and are not considered to be part of a student’s educational record. The exceptions to confidentiality are situations involving imminent safety concerns, cases of child abuse, or in response to a lawful court order.

**Mental Health Emergencies**

In the event of a mental health emergency, students should contact public safety and/or the senior resident on duty through the Switchboard (0 from campus phones) or directly call 911 in a case of imminent danger.

The college psychotherapists are available to assist with consultation or counseling in such circumstances upon notification by the executive director of campus health and wellness or the director of student life. See the list of crisis hotlines and mental health services in Santa Fe in this handbook.

**LIBRARY**

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

The Faith and John Meem Library houses more than 65,000 volumes, and provides study areas and classroom space. Two of the study rooms stay open 24 hours a day during the academic year. Rooms
202 and 205 are reserved for writing assistants and student tutors. The library subscribes to more than 70 magazines and newspapers. Database searches and interlibrary loans are also available.

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

Reserve Collection

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

Music Room

The music room, located on the first floor, contains audio-visual equipment, LPs, language and lecture recordings, circulating compact discs and DVDs. The Jac Holzman collection is also stored in the Music Room. This collection was donated by Holzman, the founder of Elektra Records, and contains scores and recordings from the American folk movement of the 1950s and 1960s. Other music books and scores are shelved in the “M” section of the general collection.

Sophomore Music CDs

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

Computer Access

The library provides Wi-Fi access through the polity network. No password is needed to access the Wi-Fi in the library.

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

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

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

**Online Resources**

The library provides access to several online resources including The Chronicle of Higher Education, Digital Loeb Classical Library, FirstSearch, JSTOR, Mango Languages, Naxes Spoken Word Library, Oxford English Dictionary, and the Philosopher’s Index with Full Text,. Students may access these resources on the library computers or remotely using a current college ID number. Assistance with accessing and searching these resources is available at the circulation desk.

**Library Passports**

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

**Interlibrary Loan**

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

**Book Recommendations**

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

**Library Rules**

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

• The borrowing period is a semester for books and one week for circulating CDs, DVDs, and records. Fines accrue for overdue audio-visual materials at a rate of $1 per day for each overdue item. Audio-visual materials may be renewed before they are overdue.

• All non-program materials are subject to recall by the library.

• Reserve and reference materials are for library use only.
• Current and back issues of periodicals are for library use only. Back issues are kept in storage and can be requested at the circulation desk. Response time depends upon staff availability.

• There is a general call-in of all library materials at the end of each semester. Call-in notices are emailed to borrowers.

• Student accounts are billed through the Treasurer’s Office for replacement and processing costs if materials are not returned or renewed. Replacement costs are based upon national academic library standards: $50 per book and $20 per CD, DVD, etc. Accounts are credited the replacement cost if a billed item is returned within one year of its due date. However, a $5 processing fee per item will not be refunded.

• If you have lost or damaged a book, speak with the circulation librarian before billing commences.

• Patrons are asked not to write in library books. Fines are assessed for new markings in library materials. Patrons who return damaged library materials may be billed for the repair or replacement costs of the materials.

• Eating and smoking are prohibited inside the library. Drinks in covered containers are permitted. Food and drink may be taken into the 24-hour study rooms. In accordance with college policy, no alcohol or smoking is permitted inside the library nor on library porches and balconies.

• Library furniture may not be taken outside. Outdoor furniture is provided on library porches and balconies. Individuals are asked to remove their shoes before placing their feet on library furnishings.

Copyright

If a literary, musical, or artistic work is copyrighted, there are legal limits on who can copy or otherwise use that work. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Students are responsible for making sure that their use of copyrighted materials is appropriate and legal. If a student infringes on copyright using college resources, the college may be held liable. The assistant dean, the director of IT, and the library director are available to answer questions about appropriate use of copyrighted materials.

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

STUDENT COMPUTER CENTER

The Student Computer Center (SCC) is located in room 18 on the basement level of the Evans Science Lab; it is equipped with 16 Windows and 4 Macintosh computers, 2 laser printers and a scanner. The center provides access to Microsoft Office and other applications, as well as to email and the Web. The SCC is accessible 24 hours a day, seven days a week during the academic year.

Network Account

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

Wireless network access is available around campus. All residential rooms are wired for access to the Internet and the campus network.

ITS Assistance

ITS provides consulting and support for use of the college network, student lab and email, and is available from 9 a.m.–5 p.m., Monday through Friday. ITS neither troubleshoots nor repairs personally owned computers.

STUDENT ATHLETICS AND OUTDOOR PROGRAMS

Student Activities Center (SAC)

Constructed in 1999, the 26,000 square foot Student Activities Center is home to numerous personal fitness and athletic opportunities. The SAC houses a full-sized gym for basketball, two racquetball/squash courts, and an extensive exercise and free-weight training room. Regularly scheduled activities include basketball, soccer, Karate-do, archery, yoga, and a variety of fitness classes. Equipment to play pool, table tennis, and many racquet sports are also available.

The college offers a wide variety of extra-curricular courses including: Pottery, photography, drawing, ballroom dance (waltz, swing and tango), and ballet classes. Get additional information or inquire about scheduling a class by visiting the SAC or by calling ext. 6149.

Athletics

St. John’s provides weekly intramural competitions in a host of activities, including soccer, volleyball, ultimate
Frisbee, basketball, and dodge ball, as well as special tournaments throughout the year. Individual points are earned for participation, as well as athletic prowess, and will be used to award intramural blazers at the end of each academic year. Check out the Student Activity Center our website or stop by the front desk of the SAC to familiarize yourself with the equipment and the many sporting opportunities offered each semester.

Outdoor Program

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

Bicycle Program

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

St. John’s Search and Rescue Opportunities

St. John’s College is proud to work closely with the Santa Fe community and to have an alliance with the Atalaya Search and Rescue Team. ASAR has an emergency operations center and an equipment room which are located in the SAC. Team meetings are held at the college every other Wednesday evening at 6:30 p.m. For schedules and more information please call ext. 6148. ASAR is open to all interested parties.

SAC Facilities

WEIGHT ROOM

The weight room is equipped with free weights, Russian kettle bells, strength building machines and cardiovascular training equipment. Fitness equipment allows students to develop a comprehensive training routine to work all parts of the body.

GYMNASIUM

The gym has a variety of activities scheduled throughout the week. In addition to a basketball court, it also has two volleyball courts and indoor soccer goals. The sound system allows students to train or play while listening to music. Mats are available for wrestling, grappling, tumbling or yoga. Students and staff have organized times to play basketball, indoor soccer, volleyball and a variety of fitness classes. Please refrain from wearing shoes with soft black soles into the gym as they typically mark the gym floor.

SQUASH AND RACQUETBALL

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

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

**TENNIS COURTS**

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

**DISC GOLF COURSE**

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

**PERSONAL AND PROFESSIONAL DEVELOPMENT OFFICE**

The Office of Personal & Professional Development (OPPD) is open from 9:00am to 5:00pm, Monday through Friday (including lunch hours), and additional hours by appointment. It provides comprehensive guidance to students and alumni in all aspects of career preparation, including personal and academic development. Services include frequent skills workshops, one-on-one guidance with individualized success plans, personality type and vocational aptitude tests, graduate school selection and applications, networking events and assistance, funded internship and fellowship programs, and much more.

OPPD recognizes the necessity of assisting with post-graduate preparations throughout all four years at St. John’s College. The TELOS Program, a program unique to St. John’s College, seeks to address this need by means of a structured seven-module design, where each module corresponds to a student’s current class year and semester. OPPD offerings during Freshman, Sophomore, Junior, and Senior years have particular objectives designed to fully prepare a student to actualize their goals and ambitions immediately after graduating from St. John’s College.

Throughout the TELOS Program students are encouraged to request help in researching a variety of topics such as employment assistance, opportunities for classes abroad, certifications for teaching overseas, potential internships, and scholarship/fellowship qualification criteria. Application information for awards such as the Rhodes, Marshall, Mitchell, Gates-Cambridge, Truman, Goldwater, and Beinecke Scholarships, as well as Fulbright grants, are available, alongside assistance in preparing application documents. For students who wish to continue their education after graduation, OPPD offers individualized assistance in cover letters, statements of purpose, securing letters of recommendation, and all other aspects of the graduate school application process.

OPPD offers every student the opportunity to utilize Handshake, the leading platform for assisting college students and recent graduates in their search for part-time and full-time employment and internships.

Additionally, OPPD also maintains complete access to Vault, one of the largest digital libraries of career information such as: reviews of potential employers by their current employees, a litany of
cover letter/resume creation and style guides, industry specific interview advice, companies with internship opportunities, and more. Instructions for creating accounts to access these sites will be provided to all students, but any students with issues or questions are encouraged to come into OPPD any time during office hours.

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

OPPD also administrates the college’s Pathway Fellowship program, which enables a student to take summer classes that are pre-requisites for graduate and professional schools, or for study abroad classes. OPPD staff can assist students with identifying the prerequisites for various career fields, as well as finding the appropriate classes to satisfy these prerequisites. Up to five applications will receive priority for the Pathways program if those applications are for fellowships contributing towards prerequisites for medical school and/or healthcare professions.

Annual meetings and events for students include forums on careers ranging from medicine, to law, education, business/finance, and international relations and other fields of interest. OPPD hosts an annual Career Fair, and Summer Experience Fair. OPPD also holds workshops on fellowships and scholarships, job searching, and planning for graduate school.

Due to the competitive nature of applications for graduate school and employment, Personal & Professional Development also encourages students to augment the education of St. John’s with practical experience such as internships, summer research grants, volunteer and community-service projects, and study or work abroad.

Students are encouraged to contact OPPD as early in their time at the college as possible to begin exploring these opportunities.

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

ALUMNI RELATIONS

By way of defining terms, 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 the link between the alumni and the college community on campus. It is located in Weigle Hall, and students are encouraged to visit at any time. Within the Alumni Office, the Alumni Engagement and Giving Officer works most closely with current students, and particularly with members of the senior and junior classes. Students in need of alumni contacts around the world for professional or personal interests are encouraged to contact the Alumni Engagement and Giving Officer, who also acts as a resource to aid in the transition from life as an enrolled student to life beyond the halls of the college.

The Alumni Office helps to maintain alumni records in the college database. If you move or need to update your contact information in the college’s records, please notify the Alumni Office (note that official academic records are maintained by the Registrar). We also appreciate hearing about major events in your life, and can forward notes on for inclusion in our publications of alumni news and updates. If you have preferences about how you would like the college to communicate with you as an alum, please contact the Alumni Office – it is important to us that we communicate with you in the ways that work 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. Members of the senior and junior classes, as well as all Graduate Institute students, are welcome to join SJC Connect as student-users. 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 or the like, 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.

Limited directory information from your college record is pre-loaded into the platform to facilitate the sign-up process, but no information is visible until you activate your profile—not even your name. No
information is available to non-users through SJC Connect, and access is limited to 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

The 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, and for social and career 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 for Homecoming activities, particularly those celebrating quinquennial anniversaries 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, grow in their professional career, 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.

BOOKSTORE

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

In an effort to cut down on losses due to theft, the bookstore has installed a video surveillance system. All books, packs, and parcels are to be left outside the bookstore or at the front desk. Students who shoplift are subject to dismissal from the college.

MISCELLANEOUS SERVICES

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

Notary Public
There are public notaries on campus whose services are available free of charge to the college community. The Registrar’s Office and Dean’s Office are both happy to assist students who need documents notarized.

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

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

The Moon
The Moon is a periodical published by undergraduate students and distributed to the college community. The Student Activities Coordinator provides support for this publication.

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

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

Bin locations for recycling:

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

Public Transportation

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

Mail Service

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

Mail should be addressed as follows:
Please note that the mailbox number is not needed and only mail sent to registered students will be distributed. All mail must be accessed through the boxes; students picking up mail for friends must know the proper combination.

Package notification is made via student’s college email accounts. Packages are to be retrieved from Office Services, located in the lower level of Weigle Hall and students MUST bring their student ID with them. Some packages may require a signature. Office Services is open Monday through Friday, 9 a.m.–5 p.m. (not on weekends). The mailing of perishables should be scheduled to arrive Monday through Friday, when Office Services is open.

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

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

**Phone Service**

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

- Coffee Shop
- The hallways of each of the dormitories
- Booth near the Switchboard and Thorpe Room in Peterson Student Center
- Foyer of Meem Library
- Main floor of Evans Science Laboratory
- Basement floor of Santa Fe Hall
- Outside the entrance of the common building for the dormitory suites

Phones located in students’ rooms are equipped with voice mail. Students should have family and friends contact them in their room using the direct extension. Only emergency calls should be directed to the main campus number. Long-distance or information calls will not be placed by the college operators. Emergency numbers and procedures are listed inside the front cover of this handbook.
Problems with the phones or questions about the phone system should be directed to the ITS helpdesk (Ext. 6196) or sxhelp@sjc.edu. Tampering with the phones is prohibited and doing so may result in substantial fines.

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

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

Photocopying
Office Services, located in the basement of Weigle Hall, will provide photocopying and mailing services at a reasonable price. One public copier is also available for small jobs in the Meem Library. This copier uses coins and small bills (no change is available in the library). The copier on the first floor of Weigle Hall is for office use only. The college is not liable for student violation of copyright laws.

Laundry
Washers and dryers are located at the west end of the walkway between the lower dormitories and the Winiarski Residential Center, in the basement of Murchison in the upper dormitories and at the east end of the Chamisa Building in the suites and apartments. Campus laundry facilities are accessible at all times to currently enrolled students. Laundry may be paid for by credit, debit, or coins.

Storage
A limited number of small storage cages located in the lower dormitory complex are available to store student belongings during the school year. During the summer, January freshmen, international students, and summer workers living on campus may use the cages during their dormitory transition periods at the beginning and end of the summer semester. Students and summer workers must arrange use of the lockers by contacting the housing coordinator. The college is not responsible for any personal property placed in storage. In addition, the college may dispose of stored items, without notice, for any of the following reasons:

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

Lost and Found
Lost and found articles should be taken to the Switchboard; the articles will be held by public safety for safe keeping for 30 days. Items not claimed in 30 days are donated to charity.
**Scheduling Rooms and Requests for Set Up**

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

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

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

Conference Services publishes a monthly calendar of events and classes. This schedule may be found at the Switchboard and can be used to find where and when events are being held. Conference Services also publishes individual room schedules that are posted outside most meeting rooms and classrooms. Students are asked not to disturb room set-ups and to be courteous and helpful to the many persons outside the college community who attend meetings, conferences and other events on campus.

**Parents Activities**

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

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

CAMPUS SAFETY AND SECURITY

Accessing public safety

The college employs round-the-clock security coverage seven days a week. A public safety officer can be dispatched in minutes by switchboard with a simple phone call to “0” from any campus phone, 505-984-6000 from a non-campus phone, or can be reached directly by calling the public safety cell phone at 505-660-8177.

Location

Public safety officers report to the public safety manager whose office is located in PSC next to Switchboard.

Precautions

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

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

- Dormitory rooms, suites, and apartments should be kept locked, particularly when not at home.
- Doorways leading into resident halls should never be propped open.
- Don’t leave money or other valuables lying around in plain sight. Stereos, portable computers, and like items, should not be left unattended in unlocked rooms or rooms with public access.
- Be alert in isolated areas both on and off the campus when you are by yourself. If you are not with friends and need to travel around the campus at night, use the escort service provided by public safety. To request an escort, call switchboard at “0”.
- Do not invite persons known only casually to social gatherings held on campus or as overnight guests. Public safety personnel are instructed to regard as trespassers persons who cannot or will not identify themselves. Visitors who will be on campus for any length of time should be registered at the switchboard and students should carry their student identification cards with them at all times.
- If you plan to leave the campus for more than a day, please leave an address and/or telephone number where you can be reached in case of emergency with your RA.
• Thefts, assaults in any form, destruction of property, unwanted intrusions, obscene phone calls, and other forms of malicious or criminal activity should be reported to a public safety officer, the executive director of campus health and wellness, the director of student life, or the public safety manager immediately. Dial “0”

• The presence of strangers (in areas of the campus where they would not ordinarily be, such as residential areas) or any suspicious activity should be reported by dialing “0”. Campus public safety personnel will help any student contact the Santa Fe Police Department or other law enforcement agencies to report a crime, if necessary.

Alerts
The college community will be alerted if an at-risk situation exists or incident occurs that threatens the health or safety of its members. Notification is normally made via campus phone voice mail, mass email, and via the E2 Campus text messaging system. Participation in the E2 Campus text messaging alert system is free. To sign up, visit the SJC safety webpage at sjc.edu/santa-fe/office-safety-and-security and follow the link; it only takes a few minutes.

Pursuant to Public Law 101-542, The Student Right-to-Know and Campus Security Act, the college will distribute to faculty, students, and staff Clery Report statistics via the college website at sjc.edu/student-life/santa-fe/public-safety.

REGIONAL HAZARDS

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

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

Water is quite scarce, so be sure to carry plenty with you. One should never drink naturally occurring water in the back country without first purifying it because giardia contamination is prevalent in most of New Mexico’s wilderness areas.

Before going hiking, be sure to leave pertinent information with a responsible friend. Ask your friend to contact campus authorities or the New Mexico state police if you fail to check back in at the time you had planned to return. Camping on campus, in canyons or adjoining properties is prohibited.
**Fire Hazards**

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

**Plague**

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

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

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

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

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

**Hantavirus**

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

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

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

**Black Widow Spiders**

Black widow spider bites are very painful and can be fatal. These spiders hide out in cool moist places: under rocks, boards, woodpiles, in shadows of buildings, and in dark recesses. They are very reclusive and bite only if they are grabbed or touched. Any potential black widow bite needs emergency evaluation. If bitten, one should go immediately to an emergency room. Treatment for the bite is supportive, and consists usually in keeping the victim as comfortable as possible while the effects of the bite wear off. Sometimes hospitalization is necessary. There is a low fatality rate in adults, but bites are more serious for children.

**Brown Recluse Spiders**

Brown recluse spider bites are not common, but the spiders are seen throughout New Mexico. The bite can be fatal. Emergency evaluation by a physician is necessary for any potential brown recluse bite. Treatment usually includes daily visits to a physician. Symptoms: Starts as a small, red dot which then becomes larger, and then begins to turn purple, darker, and crater-like.

**Snakes**

The prairie rattlesnake is the only local poisonous snake. It is very unusual to see them, even rarer to be bitten. (Most victims are bitten by snakes kept as pets.) These snakes are olive or brown, up to 3-4 feet in length with oval-shaped blotches on the back and two diagonal light stripes on sides of the face. They are very quiet. In the rare event of a bite, calmly get to a doctor, immobilizing the bitten part if possible (e.g. put arm in a sling). Carry the victim if a child. Do not cut and suck the bite or use a tourniquet. Most fatalities from rattler bites occur from cutting and sucking (bleeding to death), from tourniquets improperly applied, or from drinking liquor as a cure. Do not take liquor if bitten. If possible furnish a complete description to your doctor. Don’t panic. Keep your blood circulating as normally as possible — not at a panic level. A real rattler puncture will be only one or two holes.

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

Academic Policies and Practices

PROGRAMS AND CLASSES

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

Curriculum

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

Seminars

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

Tutorials

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

Preceptorials

The preceptorial is a class of six to twelve (or occasionally as many as fifteen) students and one tutor, who meet to study a single book or question in depth. Preceptorial topics vary widely from term to term, depending on the interests of students and tutors, who are invited to submit proposals to the associate dean of graduate programs. At the end of the preceptorial, students write a substantial essay on a topic of their choice related to the work of the preceptorial. Tutors work closely with students on topic selection and may ask to see a précis or draft before the final essay is submitted. More information about papers and orals can be found in Essays and Orals.
**Academic Year**

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

**Class Schedules**

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

**LIBERAL ARTS PROGRAM**

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<tr>
<th></th>
<th>Fall and Spring Terms (16 weeks)</th>
<th>Summer Term (Schedule under review)</th>
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<tbody>
<tr>
<td>Seminar</td>
<td>Monday and Thursday 7:30 – 9:30 p.m.</td>
<td>See GI Office for details</td>
</tr>
<tr>
<td>(First eight weeks)</td>
<td>Monday and Thursday 5–6:15 p.m.</td>
<td>See GI Office for details</td>
</tr>
<tr>
<td>Tutorial</td>
<td>Monday and Thursday 7:30–9:30 p.m.</td>
<td>See GI Office for details</td>
</tr>
<tr>
<td>Preceptorial</td>
<td>Monday and Thursday 7:30–9:30 p.m.</td>
<td>See GI Office for details</td>
</tr>
<tr>
<td>(Second eight weeks)</td>
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**EASTERN CLASSICS PROGRAM**

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<td>Monday and Thursday 7–9 p.m.</td>
</tr>
<tr>
<td>Tutorial</td>
<td>Monday and Wednesday 4:30–6 p.m.</td>
<td>None</td>
</tr>
<tr>
<td>Preceptorial</td>
<td>Tuesday and Thursday 4–6 p.m. (Times may vary)</td>
<td>Tuesday and Thursday 3:30–5:30 p.m. (Times may vary)</td>
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**Formal Address**

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

**Attendance**

Students are expected to attend all regularly scheduled classes. Instruction by discussion requires regular attendance in a way that other teaching methods do not. There are no books one can read to take the place of a missed discussion, as there may be in the case of a missed lecture. Instruction by discussion implies a sharing by all students in the process of teaching as well as learning, and regular, uninterrupted participation is essential for the good of all members of a class. Exclusion from a class
on the basis of absences is at the discretion of the tutor. (See also Evaluation of Academic Performance: Exclusion from a Class.)

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

**Changing, Adding, Dropping, and Withdrawing**

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

**On Withdrawals**

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

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

**WITHDRAWAL FROM THE SESSION**

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

**WITHDRAWAL FROM THE COLLEGE**

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

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

Students who wish to withdraw from the institute should notify the Graduate Institute as soon as possible. Requests to withdraw should include the term in which the student would like to return or a statement that the student does not intend to return. This information guarantees that the student’s name is added to appropriate mailing lists for alumni programs or enrollment information.

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

Withdrawal Procedures

A student who is withdrawing from the college obtains a withdrawal form from the graduate program administrator. The student then confers with the associate dean who approves and signs this special form. The student also obtains the signatures of other college officials as stipulated on the form. The student returns the completed form to the graduate program administrator. This finalizes the student’s withdrawal; the graduate program administrator notifies pertinent administrative and academic offices as well as the student’s tutors of the official withdrawal and effective dates.

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

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

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

For specific details regarding official and unofficial withdrawal dates, see the Refund Policy.
Involuntary Medical Withdrawal

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

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

If the college is considering the involuntary withdrawal of a student, the associate dean will notify the student and arrange for a conference with them to discuss the student’s condition and status at the college. The associate 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 associate dean. The student may be asked to sign an authorization form authorizing that the results of this evaluation be forwarded to the associate dean.

Before a student is involuntarily withdrawn for medical or psychological reasons, the associate dean will convene a review committee, including the associate dean (or his or her designee), the director of residential life, and at least one licensed medical provider in the case of withdrawals for medical reasons or at least one licensed counselor or mental health provider in the case of withdrawals for psychological reasons. The review committee will consider all information related to the matter, including any evaluation or treatment plan for the student, and make a decision regarding the student’s continued enrollment or withdrawal. The 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 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 associate dean will notify the student in writing of the review committee’s decision.

Where a student’s behavior poses a significant danger of causing imminent harm, or of directly and substantially interfering with the activities of others, the associate 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 associate 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 associate 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, they may file an appeal to the president. The president’s decision is final. At the discretion of the associate 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 by contacting the director of financial aid. If a student registers for a class in which the student 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 who have elected to enroll in the Tuition Refund Plan through the A.W. G. Dewar insurance company may receive up to a 60% tuition refund in the case of a medical or mental health withdrawal. Information about the insurance plan is available through the Student Accounts Office. (See also Tuition Insurance.)

**Transfer Credit**

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

**ESSAYS AND ORALS**

**Oral Examinations**

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

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

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

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

**Preceptorial Essays**

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

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

**Master’s Essay**

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

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

The content and goal of the master’s essay should be the thoughtful examination of a text or a few texts. The essay is not intended to be a piece of specialized research, but rather a sustained performance in the liberal arts. The writer is expected to meet regularly with his or her faculty advisor to discuss the essay’s composition and progress. The faculty advisor must sign an “Essay Submission Form” which the student delivers to the Graduate Institute Office with the completed essay. More specifics on guidelines for completing the master’s essay are available from the Office of the Graduate Institute.
Essays are evaluated by a specially selected committee of three tutors of the college, including a committee chairperson, appointed by the associate dean. A public oral examination is scheduled at the time the committee approves the essay. Essays are graded satisfactory or unsatisfactory; oral examinations are graded pass with honors, pass, or fail. An essay judged unacceptable may be rewritten by a deadline determined by the essay committee and the essay advisor. If the rewritten essay is unacceptable and the student has submitted the essay in place of a preceptorial, then the student must complete a preceptorial to graduate. A student who does not submit the essay during the intended semester will be assessed an extension fee of $600 per semester until the essay is submitted. Those whose essay work exceeds one year must receive permission from the associate dean and their advisor to continue.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>October 15</td>
</tr>
<tr>
<td>Spring</td>
<td>February 15</td>
</tr>
<tr>
<td>Summer</td>
<td>July 1</td>
</tr>
</tbody>
</table>

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

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

**EVALUATION OF ACADEMIC PERFORMANCE**

*Conferences*

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

Conferences are required for all first term students, for those in bad academic standing, for students with “B” averages, and for students otherwise in difficulty. Other students who wish to have a formal opportunity to speak with their tutors may request conferences, and tutors may request conferences for students not included in the above categories.
At the conference, the students give a self-assessment of their work in the term. Each tutor reports on the achievement of the student with respect to preparation and understanding of the texts being read, participation in the class conversation, and whatever writing has been submitted, and makes suggestions about how the student might improve. The student is then invited to comment on the reports of the tutors and to suggest how tutors might be more helpful or how the classes might be more rewarding. A written report of the conference is placed in the student’s file and may be read by the student on request.

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

*Tutor Comment Sheets*

At the end of the term, tutors complete comment sheets for students enrolled in their classes. These brief reports usually contain a summary of the student’s progress and an overall evaluation of the student’s work.

Occasionally, tutors prefer to meet with students for a conversation in addition to a written report.

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

*Graduate Grading Scale*

<table>
<thead>
<tr>
<th>A - Excellent</th>
<th>B - Good</th>
<th>C - Unsatisfactory</th>
<th>F - Failing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>3.3</td>
<td>2.3</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>3.0</td>
<td>2.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>2.7</td>
<td>N/A</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td></td>
<td>F</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td></td>
<td>F</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td></td>
<td>F</td>
</tr>
</tbody>
</table>

The “B” grade is the lowest satisfactory grade for graduate students.

I/(grade) - Incomplete with default grade (see Incomplete Grades and Changing Grades)

W - Withdrawn prior to the 3/4-point of the class (see On Withdrawals)

F - Withdrawn after 3/4-point of the class (see On Withdrawals)

*Good Standing and Academic Probation*

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

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

**Incomplete Grades and Changing Grades**

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

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

Both the grade-changing deadlines and the review process apply to all grades, whether or not the grades were originally submitted as incomplete grades. Please see [Incomplete Grades and Changing Grades](#) for the dates for submission of missing work to the tutor by the student to remediate incomplete grades.

**Evaluation Standards**

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

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

In the preceptorial, the student’s long essay is a major factor in determining the grade. Since all four preceptorial essays taken together are considered equivalent to what would be a Master’s thesis in a conventional M.A. program, a failing preceptorial essay may result in an “F” for the preceptorial. The quality of the student’s participation in class discussion is also weighted heavily.
In general, students are responsible for both their academic performance and their comportment in class. The qualities of a “good citizen” or excellent student include willingness to listen, to understand, and to assist others in the articulation of their thought, as well as generous and forthcoming presentation of one’s own thought.

Disruptive behavior, poor attendance, and failure to prepare for class cannot be tolerated and will result in lower grades or in exclusion from a class.

**Academic Honesty and Plagiarism**

See [Academic Honesty and Plagiarism](#) for the college’s policy on plagiarism.

**Exclusion from a Class**

A tutor may exclude from a class a student who is often not prepared, whose conduct is disruptive, or who has accumulated too many absences. In such cases, the tutor informs the student and the associate dean in writing of the conditions the student must meet to return to the class. When these conditions include make-up work, the tutor will set a reasonable deadline, which is not negotiable. Students who fail to meet the assigned conditions will be suspended from the class. In unusual circumstances, the associate dean may assign the student to another class in the same or a following term. Otherwise, a suspended student may be dismissed from the college without refund of fees.

**Prizes**

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

**ACCESS TO ACADEMIC INFORMATION**

See [Access to and Disclosure of Information](#).

**TAKE A TUTOR TO LUNCH**

Students should feel free to speak with their tutors at any time about their own work or the progress of their class as a whole. A conversation over lunch or dinner may provide a particularly good opportunity for discussion.

Students are invited to treat a tutor to lunch at the institute’s expense. Students should contact the Office of the Graduate Institute for details and restrictions.
ENROLLMENT

Pre-Registration and Enrollment
Pre-registration forms are mailed to students for each semester and to new students upon their acceptance into the institute. Enrollment in the Liberal Arts program is currently limited to eighty-four students in each of the fall, spring, and summer terms. Students must pre-register in writing to reserve places in future terms. Continuing students are expected to have met all previous financial obligations to the college.

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

Convocation
The college’s long-standing tradition is that new students are welcomed at a formal convocation of the college. This is also the occasion when new students inscribe their names into the St. John’s College Register. For convocation dates by semester, contact the Graduate Institute Office.

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

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.

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

Transfer to Annapolis

Any Liberal Arts student in good academic standing and with no outstanding balance on his or her college account may transfer between campuses. Students who wish to transfer must submit an “Application for Intercampus Transfer” form, available from the Graduate Program Administrator of the Graduate Institute, to both campuses no later than 60 days before the beginning of the term. Applying to transfer does not guarantee a place in the term, and so it is best to submit an application as early as possible. Students who request to change campuses less than 60 days before the beginning of the term will forfeit $50 of their advance tuition deposit.

Students on financial aid must also notify the Financial Aid offices on both campuses (Santa Fe 505-984-6058, Annapolis 410-626-2502).

Graduate Institute Auditing

If a Graduate Institute student wishes to audit an undergraduate class, the student must obtain permission from the associate dean, registrar, and the tutor. Auditing is a privilege, not a right, and is allowed by some tutors and not by others. Tutors often base their decision to admit an auditor to their class on the auditor’s commitment to read all assignments and to attend all classes, and on the number of students already enrolled.

Graduate Institute alumni may audit one preceptorial per term with permission from the associate dean and the tutor. Alumni may audit preceptorials under the following policy: Requests must be made through the associate dean. Only those classes with sufficiently small numbers, as determined by the associate dean, will be eligible for auditing. After consulting with the tutors whose classes are eligible, the associate dean will notify the prospective auditor regarding the classes that may be audited. The auditor does not receive the benefits of a regular student; therefore, auditors cannot live on campus; nor purchase a meal plan. The student may sign a “Borrower Agreement” at the library to borrow books. The audited class(es) will not be reflected on any documents or transcripts and the student will not receive credit for the classes. There is no charge for first-time alumni auditors; thereafter, a $750 auditing fee will be in effect. The fee will help to fund community scholarships.
**Fifth Segment**

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

**Graduation**

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

**Financial Policies and Practices**

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

**FINANCIAL RESPONSIBILITY AND GENERAL REQUIREMENTS**

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

The college adheres to provisions of the Family Education Rights and Privacy Act (FERPA) and requires all students to complete an “Authorization to Release Student Information” form 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 will 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 a student’s responsibility to review the 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 internship, summer scholarship, or fellowship programs made available to enhance the
student experience. Each student is required to read and sign the Financial Responsibility Agreement prior to registration.

**ADVANCE TUITION DEPOSITS AND ROOM RESERVATIONS**

*Advance Tuition Deposit*

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

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

*Room Reservations & Housing Contracts*

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

Graduate Institute students, especially those intending to live on campus, should review the handbook’s section on [Campus Policies, Practices, and Services](#) for a description of the expectations that govern community life beyond the classroom.

Students with a housing contract and a room reservation must notify the housing coordinator in writing, by May 1, if the room will not be needed for any reason, including withdrawal from the summer semester. Failure to do so will result in a $250 fee charged to the student’s account.
### Tuition & Fees – Graduate Institute Program

#### 2019–20 FEE SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Liberal Arts Graduate (Domestic)</th>
<th>Eastern Classics Graduate (Domestic)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Santa Fe</strong></td>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>Tuition-Liberal Arts (9 cr)</td>
<td>9,558.00</td>
<td>9,558.00</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Room</td>
<td>4,228.00</td>
<td>4,228.00</td>
</tr>
<tr>
<td>Board</td>
<td>2,854.00</td>
<td>2,854.00</td>
</tr>
<tr>
<td>Tuition Insurance</td>
<td>116</td>
<td>116</td>
</tr>
<tr>
<td>Health Service Fee</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>Graduation Fee (Graduating semester Only)</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Matriculation Fee (one time fee)</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$17,256.00</td>
<td>$17,206.00</td>
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<table>
<thead>
<tr>
<th>Santa Fe</th>
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<th>Spring</th>
<th>Summer</th>
<th>Total 19-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition-Eastern Classics (14 cr)</td>
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<td>14,868.00</td>
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</tr>
<tr>
<td>Activity Fee</td>
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<td>100</td>
<td>100</td>
<td>300</td>
</tr>
<tr>
<td>Room</td>
<td>4,228.00</td>
<td>4,228.00</td>
<td>2,114.00</td>
<td>10,570.00</td>
</tr>
<tr>
<td>Board</td>
<td>2,854.00</td>
<td>2,854.00</td>
<td>1,785.00</td>
<td>7,493.00</td>
</tr>
<tr>
<td>Tuition Insurance</td>
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<td>179</td>
<td>78</td>
<td>436</td>
</tr>
<tr>
<td>Health Service Fee  (mandatory)</td>
<td>250</td>
<td>250</td>
<td>250</td>
<td>750</td>
</tr>
<tr>
<td>Graduation Fee (Graduating semester only)</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>300</td>
</tr>
<tr>
<td>Matriculation Fee (one time fee)</td>
<td>50</td>
<td>50</td>
<td>-</td>
<td>50</td>
</tr>
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<td>$22,579.00</td>
<td>$10,799.00</td>
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</table>
### Liberal Arts Graduate (International)

<table>
<thead>
<tr>
<th>Santa Fe</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Total 19-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition-Liberal Arts (9 cr)</td>
<td>9,558.00</td>
<td>9,558.00</td>
<td>9,558.00</td>
<td>28,674.00</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>300</td>
</tr>
<tr>
<td>Room</td>
<td>4,228.00</td>
<td>4,228.00</td>
<td>2,114.00</td>
<td>10,570.00</td>
</tr>
<tr>
<td>Board</td>
<td>2,854.00</td>
<td>2,854.00</td>
<td>1,785.00</td>
<td>7,493.00</td>
</tr>
<tr>
<td>Tuition Insurance</td>
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<td>116</td>
<td>116</td>
<td>348</td>
</tr>
<tr>
<td>Health Service Fee (mandatory)</td>
<td>250</td>
<td>250</td>
<td>250</td>
<td>750</td>
</tr>
<tr>
<td>Health Insurance (International Students)</td>
<td>712</td>
<td>712</td>
<td>285</td>
<td>1,709.00</td>
</tr>
<tr>
<td>Graduation Fee (Graduating semester Only)</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>300</td>
</tr>
<tr>
<td>Matriculation Fee (one time fee)</td>
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<td>50</td>
<td>50</td>
<td>50</td>
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<td><strong>$17,918.00</strong></td>
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### Eastern Classics Graduate Fall - Spring (International)

<table>
<thead>
<tr>
<th>Santa Fe</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Total 19-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition-Eastern Classics (14 cr)</td>
<td>14,868.00</td>
<td>14,868.00</td>
<td>6,372.00</td>
<td>36,108.00</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>300</td>
</tr>
<tr>
<td>Room</td>
<td>4,228.00</td>
<td>4,228.00</td>
<td>2,114.00</td>
<td>10,570.00</td>
</tr>
<tr>
<td>Board</td>
<td>2,854.00</td>
<td>2,854.00</td>
<td>1,785.00</td>
<td>7,493.00</td>
</tr>
<tr>
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<td>Health Insurance (International Students)</td>
<td>712</td>
<td>712</td>
<td>285</td>
<td>1,709.00</td>
</tr>
<tr>
<td>Graduation Fee (Graduating semester Only)</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>300</td>
</tr>
<tr>
<td>Matriculation Fee (one time fee)</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>$23,291.00</strong></td>
<td><strong>$11,084.00</strong></td>
<td><strong>$57,716.00</strong></td>
</tr>
</tbody>
</table>
**Student Activity Fee**

The Student Activity Fee of $100 is charged each semester to every graduate student. A portion of the Graduate Student Activity Fee is used by the Graduate Council to defray the expenses of special academic events, Thursday evening after-seminar gatherings, picnics, coffee socials, sports events, and guerrilla seminars. This fee is mandatory for all students registered for classes during a semester.

**Insurance Fees**

**HEALTH INSURANCE**

Due to regulatory restrictions by the State of New Mexico, St. John’s College in Santa Fe is unable to provide a health insurance program for U.S. students. The Affordable Care Act requires all U.S. citizens to be covered by 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, every student is required to show proof of active insurance. The student should go the MySJC web site at mysjc.sjc.edu/ICS and click on the link that exists for proof of insurance. Otherwise, the student may bring a current copy of their insurance card to the Student Health Office to make a copy at registration or before the semester begins.

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.

While the college requires each student to be covered by health insurance, the cost of coverage is not included in the calculation of financial aid awards.

**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. On or after the 15th day of the summer semester, no refunds are made.

In addition to the refund schedule, the college offers an insurance plan, the Tuition Refund Plan, through A.W.G. Dewar, which covers up to 60% of tuition and activity fees for medical or mental health withdrawals at any time during the semester. The price of the insurance plan is provided in the above schedules by program and term.

No additional application is required, but a student may waive the coverage. Should a student wish to waive the coverage, they should go to the MySJC website, log in to his or her student account, and go to the link that exists for waiving tuition insurance coverage. The deadline for waiving the coverage is the first day of class for the fall semester and, for January freshmen, the first day of class for the spring semester. Failure to waive the coverage by the deadline will result in a charge to the student’s account. For more information contact A.W.G. Dewar directly at tuitionprotection.com/sjc or call 617-774-1555.
TUITION AND FEE PAYMENTS

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

Semester Fee Statements, Due Dates and Payment Plans Statements may be viewed through the MySJC portal. Notice of semester fee statements is sent to the students’ college email accounts. Additionally, in compliance with FERPA, all students and parents/guardians/sponsors will receive an email containing the current semester fee statement. Semester fee statements are available online no later than:

- July 1 for fall
- November 1 for spring

April 10 for summer – Pay in full deadlines

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

PAYMENT PLAN OPTIONS

The Santa Fe Campus offers all students 5-, 4-, and 3-month payment options with payments due by the 15th of each month. Students with incomplete Financial Aid awards may not set up payment plans. Students will set up their pay plan using the fee statement provided, with all applicable financial aid already applied. The remaining balance will be eligible to be paid in installments. There is a one-time $50 set-up fee per semester, assessed and collected by the third party payment plan provider.*

Fall Semester Payment schedules

5 PAY OPTION – ENROLL BEFORE JULY 15TH

- 1st Payment – July 15
- 2nd Payment – August 15
- 3rd Payment – September 15
- 4th Payment – October 15
- 5th Payment – November 15
4 PAY OPTION – ENROLL BEFORE AUGUST 15
- 1st Payment – August 15
- 2nd Payment – September 15
- 3rd Payment – October 15
- 4th Payment – November 15

3 PAY OPTION – ENROLL AFTER AUGUST 15
- 1st Payment – due upon registration
- 2nd Payment – October 15
- 3rd Payment – November 15

Spring Semester Payment schedules
5 PAY OPTION – ENROLL BEFORE DECEMBER 15
- 1st Payment – December 15
- 2nd Payment – January 15
- 3rd Payment – February 15
- 4th Payment – March 15
- 5th Payment – April 15

4 PAY OPTION – ENROLL BEFORE JANUARY 15
- 1st Payment – January 15
- 2nd Payment – February 15
- 3rd Payment – March 15
- 4th Payment – April 15

3 PAY OPTION – ENROLL AFTER JANUARY 15
- 1st Payment – due upon registration
- 2nd Payment – March 15
- 3rd Payment – April 15

Summer Semester Payment schedules (4 and 3 pay options only)
4 PAY OPTION – ENROLL BEFORE APRIL 15
- 1st Payment – April 15
- 2nd Payment – May 15
- 3rd Payment – June 15
- 4th Payment – July 15
3 PAY OPTION – ENROLL AFTER APRIL 15

- 1st Payment – due upon registration
- 2nd Payment – June 15
- 3rd Payment – July 15

**Late Payment Fee**

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

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

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

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

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

**Collection of Accounts**

If a student account becomes past due, either as the result of a withdrawal (voluntary or involuntary), graduation, subsequent fines, etc., the college will make every effort to advise the student in writing. Payment of all outstanding balances is due immediately, upon written notice that a balance exists. Should the student fail to make timely payment, the college reserves the right to turn the account over to a third party for collection. By virtue of their enrollment, students authorize the college or its agents and/or contractors to contact them regarding balances owed. Contact may be made by email,
written correspondence, and by phone, including cellular or other wireless device, including the use of automated telephone dialing equipment or artificial or pre-recorded voice or text messages. The student is responsible to reimburse the college for the fees of any collection agency, which may be based on a percentage of the delinquent account balance (to a maximum of 25% of the delinquent account balance) and will also be liable for all reasonable attorney’s fees and costs and expenses incurred by the college in its collection efforts. The college will supply the collection agency with any and all pertinent information specific to the balance owing plus any contact information we have on record at the time of, or subsequent to, the collection referral.

**Payment Methods**

The college accepts cash, money orders, and checks made payable to St. John’s College. Please include the student’s name and ID number on all correspondence. Checks should be mailed to:

St. John’s College  
Attn: Student Accounts  
PO Box 913226  
Denver CO 80291-3226

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

**MONTHLY PAYMENT PLAN**

Students who wish to make payments in installments may enroll in a monthly payment plan. Payment plans are available in 5-month, 4-month and 3-month options. For detailed information and fees, go to MySJC.

**ELECTRONIC CHECK**

Electronic check payments are available with no processing fee on MySJC.

**FLYWIRE FOR INTERNATIONAL STUDENTS**

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

**DIRECT WIRE**

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

**Satisfactory Progress for Financial Aid**

See Satisfactory Academic Progress for Financial Aid for information.
REFUND POLICY

Official Withdrawal

Students who are considering withdrawing from the college should weigh the decision carefully. Friends, tutors or members of the administrative staff should be consulted before making a final decision. At the time of withdrawal, adjustments are made to tuition, fees, and financial aid, which may result in additional amounts due. Once financial aid adjustments, if necessary, are made, the Student Accounts Office will determine adjustments to tuition and fees and an estimate of any refund or amount due can be provided. If a refund is due, payment will be made within 2 weeks. Any balance owing is due within 30 days of withdrawal.

A graduate student considering withdrawal prior to the end of the semester must initiate the withdrawal process by notifying the associate dean of graduate programs of the intention to withdraw. When a student notifies the associate dean of their planned intention to withdraw, the student will be given a form entitled “Official Notice of Withdrawal”. The date of withdrawal entered on the form is used for the calculation of the return of Title IV Funds (federal financial aid), grants, scholarships etc. Following that calculation, a final account statement is prepared showing any balances due the college or refunds due the student.

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

Unofficial Withdrawal

If a student does not notify the associate dean of the intention to withdraw, the date of withdrawal used for the calculation of return of Title IV Funds, grants, scholarships and institutional refund or balance due will be the midpoint of the semester. A date earlier or later than the midpoint may be used if the college has documentation of the last date of class attendance. If a student withdraws because of circumstances beyond the student’s control, the college will determine the date of withdrawal.

Institutional Refunds

The College’s withdrawal policy provides for a partial refund of tuition through the first three (3) weeks of the fall and spring terms, and the first two (2) weeks of the summer term, regardless of the reason for withdrawal.
INSTITUTIONAL REFUND SCHEDULE

<table>
<thead>
<tr>
<th>Days Enrolled—Fall/Spring Semesters</th>
<th>Days Enrolled—Summer Term</th>
<th>Refund Amount</th>
<th>Amount Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–21</td>
<td>1–14</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>22 and after</td>
<td>15 and after</td>
<td>No Refund</td>
<td>100%</td>
</tr>
</tbody>
</table>

If a student enrolled in the Eastern Classics program has completed the first preceptorial of a semester and wishes to drop the second, the date for determining the tuition refund is the beginning of the semester, not the beginning of the second preceptorial. In other words, the two preceptorials that in the fall and spring semesters run consecutively are treated as one class in terms of financial aid and the start day for calculating a refund for the semester. If the student has enrolled for a second-half of semester preceptorial only and then withdraws, the tuition refund is determined from the first day of that preceptorial.

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

The next step in determination of the institutional refund is to count the number of calendar days from the first day of classes to the date of withdrawal (weekends are included but scheduled breaks of at least five days are excluded). The schedule above is used to determine the percentage of fees (tuition, activity fee, room and board) which will be refunded.

Certain fees are not refundable: These include Tuition Insurance, Parking Fees and Admission Fees.

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

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

Return of Title IV Funds

See Return of Title IV Funds for information.
Student Services and Facilities

OFFICE OF THE ASSOCIATE DEAN OF GRADUATE PROGRAMS

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

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

Both the associate dean and the graduate program administrator serve unofficially as ombudsmen for students in their dealings with other campus offices. All graduate students are strongly 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 by college personnel through his or her intervention.

The Office of the Graduate Institute is located just inside the main entrance of Levan Hall. Office hours are Monday through Friday, 9 a.m.–5 p.m. Appointments with the associate dean may be made through the graduate program administrator, 505-984-6050.

WILLIAM DARKEY GRADUATE COMMON ROOM

Please contact the Graduate Institute Office (ext. 6082 or 505-984-6082) for current guidelines concerning the use of the Darkey Common Room in Levan Hall. Note that undergraduates may not attend the regular Graduate Institute gatherings after seminar on Thursday nights in the Darkey Common Room.

GRADUATE COUNCIL

The Graduate Council is an organization that focuses on issues of importance and concern to Graduate Institute students. The council consists of one member from each graduate seminar or tutorial, who volunteers or is elected at the beginning of each term, and of student members at large who meet the attendance requirement for becoming such. Four elected officers lead the council and are responsible for scheduling and conducting regular weekly meetings. The council addresses the concerns of the graduate students of St. John’s College to the college community.

Part of the student activity fee ($100 per term in the 2019–20 academic year) is used by the Graduate Council to defray the expenses of special academic events, Thursday evening after-seminar gatherings, picnics, coffee socials, sports events, and guerrilla seminars. The use of these funds for alcoholic beverages or alcoholic beverage supplies is strictly prohibited.
REGISTRATION ON CAMPUS

All students must register for the academic session in the Office of the Graduate Institute. On-campus students who arrive on the weekend or after office hours during the week can pick up their housing packets at Switchboard near the community mailboxes in Peterson Student Center. The Resident Assistant (RA) of the graduate student dormitory assists with housing registration. See also Vehicle Registration and Parking Policies and Procedures.
Appendices
Appendix A: St. John’s Sexual Misconduct Policy

As an institution of higher education, St. John’s College (the college) is committed to providing programs, activities, and an educational environment that is free from sex-based discrimination. As a leader in liberal arts education, the college highly values the environment that results when students, faculty, and staff from different backgrounds come together to discuss the ideas and ideals that are the cornerstone of a St. John’s education.

The Sexual Misconduct Policy was designed to further the college’s goal of equity and inclusion and identifies resources that are available to students, faculty, and staff; defines the conduct that is prohibited under this Policy; and outlines the process by which the College will respond to reports of sexual misconduct. St. John’s College strives to be a community in which all members readily and safely report acts of Sexual Misconduct as defined in this Policy; it is our goal to remove all barriers to reporting.

Sexual Misconduct Policy Statement

This Policy prohibits Sexual Misconduct, including Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, Sexual Coercion, Sexual Exploitation, and Stalking. It further prohibits Retaliation and Intimidation, as defined in Section V, below.

As a recipient of Federal funds, St. John’s College is required to comply with Title IX of the Education Amendments of 1972, relating to sexual harassment (including sexual violence, stalking, and domestic and dating violence), the Violence Against Women Reauthorization Act of 2013 (VAWA), and any applicable state laws.

The College is committed not only to compliance with these mandates but to promoting a community that is in line with the values these civil rights laws envision.

Applicability and Scope

Who (“Covered Individuals”) - This policy applies generally to:

- All members of the College community including all students, faculty, staff, recognized groups, and Board members; and
- Third parties (i.e., visitors, independent contractors, and volunteers), where their conduct is directed toward or otherwise affects or may affect members of the College community.

Where - This policy applies to:

- Conduct that occurs on-campus (Annapolis or Santa Fe), including online or electronic conduct initiated or received on campus or through use of College computing or network resources;
- Conduct that occurs off campus, including online or electronic conduct, when the conduct:
  - occurs in the context of an employment or educational program or activity of the College;
What - This policy applies to all forms of prohibited conduct defined below, including, but not limited to, Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, Sexual Coercion, Sexual Exploitation, and Stalking.

When - Reports of Sexual Misconduct may be made to the College at any time. The College encourages those who experience or witness the alleged act of Sexual Misconduct to report it immediately in order to maximize the College’s ability to respond and conduct a thorough investigation. Prompt reporting allows evidence to be preserved, witnesses to be interviewed, and any disciplinary/resolution process to move forward most effectively. The ability to investigate a report and take action against a Respondent becomes more limited as time goes on.

Disciplinary action can generally only be taken against a Respondent as long as that person is enrolled, employed, or otherwise affiliated with the College. This does not preclude the College from taking administrative actions against Respondent’s who are unaffiliated with the College. Administrative actions may include, but are not limited to, barring an individual from College property or attending College-affiliated events.

The College also has a Non-Discrimination and Anti-Harassment Policy. That policy addresses discrimination and harassment that does not constitute Sexual Misconduct as defined in Section III of this Policy, and other forms of discrimination which are prohibited by the College, but are not violations of this Policy. If particular conduct would be prohibited by both this Policy and by the Non-Discrimination and Anti-Harassment Policy, this Policy controls.

The Title IX Coordinators on each campus are charged with the responsibility of coordinating the College’s efforts to comply with its obligations under Title IX, including addressing complaints of sexual misconduct, coordinating investigations, overseeing sanctioning, and providing appropriate interim measures for the community.

Inquiries about this Policy should be made to:

**In Santa Fe:**
Christine Guevara  
Executive Director,  
Campus Health and Wellness  
christine.guevara@sjc.edu

**In Annapolis:**
Danielle Lico  
Executive Director,  
Campus Wellness  
danielle.lico@sjc.edu
Definitions

A. Complainant is an individual who has standing to file a Formal Complaint under this policy. This generally refers to an individual who directly experienced a violation(s) of this policy.

B. Confidential resources/persons are those who are not required to convey a report of misconduct or harassment to a Title IX Coordinator. Completely confidential persons to whom reports can be made are the mental health counselors. Such reports will not be shared without the reporter’s explicit permission, except in extreme circumstances. Mostly confidential reporting persons include physicians, nurse practitioners, and other counselors. Mostly confidential reporting persons will keep reports as confidential as possible, but must share de-identified information with a Title IX Coordinator.

C. Consent is informed, freely and actively given speech or action that indicates willingness to participate in mutually agreed upon specific sexual contact. Consent must be given from the beginning to the end of each instance of sexual activity and for each type of sexual contact. Consent cannot be given by someone who is incapacitated, by alcohol or other drugs or for some other reason (for example, age or disability). Silence and/or lack of resistance on the part of the Complainant does not imply consent. A previous relationship or prior consent does not imply consent to future sexual acts. Consent is not indefinite; it can be withdrawn at any time. Consent is not given if it results from the use of threat of physical force, deception, lying, intimidation, coercion, or any other factor that would eliminate an individual’s ability to choose whether or not to have sexual contact.

D. Dating Violence means an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person who is subject to such behavior. The existence of such a relationship shall be determined based on all of the following: the Complainant’s statement, the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

1. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. Dating Violence does not include acts covered under the definition of Domestic Violence.

E. Domestic Violence refers to felony or misdemeanor crimes of violence committed by a current or former spouse of the victim (or a person similarly situated to a spouse of the victim), by a person who shares a child with the victim, or by a person who is or formerly has cohabitated with the victim as a spouse. Domestic Violence also includes:

1. An offense that meets the definition of abuse as defined by the laws of the State of Maryland (Md. Code Ann., Fam. Law § 4-501, et seq.), as applicable.
2. An offense that meets the definition of assault or battery as defined by the laws of the State of New Mexico (N.M. Stat. Ann. § 30-3-12, et seq.), as applicable.
F. **Formal Complaint** refers to a written complaint that is submitted by the Complainant to a Title IX Coordinator or Deputy Title IX Coordinator, that articulates the following details:

1. A stated desire to move forward with an investigation into the incident as outlined in this policy;
2. Date(s) or approximate date(s) of the alleged incident(s);
3. Time(s) or approximate time(s) of the alleged incident(s);
4. Name(s) of the Respondent(s) involved in the alleged incident(s); and
5. Details of the alleged incident(s) sufficient to permit the Respondent(s) to prepare for an initial interview.

Formal complaints can also be initiated by the Title IX Coordinator.

G. **Incapacitation** is the inability, temporarily or permanently, to give consent because the individual is asleep, unconscious, losing or regaining consciousness, or is otherwise unable to make informed rational judgments and decisions.

Incapacitation may result from the use of alcohol and/or drugs (both legal and illegal) and is a state beyond drunkenness or intoxication. The impact of alcohol and drugs varies from person to person; however, warning signs that a person is incapacitated or approaching incapacitation may include acting confused or incoherent, slurred speech, vomiting, inability to perform personal tasks such as undressing, inexplicable sudden changes in emotion, and/or difficulty walking. Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual’s decision-making ability, awareness of consequences, ability to make informed judgments, or capacity to appreciate the nature and the quality of the act.

When an investigator or panel is assessing incapacitation, they will look at the issue from the perspective of a Respondent and determine whether a Respondent should have been aware of the Complainant’s incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the Respondent’s position.

H. **Interim Measures** are designated to stop and prevent the recurrence of Sexual Misconduct and protect the educational and living environment for the Complainant and the Respondent pending the outcome of the procedures under this policy. In all complaints of Sexual Misconduct whether the Complainant files a Formal Complaint or asks that the complaint remain confidential, the College may implement reasonable interim measures.

The range of interim measures include, but are not limited to, the imposition of a no-contact order instructing the parties to not contact one another; change in work schedule or job assignment; restrictions in access to the College facilities, including but not limited to the Dining Hall or Residence Halls; change in housing; change in class schedule; restrictions on co-curricular activities; interim suspension; or any other remedy which can be tailored to the involved individuals.
I. **Intimidation** is any act to deter an individual from making a report of an alleged violation of this Policy or participating in an investigation or related proceeding under this Policy by imposing fear through threats of physical or emotional harm to anyone.

J. **Managing Coordinator** is the person who is assigned to manage the administrative aspects of a complaint. While the Managing Coordinator will usually be a Deputy Title IX Coordinator, the College reserves the right to appoint others, including persons external to the College, to serve in this capacity.

K. **Recognized Organization** is any student organization, club, intermural sports team, or other group of students organized in a formal and/or identifiable way.

L. **Reporting Party** is an individual(s) making a report that this Policy has been violated. The Reporting Party and the Complainant may or may not be the same individual(s). The report of an engaged bystander can provide critical direction for the investigation of misconduct, even when the misconduct was not directed at the Reporting Party.

M. **Respondent** is an individual(s) or recognized organization(s) accused of violating this Policy.

N. **Responsible Employee** is any person employed by the College who is required to report an act of Sexual Misconduct or Sexual Harassment to a Title IX Coordinator or Deputy Title IX Coordinator. All employees are “Responsible Employees” except those specifically identified and defined in this Policy as Confidential Resources/Persons. Responsible Employees include senior residents and certain students employed by the College, such as resident assistants (RA’s).

O. **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.

P. **Sexual Assault** is actual or attempted physical sexual contact with another person without that person’s consent. Sexual Assault specifically includes:

1. An offense that meets the definition of rape, fondling, incest, or statutory rape as defined by the FBI’s Uniform Crime Reporting Program.
   i. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
   ii. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age and/or because of temporary or permanent mental incapacity.
   iii. Incest: Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
   iv. Statutory Rape: Non forcible sexual intercourse with a person who is under the statutory age of consent.
2. An offense that meets the definition of rape or sexual offenses, as defined by the laws of the State of Maryland (Md. Code Ann., Crim. Law § 3-303, et seq.), as applicable.

3. An offense that meets the definition of rape, aggravated rape, or criminal sexual contact as defined by the laws of the State of New Mexico (N.M. Stat. Ann. § 30-9-11, et seq.), as applicable.

Q. **Sexual Coercion** is unreasonable or oppressive speech or action used to pressure someone to engage in unwanted sexual activity (e.g., using inappropriate pressure, threats of a non-violent nature [for example, the release of sensitive or private information], manipulation, or exploiting a real or perceived power or authority over another). Sexual Coercion can be differentiated from seduction by a repetition of the coercive activity in the face of resistance, the degree of pressure applied, or the initiator’s knowledge that the pressure is unwanted.

R. **Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for the individual’s own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other Sexual Misconduct offenses. Examples of Sexual Exploitation include, but are not limited to: non-consensual observation or recording of individuals who are undressed or engaging in sexual acts; prostituting another person; knowingly transmitting a STI, STD, or HIV to another; and administering or providing alcohol and/or drugs for the purpose of impairing a person.

S. **Sexual Harassment** is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature when:

   1. Submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (*quid pro quo*); or

   2. Such conduct creates a hostile environment.

A hostile environment is created when unwelcome verbal or physical conduct of a sexual nature (i) is so severe, pervasive, and objectively offensive that it effectively denies a student’s ability to participate in or benefit from an education program or creates an abusive educational environment, or (ii) explicitly or implicitly affects an individual’s employment (including a student’s employment), unreasonably interferes with an individual’s work performance, or creates an abusive or offensive work environment.

T. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Such conduct may include, but is not limited to, acts in which one directly or indirectly follows, monitors, observes, surveils, threatens, or communicates to or about a person in a way prohibited or interferes with a person’s property. A course of conduct consists of two or more acts. Stalking may be conducted through any method, device or means.

U. Sexual Misconduct includes sexual assault, sexual harassment, dating violence, domestic violence, sexual coercion, sexual exploitation, and stalking as defined herein.

Prohibited Conduct

Any conduct that is defined as Sexual Misconduct, Retaliation or Intimidation under this policy is considered prohibited conduct. Respondents who are alleged to have violated this policy will be charged with one or more of the following types of sexual misconduct:

A. Sexual Assault:
   i. Rape
   ii. Fondling
   iii. Incest
   iv. Statutory Rape
B. Sexual Harassment
C. Dating Violence
D. Domestic Violence
E. Sexual Coercion
F. Sexual Exploitation
G. Stalking
H. Other: Violation of Maryland State Law
I. Other: Violation of New Mexico State Law
J. Retaliation
K. Intimidation

Retaliation and Intimidation

The College prohibits Retaliation against or Intimidation of those who make or are the subject of a complaint or third-party report of Sexual Misconduct or who participate in the investigation or disciplinary/resolution process. However, if an investigation results in a finding that the Reporting Party or Complainant knowingly accused another falsely of an act of Sexual Misconduct, the Reporting Party will be subject to appropriate sanctions, which may include termination of employment or, in the case of students, dismissal from the College.

Consistent with Title IX, the College will take steps to prevent Retaliation and Intimidation, and will take strong responsive action if Retaliation or Intimidation occurs. Any Retaliation, Intimidation, or
reprisal directed toward any party or witness as a result of their role in the investigation process is strictly prohibited, is itself a violation of this Policy, and should be reported immediately to a Title IX Coordinator or Deputy Title IX Coordinator.

**Reporting Options**

Any member of the College community who believes that they have witnessed, experienced, or are aware of conduct that constitutes a violation of this policy is encouraged to talk to somebody about what happened.

For any individual subject to or witness to Sexual Misconduct of any type, the first step is always the same: get to a safe place as soon as possible. If emergency assistance is required, call Public Safety or Local Emergency Services by dialing 911.

**Annapolis Campus**
Dial x2000 from a campus phone
or call 443-336-2348

**Santa Fe Campus**
Dial “0” from a campus phone
or call 505-984-6000

If you have been affected by a violation of this Policy, and wish to seek emergency medical treatment, the following medical centers are equipped with evidence collection kits and staff specially trained to conduct forensic examinations:

**Annapolis Campus**
Anne Arundel Medical Center
2001 Medical Parkway
Annapolis, MD
443-481-1000

**Santa Fe Campus**
Christus St. Vincent Regional Medical Center
455 St. Michaels Drive
Santa Fe, NM
505-913-3361

If any individual has been subject to or witnessed any type of Sexual Misconduct, the following options are available. Individuals may pursue some or all of these options simultaneously:

- Seek confidential support and counseling from staff in the Counseling Center (Annapolis) or Therapy Services (Santa Fe). An after-hours confidential resource can be accessed by calling Public Safety.
- Report the incident to or file a complaint with the College through a Title IX Coordinator or Deputy Title IX Coordinator listed in this policy. Reports can also be made to Public Safety.
- Notify law enforcement authorities and file a criminal complaint. Public Safety and/or a Title IX Coordinator or Deputy Title IX Coordinator are available to assist in this process.
Confidential Resources/Persons

A report to a confidential resource listed below is not considered a report to the College and will not result in an investigation or any remedial or disciplinary action. Confidential resources are available to support emotional and physical needs only.

CONFIDENTIAL RESOURCES FOR ANNAPOLIS STUDENTS

- Harrison Health Center, including Counseling Services, at x2553 from a campus phone or 410-626-2553
- Anne Arundel County sexual assault hot line at 410-222-7273
- Anne Arundel Medical Center at 443-481-1000

CONFIDENTIAL RESOURCES FOR SANTA FE STUDENTS

- Student Health Office at x6418 from a campus phone or 505-984-6418
- Therapy Services at x6419 from a campus phone or 505-984-6419; or at x6421 from a campus phone or 505-984-6421
- Solace Crisis Treatment Center at 505-986-9111
- Christus St. Vincent Regional Medical Center at 505-913-3361

CONFIDENTIAL RESOURCES FOR ANNAPOLIS EMPLOYEES

- Employee Assistance Program offered by Business Health Services at 800-327-2251
- Anne Arundel County sexual assault hot line at 410-222-7273
- Anne Arundel Medical Center at 443-481-1000

CONFIDENTIAL RESOURCES FOR SANTA FE EMPLOYEES

- Employee Assistance Program offered by The Solutions Group at 505-254-3555
- Solace Crisis Treatment Center at 505-986-9111
- Christus St. Vincent Regional Medical Center at 505-913-3361

NOTE: While the above confidential resources may maintain an individual’s confidentiality vis-à-vis the College, they may have reporting or other obligations under state law, such as mandatory reporting to the state in the case of abuse of minors; threat of imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case. At the beginning of any conversation, individuals may want to consider asking resources to describe their level of confidentiality.
Reporting to the College
Title IX Coordinators and Deputy Title IX Coordinators have been trained to receive and respond to alleged violations of this policy and Reporting Parties are encouraged to seek out these resources when making reports.

ANNAPOLIS CAMPUS

Title IX Coordinator
Danielle Lico, Executive Director Campus Wellness
danielle.lico@sjc.edu
410-626-2530

Deputy Title IX Coordinators
Lynn Hobbs, Director of Personnel
lynn.hobbs@sjc.edu
410-626-2504
Taylor Waters, Director of Student Services
taylor.waters@sjc.edu
410-626-2512

SANTA FE

Title IX Coordinator
Christine Guevara, Executive Director of Campus Health and Wellness
christine.guevara@sjc.edu
505-984-6128

Deputy Title IX Coordinators
Cesar Cervantes, Director of Student Life
cesar.cervantes@sjc.edu
505-982-6052
Aaron Young, Director of Human Resources
aaron.young@sjc.edu
505-984-6140

Reporting Parties can make reports of alleged violations of the Sexual Misconduct Policy to any Responsible Employee, as defined within this policy. All employees of the College, (including staff, administrators, faculty, and Resident Assistants) - with a few limited exceptions - are considered “Responsible Employees” under this policy and as a result are required to promptly report allegations of violations of this policy that they observe or learn about to a campus Title IX Coordinator or Deputy Title IX Coordinator. Although Responsible Employees are required to report conduct under this policy, they will otherwise maintain the privacy of the information related to the matter reported.
Responsible Employees who knew about but did not report allegations of violations of this policy may be subject to disciplinary action.

Note, however, that Responsible Employees are not required to report information about violations of this policy learned through public awareness events such as “Take Back the Night” or other forums at which individuals disclose experiences with sexual violence or other violations of this policy.

Title IX Coordinators and Deputy Title IX Coordinators are the only people to whom Formal Complaints can be made.

Confidentiality
The College understands that Reporting Parties may report an incident but request confidentially. The College also understands that some Complainants may not wish to pursue an investigation or that they may wish to pursue an investigation in a more limited way due to confidentiality concerns. In such instances, the Title IX Coordinator will weigh the request against the College’s obligation to provide a safe, non-discriminatory environment for all students, employees, and others, including the Reporting Party.

In weighing a request for confidentiality or a request that no additional actions be taken by the College, the Title IX Coordinator will consider a number of different factors, including, but not limited to:

- The details of the reported incident;
- The age of the Complainant;
- Whether the incident involved physical violence or the use of a weapon; and
- If the report reveals a pattern of behavior at a specific location or by a Respondent.

Consideration of these factors could lead the College to investigate and, if appropriate, pursue action against the Respondent. If none of these factors indicates the need to initiate an immediate investigation, the College will likely respect the request for confidentiality. It is important to note that requests for confidentiality, if honored, may limit the College’s ability to respond to a report in a meaningful way. If the College determines that it cannot maintain a Complainant’s confidentiality, the Complainant will be notified prior to an investigation.

Anonymous Reports
Anonymous reports of violation of the Policy may be made by calling the College’s Compliance Hotline administered by Lighthouse Services at 844-490-0002 (or for services in Spanish, 800-216-1288). Reports will be forwarded to a Title IX Coordinator or Deputy Title IX Coordinator on the appropriate campus.

Anonymous reports of violations of this Policy may be made to Public Safety on the Annapolis Campus via the LiveSafe app. Anonymous reports made through LiveSafe are received by a Title IX Coordinator or Deputy Title IX Coordinator.
It should be noted that the College’s ability to investigate or act upon anonymous reports may be limited.

**Required Disclosures**

As is required under the Clery Act and the 2013 Amendments to the Violence Against Women Act, the College is required to collect non-identifying statistical information about certain crimes, including any alleged Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking, as required by state and federal law. These statistics are shared with Public Safety for inclusion in the Daily Crime Log and in the Annual Security Report.

The College is also required to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the College community. These notifications will not contain any identifying information about the Reporting Party and/or Complainant.

Certain members of the College community are considered mandatory reporters under state law and, as such, are required to notify local authorities about suspected abuse of minors, including sexual abuse.

**Reporting to Law Enforcement**

The College encourages (but does not require) Complainants to pursue criminal action for incidents of Sexual Misconduct that may also be crimes under applicable law. The Title IX Coordinator or Deputy Title IX Coordinator will inform the Complainant of the possibility of bringing criminal charges. If the Complainant decides to proceed with a criminal charge, officials of the College will cooperate with the police investigation. At the request of the Complainant, College officials will also assist the Complainant in bringing the allegation to the proper law enforcement authorities.

It is important to emphasize that law enforcement’s decision to prosecute or not to prosecute a Respondent is not determinative of whether a violation of this Policy has occurred; similarly, the outcome of any criminal prosecution is not determinative of whether a violation has occurred.

Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Regardless of whether a criminal complaint is filed, the College will pursue its own internal processes to address the alleged conduct, and it expects that all those involved will participate in the process. The fact that an individual (Complainant, Reporting Party, Respondent, and/or witnesses) refuses to participate in the College process does not mean that the disciplinary process will not take place if the College deems it appropriate to move forward with that process. Similarly, a party’s withdraw/departure from the College does not necessarily mean that the process will end.

In criminal cases, the preservation of evidence is critical and should be done properly and promptly (as soon as possible, but typically within 5 days). In cases of rape or other forms of sexual assault, it is important not to shower, change clothes, or even brush one’s hair, as physical evidence may be lost.
In cases of violence or physical abuse, it is important to document injuries, including by taking photographs.

**False Allegations**

Anyone who makes a report that is later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action under the College civility policy. Similarly, a person who is later proven to have intentionally given false information during the course of an investigative or disciplinary process may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not substantiated by an investigation. No complaint will be considered “false” solely because it cannot be corroborated.

**Amnesty**

The College encourages reporting and recognizes that a Reporting Party, Complainant, or witness who has been drinking or using drugs at the time of the incident may be hesitant to make a report or participate in an investigation because of potential consequences for their own conduct. Students who report alleged violation of the policy, either as a Reporting Party, Complainant, or a third-party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident. The College may initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. Amnesty for a student who reports Sexual Misconduct may extend to other violations of the College’s policies and practices, provided that any such violations did not and do not place the health or safety of any other person at risk. Amnesty will not apply if someone is found to have possessed, used, provided, or administered alcohol or other drugs for the purpose of facilitating sexual assault or harm to others.

**Complaint Process and Investigation**

The purpose of this policy and the activities of the Title IX Coordinator and Deputy Title IX Coordinators is to stop, remediate the effects of, and prevent the recurrence of Sexual Misconduct, as defined within this policy. All complaints and investigations will be handled in a prompt, thorough and impartial manner. Additionally, Complainants and Respondents are entitled to treatment with dignity, respect, and sensitivity by the College during all phases of the Complaint Process and Investigation.

A. **Complaint Intake** – Following receipt of notice of a violation or of a complaint, the Title IX Coordinator or Deputy Title IX Coordinator will contact the Reporting Party and Complainant, if not the Reporting Party, and provide information regarding rights, options, and how to get immediate confidential help.

An initial determination is made by a Title IX Coordinator or Deputy Title IX Coordinator as to whether a policy violation may have occurred or whether Informal Resolution might be appropriate. If the complaint does not appear to allege a policy violation, or if Informal Resolution is agreed to by the involved parties and appears appropriate given the nature of the alleged behavior, then the complaint does not generally proceed to full investigation. A full investigation will almost always be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members.
A Title IX Coordinator or Deputy Title IX Coordinator will meet with the Complainant for an initial intake meeting. At this meeting, the Coordinator will provide the Complainant with an understanding of the Sexual Misconduct reporting and investigation process, the resources available, and answer any questions. The intake meeting may also involve a discussion of any accommodations/interim measures that may be appropriate. The Complainant will be notified about their right to have an advisor of their choice present at this meeting.

B. Filing a Formal Complaint – In order for the College to move forward, the Complainant is required to file a Formal Complaint with the Title IX Coordinator or a Deputy Title IX Coordinator. The Formal Complaint is required to include, at minimum, the following information:

- A stated desire to move forward with an investigation into the incident as outlined in this policy;
- Date(s) or approximate date(s) of the alleged incident(s);
- Time(s) or approximate time(s) of the alleged incident(s);
- Name(s) of the Respondent(s) involved in the alleged incident(s); and
- Details of the alleged incident(s) sufficient to permit the Respondent(s) to prepare for an initial interview.

Formal Complaints may be initiated by the Title IX Coordinator in instances where there is information presented to the College that identify the same Respondent in more than one incident or if the information presented constitutes an ongoing risk to the College community. The Title IX Coordinator is required by federal law to initiate a Formal Complaint in these instances without regard to the wishes of the complaining party(ies).

C. Decline to File a Formal Complaint or Requests Confidentiality – If the Complainant does not wish to pursue a Formal Complaint and/or requests the complaint remain confidential, the College’s ability to respond may be limited. The College reserves the right to issue a no contact order and take other reasonably necessary measures, including interim measures, to ensure the safety of the Complainant or others. If the College determines that it cannot maintain a Complainant’s confidentiality, the Complainant will be notified prior to an investigation.

D. Decision to Not Move a Formal Complaint Forward For Investigation – If the Title IX Coordinator concludes that the incident outlined in the Formal Complaint, even if having occurred as outlined, would not be a violation of the Policy, the matter will not be referred for investigation and the Complainant will be notified in writing of this decision.

The Complainant will have five (5) business days from notification that the complaint will not move forward to an investigation to submit a written appeal to the Title IX Coordinator. If the Title IX Coordinator does not receive an appeal, the matter will be closed. If the Title IX Coordinator receives a timely appeal, the appeal will be shared with the Appeal Officer.

For cases on the Santa Fe Campus, the person reading the appeal (Appeal Officer) will be the Director of Personnel on the Annapolis Campus. For cases on the Annapolis Campus, the
Appeal Officer will be the Director of Human Resources on the Santa Fe Campus. The Complainant will not meet with the Appeal Officer and should not communicate with them directly. The appeals process is conducted in writing through the Title IX Coordinator. The Appeal Officer will evaluate the appeal based on the Formal Complaint and any additional information submitted by the Complainant during the appeal process. The Appeal Officer may uphold the decision of the Title IX Coordinator or refer the matter for investigation.

E. **Notification of Investigation/Charge Letter** – Once the Title IX Coordinator or Deputy Title IX Coordinator receives the Formal Complaint, a Managing Coordinator will be assigned. The Managing Coordinator will send the Respondent a Notification of Investigation/Charge Letter that contains, at minimum, the following information:

- Date(s) or approximate date(s) of the alleged incident(s);
- Time(s) or approximate time(s) of the alleged incident(s);
- Name(s) of the Respondent(s) involved in the alleged incident(s);
- Details of the alleged incident(s) sufficient to permit the Respondent(s) to prepare for an investigation;
- Alleged conduct violation(s);
- Range of potential sanctions;
- A copy of the Formal Complaint; and
- Names of the investigator(s) assigned to the complaint.

The Managing Coordinator will notify the Respondent of their right to have a support advisor of their choosing present with them at this meeting.

The Complainant will also be provided with a copy of the Notification of Investigation/Charge Letter.

F. **Informal Resolution** – Based upon the information presented by the parties, the Managing Coordinator will review the possibility of an Informal Resolution. An Informal Resolution will only be presented if:

- The Complainant requests an informal mechanism;
- The Complainant, Respondent, and Title IX Coordinator, on behalf of the College, agree to an Informal Resolution;
- The alleged misconduct does not involve Sexual Assault or Sexual Coercion.

Should an Informal Resolution be agreeable to both parties, the Title IX Coordinator will facilitate the process, and communicate with the parties. Either party may end the Informal Resolution process at any time and request an investigation.

G. **Investigation** –

*Investigator*
In cases where the Title IX Coordinator determines that a complaint appears to allege a policy violation and the Complainant wishes to pursue a formal complaint, or the Title IX Coordinator decides that the College, based on a potential policy violation, wishes to pursue a Formal Complaint, then the Title IX Coordinator appoints trained, impartial individual(s) to conduct the investigation. In the event that the Title IX Coordinator designates more than one investigator, both investigators will not necessarily attend every interview.

In certain circumstances, the Title IX Coordinator may appoint an investigator external to the College, who has been trained in investigations and made familiar with the St. John’s College Sexual Misconduct Policy. Any investigator may serve as a single investigator or as a co-investigator.

The investigation will be prompt, thorough, and impartial. The College will strive to complete all investigations within 45 business days; should an extension be required, the parties will be notified. Depending on the nature and severity of the complaint, and after an individualized assessment of each case, the College reserves the right to intermediately suspend the Respondent and otherwise restrict their access to campus during the course of the investigation.

In all cases in which an interim suspension is imposed, the student will be given the opportunity to meet with the Assistant Dean and Title IX Coordinator or their designees prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Assistant Dean and Title IX Coordinator or their designees have sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy is grounds for expulsion.

**Communication and Confidentiality**

The investigator is responsible for communications with the parties regarding the progress of the investigation. This includes the date, time, and location of each interview the party is required or permitted to attend. The investigator will also inform the parties of their right to have an advisor of their choice present at any meeting or other proceeding under this Policy.

The investigator is responsible for providing the parties with the opportunity to review any documentary evidence that may be used in determining the outcome of the investigation before such a determination is reached. Specifically, the investigator will provide each party with the opportunity to review written summaries of any witness interviews, including interviews of the other party. It is important to note that any character evidence, personally identifiable information, and/or information that is irrelevant to the complaint, including information that is not permitted by law, will be redacted.

Parties and witnesses are expected to maintain confidentiality regarding the proceedings under this Policy, provided that the parties may speak to advisors, confidantes, parents, counselors, and law enforcement authorities regarding the matter, and may speak to others.
for the purposes of seeking, obtaining, or presenting evidence, or otherwise preparing for the meetings and proceedings described in this Policy.

The parties are reminded that, in addition to this Policy’s prohibition on Retaliation and Intimidation, the College’s civility policy remains in effect with respect to the parties’ dealings with one another, witnesses, and third parties related to the proceedings under this Policy. Any documentary evidence, witness summaries, or other documents reviewed by the parties must be kept confidential, and may be used only for the purposes of the proceedings under this Policy. Should either party, third-parties on their behalf, whether or not the party is aware of the action of the third-party, share, post, or otherwise disclose any of the documentary evidence, witness summaries, or other documents reviewed as part of the Complaint, other than as permitted under this Policy, additional disciplinary action may be taken by the College.

**Advisor of Choice**

The investigator will notify all parties that each is permitted, if they wish, to have a support advisor of their choice present at any meeting or other proceeding under this Policy. Advisors may be attorneys.

Meetings/proceedings will be scheduled not less than forty-eight hours in advance. If a party intends to have an advisor present at a meeting/proceeding, the party must notify the investigator at least twenty-four hours in advance of the meeting/proceeding of the identity of the advisor. Advisors serve in a supportive role, and are not permitted to participate actively in the meeting/proceeding, speak on behalf of the person being advised, or communicate with anyone other than the person being advised. The support advisor may not be a witness in the case. Advisors who fail to comply with these rules will be asked to leave and will not be permitted to attend future meetings/proceedings.

Parties initiating this Policy on the Annapolis Campus are encouraged to review Section XIV which outlines specific information about attorneys and advocates available within the State of Maryland.

**Evidence Collection**

The investigator will interview the parties, as well as all relevant witnesses, gather any relevant evidence (such as texts/emails, social media postings, surveillance video, photos), and consider all relevant evidence. The investigator retains discretion to determine how to conduct the investigation and what information is necessary and relevant. Although formal rules of evidence will not apply, the investigator will not consider character evidence, incidents not directly related to the possible violation unless they tend to show a pattern, past sexual history (except as provided below), or sexual character of either party, unless such information is determined to be highly relevant by the Title IX Coordinator. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect.
During the investigation, the parties will have an equal opportunity to share information and request that witnesses be interviewed. The parties will not be interviewed together or be required to meet. Either party may request in writing follow-up questions to be posed to any witnesses or the other party. These questions will ordinarily be asked of the witnesses or other party unless they are determined, in the investigators’ sole discretion, to be irrelevant, redundant of questions previously asked, appear designed to abuse or intimidate the witness or other party, or otherwise inappropriate.

The investigator is a neutral fact-finder, who, during the course of the investigation, may gather information in multiple ways. The investigator may collect documents and other information and may also interview witnesses or other people with relevant information beyond those identified by the parties. The interviews are not required to be in-person.

The investigator may decline to gather information if:

- the request seeks information about the Complainant or Respondent’s past sexual history with anyone other than the other party except to:
  - Prove the source of injury;
  - Prove prior sexual misconduct;
  - Support a claim that a student has an ulterior motive; or
  - Impeach a student’s credibility after that student has put his or her own prior sexual conduct at issue.
- the request seeks information about either party’s mental health history, unless that party consents;
- the request seeks information that is unreasonably duplicative;
- the request is unlikely to yield relevant evidence;
- the request seeks information that the requesting party could obtain from another source with greater convenience or less burden;
- the request unreasonably invades the privacy interests of a party or witness or seeks information protected by federal or state law; or
- the burden of complying with the request is likely to substantially outweigh the benefit of the information as relevant evidence in the hearing.

At the conclusion of the investigation, or on an on-going basis as determined by the investigator, written summaries of any witness interviews, including interviews of the parties, will be drafted. Witnesses and the parties will be provided with the opportunity to review the written summary of their interview and request edits; edits will be made at the sole discretion of the interviewer.

Witness Statements and Summary of Evidence
The investigator will prepare Witness Statements and a draft “Summary of Evidence” that includes all of the evidence to be considered at the conclusion of an investigation, including, but not limited to, any documents and/or materials gathered during the investigation, statements by witnesses, and statements by the parties. The Parties will be provided with the opportunity to review all witness statements, including the statement of the other party, and send to the investigator questions to be posed in response. Generally parties will be given three (3) days to review and respond to witness statements.

Parties may be provided with witness statements throughout the course of the investigation or after all of the witnesses have been interviewed. In cases where the parties are provided with all of the witness statements at once, additional time to review the materials may be provided at the sole discretion of the investigator.

Before the Summary of Evidence is finalized, the parties will be given the opportunity to review the document. Parties must submit any comments about this summary to the investigator within five (5) calendar days of the date when it was provided.

H. Potential Outcomes of Investigation: No Charge Decision, Non-Hearing Resolution or Referral for a Hearing

Following an investigation, or possibly during the investigation in the event of a Non-Hearing Resolution or withdrawal of the complaint, the Title IX Coordinator will adopt one of the following options:

No Charge Decision

If the Title IX Coordinator concludes that a reasonable Sexual Misconduct Review Panel could not find by a preponderance of the evidence that the alleged Prohibited Conduct occurred, no charge will be issued, and the Title IX Coordinator will issue an Outcome Letter. The Outcome Letter can be appealed pursuant to Section XI.

Non-Hearing Resolution

If the Title IX Coordinator concludes that a reasonable Sexual Misconduct Review Panel could find by a preponderance of the evidence that the alleged Prohibited Conduct occurred, but there is not a significant dispute among the parties and the Title IX Coordinator about the proper outcome of the matter (including administrative remedies and disciplinary sanctions), the Title IX Coordinator may suggest to the parties a resolution without a hearing. In no case shall the parties be required to engage in discussions together regarding a proposed resolution.

- A non-hearing resolution is not available if a party objects to such a resolution.
- A non-hearing resolution will result in an Outcome Letter.
- The administrative remedies and disciplinary sanctions will have the same force and effect as though they were imposed following a review panel.
• Non-hearing resolutions cannot be appealed.

**Referral for a Review Panel**

If the Title IX Coordinator concludes that a reasonable Sexual Misconduct Review Panel could find by a preponderance of the evidence that the alleged Prohibited Conduct occurred and that a non-hearing resolution is either not possible or not appropriate based on the investigation, the matter will be referred to a Review Panel for adjudication.

**The Sexual Misconduct Review Panel**

The Sexual Misconduct Review Panel is responsible for evaluating the information gathered by the investigator and determining whether a violation of this Policy occurred and the appropriate sanction(s).

**PANEL COMPOSITION**

Each Sexual Misconduct Review Panel includes three members. Panel members may be members of the College and/or third parties. All Panel members will receive appropriate training on the College Sexual Misconduct Policy and on Sexual Misconduct. Panel members will be determined by the Managing Coordinator, in conjunction with the Title IX Coordinator.

**CHALLENGING PANEL MEMBERS**

Either party may challenge a Panel member for an alleged lack of fairness or objectivity. A party challenging a Panel member must submit a written challenge to the Managing Coordinator stating with specificity the reasons for the challenge. The challenge must be submitted within forty-eight (48) hours after a party is notified of the names of the Panel members. The Title IX Coordinator will determine if a Panel Member needs to be replaced.

**PANEL PROCESS**

Each party will have the ability to provide a written statement and/or any materials that were unavailable during the investigation to the Panel no later than five (5) business days before the date the Panel is convened. It is important to note that any personally identifiable information and/or information that is irrelevant to the complaint, including information that is not permitted by law, will be redacted. Any materials that were previously submitted and determined to contain personally identifiable information and/or information that is irrelevant to the complaint, including information that is not permitted by law, will not be forwarded to the Panel for consideration. Similarly, the Panel will not consider information that a party failed to share with the investigator unless it was unavailable during the investigation.

The Panel will also be provided with the final Summary of Evidence and any other information gathered during the investigation that is not otherwise included in the Summary of Evidence (i.e. videos, recordings, etc).

The Panel may, in its sole discretion, request that both parties appear before the Panel to respond to any questions the Panel may have. If the Panel requests that the parties appear before the Panel to
respond to questions, each party will have the opportunity to hear the other party’s statements to the Panel. If either party does not want to be in the same room with the other party, the parties may listen to one another’s statements to the panel via teleconference from another room. Parties called before the Panel have the right to be accompanied by a support advisor of their choice. 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. In these cases, the parties will be provided with the opportunity to formulate their questions for submission to the Panel who will determine, in its sole discretion, whether to ask the questions requested.

Other than the parties, and absent extraordinary circumstances, no other witnesses may be called to appear before the Panel.

New or additional information will not be accepted or considered by the Panel unless that information was unavailable prior to the submission of materials and written statements to the Panel by the parties. If additional information is accepted or considered by the Panel, any such information will be provided to both parties for review at the Panel meeting. The parties will be given adequate time to review the additional information (which will depend on the scope and subject matter of the additional information) and may challenge or respond to the additional information through a statement to the Panel. The Panel may, at its sole discretion, request that additional materials and/or documents be collected prior to determining if a violation of this Policy occurred.

The proceedings of all Panels will be audio recorded.

**Determinations & Sanctions**

The deliberations of the Panel are private and closed to the parties and public.

The Panel shall determine whether a violation of this Policy occurred using the preponderance of the evidence standard. If the Panel determines that a violation has occurred, the Panel shall then determine the appropriate sanction(s). Members of the College community who are determined to have violated this Policy may be subject to sanctions depending on the nature and severity of the offense, regardless of whether the Sexual Misconduct is the subject of a criminal investigation or results in a criminal conviction.

The goal of sanctions is to (1) end the misconduct; (2) remedy its effects on the reporting party and/or the College community; and (3) take reasonable steps calculated to prevent its recurrence.

Sanctions for Sexual Misconduct may range from mandated education, a formal warning, probation, suspension, expulsion (for students), or corrective action up to and including termination (for employees).

Sanctions may also require that existing interim measures stay in place for a prescribed period of time. Likewise, sanctions may involve the imposition of new remedies, such as no contact orders, disciplinary probation, housing placement, or academic adjustments, based upon the facts developed during the investigation and the conclusions reached in the case.
Specific sanctions include, but are not limited to: formal reprimand (to be included in the permanent record of the student or employee); expulsion from the dormitories (if the person is a student residing on campus); suspension or expulsion from the College, with or without the refund of fees, in the case of students; suspension with or without pay or termination of employment, in the case of employees; commencement of procedures to terminate appointment by reason of “failure to perform teaching duties in a satisfactory manner” or for “moral turpitude,” as provided in Polity Article IV (6) (a) (i) and (ii), in the case of tutors; disciplinary probation; no-contact orders or prohibitions from entering certain parts of campus or attending certain campus events; and mandatory education on issues related to Sexual Misconduct, including, but not limited to, prevention and awareness, victims’ rights, and appropriate behaviors.

Upon a finding that a student is responsible for engaging in Rape as defined in III.P above, the Respondent will ordinarily be suspended for a minimum of two (2) calendar years, or a longer period up to and including expulsion, if one or more of the following factors are found by a preponderance of the evidence.

1. Proven history of prior Sexual Misconduct by the Respondent;
2. Whether the Respondent has a proven history of violating no contact orders or restraining orders;
3. Whether the Sexual Misconduct involved the use of physical force, including but not limited to restraining, strangling, hitting, punching, slapping, or kicking;
4. Whether the Sexual Misconduct involved the use of a weapon;
5. Whether the Respondent facilitated the Sexual Misconduct through the use of drugs, alcohol, or other intoxicants;
6. Whether the Sexual Misconduct occurred by knowingly taking advantage of the incapacitation of the Complainant;
7. Whether the Sexual Misconduct involved multiple victims;
8. Whether the Sexual Misconduct was committed by multiple individuals acting together;
9. Whether the Sexual Misconduct included the recording, photographing, transmitting, viewing, or distributing of intimate or sexual images without consent;
10. Whether the Respondent threatened violence against the Reporting Party, Complainant, or others.

Engaging in any other prohibited activity under this policy may result in a sanction greater than this minimum suspension period, even absent any of the factors noted above.

If either party (or their surrogates) is found to have engaged in Retaliation or Intimidation, they may be subject to sanctions beyond those articulated by the Panel by the Assistant Dean, Dean or Director of Personnel, depending on the nature and severity of the offense and the individual’s disciplinary record.
The Sexual Misconduct Review Panel will determine sanctions solely for the case being adjudicated under this Policy. Additional or more severe sanctions may be imposed by the Title IX Coordinator, Dean, Assistant Dean, or Director of Personnel/Human Resources for related violations and/or after a review of the disciplinary and/or employee file of the Responding Party.

Both the Complainant and the Respondent shall be notified in writing of the outcome of the investigation and the rationale of the Panel in reaching the outcome. The parties shall also be notified in writing of any sanction imposed on the Respondent as a result of a violation of this Policy.

The Panel process ordinarily concludes within fifteen (15) days of the date the Panel is convened.

Interim support measures put in place during the investigation may be continued or implemented as part of sanctions. Even if a Respondent is found not responsible, in the discretion of the Title IX Coordinator, support measures may remain in place depending on the circumstances.

**Appeals**

The Complainant and the Respondent have equal rights to an impartial appeal. Appeals shall be limited to the following grounds:

- There was a material deviation from the procedures that affected the outcome of the process;
- There is new and relevant information that was unavailable, with reasonable diligence and effort that could materially affect the outcome.
- The sanction(s) was clearly inappropriate and/or disproportionate to the prohibited conduct for which the respondent was found in violation.

Generally, the original decision, including sanctions, remains in effect throughout the appeal period.

Both the Complainant and the Respondent will have five (5) business days from written notification of an outcome to submit a written appeal to the Title IX Coordinator. If the Title IX Coordinator receives no timely appeals, both parties will be notified that the original decision stands.

If and when the Title IX Coordinator receives a timely appeal, the appeal will be shared with the non-appealing party who may, but need not, provide a written response within five (5) business days of receiving a copy of the appeal. This response is a right, but not a requirement. The decision by a party not to respond to the other party’s appeal does not indicate agreement with that appeal.

For cases adjudicated on the Santa Fe Campus, the person reading the appeal (Appeal Officer) will be the Director of Personnel on the Annapolis Campus. For cases adjudicated on the Annapolis Campus, the Appeal Officer will be the Director of Human Resources on the Santa Fe Campus. Parties will not meet with the Appeal Officer and should not communicate with them directly. The appeals process is conducted in writing through the Title IX Coordinator. Therefore, when submitting documents in the appeal process, parties should include any and all information they would like to have considered.

The Appeal Officer will evaluate the appeal based on the record considered by the Panel. Any information or materials that were previously submitted and determined to contain personally
identifiable information and/or information that is irrelevant to the complaint, including information that is not permitted by law and character evidence, will not be considered by the Appeal Officer.

The Appeal Officer is not expected to conduct a full review of the case. This is not an opportunity for the Appeal Officer to substitute their judgment for that of the Panel. Rather, they may only make changes to the original outcome when at least one of the specified grounds for appeal is met. The changes made should directly pertain to the appeal grounds that were met.

The Appeal Officer may a) determine that no grounds for appeal have been met; thus, the original decision stands; b) determine that grounds for appeal have been met, and choose to remand the matter back to the Panel to address the appealed aspects of the case; or c) may make a new finding of fact, finding of responsibility, and/or (as appropriate) sanction(s). The Appeal Officer’s decision will be made based on the preponderance of the evidence standard. The Officer’s decision is final, and no further appeal is permitted.

Absent unusual circumstances, the Title IX Coordinator will provide the outcome of the appeal in writing to the Complainant and Respondent within fifteen (15) business days from the Appeal Officer’s receipt of the appeal.

**Withdrawal from St John’s College with Charges Pending**

If a student Respondent withdraws from St. John’s College while any aspect of this Policy is in progress, and before any findings have been made, the Respondent’s academic file will include a letter from the Title IX Coordinator reflecting that the student withdrew pending an investigation of disciplinary charges. If a student Respondent withdraws after an investigation found that person responsible for violating the Policy, but before a sanction was implemented, the student’s academic file will include a letter from the Title IX Coordinator reflecting that the student withdrew pending disciplinary sanctions. Should a student decide to withdraw and not participate in the investigation or Panel, St. John’s College may opt to proceed without the student to a reasonable resolution and the student will not be permitted to return unless all sanctions have been satisfied.

Should an employee Respondent decide to resign or otherwise leave the College and not participate in the investigation, St. John’s College may opt to proceed with the investigation without the employee to a reasonable resolution and the employee may not be permitted to reapply for employment or to otherwise participate in the St. John’s College community if a policy violation is found or if the investigation is impeded or impossible due to the employee’s lack of participation.

**Reinstatement of Students After Disciplinary Suspension for Any Sexual Misconduct**

Any reinstatement following a period of suspension for any violation is conditional. Students who wish to return to St. John’s College following a term of disciplinary suspension for Sexual Misconduct must demonstrate that they are prepared to return to the College and meet behavioral expectations. *Reinstatement is not automatic.*
Students who request to be reinstated following disciplinary suspension for Sexual Misconduct must obtain clearance from the Title IX Coordinator and the Assistant Dean on the campus where they were last enrolled. Such requests must be submitted in writing at least eight (8) weeks prior to the beginning of the semester.

Any student who has outstanding sanctions must complete them prior to reinstatement. Students who are being reinstated after suspension for Sexual Misconduct will have the following requirements:

- **Disciplinary probation**: Students who are reinstated after suspension will be placed on disciplinary probation for the remainder of their time at St. John College. Students on disciplinary probation are restricted from certain leadership positions/opportunities within the College. Students who violate any policies of the College or exhibit behavior prohibited by the College may face more serious disciplinary sanctions, including immediate dismissal from the College with no reimbursement of fees or tuition.

- **Academic work**: Any academic work completed elsewhere during the term of suspension will not be transferred into St. John’s College.

- **Proof of good standing**: If a student has attended another institution of higher learning during the period of suspension, they will be required to provide (1) proof of good disciplinary standing from each institution attended; (2) a copy of their student conduct record from each institution attended.

- **Financial aid/scholarships**: Students who are seeking reinstatement from suspension must work with the Financial Aid Office to determine, what, if any, impact their suspension may have on any scholarship or financial aid.

- **Complaints of sexual misconduct**: Prior to reinstatement, a student must notify the College if they have been the subject of any complaints of sexual misconduct during the period of suspension, whether at an educational institution, through law enforcement, employment, or otherwise. Failure to notify the College of any complaints of Sexual Misconduct will result in immediate expulsion should such complaints later come to light.

- **Re-entry meeting**: Students applying for reinstatement must schedule a meeting with the Title IX Coordinator and the Assistant Dean prior to the desired term of re-enrollment to review the student’s progress, assess readiness to return, and discuss expectations for re-entry.

- **Check In**: Depending on the circumstances, the Title IX Coordinator and/or Assistant Dean may require the returning student to check in periodically to assess the student’s transition and compliance.

If at the time of reinstatement the Complainant is still an enrolled student, the Title IX Coordinator or Deputy Title IX Coordinator will promptly notify the Complainant (1) if the Respondent requests reinstatement following a period of suspension for Sexual Misconduct; (2) of the reinstatement decision; and (3) when the Respondent is expected to return to campus.

The Title IX Coordinator or Deputy Title IX Coordinator will be available to meet with the Complainant prior to the student’s reinstatement to discuss whether accommodations are required.
The processes and potential for accommodations outlined in this section may differ depending on the wishes of the Complainant concerning receipt of such notifications and the then-current status of the Complainant (i.e., whether or not they remain affiliated with St. John’s College) which may affect the ability to implement certain accommodations.

**Campus-Specific Considerations: Annapolis**

Within the state of Maryland, student parties in Sexual Misconduct cases are provided with specific rights and access to a licensed attorney, an advocate supervised by an attorney, or a trained advocate to be paid for, at least in part, by the Maryland Higher Education Commission.

Student parties to Sexual Misconduct cases are entitled to have assistance by a licensed attorney, an advocate supervised by an attorney, or a trained advocate:

- At all meetings, hearings, and interviews associated with the complaint;
- To provide private consultations with the student during hearings, meetings, and interviews, except during question of the student at a hearing; and
- To assist with the student’s exercise of any right during the proceedings.

In addition to assistance by a licensed attorney, an advocate supervised by an attorney, or a trained advocate, the student is entitled to have a personal supporter of the student’s choice at any hearing, meeting, or interview during the proceedings. Students are not entitled to have more than two people at any hearing, meeting, or interview.

This resource is available to all current and former students who make or respond to a complaint on which a formal sexual assault investigation is initiated and who was enrolled as a student at the institution at the time of the incident that is the basis of the complaint. This resource is not a requirement and students can knowingly and voluntarily choose not to have counsel.

Before the start of any formal proceedings under the policy, student Complainants and Respondents will be notified in writing as to the student’s right to the assistance of an attorney or advocate, legal service organizations and referral services available to the student, and the student’s right to have a personal supporter at any hearing, meeting, or interview.

For information on how to retain a licensed attorney, an advocate supervised by an attorney, or a trained advocate, students are encouraged to visit the Maryland Higher Education Commission website [mhec.state.md.us](http://mhec.state.md.us).

**Effective Date:** This Policy will govern any complaints received on or after August 1, 2019.
Appendix 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.

Note: 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.

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.

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.

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.

**Procedures**

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

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<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Macfarland</td>
<td>Dean of the College in Annapolis</td>
<td>410-626-2511</td>
<td><a href="mailto:joseph.macfarland@sjc.edu">joseph.macfarland@sjc.edu</a></td>
</tr>
<tr>
<td>J. Walter Sterling</td>
<td>Dean of the College in Santa Fe</td>
<td>505-984-6070</td>
<td><a href="mailto:jwsterling@sjc.edu">jwsterling@sjc.edu</a></td>
</tr>
<tr>
<td>Nathan Dugan</td>
<td>Assistant Dean for the Undergraduate Program</td>
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</tr>
<tr>
<td>Michael Golluber</td>
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<td>505-984-6174</td>
<td><a href="mailto:michael.golluber@sjc.edu">michael.golluber@sjc.edu</a></td>
</tr>
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Other employees should report to their supervisor, the Treasurer, or the Director of Personnel / Director of Human Resources.

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<th>Name</th>
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<tbody>
<tr>
<td>Ally Gontang</td>
<td>Treasurer in Annapolis</td>
<td>410-626-2516</td>
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</tr>
<tr>
<td>Michael S. Duran</td>
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<td><a href="mailto:michael.duran@sjc.edu">michael.duran@sjc.edu</a></td>
</tr>
</tbody>
</table>
B. 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.

C. 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.

D. 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.

E. 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.

F. 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.
G. 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).

H. 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.

I. 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.

J. 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).

K. 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.
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, in 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).
Appeal Panel Members
This is a non-exhaustive list and may be modified from time to time.

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

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

The above policy was revised August 6, 2018
Appendix C: Family Educational Rights and Privacy Act of 1974 (As Amended) FERPA

The Family Educational Rights and Privacy Act (FERPA) was enacted by the United States Congress in 1974 setting forth requirements regarding the privacy of student records. Any educational institution that receives funds under applicable programs administered by the U.S. Secretary of Education must comply with FERPA.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student’s education records.
- The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Definitions

- **Student**: Any individual who is or has been in attendance at St. John’s College.
- **Educational records**: Any record (in handwriting, print, video or audiotapes, paper, film, computer or other medium) maintained by St. John’s College or an agent of the college (including all staff and faculty) that is directly related to a student, except as listed below.

Educational records are not:

- A record made by a staff or faculty member if it is kept in the sole possession of the maker of the record, is used only as a personal memory aid, and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Records created and maintained by the St. John’s College public safety office for law enforcement purposes.
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment.
- Records made or maintained by a physician, psychiatrist, psychologist or other recognized professionals or paraprofessionals if the records are used only for the treatment of a student and made available only to those persons providing treatment.
- Records that contain information about an individual after he or she is no longer a student at the college.
Annual Notification

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

Where to Find the Federal Regulations Describing the FERPA

A copy of the regulations is on file in the Office of the Registrar or at studentprivacy.ed.gov.

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

THE RIGHT TO INSPECT AND REVIEW THE STUDENT’S EDUCATION RECORDS

Following are the procedures for the inspection/review of records:

1. Students may inspect and review their education records upon request to the college registrar. The student should submit to the registrar a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The registrar will make arrangements for access as promptly as possible (but within 45 days) and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed. When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

2. Limitation on Right to Access: The college reserves the right not to permit a student to inspect the following records:
   - Financial records of the student’s parents.
   - Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before July 1996.

3. Copies: The college is not required to make copies of records unless the student otherwise would be effectively prevented from exercising his or her right to review and inspect the records (e.g., a former student who lives more than 100 miles from Santa Fe). If copies are provided, the fee will be 25 cents per page. Please note that while the student has a right to review and inspect records, the college will not forward copies of records to third parties if the student has outstanding obligations of any kind to the Financial Aid or Treasurer’s offices. In addition, the college reserves the right to hold the transcripts of students who have outstanding loan obligations at other institutions that participate in federal financial aid programs or if there is an unresolved question of academic dishonesty or other disciplinary infraction involving the student.
4. Type, location and custodians of education records:

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission</td>
<td>Office of the Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>Academic</td>
<td>Office of the Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>Financial</td>
<td>Office of the Treasurer;</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td>Financial Aid Office</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Health</td>
<td>Student Health Center</td>
<td>Director of Health/Wellness</td>
</tr>
<tr>
<td>Career</td>
<td>Career Services Office</td>
<td>Director of Career Services</td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disciplinary</td>
<td>Office of the Registrar</td>
<td>Assistant Dean; Registrar</td>
</tr>
<tr>
<td>Absence</td>
<td>Office of the Assistant Dean</td>
<td>Assistant Dean</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.

THE RIGHT TO REQUEST THE AMENDMENT OF THE STUDENT’S EDUCATION RECORDS THAT THE STUDENT BELIEVES ARE INACCURATE, MISLEADING, OR OTHERWISE IN VIOLATION OF THE STUDENT’S PRIVACY RIGHTS

Following are the procedures for requesting the amendment of records:

1. A student must ask the dean or an appropriate official of the college to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of the student’s privacy rights.

2. The dean or an appropriate official of the college shall decide within a reasonable time whether or not to amend the record as requested. If the college decides not to amend the record, it will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s privacy rights.

3. Upon request of the student for a hearing, the college will arrange for a hearing within a reasonable time and notify the student, reasonably in advance, of the date, place and time of the hearing.

4. The hearing will be conducted by an official of the college who does not have a direct interest in the outcome of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the request to amend the student’s education records. The student may be assisted by one or more individuals, including an attorney.
5. The dean or an appropriate official of the college will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If, as a result of the hearing, the college decides that the information is inaccurate, misleading, or in violation of the student’s right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

7. If, as a result of the hearing, the college decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student’s education records for as long as the contested portion is maintained. Whenever the college discloses the contested portion of the record, it will also disclose the statement.

THE RIGHT TO CONSENT TO DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION CONTAINED IN THE STUDENT’S EDUCATION RECORDS, EXCEPT TO THE EXTENT THAT FERPA AUTHORIZES DISCLOSURE WITHOUT CONSENT

In general, the college will disclose personally identifiable information from a student’s education records only with the written consent of the student. However, records may be disclosed without consent under the following conditions:

1. The disclosure is to other college officials who have a legitimate educational interest in the records.
   a. A college official is:
      i. A person employed by the college in an administrative, supervisory, academic or research, or support staff position, including health or medical staff;
      ii. A person elected to the Board of Visitors and Governors;
      iii. A person engaged by or under contract to the college, such as attorney or auditor; or
      iv. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another college official in performing his or her tasks.
   b. A college official has a legitimate educational interest if the official is:
      i. Performing a task within the scope of his or her job duties or engagement;
      ii. Performing a task related to a student’s education;
      iii. Performing a task related to the discipline of a student;
      iv. Providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement or financial aid;
      v. Maintaining the safety and security of the campus.

2. The disclosure is to officials of another school in which a student seeks or intends to enroll.
3. The disclosure is to certain officials of the U.S. Department of Education, U.S. Comptroller General, U.S. Attorney General, or state and local educational authorities, in connection with an audit or evaluation of certain state or federally supported education programs.

4. The disclosure is in connection with financial aid for which the student has applied or which the student has received, in order to determine eligibility for, amount of, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. The disclosure is to certain state and local officials or authorities concerning the juvenile justice system.

6. The disclosure is to organizations conducting certain studies for or on behalf of the college.

7. The disclosure is to accrediting organizations to carry out their functions.

8. The disclosure is to parents of an eligible student who is claimed as a dependent for income tax purposes. The policy of the college is not to release such information to the parents without the consent of the student except under extraordinary circumstances, and for drug and alcohol violations as described in item 15.

9. The disclosure is to comply with a judicial order or lawfully issued subpoena; the college will make a reasonable attempt to notify the student that it intends to comply with the order or subpoena, unless otherwise directed by the order or subpoena.

10. The disclosure is to a court in a legal action brought by the college against a parent or student.

11. The disclosure is to appropriate parties in connection with a health or safety emergency.

12. The disclosure is information that the college has designated as “directory information” (see below).

13. The disclosure is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, provided that only the final results of a college disciplinary proceeding with respect to the alleged crime or offense may be disclosed (whether or not the student was found responsible for the violation).

14. The disclosure consists of the final results of a college disciplinary proceeding (after October 7, 1998) against a student who is an alleged perpetrator of a crime of violence or non-forcible sex offense where the student was found responsible for a violation of the college's rules or policies with respect to the allegation, provided that the disclosure may not identify any other student, including a victim or witness, without the prior written consent of that other student.

15. The disclosure is to a student’s parent regarding the student’s violation of any law or college rule or policy governing the use or possession of alcohol or a controlled substance if the college has determined that the student committed a disciplinary violation with respect to that use or possession, provided that the student is under the age of 21 at the time of the disclosure to the student’s parents.

16. The disclosure is in connection with an ex parte order issued at the request of the U.S. Attorney General in connection with investigation or prosecution of terrorism (USA Patriot Act).

17. The disclosure is of information provided to the college concerning registered sex offenders.
A person to whom the college discloses educational record information may not re-disclose the information without the consent of the student, unless otherwise permitted under FERPA.

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

**Record of Requests for Disclosure**

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

**Directory Information**

In compliance with the Family Educational Rights and Privacy Act, the college designates the following categories of information with respect to each student presently or previously attending the college as directory information which may be disclosed by the college at its discretion, without the student’s prior written consent the student’s name, home address and home telephone number, local/campus address and local/campus telephone number, email addresses, photograph, student schedule, dates of attendance, field of study, participation in officially recognized activities and sports, full-time or part-time status, class level (freshman, sophomore, junior, senior, graduate institute), degrees (including dates conferred), awards and honors received, essay titles, award essays and senior essays, hometowns, date and place of birth, previous institution(s) attended.

Current students have a right to inform the college within two weeks of fall registration and within one week of spring and summer registrations that any or all of the above information about the student should not be designated as directory information. Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-4605  
studentprivacy.ed.gov
Appendix D: Drug Abuse Prevention Program

The Higher Education Amendments of 1986 require that in order to participate in federal financial aid programs every post-secondary institution must have a drug abuse prevention program in place by July 1, 1987. This program must be accessible to any officer, employee, or student of the institution.

The following information is made available to students in compliance with federal law:

**Hotlines**

Mobile Crisis Response of Santa Fe (24 hours) ................................................................. 505-820-6333
Suicide and Crisis Hotline

Crisis Response ..................................................................................................................... 888-920-6333

Solace Crisis Treatment Center (24 hours)........................................................................ 505-988-1951

Solace Crisis Treatment Center ........................................................................................... 800-721-7273

For Sexual Violence and other Trauma; Sexual Assault Nurse Examiner (SANE)

New Mexico Suicide Line..................................................................................................... 800-273-8255

Trevor Project ....................................................................................................................... 866-488-7386

**12-Step Programs**

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

Hotline ................................................................................................................................. 505-231-5295

505 Camino de Los Marquez

Meetings of Alcoholics Anonymous are held daily at various locations in and around Santa Fe. Call or stop by for a weekly schedule; or, go to santafeaa.org.

The Alcoholics Anonymous Central Office has additional information on treatment centers in New Mexico. Please contact 505-982-8932 for information.

Narcotics Anonymous Helpline ......................................................................................... 505-984-2098 or, toll free, 800-258-2971

For 12-Step programs not listed above please call Alcoholics Anonymous at 505-982-8932 or consult your telephone directory.
Substance Abuse Treatment Center

In patient:

Santa Fe Recovery Center ................................................................. 505-471-4475

Residential alcohol detox short- and long-term treatment services at 4100 Lucia Lane

If you are concerned about the possibility of yourself or a friend having a problem with alcohol consumption, please contact the Student Health Office to discuss your concerns confidentially with a healthcare provider.

Additional Resources

- sossobriety.org
- moderation.org
Appendix E: Copyright P2P Overview

H.R. 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. These provisions include requirements that:

- Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.
- Institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material.
- Institutions, “to the extent practicable,” offer alternatives to illegal file sharing.
- This document outlines St. John’s College’s policy to comply with these requirements.

Annual Disclosure

Consistent with our educational principles, we view education as the most important element in combating illegal sharing of copyrighted materials at St. John’s College. We use a wide variety of methods to inform our community about the law and St. John’s College’s response to copyright infringement claims:

- In order to use college computing resources, all members of the St. John’s College community endorse the Appropriate Use Policy that includes a section on copyright compliance.
- All entering students are required to read the Appropriate Use Policy and sign a card that they have read and understand the policy and will abide by it.
- Stories are placed in the school newspaper and posters are mounted in student computer labs and elsewhere to discourage illegal file sharing.
- Beginning fall 2010, ITS will send an email to all students regarding illegal distribution of copyrighted materials.
- Computing support staffs, including student Help Desk workers, are regularly trained on the college position with respect to copyright issues. Student workers provide an important channel for communicating with the student community.
- St. John’s College’s policies and procedures concerning the Digital Millennium Copyright Act and our response to infringement claims are published in the Appropriate Use Policy.
- Periodically, all college employees receive email from the president or other officers regarding copyright infringement and related issues.

Effectively Combat the Unauthorized Distribution of Copyrighted Material

St John’s College does not allow P2P file sharing from the college network. We currently employ bandwidth-shaping technology (Palo Alto) to prioritize network traffic. Appropriate Use Overview
This policy affects the students, faculty, and staff of St. John’s College and use of all of the information technology systems belonging to the college.

The St. John’s College Information Technology System includes: computers, communications networks, computer accounts, web pages, network access, central computing facilities, and related services. Access to and use of the college Information Technology System is a privilege granted to currently enrolled students, faculty, and staff. As a user of the Information Technology System, you have two basic rights:

- Privacy, and
- A fair share of resources.

In turn, you bear citizenship responsibilities to preserve these rights for your fellow technology system users. This statement of rights and responsibilities is grounded in the community standards and policies outlined in the college’s student, tutor and staff handbooks.

**All Computer Accounts and Files Belong to Somebody**

**Your Right:** Privacy. No other user may browse, access, copy or change your computer files without your authorization.

**Your Responsibility:** To uphold your right to privacy and that of your fellow users by not allowing another individual to use your computer account, and by not using another person’s account or attempting to gain access to their files without authorization.

Accessing others’ files or monitoring their computer or network use—except by technology staff for system troubleshooting, maintenance, or security purposes—constitutes a violation of privacy. Ability to access a file does not grant permission to do so.

You are responsible for any use of your account; therefore, you need to take all reasonable precautions, including maintaining a secure password and always logging your account out, to prevent use of your account by others.
Information Technology System

The college Information Technology System, including Internet services, is a shared resource provided to St. John’s students, faculty and staff. The services support the business of the college; teaching, learning, scholarship and administration. Recreational use of resources is not allowed to degrade System performance at any time.

Your Rights: Fair access. No other user may deny, diminish or disrupt your access through any means, including:

- Intentionally, recklessly or negligently damaging equipment and other physical resources;
- Intentionally, recklessly or negligently attempting to degrade, disrupt, or damage computer system and network performance, software, data or data transmission;
- Unduly consuming computing or network resources;
- Violating the privacy of your files and accounts;
- Masquerading as another user;
- Distributing material which violates applicable local, state, and federal laws;
- Distributing material which is demeaning or discriminatory via any electronic mail or other computer network facility;
- Making random or mass mailings; and
- Using resources for commercial or political purposes.

Your Responsibility: To uphold the right to fair access of your fellow users by properly utilizing resources and avoiding any detrimental effect on the work of others. You are responsible for the behavior of any computer you connect to the college network; therefore, you need to take all reasonable precautions including running anti-virus and anti-spyware software and keeping their definitions current.

Your use of the St. John’s College Information Technology System must comply with all federal, New Mexico, Maryland, and other applicable laws; all applicable contracts and licenses; and college policies as articulated in the student, faculty, and staff handbooks. These laws, contracts, licenses, and policies include:

- Laws governing libel, privacy, copyright, trademark, obscenity, and child pornography;
- The Electronic Communications Privacy Act, which prohibits eavesdropping on network data;
- The Computer Abuse Amendments Act, which prohibits spreading viruses or other harmful code;
- The Digital Millennium Copyright Act, which prohibits the distribution of copyrighted materials over the Internet for which the distributor does not have permission;
- The college’s harassment policy;
- The college’s non-profit status; and
- All applicable software licenses.
Copyrights

If a literary, musical, or artistic work is copyrighted, there are legal limits on who can copy or otherwise use that work. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Students are responsible for making sure that their use of copyrighted materials is appropriate and legal. If a student infringes on copyright using college resources, the college may be held liable. The assistant dean, the director of IT, and the library director are available to answer questions about appropriate use of copyrighted materials.

Copyright infringement will be treated as a disciplinary matter, subject to disciplinary action up to and including expulsion. Legal penalties for copyright infringement include both civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than $750 and not more than $30,000 per work infringed. For willful infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

More information can be found on the website of the U.S. Copyright Office at copyright.gov, and their FAQ’s at copyright.gov/help/faq.

Policy Violations

Alleged violations of this policy, or violation of other college policies in the course of using the Information Technology System, may result in an immediate loss of privileges and may also result in the referral of the matter to the appropriate judicial authority as specified in each college handbook.
Appendix F: Campus Evacuation / Lockdown Procedures

Types of Evacuations

- Building Evacuation
- All-Campus Evacuation
- Campus Lockdown

What to Do in Evacuation

CATEGORY 1: BUILDING EVACUATION

A building is sometimes evacuated in the event of a localized, on-campus emergency that is limited in scale, such as a building power-outage or a small fire affecting only that building. Individual building evacuations occur when a building (fire) alarm sounds, or upon notification by Public Safety, Housing, or the Student Life Office.

1. Upon hearing an alarm or announcement of evacuation, gather your essential items only, i.e.: phone, keys, a jacket, and bottle of water if possible. Remain calm and leave by the nearest marked exit and alert others to do the same. Elevators should be used for people with disabilities first. (Note: In the event of a fire or earthquake, do not use elevators.)

2. Once out of the building, proceed to the assembly area, which in most cases is the Junior Common Room in the Peterson Student Center. In the event that Peterson is threatened by fire or is adjacent to the affected building, the assembly area is the Student Activities Center (SAC). Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

3. Make yourself comfortable and help others if possible. Make sure you check in with the evacuation coordinator (usually the RA or department head).

4. Do not return to an evacuated building until told to do so by an authorized college official.
CATEGORY 2: ALL-CAMPUS EVACUATION

For large-scale emergencies that affect the entire campus or local community, such as flooding, widespread power outages, and severe storms, an all-campus evacuation may be announced by the president, the Santa Fe police and/or fire departments, or the director of public safety via the E2 Campus Alert System, and voicemail.

1. Upon hearing an alarm or announcement of evacuation, gather your essential items only, i.e.: phone, keys, a jacket, and bottle of water if possible. Remain calm and leave by the nearest marked exit and alert others to do the same. Elevators should be used by people with disabilities first. (Note: In the event of a fire or earthquake, do not use elevators.)

2. Once out of the building, gather at the Student Activities Center parking lot for transport to the evacuation site, which is the Santa Fe Preparatory High School gymnasium. (In the event of a large wildfire or emergency that necessitates regional evacuation, the assembly point is the Genoveva Chavez Center at 3221 Rodeo Rd., 505-955-4001.)

3. Make yourself comfortable and help others if possible. Make sure you check in with the evacuation coordinator (usually the RA or department head).

4. Do not return to campus until told to do so by an authorized college official or via the E2 Alert System.

CATEGORY 3: CAMPUS LOCKDOWN EVENT

In certain crisis situations, such as an active shooter on campus, Public Safety personnel or local police will lock down our campus and ask the occupants to shelter in place.

1. In the event of a lockdown, police will respond to campus and may have weapons drawn.

2. Lock and/or barricade doorways, turn off lights, silence cell phones, and follow police instructions.

3. Do not remain directly behind closed doors or in the line of sight from windows.

Note: As a preparatory measure, please familiarize yourself with the Run, Hide, Fight video for detailed information on how to proceed in an active-shooter situation.
Additional Information on Evacuation Procedures

EVACUATION COORDINATORS
An evacuation coordinator from each office/dormitory should be designated to ensure that all buildings are evacuated, and all individuals are accounted for. Department directors and office managers are the default evacuation coordinators; in the dormitories the role is filled by the RA.

Once at the designated assembly point, coordinators should organize evacuees by group—dorm, office, etc.—and take a headcount or roster of those present and report it to the switchboard.

TRANSPORTATION DURING AN EVACUATION
Santa Fe Prep has volunteered the use of its school busses to assist in an evacuation process (via phone notification). The Student Activities Center parking lot is the transportation staging area in most instances. In the absence of busses, the fleet vehicles kept at SAC should be used. Personal vehicles should be used only as a last resort, to avoid clogging roadways and exit routes.

COMMUNICATION DURING AN EMERGENCY
Handheld radios, email, cell phones, and text messages should be used by appropriate personnel to communicate instructions and updates.

BUILDING EQUIPMENT
All buildings are equipped with these safety features:

- Mapped routes out of buildings (clearly displayed in each building)
- Fire extinguishers
- Emergency exit lighting

Assisting Disabled Persons in an Emergency

ASSISTING VISUALLY IMPAIRED PERSONS
Inform visually impaired persons about the emergency and offer to act as a sighted guide during the evacuation. Offer your arm and make sure to speak clearly and keep the person oriented to your location. Point out where any obstacles are located. When you reach the assembly location, ask if you can be of further assistance.

ASSISTING HEARING-IMPAIRED PERSONS
Individuals with impaired hearing may not be able to hear the audible signal of a fire alarm or emergency announcement. To alert them to an emergency evacuation, use an alternative warning system, i.e. writing a note to the person or turning a light switch on and off to get their attention. (Do not turn the light switch off and on if you smell natural gas or suspect an explosive condition in the area.)
ASSISTING AMBULATORY PERSONS USING WALKING AIDS

In evacuations, individuals with crutches, canes, or walkers may need assistance. If a person requires assistance—please ask; assistance will not be of use to everyone using a walking aid—they can be moved using a two-person, lock-arm position or by having the individual sit in a sturdy chair, preferably one with arms, to be lifted and carried.

ASSISTING NON-AMBULATORY PERSONS

When assisting a non-ambulatory person ask to be certain that they want assistance. Be aware that lifting them might be dangerous, as some individuals have reduced upper-trunk and neck strength. If the person has respiratory problems, immediately remove them from areas with smoke or vapors; if they use an electrical respirator, they should be given priority assistance.

Non-ambulatory people’s needs and preferences for assistance vary. Always consult with the person regarding:

- Their preferred method of being moved and the number of people needed (If a person must be carried more than three flights of stairs, a relay team is needed)
- The extension and movement of their limbs and extremities when moving them
- Their preferred position for being carried, i.e. forward or backward on stairs
- The appropriate aftercare, if they’ve been removed from their wheelchair

Remember to check the intended evacuation route for obstructions before transporting the individual. Delegate others to bring the wheelchair, removing it from the stairwell so it doesn’t obstruct others. Reunite the person with their wheelchair as soon as it is safe to do so.
Appendix G: St. John’s College Code of Ethics

All members of the college community who are engaged in business transactions are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its teaching and business practices.

Definitions

- The term college means St. John’s College.
- The term “member of the college community” (member) includes contractors, students, faculty members, staff members, and college officials who are engaged in business transactions on behalf of or in the name of the college. A person’s status in a particular situation shall be determined by the Charter and Polity of the college.
- The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college.
- The term “organization” means any number of persons who have complied with the formal requirements for college recognition or registration.

Proscribed Conduct

1. Jurisdiction of the College Code of Ethics
   The Code of Ethics shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct that may affect the college community and/or employee’s fitness to perform his/her professional responsibilities. Each member shall be responsible for his/her conduct throughout his/her employment relationship with the college.

2. Gifts, Favors, and Payments by the College
   Gifts, favors, and payments may be given to others at the college’s expense, if they meet all of the following criteria:
   - They are consistent with accepted business practices
   - They are of sufficiently limited value and in a form that will not be construed as a bribe or payoff
   - They are not in violation of applicable law and generally accepted ethical standards, and
   - Public disclosure of the facts will not embarrass the college

3. Gifts, Favors, Entertainment and Payments Received by College Members
   Members shall not seek or accept for themselves or others any gifts, favors, entertainment, or payments without a legitimate business purpose nor shall they seek or accept personal loans (other than conventional loans at market rates from lending institutions) from any person or business organization that does or seeks to do business with or is a competitor of the college. In the application of this policy, members may accept for themselves and members of their families common courtesies usually associated with customary business practices. These include but are not limited to:
• Lunch and/or dinner with vendors sometimes including spouses as long as the invitation is extended by the vendor.

• Gifts of small value from vendors such as calendars, pens, pads, coffee mugs, etc.

• Tickets to events (such as sports, arts, etc.) are acceptable if offered by the vendor and the vendor accompanies the associate to the event. These are not to be solicited by members of the college community and must be approved by the appropriate college officer.

• Overnight outings are acceptable under the condition that the individuals from either other companies or the vendor are in attendance. The member must have prior approval from the appropriate college officer.

• The receipt of alcoholic beverages is discouraged.

• Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc. are acceptable.

• Honoraria for services performed in amounts that are consistent with generally accepted business practices.

4. **Conduct – Rules and Regulations**

Members of the college community are required to comply with basic standards of conduct that are generally applicable to all persons employed by the college. Failure to comply with the Code of Ethics may result in disciplinary action up to and including termination or suspension as outlined in the appropriate policy manual. The following types of conduct are deemed to be infringements of the Code of Ethics. This list is non-exhaustive, and the college reserves the right to discipline members for conduct not listed below.

• Neglect of duty and/or lack of due care and/or diligence in the performance of duties.

• Theft, misappropriation, and/or unauthorized possession or removal of property belonging to the college, members of the college community, or other persons with whom the college has a business relationship.

• Concealing, falsifying, altering, misusing, or removing records including electronic data records.

• Direct or indirect misuse of college resources, including property leased to the college, for other than officially approved activities (including, but not limited to, employees, facilities, mail service, supplies, equipment, and college computing and communication resources, including computers, networks, electronic mail services, electronic information sources, voicemail, telephone services, and other communication resources).

• Misuse or abuse of college resources, including funds, equipment or facilities. College resources must be reserved for business purposes on behalf of the college, and may not be used for personal gain; they should not be used for personal use except in a manner that is incidental and reasonable in light of the employee’s duties. College resources include, but are not limited to, the use of college systems, such as telephone systems, data communication and networking services, and the domain for electronic
communication forums; the use of college equipment; the use of procurement tools such as purchasing cards and petty cash; the time and effort of other staff, students, and others at the college.

- Attempted or actual theft, unauthorized possession, and/or damage to property of the college, any person, or any other entity.

- Unauthorized use of institutional resources or facilities for personal, commercial, political, or other improper purposes. This includes release of college database information to anyone outside the college, or for a use that is not consistent with the purpose for which the information is held.

- Any violation of the College Computer Use policy such as theft, abuse, and/or misuse of computer facilities and resources.

- Violation of the rules and laws governing the use of copyrighted materials, patented ideas, licenses, proprietary information, and infringement of individual or college intellectual property. The college expects persons employed by the college to make proper attribution to the ideas and work of others.

- Improper documentation, destruction, or making false statements, alterations, deletions or omissions on college forms, records or reports including but not limited to production records, employment applications, and medical records.
Appendix H: St. John’s College Complaint Process

The ‘Complaint Process’ described below stands apart from grievances related to Title IX and Title IV; see Appendix A and Appendix B in the Student Handbook for full details.

If a student feels aggrieved by an action taken or not taken by St. John’s College with respect to its policies, procedures, or practices, the complainant can formally register the complaint. St. John’s College believes in the fair treatment of all community members and will review complaints in a timely manner. All complaints will be reviewed impartially, and no student will face retaliation for bringing a complaint.

Please bring your complaint to the appropriate college official, as defined below. The New Mexico Higher Education Department requires that “students or other parties with complaints or grievances against an institution first seek to resolve their complaint or grievance directly with the institution.”

Step 1 – Formal Complaint

A formal complaint should be presented in writing to the Office of the Assistant Dean, for undergraduate student complaints, or to the Associate Dean of Graduate Programs, for graduate student complaints. Within ten work days, a meeting will take place with the complainant, the Assistant Dean or the Associate Dean, and, if the complainant wishes, another member of the community who may serve as a witness to the meeting. This meeting serves to ensure that the complaint is fully understood and the outcomes desired by the complainant are clearly expressed. Within ten days of the initial meeting, the Assistant Dean or the Associate Dean will notify the complainant in writing of the actions the college will take to address the complaint.

(Complaints by staff members should be submitted to the Director of Human Resources. Complaints by faculty members should be submitted to the Dean. Complaints by alumni and members of the public should be directed to the President.)

If a student, the Assistant Dean, or the Associate Dean of Graduate Programs feel that the Assistant Dean or Associate Dean are not able to handle the complaint impartially, the student may register the complaint with the Dean, instead.

Step 2 – Formal Appeal

If the complainant feels that the issue has not been sufficiently resolved, the complainant may appeal to the President of the college. Ten days after the submission of the appeal, the President will make a determination and notify the complainant in writing.
Step 3 – Outside Resolution

Should that final action by the college not lead to a mutually acceptable resolution, the complainant may file the complaint with the New Mexico Higher Education Department at

New Mexico Higher Education Department
Private Postsecondary Schools Division
2044 Galisteo Street, Suite 4
Santa Fe, New Mexico 87505-2100
Phone: 505-476-8400
A. Winiarski Courtyard
B. Lower Dorms Courtyard
C. Greenhouse
D. Lower Parking Circle
E. Arroyo Room
F. Peterson Bench
G. Meem Placita
H. Fishpond Placita
I. ESL Picnic Table
J. ESL Placita
K. Weigle Bench
L. Trailhead Bench
M. Upper Commons
N. Chamisa
O. Suites
P. Apartment
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 Designated Compliance Officer to ensure compliance with Title IX of the Education Amendments of 1972, as amended, and the Coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973, as amended, is Matt Johnston, Director of Residential Life, 1160 Camino Cruz Blanca, Santa Fe, NM 87505, tel. 505-984-6925. Inquiries concerning the application of Title IX or Section 504 may be made to Christine Guevara 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.