

St. John's College
Santa Fe



2010-2011

Student Handbook

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IN A MEDICAL EMERGENCY

Students who need emergency medical attention should be taken to Christus St. Vincent Regional Medical Center emergency department. Transportation can be arranged by calling Switchboard (24 hours a day), who will contact the Senior Resident on duty. In a true medical emergency, please call “0” for the Switchboard, then call 911. The Switchboard operator will alert security so the responding ambulance (EMS) may be directed to the site of the emergency. The Senior Resident on call should also be notified. Please inform the nurse practitioner of any aid received at the emergency department so that appropriate follow-up care can be provided.

1. 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.
2. If a telephone is not immediately adjacent to the injured person, leave someone with the injured person and ask someone else on the scene to accompany you to a phone to assist you.
3. Call 911 from any campus telephone. The College has installed a special line for 911 calls and you will not get a busy signal.
4. Stay on the line with the 911 dispatcher until an ambulance arrives, if possible. If you are alone and need to assist the injured person, tell the 911 dispatcher to send an ambulance. Give your location as clearly and precisely as possible, and hang up. Stay calm.
5. 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.
6. While on the phone with 911, ask your assistant to send someone to notify the campus Switchboard that there is an emergency. The Switchboard operator will notify a security officer and attempt to send a College staff member with First Responder training to the scene of the injury.
7. The 911 dispatcher will ask you to send someone out to the road to meet the ambulance. Camus Security officers or your assistant should guide the EMS personnel upon their arrival on campus.
8. When the EMS personnel arrive, they will determine whether or not the injured person needs to be taken to the hospital in the ambulance.
9. If the injured person needs to be driven to the hospital by someone else, proceed as follows: If the injured person is a member of the College community, ask Switchboard to contact the Senior Resident on duty. If the injured person is not affiliated with the College, ask him/her for the names and telephone numbers of appropriate people to contact to arrange for assistance.

Remember: Stay calm.

PRESIDENT'S WELCOME

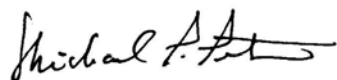
Dear Students:

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

In the *Student Handbook* you will find guidelines on how best to participate in and nurture our community. Please read it carefully. Each of us is responsible for contributing to a community of learning founded upon good conversation and good citizenship.

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

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

A handwritten signature in black ink that reads "Michael P. Peters". The signature is written in a cursive style with a prominent initial "M" and a long, sweeping underline.

Michael P. Peters

August 2010

INTRODUCTION

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

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

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

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

UNDERGRADUATE STUDENT INFORMATION

I. ACADEMIC POLICIES AND PRACTICES

A. CLASSES

Attendance Policy

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

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

Any absence brings academic consequences; absences are, therefore, to be avoided whenever possible. Illness or other circumstances (including inclement weather, for students living off campus) may occasionally cause a student to miss class. Students are expected, however, not to exceed a specified maximum number of absences in each class during the course of a semester. Students who exceed the maximum in a single class will be required to repeat the class in order to receive credit. An "F" will appear on the transcript until the class is repeated. A student who exceeds the maximum in a second class during the semester will be dismissed from the college without refund of fees.

The maximum number of absences per semester is set at four for classes meeting twice a week (seminars and freshman laboratory) and five for classes meeting three times a week. Preceptorials are considered a continuation of seminar in counting absences. The maximum

number of absences is reduced by one for second semester seniors and by two for January freshmen during the summer session. The number is set at one for freshman music.

Warnings will be sent to students both before the maximum number of absences in a class has been reached and when the maximum number has been reached. Parents of dependent students may also be notified when the maximum number of absences has been reached.

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

Absence Probation

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

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

Assigning Students to Classes

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

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

Students may request that they not be placed in a particular tutor's class again. The registrar, however, will not receive positive requests from students that they be placed in a certain tutor's class or with particular classmates. The registrar will try to accommodate schedule requests for such reasons as a secured off-campus job schedule, child care, and long distance commuting. Special requests must be submitted to the registrar by June 5. The registrar welcomes requests for 4:30 p.m. seminars by that date. Off-campus residence does not by itself constitute grounds for special scheduling.

Class Changes

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

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

Exclusion from a Class

A student who is often unprepared or whose conduct is detrimental to the class may be excluded from that class. In such cases, the tutor informs the student and assistant dean in writing of the conditions which the student must meet to avoid suspension from a class. A

student who fails to meet these conditions will be withdrawn from the class without refund of fees or academic credit for the semester.

Withdrawing from a Class

Since no class at St. John's is elective, withdrawing from a class is seldom possible. For compelling reasons the dean, in consultation with the Instruction Committee, may permit a student to withdraw from a class. A withdrawal prior to three-quarters into the class session (the 12th week of the semester) 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 dean to receive a "W" is possible if there are mitigating circumstances. Like the assignment of an "F" due to a violation of the attendance policy, this "F" is considered an academic failure, not an administrative consequence.

Medical withdrawals require the submittal of a document written by the attending medical professional attesting that the gravity of the condition precludes the student's continuance in classes. If the document cannot be delivered at the time of withdrawal, it must be submitted within two weeks of the withdrawal date.

For 2010-2011, "F" grades appear after withdrawals later than:

- Fall 2010 November 19, 2010
- Spring 2011 April 29, 2011
- Summer 2011 (JFs) July 22, 2011

Repeating Classes

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

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

Part-Time Study

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

B. EVALUATING ACADEMIC PERFORMANCE

The Don Rag

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

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

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

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

Academic Probation

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

probation. If the student's work is not found to be satisfactory in all respects at the time of the special don rag, he or she may be dismissed from the college without refund of fees or academic credit for the semester. If the work is satisfactory at the time of the special don rag but not satisfactory in all respects by the time of the regular don rag at the end of the semester, the student may not be permitted to continue at the college for the following semester.

Sophomore Enabling

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

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

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

When the dean and Instruction Committee meet to make the enabling decisions, the student's current tutors and as many former tutors as possible sit with them as advisors. Students are informed of the enabling decision as soon as possible.

Dismissal for Academic Reasons

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

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

Satisfactory Progress for Financial Aid

Provisions of the Higher Education Act of 1980 require that each post-secondary institution make available information concerning the criteria for judging satisfactory academic progress. The following criteria are used by St. John's College in the determination of satisfactory progress for recipients of federally funded (Title IV) financial assistance.

In order to be considered as making satisfactory progress at the end of a semester a student must be permitted to enter the next semester. This permission is normally granted by the dean upon the recommendation of all the student's tutors, the don rag committee.

Permission to enter the junior year is granted by the dean with the advice of the Instruction Committee in light of a student's overall work during the first two years – the enabling decision. Advancement from one semester to the next is not based on specified grade requirements, although students are generally not allowed to progress into the next year if work from the previous year is incomplete.

Under some circumstances a student who has not satisfactorily completed a semester's work may be allowed to repeat the work in order to remain at the college. **Students are not eligible for financial assistance (federal or institutional) for the work repeated.**

Sometimes students are permitted to enter a new semester with the requirement that they meet special conditions during the course of the semester. 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.

Federal regulations require that an institution set a maximum time frame in which students must complete their educational objectives. St. John's has set sixteen semesters of full or part-time study as the maximum time frame in which students who are recipients of federal financial aid funds must earn their B.A. degrees. Semesters in which a student is not enrolled at St. John's will not count in the sixteen-semester limitation. However, years in which a

student is repeating work (and thereby not receiving aid) are considered in determining semesters of study.

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:

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

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

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

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

*A student withdrawal prior to three-quarters into the class session will result in no academic credit for the class; a “W” will appear on the transcript. If a student withdraws after the three-quarters point, a grade of “F” will be assigned and will appear on the student’s transcript. An appeal to the dean to receive a “W” is possible if there are mitigating circumstances. Like the assignment of an “F” due to violation of the absence policy, this “F” is considered an academic failure, not an administrative consequence.

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

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

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

Seniors are required to earn a grade of at least “C-” in every class both semesters of the senior year. Occasionally the faculty recommends to the Board of Visitors and Governors that the B.A. degree be awarded to students who have not met this requirement. Such a recommendation may involve the completion of supplementary requirements suggested by the tutor of the class in which the work has been unsatisfactory.

A grade average of “C” or better is required by the federal government for a student to remain eligible for benefits under the various G.I. Bills. Counseling by the Veteran’s Administration is required before benefits can be reinstated. If a student believes that he or she may benefit from the educational monetary grants offered through the U.S. Department of Veteran Affairs, the information and direction offered at <http://www.gibill.va.gov/> and http://www.gibill.va.gov/GI_Bill_Info/benefits.htm#CH33 is significant; the sites describe which programs are available and provide instructions on how to apply.

Incomplete Grades and Changing Grades

Incomplete grades may be given only in the case of emergencies at the discretion of the tutor. Note that tutors may choose not to accept late work at all. Due date deadlines for late work are set by the tutor; if a due date is not stipulated, then the deadlines noted at the end of this section hold for the 2010-2011 academic year.

Should a grade of incomplete be earned by an undergraduate, the missing work must be submitted early enough in the following semester to allow the tutor to evaluate the late work and deliver a final grade to the registrar. Incomplete fall semester work is delivered by the Monday following Spring Break; incomplete spring work by the third Monday of July, incomplete January freshmen work (either semester) is due by the first Friday in January.

The reversion of incomplete grades to their accompanying default grades, the entry of re-mediated incomplete grades due to the submission of missing work, and the change of grades for any reason occurs five administrative work days after the submission dates noted below.

For the 2010-2011 year, dates for submission of missing work to the tutor by the student to remediate incomplete grades:

- Missing work from FA 2010 is due at the latest on Monday, March 21, 2011
- Missing work from SP 2011 is due at the latest on Monday, July 11, 2011
- Missing work from SU 2011 (JFs) is due at the latest on Friday, December 30, 2011

Any earlier date specified by the tutor supersedes the above-noted delivery schedule. Please note again that individual tutors may decide not to accept late work at all.

Any grade of incomplete recorded for a student must be accompanied by the following information:

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

The grade-changing deadlines listed above apply to all grades, whether or not originally submitted as incomplete grades.

C. ACADEMIC ASSISTANCE

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

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

Assistance with writing is also available. Each year a tutor is given release from normal teaching duties to serve as a writing archon. Several students are also employed as writing assistants. Students having difficulties with written assignments should seek the help of the

archon or the writing assistants, all of whom hold regular office hours which are listed in the *Ephemera*. It is not unusual for tutors to refer students to the archon for help. Mr. David McDonald has been appointed writing archon for the academic year, 2010-2011. He can be contacted via campus mail or at his office, ESL 12, ext. 6422, or David.Mcdonald@sjcsf.edu.

D. ESSAYS AND EXAMINATIONS

Seminar Essays

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

Seminar Oral Examinations

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

Senior Essay and Oral

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

There are strict deadlines in the senior essay process. Failure to meet the deadlines will need to be cleared by the dean. In the fall, a senior essay proposal is sent to all seniors asking them to describe the questions they will address and the organization of the essay, as well as the source books they will be using. An advisor's signature is required on the proposal, which then needs the approval of the Instruction Committee. This proposal is used in forming the senior essay committee that will both evaluate the essay and conduct the oral examination. The due date for submitting the senior essay is a firm one (eleven o'clock on the Saturday night at the end of the second full week in February). Exceptions will be made only in the most extraordinary of circumstances.

Algebra Test

Knowledge of algebra is required for many of the studies undertaken at the college, particularly in the last two years. Students who have an insufficient grasp of basic algebraic operations are not in a position to understand and profit from much of the work, and unnecessarily impede the progress of classes. The college therefore requires all students to pass an algebra proficiency test as a condition for entry into the second semester of the sophomore year.

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

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

E. STUDENT ID CARD

All current students must have a St. John's College student ID card. The card issued to first-year students at their first registration is the card carried through graduation. This includes students transferring from the Annapolis campus. At registration, readmitted or returning transfer students have a new picture taken and a new ID is issued. There is no charge for first-time, readmit, and transfer student IDs. At fall registration, after clearing with the

treasurer's office, continuing students present their ID card for inspection, coding, verification and academic year validation in the Information Technology Services in ESL.

Students who lose their ID card must replace it at the Information Technology Services office. Replacement cost is \$5.00.

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

F. INTERNATIONAL STUDENTS

The registrar is the primary designated school official (PDSO) for all F-1 visa students with respect to their visa requirements, maintenance of status, optional practical training, and related matters. A summary of the guidelines that describes the registrar's and international students' responsibilities is available from that office upon request. International students are expected to address these matters in a timely and responsible fashion.

The Office of the Assistant Dean, ext. 6925, provides support for international students needing assistance with social, cultural and academic concerns and aid navigating everyday life in the United States.

If assistance is needed in obtaining a social security card or on campus employment, contact Career Services, ext. 6066.

G. BEYOND THE CLASSROOM

Students should feel free to speak with their tutors at any time about their own work, the progress of the class as a whole, or problems they may be having. A conversation over lunch may provide a particularly good opportunity for discussion. The college will pay for the meal in the Dining Hall if a student invites a tutor to lunch or vice-versa. Since funds for the "take a tutor to lunch" program are limited, tutors should not accept invitations more than once a week on average. This program may be suspended during the year if the funds budgeted become depleted. Nonetheless, tutors and students should feel free to dine together, whether there are sufficient funds for the college to pay for it.

The college attempts to foster close relations between students and faculty; however, the following faculty resolution (1992) should be kept in mind: “Sexual intimacy between tutors and students jeopardizes the work of the college. Whatever their motives and out-come, such relations may subvert or may be seen as subverting the stated purpose of association between tutors and students.”

H. WITHDRAWAL FROM AND READMISSION TO THE COLLEGE

Withdrawal

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

Medical withdrawals require the submittal of a document written by the attending medical professional attesting that the gravity of the condition precludes the student’s continuance in classes. If the document cannot be delivered at the time of withdrawal, it must be submitted within two weeks of the withdrawal date.

For 2010-2011, “F” grades appear after withdrawals later than:

- Fall 2010 November 19, 2010
- Spring 2011 April 22, 2011
- Summer 2011 (JFs) July 22, 2011

Withdrawals may involve financial repercussions. Please review “Refund Policy” in the index for information on refunds for tuition and room and board. Consequences regarding financial aid awards, both current and future, should be discussed with the director of financial aid. Please refer to “Financial Policies and Practices.”

Withdrawal Procedures

A student who is withdrawing from the college obtains a 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.

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. In such cases, parents are not usually notified of a dependent student's decision to withdraw.

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

Readmission

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

The deadlines for submitting the readmission application are:

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

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

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

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

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

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

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

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

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

Auditing

An auditor of undergraduate classes is usually 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 tutor and the dean. 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. The auditor does not receive the benefits of a regular student; therefore, auditors cannot 1) live on

campus; 2) purchase a meal plan; or 3) enroll with the Student Health Insurance. The student may sign a “Borrower Agreement” at the library to borrow books. The fee to audit a class is \$600.00 for classes required for re-admission, and free for classes not required for re-admission. Students who choose not to complete the class will not receive a prorated refund. The audited class(es) will not be reflected on any documents or transcripts and the student will not receive credit for the class(es).

Alumni may audit preceptorials under the following policy: Requests must be made through the Office of the Dean. Only those classes with sufficiently small numbers, as determined by the dean, will be eligible for auditing. After consulting with the tutors whose classes are eligible, the dean will notify the prospective auditor regarding the classes she or he may audit. There will be no charge for first-time alumni auditors; thereafter, a \$600 auditing fee will be in effect. The fee helps fund community scholarships.

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

I. TRANSFER TO ANNAPOLIS

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

1. Application forms are available from the registrar on each campus. The deadline on both campuses for submitting the Application for Inter-Campus Transfer is the third Monday in February (February 21, 2011); this deadline applies to readmitted students as well. **No late applications will be accepted.** The application, accompanied by an advance deposit, is submitted to the registrar of the campus currently attended. The application is subject to approval by the dean and the assistant dean on both campuses. After the application deadline, the advance deposit is neither refundable nor transferable unless the application is not approved. If the application is not approved, the advance deposit is transferred to continuance in the upcoming academic year on the home campus.

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

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

3. The college requires 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/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

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 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 requirement that seniors receive no grade lower than “C-” in either term of their senior year is rarely waived in Santa Fe. 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. (Mid-year transfer between campuses is not allowed, nor, generally, are transfers between the semesters. It is especially difficult for students receiving financial aid.)

Readmission and Transfer

The readmission and transfer deadlines of the third Monday in February for the application and March 1 for FAFSA and CSS (if applicable) and guidelines stated above apply.

Applicants for readmission and transfer who apply after the above deadlines will be considered for readmission only.

A student applies to the campus last attended (the home campus) for readmission and transfer. The readmission application is considered first and, if approved, the transfer application is 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.

J. TRANSCRIPTS AND GRADES

Transcripts and other academic records can be ordered from the Office of the Registrar. There is no charge. **All requests must include a signature.** Academic records requests are usually processed within 48 hours of arrival and in strict order of receipt. No portion of any academic record, including transcripts, can be faxed or discussed over the telephone. Parental requests are addressed in a later section of this handbook.

A valid request for an academic record requires a properly completed form available from the Office of the Registrar. A downloadable form is also available through the web site: <http://www.stjohnscollege.edu>. If the requester is unable to obtain or download the form then the following information must be detailed in the signed letter:

1. Full name (including the name at the time of enrollment, if it has changed)
2. Social Security number and/or date of birth
3. Current contact information, i.e. address, telephone number, cell number, e-mail address
4. The years of attendance
5. Program (Bachelor of Arts, Master of Arts in Liberal Arts, or Master of Arts in Eastern Classics)
6. The type record(s) requested
7. Name and address to which the requested record(s) are to be sent
8. Number of copies desired
9. Signature

A “rush” service places a request at the top of the transcript request queue. A valid written request and a \$10 service fee must be remitted with the rush request. Additional charges apply for special expedited services. Both can be paid by credit card.

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

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

K. PLAGIARISM

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

L. ACCESS TO AND DISCLOSURE OF INFORMATION

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Students Attending St. John's College, Santa Fe

The Family Educational Rights and Privacy Act of 1974 (as amended) — FERPA — affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review** the student's education records within 45 days of the day St. John's College receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for the access and notify the student of the time and the place where the records may be inspected.
2. **The right to request the amendment** of the student's education records that the student believes are inaccurate or misleading. Students may ask St. John's College to amend a record that they believe is inaccurate or misleading. They should write to the registrar and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If St. John's College decides not to amend the record as requested by the student, St. John's College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by St. John's College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom St. John's College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, St. John's College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The **right to file a complaint** with the U.S. Department of Education concerning alleged failures by St. John's College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

5. FERPA permits institutions to identify certain items of information as **directory information**. This type of information refers to information contained in an educational record that would not generally be considered harmful or an invasion of privacy if disclosed. This information may be disclosed unless the student, during the first two weeks of the semester, has indicated in writing to the registrar that the student does not wish this information released. St. John's College identifies directory information as the student's name, home address and home telephone number, campus/local address and local telephone number, electronic addresses, photograph, student schedule, dates of attendance, field of study, participation in officially recognized activities and sports, full-time or part-time status, class level (freshman, sophomore, junior, senior, graduate institute), degrees (including dates conferred), anticipated degree date, awards and honors received, annual or senior essay titles, award-winning essays and senior essays, hometown, date and place of birth, previous institution(s) attended.

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

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

College Compliance Policy Regarding FERPA

See the appendix for details on the college's compliance policy regarding FERPA. The college web site at <http://www.stjohnscollege.edu> also leads to links regarding FERPA and the college's compliance policy.

Disclosure Practices

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

If a student wishes to officially withhold directory information as defined above in the "Annual Notification of Rights under FERPA for Students Attending St. John's College, Santa Fe," from release, the student comes to the Office of the Registrar within two weeks of registration to complete and sign a non-disclosure form.

St. John's College assembles **for internal use only** directories containing student information. The offices of the registrar, residential life, and information technology prepare documents that contain key personal and emergency contact information such as photo IDs, local/campus addresses and telephone numbers, electronic addresses, and contact information

of parents and emergency contacts. In general, these directories are distributed to select academic and administrative offices, including security and senior residents.

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

Parents' Access to Student Education Records

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

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

Notification of Parents

Parents of **dependent** students may be notified when the student withdraws from the college, changes enrollment status, such as dropping from full-time to part-time status, receives an unsatisfactory grade or don rag report, is subject to an academic or campus life disciplinary decision, or has a health-related emergency, as well as other special cases at the sole discretion of the dean or other college official. Parents of independent students are not routinely notified about any of the above cases, except in the case of a health or safety emergency.

II. FINANCIAL POLICIES AND PRACTICES

A. FINANCIAL AID

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

General Principles

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

The ability of a family to meet college expenses is determined by considering carefully the family financial strength in terms of income, assets, debts, and additional children to be educated within the academic year.

In keeping with the principle that students should contribute to their educational expenses, self-help is the first component of a financial aid award. At St. John's College in Santa Fe, self-help consists of an educational loan and employment. Students requiring financial aid are expected to borrow to meet a reasonable part of their need, presently \$4,500 for freshmen, \$5,500 for sophomores, and \$6,500 for juniors and seniors. For students who do not meet the priority filing deadline of March 1, these loan amounts may be increased and/or a second loan may be required.

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

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

Financial aid awards are made in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and Title IX of the Higher Education Amendment of 1972 which prohibit discrimination on the grounds of sex, marital status, race, color, ethnic group, or origin.

Financial aid is not automatically renewable. Students must reapply each academic year they need financial assistance.

Application Procedures (for 2011–12)

Applicants must identify themselves as candidates for financial aid by completing an application for assistance.

Applicants must also file both the 2011-12 Free Application for Federal Student Aid (FAFSA) and the CSS Profile Form with The College Board. These applications permit the applicants and their parents to present a detailed account of the family's financial position. The applications may be accessed online at <http://www.fafsa.ed.gov> and <http://www.collegeboard.com> respectively.

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

Parents of dependent applicants must provide an official copy of their 2010 federal income tax return to the director of financial aid. If parents do not file an income tax return because all income is non-taxable, a statement must be submitted. Applicants who claim self-supporting status must also provide a copy of their 2010 federal income tax return. Self-supporting students must meet the federal definition of independence as set forth by the Higher Education Amendments of 1992.

2011–12 Deadlines and Notification Dates

Enrolled students who are reapplying for financial aid should do so by March 1, 2011.

If possible, use exact income figures from the 2010 IRS form. Please allow 2–3 weeks for processing time with The College Board. Students whose financial aid credentials are received in the financial aid office by the deadline will be notified of the decision on their application by April 1. Decisions on applications completed after March 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.

B. ADVANCE TUITION DEPOSITS & ROOM RESERVATIONS

Advance Tuition Deposit

The **\$500** advance deposit is required only for the fall semester for **ALL** continuing students regardless of payment plan or housing status. The deposit is due on the second Monday of April in the treasurer's office. It is applied to the student account as a payment for the fall semester. Provided that other financial obligations to the college are met, the advance deposit:

- Primarily secures the student's place in his/her class whether or not the student chooses to live on or off campus;
- Secures the privilege of being able to participate in the room selection lottery for those students who wish to live on campus in the fall. Student account balances must be paid in full to be considered in the lottery.

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

The deposit is only refundable in the following cases:

- Emergency withdrawal, seven days prior to the Thursday of the first seminar of the fall semester, for medical reasons documented to the satisfaction of the college and submitted to the Office of the Registrar
- 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.

A \$300 advance deposit is required for all entering freshmen and January freshmen. An incoming freshman can contact his/her admissions counselor for timeline and details.

January freshmen are also required to pay the \$500 deposit for their sophomore year by the April deadline, but the deposit is refundable until July 1st.

Room Reservations & Housing Contracts

All freshmen are required to live on campus and a place is reserved once an advance deposit and a housing contract have been received. Continuing students who have paid their advance deposit and have submitted their Housing Plan Form by the second Monday in April may

participate in the housing lottery and room selection process. However, housing contracts must be returned to the Office of Residential Life by June 16. Failure to complete and return the housing contract by June 16 will forfeit any room assignment. Moreover, students with a housing contract and assignment must notify the director of residential life in writing (by July 16 for the fall semester and December 16 for the spring semester) if the student will not be returning for the upcoming semester, and therefore, will not need a room. Failure of notification will result in a \$250 fee which will be charged to the student account. Should the student return for the upcoming semester but not notify the director of residential life of their intention not to return to on-campus housing by the specified deadlines, the student will be responsible for the full cost of the room and board plan they originally selected.

C. TUITION AND FEE PAYMENTS

Semester Mailings for Billing and Due Dates

Semester billing and statements are sent to the student’s permanent address. If you would like a copy mailed to an alternate address or person, please contact the treasurer’s office.

Semester billings are mailed:

- July 1 – due by August 1 for Fall
- November 1 – due by December 1 for Spring
- May 1 – due by June 1 for Summer

Late Payment Fee

A late payment fee of \$300 will be assessed on any fall and spring student account that is not paid in full or does not have a completed financial aid file in place where the awarded aid will cover the balance due by the due dates of August 1 and December 1, respectively.

The treasurer’s office reserves the right to contact parents or students regarding overdue student account balances.

Tuition & Fees – Undergraduate Program

	<i>Fall '10</i>	<i>Spring '11</i>	<i>Summer '11</i>
<i>Tuition</i>	\$20, 896	\$20, 896	\$20, 896
<i>Graduation Fee – Seniors Only</i>	N/A	\$100	N/A

<i>Student Activity Fee</i>	\$200	\$200	\$200
<i>Health Insurance</i>	\$485	\$334	\$144
<i>Caution Deposit – 1st Semester Only</i>	\$200	\$200	\$200

Caution Deposit

The caution deposit for undergraduates is billed to every freshman and readmitted student. It is a deposit that 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.

Student Activity Fee

The student activity fee is charged each semester to every student - \$200 for undergraduates. A portion of the fee is allocated to the Student Polity, which then determines for which activities the funds are to be used; however, the dean of the college retains ultimate authority over its disbursement.

Health Insurance

It is mandatory that each student be covered by health insurance; therefore, every student is billed and enrolled in the Student Health Insurance **Basic Plan** at the beginning of each academic year or the first part of an academic year for which a student registers. If the student has alternate coverage, the charge can be waived with proof of coverage by **August 1**. A waiver is provided in the billing packets and one is required for each academic year.

Students enrolled in the basic plan may purchase the optional major medical coverage or dependent coverage from the health insurance company directly. The major medical enrollment form will also be sent in billing packets.

The student health insurance company is Bollinger Health Insurance Company:

<http://www.BollingerInsurance.com/sjcsanta>.

Basic Accident and Sickness Plan:

\$0 deductible per injury – 100% paid up to:

\$2,500 per injury maximum
 \$0 deductible per sickness – 100% paid up to:
 \$2,500 per sickness maximum
 \$0 deductible per prescription – 100% paid up to:
 \$1000 total for the coverage period – no claims to file

	<i>Annual</i>	<i>Spring/Summer</i>	<i>Summer</i>
<i>Student</i>	\$485	\$334	\$144
<i>Spouse</i>	\$953	\$651	\$273
<i>Child</i>	\$263	\$182	\$81

Basic & Optional Major Medical:

\$100 deductible - 80% paid up to:
 \$22,500 per injury maximum
 \$22,500 per sickness maximum

	<i>Annual</i>	<i>Spring/Summer</i>	<i>Summer</i>
<i>Student (MM only)</i>	\$610	\$416	\$174
<i>Spouse</i>	\$1,458	\$991	\$416
<i>Child</i>	\$846	\$576	\$245

The basic student health insurance plan covers \$2,500 per illness or injury. The major medical coverage, purchased with a small additional premium, increases the maximum benefit to \$22,500 per illness or injury. The prescription benefit for either plan is \$1000 for prescription medications. There is no co-pay for prescriptions until the \$1000 cap is reached, at which point the insured pays the full price for Rx medications. Any pharmacy may be used.

The coverage periods:

Annual: August 21, 2010 – August 20, 2011
Spring/Summer: January 6, 2011 – August 20, 2011
Summer: May 19, 2011 – August 20, 2011

The Student Health Insurance is a supplemental plan. The student must first use the resources of the Student Health Office. The nurse practitioner will evaluate the student and issue an off-campus referral if necessary. Expenses incurred for routine medical treatment

rendered outside of the SHO, for which no prior approval or referral is obtained are excluded from coverage. The SHO referral must accompany the claim submitted to the insurance company for payment. The claim must be submitted within 90 days of service/medical care.

It is the responsibility of the student to submit his or her own claims to the health insurance company. Please direct any problems regarding claims to the treasurer's office, 505-984-6089.

A Student Health Office referral for outside care is not needed under the following circumstances:

- Medical emergency. The student must return to the SHO for follow-up care if needed
- Student Health Office is closed
- Service is rendered at another facility during school breaks or vacation periods
- Medical care obtained when a student is no longer able to use the SHO due to change in student status
- Maternity or psychotherapy

Miscellaneous Charges

Library Fines: Student accounts are billed for replacement and processing costs if materials are not returned or renewed as required. Overdue notices are sent to borrowers through campus mail or e-mail. Review the library information listed in the Student Services section for details.

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

Graduation Fee: Graduating seniors and final term graduate students are assessed a \$100 graduation fee for their cap, gown, hood, diploma, and commencement activities.

Payment Methods

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

Payment Plan (Tuition Management Systems payment plan):

If you prefer to pay tuition, room and board, and student activity fee in payments throughout the year, you may do so by enrolling in a payment plan with our partner, Tuition Management Systems (TMS). The payment plan is available for a small enrollment fee and includes personal account service, automated account information 24 hours a day, and access to your account through their website: <http://www.afford.com>. You may begin the 12-month payment plan as early as April (April 1 – March 1). Enrollment in the payment plan must be complete and the first payment made by August 1. Visit their site for more information on payment options, education loans, free education payment counseling and the many ways they can help you afford education. You can contact TMS by calling 1-800-722-4867 or at <http://www.afford.com>.

Please contact the treasurer's office if you need help calculating your TMS Budget. The TMS Budget is the amount parent/student owes: Charges minus Financial Aid minus Deposits – Please do NOT use the Parent/Student contribution amount on the Financial Aid award letter, which is simply an estimate.

Credit Cards and ACH from Checking/Savings (Tuition Management Systems one time payment):

Credit card payments for tuition, room & board, and student activity fee will be administered through our partner, Tuition Management Systems (TMS). They accept MasterCard, Discover, and American Express (Visa has chosen not to participate in this option). TMS TuitionCharge option allows credit card payments and ACH from Checking/Savings for a reasonable convenience fee based per transaction. An ACH (Direct Debit) payment option is also available on their payment plan or via the web.

Electronic Funds Transfer (EFT) or Wire Transfer:

Contact the treasurer's office to obtain bank routing and account number.

Students are ONLY permitted to register and attend classes if financial 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/her account is correct and financial arrangements have been completed.

D. REFUND POLICY

Official Withdrawal

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. Undergraduate students provide this notification to the registrar while graduate students contact the Office of the Graduate Institute. When a student notifies the registrar or director of the Graduate Institute of an 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 return of Title IV Funds and institutional refund.

Prior to obtaining the “Official Notice of Withdrawal,” the student is assumed to have discussed their intention to withdraw with family, friends, tutors, or members of the administrative staff before making a final decision.

After a student notifies the registrar or the director of the Graduate Institute of an intention to withdraw, the student participates in the closing of his/her enrollment by obtaining 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 to the registrar or to the Office of the Graduate Institute and informing them of such. If a student wishes to reverse a decision to withdraw after the Official Notice of Withdrawal has been submitted, the student must provide written notification. If a student who rescinded an intention to withdraw does not complete the semester, the official date of withdrawal will be the later of the date the withdrawal form was obtained or the last date of class attendance.

Unofficial Withdrawal

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

Institutional Refunds

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

Institutional Refund Schedule:

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

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

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

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

If the college determines that the circumstances leading to withdrawal are beyond the student's control, the student will be charged for tuition, activity fee, room, and board based on the percentage of the semester attended (number of days enrolled divided by total number of days in the semester). The same percentage will be applied to institutional aid.

Documentation of circumstances leading to the withdrawal may be required; for example, a statement from a physician will be required if a student is unable to complete the semester for medical reasons.

Return of Title IV Funds

If a student who has received Title IV Funds (federal financial aid) leaves the institution prior to completion of 60 percent 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 percent (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 percent of the Title IV aid for the semester. In this example, 87.5 percent of the Title IV aid would be unearned. The institution is responsible for returning to the federal aid programs the lesser of the amount of unearned Title IV aid or institutional charges that the student incurred multiplied by the unearned aid percentage.

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

1. Unsubsidized Stafford Loans
2. Subsidized Stafford Loans
3. Federal Perkins Loans
4. Federal Plus Loans
5. Federal Pell Grants
6. Academic Competitiveness Grants
7. National SMART Grant
8. Federal SEOG

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

Drug Convictions and Financial Aid

As a result of the 1998 Higher Education Amendments, a drug conviction can disqualify a student for Title IV financial aid. A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile,

unless he or she was tried as an adult. This provision applies to eligibility for Title IV financial aid from July 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.

GRADUATE STUDENT INFORMATION

I. ACADEMIC POLICIES AND PRACTICES

A. PROGRAMS AND CLASSES

The St. John's College Office of the Graduate Institute in Liberal Education administers the Liberal Arts and the Eastern Classics 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 four principal segments: Literature, Mathematics and Natural Science, Philosophy and Theology, and Politics and Society. A fifth segment on History is also offered. 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.

The History segment of the Liberal Arts program is open to students who have completed at least one of the principal segments. This segment is usually offered in the fall term of odd-number years (2011, 2013) and the summer term of even-numbered years (2010, 2012), and on the Annapolis campus usually in the spring term of even-numbered years (2012, 2014) and the summer term of odd-numbered years (2011, 2013). The college may offer the segment or not at the discretion of the directors of the Graduate Institute on each campus. Students who intend to enroll in the History segment should check with the Graduate Institute for scheduling information.

Convocation

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

Seminars

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

Tutorials

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

Preceptorials

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

At the end of the preceptorial, students write a major essay on a topic of their choice. Tutors work closely with students on topic selection and may ask to see a précis or draft before the final essay is submitted.

Academic Year

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

Class Schedules

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

Liberal Arts Program:

	<i>Fall and Spring Terms (16 weeks)</i>	<i>Summer Term (8 weeks)</i>
<i>Seminar</i>	First Eight Weeks Monday and Thursday 7:30 p.m.	Monday and Thursday 7 p.m.
<i>Tutorial</i>	Monday and Thursday 5 – 6:15 p.m.	Monday, Tuesday, Wednesday, Friday 10:30 – noon
<i>Preceptorial</i>	Second Eight Weeks Monday and Thursday 7:30 p.m.	Tuesday and Thursday 1:30 - 3:30 p.m.

Eastern Classics Program:

	<i>Fall and Spring Terms (16 weeks)</i>	<i>Summer Term (8 weeks)</i>
<i>Seminar</i>	Monday and Thursday 7:30 p.m.	Monday and Thursday 7 p.m.

<i>Language</i>	Monday and Wednesday	None
<i>Tutorial</i>	4:30 – 6 p.m.	
<i>Preceptorial</i>	Tuesday and Thursday 4 – 6 p.m. (Times may vary.)	Tuesday and Thursday 4 – 6 p.m. (Times may vary.)

Formal Address

It is the policy of the college that formal address (Ms., Miss, Mrs., or Mr. and surname) be used in all classes.

Attendance

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

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

Changing, Adding, Dropping, and Withdrawing

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

On Withdrawals

A. Enrollment as a student at St. John's has two formal steps: Pre-enrollment and registration. On paying a deposit towards enrollment, a returning student (whether a rising sophomore or Graduate Institute student about to begin a second segment or semester) is

officially pre-enrolled, and the deposit is viewed as an indication of commitment to enrolling. If after being pre-enrolled the student decides not to register, the student is required to give explicit notification of withdrawal in writing to the Graduate Institute office. The deposit is non-refundable.

B. 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

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 dean to receive a “W” is possible if there are mitigating circumstances. Like the assignment of an “F” due to a violation of the attendance policy, the “F” is considered an academic failure, not an administrative consequence.

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

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

Withdrawals may involve financial repercussions. Please review “Refund Policy” in the index for information on refunds for tuition and room and board. Consequences regarding

financial aid awards, both current and future, should be discussed with the director of financial aid. Please refer to “Financial Policies and Practices”.

Withdrawal Procedures

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

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

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

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

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

Transfer Credit

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

B. ESSAYS AND EXAMINATIONS

Oral Examinations

In the seventh and eighth weeks of the term, Liberal Arts students meet with their seminar tutors for thirty-minute oral examinations. Exams are based on seminar reading assignments

and, like seminars, they begin with an opening question by a tutor or by the student and then proceed to a conversation exploring the question and related problems. Their purpose is to give students the opportunity to think through a problem or a proposal using the same techniques practiced in the seminar but in a more concentrated and self-directed way. Although students are expected to know and understand the main lines of thought or themes contained in the texts under discussion, this knowledge is not what is being tested. At its best, an oral exam 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 oral examinations are conducted by seminar tutors exactly as Liberal Arts oral exams, with the exception that the exam question usually arises from the essay.

In the summer term, seminar oral exams 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 director and the Graduate Institute Committee for permission to write an optional master's essay. The petition must include a three- to five-page précis or essay proposal, a writing sample consisting of two preceptorial essays, and the signature of a faculty advisor on the "Master's Essay Application Form." Master's essay proposals must be submitted no later than the first day of the semester in which the candidate intends to submit the essay. The committee will consult with preceptorial tutors to determine whether the student is ready to undertake such a project. Once the proposal has been approved by the Graduate Institute Committee, the student will be enrolled in a three-credit essay course and will be billed accordingly.

The essay may replace one 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 dean or the director of the institute. A public oral examination is scheduled at the time the committee approves the essay. Essays are graded satisfactory or unsatisfactory; oral examinations are graded pass with honors, pass, or fail. An essay judged unacceptable may be rewritten by a deadline determined by the essay committee and the essay advisor. If the rewritten essay is unacceptable and the student has submitted the essay in place of a preceptorial, then the student must complete a preceptorial to graduate. Those whose essay work exceeds one year must receive permission from the director of the Graduate Institute and their advisor to continue.

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

Term	Deadline
<i>Fall</i>	October 15
<i>Spring</i>	January 31
<i>Summer</i>	July 1

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

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

C. EVALUATION OF ACADEMIC PERFORMANCE

Conferences

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

Conferences are required for all first term students, for those in bad academic standing, for students with "B-" averages, and for students otherwise in difficulty. Other students who wish to have a formal opportunity to speak with their tutors may request conferences, and tutors may request conferences for students not included in the above categories.

At the conference, the student gives a self-assessment of his or her work in the term. Each tutor reports on the achievement of the student with respect to preparation and understanding of the texts being read, participation in the class conversation, and whatever writing has been submitted, and makes suggestions about how the student might improve.

The student is then invited to comment on the reports of the tutors and to suggest how tutors might be more helpful or how the classes might be more rewarding. A written report of the conference is placed in the student's file and may be read by the student on request.

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

Tutor Comment Sheets

At the end of the term, tutors may complete comment sheets for students enrolled in their classes; tutors must submit comment sheets for all first term students. These brief reports usually contain a summary of the student's progress following the conference or, in the case of the preceptorial tutor's comments, an overall evaluation of the student's work.

Occasionally, tutors prefer to meet with students for a conversation rather than make a written report.

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

Graduate Grading Scale

A - Excellent	B - Good	C - Unsatisfactory	F - Failing
A+ 4.0	B+ 3.3	C+ 2.3	F 0.0
A 4.0	B 3.0	C 2.0	
A- 3.7	B- 2.7	C- Not Available	No "D" grade available

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

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

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

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

A student withdrawal prior to three-quarters into the class session, (usually the third Monday in April) will result in no academic credit for the class; a “W” will appear on the transcript. If a student withdraws after the three-quarters point, a grade of “F” will be assigned and will appear on the student’s transcript. An appeal to the director of the Graduate Institute to receive a “W” is possible if there are mitigating circumstances. Like the assignment of an “F” due to a violation of the class attendance policy, this “F” is considered an academic failure, not an administrative consequence.

Good Standing and Academic Probation

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

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

Incomplete Grades and Changing Grades

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

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

applicable deadline.)

Both the grade-changing deadlines and the review process apply to all grades, whether or not the grades were originally submitted as incomplete grades.

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.

Exclusion from a Class

A tutor may exclude from a class a student who is often not prepared, whose conduct is disruptive, or who has accumulated too many absences. In such cases, the tutor informs the student and the director in writing of the conditions the student must meet to return to the class. When these conditions include make-up work, the tutor will set a reasonable deadline, which is not negotiable. If the student fails to meet the assigned conditions, he or she will be suspended from the class. In unusual circumstances, the dean or the director may assign the

student to another class in the same or a following term. Otherwise, a suspended student may be dismissed from the college without refund of fees.

Prizes

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

D. ACCESS TO ACADEMIC INFORMATION

Ordering Records

Transcripts and other academic records can be ordered from the Office of the Registrar. There is no charge. **All requests must include a signature.** Academic records requests are usually processed within 48 hours of arrival and in strict order of receipt. No portion of any academic record, including transcripts, can be faxed or discussed over the telephone. Parental requests are addressed in a later section of this handbook.

A valid request for an academic record requires a properly completed form available from the Office of the Registrar. A downloadable form is also available through the web site: <http://www.stjohnscollege.edu>. If the requester is unable to obtain or download the form then the following information must be detailed in the signed letter:

1. Full name (including the name at the time of enrollment, if it has changed)
2. Social Security number and/or date of birth
3. Current contact information, i.e. address, telephone number, cell number, e-mail address
4. The years of attendance
5. Program (Bachelor of Arts, Master of Arts in Liberal Arts, or Master of Arts in Eastern Classics)
6. The type record(s) requested
7. Name and address to which the requested record(s) are to be sent

8. Number of copies desired
9. Signature

A “rush” service places a request at the top of the transcript request queue. A valid written request and a \$10 service fee must be remitted with the rush request. Additional charges apply for special expedited services. Both can be paid by credit card.

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

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

Student File

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

Confidentiality and Students’ Rights of Access

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

E. RELATIONS BETWEEN TUTORS AND STUDENTS

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

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

F. ENROLLMENT

Pre-Registration and Enrollment

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

Advance Deposits

Deposits of \$250 are due by July 1 for the fall term, October 15 for the spring term, and April 1 for the summer term. All students, including those with fellowships and college grants, must pay advance deposits for each term. Deposits are credited against tuition and in almost all cases are non-refundable. The deposit should be mailed or delivered to the Office of the Graduate Institute and may be paid with cash, check, or money order or charged to a Visa, American Express, or Master Card. **Students whose deposits arrive after the deadline risk losing their place in the term or assignment to the segment or language tutorial of their second preference.**

Registration

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

E-mail Policy

E-mail is considered an official means of communication with students within St. John's College. E-mail enables the college to send notices quickly and to conserve paper. E-mail ensures that students receive important information about time-sensitive matters such as student accounts, financial aid, registration, and graduation.

Because some notices will be sent to students exclusively through e-mail, it is necessary for students to check their college e-mail accounts on a frequent and consistent basis in order to stay current with college communications. Students should check their college e-mail at least twice a week.

Withdrawal from the Session

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

Readmission

Continuing students who have been away from the college for a term or more, or students who have officially withdrawn, may apply for readmission in person or by writing to the director. Readmission is automatic for students who withdrew in good standing, based on space available in the coming term. Completion of the degree must be achieved within 8 years of the matriculation date. Students who withdrew in bad academic standing must petition the director and the Graduate Institute committee for readmission. The petition should include a statement of purpose whereby the academic deficiency will be made up and a schedule of terms and segments in which the student intends to enroll. Students who were required by the director and the committee to withdraw from the GI may not petition for readmission.

Transfer to Annapolis

Any student in good academic standing and with no outstanding balance on his or her college account may transfer between campuses. Students who wish to transfer must submit an "Application for Intercampus Transfer" form, available from the assistant to the director of the Graduate Institute, to both campuses no later than 60 days before the beginning of the term. Applying to transfer does not guarantee a place in the term, and so it is best to submit

an application as early as possible. Students who request to change campuses less than 60 days before the beginning of the term will forfeit \$50 of their advance tuition deposit.

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

GI Auditing

A current GI or GI alumnus may audit one preceptorial per term with permission from the GI director and the tutor. If a GI student wishes to audit an undergraduate class, the student must obtain permission from the GI director, registrar, and the tutor. Auditing is a privilege, not a right, and is allowed by some tutors and not by others. Tutors often base their decision to admit an auditor to their class on the auditor's commitment to read all assignments and to attend all classes, and on the number of students already enrolled. The auditor does not receive the benefits of a regular student; therefore, auditors can not 1) live on campus; 2) purchase a meal plan; nor 3) enroll in the Student Health Insurance. The student may sign a "Borrower Agreement" at the library to borrow books. The fee to audit a class is free whether or not the class is required for re-admission. The audited class(es) will not be reflected on any documents or transcripts and the student will not receive credit for the classes.

Alumni may audit preceptorials under the following policy: Requests must be made through the director of the Graduate Institute. Only those classes with sufficiently small numbers, as determined by the director, will be eligible for auditing. After consulting with the tutors whose classes are eligible, the director will notify the prospective auditor regarding the classes she or he may audit.

There is no charge for first-time alumni auditors; thereafter, a \$600 auditing fee will be in effect. The fee will help to fund community scholarships.

Fifth Segment

Many alumni of the Graduate Institute wish to return to the college for their fifth segment or additional preceptorials. College policy allows Graduate Institute alumni who have graduated after completing four segments to pay half tuition for the fifth segment and for additional preceptorials as space allows and at the discretion of the director, with a limit of two alumni participants per preceptorial. 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 two formal commencements each year, in May and August. Graduate students who complete the Liberal Arts program in December are included in the May ceremony. All completing students will be charged a graduation fee during their final term, whether or not they participate in the commencement ceremony and related commencement week activities.

II. FINANCIAL POLICIES AND PRACTICES

A. ADVANCE TUITION DEPOSITS & ROOM RESERVATIONS

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 Graduate Institute by April 1 for summer, July 1 for fall, and October 15 for spring. It is applied to the student account as a payment for the semester. Provided that other financial obligations to the college are met, the advance deposit primarily secures the student's place in his/her class whether the student chooses to live on or off campus.

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

Room Reservations & Housing Contracts

Graduate students may be housed in the dormitories during the summer term only. A signed housing contract, received by April 1, will reserve a room on campus for the summer semester, space permitting.

Students with a housing contract and a room reservation must notify the director of residential life **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.

Semester Mailings for Billing and Due Dates

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

Semester billings are mailed:

- July 1 – due by August 1 for Fall
- November 1 – due by December 1 for Spring
- May 1 – due by June 1 for Summer

Late Payment Fee

A late payment fee of \$300 will be assessed on any fall and spring student account that is not paid in full or does not have a completed financial aid file in place where the awarded aid will cover the balance due by the dates of August 1 and December 1, respectively.

Tuition & Fees – Graduate Institute Program

	<i>Fall '10</i>	<i>Spring '11</i>	<i>Summer '11</i>
Liberal Arts Tuition	\$7,571	\$7,571	\$7,571
Eastern Classics Tuition	\$11,777	\$11,777	\$5,047
Graduate Student Activity Fee	\$60	\$60	\$60
Health Insurance	\$485	\$334	\$144
Matriculation Fee – First semester	\$40	\$40	\$40
Graduation Fee – Last semester	\$100	\$100	\$100

Student Activity Fee

The Student Activity Fee is charged each semester to every student - \$60 for graduates. A portion of the Graduate Student Activity Fee is used by the Graduate Council to defray the expenses of special academic events, Thursday evening after-seminar gatherings, picnics, coffee socials, sports events, guerrilla seminars, and paper readings.

Health Insurance

It is mandatory that each student be covered by health insurance; therefore, every student is billed and enrolled in the Student Health Insurance **Basic plan**. If the student has alternate coverage, the charge can be waived with proof of coverage by August 1.

A waiver is provided in the billing packets and one is required for each academic year.

Students enrolled in the basic plan may purchase the optional major medical coverage or Dependent coverage from the Health Insurance Company directly. The major medical enrollment form will also be sent in billing packets.

The Student Health Insurance Company is Bollinger Health Insurance Company:

<http://www.BollingerInsurance.com/sjcsanta>.

Basic Accident and Sickness Plan:

\$0 deductible per injury – 100% paid up to:

\$2,500 per injury maximum

\$0 deductible per sickness – 100% paid up to:

\$2,500 per sickness maximum

\$0 deductible per prescription – 100% paid up to:

\$1,000 total for the coverage period. No claims to file.

	<i>Annual</i>	<i>Spring/Summer</i>	<i>Summer</i>
<i>Student</i>	\$485	\$334	\$144
<i>Spouse</i>	\$953	\$651	\$273
<i>Child</i>	\$263	\$182	\$81

Basic & Optional Major Medical:

\$100 deductible - 80% paid up to:

\$22,500 per injury maximum

\$22,500 per sickness maximum

	<i>Annual</i>	<i>Spring/Summer</i>	<i>Summer</i>
<i>Student (MM only)</i>	\$610	\$416	\$174
<i>Spouse</i>	\$1,458	\$991	\$416
<i>Child</i>	\$846	\$576	\$245

The basic student health insurance plan covers \$2,500 per illness or injury. The major medical coverage, purchased with a small additional premium, increases the maximum benefit to \$22,500 per illness or injury. The prescription benefit for either plan is \$1000 for prescription medications. There is no co-pay for prescriptions until the \$1000 cap is reached, at which point the insured pays the full price for Rx medications. Any pharmacy may be used.

The coverage periods:

Annual: August 21, 2010 – August 20, 2011

Spring/Summer: January 6, 2011 – August 20, 2011

Summer: May 19, 2011 – August 20, 2011

The Student Health Insurance is a supplemental plan. The student must first use the resources of the Student Health Office. The nurse practitioner will evaluate the student and issue an off campus referral if necessary. Expenses incurred for routine medical treatment rendered outside of the Student Health Office, for which no prior approval or referral is obtained are excluded from coverage. The Student Health Office referral must accompany the claim submitted to the Insurance Company for payment. The claim needs to be submitted within 90 days of service/medical care.

It is the responsibility of the student to submit his or her own claims to the health insurance company. Please direct any problems regarding claims to the treasurer's office, 505-984-6089.

A Student Health Office referral for outside care is not needed under the following circumstances:

- Medical emergency. The student must return to the Student Health Office for follow-up care if needed
- Student Health Office is closed
- Service is rendered at another facility during school breaks or vacation periods
- Medical care obtained when a student is not longer able to use the Student Health Office due to change in student status
- Maternity or psychotherapy

Miscellaneous Charges

Library Fines: Student accounts are billed for replacement and processing costs if materials are not returned or renewed as required. Overdue notices are sent to borrowers through campus mail or e-mail. Review the library information listed in the Student Services section for details.

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

Graduation Fee: Graduating final term students are assessed a \$100 graduation fee for their cap, gown, hood, diploma, and commencement activities.

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.

Credit Cards and ACH from Checking/Savings (Tuition Management Systems one time payment):

Credit card payments for tuition, room & board, and student activity fee will be administered through our partner, Tuition Management Systems (TMS). They accept MasterCard, Discover, and American Express (Visa has chosen not to participate in this option). TMS TuitionCharge option allows credit card payments and ACH from Checking/Savings for a reasonable convenience fee based per transaction. An ACH (Direct Debit) payment option is also available on their payment plan or via the web.

Electronic Funds Transfer (EFT) or Wire Transfer:

Contact the treasurer's office to obtain bank routing and account number.

Students are ONLY permitted to attend classes or register if financial obligations are fulfilled AND their Financial Aid file is complete — all loans must be certified. It is the student's responsibility to verify that their account is correct and financial arrangements have been completed.

B. REFUNDS

Official Withdrawal

A student considering withdrawal prior to the end of the semester may initiate the withdrawal process by notifying the Office of the Graduate Institute. When a student notifies the director of the GI of an intention to withdraw, the student will be given a form entitled Official Notice of Withdrawal. At this point the student has officially indicated the intent to withdraw and the day the Official Notice of Withdrawal Form is obtained will be the date of withdrawal used for the calculation of return of Title IV Funds and institutional refund.

After a student notifies the director of the GI of an intention to withdraw, the student is urged to discuss the decision with college personnel. A student may rescind the intention to

withdraw by not returning the Official Notice of Withdrawal to the institute. If a student wishes to reverse a decision to withdraw after the Official Notice of Withdrawal has been submitted, the student must provide a written notification. If a student who rescinded an intention to withdraw does not complete the semester, the official date of withdrawal will be the later of the date the withdrawal form was obtained or the last date of class attendance.

Unofficial Withdrawal

If a student does not notify the director of the Graduate Institute of the intention to withdraw, the date of withdrawal used for the calculation of return of Title IV Funds and institutional refund 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 day the student attended class or handed in an assignment. If a student withdraws because of circumstances beyond the student's control, the college will determine the date of withdrawal.

Institutional Refunds

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

Institutional Refund Schedule:

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

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

If a student in the Liberal Arts program has enrolled for a seminar and preceptorial in the fall or spring term, then drops the preceptorial, the date used 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 that 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 the semester to the date of withdrawal. (Weekends are included but scheduled breaks of at least five days are excluded.) The previous schedule is used to determine the percentage of fees (tuition, activity fee, room, and board) which will be refunded.

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

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

If the college determines that the circumstances leading to withdrawal are beyond the student’s control, the student will be charged for tuition, activity fee, room, and board based on the percentage of the semester attended (number of days enrolled divided by total number of days in the semester). The same percentage will be applied to institutional aid.

Documentation of circumstances leading to the withdrawal may be required; for example, a letter from a physician will be required if a student is unable to complete the semester for medical reasons.

Return of Title IV Funds

If a student who has received Title IV Funds (federal financial aid) leaves the institution prior to completion of 60 percent 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 percent (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 which 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 student. For example, a student enrolled for 14 of 112 days would have earned 12.5 percent of Title IV aid for the semester. In this example, 87.5 percent of the Title IV aid would be unearned. The institution is responsible for returning to the federal aid programs the lesser of the amount of unearned Title IV aid or institutional charges that the student incurred multiplied by the unearned aid percentage.

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

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

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

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

II. STUDENT SERVICES AND FACILITIES

A. OFFICE OF THE DIRECTOR OF THE GRADUATE INSTITUTE

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

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

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

The Office of the Graduate Institute is located in Weigle Hall 107. Office hours are Monday through Friday, 9 a.m. to 5 p.m. Appointments with the director may be made through the assistant to the director, 505-984-6082.

B. WILLIAM DARKEY GRADUATE COMMON ROOM

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

C. GRADUATE COUNCIL

The Graduate Council is an organization that focuses on issues of importance and concern to GI 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 (\$60 per term in the 2010–2011 academic year) is used by the Graduate Council to defray the expenses of special academic events, Thursday evening after-seminar gatherings, picnics, coffee socials, sports events, guerrilla seminars, and paper readings.

IV. ARRIVAL AND REGISTRATION

A. SANTA FE

Santa Fe, a beautiful and cosmopolitan small town, is historically a blend of three cultures — Native American, Hispanic, and Anglo-American. At an altitude of 7,000 feet, summer nights are cool; fall and spring are sunny and windy; and winter brings snow, measured in feet at the higher elevations. Local businesses include art, tourism, state and county government, social services, and small-scale manufacturing. The cost of living is higher and wages are lower than the national averages. A wide variety of good restaurants, a symphony orchestra, the Santa Fe Opera, several choral groups, and a summer-long chamber music festival help compensate for the limited nightlife.

Hiking, skiing, biking and other mountain sports are a local craze. The Atalaya Trail begins on the northeast side of the St. John's College campus leading to Atalaya Mountain in the Santa Fe National Forest. The Rio Grande, Pecos River, Abiquiu Lake, and Heron Lake, just hours away, are extraordinarily beautiful places for rafting, kayaking, canoeing, and swimming.

The Santa Fe Chamber of Commerce, (505) 988-3279 or <http://www.santafechamber.com>, is an excellent resource for information about Santa Fe. General tourist information is available from the Santa Fe Convention and Visitors Bureau, 1-800-777-2489; information on the State of New Mexico is available on-line at <http://www.newmexico.org>.

Albuquerque International Sunport is the commercial airport closest to Santa Fe. Three kinds of transportation are available from the airport to Santa Fe (a one-way trip of about 60 miles): rental car, shuttle, and New Mexico Rail Runner train. Sandia Shuttle can be reached at 505-474-5696. Reservations are recommended.

The New Mexico Rail Runner train has a free shuttle that runs between Albuquerque International and the downtown Albuquerque train depot. The train currently has two depots in Santa Fe. Schedule and fares can be viewed at <http://www.nmrailrunner.com>. Amtrak service to Santa Fe arrives in Lamy, New Mexico, twenty minutes from Santa Fe. Call 1-800-872-7245 or 505-466-4511 for further information. The Lamy Station Shuttle, 505-982-8829, takes passengers to Santa Fe. Reservations are recommended.

B. HOTELS AND OTHER ACCOMMODATIONS

Students and their friends and relatives who plan to visit Santa Fe may find the following information useful. The Santa Fe Chamber of Commerce can provide information about such services as fares and schedules, car rentals, hotels, ski packages, horseback riding, rafting, and other activities.

There are no hotels within easy walking distance of the college. The two main areas for overnight accommodations in Santa Fe are in the historic, downtown district near the plaza, and all along Cerrillos Road. Cerrillos Road originates downtown, with address numbers increasing as the distance from the plaza increases. Cerrillos Road ends about eight miles south of the plaza and southwest of the college.

Hotel prices vary according to season. Low season is from November to April and high season is from May to October, plus holidays. Some hotels also raise their prices during the ski season, which is generally from Thanksgiving to Easter.

C. HOUSING

Santa Fe is reputed to be an expensive place to live; this is both true and untrue. Housing may cost anywhere from \$400 to \$950/month. Students normally pay around \$600–\$900/month for places of their own, \$450–\$600/month for shared apartments or houses.

Real estate in the historic areas (downtown near the plaza, on the east side, and on the near-north side) and in neighborhoods with high scenic value (Hyde Park, the north side, along Old Santa Fe Trail) is extremely expensive, and rents in these areas are equally high. Four to eight miles south of the plaza, residential areas surrounding Cerrillos Road, around and beyond St. Michael's Drive, and in the Guadalupe (a.k.a. Railyard district) and Agua Fria neighborhoods, are considerably less expensive. On the southwest side of town, along St. Francis Drive and Zia and Rodeo roads, there are large apartment and condominium complexes. These are moderately expensive, renting at prices one might find in a large city, such as Boston or Seattle. Rents have been falling in recent years as more apartments are built.

Houses and multi-bedroom apartments in all neighborhoods tend to cost less per square foot than one-bedroom and studio apartments, and they are available in greater numbers. Sharing arrangements are often the most cost-effective housing alternative. St. John's students advertise for roommates on the bulletin boards near the Switchboard in Peterson

Student Center. The Office of Residential Life maintains a binder located outside its office in Weigle Hall with various rental listings.

House hunters should allow about a week to find a place. In addition to the bulletin boards on campus, good housing can be located through classified advertisements in local papers, in the *Thrifty Nickel* (a weekly advertising rag with good leads on places in Española and Pecos), <http://Craigslist.org>, and bulletin boards around town. The best of these boards are located at the downtown public library on Washington Avenue and the natural foods stores (Whole Foods, Trader Joe's, and La Montanita Co-op) around town. Many of the large apartment complexes have vacancies year-round; it is always worth calling them.

D. EMPLOYMENT

Although there is no big industry in Santa Fe apart from tourism, there are a wide variety of employment opportunities. Jobs popular among students include work for restaurants and hotels, the local ski resort, galleries, and shops. Those who know a trade or have been involved in construction or landscaping can expect to find jobs that pay well, including seasonal work. Clerical, secretarial, managerial, and administrative positions with small businesses, medical and law offices, and government agencies are generally plentiful. There is one hospital in town and a few nursing homes, many private practitioners and alternative health care providers, and a mental health industry. In addition to the public school system, there are several private grade and secondary schools, two Indian schools, a large community college, and a small liberal arts college, most of which employ both full- and part-time faculty.

Job seekers should check classified sections in the local papers immediately on arrival. Papers include *The Santa Fe New Mexican* and *The Albuquerque Journal North* (dailies) and the *Santa Fe Reporter* (weekly). The college's Career Services Office can also be a good source for job information. There are many employment agencies in town, including several "temp" agencies.

E. REGISTRATION ON CAMPUS

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

CAMPUS POLICIES, PRACTICES, AND SERVICES

I. GENERAL PRINCIPLES CONCERNING STUDENT CONDUCT AND DISCIPLINE

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

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

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

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

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

A. ABUSIVE BEHAVIOR

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

B. ALCOHOL

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

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

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

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

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

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

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

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

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

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

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

Age

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

Appropriate Occasions and Locations

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

Guidelines for Parties Where Alcohol Is Present

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

- **Limits** – For parties where alcohol is permitted, there shall be no more than one keg every two hours. No hard alcohol is permitted without special permission from the assistant dean. Reality is subject to the following restrictions: A maximum of four 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 must wear a wristband. Wristbands are given by a certified bartender who has confirmed by valid identification that the person is 21 years of age or older. Anyone found drinking without a wristband is subject to fines.
- **Bartenders, party hosts and senior residents** will ensure that alcohol is served only to those of legal drinking age.
- **End Time** – The bar will stop serving at 12:00 a.m. The senior residents will enforce this.
- **Each party is required to have six student hosts on alcohol patrol.** Their job is to ensure that no alcohol is brought into the party and to assist the senior residents. Violations are to be reported to security. Members of the alcohol patrol may be fined for blatant disregard of their duties.

C. ILLEGAL DRUGS

The college regards a student's enrollment as a commitment not to use illegal drugs. In our policies on student use of illicit drugs, the college must abide by the law while at the same time encouraging students to seek help regarding personal problems of abuse or addiction. The college mental health counselors and the college nurse practitioner are available for

counseling and/or referral to community agencies and programs for those who wish information, advice, or counseling on problems of substance abuse or addiction. Such consultations would, of course, be confidential. (The confidentiality of informal counseling is not protected by law.)

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

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

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

D. FIRES, FIREARMS AND OTHER WEAPONS, FIREWORKS, PAINT GUNS, LASER GUNS

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

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.

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

E. SEXUAL ASSAULT

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

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

Also, since our campus is remote and exposed, the college urges students to help prevent outside intrusions by exercising due caution and judgment in their everyday activities. Keep the door to your dormitory room locked (malfunctioning locks should be reported), particularly at night, to prevent unwanted intrusion. Be aware of your surroundings and avoid isolated areas both on and off the campus when you are by yourself. If you are not walking with a friend, utilize the escort service provided by security at night.

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

Victims of sexual assault have the option of notifying local law enforcement authorities; therefore, evidence from an assault should be preserved in the event of a criminal investigation. College security personnel, the assistant dean, or the director of residential life at the college and the hospital staff at Christus St. Vincent will assist any student wishing to pursue legal action.

The assistant dean, the director of residential life or one of the college counselors should be notified of any incident as soon as possible. The president, the dean, and the assistant dean will conduct an inquiry into the matter if the suspected perpetrator is a member of the college community. Confidentiality will be maintained to the degree possible; however, both the accuser and the accused are entitled by federal law to have others present during any disciplinary proceeding, and both must be notified of any resultant action. Either suspension or dismissal from the college is possible in such cases. Members of the college administration stand ready to help a victim of sexual assault change living situations or classes should either prove desirable.

F. HARASSMENT AND DISCRIMINATION (INCLUDING SEXUAL HARASSMENT)

St. John's College is committed to taking reasonable steps to provide a work and education environment free from all forms of harassment and discrimination. There shall be no discrimination at St. John's College in appointments, conditions of employment, admissions, educational policy, financial aid programs, athletics, or other activities, on the basis of race, religion, age, sex, national origin, color, disability and/or handicap, sexual orientation, or other characteristic protected by any applicable federal, state, or local law. Although this policy focuses on sexual harassment, it applies equally to all forms of harassment, and the procedures described in this policy should be followed for all kinds of harassment or discrimination.

When sexual harassment or assault happens in our community, it both harms the people involved and degrades the value of what those at the college have gathered to do together. Sexual harassment is any unwelcome sexually-oriented behavior, demand, comment or physical contact, initiated by any student, faculty or staff member, that has the purpose or effect of creating an intimidating, hostile, or offensive learning environment; has the purpose or effect of unreasonably interfering with an individual's academic performance; or otherwise adversely affects an individual's educational opportunities. Common forms of harassment include offensive or abusive physical contact, inappropriate joking, lewd language, suggestion of sexual favors, display of sexually suggestive objects, pictures, magazines, calendars, use of electronic media displaying such images or language (i.e. "sexting"), etc.

If you believe you have been subjected to sexual or other harassment, you should first confront the person or persons responsible for the offensive behavior and indicate to them that it is unwelcome and should be stopped. You also have an obligation to report the matter promptly to the dean, the director of the Graduate Institute, or the assistant dean, who are,

at the present time, assigned to these matters. If you feel you cannot discuss the matter with any of them, you may speak directly to the Title IX coordinator, Ms. Jan Arsenault. If you observe or become aware of harassment, but are not yourself the victim, you are encouraged to bring the matter to either the attention of the dean, the director of the Graduate Institute, the assistant dean, or the Title IX coordinator. Any student who desires informal counseling or advice regarding issues of harassment is encouraged to contact the assistant dean or one of the college's clinical counselors.

The college will investigate all reports of alleged harassment. To the extent possible, the college will keep the information confidential, consistent with its obligation to investigate promptly and thoroughly. If the college determines that harassment has occurred or that counseling, training, disciplinary measures, dismissal, or termination are appropriate, it will take appropriate measures to correct the problem.

No student should be retaliated against in any way for reporting in good faith any allegations of harassment by any other student, any faculty member, any employee or officer of the college. Such retaliation in and of itself may result in disciplinary action, up to and including termination for an employee or being asked to withdraw from school for a student.

All students are expected to cooperate with any investigation undertaken by the college in response to an allegation of harassment. Refusal to cooperate in an investigation may result in disciplinary action, up to and including being asked to withdraw from school. Any affected student, who is dissatisfied with the conclusions or results of an investigation or with any corrective measures taken, may appeal the decision to the president.

Any such appeal should be in writing, and should include the nature of the student's dissatisfaction with the conclusions or results of the investigation. Any questions about the application or interpretation of this policy should also be directed to the dean, the director of the Graduate Institute, the assistant dean, or the college's Title IX coordinator.

G. 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.

H. SMOKING

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

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

I. NOISE; SLEEP-STUDY RULE

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

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

In general, sound should not be audible outside your dormitory room. Specifically, the hours between 8 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:

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

J. GATHERINGS IN DORMITORIES

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

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

K. PARTIES

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

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

Parties may only be held on Fridays and Saturdays in accordance with the Spring 1990 faculty resolution. All parties must end by 1 a.m. unless special permission is obtained from the assistant dean.

Friday night parties that are to be held in Peterson Student Center may not begin until after the end of the question period following the lecture. The assistant dean may waive this provision if he is satisfied that the question period will not be disturbed by party noise. In no case, however, may such a party begin prior to the end of the lecture or concert. Failure to

comply with any part of this provision may result in a complete ban on Friday night parties in Peterson Student Center.

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

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

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

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

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

The Clean-Up Crew

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

Student Polity Stereo System Operator

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

The Refreshment Committee

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

The Decorations Committee

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

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

Other Responsibilities of Co-Hosts

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

Non-Student Party Attendees

Students wishing to invite non-students to college parties must register them as guests.

Overnight guests are registered at Switchboard according to the procedures described in the section below. Guests who are not staying on campus are normally registered at the party.

On certain occasions (e.g. the Halloween party and Reality weekend) roadblocks are set up at the entrance to the campus by security to exclude uninvited people. On these occasions students are asked to register their guests during the week prior to the event with the director of residential life. Guest lists are provided to security so guests may enter the campus.

Bracelets will be provided to identify persons as registered guests. **Unregistered persons will**

be asked to leave. Students should be circumspect about whom they invite as guests as they will be held responsible for the behavior of their guests.

L. OVERNIGHT GUESTS

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

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

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

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

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

M. 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.

N. VEHICLE REGISTRATION, AND PARKING POLICIES AND PROCEDURES

Vehicle Registration and Parking Permits

All students parking their motor vehicles, motorcycles, or mopeds on campus must register and obtain a parking sticker. Campers, trailers, motor homes, commercial size trucks, and inoperable vehicles may not be parked on campus. St. John's College is not responsible for damage to vehicles on campus or theft of their contents.

The undergraduate vehicle registration fee is \$100 for residential students or \$50 for nonresidential students for 2 semesters. The Graduate Institute fee is \$50 for nonresidential students for 2 semesters and \$25 for nonresidential students for 1 semester. GI students who reside on campus for the summer semester pay \$35 for parking. The vehicle registration fee is not billed to the student account. Parking permits can be purchased with cash, check, money order, Visa or MasterCard during registration at the beginning of each semester. Later in the year, a form can be obtained from Switchboard and the fee remitted in the treasurer's office. Students will not be issued a parking sticker without payment in full.

All vehicle registrations are administered by the Switchboard supervisor, Monday – Friday, 8 a.m. – 3 p.m. A vehicle registration booth is available in Weigle Hall during registration. Vehicle registrations must be completed by the end of the second week of each semester. A \$50 late registration fee is added to the vehicle registration fee after the second week. There is no prorating of fees. No refunds are issued after the second week of the semester or to students who move off campus. A vehicle acquired during the course of the semester must be registered within the first week of ownership; a late fee will not apply until after the first week. Unregistered vehicles may be booted or towed and impounded at the owner's expense, and parking or other fines may be applied to a student's account retroactively once vehicle ownership is verified.

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

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

Visitors and Temporary Parking Permits

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

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

Parking Citations:	<i>First parking violation</i>	<i>Written warning</i>
	<i>Second parking violation</i>	<i>\$20.00 fine</i>
	<i>Third parking violation</i>	<i>\$20.00 fine and possible TOW</i>
	<i>Fourth violation</i>	<i>\$20.00 fine and TOW - may lose your privilege to park/drive on campus</i>

Speeding/Careless

Driving Citations:	<i>First violation</i>	<i>\$25.00 fine</i>
	<i>Second violation</i>	<i>\$50.00 fine - may lose your privilege to drive on campus</i>

Records are kept of every ticket written, whether a warning or a fine. Students may contest citations to the security and 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.

The speed limit is 15 MPH on campus. Motorists should note marked crosswalks and yield to pedestrians. Persons who persist in violating the speed limit, ignore the safety of themselves

or others, or acquire an excessive number of parking citations will lose the privilege of driving on campus and are subject to a fine.

Vehicles left on campus during Winter Break must be registered to residential students and parked in lots designated for that purpose in the weeks leading up to the break. Students may not leave their vehicles on campus after commencement unless they are enrolled in the summer session or employed as summer workers.

Questions regarding parking or vehicle registration are to be directed to the Switchboard supervisor at ext. 6018 or the director of safety and security at ext. 6125.

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

O. USE OF COLLEGE VEHICLES

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

Please make van requests at least six working days in advance. Anyone driving college vehicles must be registered with the college's vehicle insurance. Contact Safety and Security for more information on how to register for the college vehicle insurance.

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.

P. CAMPUS EMPLOYMENT POLICY

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

Q. PET POLICY

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

II. RESIDENTIAL POLICIES AND FOOD SERVICE

A. COLLEGE DORMS AND SUITES

General Policy

To help foster the transition to college life, all unmarried freshmen are expected to live in college dormitories, space permitting, and to take their meals in the college Dining Hall. **Sophomores, juniors, and seniors may choose to live on campus, space permitting,** or off campus by notifying the Office of Residential Life according to published deadline dates. Students living on the campus are expected to conform to standards of conduct that are consistent with the educational objectives and priorities of the college. Respect and consideration for the rights of others and their need for study and rest must receive priority over other needs. Each resident is expected to respond appropriately to requests from staff and fellow students concerning behavior that does not honor this priority. Resident assistant reports on student behavior are taken very seriously and may lead to fines, and/or community service, loss of on campus housing privileges, or even dismissal from the college, depending on the nature of the offense.

Reserving a Room

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

All students living in the dormitories are required to sign a housing contract. The contracts are provided to residential students after the spring room draw via campus mail. Contracts are mailed to transfer and returning students who have a room reservation. **Students must return the contract to the director of residential life by June 16** in order to keep the room they selected in the spring room draw for the fall semester or by December 16 for the spring semester.

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

An apartment reservation may be cancelled if a student is fined for extraordinary damages and/or cleaning or if there are outstanding charges on the student's account or if there is doubt of the student's support of community standards.

Opening dates for the dormitories are announced in the academic calendar each year. Dormitory housing is available to graduate students and their families only during the summer term.

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

Dormitory Closing Procedures

Dormitories close and must be vacated on the first day of winter vacation and spring break, and at noon the day after commencement and the end of the summer session. An inventory of the room will be done at this time and the student will be charged for any damage which exceeds normal wear and tear. **Students who have not vacated their room by the designated**

time are charged \$250 for failure to meet this deadline. Those same students' belongings may be moved from the room and placed in another area.

All campus dormitories and suites are CLOSED and SECURED during winter and spring breaks. Any student entering dorms or suites without permission and without an escort will be fined. Apartments can only be used by the students to whom they are assigned.

Apartment residents are neither permitted to sublet their apartments at any time, including the breaks, nor to have "house-sitters" during breaks.

Resident Assistants

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

Senior Residents

Senior residents (SRs) are tutors or other adult members of the college community who live in five apartments distributed throughout the dormitory areas. SRs are available to assist students in emergencies twenty-four hours a day and should be called whenever the director of residential life, Switchboard, or Safety and Security office cannot be reached. A list of senior residents' telephone numbers and the schedule of residents on duty is included on weekly calendars and in the *Ephemera* throughout the year. Otherwise irresolvable problems involving noise or the behavior of students should be brought to the director of residential life or to the SR on duty.

Room Changes

Students desiring to change rooms must submit a written request to the director of residential life. However, no requests for room changes will be accepted during the first week

of classes. Students desiring a room change are encouraged to discuss their situation with their RA. Requests will be approved no earlier than two weeks after the beginning of the academic year. When a room becomes available, notification will be sent to the students who have requested a change.

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

Furnishings and Supplies

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

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

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

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

The individual suite bedroom inventory consists of the following:

- a telephone mounted on the wall with an Ethernet connection
- student desk

- desk lamp
- black Versa chair
- bookcase
- wastepaper basket
- mini blinds on each window
- window screens on each window
- open built-in closet
- mirrored medicine chest with light
- a platform bed with 2 pull-out drawers
- a mattress

Furniture and fixtures for suite living rooms are contained on common room inventory forms distributed each fall semester. Suite occupants are jointly responsible for the reasonable care and condition of this inventory.

Campus residents MAY NOT store their college-issued furniture.

Dormitory Rules

Allowed in Dorms and Suites:

- Any wall decorations should be accomplished with white colored “Plasti-tak” which can be purchased at the college bookstore. Other similar white (tacky-type) stuff can be used in place of “Plasti-tak”; 3M® adhesive strips have also proven safe for use on dormitory walls. All adhesives should be completely removed when room is vacated.
- Masking tape can be used only in the lower dormitories on cinder block walls.
- Dormitory residents may install a refrigerator under the condition that the refrigerator not be more than four cubic-foot capacity, and that the refrigerator be recorded on the student’s room inventory.

The student who registers the refrigerator will be held responsible for any water damage it causes and will be charged accordingly. Refrigerators left in rooms, bathrooms, or hallways will be disposed of by the college without any liability to the college.

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

Not Allowed in Dorms or Suites:

- The use of glue or nails or any material that can puncture walls or ceilings
- Installation of fixtures for curtains and draperies
- The painting of any dorm surface (fines for repainting are severe)
- Tape on varnished doors (damages finish)
- Candles and incense in rooms and/or hallways (fire hazard, damage to wood surfaces)
- Box springs and mattresses placed on the floor (due to health or environmental reasons or possible damage)
- The Campus Planning Committee affirmed on 4-3-97 the consensus of the previous year opposing cable TV hookups, antennae, and satellite dishes on dorms (including suites and apartments and other college buildings).
- The use of microwaves, hot plates, electric skillets, and camping stoves in the dormitories is specifically prohibited because of fire hazard, maintenance problems and insurance regulations.
- Extension cords of any kind, though surge protectors are permitted.
- Pets are not allowed. Except for fish in small aquaria, residential students are not permitted pets in the dormitories, suites, or apartments. Fines of \$50 may be assessed for first offenses, \$100 for subsequent violations, or students may be required to move off campus without refund of room fees for repeated violations.
- The pet policy for the entire college community, including the off-campus community members, is that **dogs and other animals are not allowed on campus**. Please leave your pets at home. The president and both deans have stated in writing that this rule will be strictly enforced. Senior residents are allowed to have dogs on campus but they must keep their dogs leashed.
- Off-campus community members are not permitted to bring their pets to campus. Fines of \$50 may be assessed for first offenses, \$100 for subsequent violations. **Bringing pets into Peterson Student Center is an especially egregious problem because of potential health code violations.**
- Students are not allowed to carry on a business from or in their dormitory rooms or suites.
- No person other than college sanctioned occupants shall use a room as a place of residence.
- Loss of a dormitory room key should be reported to the coordinator of buildings and grounds or the director of residential life; there is a replacement fee of \$25.
- Fire regulations require that, at all times, halls and stairways must be kept clear of furniture, bicycles, trash, and other such obstacles.
- College furniture may not be removed from dormitory rooms.
- College furniture may at no time be removed from common rooms of dorms, Peterson

Student Center, Meem Library, or from classrooms. Severe fines may be levied for unauthorized removals.

- Persons walking on any building roof or on the roofs of dorm walkways or porches, except those protected by wooden decking, are subject to severe fines.
- Bathrooms in the dormitories are not intended for co-ed use. The bathrooms located on women's floors are designated for use by women only, those located on men's floors by men only.
- No supplementary heaters are allowed in dorms/suites.

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

Smoke Detectors and Smoking

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

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

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

Pest Control

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

Inventories

The resident assistants will furnish inventories for all dorm rooms. The Office of Residential Life will furnish inventories for campus apartments. Students are asked to complete these and to list any damaged or missing furnishings found during his/her inspection of the room as well as general room condition and necessary repairs. Sign the inventories by Friday, September 3, 2010; the RA will collect the signed inventories and return them to the Office of Residential Life. Students may be fined for failing to furnish this information. It is important that students submit the inventory by the deadline because after the deadline any repairs or missing items other than normal wear and tear will be billed to the student's account.

In completing this inventory, students should report on their room condition, repairs needed, missing furniture, etc. The college uses the information students provide to address problems within suites, dorms, and dorm rooms.

Work Order Requests during Academic Year

Non-emergency repairs are submitted via an on-line work order system by an RA or by stopping by the B&G office. All work completed in the dorms/suites will be verified by your RA or suite archon.

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

Inspections

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

Campus-wide dormitory and suite inspections will occur at the end of fall and spring semesters.

Damage Charges

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

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

Individual Room(s):

Failure to vacate room by designated deadline	\$250
Failure to leave room in clean condition	\$250
Cracked window or glass replacement	cost+labor
Room repainted.....	\$75-\$200
Extra college furniture in room (per item)	\$30
College dishware and flatware (per item)	\$10
Bed replacement.....	up to \$350
Desk stains and/or burns requiring refinish.....	\$50
Desk lamp replacement or repair	up to \$50
Misplaced bookcase, missing bookcase	\$10-\$75
Damaged doors.....	no less than \$50
Holes in walls	no less than \$50
Towel rack replacement (upper dorms only)	\$25
Mirror replacement	cost+labor
Light fixture replacement.....	cost+labor
Damaged or broken chair	cost
Chair replacement	up to \$390
Smoke detector tampering.....	\$50
Smoke detector replacement	\$70

Smoking fines from \$50
 Burn marks and/or other smoking-related damage.....cost* + labor for replacement of
 furniture and/or fixtures

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

Dormitory Hallway and Bathroom Charges: (divided among dorm residents)

Personal belongings in dorm hallways, bathrooms, balconies (if applicable);
 trash, furniture, excessive cleaning required up to \$250
 Emergency light replacement up to \$100
 Fire extinguisher replacement \$150
 Fire extinguisher recharge \$50
 College dishware and flatware
 (per item with total divided by all dorm residents) \$10

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

College Liabilities and Rights

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

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

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

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

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

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

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

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

The college reserves the right to

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

B. LIVING OFF CAMPUS

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

Applications to live off campus should include two parts:

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

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

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

C. FOOD SERVICE

General Policy

Regular meals are served cafeteria-style in the Dining Hall, while sandwiches and snacks are available in the Coffee Shop. Both facilities are located in Peterson Student Center. Students living in the college dormitories and suites are required to purchase board. Two different meal plans are available. Under the first plan students can eat up to twenty meals per week in the Dining Hall; the second plan provides for fourteen meals per week. A 10-meal plan or a Block Meal plan (56 meals per semester) 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 20-, 14- or 10-meal plans. The Block Meal plan is only available during the fall and spring semesters.

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

Food Service will make every effort to meet the special dietary needs of residential students with chronic medical conditions if diets are prescribed by an M.D. or D.O. These special diets should be outlined in detail and submitted to the Office of Residential Life by the student’s physician no later than July 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. Tray service to dormitory rooms in case of illness may be arranged through the Student Health Office or the director of residential life.

Dining Hall Rules

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

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

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

Students not on a meal plan or purchasing a meal are currently prohibited from entering the serving area of the Dining Hall (5/17/2007).

Dining Hall Hours

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

Coffee Shop Hours

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

III. STUDENT SERVICES

A. STUDENT HEALTH SERVICES

Medical Services

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

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

Services Offered

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

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

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

Emergencies

Students who need emergency medical attention should be taken to Christus St. Vincent Regional Medical Center emergency department. Transportation can be arranged by calling Switchboard (24 hours a day), who will contact the senior resident on duty. In a true medical emergency, please call "0" for the Switchboard, then call 911. The Switchboard operator will alert security so the responding ambulance (EMS) may be directed to the site of the emergency. The senior resident on call should also be notified. Please inform the nurse practitioner of any aid received at the emergency department so that appropriate follow-up care can be provided.

Evening and Weekend Medical Treatment

These urgent care offices are part of the First Health Network. If you have Bollinger Student Health Insurance, you may seek urgent care at one of these facilities:

Urgent Care Santa Fe

5 - 10 p.m. weekdays, 10 a.m. - 10 p.m. weekends

2801 Rodeo Rd., 505-474-0120.

Ultimed (for daytime use)

9 a.m. - 5 p.m., seven days a week

707 Paseo de Peralta, 505-989-8707

If you have other insurance you can also use:

On Call Urgent Care

9 a.m. - 7 p.m. daily (last patient checked in at 6:15 p.m.)

431 St. Michaels Drive, 505-954-9949

Prescription Service

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

CVS

511 Cordova Road

505-983-5546

CVS will match Walmart's prices

if you ask them. Near campus.

Del Norte Pharmacy

1691 Galisteo St.

505-988-9797

Fax 505-982-3649

Monday – Friday, 8 a.m. – 6:00 p.m.

Saturdays, 8 a.m. – 12 p.m.

Closed Sundays and holidays.

Del Norte will deliver medications to the Switchboard at no additional charge if the student has an filed the appropriate forms with them.

Kiva Pharmacy

DeVargas Center

505-982-9550

Has low-cost formulary for college

students. Delivers medications free to campus.

Pharmaca Integrative Pharmacy

530 W. Cordova Rd.

505-820-1517

Dispenses allopathic and

naturopathic/complimentary therapies.

Walgreens Drug Store
3298 Cerrillos Rd.
505-474-3507

The only pharmacy with 24-hour service.

Wal-Mart
3251 Cerrillos Rd.
505-473-4261

Lowest prices on most medication.

Clinical Counseling

The Student Health and Wellness Office (SHO) at St. John's College, Santa Fe, offers counseling to undergraduate students at no cost. Undergraduates are generally limited annually to 12 sessions of counseling, with the focus of the counseling being that of academic success and successful membership in the campus community. Students may also be referred to therapists in the larger Santa Fe community, especially in situations where a student may require more frequent, intensive or long-term psychotherapy. Graduate students are offered one evaluation session at no cost and are then referred to therapists in the Santa Fe community, if needed.

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

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

Counseling sessions are 45-50 minutes in length. Students will fill out a counseling intake form before the first counseling appointment. The packet includes a privacy and confidentiality statement. The Student Health and Wellness professional staff work in a wellness team model. Clinical information may be shared within the SHO when it benefits

the student. No information is shared with anyone outside the SHO without the express written permission of the student. There are rare exceptions to this practice.

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

Mental Health Emergencies

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

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

Distressed Students

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

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

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

during treatment. The student will then meet with the assistant dean to discuss any further issues.

Suicide Prevention Protocol

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

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

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

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

If a student is seen at the hospital for a mental health emergency and/or hospitalization, he or she is required to notify the assistant dean before returning to campus. At this point the student may be required to meet with a college therapist for an assessment in order to formulate recommendations for outpatient treatment.

The college cannot assume an obligation to provide counseling beyond the limited services provided for in the Student Handbook.

(Adapted, with permission, from the University of Illinois Urbana-Champaign, 2002)

B. LIBRARY

The library at St. John's was established and exists to support, take part in, and further the educational mission of the college. This aim is achieved by providing materials, facilities, equipment, and services which tie the library directly into the academic life of the college. The Faith and John Meem Library houses more than 70,000 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 130 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 tapes, circulating compact discs, DVDs, and videos. Music books and scores are shelved in the "M" section of the general collection.

Sophomore Music CDs

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

Public Computers

There are five public computers in the library that provide Internet access. The computers are intended for research. All library patrons are welcome to use these computers in accordance with the terms of the Library's Public Computer Use Policy:

- Research takes precedence over e-mail
- Word processing is not permitted
- Restrict your use to 15 minutes if others are waiting
- Installing or modifying software is prohibited

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

Library Passports

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

Interlibrary Loan

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

Book Recommendations

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

Library Rules

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

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

Copyright

If a literary, musical, or artistic work is copyrighted, there are legal limits on who can copy or otherwise use that work. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Students are responsible for making sure that their

use of copyrighted materials is appropriate and legal. If a student infringes on copyright using College resources, the College may be held liable. The assistant dean, the director of IT, and the library director are available to answer questions about appropriate use of copyrighted materials.

Copyright infringement will be treated as a disciplinary matter, subject to disciplinary action up to and including expulsion. Legal penalties for copyright infringement include both civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. More information can be found on the Web site of the U.S. Copyright Office at <http://www.copyright.gov>, and their FAQ's at <http://www.copyright.gov/help/faq>.

For policies detailing peer-to-peer (P2P) file sharing and appropriate use, please see section C in the appendices.

C. STUDENT COMPUTER CENTER

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

Network Account

All currently enrolled students are provided with a "Network Account" that is used to access campus computers, the campus network, college-provided personal e-mail, and disk space. Acceptance of an account signifies that the student has read and agrees to comply with the college acceptable use policy. Wireless network access is available in common spaces around campus for use with laptop computers, and all residential rooms are wired for access to the Internet and the campus network.

ITS Assistance

ITS provides consulting and support for use of the college network, student lab and e-mail, and is available from 9 a.m. to 5 p.m., Monday through Friday, and during afternoons on the weekends. ITS neither troubleshoots nor repairs personally owned computers.

D. STUDENT ATHLETICS AND OUTDOOR PROGRAMS

Student Activities Center (SAC)

Constructed in 1999, the 26,000 square foot Student Activities Center is home to numerous personal fitness and athletic opportunities. The SAC houses a full-sized gym for basketball, two racquetball/squash courts, and an extensive exercise and free-weight training room. Regularly scheduled activities include basketball, soccer, volleyball, personal fitness classes, fencing, and a diverse selection of martial arts. Equipment to play pool and table tennis is also available.

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

SAC Hours: Monday and Thursday
6:30 a.m. – 7 p.m. and 10 p.m. – 12 a.m.

Tuesday and Wednesday
6:30 a.m. – 10 p.m.

Friday
6:30 a.m. – 7 p.m.

Saturday and Sunday
8 a.m. – 10 p.m.

Athletics and Outdoor Program

The Athletics and Outdoor Program Office is located in the Student Activities Center. Outdoor recreational opportunities include whitewater rafting, rock climbing, downhill skiing, snowshoeing, camping, and hiking. As for sporting opportunities, there are team competitions in soccer, volleyball, ultimate, and basketball and individual tournaments in

racquetball, tennis, and table tennis. Stop by the front desk of the SAC to familiarize yourself with our equipment and the many trips and sporting prospects offered each semester.

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. 6150.

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

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

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

SAC Facilities

Weight Room

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

Gymnasium

Our full-sized 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. Our sound system

allows students to train or play while listening to music. Mats are available for wrestling, grappling, tumbling or yoga. Students and staff have organized times to play basketball, indoor soccer, volleyball and badminton. **Please refrain from wearing shoes with soft black soles into the gym as they typically mark the gym floor.**

Squash and Racquetball

The SAC has two regulation squash/racquetball courts. We have racquets, balls and protective eyewear 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 can be 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.

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 purchase discs or to pick up a map of the new disc golf course.

E. COLLEGE EVENTS OFFICE (CEO)

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

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

F. CAREER SERVICES OFFICE

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

Services include a monthly newsletter, coordination of the work-study and student employment programs, graduate school research and preparation, internship and outreach opportunities, and special career-oriented events.

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

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

Students use Career Services for assistance in writing résumés, cover letters, and statements of purpose for graduate school. They also receive help in searching for jobs and developing career strategies. An alumni network is available to help students with advice about careers and life after St. John's. These interesting and successful alumni are anxious to help students make a smooth transition when they leave St. John's. To aid in this transition, career services maintains a career file for each student, containing such items as letters of recommendation, résumés, certifications, and awards. In addition, Career Services maintains listings for part-time and full-time jobs, both local and national, along with information on internships and community-service opportunities.

Career Services administers the college's Ariel Internship program which awards stipends to students for summer internships. This program enables students to accept internships that would otherwise be unpaid so that they can gain valuable work experience and insight into possible careers. There is an internship coordinator in the CSO whose sole job is to research internships, make students aware of internship opportunities, and assist students in preparing their internship applications.

Annual meetings and events for students include forums on careers ranging from medicine, to law, education, business/finance, and international relations; and workshops on fellowships

and scholarships, job searching, and planning for graduate school. Career Services also coordinates visits from corporate, graduate school, and governmental recruiters.

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

G. THE BOOKSTORE

The Bookstore is open from 8:45 a.m. to 7:30 p.m. Monday through Thursday, 8:45 a.m. to 6:00 p.m. on Friday, and 12 to 6 p.m. on Saturday. It is located on the first floor of Peterson Student Center immediately inside the main entrance. Various editions of curriculum books, assigned photocopied selections, including copies of Friday night lectures, books of general interest, and basic academic supplies are available, as well as such personal care items as toothpaste, razors, etc. T-shirts, sweatshirts, note cards, and journals are also sold. Used books may be sold back to the bookstore for credit.

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

H. MISCELLANEOUS SERVICES

Banking

A Wells Fargo Bank ATM is located in the Peterson Student Center for the college community's use.

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

Emergency Loans

Undergraduate students needing a short term emergency loan to meet a financial emergency may apply to the assistant dean. Loans are normally made on a one time per year basis and

must be repaid to the treasurer's office on a time schedule agreed upon by the assistant dean and the borrower. In cases where the amount requested is large, the assistant dean may seek the permission of a dependent student's parents or guardians before the loan is approved. Loans to students with large outstanding debts in the treasurer's office may be denied.

Notary Public

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

Ephemera

Ephemera, a daily calendar of events, is published weekly on Mondays. Students wishing to notify the community of meetings or other regularly scheduled activities should bring the information to the dean's office no later than noon on Thursday for inclusion in the next week's *Ephemera*. Copies of *Ephemera* are distributed electronically to all college community e-mail accounts and posted on campus bulletin boards. (Copies are also available at Switchboard.) Submission forms can be obtained in the dean's office.

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

The Moon

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

Recycling and Waste Disposal

St. John's College in Santa Fe is a recycling and composting community. Garden trimmings and food wastes are composted and recycling bins for glass, plastics (#1 and #2), aluminum, tin, white paper, newspaper, and cardboard are located at the on-campus sites listed below. Instructions are located at most bin sites. Please use these facilities for your recyclables and encourage your friends to do the same. Purchase recycled products whenever possible.

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

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

- Several locations in upper and lower dorm courtyards
- Every suite (except paper bins by suites 2, 3, 4, 5)
- Student apartments - Behind dumpster fence
- ESL - Hallways of both floors
- SFH - Hallways of both floors
- Peterson Student Center - First floor in the Coffee Shop
- Weigle Hall - Basement hallway; first floor by copy machine; second floor in room 203
- Meem Library - First floor in the copy room (white paper and newspaper).
- ESL - Basement floor; second floor in the computer room (white paper only).

Local Transportation

Santa Fe Trails provides bus service from the college to downtown Santa Fe every forty-five minutes between the hours of 8 a.m. and 7 p.m. on weekdays and 10 a.m. and 5 p.m. on Saturdays and Sundays. Student fare is 50 cents with monthly passes also available. The bus stop is located directly across from the entrance to the college on Camino Cruz Blanca. Copies of bus schedules and routes are available at the Switchboard and in the library. For further information call Santa Fe Trails at 505-955-2001 or go to santafetrails.santafenm.gov. Capital City Cab at 505-438-0000 is the only taxi service in Santa Fe. Cabs are available 24 hours a day, seven days a week.

Mail Service

Mailboxes are located near the Switchboard in Peterson Student Center. All students, including those living off-campus, are assigned a mailbox at registration.

Mail should be addressed to the student at St. John's College, 1160 Camino Cruz Blanca, Santa Fe, NM 87505-4599. Do not use your box number. Only mail addressed to registered students will be distributed. Mail should not be sent to visiting friends through the college.

Incoming mail is placed in the boxes by noon Monday through Friday. Intra-campus mail is distributed frequently throughout the day. All mail must be accessed through the boxes; students picking up mail for friends must know the proper combination. Switchboard operators will hand out only over-sized mail to students. Notification of such mail would be found in one's campus mailbox.

Notification of the arrival of packages is made through the mailboxes and packages can be picked up at Office Services in the basement of Weigle Hall during regular office hours (9 a.m. – 5 p.m., Monday – Friday). A student ID is required to claim a package.

Slots for outgoing and inter-campus mail are located in the door of the Switchboard by the mailboxes. Express mail can be sent before 2 p.m. through Office Services in the basement of Weigle Hall. Packages are also mailed through Office Services. Annapolis campus mail will not be forwarded without 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

A pay phone booth is located near the Switchboard in Peterson Student Center.

Phones located in students' rooms are equipped with voice mail. Students should have family and friends contact them in their room using the direct extension. Only emergency calls should be directed to the main campus number. Long-distance or information calls will not be placed by the college operators. Emergency numbers and procedures are listed in the insert accompanying this manual.

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

Fax Service

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

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

Photocopying

Office Services, located in the basement of Weigle Hall, will provide photocopying and mailing services at a reasonable price. Two public copiers are also available for small jobs in the Meem Library. These copiers use 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 below the Student Health Office in the lower dormitories and in the basement of Murchison in the upper dormitories. They are open seven days a week but may be locked at night for security reasons. Use of these laundry facilities is limited to dormitory residents because of the heavy demand.

The residents of the suites and apartments are served by a small laundry facility in the common area for that complex. It can be accessed at any time with the ID card of a currently enrolled student.

Kitchens

There are small kitchens located in each of the common rooms serving the three dormitory complexes (uppers, lowers, and the suites). They are to be used on an occasional basis for baking or meal preparation for a special occasion.

When the facilities are well-maintained and not abused, the kitchens in the upper and lower common rooms are open at all times. The kitchen in the common room serving the dormitory suites is locked and is available for suite residents by arrangements through the director of residential life.

Students who use the kitchens are expected to be courteous and cooperative with other users and leave the kitchens in a clean condition after use.

Music Storage Room

A storage facility for students wishing to store a musical instrument is maintained by the Student Polity in room 28 of the Fine Arts Building. Permission for use of the room is granted by a student appointed by the Student Polity each year to oversee the use of the room. Access to the room can be obtained by authorized users only through a key checked out at the Switchboard. Neither the college nor the Student Polity is responsible for loss or damage to instruments stored in the room.

Storage

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

The college is not responsible for any personal property placed in storage. In addition, the college may dispose of stored items, without notice, for any of the following reasons:

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

Lost and Found

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

Scheduling Rooms and Requests for Set Up

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

All student requests for events, gatherings and other meetings that require campus facilities and/or space must be made through the appropriate student life office. College Events Office, ext. 6139, helps students schedule and execute parties, theatrical and musical performances,

films and other events that require technical support. The Student Activities Center, ext. 6149, schedules extracurricular classes; e.g., pottery, ballroom dance, and all activities that utilize the gym, tennis courts or athletic field. Finally, the Office of the Assistant Dean, ext. 6925, and the Office of Residential Life, ext. 6087, work together to fulfill the scheduling, budgeting, and promotional needs of Polity, Student Review Board, class committees, study groups, and all other student groups.

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

Conference Services, located next to the Lower Common Room, publishes a monthly calendar of events and classes. This schedule may be found at the Switchboard or on the calendar located at http://www.stjohnscollege.edu/admin/sf/conference_cal.shtml and can be used to find where and when events are being held. Conference Services also publishes individual room schedules that are posted outside most meeting rooms and classrooms. Students are asked not to disturb room set-ups and to be courteous and helpful to the many persons outside the college community who attend meetings, conferences and other events on campus.

Parents' Program

Parents of St. John's College students are a valuable part of the community. The college hosts a Parents' Weekend in the fall for all parents and family members to visit the college, observe classes, and participate in a seminar of their own. This year, Parents' Weekend will be held September 30 – October 2, 2010. There is also a Parents' Orientation for parents new to the Santa Fe campus held at the beginning of the fall semester. Parents are invited to visit campus whenever they are in Santa Fe and may make arrangements to observe classes through the Office of Advancement.

Parents are also invited to attend the college's Summer Classics program, a series of week long seminar courses offered each summer. For more information about Summer Classics or to request a brochure, please contact the External Relations Office at 505-984-6117.

Parents who are interested in becoming involved or who would like information about Parents' Weekend may contact the Office of Advancement at 505-984-6114 or caamot@sjcsf.edu.

IV. SAFETY INFORMATION

A. CAMPUS SAFETY AND SECURITY

The campus security officers can be effective in maintaining safety and security on campus only if they have the cooperation and assistance of every student, faculty, and staff member. It is in our own interest to be aware of security problems and to aid in crime prevention. We encourage you to join us in our efforts to provide a secure and safe environment for you. It is, therefore, imperative to report immediately all criminal offenses to St. John's security, the assistant dean, or the director of residential life.

The college maintains round-the-clock security coverage. A security officer can be dispatched by a college operator by dialing "0" from any campus phone. The security office is located on the lower floor of Peterson Student Center accessed through an outside door on the loading dock. The security officers report to the safety and security director whose office is located in PSC, across from the entrance to the Dining Hall.

The college is potentially vulnerable to theft and other threats by outside intrusions. Security personnel are instructed to regard anyone as a trespasser who cannot or will not identify himself. Visitors who will be on campus for any length of time should be registered at the Switchboard and students should carry their student identification cards with them at all times.

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 at night. 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. Avoid isolated areas both on and off the campus when you are by yourself. If you are not with friends and need to travel around the campus at night, use the escort service provided by security.

Do not invite persons known only casually to social gatherings held on campus or as overnight guests. The names, addresses, and telephone numbers of Santa Fe organizations that provide

food and lodging for destitute travelers can be obtained at the Switchboard or by calling Crisis Response of Santa Fe at 505-820-6333, at any hour. 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 resident assistant.

Thefts, assaults in any form, destruction of property, unwanted intrusions, obscene phone calls, and other forms of malicious or criminal activity should be reported as soon as possible to a security officer, the assistant dean, or the director of residential life. The presence of strangers in areas of the campus where they would not ordinarily be or generally any suspicious activity should also be reported. Campus security personnel will help any student contact the Santa Fe Police Department or other law enforcement agencies to report a crime, if necessary.

The college community will be alerted if any situation exists or incident occurs that threatens the health or safety of its members. Notification is normally made via individual mail boxes, voice mail or Dining Hall announcements.

Pursuant to Public Law 101-542, The Student Right-to-Know and Campus Security Act, the college will distribute to faculty, students, and staff statistics kept on the following crimes: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft. Whether any of the foregoing crimes manifest evidence of prejudice based on race, religion, sexual orientation or ethnicity will also be reported. Crime statistics are also available on line at <http://www.ope.ed.gov/security>.

B. HEALTH HAZARDS

High Altitude

The campus elevation of 7,300 feet often causes altitude adjustment problems. Headaches, breathlessness, and fatigue are not uncommon for up to three months after arrival. Persons with emphysema, heart problems, etc., may experience a greater effect than others. Staying well-hydrated (drinking lots of water) helps minimize discomfort related to high altitude. Report concerns to the nurse practitioner. Please be aware that alcohol has a stronger effect at high altitude than at sea level.

The sun is much more intense at 7,300 feet than at sea level. Sunburns develop quickly and sun screen, lip balm, and broad-brimmed hats are advised when outdoors.

Hiking

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

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

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

Fire Hazards

The forest area surrounding the college is often quite dry. It is not uncommon for the fire marshal to ban smoking and open fires in public spaces. The building of bonfires violates the Santa Fe municipal code; and 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, woodrats, piñon mice, chipmunks, rabbits, coyotes, raccoons, badgers, and bobcats. Dogs and cats should be treated against fleas regularly.

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

Hantavirus

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

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

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

Black Widow Spiders

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

Brown Recluse Spiders

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

Snakes

The prairie rattlesnake is the only local poisonous snake. It is very unusual to see them, even rarer to be bitten. (Most victims are bitten by snakes kept as pets.) These snakes are olive or brown, up to 3-4 feet in length with oval-shaped blotches on the back and two diagonal light stripes on sides of the face. They are very quiet. In the rare event of a bite, calmly get to a doctor, immobilizing the bitten part if possible (e.g. put arm in a sling). Carry the victim if a child. Do not cut and suck the bite or use a tourniquet.

Most fatalities from rattler bites occur from cutting and sucking (bleeding to death), from tourniquets improperly applied, or from drinking liquor as a cure. Do not take liquor if bitten. If possible, kill the snake and bring it with you, or furnish a complete description to your doctor. Don't panic. Keep your blood circulating as normally as possible — not at a panic level. A real rattler puncture will be only one or two holes.

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

C. SCHEDULE OF FINES

Description and Handbook Citation	Fine Amount
Smoking in Dorm or within 25 ft. of dorm entrance or in brush areas. I.H (p. 85)	\$50 and greater
Illegal Drugs I.C (p.81)	Students found violating federal, state, or local laws are subject to immediate dismissal without refund of fees.
ID Card Replacement I.E (p. 25)	\$5
ABUSIVE BEHAVIOR I.A (p. 78)	First offense: \$150 Second offense: \$300 and/or loss of on-campus housing privileges (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.)
College furniture may at no time be removed from common rooms of dorms, Peterson Student Center, Meem Library, or from classrooms. II.A (p. 99)	Severe fines may be levied for unauthorized removals.
Persons walking on any building roof or on the roofs of dorm walkways or porches, except those protected by wooden decking, II.A (p. 99)	are subject to severe fines.

Failure to keep counseling appointment III. A (p.110)	Students will be charged a \$25 late cancellation fee if a counseling session is missed without 24 hour notice by phone message or e-mail to the therapist.
Students who shoplift from the bookstore III.G (120)	are subject to dismissal from the college.
Library Fines III.B (p.114)	\$50 per book and \$20 per CD, cassette, etc. However, a \$5 processing fee per item will not be refunded.
Failure to provide address and telephone number to the registrar (Off-Campus Students Only) II.B (p.105)	\$50
II.A (p.101)	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 control management, room and furniture damage, painting infractions, prohibited pets, and proper furniture inventory. Fines may be levied for any of the above violations as well as for mattresses lying on the floor, unsanctioned adhesives or hardware used for wall hangings, non-inventoried college furniture or equipment, etc. The college reserves the right to temporarily move a student out of his/her room in order to correct any problems.
Smoke detector, tampering or disabling II.A (p.100)	\$50
Alcohol, Violating the	First offense: \$100 - \$200

school alcohol policy I.B (p. 80)	Second offense: \$300 Third offense: Penalty will be increased up to and including possible dismissal from the college.
DESTRUCTION OF COLLEGE PROPERTY I.G (p. 85)	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.
Sleep Study I.I (p. 86)	First offense: \$25 Second offense: \$50 Third offense: \$100
Parking Citations I.M (p. 91)	First offense: Written warning Second offense: \$20 Third offense: \$20 and possible TOW Fourth offense: \$20 and TOW (May lose your privilege to park/drive on campus)
Speeding/Careless Driving Citations I.M (p. 91)	First offense: \$25 Subsequent offenses: \$50 (May lose your privilege to drive on campus)
Failure to Vacate Room at end of Term II.A (p. 95)	\$250
Pets in Dorm Room (aside from fish in small aquaria) II.A (p. 99)	First offense: \$50 Subsequent offenses: \$100 (Students may be required to move off-campus without refund of room fees for repeated violations)
Pets brought on campus by off-campus residents II.A (p. 99)	First offense: \$50 Subsequent offenses: \$100 (Fines may be greater for pets in PSC)

Dormitory Hallway and Bathroom Charges: II.A (102)	Loss of on-campus housing privileges may result if damage is excessive.
Fire extinguisher replacement	\$150 (divided by all dorm residents)
Fire extinguisher recharge	\$50 (divided by all dorm residents)
College dishware and flatware	\$10 (per item with total divided by all dorm residents)
Personal belongings, trash, or furniture left in dorm hallways, bathrooms, or balconies (or excessive cleaning required in these common areas) II.A (102)	up to \$250 (divided by all dorm residents)
Emergency light replacement II.A (102)	up to \$100 (divided by all dorm residents)
Individual Room(s): II.A (102-103)	
Failure to vacate room by designated deadline II.A (102-103)	\$250
Failure to leave room in clean condition	\$250
Cracked window or glass replacement	cost + labor
Room repainted	\$75 - \$200
Extra college furniture in room	\$30 per item
College dishware and	\$10 per item

flatware in room	
Bed replacement	up to \$350
Desk stains and/or burns requiring refinishing	\$50
Desk lamp replacement or repair	up to \$50
Misplaced bookcase, missing bookcase	\$10 to \$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, replacement	\$70
Smoking fine	from \$50
Smoking-related damage (Burn marks)	cost* + labor for replacement of furniture and/or fixtures *Smoke related damage would result in loss of future housing even if a student has a room reservation with contract.*
Smoke detector, tampering	\$50
Dormitory room key replacement II.A (p. 99)	\$25.

Room Change	\$50
II.A (p. 96)	

It is the practice of the college to hold individuals responsible for their actions. If the individual(s) responsible cannot be identified, then the college reserves the right to hold the residents of that particular community responsible. Before a specific group is fined, there will be an opportunity for the responsible person(s) to identify themselves and take responsibility for their actions.

Most fines supplement the Community Scholarship Fund.

APPENDICES

A. COLLEGE POLICY ON COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (AS AMENDED) FERPA

The Family Educational Rights and Privacy Act (FERPA) was enacted by the United States Congress in 1974 setting forth requirements regarding the privacy of student records. Any educational institution that receives funds under applicable programs administered by the U.S. Secretary of Education must comply with FERPA.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student’s education records.
- The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Definitions

Student : Any individual who is or has been in attendance at St. John's College.

Educational Records: Any record (in handwriting, print, video or audiotapes, paper, film, computer or other medium) maintained by St. John's College or an agent of the college (including all staff and faculty) that is directly related to a student, except as listed below.

Educational Records are **not**:

- A record made by a staff or faculty member if it is kept in the sole possession of the maker of the record, is used only as a personal memory aid, and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Records created and maintained by the St. John's College security office for law enforcement purposes.
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Records made or maintained by a physician, psychiatrist, psychologist or other recognized professionals or paraprofessionals if the records are used only for the treatment of a student and made available only to those persons providing treatment.
- Records that contain information about an individual after he or she is no longer a student at the college.

Annual Notification

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

Where to Find the Federal Regulations Describing the FERPA

A copy of the regulations is on file in the Office of the Registrar or at the website:

<http://www.ed.gov/offices/OM/fpco/ferpa/>

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

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

Following are the procedures for the inspection/review of records:

1. Students may inspect and review their education records upon request to the college registrar. The student should submit to the registrar a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The registrar will make arrangements for access as promptly as possible (but within 45 days) and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed. When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

2. **Limitation on Right to Access:** The college reserves the right not to permit a student to inspect the following records:
 - Financial records of the student's parents.
 - Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before July 1996.
3. **Copies:** The college is not required to make copies of records unless the student otherwise would be effectively prevented from exercising his or her right to review and inspect the records (e.g., a former student who lives more than 100 miles from Santa Fe). If copies are provided, the fee will be 25 cents per page. Please note that while the student has a right to review and inspect records, the college will not forward copies of records to third parties if the student has outstanding obligations of any kind to the financial aid or treasurer's offices. In addition, the college reserves the right to hold the transcripts of students who have outstanding loan obligations at other institutions that participate in federal financial aid programs or if there is an unresolved question of academic dishonesty or other disciplinary infraction involving the student.
4. **Type, location and custodians of education records**

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

Some records are not included in the types listed above, such as copies of correspondence in offices not listed. The registrar will collect such records, direct the student to their location, or otherwise make them available for inspection and review.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.

Following are the procedures for requesting the amendment of records:

1. A student must ask the dean or an appropriate official of the college to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of the student's privacy rights.
2. The dean or an appropriate official of the college shall decide within a reasonable time whether or not to amend the record as requested. If the college decides not to amend the record, it will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request of the student for a hearing, the college will arrange for a hearing within a reasonable time and notify the student, reasonably in advance, of the date, place and time of the hearing.
4. The hearing will be conducted by an official of the college who does not have a direct interest in the outcome of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. The dean or an appropriate official of the college will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If, as a result of the hearing, the college decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If, as a result of the hearing, the college decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records for

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

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

In general, the college will disclose personally identifiable information from a student's education records only with the written consent of the student. However, records may be disclosed without consent under the following conditions:

1. The disclosure is to other college officials who have a legitimate educational interest in the records.
 - a. A college official is:
 - i. A person employed by the college in an administrative, supervisory, academic or research, or support staff position, including health or medical staff;
 - ii. A person elected to the Board of Visitors and Governors;
 - iii. A person engaged by or under contract to the college, such as attorney or auditor; or
 - iv. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another college official in performing his or her tasks.
 - b. A college official has a legitimate educational interest if the official is:
 - i. Performing a task within the scope of his or her job duties or engagement;
 - ii. Performing a task related to a student's education;
 - iii. Performing a task related to the discipline of a student;
 - iv. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid;
 - v. Maintaining the safety and security of the campus.
2. The disclosure is to officials of another school in which a student seeks or intends to enroll.
3. The disclosure is to certain officials of the U.S. Department of Education, U.S. Comptroller General, U.S. Attorney General, or state and local educational authorities, in connection with audit or evaluation of certain state or federally supported education programs.
4. The disclosure is in connection with financial aid for which the student has applied or which the student has received, in order to determine eligibility for, amount of, or

conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. The disclosure is to certain state and local officials or authorities concerning the juvenile justice system.
6. The disclosure is to organizations conducting certain studies for or on behalf of the college.
7. The disclosure is to accrediting organizations to carry out their functions.
8. The disclosure is to parents of an eligible student who is claimed as a dependent for income tax purposes. The policy of the college is not to release such information to the parents without the consent of the student except under extraordinary circumstances, and for drug and alcohol violations as described in item 15.
9. The disclosure is to comply with a judicial order or lawfully issued subpoena; the college will make a reasonable attempt to notify the student that it intends to comply with the order or subpoena, unless otherwise directed by the order or subpoena.
10. The disclosure is to a court in a legal action brought by the college against a parent or student.
11. The disclosure is to appropriate parties in connection with a health or safety emergency.
12. The disclosure is information that the college has designated as “directory information” (see below).
13. The disclosure is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, provided that only the final results of a college disciplinary proceeding with respect to the alleged crime or offense may be disclosed (whether or not the student was found responsible for the violation).
14. The disclosure consists of the final results of a college disciplinary proceeding (after October 7, 1998) against a student who is an alleged perpetrator of a crime of violence or non-forcible sex offense where the student was found responsible for a violation of the college’s rules or policies with respect to the allegation, provided that the disclosure may not identify any other student, including a victim or witness, without the prior written consent of that other student.
15. The disclosure is to a student’s parent regarding the student’s violation of any law or college rule or policy governing the use or possession of alcohol or a controlled substance if the college has determined that the student committed a disciplinary violation with respect to that use or possession, provided that the student is under the age of 21 at the time of the disclosure to the student’s parents.
16. The disclosure is in connection with an ex parte order issued at the request of the U.S. Attorney General in connection with investigation or prosecution of terrorism (USA Patriot Act).

17. The disclosure is of information provided to the college concerning registered sex offenders.

A person to whom the college discloses educational record information may not re-disclose the information without the consent of the student, unless otherwise permitted under FERPA.

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

Directory Information: In compliance with the Family Educational Rights and Privacy Act, the college designates the following categories of information with respect to each student presently or previously attending the college as directory information which may be disclosed by the college at its discretion, without the student's prior written consent the student's name, home address and home telephone number, local/campus address and local/campus telephone number, e-mail addresses, photograph, student schedule, dates of attendance, field of study, participation in officially recognized activities and sports, full-time or part-time status, class level (freshman, sophomore, junior, senior, graduate institute), degrees (including dates conferred), awards and honors received, essay titles, award essays and senior essays, hometowns, date and place of birth, previous institution(s) attended.

Current students have a right to inform the college within two weeks of fall registration and within one week of spring and summer registrations that any or all of the above information about the student should not be designated as directory information. **Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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

B. DRUG ABUSE PREVENTION PROGRAM

The Higher Education Amendments of 1986 require that in order to participate in federal financial aid programs every post-secondary institution must have a drug abuse prevention program in place by July 1, 1987. This program must be accessible to any officer, employee, or student of the institution.

The following information is made available to students in compliance with federal law:

Hotlines

Crisis Response of Santa Fe (24 hours)..... 505-820-6333
Crisis Response (toll free)..... 888-920-6333
Santa Fe Rape Crisis and Trauma Treatment Center (24 hours).....505-986-9111
Santa Fe Rape Crisis and Trauma Treatment Center (toll free).....800-721-7273

12-Step Programs

Alcoholics Anonymous (Central Office)*505-982-8932
(Hotline).....505-231-5295
505 Camino de Los Marquez

Meetings of Alcoholics Anonymous are held daily at various locations in and around Santa Fe. Call or stop by for a weekly schedule; or, go to <http://www.SantaFeAA.org>.

Narcotics Anonymous (answering service) 505-984-2098

Call the NA answering service for meeting locations and times.

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

For 12-Step programs not listed above please call Alcoholics Anonymous at 505-982-8932 or consult your telephone directory.

Substance Abuse Treatment Center

In patient:

Recovery of Alcoholics Program Inc. - RAP 505-471-4475

Residential alcohol detox short and long term treatment services at 4100 Lucia Lane

*The Alcoholics Anonymous Central Office has additional information on treatment centers in New Mexico. Please contact 505-982-8932 for information.

Additional Resources

<http://www.secularsobriety.org>

<http://www.rationalrecovery.org>

<http://www.moderation.org>

Michigan Alcohol Screening Test

1. Do you drink alcohol now and then? (0 pts. if yes)
2. Do you feel you are a normal drinker? (2 pts. if no)
3. Have you ever awakened the morning after some drinking the night before and found that you could not remember a part of the evening before? (2 pts. if yes)
4. Does your spouse (or parents, friends, boyfriends/girlfriends) ever worry or complain about your drinking? (2 pts. if yes)
5. Can you stop drinking without a struggle after one or two drinks? (1 pt. if no)
6. Do you ever feel bad about your drinking? (1 pt. if yes)
7. Do friends or relatives think you are a normal drinker? (2 pts. if no)
8. Do you ever try to limit your drinking to certain times of the day or to certain places? (1 pt. if yes)
9. Are you always able to stop drinking when you want to? (2 pts. if no)
10. Have you ever attended a meeting of Alcoholics Anonymous (AA)? (5 pts. if yes)
11. Have you gotten into fights when drinking? (1 pt. if yes)
12. Has drinking ever created problems with you and your spouse, parents, friends, boyfriends/girlfriends? (2 pts. if yes)
13. Has your spouse (or other family members, friends, boyfriends/girlfriends) ever gone to anyone for help about your drinking? (2 pts. if yes)
14. Have you ever lost friends or boyfriends/girlfriends because of drinking? (2 pts. if yes)
15. Have you ever gotten into trouble at school or work because of drinking? (2 pts. if yes)
16. Have you ever lost a job because of drinking? (2 pts. if yes)
17. Have you ever neglected your obligations, your family, your school or work for two or more days in a row because you were drinking? (2 pts. if yes)
18. Do you ever drink before noon? (1 pt. if yes)
19. Have you ever been told you have liver trouble? (2 pts. if yes)

20. Have you ever had delirium tremens (DT's), severe shaking, heard voices or seen things that weren't there after you had been heavily drinking? (3 pts. if yes)
21. Have you ever gone to anyone for help about your drinking? (5 pts. if yes)
22. Have you ever been in the hospital because of drinking? (5 pts. if yes)
23. Have you ever been a patient in a psychiatric hospital or on a psychiatric ward of a general hospital where drinking was part of the program? (2 pts. if yes)
24. Have you ever been seen at a psychiatric or mental health clinic or gone to a doctor, social worker, or clergyman for help with an emotional problem in which drinking played a part? (2 pts. if yes)
25. Have you ever been arrested, even for a few hours, because of drunken behavior? (2 points for each arrest)
26. Have you ever been arrested for drunk driving or driving after drinking? (2 points for each arrest)

Scoring System:

0-3	Probably not alcoholic
4-5	Borderline
6-7	Possible alcoholic
8-9	80% diagnostic of alcoholism
10+	100% diagnostic of alcoholism

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

C. COPYRIGHT

P2P Overview

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. These provisions include requirements that:

- Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.

- Institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material.
- Institutions, “to the extent practicable,” offer alternatives to illegal file sharing.
- This document outlines St. John's College's policy to comply with these requirements.

Annual Disclosure

Consistent with our educational principles, we view education as the most important element in combating illegal sharing of copyrighted materials at St. John's College. We use a wide variety of methods to inform our community about the law and St. John's College's response to copyright infringement claims:

- In order to use college computing resources, all members of the St. John's College community endorse the Appropriate Use Policy that includes a section on copyright compliance.
- All entering students are required to read the Appropriate Use Policy and sign a card that they have read and understand the policy and will abide by it.
- Stories are placed in the school newspaper and posters are mounted in student computer labs and elsewhere to discourage illegal file sharing.
- Beginning fall 2010, ITS will send an email to all students regarding illegal distribution of copyrighted materials.
- Computing support staffs, including student Help Desk workers, are regularly trained on the college position with respect to copyright issues. Student workers provide an important channel for communicating with the student community.
- St. John's College's policies and procedures concerning the Digital Millennium Copyright Act and our response to infringement claims are published in the Appropriate Use Policy.
- Periodically, all college employees receive email from the president or other officers regarding copyright infringement and related issues.

Effectively Combat the Unauthorized Distribution of Copyrighted Material

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

We are investigating setting alerts to be generated by the Palo Alto should users attempt access to illegal P2P file sharing. Such users would be reminded that P2P file sharing is illegal and against St. John's College acceptable use policies. If we observe continued high

bandwidth consumption we will contact such users to ensure that their bandwidth consumption is the result of legal purposes only.

Offering Alternatives to Illegal File Sharing

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

<http://www.stjohnscollege.edu/admin/IT/P2PAlt.shtml> (Not yet enabled)

Appropriate Use Overview

This policy affects the students, faculty, and staff of St. John's College and use of all of the information technology systems belonging to the college.

The St. John's College Information Technology System includes: computers, communications networks, computer accounts, web pages, network access, central computing facilities, and related services. Access to and use of the college Information Technology System is a privilege granted to currently enrolled students, faculty, and staff. As a user of the Information Technology System, you have two basic *rights*:

- Privacy, and
- A fair share of resources.

In turn, you bear citizenship *responsibilities* to preserve these rights for your fellow technology system users. This statement of rights and responsibilities is grounded in the community standards and policies outlined in the college's student, tutor and staff handbooks.

All computer accounts and files belong to somebody.

Your Right: Privacy. No other user may browse, access, copy or change your computer files without your authorization.

Your Responsibility: To uphold your right to privacy and that of your fellow users by not allowing another individual to use your computer account, and by not using another person's account or attempting to gain access to their files without authorization.

Accessing others' files or monitoring their computer or network use – except by technology staff for system troubleshooting, maintenance, or security purposes -- constitutes a violation of privacy. Ability to access a file does not grant permission to do so.

You are responsible for any use of your account; therefore, you need to take all reasonable precautions, including maintaining a secure password and always logging your account out, to prevent use of your account by others.

Information Technology System

The college Information Technology System, including Internet services, is a shared resource provided to St. John's students, faculty and staff. The services support the business of the college; teaching, learning, scholarship and administration. Recreational use of resources is not allowed to degrade System performance at any time.

Your Rights:

Fair access. No other user may deny, diminish or disrupt your access through any means, including:

- Intentionally, recklessly or negligently damaging equipment and other physical resources;
- Intentionally, recklessly or negligently attempting to degrade, disrupt, or damage computer system and network performance, software, data or data transmission;
- Unduly consuming computing or network resources;
- Violating the privacy of your files and accounts;
- Masquerading as another user;
- Distributing material which violates applicable local, state, and federal laws;
- Distributing material which is demeaning or discriminatory via any electronic mail or other computer network facility;
- Making random or mass mailings; and
- Using resources for commercial or political purposes.

Your Responsibility:

Is to uphold the right to fair access of your fellow users by properly utilizing resources and avoiding any detrimental effect on the work of others. You are responsible for the behavior of any computer you connect to the college network; therefore you need to take all reasonable precautions including running anti-virus and anti-spyware software and keeping their definitions current.

Your use of the St. John's College Information Technology System must comply with all federal, New Mexico, Maryland, and other applicable laws; all applicable contracts and licenses; and college policies as articulated in the student, faculty and staff handbooks. These laws, contracts, licenses and policies include:

- Laws governing libel, privacy, copyright, trademark, obscenity, and child pornography;
- The Electronic Communications Privacy Act, which prohibits eavesdropping on network data;
- The Computer Abuse Amendments Act, which prohibits spreading viruses or other harmful code;
- The Digital Millennium Copyright Act, which prohibits the distribution of copyrighted materials over the Internet for which the distributor does not have permission;
- The college's sexual harassment policy;
- The college's non-profit status; and
- All applicable software licenses.

Copyrights

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

Copyright infringement will be treated as a disciplinary matter, subject to disciplinary action up to and including expulsion. Legal penalties for copyright infringement include both civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to

five years and fines of up to \$250,000 per offense. More information can be found on the Web site of the U.S. Copyright Office at <http://www.copyright.gov>, and their FAQ's at <http://www.copyright.gov/help/faq>.

Policy Violations

Alleged violations of this policy, or violation of other college policies in the course of using the Information Technology System, may result in an immediate loss of privileges and may also result in the referral of the matter to the appropriate judicial authority as specified in each college handbook.

D. CAMPUS EVACUATION PROCEDURES

Types of Evacuations

Campus Wide Evacuation

Partial Campus Evacuation

When to Implement an Evacuation Plan

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

Who May Implement an Evacuation Plan

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

Once an evacuation has been declared

1. If the evacuation is ordered by anyone from the college, the Switchboard operator will call 911 and advise them of the circumstances surrounding the evacuation. **Calling 911 should be the first priority.**
2. The Switchboard operator will inform the on-duty security, B&G personnel and all senior residents and RAs to activate alarms in the affected buildings and begin evacuating those buildings. If it is a Campus Wide Evacuation, evacuation sweeps will begin in the Apartments/Suites and proceed to Lowers. This order may be altered depending on the particular circumstances. The B&G on-call person will be responsible for coordinating the shuttle efforts to evacuate people who have no transportation to Genoveva Chavez Community Center located at 3221 Rodeo Road.
3. The president of the college will be notified of the situation. If he is unavailable the dean or assistant dean will be notified.
4. Emergency personnel, Forest Service or State Police will be in charge of any Campus Wide Evacuation.
5. If the Search and Rescue Team or other city, state, or command officials are unavailable, the following people will be in charge of the evacuation process until state or other command officials arrive on scene:

Senior Resident on duty (call Switchboard)

Jim Ardis, Director of Safety and Security.....Cell: (505)795-0030

6. Resident assistants and senior residents will do the first sweep of evacuations in dormitories, suites and apartments, knocking on each dorm room and declaring the emergency to the occupant. If there is no answer at the dorm room, the door will be opened and the room searched to make sure the room is clear of any persons. Each dorm room must be cleared of persons before moving on to the next building. Once a dorm or building is clear, the door will be left wide open so as to indicate it has been fully cleared. security and/or B&G will do a second sweep and communicate with the Switchboard as to which buildings have been cleared.
7. Santa Fe Hall, ESL, FAB, Peterson, and the commons buildings should also be cleared, whether the evacuation occurs during the day or night.
8. If it is a Partial Campus Evacuation, the Switchboard operator will advise security and B&G personnel to activate alarms and evacuate the affected buildings only. The same clearing process as above will be followed.
9. If after normal business hours, the Switchboard operator will **first call 911** and then contact the on-call B&G personnel to respond and assist. He may also call out all B&G personnel if necessary.

10. If after normal business hours, the on-duty security officer or supervisor will contact the security and safety manager. The security and safety manager may have the security officer, or supervisor, call security officers that are off-duty to respond and assist if deemed necessary. The security and safety manager will respond to the campus.

All available staff members without specific assignments should make themselves available to help evacuate, assist those in charge (unless directed otherwise), and calm those effected.

Protocol is somewhat different during the summer. Along with the student RAs, call the conference services on-call aide and/or group leaders according to the combined housing list on file with security and Switchboard.

Where to Evacuate Persons

1. If a Partial Campus Evacuation is called for, security and B&G personnel will advise everyone to walk to the Student Activity Center in an orderly fashion. Cars are not to be driven to the SAC.

The primary staging area for everyone on campus will be the Student Activity Center unless told otherwise. Once everyone is in the SAC, senior residents will do a head count of the students for whom they are responsible.

Senior residents are to have a check-off list of all students for whom they are responsible. Once SRs have accounted for all students, they are to deliver that information to the lead person in the SAC. Anyone unaccounted for should be reported to the person in charge. SRs should keep their students in a single group to make it easier for those in charge to communicate with the residents of each dormitory.

2. If a Campus Wide Evacuation is called for, college departments will report to the Switchboard. Students, staff, faculty, and visitors should drive their vehicles off campus and follow the approved Santa Fe Fire Department Evacuation Route Map to the Genoveva Chavez Community Center located at 3221 Rodeo Road. You may also evacuate to your own homes.

Remember that many students do not have automobiles. Those who have a vehicle should give as many people as possible a ride off campus. Remember to take only the most important items with you when you evacuate, such as vital medications and your

identification. If anyone is unable to catch a ride off campus, that person should begin walking toward the Genoveva Chavez Community Center. Staff or faculty college-certified drivers should volunteer to drive college vehicles to shuttle people to the Center and will pick up those walking along the way. The vehicles are parked in the SAO area near the SAC. Keys are kept in the safety and security director's office and can be accessed through Switchboard personnel.

3. Once the fire department arrives on scene, control will be relinquished to them.

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