

# Student Handbook



Division of Campus Life

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Founded in 1912 by the Sisters of Mercy

The College reserves the right to change the course offerings, fees, calendar, rules, regulations governing admission and registration, and to change any other regulation concerning the student body. Although every effort has been made to ensure the accuracy of this handbook, its content is subject to change without prior notice.

The College provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred.

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## Statement of Mission

Rooted in and professing fidelity to the teachings of Jesus Christ and the doctrines and heritage of the Roman Catholic Church, Saint Joseph's College, sponsored by the Sisters of Mercy, is a liberal arts college that nurtures intellectual, spiritual, and social growth in students of all ages and all faiths within a value-centered environment.

In fulfillment of this Mission, Saint Joseph's College will:

- foster a strong academic community dedicated to the pursuit of truth through serious study, integration of knowledge, and an ongoing dialogue between faith and reason;
- encourage all students to explore widely the arts and sciences while they also prepare to live ethical and meaningful lives;
- provide a strong foundation for graduate study, professional service, and career advancement;
- offer in an extension of its Mission to multiple areas of the world, both degree and non-degree programs through distance education;
- enhance students' awareness of human dignity and the meaning of life;
- advocate for justice and peace in recognition of each person's responsibility for the welfare of both humankind and the environment.

## Core Values

Saint Joseph's College "nurtures intellectual, spiritual, and social growth in students of all ages" (Mission Statement). The values of the College, rooted in the teachings of Jesus Christ and in the heritage of the Sisters of Mercy, are the foundation for this educational mission. Taken to heart, these values exist at our very core; they are made visible in our daily interactions.

Through a process of discernment based on dialogue and reflection, we designate the following as the Core Values for our College.

**FAITH:** Rooted in the teachings of Jesus Christ and the Catholic Church, therefore, we respect diverse religious traditions and honor each individual's religious beliefs. Through the curriculum, sacramental opportunities and co-curricular activities, we invite all members of the College community to develop their faith as an essential dimension of their lives.

**EXCELLENCE:** As a Catholic liberal arts college, we seek to combine faith with reason in the pursuit of academic excellence. We call all members of the College community to excel as individuals and as professionals within their specific roles.

**INTEGRITY:** *This Core Value will have special emphasis throughout campus during the academic year.* Concerned for the common good as individuals and as a community, we commit ourselves to honesty in all relations with students, faculty, staff, and

administration. Through our integrity, we maintain the trust of the surrounding community and of public and governmental agencies.

**COMMUNITY:** Informed by the spirit of the Sisters of Mercy, we demonstrate our spirit of connectedness with one another through our expressions of hospitality, courtesy, inclusive relationships, shared values, and collaboration. We extend this value of community by reaching out to neighbors and to members of the broader civic and ecclesial communities.

**RESPECT:** Mindful of the achievements of the past, we value and respect the contribution of each member of the Saint Joseph's College community to the advancement of our mission. We encourage and support each other as colleagues working together for the good of the whole institution.

**COMPASSION:** Inspired by the example of Catherine McAuley, foundress of the Sisters of Mercy, we open our hearts to those among us in physical, psychological, or spiritual need. We consciously reach out beyond our college boundaries to serve the needs of others with compassion and mercy.

**JUSTICE:** Recognizing the dignity of all persons, we seek to address instances of injustice both within and outside our College community from a stance of informed advocacy. We hold ourselves accountable to each other and endeavor to practice responsible stewardship of the resources available to us.

## Saint Joseph's College of Maine Nondiscriminatory Policy and Affirmative Action

Saint Joseph's College admits students without regard to race, color, religion, national or ethnic origin, gender, sexual orientation, age, or disability to all the rights, privileges, programs and activities generally accorded or made available to students at the College. The College does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, sexual orientation, age, or disability in administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other school administered programs. Saint Joseph's is also authorized under Federal Law to enroll non-immigrant alien students.

# Introduction to Saint Joseph's College

## History

Saint Joseph's College is a Roman Catholic liberal arts college for men and women of all faiths, located on a 350-acre campus on Sebago Lake at Standish Neck on what was once a large estate owned by the Verrill family of Portland.

Saint Joseph's was founded in 1912 and chartered by the Maine Legislature in 1915. It is the Catholic college of Maine and was founded by the Portland Regional Community of the Sisters of Mercy of the Americas. The College is overseen by a combined religious and lay Board of Trustees. Saint Joseph's grants degrees in fulfillment of the educational ideals of the Sisters of Mercy, founded by Mary Catherine McAuley in Dublin, Ireland, in 1831. Since the foundation of the Portland Regional Community in the Diocese of Portland in 1872, the Sisters worked toward the establishment of a college.

From 1912 to 1956, the College was located on the grounds of the Motherhouse in Portland. In 1949 the name of the College was changed from Saint Joseph's College to The College of Our Lady of Mercy, but with the change of site to Standish in 1956, the original name of Saint Joseph's was resumed. In 1970 Saint Joseph's became a coeducational institution.

Saint Joseph's College stresses a Christian humanization interest in the cultural achievements and problems of the present and their relationship to the past. It cultivates a sense of personal responsibility through emphasis on serious study coupled with participation in the activities of a productive community.

The College encourages mutually beneficial relationships between faculty and students. This promotes scholarship and encourages personal development. With nearly 100 years of sound tradition as a foundation, the College is determined to meet present and future challenges and opportunities for service to the local, state, national and global communities.

## Seal and Motto

The official seal of Saint Joseph's College can be viewed on the title page of this handbook. The seal is a modification of the Mercy Shield designed by Mother Mary Catherine McAuley, which itself was a modification of the original shield worn by the Fathers of Mercy – an order co-founded in the 1200s by Saint Peter Nolasco, Saint Raymond Pennafort and the King of Aragon. Our Lady appeared to them commanding them to found a congregation for the deliverance of captives under the title of Our Lady of Mercy.

The King desired the members to wear upon their person the royal arms of Aragon. The four red bars made their way to the emblem when one member, injured in battle, requested as a reward for his valor a device for his emblazoned shield. The emperor dipped his four fingers into the blood flowing from the wounded warrior and drew them swiftly down the shield. The cross on the

emblem, later adopted by the crusaders, was dedicated under the title of the Holy Cross.

In 1828 when Mother McAuley was asked by the Archbishop to choose a name for the religious institute which she had founded, she decided on a title in which a typical virtue of a woman of God is blended with the name of one of the Divine attributes – Mercy; thus becoming known as Sisters of Mercy. She decided to adapt Saint Peter Nolasco’s order for women and hence designed to make the spiritual and corporal works of mercy the distinctive feature of the group.

The seal is composed of three elements: the shield of the Sisters of Mercy, three fleurs-de-lis, and the motto “Fortitude et Spes.” The Mercy Seal is white, fringed with gold. The bars are red upon a field of gold. The cross is white upon a field of red. The red stands for courage; white for purity; the cross for sacrifice. The fleur-de-lis is symbolic of the Franco-American nature of the state of Maine. The motto translates into “Courage and Hope” which marked the spirit of the Sisters of Mercy, exemplified by their courageous move of the College campus from Portland to its new location on the shores of Sebago Lake.

## Colors

The official colors for Saint Joseph’s College are Royal Blue and White.

## Mascot

In 1970, Saint Joseph’s College opened its doors to males and established the first athletic teams. That year, Christopher Kiernan, then Saint Joseph’s Athletics Director, purchased the men’s basketball uniforms from Assumption Prep which had just recently ceased operation. The uniforms came with the ready-made team name, “Monks.”

Many found this an unusual name, since Saint Joseph’s was a Sister of Mercy institution and, unlike Assumption Prep, there were no monks on our campus. However, the name stuck – and “The Monk” is the College Mascot.

## Campus Life

### Division of Campus Life

Heffernan Center

Dean of Campus Life – Main Office...x 6603

In the spirit of the Mercy tradition and in partnership with Academic Affairs, the Office of Campus Life fosters an educational environment, which both challenges and supports students in their efforts to grow and develop as whole persons, spiritually, emotionally, socially, and physically. In addition, Campus

Life works in partnership with Academic Affairs to promote the integration of knowledge gained in both curricular and co-curricular settings and to teach students competencies, skills and values needed to lead and serve in a diverse and changing world.

## College Ministry & the Mercy Center for Service, Leadership and Learning

Heffernan Center

Social Justice & Leadership Coordinator ... x 7794

Interfaith Ministry Coordinator ...x 7792

Chaplain ... x 7791

The offices of the Mercy Center and College Ministry are located in the Heffernan Center. These offices enable and promote spiritual development through liturgical celebrations, retreats, spiritual direction, interfaith services and pastoral counseling.

Healy Chapel, also located in the Heffernan Center, is the liturgical center of campus. Students are welcomed to participate in all religious functions. Sunday Mass is celebrated at 4:30 pm. Mass/communion service is offered M-Th at 12 noon.

Community Service provides opportunities for students to serve throughout the Greater Lakes Region and Portland area. In Community Service, students work with children, youth and senior citizens. They serve in schools, community centers, and other local non-profit organizations. Students also serve in Catherine's Cupboard, a food pantry co-founded and operated by Saint Joseph's College and the Town of Standish. Habitat for Humanity and AMERICA READS tutoring are popular service options. Each spring, Saint Joseph's students may choose to participate in Spring Break Workfest, serving rural and urban communities in Maine and other states.

All College Ministry and Mercy Center programs involve and welcome student leaders. Membership with these offices is open to all interested students.

## Counseling Center

Saint Joseph's Hall, First Floor

Director ... X6630

To schedule an appointment email: [counselingcenter@sjcme.edu](mailto:counselingcenter@sjcme.edu)

Emergencies, Campus Safety Office ... x 7911

Improving academic skills, learning to better communicate, strengthening a relationship – these are common outcomes for students who come into the Counseling Center. Coming to the Center is often a step in the right direction when dealing with the frustrations, loneliness, anxiety, and sometimes depression often associated with the college experience. Sometimes one might

just have a vague feeling that things aren't going as they should. In any case, talking to a professional can be helpful. Alcohol counseling is also provided by our staff. To make an appointment or to find out more about services, call 893-6637.

## Services for Students with Disabilities

Alfond Hall, Room 328  
ADA Accommodations Officer ... x 7562

Saint Joseph's College of Maine is committed to providing equal education opportunity and full participation for persons with disabilities. It is the College's policy that no qualified person be excluded from participating in any College program or activity, be denied the benefits of any College program or activity, or otherwise be subject to discrimination with regard to any College program or activity. Toward this end, and in conjunction with the Americans with Disabilities Act and Section 504, the College both accepts and provides reasonable accommodations for qualified students with various types of disabilities.

While the College is ready to provide reasonable accommodations, the students must make an effort to advocate for and avail himself/herself of all services and agreed upon modifications. Students with disabilities who need accommodations and services should contact the Accommodations Coordinator upon admission to Saint Joseph's College to receive the guidelines for documentation of a disability. The Coordinator will explain to the student the College's policies and procedures regarding accommodations.

## Health & Wellness Center

Carmel Hall, First Floor  
Director of Health & Wellness...x 7697  
Administrative Assistant ... x 6634  
**Emergencies**, Campus Safety Office ... x 7911

The staff of the Health and Wellness Center believes that maximizing wellness through healthy life-style behaviors facilitates an optimum learning milieu. The services to students are grounded in philosophies of health promotion, health provision, disease prevention and clinical care based on current accepted standards of care. The health and well-being of the student is the staff's primary focus and drives the services to meet those needs.

The Health and Wellness Center is under the administrative guidance of the Dean of Campus Life and led by the Director of Health & Wellness. Office

hours are 8:30 a.m. - 4:30 p.m., Monday thru Friday, with extended hours on Wednesdays. Scheduled appointments are preferred.

Health Center staff provides assessment, diagnosis, and treatment of common illnesses including diagnostic labs, prescriptions, and referrals to specialists for more serious problems. First aid, health and wellness promotion, education, and health counseling are provided at the health center. All medical records are housed with strict confidentiality.

In order to provide safe and quality health care a medical history, physical examination, and immunization records need to be completed and submitted by all students prior to registration. **Maine state law requires certain immunizations prior to arrival on campus.** Failure to meet Maine state requirements may result in missed classes. Student nurses have additional requirements before starting their clinical experience. All required forms can be found online.

Because there is no 24-hour health care infirmary available on campus, students hospitalized or with chronic or long-term illness requiring several days in bed and restriction from classes will be required to go home until normal activity and class attendance can be resumed.

It is the student's responsibility to notify faculty regarding any absence from class or other academic activity. Medical leaves of absence for prolonged periods of illness will be facilitated through the Health and Wellness Center in coordination with the Academic Dean of the College.

Urgent medical services are provided by the Health and Wellness Center during regular clinic hours. When the clinic is closed, the Campus Safety Office handles all campus medical emergencies. Campus Safety officers are trained as first responders. Standish Rescue Unit is available for transport to a hospital emergency room when necessary. Students who elect to use their own personal vehicle to transport others are NOT covered by the College insurance in case of accident.

Students with private vehicles are responsible for providing their own transportation to doctor/dental or other types of off-campus appointments at their own expense.

All full-time students are automatically enrolled in and charged for Saint Joseph's College Student Accident & Sickness Insurance Plan, unless they provide proof of other medical insurance and complete the online waiver form

prior to August 30. The College health insurance will NOT cover all medical expenses. Students' insurances will be billed for services rendered through the Health & Wellness Center. However, students will not be charged a co-pay as this is covered by the health services fee built into tuition.

Various immunizations are available for a fee at the Health and Wellness center. Appointments need to be scheduled. Titers to show proof of immunity will be billed by the lab to the student.

Immunizations that are available for a fee are:

- MMR (Measles, Mumps, Rubella)
- Tdap
- Hepatitis B
- Influenza
- PPD (Tuberculosis testing)

## Office of Campus Safety

Standish Hall, First Floor

Director of Security ... x 6686 or 893-6686

**Campus Safety Line** ... x 6687 or 893-6687

**Campus Emergencies...** x 7911 or 893-7911

The Office of Campus Safety is responsible for the safety and security of the College community, its members, and all College property. Campus Safety operates 24 hours a day, seven days a week. Specific services provided include the following: foot, bicycle, and vehicle patrols of campus buildings and grounds, crime prevention, incident investigation, parking regulation and enforcement, safety programming, special event support, safety escorts for any member of the community, and liaison with local authorities. Officers have the authority to enforce College policy and rules, and are trained to provide emergency first aid care. Student Emergency Medical Technicians also provide emergency medical care and are accessed through the Security Office. Students are encouraged to report all violations of campus policies, regulations and/or criminal acts to an officer or representative of Campus Safety.

In compliance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, Saint Joseph's College of Maine annually publishes a report containing statistics of specified crimes, arrests and disciplinary referrals. The report also includes statements of policy and procedure pertaining to Campus Safety, drug and alcohol violations, and sexual offenses. You may obtain a copy of the most recent report by contacting the Director of Campus Safety or by accessing the College website.

**Emergency Procedures** – In the case of an emergency, contact the Campus Safety Office at extension 7911 immediately, or by using the call boxes located on or near the residence halls.

**Escort Services** – Campus Safety personnel are available to escort members of the College community in any circumstances that an individual deems necessary. To request an escort, contact security at extension 6687.

**Law Enforcement** – The College has a responsibility to work with law enforcement personnel when a crime has been committed on campus and College officials become aware of the crime.

**Lost and Found** – Any item that is misplaced should be reported and any item found should be turned in to Campus Safety.

**Motor Vehicle Registration** – Any student possessing a valid driver's license is permitted to have a motor vehicle on campus. All vehicles must be registered with the Office of Campus Safety. At the time of vehicle registration, students will receive information regarding parking policies and enforcement of regulations. All personal vehicles must be parked in areas designated for student parking. Unregistered or illegally parked vehicles will be ticketed, immobilized with a device attached to the wheels, or towed at any time without notice. Towing charges will be assessed against the registered owner. The parking fee is \$100 annually.

## Student Activities

Heffernan Center

Director of Student Activities ... x 6604

Coordinator of Student Activities ... x 6609

Student Activities office is located on the 2<sup>nd</sup> floor of the Heffernan Center. As part of its mission, the Student Activities Department is committed to creating opportunities for student development. A large part of the development is cultivating leadership skills, an essential component to the student co-curricular experience. Our hope is that students will realize their potential by succeeding both in and out of the classroom to become a well-rounded member of the Saint Joseph's College community.

Student Activities sponsors an array of programs including; educational, cultural, recreational and social programming on and off campus. Student Activities also advises the Student Government Association along with all

student organizations & clubs. We encourage all members of the Saint Joseph's College community to be active participants in the learning community.

## Residence Life

Heffernan Center

Interim Director of Residence Life ... x 6607

Area Coordinator... x 6608

Saint Joseph's College's philosophy on residential life is that the residence halls provide a special living-learning atmosphere, which is based on mutual respect and emphasizes both the rights and responsibilities of the individual and the community. The residence life program enthusiastically supports and embraces the principles and values expressed in the mission of the College.

The Residential Life staff is supervised by the Associate Dean of Campus Life, who is responsible for a team of professional staff, which includes four Area Coordinators. The Area Coordinators are responsible for certain residential areas of campus. They live in the residence halls and supervise the Resident Advisors.

Resident Advisors (RAs) live on campus and assist with the operation and community development in the residence halls. The RA, normally an upper-class student chosen during the previous spring for this role, is hired to help students develop in personal and academic areas. The RA staff is trained in listening and helping skills and assisting students in self-governance, programming, community functions, locating campus resources, housing procedures and mutual respect for others. Students are encouraged to get to know the RA in their building/area and assist the RAs in the creation of a positive living/learning environment.

## Student Governance

### Student Government Association

Heffernan Center

Student Government Association President... x 6604

The Student Government Association is the voice of the student body and the nucleus of all student clubs, organizations and committees. All students are members of the Student Government Association and are encouraged to be active in its governing boards. Student involvement in the association is a critical part of its success and is heavily relied upon to assure that all students at Saint Joseph's College are heard and their needs are met.

The Student Government Association currently offers more than twenty different clubs and organizations that are both sponsored and funded by the Student Government Association. Participation on or with these clubs and

organizations is strongly encouraged. Additionally, any student may introduce a new club or organization to the Saint Joseph's community by working with the Student Government Association and the Director of Student Activities.

Elected members of the Student Government Executive Board lead the following organizations. Organizations with \* indicate that you must be appointed or elected to be involved in this organization:

- Budget Committee \*
- Campus Activities Board
- Commuter Association
- Council of Presidents \*
- Interhall Council \*
- Student Senate \*

The following are clubs and organizations currently active on campus. Club membership is open to all SJC students, with the exception of academic clubs, which are dependent on major.

- Business
- Cheerleading
- College Democrats
- College Republicans
- Dance
- Eco-Reps
- Feeney Players (Theater Guild)
- Fortitudo et Spes (Newspaper)
- Habitat for Humanity
- Outdoor Club
- Psychology
- Rescue Club
- SEAM (Student Educators Association of Maine)
- SNA (Student Nurses Association)
- SEAC (Student Environmental Awareness Club)
- Social Justice

### **Formation of a Club or Organization**

Students interested in forming a club or organization on campus should contact the Office of Student Activities for guidelines and procedures. The Office of Campus Life must approve student organizations, and the College reserves the right to revoke or deny any club or organization recognition.

### **Class Officers**

Each class has four positions (President, Vice President, Treasurer, and Secretary) that are elected on an annual basis. Elected class officers work together, and with members of SGA, to sponsor activities with their class

members and for the entire college community. Students are encouraged to connect with their elected officials and get involved with class activities.

### **Major Campus Events**

The programming efforts are often set with common themes. Some traditional events are: Welcome Back Weekend, Return to the Lake, Family Weekend, Mercy Week, Spring Fling, Winter Carnival, and Senior Week. The Director of Student Activities and Dean of Campus Life serve as the advisors to the Student Government Association. The Coordinator of Student Activities serves as the advisor to the Campus Activities Board. Advisors for the other clubs and organizations are chosen by the student leadership of those organizations. The Division of Campus Life oversees all events on campus, involving the Chalet, SGA equipment booth, major programming initiatives and new student orientation.

### **Student Media**

If students are interested in developing their writing, photography, broadcasting and publishing experiences, SGA sponsors the following organizations:

**Newspaper, Literary Magazine** – Anyone interested in writing for the College newspaper, gaining experience in photojournalism, learning about layout, or other aspects of newspaper production is welcome to join the staff of *Fortitudo et Spes*. The College's literary journal, e.g., offers students a chance to publish a story or poem, or to learn more about literary criticism and what it takes to produce a publication.

**Yearbook** – *The Shield*, the College yearbook, is published by students under the leadership of the Senior Class President and advised by the Coordinator of Students Activities. Students are responsible for photography, writing and layout. This is an excellent way to gain experience in photography, writing, and computer layout and design. If *The Shield* is to be a successful yearbook, students must participate and lead its publication. Seniors are especially encouraged to participate.

## **College Policies & Procedures**

Saint Joseph's College is a Catholic liberal arts college, which is sponsored by the Sisters of Mercy. The Core Values of the College – Faith, Excellence, Integrity, Community, Respect, Compassion and Justice – are values which we expect all members of the College to adhere to. Students are expected to live, learn, and work together to create an environment which is free of harassment in any form and does not discriminate based on gender, sexual orientation, race, ethnicity, or religion. Any person who violates this expectation may face disciplinary consequences, up to and including expulsion from the College.

Saint Joseph's College adheres to all applicable state and federal laws. Students who may not understand, or who question any of the policies, are encouraged to consult with a member of the Campus Life staff.

**It is the responsibility of each student to make him/herself familiar with all of the policies and procedures as outlined herein.**

### **Violations Warranting Action**

A student's behavior is considered to be in violation of the College Policies when it interferes with the College's responsibilities to:

- A. Ensure that all members of the College community are able to attain their educational objectives or the educational mission of the college.
- B. Protect the health and safety of the College community and the Campus Life on campus.
- C. Administer the policies, procedures, guidelines, and standards of the College and to hold students accountable for their behavior.

All violations of an educational nature (plagiarism, cheating, falsifying records, etc.) will be referred to and decided by the Vice President for Academic Affairs. All violations pertaining to Campus Life as listed below will be responded to and decided by the Dean of Campus Life or his/her designee.

## **Institutional Policies**

### **I. Policy Regarding Communicable Diseases**

Concern for the health and welfare of students and employees prompts the College to establish a policy with regard to communicable diseases. Such diseases vary in their ease of transmission to others. AIDS and milder immune deficiency syndromes associated with the human immunodeficiency virus (HIV) are transmitted through intimate sexual conduct or blood contact. Students or employees with AIDS or HIV should not present a health risk to others in the College community when proper precautions are taken. Other communicable diseases, such as hepatitis B, are more infectious and may pose a more immediate health risk.

#### **Procedural Guidelines**

- a) All employees and students are encouraged to seek medical assistance or guidance from the College's Health Services Office (or other healthcare provider) in the event they have concerns about communicable diseases.
- b) Students and employees with communicable diseases should so inform the Director of Health Services. This information will be handled in strict confidence with key administrators on a need to know basis. Those students or employees with positive test results for AIDS or HIV are not required to so inform the College administration.

- c) In the event that an individualized assessment must be made as to the ability of an employee or student to continue to work, reside, attend class, or participate in College sponsored activities with or without limitations, medical and health information will be disclosed only on a need to know basis. In the event that an individual has been identified as having AIDS, ARC or HIV infection, no information will be disclosed concerning the medical condition except as authorized by law.
- d) The President on a case-by-case basis shall determine continued presence in the College setting by students or employees with communicable diseases. Such decisions shall be based on medical opinion regarding the condition of the student or employee with the communicable disease. Recommendations may be sought from the physician treating the student or employee, from the Division of Public Health, or from an ad hoc advisory panel of health care professionals convened for the purpose. The College may require the student or employee to submit to a periodic review of the individual's medical status as a condition of continued attendance or employment.
- e) If the decision is made to limit the employment status or duties of an employee or limit the activities of a student because of a communicable disease, the aggrieved individual may appeal to a panel made up of: Director of the Counseling Center, College Physician, Director of the Health & Wellness Center, Vice President appointed by the President, Human Resources Director, and ADA Coordinator.

This appeals committee will convene as soon as is practical, hear evidence as it deems necessary, and make its determination.

Employees and students who have communicable diseases (including tuberculosis, hepatitis B, AIDS, AIDS-related Complex (ARC), HIV infection) will not be barred from working, teaching, residing, participating in College sponsored activities, or attending classes at SJC unless the individual poses a substantial threat to him/herself or others.

## 2. Disturbance of Classes

No person, by him/herself or with others, shall deliberately disrupt or prevent the peaceful and orderly conduct of classes or meetings, nor shall any student deliberately interfere with the freedom of any person to express his/her view, including invited speakers.

## 3. Drug-Free Schools and Workplace Policy

The College believes that illegal drugs and the abuse of alcohol have no place in the College environment. Furthermore, Congress passed the Drug-Free Workplace Act of 1988, requiring certification by federal grantees of a drug-free workplace; and the Drug-Free Schools and Communities Act Amendments of 1989 requiring institutions of higher education receiving federal funds to certify

adoption and implementation of programs to prevent possession, use or distribution of illicit drugs and alcohol by students and employees.

For these reasons, the College adopted the following policy:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace at Saint Joseph's College. This prohibition is a condition of employment with Saint Joseph's College. Violations of this policy will result in disciplinary action up to, and including, termination of employment.
2. Employees must report any conviction under a criminal drug statute for violations occurring on the College campus within 5 days.
  - After learning of such a conviction from the employee or from another source, the College has 10 days to report the conviction to the Federal Agency funding any program in which the employee participates.
  - The College, through the President, will determine within 30 days if the charges warrant any action taking into consideration the interests of the campus community, the rights of the individual, and personnel guidelines. The action may include disciplinary action up to and including termination. It may require satisfactory participation in an approved substance abuse or rehabilitation program. If participation in a rehabilitation program is required, the College expressly reserves the right to require as a condition of continued employment the successful completion of a planned program of recovery from the identified substance abuser. This plan, which will be in writing, may stipulate that failure to fully participate in the programs or meetings required therein, or to satisfactorily complete the requirements of the plan may result in termination of employment.
3. The College recognizes alcohol and drug abuse as treatable health problems that should receive the same consideration and offer of assistance extended to employees having any other health problem. The employee's ability to perform his/her employment responsibilities will be determined on an individual basis.
  - The Human Resource Office maintains a list of local agencies that offer assistance from a trained professional for issues of drug dependency issues, treatment, and/or referral.
  - Saint Joseph's College's health insurance program has provisions for coverage of both inpatient and outpatient drug dependency and alcohol dependency treatment for both employees and dependents.
  - The College will provide time off, consistent with the College's Family Medical Leave policy, for employees who wish to or are required to undertake inpatient drug dependency treatment.
4. The College commits to continuing efforts to heighten awareness of the dangers of drug abuse in the workplace; to maintaining information on available drug counseling, rehabilitation and to uphold the College's policy of maintaining a drug-free workplace.

5. The College shall make a good faith effort to continue to maintain a drug free environment through the implementation of this policy, and ensure that all new employees are informed of the policy.

#### 4. Emergency Situations

Any individual or group faced with an emergency situation (medical, emotional, behavioral, physical) should immediately dial 7911 using any campus phone. This emergency number will connect the caller with a dispatch representative who will then contact the appropriate office or outside agency to handle the emergency situation. Within the residence halls any residence hall staff member should be contacted immediately.

#### 5. Entrance to Buildings and Campus

No person is permitted to enter any private office or residence hall room on campus without authorization. No student may enter and remain in any facility for any purpose other than its authorized use or remain in any facility without authorization after it is normally closed. No student may obstruct free movement of person and vehicles in any place where the policy applies. A violation of this policy will be handled through the Conduct Process.

#### 6. ID Cards/Student Identification

All students are issued an I.D. card for use throughout their time as a student of Saint Joseph's College. The following is listed on the back of the I.D. card and is accepted as policy:

This card is your official College identification. Lending this card to anyone or failure to present it upon request of a College official could result in disciplinary action. This card becomes void upon termination or interruption of enrollment and must be returned to the Campus Life Office. Replacement cost is \$25.

#### 7. Sexual Assault Policy

Saint Joseph's College is committed to maintaining a humane atmosphere in which individuals do not abuse their personal power or authority in interpersonal relationships. Sexual assault is defined by the College as any actual or attempted non-consensual sexual activity, including but not limited to, intercourse, sexual touching, exhibitionism, or sexual language of a threatening nature, committed by physical force, coercion or threat, actual or implied by a person(s) known or unknown to the victim. Sexual assault includes violent rape by a stranger, "acquaintance" rape, and all other situations in which the victim has not given consent to sexual activity. Non-consensual activity shall include, but not be limited to, situations where the victim is unable to consent because she/he is mentally incapacitated, is unconscious, or is physically helpless due to drug or alcohol consumption.

Should a sex offense occur, the student should immediately report this to a Residential Life staff member or to a Campus Safety Officer. Victims will be counseled on the importance of preserving physical evidence of a sexual assault. As appropriate, the official(s) will set the support team of Health Services, Counseling and Campus Life into supportive rapid response. In all cases, the victim will be made aware of both campus and community mental health and counseling resources for victims of sexual assault.

Allegations of sexual assault against a student, whether or not they are investigated by police for criminal prosecution, will be referred to the College Conduct Process as violations of the Student Code of Conduct.

In all alleged sexual assault cases, the College strongly encourages reporting to proper external authorities, including local police, and the College will assist the victim in contacting the appropriate agency. The Dean of Campus Life may levy intermediate restrictions on the alleged violator of this policy until a thorough disciplinary investigation can be conducted. Sanctions for these offenses include the full range of sanctions imposed by the Office of Campus Life for violations of the Student Code of Conduct including suspension and expulsion. The victim will be notified of the options available to them in changing their academic and living situations, if the victim so requests and if such changes are reasonably available.

The victim also will be notified of the outcome of any conduct hearing. The victim shall have the same rights as the accused regarding the presence of others in any conduct process.

## 8. Sexual Harassment

In addition to these policies, please see the Title IX policy of this handbook for extended processes, procedures, and definitions related to sexual behavior.

Saint Joseph's College will not tolerate sexual harassment of its faculty, staff or students. Sexual harassment in the workplace and on College campuses is unlawful under both state and federal law. Sexual harassment is defined as conduct of sexual nature (which may be verbal, non-verbal, or physical) that has the effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work, learning or co-curricular environment.

Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
- 2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual,
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment. Sexual

harassment may involve individuals of the same or different genders. Sexual harassment is most frequently associated with those situations in which a power differential exists between persons involved; however it also may occur between individuals of the same College status, e.g. student-student and employee-employee.

Examples of conduct which, if continued or repeated, may constitute sexual harassment are: unnecessary touching, patting, hugging or brushing against a person's body, staring, ogling, leering, whistling, sexually explicit statements, comments, jokes, or anecdotes, graphic comments about a person's clothing or body, sexually suggestive objects or pictures in the workplace, harassing use of electronic mail or telephone communication system, other physical or verbal conduct of a sexual nature.

Such conduct, whether intended or not, constitutes sexual harassment and is illegal under both state and federal law. Men, as well as women, may be the victims of sexual harassment. Violations of this policy will not be permitted.

Employees who believe that they are or have been a victim of sexual harassment should first report their allegations to their supervisor or to a supervisor harassment officer of the College. Employees will be requested to put their complaints in writing. The complaint will be investigated promptly and as confidentially as possible. The complainant (the person filing the complaint) will be notified of the results of the investigation. In cases where the complaint was found to have merit, disciplinary actions will generally be disclosed to the complainant only if they include no contact with the complainant. In no cases shall the person an employee alleged to have harassed them be responsible for the investigation.

Students who believe that they are or have been a victim of sexual harassment should first report their allegations to any member of the Campus Security staff, a professional staff member in the Residence Life department, or to the Dean of Campus Life. Students will be requested to put their complaint in writing. The complaint will be investigated promptly and as confidentially as possible. The complainant (the person filing the complaint) will be notified of the results of the investigations. If the complaint is found to have merit and the accused is a student, the resultant disciplinary action will be disclosed to the student complainant. In cases where the complaint was found to have merit and the accused is a faculty or staff member, disciplinary actions will generally be disclosed to the complainant only if they include no contact with the complainant. In no case shall the person a student alleged to have harassed them be responsible for the investigation.

**More detailed information on the complaint process is found in the Title IX section of the student handbook.**

No faculty, staff or student who is filing a complaint or is a witness in the investigation shall be subject to retaliatory action for their good faith

participation in the procedure. Words or behaviors that punish a person for the good faith filing of a complaint or participating in an investigation are illegal. For faculty and staff accused of sexual harassment, the full procedure for the students accused of sexual harassment will be adjudicated through the Division of Campus Life using the conduct procedures outlined in the Student Handbook.

## 9. Educational Rights & Privacy

A detailed description of one's rights can be found under the Family Educational Rights and Privacy Act as outlined in the Academic Policies section.

## 10. Solicitation Guidelines

For the protection of students, no door-to-door solicitation may take place in the residence halls or on campus. Any solicitor who wishes to survey or sell articles to students must be approved by the Office of Campus Life 3 days in advance.

## 11. Technology Use Policy: Computer & Network Facilities

Saint Joseph's College provides computer and network facilities as shared resources that support and facilitate the teaching, research, and administrative functions of the College. The computer and network facilities of the College include, but are not limited to, personal computers, monitors, network access via SJCnet, which includes but is not limited to the Internet, e-mail, database and file sharing of documents such as word processing and spreadsheets. The College network facilities include servers, disk storage space, modems, communication lines and all forms of operating software that are owned by the College. The computer and network facilities are a College community resource. Use by students, administrators, faculty, staff and other members of the College community is encouraged and is a right that is accompanied by corresponding responsibilities to use them in an appropriate manner.

### a) Responsibilities when using SJCnet include:

**Computer Accounts:** You will use only those computer accounts which have been issued to you, or authorized for your use by the Information Systems Department. The unauthorized use of another person's account, as well as providing false or misleading information for the purpose of obtaining access to computer and network facilities is prohibited and may be regarded as a criminal act. You are the only person authorized to use an account issued to you. You may not authorize anyone to use your account for any reason. You are responsible for all usage on your account. You must take all responsible precautions, including password maintenance and file protection measures to prevent use of your account by unauthorized persons. You should change your password regularly and keep it secure. If anyone other than the account owner is found using an account, the owner and user shall be subject to disciplinary action. The College will treat personal files and communications as confidential and will only

examine or disclose their contents when authorized by the owner. Such action will be taken when there is evidence or reasonable information that inappropriate use of the College's computer and network facilities and resources is taking place.

**b) SJCnet use consistent with one's objective as administrator, student, staff, and faculty:**

Saint Joseph's College provides SJCnet access to administrators, students, faculty, and staff for their use pertaining to the College's business. It also provides SJCnet access incidentally for personal purposes, so long as those purposes do not violate College policy or adversely affect others. The SJCnet is not to be used to cause any harm to any individual or computer facility. Users must apply the highest level of ethical conduct when using the College's computer and network facilities.

The College has limited amount of computer resources available. These will be provided for the use to the College community to the greatest extent feasible. Please be considerate when using these facilities. Priority for use will be given to those performing academic duties and other College functions. You must relinquish any resources that are not being used for College business in favor of an individual who needs the resources for College purposes.

**c) Respect the privacy of others:**

Each computer user must respect the rights of others. Federal law protects the privacy of users of electronic communications. Invasion of privacy can take many forms, often inadvertent or well-intended. Use of the SJCnet should not violate the privacy of others. You may not access or copy any files or directories, including hard copy, belonging to another user without clear authorization from that user. Altering another user's files, system files or software without permission is vandalism and destruction of property.

**d) Handling potentially offensive material with discretion:**

The use of computer messages, e-mail, or other mechanisms for the purpose of harassing other users, as well as displaying of graphic material of an obscene nature on public systems is prohibited. Material can be accessed on the Internet which some may consider to be objectionable or offensive. In no way does Saint Joseph's College encourage or endorse accessing such material except for legitimate academic purposes.

Users must exercise judgment when choosing the information they access. If there is the reasonable expectation that the accessed information would be considered objectionable by some, then public computers (those in open offices, labs, the library and other public places) may not be used, and a hard copy of such information may not be directed to public printers.

Thus, in accessing such material, the user has the responsibility to do so in a private environment, and in such a way that the material does not negatively

affect those who deem it objectionable or offensive. As one example, such material should not be forwarded to others without their consent.

**e) Not to harass anyone:**

Saint Joseph's Sexual Harassment Policy and Procedures apply also to SJCnet use. Sending offensive mail or messages may constitute harassment and is in violation of the intended use of the computer and network facilities.

**f) Not to modify or reconfigure the software or hardware of any College computer or network facility:**

Users are not to modify the hardware, operating system, or application software of a College computer or network facility unless specific permission has been given to do so by the Information Systems Department. The other users with whom you share the machine, and the technicians on whom you rely for support, are expecting to find it set up exactly the way they left it.

**g) Not pirating copyrighted software or related material:**

Many programs, and related materials such as documentation, are owned by individual users or third parties, and are protected by copyright and other laws, together with licenses and other contractual agreements. You must abide by these restrictions, because to do otherwise is a crime. No one shall copy, install or use any software or data files in violation of applicable rights or license agreements. The College's software is copyrighted and licensed software. This rule forbids making unauthorized copies, for use off-campus, of software residing on the College's computer. It also forbids installing or using pirated software on any College computer.

**h) Acknowledging sources:**

Documents and other information accessed via the Internet which are used in compiling reports, term papers, journals, articles, etc., must be cited with a proper bibliographic reference. Not to do so constitutes plagiarism and will be disciplined as such.

**i) E-mail privileges:**

Disk space is a limited resource; we do not have enough disk space for every user to be needlessly storing files over long periods of time. Users are encouraged to delete files on a monthly basis and may be asked to free up space before then if resources become limited.

Large distributions of messages is discouraged because the mail server can become overloaded, disks fill up, and staff intervention is required. The overall result is a negative impact on the quality of service provided for all users. However, should a distribution of a message to a large number of users become necessary, it should be coordinated through the Information Systems Department. The proliferation of electronic chain letters is especially abusive to the e-mail system and the network. Chain letters waste valuable computing

resources, and may be considered harassing. Creating or forwarding chain letters will be dealt with as a violation of this policy.

**j) Acceptable use:**

You will not engage in any action that is intended to compromise the security of any system resource. You will not engage in any activity whose purpose is to degrade systems response. You will not purposely do anything to cause inconvenience to other users of the systems. This includes use of excessive disk space and running of programs designed to degrade system performance and/or response time.

Use for the purpose of private financial gain not relevant to the mission of the College is NOT acceptable. Extensive use for personal or private business is NOT acceptable. You may not use your account in any illegal activities.

**k) Computer lab use policy:**

Saint Joseph's College's computer labs are available for use by all students, staff, faculty, and administrators. These labs include the Academic Computer Room, Heffernan Foyer, Physics Lab, Chemistry Lab, and the Library. All College policies pertain to the use of the equipment and the behavior of individuals within these labs.

Within the labs, strict policies are followed pertaining to copying files and applications, and the installation of any software not licensed to Saint Joseph's College. It is prohibited to copy any application software not already licensed to Saint Joseph's without the consent of the Director of Information Systems.

It is also prohibited to turn off any copy-protection software, anti-virus software, or otherwise change the configuration of any machine within the labs without consent of the Director of Information Systems. Making changes to the system hardware and software configuration that interfere with others use of the same machine, or any portion of the data network and printing, any result in the restriction of the individuals rights to use the computer labs. In order to insure the proper working conditions of the equipment located in the labs, gaming is NOT permitted.

Usage priorities are set within the labs based upon a set of practical rules. These rules will be strictly enforced and will be obeyed by all users. The lab priorities are determined as follows:

- Classes in session during scheduled times
- Training and seminar sessions
- Students doing word processing papers and/or e-mail and Internet access as it pertains to class assignments.

**l) Sanctions/Consequences:**

Violations of the policies and procedures described above for inappropriate use of computer and network facilities and resources are dealt with on a case-by-case basis. Violators who are Saint Joseph's College administrators,

students, faculty, and staff are subject to the disciplinary procedures of the College and, in addition, may result in temporary or permanent revocation of SJCnet privileges. And, depending on the seriousness of the violation, termination and/or dismissal from the College may result.

Individuals concerned about any violation of this policy are encouraged to contact the Director of Information Systems or the Dean of Campus Life.

## 12. Snow Removal

When approximately two inches of snow has accumulated and more is expected, the College begins the plowing operation. Facilities Management crews first open main roadways, then move on to the parking lots to open each in sequence.

Whenever necessary, the College will announce that it is initiating parking bans in specific locations. These parking bans will be announced by Campus Safety via campus e-mail. Check these frequently during inclement weather. Violators of the parking bans will be subject to towing at the owner's expense.

## 13. Statement on Substance Abuse

The Saint Joseph's College Board of Trustees recognizes substance abuse as a complex problem which is not easily resolvable by personal effort and may require professional assistance and/or treatment. Accordingly, the College has designated individuals to assist students, faculty, and staff members who seek referrals for aid with substance abuse problem. The College shall take necessary steps to ensure the confidentiality of all inquiries and referrals. All students, faculty, and staff shall be informed periodically of the availability of help for substance abuse problems. The College shall also make available informational materials regarding substance abuse.

Students, faculty, and staff with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. Persons availing themselves of these services, however, will not be granted special privileges and/or exemptions from standard practices applicable to performance requirements. The College will not excuse acts of misconduct committed by persons whose judgment is impaired due to substance use or abuse.

The possession, use or distribution of illegal drugs as defined by federal, state, and local statutes is prohibited at any time on College property. Persons known to possess, use or distribute illegal drugs are liable to public enforcement sanctions and College disciplinary action. Use of alcoholic beverages on College property shall be in compliance with state laws. Violations of regulations, policies and procedures will result in disciplinary action and, where applicable, criminal proceedings.

#### 14. Suspension or Dismissal for Physical/Emotional Health

In extreme situations, the College reserves the right to require an involuntary administrative withdrawal of a student from the College or from College housing for either physical or mental/emotional health reasons. If remaining at the College could lead to a significant deterioration in physical, emotional or mental health of the student, the College community, or if the student's presence could lead to such health problems for others, then the student will be expected to leave the campus until such a time as the College can be assured by the student that the problem is no longer a significant issue. An evaluation will be required for a student whose behavior may be harmful to self or others. College personnel may suggest options other than leaving the College and expect compliance with these alternatives. Ordinarily, the Dean of Campus Life, and/or other leaders within the Division of Campus Life, in consultation with the Student Health and Wellness Center/or Counseling Center personnel will determine what course of action is appropriate.

#### 15. Transportation

Students are responsible for providing their own transportation for any off-campus related experiences or courses, e.g. internships/field experience for business, sociology, communications, and education students; and clinical experiences for nursing students.

#### 16. College-Owned Vehicle Transportation Policy

Vehicles will be reserved on a first come-first served basis to members of the Campus Community (students, faculty and staff). Anyone wishing to become a vehicle driver must complete an application and pass a driver safety class administered by the Campus Safety Office. Applications are available in the Office of Campus Life.

Anyone using College-owned vehicles must adhere to the policies and procedures given when a vehicle is signed out. College-owned vehicles are not intended for personal use at any time. Only faculty and staff may drive the mini-buses.

#### 17. Beach Policy

The College-owned beach on Sebago Lake is a wonderful recreational spot for the SJC Community. The beach area is patrolled by Campus Safety and has open access for members of the SJC Community from dawn to dusk daily. Beach fires are not permitted.

#### 18. Alcohol Policy

Saint Joseph's College understands that alcohol is part of today's society, and therefore, believes in educating students about alcohol, its effects, and the prevention of alcohol abuse. Saint Joseph's College supports Maine state law related to alcohol, which includes the age of 21 as the legal age for possession or

consumption of alcohol. The College has defined some specific guidelines associated with alcoholic beverages on campus. This outline is provided to clarify the SJC alcohol policy:

- 1) Legal age: Students must be at least 21 years of age to possess or consume alcohol on campus.
- 2) Disorderly conduct while under the influence of alcohol: Any person who, while under the influence of alcohol, disrupts the orderly conduct of College affairs whether in a residential, academic or social setting.
- 3) Open container: Once opened, no alcoholic beverages may be carried or consumed on campus outside of residence hall rooms. Open containers include any alcoholic beverages out of the original container or having a broken seal on the original container.
- 4) Supplying: Any person who hosts, sponsors or participates in a function wherein alcoholic beverages are knowingly provided to minors. Persons of legal age may not purchase or provide alcohol for minors.
- 5) Abusive drinking: Abusive drinking practices of alcoholic beverages are prohibited. The following behaviors are examples of (but not limited to) what are considered “abusive drinking practices”:
  - a. Drinking to the point of physical illness.
  - b. Consumption of alcohol while using prescription or over the counter medication.
  - c. Possession of a container or device which dispenses alcohol through a tap or any other central source of alcohol (ex. Keg, “beer ball”, or “trash can punch”).
  - d. Possession of any alcohol “gaming table” or “drinking game” paraphernalia.
- 6) Students may request the use of a particular space on campus for an officially recognized college event that may include alcohol. Students must meet with members of the Campus Life staff at least seven (7) days in advance to register their function and to review specific guidelines related to such events. Any activity focusing primarily on alcohol/drinking will not be approved. The Dean of Campus Life will grant final approval of all events using alcohol.
- 7) Student Government Association (SGA) funds may not be used to purchase alcohol, or support events on-campus where alcohol is supplied to students. In the event of class dances, or off-campus events at taverns, bars, or other establishments authorized to distribute alcohol, the Dean of Campus Life is to be involved and may/may not require College approval for said events.

### **Alcohol Immunity Policy**

Saint Joseph’s College is committed to the health and well-being of its students and values a community that supports and comes to the aid of one another. Therefore, a student who summons medical assistance from a college official on behalf of an intoxicated student will not be subject to formal

disciplinary action provided that the caller remains with the impaired student. The student for whom medical assistance is summoned for alcohol intoxication or alcohol-related injury will not be subject to administrative disciplinary action. Students who are directly involved in caring for and attending to the intoxicated individual will likewise be granted immunity from disciplinary procedures.

While students involved in an alcohol-related incident will not be subject to a formal disciplinary hearing or to fines typically associated with violations of the alcohol policy, they will be provided with appropriate educational or developmental interventions.

This policy does not apply to those who flagrantly or repeatedly violate the College alcohol policy, nor is it applicable in situations that involve criminal activity such as assault or property damage.

In cases where help is indicated but not sought on behalf of another, involved students will be subject to severe disciplinary action. NOTE: Medical assistance can be sought via Saint Joseph's College Campus Safety or through Residence Life Staff.

## 19. Illegal Drugs/Controlled Substances

The possession, use, sale or any other means to distribute illegal drugs on Saint Joseph's College Campus is not permitted by law. Possession or use of any drug paraphernalia is not permitted at Saint Joseph's College.

Any student present in a room/area where a controlled substance is being used may also be considered in violation of this policy.

## 20. Fire Policy

**Without expressed consent from the College and Campus Safety, fires of any size are not allowed anywhere on campus.** Residence Life staff are available to assist in the evacuation and overall fire safety of the residence halls. Fire equipment (e.g. smoke detectors, pull alarm stations and fire extinguishers) is installed in each hall, and fire drills are conducted twice each semester. Any time a fire alarm sounds, all students must leave the building. Failure to evacuate during any fire alarm will result in a \$150 fine and any additional sanctions. Students who have multiple offenses may result in increased fine and more severe disciplinary actions.

Any individual or group involved in tampering with fire or safety equipment (smoke detectors, emergency phones, sprinkler systems, pull stations, etc.) may be immediately removed from campus housing. If the person(s) responsible cannot be identified, the residents of the floor/area will be billed a minimum of \$250 fine through the damage billing process.

### Fire Evacuation

#### A. When the fire alarm sounds:

1. Always assume that it is a real fire whenever an alarm sounds.

**DO NOT IGNORE AN ALARM!**

2. As you leave your room, check the door and handle to see if they are hot.

3. **If the door/handle is not hot:**

- Take your coat and shoes with you.
- You must leave your room.
- Follow the designated evacuation route.

4. **If the door/handle is hot:**

- Stay in your room. It only takes a few minutes for the fire department to arrive.
- Place a (wet) towel rolled up against the crack at the bottom of the door.
- Hang a sheet out of your window; leave the window open slightly to allow good air in and bad air out.
- Stay close to the floor, as smoke will rise to fill up the top of the room. **Above all, REMAIN CALM.**

**B. If you see a fire:**

1. Pull the fire alarm nearest you.
2. Leave the building via the safest evacuation route.
3. Once outside, immediately report to McAuley Foyer in the Heffernan Center.

**C. Other important information:**

1. Be knowledgeable of all evacuation routes out of the building.
2. Learn where the fire alarms are on your floor.
3. **YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY DURING A FIRE ALARM. Leave the building immediately. Do not wait to be told.**

## 21. Motor Vehicle Registration

All vehicles must be registered with the Office of Campus Safety and parked in designated student parking lots. Any unregistered or illegally parked vehicle will be ticketed, immobilized and/or towed at the owner's expense. Repeat offenses may result in the loss of parking privileges.

## 22. Title IX

Since 1972, Title IX has proved to be an increasingly powerful leveling tool, helping to advance gender equity in schools and colleges. Title IX's benefits can be found in promoting equity in academic and athletics programs, preventing hostile environments on the basis of sex, prohibiting sexual harassment and sexual violence, protecting from retaliation and remedying the effects of other gender-based forms of discrimination.

Every school district and college/university in the United States is required to have a Title IX Coordinator who oversees implementation, training and compliance with Title IX.

### **Purpose of Title IX Policy**

Saint Joseph's College is committed to providing a community in which the learning, working and living environment reflect our Core Values. This environment is free from all forms of gender-based discrimination or harassment because such behavior violates an individual's fundamental rights and personal dignity. Saint Joseph's College considers gender-based discrimination to be a serious offense and has zero tolerance.

This policy covers all forms of gender-based discrimination and harassment connected to the college, whether the matter involves students, faculty, staff or volunteers. This policy also applies to Sexual Misconduct, including sexual assault, stalking, sexual exploitation, intimate relationship violence and domestic violence by students, faculty, staff, or visitors/guests of the college.

In compliance with Title IX of the Education Amendments of 1972 and other federal, state and local equal opportunity laws and in accordance with our values, the College has developed these policies and procedures that prohibit gender-based discrimination in all of its forms. The policies and procedures have been developed to affirm our commitment and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

### **Role of the Title IX Coordinator and Title IX Team**

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the College's Title IX Coordinator has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this College, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students, employees and others members of the College community, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees the College's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address

any patterns, and assess effects on the campus climate, so the College can address issues that affect the wider school community.

Among other tasks, the Title IX Coordinator is the person designated to receive complaints of gender related discrimination and harassment, including complaints of sexual misconduct from any member of the College community. The Title IX Coordinator, along with other members of the Title IX Team, conducts initial intake investigations, determines and implements appropriate interim protective measures, handles informal resolutions of appropriate grievances and directs cases that are not resolved informally to the appropriate body for further investigation and adjudication.

The Title IX Team, in conjunction with the Title IX Coordinator, is responsible for reviewing and assessing, on at least an annual basis, the College's Title IX policy, how effectively the policy is being communicated to members of the College community, the scope and effectiveness of the College's educational programs on sexual assault prevention and bystander intervention, how well the College is coordinating communication with campus security and local law enforcement, and the resources available for victims of sexual harassment and assault.

**The College's Title IX Team includes:**

The Dean of Campus Life, Matthew T. Goodwin, is the College's Title IX Coordinator and can be reached in person at the Campus Life Office, located **upstairs in the Heffernan Center**, by telephone at (207) 893-6601, or by email at [mgoodwin@sjcme.edu](mailto:mgoodwin@sjcme.edu). The Title IX Coordinator is responsible for overseeing the College's response to all Title IX complaints, and can be used as a first stop for all questions, concerns, and complaints. In addition to the Title IX Coordinator, intake can be conducted, and complaints can also be referred to the following individuals on the College's Title IX Team:

- [Name] is College's Deputy Title IX Coordinator and can be reached in person at [name and location of office], by telephone at [XXX-XXX-XXXX], or by email at [DeputyTitleIXCoordinator@college.edu].
- Mr. Ian MacEachen is College's Director of Campus Safety and can be reached in person at the Campus Safety office, located in Standish Hall, by telephone at (207) 893-6686 or by email at [imaceachen@sjcme.edu](mailto:imaceachen@sjcme.edu).

In the event that the incident, policy, or procedure about which a member of the College community seeks to file a report or complaint creates the appearance of a conflict of interest with one of the members of the Title IX Team, that individual may contact any other member of the team.

### **Role of the Student Sexual Misconduct Board**

In addition to the Title IX Team, the College has a Student Sexual Misconduct Board composed of five to eight members of the College administration or staff, whose function is to serve as a pool from which investigators and sanctioning board members may be assigned by the Title IX Coordinator in the case of sexual misconduct allegations made against students. The Student Sexual Misconduct Board members are appointed by the President of the College in consultation with the Title IX Team. The members of the Student Sexual Misconduct Board receive annual training on Title IX issues and investigations. In any particular case, a member of the Student Sexual Misconduct Board may be appointed to conduct an investigation or to serve on a sanctioning board after an investigation has been conducted. Unless both the Complainant and the Respondent consent, the same individual will not serve as both investigator and a member of the sanctioning board in any case.

### **Detailed Functions and Responsibilities of the Title IX Coordinator**

The Title IX Coordinator's functions and responsibilities include the following:

#### **(1) Training for Students, Faculty, and Staff**

The Title IX Coordinator provides or facilitates ongoing training, consultation, and technical assistance on Title IX for all students, faculty and staff, including:

- regular training for faculty and staff outlining their rights and obligations under Title IX;
- this training will include the appropriate response to reports of sexual misconduct, the obligation to report sexual misconduct to appropriate College officials, and the extent to which counselors and advocates may keep a report confidential; and
- regular training for students outlining their rights under Title IX;
- this training will include what constitutes sexual misconduct and when it creates a hostile environment, the definition of consent, reporting options (including reports to responsible employees, campus and local law enforcement, and confidential reporting to counselors or advocates), the grievance procedures used to process

complaints, applicable disciplinary code provisions relating to sexual misconduct and the consequences of violating those provisions, the role of alcohol and drugs in sexual misconduct, the effects of trauma, strategies and skills for bystander intervention, the offices or individuals with whom students can speak confidentially, the offices or individuals who can provide support services, the employees who must report incidents to the Title IX coordinator, and Title IX's protections against retaliation,

- annual training for the members of the Student Sexual Misconduct Board
- this training will include the dynamics of sexual misconduct, the availability of interim protective measures, the appropriate manner in which to receive and evaluate sensitive information, the manner of deliberation, the application of the preponderance of the evidence standard, relevant sanctioning precedent, and the college's policies and procedures. The training shall also stress the importance of confidentiality and privacy of all parties.

## (2) Investigations

The College is responsible for conducting adequate, reliable, and impartial investigations of reports and complaints of sexual misconduct. The Title IX Coordinator oversees many aspects of this response, including:

- determining whether the report or complaint alleges conduct that may, upon investigation, constitute prohibited sexual misconduct;
- working with the Complainant to determine whether an informal resolution process is the preferred manner of addressing the complaint and appropriate under the circumstances;
- if an informal resolution process is determined to be preferred and appropriate, mediating that process or appointing another trained individual to mediate;
- appointing an investigative team upon a determination that a formal resolution process is preferred by the Complainant or the only appropriate manner of resolution;
- making certain that individual reports and complaints are handled properly and in a prompt and timely manner;
- informing all parties regarding the grievance process;
- confirming that all parties have been notified of grievance decisions and of the right to, and procedures for, appeal, if applicable;
- maintaining information and documentation related to the investigation in a secure manner; and

- monitoring compliance with timeframes specified in the grievance procedures.

The Title IX Coordinator evaluates requests for confidentiality by those who report or complain about sexual misconduct in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all students.

### (3) Remedies, Including Interim Measures

Upon learning of a report or complaint of sexual misconduct, the Title IX Coordinator promptly takes steps to ensure the complainant's equal access to the College's programs and activities and protect the complainant as necessary. Such steps include taking interim measures before the final outcome of any investigation, providing remedial measures after the final outcome of investigation, and making the complainant and respondent aware of all available resources, including victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance.

Upon a finding of prohibited sexual misconduct, the Title IX Coordinator determines whether campus-wide remedies should be adopted in response, including review and revision of the College's sexual misconduct policies, increased monitoring, supervision or security at locations where sexual misconduct is reported to occur, and increased education and prevention efforts, including to targeted populations.

If investigator finds that an individual engaged in prohibited sexual misconduct, the Title IX Coordinator reviews proposed sanctions before they are imposed to ensure that they, along with the College's interim and long-term measures taken in response to the sexual misconduct, are reasonably calculated to stop the sexual misconduct and prevent its recurrence.

### (4) Monitoring and Advising

In order to address sexual misconduct on campus and ensure ongoing compliance with Title IX, the Title IX Coordinator:

- reviews regularly all reports and complaints raising potential Title IX issues throughout the College to ensure that the College responded consistent with its Title IX obligations, even if the

report or complaint was initially filed or raised with another individual;

- reviews regularly all reports and complaints raising potential Title IX issues throughout the college to identify and address any patterns;
- reviews regularly the College's policies and procedures to ensure that they comply with the requirements of Title IX;
- organizes and maintains files related to grievances, reports, complaints, and other records of potential sex discrimination, including sexual misconduct, in a secure manner;
- assesses regularly the College's compliance with, and the effectiveness of, policies and procedures related to sex discrimination, including sexual misconduct, and recommends modifications where appropriate;
- coordinates regularly with the College's Clery Act Compliance Officer with respect to overlapping obligations related to sexual misconduct against students, including prevention, education, and training;
- consults regularly with the College President and campus stakeholders to promote campus-wide awareness and discussion of Title IX-related issues, and develop and implement any modifications of policies and procedures to prevent and eliminate sex discrimination, including sexual misconduct; and
- ensures that appropriate policies and procedures are in place for working with local law enforcement and coordinating with local victim advocacy organizations and service providers, including rape crisis centers.

### **Formal Resolution of Complaints**

Disciplinary action against a Respondent is taken through Formal Resolution procedures. Because the relationship of students, staff, and faculty to the college differ in nature, the procedures that apply when seeking disciplinary action necessarily differ as well. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this policy.

For a complaint against a student, disciplinary action may be taken by the Student Sexual Misconduct Board after the investigator has determined that a violation has occurred. An appeal may be made by the Respondent and/or Complainant to the Chief Learning Officer/VP, Michael Pardales, PhD, whose decision shall be final.

Formal complaints against non-faculty employees after initial intake by the Title IX Coordinator or Title IX Team will be referred to the Director of Human Resources for resolution under the hourly or salaried administrative staff handbooks.

Formal complaints against members of the faculty after initial intake by the Title IX Coordinator or Title IX Team will be referred to the Chief Learning Officer/designee for resolution under the Faculty Handbook. Refer to the appropriate policies for more detailed procedural rules that apply.

### **Guiding Principles**

#### **Complainants' Rights:**

- To be treated with respect, dignity, and sensitivity throughout the process.
- To a prompt and thorough investigation of the allegations.
- Freedom from retaliation by the Respondent (or the supporters).
- To seek and use all available internal and external support services in dealing with the results of the offense.
- To confidentiality and protection under the Family Education Rights and Privacy Act (FERPA). The College will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know.
- Ability to speak on his or her own behalf during the investigation and any disciplinary procedures.
- To have an advisor of their choice and/or a support person present during the disciplinary process.
- Freedom from having irrelevant sexual history inquired into or discussed during the investigation or disciplinary process.
- To be notified, in writing, of the case resolution.

#### **Respondents' Rights:**

- To be treated with respect, dignity, and sensitivity throughout the process.
- To a prompt, objective and thorough investigation of the allegations.
- Freedom from harassment by the Complainant (or the supporters).
- An explanation of the charges.
- To seek and use all available internal and external support services in dealing with the impact of the charges.
- To confidentiality and protection under the Family Education Rights and Privacy Act (FERPA). The College will make all reasonable efforts

to ensure preservation of privacy, restricting information to those with a legitimate need to know.

- The ability to speak on his or her own behalf during the disciplinary procedures.
- To have an advisor of their choice and/or a support person present during the investigatory and disciplinary process.
- Freedom from having irrelevant sexual history inquired into or discussed during the investigation or disciplinary process.
- To be notified, in writing, of the case resolution.

## Reporting Title IX Complaints

**Prompt Reporting Encouraged:** Any member of the Saint Joseph's Community who has experienced any form of gender based discrimination, sexual harassment or sexual misconduct is encouraged to report the incident promptly to the Title IX Coordinator or any member of the Title IX Team, and to seek all available assistance to assure prompt investigation and adjudication of the complaint.

With the exception of those employees who have legally recognized confidentiality obligations, all college employees with responsibility for the welfare of students and all supervisors, including faculty, staff, administrators and security officers, are required to share with the Title IX Coordinator any report of sexual misconduct or harassment they receive or of which they become aware.

Student employees or volunteers who have responsibility for the other students (e.g., Resident Advisors) are also required to report to the Title IX Coordinator any incident of sexual misconduct or harassment of which they become aware. The College takes allegations very seriously and will work with complainants to ensure their safety and to reach an appropriate remedy.

**Amnesty for Alcohol or Other Drug Use:** In order to encourage reports of sexual misconduct, the College may offer leniency with respect to other violations that may come to light as a result of such reports, depending on the circumstances involved. An individual who reports sexual harassment or misconduct, either as a Complainant or a third party, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not involve felonious acts or place the health or safety of any other person at risk. The College may, however, initiate an educational discussion or

pursue other educational or therapeutic remedies regarding alcohol or other drugs for those individuals.

**External Reporting of Sexual Assaults Encouraged:** A victim of a sexual assault should immediately report the incident to both a campus security officer and to the Title IX Coordinator. The College also strongly encourages victims of sexual assaults to report to proper external authorities, including local police. The College will assist victims in contacting the appropriate law enforcement agency. Victims will be counseled on the importance of preserving physical evidence of a sexual assault. In all cases, victims of sexual assault will be made aware of both campus and community mental health and counseling resources.

All allegations of Sexual Assault against a member of the college community, whether or not investigated by police for criminal prosecution, will be referred to the Title IX Coordinator for investigation of possible violations of the Gender Based Discrimination and Sexual Misconduct Policy. Even if the allegation of Sexual Misconduct is against a person over whom the College has no authority—such as a visitor from another school or an intruder—the College is nevertheless committed to supporting members of our community using all available resources and maintaining an environment free from discrimination.

**External Reporting of Sex Discrimination and Sex Harassment:** A victim of sexual discrimination or sexual harassment in the employment or academic environment also has the right to file a charge with the Maine Human Rights Commission. The Maine Human Rights Commission is charged with investigating allegations of employment and school related discrimination and harassment. The Commission does not have the authority to award damages or to compel respondents to take remedial action, but encourages the parties to engage in conciliation to resolve the dispute.

In most cases involving sexual harassment, particularly harassment by coworkers or fellow students, the complainant must first report the harassment to the educational institution before filing a charge with the Commission. To be timely filed, a charge must be filed within 300 days of the most recent incident of harassment or discrimination.

To contact the Maine Human Rights Commission:

By Phone: (207) 624-6290

Maine Relay 711

By Fax:(207) 624-8729

By Mail: Maine Human Rights Commission

State House Station 51

Augusta, Maine 04333

Website: <http://www.maine.gov/mhrc/>

### **False Reports**

The College takes the accuracy of information very seriously, as a charge of sexual harassment, sexual violence, stalking, or intimate partner violence may have severe consequences, both to individuals' future educational or employment prospects, and to their reputations. Knowingly making a false report or complaint under this policy, or knowingly providing false or intentionally misleading information during an investigation, may result in disciplinary action up to and including dismissal from the college or termination of employment. A good faith complaint is not considered to be falsely reported because the evidence was misinterpreted or not sufficient to support a formal charge or to constitute a violation of this policy.

When a Complainant or third party witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, that individual may be subject to disciplinary action, up to and including separation from the College. Similarly, a Respondent or witness who is later proven to have intentionally given false information during the course of an investigation or judicial action may be subject to disciplinary action, up to and including separation from the College.

### **Resolving Title IX Complaints**

**Initial Response by Title IX Coordinator:** The Title IX Coordinator or designated member of the Title IX Team will conduct an initial intake of any complaint of sexual discrimination, harassment or misconduct and may conduct a preliminary investigation of the matter or assist the Complainant in resolving the matter informally as more fully described below.

- **Report to Title IX Coordinator.** A complaint may be brought to the Title IX Coordinator or to any member of the Title IX Team by any member of the College community. If a complaint is brought to the

attention of another member of the college administration, it should be referred to the Title IX Coordinator for initial response.

- **Intake Meeting with Complainant.** Upon receipt of notice of any allegation of a violation of the Title IX policy, the Title IX Coordinator will schedule an intake meeting with the Complainant. Complainant will be offered an intake meeting at the earliest possible time considering the nature and urgency of the complaint, usually within 24 hours of the receipt of notice in the case of alleged Sexual Misconduct and within 7 days of an allegation of Discrimination or Harassment. The purpose of the Intake Meeting is to gain a general understanding of the nature of the concern, counsel the Complainant as to his/her rights under the law, including possible interim protective measures, identify forms of support available, explain College policy and describe the informal and formal complaint procedures available.
- **Limitations of Confidentiality.** The Complainant will be advised at the Intake Meeting that the complaint will be kept confidential to the extent practicable, consistent with the College's obligation to investigate and to provide the Respondent with a fair opportunity to respond. An individual bringing a complaint should be aware that the College may be obligated to take action to address the behavior even if the Complainant does not want to move forward with a formal procedure. The decision to move forward with an investigation shall be discussed with the Complainant in advance. In order to evaluate whether to honor a request for confidentiality or that the complaint not be pursued, the Title IX Coordinator should weigh the Complainant's request against the following factors: the seriousness of the alleged violation; whether the complaint is credible on its face, whether there have been other complaints of a similar nature against the same Respondent, and the ability of the College to fairly and adequately investigate and remedy the complaint without having to disclose the existence of the complaint or the identity of the Complainant.
- **Complainant Preference that Complaint Remain Confidential.** Sometimes a Complainant will prefer that the Intake Meeting remain confidential and will request that no investigation or other formal action be taken by the College. The College will honor a Complainant's request to keep the consultation with the Title IX Coordinator confidential in situations where it can do so consistent with its legal obligation to provide a safe and nondiscriminatory

academic/work environment.<sup>2</sup> If the College cannot honor the Complainant's request for confidentiality, the Title IX Coordinator will inform the Complainant of that conclusion before any investigation is initiated. In situations where the College cannot investigate or take disciplinary action against the Accused Party because the Complainant insists on confidentiality or refuses to participate in any investigation and/or adjudication, Title IX nonetheless requires the College to take whatever prompt and effective remedial action is reasonably available to limit the effects of the discrimination or harassment, and the Title IX Coordinator will ensure that these actions are taken.

- **Interim Protective Measures.** In all complaints of alleged Sexual Misconduct, regardless of whether the Complainant wishes to pursue resolution of any kind, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the Complainant and protect the College community, including taking appropriate interim protective measures before the final outcome of the investigation and hearing, if any. Before or immediately after the Intake Meeting, the Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Applicable law requires that, when taking such steps to separate the Complainant and the Respondent, the College must minimize the burden on the Complainant and thus should not, as a matter of course, remove the Complainant from his or her job, classes or housing while allowing the Respondent to remain. Violations of the Title IX Coordinator's directives and/or protective

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<sup>2</sup> In order to evaluate whether to honor a request for confidentiality or that the complaint not be pursued, the Title IX Coordinator should weigh the Complainant's request against the following factors:

- The seriousness of the alleged violation;
- The likelihood that the merits of the complaint can be substantiated;
- Whether there have been other complaints of a similar nature against the same Respondent; and
- The ability of the College to investigate and remedy the complaint without disclosing the existence of the complaint or the identity of the Complainant.

measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent.

- **Determination of Informal or Formal Resolution.** After the Intake Meeting, the Title IX Coordinator and the Complainant will determine the most appropriate strategy to stop the behavior. Some situations are minor and may be corrected by informal procedures, such as coaching the Complainant on possible tactics he or she may take to stop the offending behavior, providing a group of employees or students with non-disciplinary counseling or education about sexual harassment without indicating a complaint has been raised, or having the Title IX Coordinator mediate a discussion between the Complainant and the Respondent. Informal resolution may be appropriate in situations where the allegations of discrimination or harassment would not ordinarily merit serious discipline of the student or employee (e.g., probation, suspension, or expulsion of a student; or probation, suspension, demotion or termination of an employee.) An informal resolution will not be utilized where there are allegations of Sexual Misconduct. The Complainant has the right to terminate Informal Resolution and request a Formal Resolution at any time.
- **Assistance with Criminal Complaint to Local Law Enforcement.** Where Sexual Misconduct has been alleged, the Title IX Coordinator will instruct the Complainant about the option of initiating a criminal complaint through local law enforcement and will offer to assist the Complainant in contacting appropriate authorities. A Complainant may pursue both a criminal complaint and an internal adjudication. The College will not suspend its internal complaint process simply because a criminal complaint is pending but may delay its own investigation for a brief period in order not to interfere with the criminal investigation.

### **Informal Resolution Process**

Informal procedures for addressing sexual discrimination or harassment are aimed at stopping the behavior rather than determining culpability or intent. The Complainant may at any time terminate the Informal Resolution process and proceed to a Formal Resolution. The following process will be followed in an Informal Resolution:

- Step One. The Complainant will file a written complaint with the Title IX Coordinator describing precisely and clearly the facts. The Complainant may submit this written and signed complaint, or the Title

IX Coordinator, after an interview with the Complainant, may draft the complaint for the Complainant's review and signature. The Complainant will also sign a statement confirming his or her preference to pursue an Informal Resolution of the complaint.

- Step Two. The Title IX Coordinator will meet with the Complainant to discuss the complaint and informal strategies that may resolve the situation. Some informal strategies include:
  - Coaching the Complainant to tell the person that the behavior is unwelcome and to stop;
  - Coaching the Complainant to write to the person telling them that his or her behavior is unwelcome and to stop;
  - Coaching the Complainant to send a copy of the sexual harassment policy with a note asking the person to stop;
  - Having the Title IX Coordinator meet with the person who is the subject of the complaint and telling that person that the Complainant is uncomfortable with his or her behavior and it needs to stop or providing other coaching and/or education
  - Having the Title IX Coordinator mediate a discussion between the Complainant and the person who is the subject of the Complaint.
- Step Three. The Complainant will choose his or her preferred method(s) of addressing the complaint.
- Step Four. The Title IX Coordinator will conduct appropriate follow-up, usually within a few days of Step Three. The purpose of the follow up is to determine if the action taken was successful in stopping the alleged behavior.
- Step Five. The Title IX Coordinator will prepare a written report of the resolution of the complaint, including a summary of the incident, the informal strategies selected and the results of the follow up.
- Step Six. If satisfactory resolution is not achieved, the Complainant may pursue the Formal Resolution process. Even where the Complainant chooses not to file a formal complaint, the Title IX Coordinator will consult with the Title IX Team as to whether the College should pursue other remedial action.

### **Formal Resolution Procedures Involving Students**

Formal procedures are aimed at determining responsibility for a violation of college policy against sexual misconduct and, where violations have been found, determining what appropriate remedial action should be taken. The investigation is designed to provide a fair and reliable gathering of the facts. The sanctioning procedure is designed to provide a method for ensuring that the sanctions are commensurate with the seriousness of the violation found and calculated to ensure that the inappropriate conduct is not repeated. The appeal

process is designed to ensure that the investigation has been carried out in a manner consistent with college procedures and that the sanction imposed is not grossly disproportionate to the violation found. All individuals participating in the formal resolution process, including the Complainant, the Respondent and any third-party witnesses, will be treated with appropriate sensitivity and respect. Consistent with the need for a full assessment of the facts, the formal resolution process will be conducted so as to safeguard the privacy of the individuals involved.

#### 1. Investigation Phase

- a. **Designation of Investigator.** The Title IX Coordinator or other member of the Title IX Team will designate an investigator who has specific training and experience investigating allegations of sexual harassment and sexual misconduct to conduct a thorough, impartial, and fair investigation. The investigator may be a member of the Student Sexual Misconduct Board or an external investigator engaged to assist the college in its fact gathering and determination of a finding. Any investigator chosen to conduct the investigation must be impartial and free of any conflict of interest. If a member of the Student Sexual Misconduct Board is designated to conduct the investigation, that individual will not serve on the sanctioning board, absent the consent of both the Complainant and Respondent. The investigator may designate a second individual, who is also impartial and free of any conflict of interest, to be a note-taker and advisor to the investigator.
- b. **Assignment of Advisors to Complainant and Respondent.** The Title IX Coordinator will notify the Complainant and Respondent of their right to have an Advisor of their choosing to be present with the student that the Advisor is representing during the investigation, sanctioning and appeal stages of the process. The Advisor's role is as a "silent advisor," not an active participant in the interviews or proceedings. If requested by either party, the Title IX Coordinator will provide assistance in finding an Advisor who is a member of the college community. Either party may choose an advisor from outside the community, provided that the Advisor meets with the Title IX Coordinator before the investigation starts to get an overview of the process and the Advisor's role. The Title IX Coordinator, investigator, and or

Sanctioning Panel retain the right to exclude an advisor from a proceeding if that advisor fails to comply with these procedures or is otherwise disruptive to the process.

- c. **Overview of Investigation Process.** With the assistance of the Title IX Team, the investigator will coordinate the gathering of information from the Complainant, Respondent, and other individuals or entities with relevant information regarding the complaint using any of the processes described below. The Complainant and Respondent will have an equal opportunity to be heard, to submit evidence, and to identify witnesses who may have relevant information. The investigator will not require the Complainant and Respondent to be in each other's presence during the investigation and shall not allow either party to interrogate or cross examine the other, but may request that each party propose questions or subject matters upon for the investigator to ask of the other party. The investigator will share with the Complainant and Respondent for comment or rebuttal information and documentation considered material to the findings related to the complaint.
- d. **Investigation Timeframe.** The investigation will typically be completed within twenty (20) calendar days. Given the availability of witnesses or complexity of the circumstances, this time frame may be extended as necessary to ensure the integrity and completeness of the investigation. The investigator will provide periodic updates to the Title IX Coordinator and/or the Title IX Team, particularly regarding any emerging needs that would require additional interim protective measures for the Complainant or Respondent or regarding any adjustments to estimated timelines. Information gathered during the investigation will be used to evaluate the appropriate course of action, provide for the safety of the individual and the campus community, and impose remedies as necessary to address the effects of the conduct cited in the report.
- e. **Investigation Methods.** The investigator will use any combination of the following methods for gathering evidence:
  - i. Complainant and Respondent Interviews

The investigator will interview the Complainant and the Respondent separately and may interview one or both more than once as necessary;

The Complainant and Respondent may be accompanied by their respective advisors.

ii. Document/Records Review

In addition to reviewing any documents submitted by the complainant and Respondent;

The investigator will try to obtain such other physical or medical evidence relevant to the investigation as the investigator determines, in his or her judgment, to be necessary, including but not limited to documents, police records, electronic or other record of communications between the parties or witnesses, records or other relevant information;

In obtaining such evidence, the investigator will comply with applicable laws and college policies.

iii. Site Visits

The investigator may visit relevant sites or locations and record observations through written or photographic documentation.

iv. Witness Interviews

The investigator will make a good faith effort to contact and interview any witnesses identified by the parties or in the documentation, including those no longer at the college;

The investigator may also interview any other individual he or she finds to be potentially relevant to the allegations of the complaint;

The investigator may determine that interviews of certain witnesses may be unnecessary because the information the witness is likely to provide would be cumulative or marginally relevant;

The investigator will inform each witness or other individual interviewed that they are prohibited from retaliating against the Complainant and Respondent or other witnesses.

v. Experts

The investigator may contact any expert the investigator determines is necessary to ascertain the facts related to the complaint;

An expert witness may be contacted for an informal consultation or for a professional opinion regarding information learned from the investigation.

f. **Prior Sexual History, Bad Acts, or Pattern Evidence.** In general, in a case where the Respondent raises consent as a defense, any prior consensual relationship between the parties may be deemed relevant to assess the manner and nature of communications between the parties, but not necessarily determinative. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Generally, prior sexual history of the Complainant or Respondent with third parties will not be considered relevant to an investigation.

However, in limited circumstances, such as pattern evidence, it may be relevant in the determination of responsibility or, in the case of Respondent, assigning of a sanction. Additionally, a prior finding (post appeal rights) of responsibility for a similar act of sexual misconduct will always be deemed relevant and may be considered in making a determination as to responsibility and/or assigning of a sanction. If either party wishes to bring forth information concerning the other party's sexual history, bad acts, or pattern evidence, such requests must be made during the course of the investigation to the investigator, who is responsible for determining its relevance.

g. **Investigative Report.** At the conclusion of the investigation, the investigator will prepare a written investigative report summarizing and analyzing the relevant facts determined through the investigation, referencing any supporting documentation or statements. In preparing the report, the investigator will review all facts gathered to determine whether the information is relevant and material to the determination of responsibility given the nature of the allegation. The investigative report may include summaries of interviews with the Complainant, Respondent, third-party witnesses, experts, and any other individuals with relevant information, photographs of relevant sites or physical evidence, electronic records and forensic evidence. The investigator may provide a summary of impressions including context for the

evidence. Before the report is finalized, the Complainant and Respondent will be given the opportunity to review their own statement and other relevant information collected during the investigation, including the statements of the other party and any witnesses. To protect the safety and welfare of witnesses, the investigator may remove any personally identifiable information from witness statements before sharing with Complainant or Respondent.

h. **Findings.** The investigative report will include a determination by the investigator as to whether the Respondent is responsible for a violation or violations of the Title IX Policy using the preponderance of the evidence standard. This determination may be accompanied by a rationale or further information if deemed appropriate.

i. **Distribution to Parties.** The Title IX Coordinator or a member of the Title IX Team will provide the Complainant and Respondent with a final copy of the investigative report and the findings and will inform them of the next steps in the process, including the option to appeal, if applicable. Should the Respondent be found by the investigator not responsible for a violation of the Title IX Policy, the Complainant retains the option to appeal the finding on limited grounds as described in the Appeals phase section, located below. Should the Respondent be found responsible for a violation of the Title IX Policy, the case will proceed to the sanctioning phase. Both parties may opt to appeal the finding prior to the start of the sanction phase on limited grounds using the procedures described in the Appeals section below. Appeals filed in this manner must be submitted within five (5) calendar days of the receipt of the finding. The Complainant and Respondent shall retain the full right to appeal on limited grounds following the decision of the Sexual Misconduct Board.

## 2. **Sanctioning Phase: Sexual Misconduct Board and Sanctioning Panel**

Should the Respondent be found responsible for a violation of the Title IX by the investigator, the case will proceed to the sanction phase, where a Sanctioning Panel comprised of three members of the Sexual Misconduct Board will review the investigative report to impose an appropriate sanction. Generally, the Board shall meet to determine the appropriate sanction within ten (10) calendar days of completion of the investigative report.

## **Composition of Sexual Misconduct Board and Sanctioning Panel**

As noted above, the Sexual Misconduct Board shall be composed of a pool of staff members appointed by the President through a selection process determined by the Title IX Coordinator in consultation with the Title IX Team. For any given case, three members of the pool will be selected to comprise the Sanctioning Panel. All members of the Sexual Misconduct Board shall be trained annually regarding the dynamics of sexual misconduct, the appropriate manner in which to receive and evaluate sensitive information, the manner of deliberation, the application of the preponderance of the evidence standard, relevant sanctioning precedent (which shall inform but not bind the Board), and the college's policies and procedures. The training shall also stress the importance of confidentiality and privacy of all parties.

## **Review of Investigative Report and Finding**

The Sanctioning Panel shall have access to the investigative report, finding, and all related documents to review prior to making a decision on an appropriate sanction. All documents provided to the Panel shall have all personally identifiable information for all students involved redacted. After reviewing the report and finding, if the Board feels that more information is required, they may refer the case back to the investigator for further clarification.

c. **Review of Other Relevant Information and Opportunity to Respond.** The Sanctioning Panel shall have access to information regarding sanctions imposed on students in comparable cases and other relevant information in the Respondent's student file, including prior student conduct history. The Complainant and Respondent shall have access to this information prior to its presentation to the Sanctioning Panel and shall have an opportunity to respond via a written statement to be provided to the Sanctioning Panel. Only information related to the information presented from the Respondent's student file shall be permitted in this statement. The Complainant and Respondent shall have the opportunity to present a statement to the Board describing the impact of the case on them. This statement may be presented in writing to the Panel or in person. If presented in person, the Board will not ask any questions of the individual present. Any advisor who may be present may not make any statements to the Board. If both the Complainant and Respondent

wish to make in-person statements to the Board, they shall not be present in the room together. To the extent either party requires support in preparing such a statement, the college will provide assistance.

d. **Sanction Statement.** The Sanctioning Panel may impose any appropriate sanction, including probation, suspension, and expulsion. Any student found responsible for a sexual assault violation will likely face a recommended sanction of suspension or expulsion. Any student found responsible for a non-consensual sexual contact violation (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations. Any student found responsible for a sexual exploitation or sexual harassment violation will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations. The Sanctioning Panel reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. The Sanctioning Panel will not deviate from the range of recommended sanctions unless compelling justification exists to do so.

e. **Deliberations.** After a thorough review of the investigative report, finding, all other related documents, other relevant information, and any response from the Complainant or Respondent, the Sanctioning Panel shall deliberate regarding the appropriate sanction. The sanction shall be determined by a majority vote of the members of the Board present.

f. **Notice of Outcome.** The final written notice of outcome shall be simultaneously provided in writing to both the Complainant and the Respondent by the Title IX Coordinator or a member of the Title IX Team. The college will also provide written notice, at the same time to both parties, of any change in the outcome that occurs before the outcome becomes final. Both parties have the right to be informed of the outcome. The notice of outcome will include the finding as to whether there is a policy violation, the rationale for the result, and a brief summary of the evidence on which the decision is based, as appropriate. In addition, the Respondent will be fully informed of any

sanctions. For reports involving sexual violence, the Complainant will be fully informed of any sanctions and remedies that directly relate to Complainant, including information about the Respondent's presence on campus (or in a shared class or residence hall), that may help a Complainant make informed decisions or work with the college to eliminate harassment and prevent its recurrence. For all other reports under this policy, the Complainant will be informed of only those sanctions that directly relate to the Complainant, consistent with FERPA and other applicable law. The notice shall include information regarding the right to appeal the outcome for both the Complainant and Respondent.

3. **Appeal Phase.** The Dean of Campus Life serves as the appeal officer for all violations of the Title IX by students using the procedures outlined below.
  - a. **Eligibility, Timeline, and Filing Procedures.** Either the Complainant or Respondent may file an appeal within ten (10) calendar days of notification of the decision. Appeals must be filed at Dean of Campus Life's Office. The Dean will generally make all appeal decisions within five (5) calendar days of receipt of an appeal.
  - b. **Grounds for Appeal.** The Complainant and/or Respondent may appeal the parts of final outcome directly relating to him/her. Dissatisfaction with the outcome of the hearing is not grounds for appeal. Appeals may be based only on one or more of the following grounds:
    - i. a procedural error that may have had a prejudicial effect upon the outcome of the proceedings;
    - ii. new evidence that was discovered after the investigation and could not have been discovered previously that might have had an effect upon the outcome of the proceedings; or
    - iii. the sanction imposed on the Respondent is grossly inappropriate.

The receipt of the appeal will be acknowledged in writing (which can include email).

c. **Review for Appeal.** All appeals are limited to the three possible grounds. The appeal shall consist of a concise written statement outlining the facts that support the available grounds for the appeal. The appeal will be conducted in an impartial manner by the Dean of Campus Life. In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. The appeal is not a new review of the underlying matter. The decision shall affirm the original finding of the investigator and the sanction imposed by the Misconduct Board unless the Chief Learning Officer/VP sustains one of the grounds for appeal, in which case the VP can:

- Refer a case to the original or new investigator if new evidence is presented or if there were prejudicial procedural errors; or
- Refer a case back to the Misconduct Board if the sanction is considered to be grossly inappropriate.

Appeals are not intended to be full rehearing of the complaint (*de novo*). This is not an opportunity for the VP to substitute his/her judgment for that of the original investigator or Misconduct Board merely because s/he disagree with its finding and/or sanctions. Appeals decisions are to be deferential to the original or new investigator or the Misconduct Board, except where there is clear error. If the appeal is properly filed, each party will be given the opportunity to review the written appeal and respond to it in writing to the Chief Learning Officer/VP. Any response by the opposing party must be submitted to the VP within five (5) business days from being provided the appeal. If both parties file an appeal, the appeal documents from each party will be considered together in one appeal review process.

d. **Appeal Decision and Notification.** The appeal decision will include a rationale and shall be presented simultaneously in writing to both the Complainant and Respondent by the Title IX Coordinator or a member of the Title IX Team. Sanctions imposed are implemented immediately after all appeals. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing

that some opportunities lost may be irretrievable in the short term. Appeal decisions are final.

e. **Timeframes for Procedures.** The College will endeavor to conduct an investigation of a complaint in as timely a fashion as possible. Both parties will be given periodic status updates throughout the process as appropriate. The Intake Meeting will ordinarily be conducted within 24 hours of a report in the case of alleged Sexual Misconduct and within 7 days of an allegation of discrimination or harassment. The timeframe for completing an Informal or Formal Resolution process will ordinarily be 5 to 14 days from the Intake Meeting. However, this time frame will vary based upon the complexity of the investigation, the severity and extent of the alleged Sexual Misconduct, delays caused by a criminal investigation by law enforcement, and the availability of witnesses, particularly where the time frame overlaps with a school vacation or the end of an academic term. Final resolution of a complaint by the appropriate Administrator will ordinarily be completed within 60 days of the Intake Meeting. This time frame will also vary depending upon the nature of the procedure available to the parties involved.

f. **Prohibition Against Retaliation.** No faculty, staff or student who is filing a complaint or is a witness in the investigation shall be subject to retaliatory action for their good faith participation in the procedure. Words or behaviors that punish a person for the good faith filing of a complaint or participating in an investigation are illegal and against College policy. Any person who violates this policy will be subject to discipline up to and including termination in the case of an employee and expulsion in the case of a student.

## DEFINITIONS OF TERMS

- Sex Discrimination: behaviors and actions that deny or limit a person's ability to benefit from and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex.
  - Examples include, but are not limited to, sexual misconduct, failure to provide equal opportunity in education programs and co-curricular programs including athletics, discrimination based on pregnancy and employment discrimination.
- Sexual Misconduct is a broad term defined by the College to encompass Sexual Assault, Sexual Exploitation, Non Consensual Sexual Intercourse,

Forced Sexual Intercourse, Stalking, Intimate Relationship Violence, Domestic Violence and Sexual Harassment. Sexual Misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. Sexual Misconduct violates federal and state civil rights laws and may be subject to criminal prosecution in addition to action taken by the College.

- Sexual Harassment is defined as conduct of sexual nature (which may be verbal, non-verbal, or physical) that has the effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work, learning or co-curricular environment. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; 2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment may involve individuals of the same or different genders. Sexual harassment is most frequently associated with those situations in which a power differential exists between persons involved; however it also may occur between individuals of the same College status, e.g. student-student and employee-employee. Such conduct, whether intended or not, constitutes sexual harassment and is illegal under both state and federal law. Men, as well as women, may be victims of sexual harassment.
  - Examples of conduct which, if continued or repeated, may constitute sexual harassment are:
    - Promising directly or indirectly, a reward if the student or employee complies with a sexually oriented request.
    - Threatening to deny or denying an education related opportunity, directly or indirectly, in retaliation against a member of the community if that person refuses to comply with a sexually oriented request.
    - Unnecessary touching, patting, hugging or brushing against a person's body, staring, ogling, leering, whistling, sexually explicit statements, comments, jokes, or anecdotes, graphic comments about a person's clothing or body.
    - Displaying pornographic or sexually suggestive objects or pictures in the workplace.
    - Harassing use of electronic mail or telephone communication system, other physical or verbal conduct of a sexual nature.

- Making sexual or romantic advances toward a member of the community despite the rejection of such advances.
- Stalking or cyber-stalking
- Bullying
- Hazing

Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one or more of the incidents considered individually would not rise to the level of harassment.

- Non Consensual Sexual Intercourse is any sexual intercourse, meaning penetration by a penis, object, tongue or finger, anal penetration and/or oral copulation (mouth to genital contact or genital to mouth contact with an object or body part), by a man or woman upon a man or a woman without Effective Consent.
- Forced Sexual Intercourse is unwilling or non-consensual sexual penetration (anal, vaginal or oral) with any object or body part that is committed either by force, threat, Coercion, intimidation or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware.
  - Force means physical force, violence, intimidation, coercion, or a Threat that would reasonably cause a person to fear for their physical or psychological well-being.
  - Threat means a verbal or non-verbal act that would directly cause a reasonable person to fear for their own safety or well-being or for the safety or well-being of another causing that person to do something they would not normally do.
  - Coercion means behavior that, based on its frequency, duration and intensity, causes an unreasonable application of pressure causing a person to do something they would not normally do.
- Sexual Assault means Sexual Contact that occurs without effective consent.
- Sexual Contact is any intentional touching of a person's intimate body parts, (including the breasts, buttock, groin or genitals, or clothing covering any of those areas), or the use of Force to cause a person to touch his or her own or another person's intimate parts.
- Effective Consent means words or actions that show an active, knowing, and voluntary agreement to engage in mutually agreed upon sexual activity. Effective consent cannot be gained by force, duress, or deception,

by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the actor knows or reasonably should have known of such Incapacitation. Effective Consent is also lacking when the activity in question exceeds the scope of Effective Consent previously given. Effective Consent is informed, freely and actively given and requires clear communication between all persons involved in the sexual encounter. Effective consent cannot be given by minors, developmentally disabled individuals or persons incapacitated as a result of drugs or alcohol. Neither consent to one form of sexual activity nor past relationships imply consent to future sexual activity.

- Incapacitation is a state where individuals cannot make a rational, reasonable decision because they lack the ability to understand the nature of their sexual interaction.
- Sexual Exploitation occurs when a member of the community takes sexual advantage of another person without Effective Consent. Examples of sexual exploitation include, but are not limited to:
  - Invasion of sexual privacy
  - Non-consensual video or audio taping of sexual activity.
  - Posting non-consensual materials on social media such as Facebook or Twitter.
  - Engaging in voyeurism.
  - Bullying
- Stalking involves any behaviors or activities occurring on more than one occasion that collectively instill fear and/or threaten a person's safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to non-consensual communications (i.e., face-to-face, telephone, email, social media), threatening or obscene gestures, surveillance or showing up outside the targeted individual's classroom, residence or workplace.
- Intimate Relationship Violence (also known as dating violence or intimate partner violence) is defined as acts of violence, threats, stalking or intimidation that harm or injure a partner in a current or former intimate relationship (defined below). These acts may be physical, emotional/psychological, sexual or economic in nature. Intimate relationship violence can be a single act or pattern of behavior. Examples include, but are not limited to: striking another person (slapping, punching, etc.), property damage, reckless behavior, name calling and insults, public humiliation, harassment directed toward friends and acquaintances, and verbal and/or physical threats. The College will not tolerate intimate relationship violence of any form. For purposes of this

policy, the College does not define intimate partner violence as a distinct form of misconduct. Rather, the College recognizes that sexual harassment, sexual assault, sexual exploitation, stalking and retaliation all may be forms of intimate partner violence when committed by a person who is or has been involved in a sexual, dating, domestic or other social relationship of a romantic or intimate nature with the Complainant.

Under Clery and the Campus SaVE Act, the College will record and report all relevant incidents of intimate relationship violence.

- Domestic Violence in the Context of Intimate Relationships. Domestic violence is a particular type of intimate relationship violence that occurs when partners in a current or former intimate relationship are or have been cohabitating in the same space. Students are deemed to be cohabitating when they share access to the same private living space.
- Intimate Relationship. An intimate relationship is a short or long term relationship between persons of any gender that provide romantic and/or physical intimacy or emotional dependence. Intimate relationships may include (but are not limited to) marriages, civil unions, dating relationships, “hook-up” relationships, relationships in which partners are characterized as “girlfriends” or “boyfriends,” and relationships between persons with a child in common.

The College will not tolerate intimate relationship violence of any form. For purposes of this policy, the College does not define intimate partner violence as a distinct form of misconduct. Rather, the College recognizes that sexual harassment, sexual assault, sexual exploitation, stalking and retaliation all may be forms of intimate partner violence when committed by a person who is or has been involved in a sexual, dating, domestic or other social relationship of a romantic or intimate nature with the Complainant.

## Student Code of Conduct

Saint Joseph’s College has as a primary objective the holistic development of each student. The College strives to preserve for all of its students an environment that is conducive to academic pursuit, social growth and individual discipline.

**Students are expected to behave in a superior moral and ethical manner, both on and off-campus.**

Respect for oneself, others, property and authority, as well as honesty, are key elements in this behavioral expectation. It is essential that mutual respect for, and sensitivity to, the needs of others be accepted by all members of the College community in accordance with the Mercy values which the campus was founded upon.

All students are expected to act responsibly and within the regulations and standards established by the College, and all civil laws and ordinances. **The College reserves the right to hold accountable those whose conduct is in violation of the following regulations on or off-campus.**

Conduct which is subject to disciplinary action or response by the College includes, but is not limited to the following:

1. Cheating, plagiarism or any form of academic dishonesty as specified in the Academic Integrity Policy.
2. Forgery, alteration or misuse of campus documents, records, time- cards, or identification; knowingly furnishing false information to the College.
3. Misrepresentation of oneself or of an organization to be an agent of the College.
4. Obstruction or disruption, on or off-campus property, of the academic process, administration process, or other campus functions.
5. Threatening to, or inflicting, physical or psychological violence to the person or property of others, including their family members or campus visitors.
6. Theft, intentional destruction, damage or unauthorized possession/ use of College property or of the property of others, including their family members or campus visitors.
7. Unauthorized entry into, unauthorized use of, or misuse of any building, structure, equipment or facility.
8. Possession, distribution or sale of any illegal or unauthorized drugs that are controlled substances having potential for abuse, except as authorized by law.
9. Illegal possession, distribution, or use of alcoholic beverages and drugs specified in the College's Alcohol and Drug Policy.
10. Reporting to a College classroom/clinical site with the presence of alcohol or illegal drugs in one's body.

11. Possession or use of explosives, dangerous chemicals, firearms, or other weapons on campus property or at a campus function.
12. Abuse of or tampering with fire alarm or security systems, fire emergency equipment or any other emergency equipment.
13. Sexual or physical harassment or assault, or psychological harassment of any individual (inclusive of incidents of dating violence, domestic violence and/or stalking). See the Sexual Harassment and Misconduct Policy.
14. Engaging in degrading, lewd, indecent or obscene behavior.
15. Failure to comply with directions of or acting disrespectfully towards College officials, designated agents, law enforcement, or others in authority in the performance of their duties.
16. Conduct which adversely affects a student's suitability as a member of a respectful academic community. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.
17. Use of technology in an unauthorized way. This includes, but is not limited to sharing or distributing music in a manner that violates copyright laws; attempting to gain access to another's email account; use of another individual's identification and/or password; making changes to another's private files, or impersonating another individual; knowingly transmitting viruses, chain mail, or spam; using software that overloads the network; sending or posting illegal, defamatory, harassing, pornographic, obscene, or patently offensive sexual materials in email, web pages, individual newsgroup postings, or other electronic forms of communication.
18. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; they are both violations of this rule.
19. Abuse of the Student Conduct Process including, but not limited to:
  - A. Failure to obey the notice from an Administrative Hearing Officer or Student Conduct Committee to appear for a meeting or hearing as a part of the Student Conduct Process.
  - B. Providing false information pertaining to a student conduct meeting.

- C. Disruption or interference with the orderly conduct of an Administrative Hearing Officer or Student Conduct Committee proceeding.
- D. Attempting to discourage an individual's proper participation in, or use of, the student conduct process.
- E. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct proceeding.
- F. Harassment (verbal or physical) and/or intimidation of any individual, including witnesses, during, and/or after a student conduct proceeding.
- G. Failure to comply with the sanction(s) imposed under the Student
- H. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code and process.

## Residential Life Policies

All students and guests are expected to follow all Residence Life Policies while living in or visiting the Residence Halls. Students and guests who violate these and other college policies may be subject to the College's conduct process.

Saint Joseph's College adheres to all applicable federal, state, and local laws. Students who may not understand, or who question any of the policies, are encouraged to consult with a member of the Campus Life staff.

### I. Housing Contract Conditions

All students who live on campus are bound by the policies outlined in the Housing Contract. Resident students must re-sign a copy of the housing contract each year. During the Spring Semester, returning students may reserve rooms for the following academic year by filling out a Housing Contract and submitting a **non-refundable \$200** room deposit. Without the Housing Contract and the deposit, a student forfeits the privilege of living on campus during the succeeding year. The room deposit will be credited towards the student's room and board account. In April, those with confirmed contracts and deposits may request specific placement on campus through the housing selection process.

First-year students are required to sign the Housing Contract and submit a \$100 room deposit along with a \$250 damage deposit. The Office of Campus Life will place new students in appropriate housing after receipt of the Housing Contract, \$100 room deposit and \$250 damage deposit is confirmed. Housing assignments are completed after New Student Orientation. The \$250 damage deposit is returned to each student upon successful graduation and the full payment of any outstanding room damage bills.

## 2. Approved Appliances

For health and safety reasons, the only appliances that are permitted in residence hall rooms are coffee makers, popcorn poppers, hot pots, crockpots, refrigerators, and microwaves. Coffee makers must have an internal heating device (i.e. Keurig style.) All appliances must be UL-approved. Open burner items or items with hot plates are not permitted. Due to electrical system constraints, students are not permitted to have air conditioning units in their rooms. **Appliances that require high heat** (toasters, toaster ovens, hot plates, George Foreman-type grills, open flame units, etc.) **are not permitted** in the residence hall rooms.

## 3. Bicycles

Students may bring a bicycle to campus. There are no storage facilities for bicycles. Any student bringing a bike must store the bike outside the residence hall or within his/her student room. Bikes are not to be stored in the common areas of the residence halls.

## 4. Candles and Incense

Due to the safety of our students and their belongings, candles and any item that could be burned (e.g., incense/oil lamps) are not permitted in the residence halls.

## 5. Condition of Rooms/Common Areas

Students are responsible for keeping the rooms in as near the same condition as when they moved onto campus. Excessive damage to walls, floors, windows, furniture, etc., beyond normal wear and tear, will not be tolerated. Due to safety and fire standards, students are not permitted to keep personal belongings in common areas (e.g. bathrooms, lounges, hallways, stairwells, etc.). Any personal items left in these common areas may be removed and disposed of by the Housekeeping and Maintenance departments, and the residents will be charged for their removal. No common area furniture (couches, chairs, tables, etc.) is to be placed in student rooms, and no room furniture (desks, chairs, dressers, etc.) is to be placed in common areas.

A damage deposit is required of all students. This deposit is held against the student's account for the duration of the academic year. Students are financially responsible for damages to their assigned room beyond normal wear. Students are responsible for seeing that all current conditions and furnishings within their room at check-in are accurately recorded on the room inventory sheet.

### **The philosophy behind damage billing**

Part of the residential life experience at Saint Joseph's College is living in a community. This can be challenging at times but learning to live with others can

be beneficial and offers many opportunities as well. Part of living within a community is dealing with damage that occurs within the residence hall.

When damage occurs within a student's room, those students assigned to that room are billed for that damage. If damage occurs within "common areas" such as lounges, hallways, or bathrooms and no one takes responsibility for causing the damage or it cannot be attributed to a specific individual(s), then the cost will be divided accordingly between those on the floor or in the building as appropriate to each circumstance.

It is a student's responsibility to report instances of common area damages and/or vandalism in their community at the time of the damage.

### **How to Avoid Unnecessary Billing**

- Confront those behaving inappropriately in order to decrease the occurrence of senseless vandalism.
- When observing an act of vandalism report the damage immediately to Residential Life Staff or Campus Safety. If those who witness acts of vandalism are not willing to speak up, the entire group suffers and receives a charge for the financial costs associated with the damage.
- If residents notice that their floor or building has seen repeated acts of damage, talk about the issue at a floor meeting and/or with your Resident Advisor to strategize ways to minimize future damage.
- Document any problems with your room during the initial check in to your room. This includes documenting the condition and inventory of all furniture as well as the condition of the walls, ceiling, and floor.
- Do not leave pizza boxes or excessive trash in the bathroom trash or hallways.
- Take your personal room trash to the trash bins in the trash rooms of each residence hall.
- Do not put tack or nail holes in the walls, or use tape to hang things that will remove the paint from the walls.
- Remove all residue from walls, doors and ceilings prior to checking out of your room.
- Work with your RA to ensure that all common areas of the residence hall are left in good condition.

### **6. Confiscation**

College staff members and Resident Advisors are authorized to confiscate items which are not permitted in the halls. Any confiscated items will be brought to either the Campus Safety Office or to the Campus Life Office for storage (if applicable) and the student(s) will be notified of the confiscation.

### **7. Extension Cords and Power Strips**

Power strips with a built-in circuit breaker and three-pronged extension cords are allowed in the residence halls. Per the Standish Fire Code, any other

extension cords (two-pronged) or non-grounded strips are prohibited. Extension cords and power strips must be plugged directly into a wall outlet; cords and strips may not be plugged into each other.

## 8. Exterior Door Locking/Propping Doors

The exterior doors to all residences halls will be locked 24 hours a day. Students will be issued a key to their individually assigned room. All students are required to carry their key and Student ID card with them at all times. Any student found responsible for propping a locked door or tampering with the locking mechanism to the door will be in violation of the conduct code and will be documented. Fines for propping doors may be assessed to the individuals and/or residents of the building per incident. The Campus Life staff reserves the right to review the card access system reports when investigating an incident.

## 9. Hall Sports

For health and safety purposes, sports and other inappropriate activities are not permitted inside any residence hall. To avoid accidental damage, please use caution when playing sports outside and around all College buildings.

## 10. Health and Safety Inspections

During the academic year, Campus Life Staff, Facilities Maintenance staff, and the Standish Fire Department conducts Safety, Health, and Fire Inspections. These groups walk through the buildings and may check a resident's room in order to evaluate and uphold health and safety standards. It is expected that all rooms be kept in a sanitary fashion and that there are no fire hazards, broken furniture, and other policy violations taking place. The main purpose of these inspections is to ensure that students' health is not being endangered by sub-standard room conditions. If a common area/suite is found to be unsuitable, the common area/suite will be documented and may be assessed a cleaning fine by the Facilities department. These inspections occur throughout the year and when the residence halls close for breaks. The Office of Campus Life reserves the right to inspect a resident's room at any time without notice.

## 11. Heating/Cooling of Residence Halls Policy

Due to the many factors associated with heating/cooling of a residence hall, it is not permitted to tamper (placing washcloths on thermostat, using air conditioning units/space heater units, etc.) with the thermostat responsible for controlling such systems. If a student is concerned about the temperature of his or her room, they should notify their Resident Advisor. Students should also be aware that temperatures in the winter can fluctuate dramatically, and any damages caused by a window being left open will be the responsibility of the residents of that room.

## 12. Key Policy

Each resident is issued a room key, a Student ID card with electronic door access, and a mailbox key. It is the students' responsibility to carry their keys with them at all times. Moreover, students are not permitted to lend their keys to anyone or to duplicate issued keys.

Misuse and/or possession of unauthorized keys is prohibited. Lost keys will result in a lock change, and the student will be billed the appropriate amount(s): \$38 for a room key, \$10 for mailbox key, and \$25 for electronic access ID card. Failure to return a room key will result in a lock change fine at checkout.

### 13. Lockout Policy

Although students are expected to have their room key with them at all times, there may be occasions when students are "locked out." In this event, students must contact the Office of Campus Life at ext. 6603 during the hours 8:30 a.m. - 4:30 p.m., Monday - Friday. After this time, the student will need to contact the Campus Safety Office at ext. 6687. Student's who continually lock themselves out may be charged a fine.

### 14. Laundry Facilities

Washers and dryers are installed in each of the residence halls. These units are for residential student use only. Laundry Usage fees are included in the room and board fees.

### 15. Lofting Beds

The Facilities Management department will loft beds in residence halls during the first week of each semester, free of charge. Any other loft requests will be met, but an additional fee may be charged after this period. Please contact your Resident Advisor for more information and to schedule a work order. The lofting of beds with concrete blocks, books or other materials is strictly prohibited.

### 16. Pets

The only pets permitted in the residence halls are non-meat eating fish (self-contained in water). Failure to comply with removing pets from the residence halls may result in a fine and the confiscation of the pet.

If any student requires accommodation of a service and/or assistance/emotional support animal, a copy of this policy is available from Campus Life. Generally, some level of documentation is necessary to move forward with this accommodation, and will depend on whether the animal is a service animal or other assistance/emotional support animal.

### 17. Campus Recycling and Waste Disposal

For health and safety reasons, students are not allowed to keep significant amounts of recyclable materials in residence hall rooms, hallways, or common areas. Students may participate in our sustainability efforts by placing recyclable

materials in their assigned tote. These totes may only be left outside rooms during the designated recyclable pick up day.

## 18. Roof Access

Students are not permitted on building roofs at any time.

## 19. Room Changes

One of the important aspects of campus life is learning to live with another person through shared experiences and compromises. Please work with your roommate and/or your RA to resolve any roommate conflicts amicably. In special situations, an AC can hear requests for room changes. Any unauthorized room change can result in disciplinary action administered through the conduct process. Due to housing needs, no room changes are permitted during the first two weeks of each semester.

## 20. Room Decorations

Provided students do not change the room furnishing or original condition, they may decorate their room. Students are reminded that tape, tacks, and nails causing damage to the room/furniture are not permitted. Students should use approved adhesives for best results (i.e. blue painter's tape, 3M strips, etc.) Certain decorations do pose fire hazards (fishnet, incense, etc.) and are not permitted in the halls. Open bulb lighting is not approved. Additionally, no more than 50% of wall space can be covered and no electrical outlets/fixtures can be covered due to fire regulations. No items may be hung from the ceiling or sprinkler pipes.

## 21. Room Entry

Students are not allowed to enter rooms occupied by other students under any circumstances unless authorized by the resident(s) of that room. College staff will enter a residence room to perform routine repairs and maintenance.

## 22. Room Gatherings

Students may have gatherings in their rooms provided that the gathering does not violate the visitation, quiet hours, or alcohol policies. The number of people in a traditional double room must never exceed 10. The number of people in a Currier Hall pod or Feeney Hall suite must never exceed 25.

## 23. Search of Student Rooms/Vehicles

As a condition of residing in a College residence hall, a student authorizes the College to search the student's room in instances of suspected college violations. This includes suspected illegal drug or alcohol possession or use, or in cases of potential health and safety concerns. Personal vehicles are also subject to search.

## 24. Smoking and Tobacco Use

Saint Joseph's College of Maine is committed to providing a healthy working and learning environment for the entire campus community. To that end, a tobacco-free campus was established in 2013. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages persons to be tobacco-free, reduce health insurance and health care costs, and promote a campus culture of wellness.

This policy applies to faculty, staff, students, alumni, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any college-owned property, which includes but is not limited to, residences, buildings, college grounds, rights of way, parking areas, walkways, recreational and sporting facilities and college-owned vehicles.

Tobacco use by definition includes the possession of any lighted tobacco products: cigarettes, pipes, cigars, hookah, or the use of any type of smokeless tobacco including smokeless cigarettes, vaping, or chewing tobacco.

### SALES AND MARKETING

1. The sale and free distribution of tobacco products on any SJC campus is prohibited.
2. Campus organizations are prohibited from accepting money or gifts from companies who are primarily engaged in the sale and promotion of tobacco products.
3. Tobacco advertisements are prohibited in all College-run publications.

For assistance in quitting, students can contact:

Counseling Center  
St. Joseph's Hall- 1st floor  
207-893-6630 or 207-893-6628

Students can also contact:

Health Center  
Carmel Hall- 1st floor  
207-893-6634

Wellness Program  
Alfond Center, 207-893-6627

Partnership For a Tobacco-Free Maine:  
<http://www.tobaccofreemaine.org/>

Maine Tobacco Hotline

[http://www.tobaccofreemaine.org/quit\\_tobacco/Maine\\_Tobacco\\_HelpLine.php](http://www.tobaccofreemaine.org/quit_tobacco/Maine_Tobacco_HelpLine.php)

800-207-1230

Maine Tobacco-Free College Network

<http://www.mainetobaccofreecollegenetwork.org/>

Portland, ME, 207-874-8774, [info@mainetobaccofreecollegenetwork.org](mailto:info@mainetobaccofreecollegenetwork.org)

## 25. Storage

The residence halls do not provide storage space for student use during the academic year. Students are personally responsible for the security and storage of their belongings.

## 26. Windows/Screens

Students are required to keep their screens in place at all times. Students and guests may not throw or move items through their windows.

## 27. Room Condition Forms

Students will have the opportunity to fill out room condition forms (RCFs) at the beginning of each school year to assess the condition of their assigned rooms. Students are encouraged to list any “defects” in the room when they move in (ex. chipped paint, tape on walls, etc.) so they will not be held responsible for damage they did not cause. At the end of each school year, RCFs will be used to determine any damage billing the occupants of a room will incur.

## 28. Removal from Residence Halls

The College reserves the right to remove any student or guest from the residence halls at any time.

## 29. Quiet Hours

All residents are expected to be respectful and courteous, 24 hours a day, when living in a community.

Quiet Hours in and around the residence halls are as follows:

1. On the days classes are held: 11:00 p.m. - 10:00 a.m.
2. On the days classes are not held: 1:00 a.m. - 10:00 a.m.

The initial responsibility for adherence to quiet hours should be with the residents of the community; however, the Residential Life staff will assist in any matters involving noise violations but will encourage self-governance.

During the week of final examinations, 24-hour quiet hours are implemented in all residence halls to ensure an environment conducive to study.

### 30. Visitation Guidelines

Students are given the privilege to have an overnight guest of the same gender in their residence hall room. With this right comes the responsibility to register that guest through the use of an overnight guest form. Students must gain authorization for their guest at least 24 hours in advance with their RA/AC. A copy of the form must be delivered to the Campus Safety Office. For an overnight guest of the opposite gender, it is the host's responsibility to find students of that same gender with whom the guest may reside.

#### Visitation Procedures:

The basic procedure for implementation of this policy simply requires the visiting student/guest to adhere to the appropriate visitation hours through personal integrity. Residential Life staff and Campus Safety will monitor visitation and report violations.

1. These procedures are to be enforced during the visitation hours, which are authorized by policy for only these times:  
Sunday through Thursday: 10:00 a.m. to 11:00 p.m. Friday and Saturday: 10:00 a.m. to 1:00 a.m.
2. All guests must be with a current student at all times.
3. All guests must have their roommate's approval.

### 31. Campus Break Policy

All residence halls are closed for official college break periods. All resident students must vacate the residence halls 24 hours after their last class or by 6pm on the last day of class. Students who have a need to stay beyond these times must **request and receive** permission from the Office of Campus Life. The Office of Campus Life will work with the Athletics Department to house students who may need to stay due to games and practices.

#### 1. Alcohol Policy

Saint Joseph's College understands that alcohol is part of today's society, and therefore, believes in educating students about alcohol, its effects, and the prevention of alcohol abuse. Saint Joseph's College supports Maine state law related to alcohol, which includes the age of 21 as the legal age for possession or consumption of alcohol. The College has defined some specific guidelines associated with alcoholic beverages on campus. This outline is provided to clarify the SJC alcohol policy:

- 8) Legal age: Students must be at least 21 years of age to possess or consume alcohol on campus.
- 9) Disorderly conduct while under the influence of alcohol: Any person who, while under the influence of alcohol, disrupts the orderly conduct of College affairs whether in a residential, academic or social setting.

- 10) Open container: Once opened, no alcoholic beverages may be carried or consumed on campus outside of residence hall rooms. Open containers include any alcoholic beverages out of the original container or having a broken seal on the original container.
- 11) Supplying: Any person who hosts, sponsors or participates in a function wherein alcoholic beverages are knowingly provided to minors. Persons of legal age may not purchase or provide alcohol for minors.
- 12) Abusive drinking: Abusive drinking practices of alcoholic beverages are prohibited. The following behaviors are examples of (but not limited to) what are considered “abusive drinking practices”:
  - a. Drinking to the point of physical illness.
  - b. Consumption of alcohol while using prescription or over the counter medication.
  - c. Possession of a container or device which dispenses alcohol through a tap or any other central source of alcohol (ex. Keg, “beer ball”, or “trash can punch”).
  - d. Possession of any alcohol “gaming table” or “drinking game” paraphernalia.
- 13) False IDs: The production, possession and/or use of false identification is prohibited.
- 14) Alcohol-free halls: All first-year residence halls are considered alcohol and substance free living environments. No alcoholic beverages may be taken into the aforementioned halls, even by those of legal drinking age.
- 15) Students may request the use of a particular space on campus for an officially recognized college event that may include alcohol. Students must meet with members of the Campus Life staff at least seven (7) days in advance to register their function and to review specific guidelines related to such events. Any activity focusing primarily on alcohol/drinking will not be approved. The Office of Campus Life must grant final approval of all events using alcohol.
- 16) Student Government Association (SGA) funds may not be used to purchase alcohol.

### **Alcohol Immunity Policy**

Saint Joseph’s College is committed to the health and well being of its students and values a community that supports and comes to the aid of one another. Therefore, a student who summons medical assistance from a college official on behalf of an intoxicated student will not be subject to formal disciplinary action provided that the caller remains with the impaired student. The student for whom medical assistance is summoned for alcohol intoxication or alcohol-related injury will not be subject to administrative disciplinary action. Students who are directly involved in caring for and attending to the intoxicated individual will likewise be granted immunity from disciplinary procedures.

While students involved in an alcohol-related incident will not be subject to a formal disciplinary hearing or to fines typically associated with violations of

the alcohol policy, they will be provided with appropriate educational or developmental interventions.

This policy does not apply to those who flagrantly or repeatedly violate the College alcohol policy, nor is it applicable in situations that involve criminal activity such as assault or property damage.

In cases where help is indicated but not sought on behalf of another, involved students will be subject to severe disciplinary action. NOTE: Medical assistance can be sought via Saint Joseph's College Campus Safety or through Residence Life Staff.

## 2. Possession, Use or Sale of Illegal Drugs/Controlled Substances

The possession, use, sale or any other means to distribute illegal drugs on Saint Joseph's College Campus is not permitted by law. Possession or use of any drug paraphernalia is not permitted at Saint Joseph's College.

Any student present in a room/area where a controlled substance is being used may also be considered in violation of this policy.

## 3. Providing False Information

Providing information which the student knows to be false, whether written or verbal, is a violation of the Code and subject to disciplinary action.

## 4. Failure to Comply with a Directive of a College Official

Failure to comply with directives of College officials, residence hall staff, or any Campus Safety Officer acting in the performance of their duties will result in disciplinary action. Failure to identify oneself and produce identification to these individuals when requested to do so will also result in disciplinary action.

## 5. Health and Fire Safety Guidelines

**Residents should exercise every caution and care in the prevention of fire.**

For safety reasons, fire evacuation routes and procedures are posted in each residential area and RAs review this information in detail with the residents at the first hall meetings.

Residence Life staff are available to assist in the evacuation and overall fire safety of the residence halls. Fire equipment (e.g. smoke detectors, pull alarm stations and fire extinguishers) is installed in each hall, and fire drills are conducted twice each semester. Any time a fire alarm sounds, all students must leave the building. Failure to evacuate during any fire alarm will result in a \$150 fine and any additional sanctions. Students who have multiple offenses may result in increased fine and more severe disciplinary actions.

Any individual or group involved in tampering with fire or safety equipment (smoke detectors, emergency phones, sprinkler systems, pull stations, etc.) may be immediately removed from campus housing. If the person(s)

responsible cannot be identified, the residents of the floor/area will be billed a minimum of \$250 fine through the damage billing process.

## Fire Evacuation

### A. When the fire alarm sounds:

1. Always assume that it is a real fire whenever an alarm sounds.  
**DO NOT IGNORE AN ALARM!**
2. As you leave your room, check the door and handle to see if they are hot.
3. **If the door/handle is not hot:**
  - Take your coat and shoes with you.
  - You must leave your room.
  - Follow the designated evacuation route.
4. **If the door/handle is hot:**
  - Stay in your room. It only takes a few minutes for the fire department to arrive.
  - Place a (wet) towel rolled up against the crack at the bottom of the door.
  - Hang a sheet out of your window; leave the window open slightly to allow good air in and bad air out.
  - Stay close to the floor, as smoke will rise to fill up the top of the room. **Above all, REMAIN CALM.**

### B. If you see a fire:

1. Pull the fire alarm nearest you.
2. Leave the building via the safest evacuation route.
3. Once outside, please report to your designated fire location.

### C. Other important information:

1. Be knowledgeable of all evacuation routes out of the building.
2. Learn where the fire alarms are on your floor.
3. **YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY DURING A FIRE ALARM. Leave the building immediately. Do not wait to be told.**

## 6. Disorderly Conduct

Indecent behavior, obscene gestures, intimidation, verbal and/or written abuse (e.g. computer, e-mail, instant messaging), physical threats or inappropriate behavior – either self-directed or directed by one student towards another student, residence hall staff member, or other College official – is unacceptable at SJC.

## 7. Hazing

Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health of a student. Hazing is prohibited by all individuals, clubs, organizations and athletic teams at Saint Joseph's College.

## 8. Physical Assaults

No person is permitted to cause willful injury to any person or threaten to do so for the purpose of compelling/inducing such other person to refrain from any act which he/she has a lawful right to do or to do any act which he/she has a lawful right not to do.

## 9. Interference with an Investigation of Violation of the Conduct Code

Any student interfering with the investigation of any violation of the Code is subject to disciplinary action.

## 10. Motor Vehicle Registration

All vehicles must be registered with the Office of Campus Safety and parked in designated student parking lots. Any unregistered or illegally parked vehicle will be ticketed, immobilized and/or towed at the owner's expense. Repeat offenses may result in the loss of parking privileges.

## 11. Theft, Removal, Destruction or Unauthorized Acquisition of Property

No student, by oneself or with others, shall willfully damage or destroy property belonging to the College or individual(s). No student shall remove or use such property without authorization from the College or individual(s) (including any items from the Dining Hall). Removal of any common area property from its designated location without authorization will also result in action through the Conduct Code.

## 12. Trespassing or Unauthorized Presence on College Property

Any person present on College property without the permission of the College is subject to removal by outside law enforcement officers. Students will be required to take responsibility for the behaviors and actions of their guests.

## 13. Use/Possession of Firearms, Fireworks, or Explosives

No one person by oneself or in concert with others shall knowingly have in his/her possession on campus any dangerous material without authorization from the Dean of Campus Life. This shall include, but not be exclusively limited to the following: rifle, shotgun, pistol, revolver, firearms, knife, fireworks, explosives, martial arts equipment, BB guns, pellet guns, and paintball guns. The College reserves the right to request the removal of any dangerous or potentially dangerous material(s) from any facility on campus.

Such use or possession may result in a loss of housing privileges and/or removal of the student permanently from Saint Joseph's College.

#### 14. Assisting in the Violation of the Conduct Code

Any student found to be assisting another student and/or guest in violating the Conduct Code is subject to disciplinary action. **SJC students are responsible for the behavior of their guests and will be held accountable financially for any damages caused by their guests.**

#### 15. Federal, State, or Local Law

Any student who is not following federal, state or local law will be held accountable under the Conduct Process.

### The Conduct Process

The conduct process at Saint Joseph's College is a reflection of the values inherent in the College's Mercy Mission. Principal among these values are respect, justice, compassion and community. The conduct process challenges students to take responsibility for their actions and supports their pursuit of educational goals free from harassment, abuse and intimidation. The conduct process in all cases must be just, respectful and educational in nature. The conduct process is administered by the Dean of Campus Life, who serves as the primary student conduct administrator on campus. Area Coordinators (ACs) also serve as Conduct Officers as assigned by the Dean of Campus Life. Cases of a more serious nature that may result in suspension and/or expulsion may be heard directly by the Dean of Campus Life.

#### Referrals

Any member of the campus community may report an incident or alleged violation of the Student Code of Conduct, an Institutional Policy or a Residential Life Policy by submitting a formal, written incident report. Typically, incident reports are submitted by Resident Advisors (RAs). Incident Report Forms are available in the Division of Campus Life and the Campus Safety Office. Once complete, documentation of an incident should be forwarded in a timely fashion to the Division of Campus Life, located in the Heffernan Center.

#### Procedure

The procedure for addressing referrals is designed to identify and allocate the appropriate amount of consideration to each case on an individual basis. Because the nature of every incident is unique, each will be treated with the same elevated degree of significance and with confidentiality. The procedure is as follows:

- 1) Incident reports are forwarded to the Division of Campus Life where they will be reviewed by the appropriate university staff. The staff will become familiar with the incident report and determine if an introductory meeting with the individual(s) is necessary. Once staff determine an introductory meeting is necessary, they will inform the individual(s)

involved with the incident in writing (email can also be used for this purpose) of the reason(s) they are being summoned; the time of their scheduled meeting (typically at least 48 hours before the scheduled time); and the meeting venue. Introductory meetings generally take place in the Division of Campus Life. During this meeting the staff will:

- a) Establish facts about the incident;
- b) gather information related to the case;
- c) records statements students and others involved;

After the introductory meeting, based on all gathered information, the staff member will make a judgment on an individual being either “responsible” or “not responsible” based on the standard of a “preponderance of evidence”.

A “preponderance of evidence” means it is more likely than not that the individual in question is responsible for the violation(s) as charged. If an individual is found responsible for any charges, the staff member will determine relevant sanctions. When determining sanctions, the individual’s previous and current conduct status will be considered. Typically, most incidents are resolved at this point.

- 2) In cases which may warrant more serious consequences (ex. suspension or expulsion), or, in cases which more evidence needs to be gathered, the Dean of Campus Life may directly hear the case and make decisions related to the conduct case.
- 3) **Appeals:** Individuals are able to appeal decisions on sanctions if: a) new evidence that was unknown to the individual at the time of the AC Meeting comes to light; or, b) the sanction given by the staff is grossly disproportionate to the offense.
- 4) In order to appeal a decision made by the Dean of Campus Life, the individual must do so in writing, to the Appeals Board of the College, citing the rationale within 48 hours of being informed of the decision.
- 5) In order to appeal a decision made by an AC serving as the conduct officer, the individual must do so in writing to the Director of Residence Life, citing the rationale within 48 hours of being informed of the decision. If the request for an appeal is accepted by the Director, he/she will then review the file, may/may not meet with the individual, and render a judgment.

*\* Note: The Division of Campus Life reserves the right to change these guidelines at any time.*

## Student Conduct Records

Conduct records are maintained in the Division of Campus Life for three (3) years after the Student leaves the College. However, in cases involving suspension or expulsion from the College, records may be kept indefinitely.

## Sanctions

One or more of the following sanctions may be imposed after a finding of “responsible for violating the Student Code of Conduct, an Institutional Policy or a Residential Life Policy.” Prior misconduct can have an influence on the sanction(s) imposed. It is the intent of the College that sanctions be in proportion to the violations and background of the students so that the student involved may learn and grow from the sanction(s).

- a) Residence Hall Warning: A formal warning that informs a student that further violations may result in more severe sanctioning.
- b) Restricted Access: A student may be restricted in access to residence halls or other buildings/areas on campus.
- c) Parental Notification: Parent(s)/legal guardian(s) will be notified concerning a student’s behavior and/or conduct status. This may involve requesting a meeting of the parents/legal guardians, student and College official. Parent(s)/legal guardian(s) will be notified if a student is placed on probation.
- d) Fines: A fine of a sum of money determined by the Hearing Officer may be added to a student’s College account.
- e) Letter(s) of apology from student.
- f) Educational Projects: Development and implementation of a relevant educational program under the supervision of a faculty or staff member. The intent is to respond to the specific violation.
- g) Loss of Privileges: This sanction may deny a student access to the functions of any group or organization for a specified period of time. The student may be denied the privilege of participating in all co-curricular activities; this includes intercollegiate athletics and student government-related activities.
- h) College or Community Service: The student shall be assigned a specific number of hours to work for a College department or an organization.
- i) Restitution: Restitution is payment to the College, an individual or other entity. The Hearing Officer determines the amount of payment. Mandated restitution to the College constitutes an outstanding obligation that, if not paid, will be grounds for withholding of grades, transcripts or diplomas.
- j) Residence Hall Probation: Residence Hall Probation is a status that may be imposed for behavior that indicates unwillingness or inability to adhere to the standards of residence hall living. This status may include restrictions or conditions on residence hall activities and privileges for a defined period of time. This sanction may also include parental notification.

- k) Residence Hall Separation: Residence Hall separation involves removal of the student from the residence hall community for conduct that clearly falls below the standards and expectations of the residential community. Such separation may include a restriction on access to all designated residence halls.
- l) Disciplinary Probation: The student may be placed on disciplinary probation for serious misconduct or repetitious minor misconduct. The student experiences a loss of rights or additional responsibilities given over a specific period of time.
- m) Suspension: Suspension is temporary disciplinary separation from the College. Suspension from the College will not exceed one calendar year.
- n) Expulsion: Expulsion is permanent disciplinary separation from the College.

Disciplinary provisions other than those listed above may be made if they are deemed more appropriate to the particular case, for example, attendance to an educational program, peer mediation, research papers/projects and/or substance abuse assessment.

Recent changes to federal law have broadened the circumstances in which disclosure is permissible. Amendments to the Federal Educational Reporting Right to Privacy Act (FERPA) allow “institutions of postsecondary education to disclose the results of a disciplinary proceeding conducted by the institution against an alleged perpetrator of a crime of violence to the alleged victim of the crime without the prior written consent of the alleged perpetrator.” A crime of violence is defined as “(a) an offense that has an element of use, or threatened use, of physical force against the person or property of another, or (b) any other offense that is a felony and, that by its nature, involves a substantial risk that physical force against that person or property of another may be used in the course of committing the offense.”

## Academic Affairs, Policies & Procedures

### Office of the Vice President for Academic Affairs

Xavier Hall, 2nd Floor  
Vice President/Chief Learning Officer ... x 6641  
Associate Vice President ... x 6642  
Director of the Academic Center ... x 7563  
Executive Secretary to the CLO/VP ... x 6643

The Chief Learning Officer/Vice President is ultimately responsible for all aspects of the academic program: library, the Academic Center, academic records,

academic advising, grade appeals, distance education, and the faculty. Students are asked to consult the online Academic Catalog for specific academic policies and procedures.

## Wellehan Library

Heffernan Center  
Library Director ... x 7726

The Kathleen and Daniel Wellehan Library provides students and faculty with access to a wide range of academic resources. It boasts a circulating book collection of more than 100,000 volumes as well as subscriptions to over 400 magazines, newspapers, and scholarly journals. In addition to these print resources, the library also provides access to 62 databases, several of which provide full text of books or articles online. The library also houses a core collection of general and subject-specific reference materials, as well as several special collections that include the Thomas Merton, Chancery, Desjardins, Healy, and Mosher collections.

For policies and procedures on circulation, reference assistance, interlibrary loans and use of the library computers, please go the library's Web page: <http://www.sjcme.edu/library>.

## Academic Policies and Procedures

### Program Load

First-semester first-year students need approval from the Vice President for Academic Affairs to register for 19 credits or more. The normal load for a matriculating student is four courses to a maximum of 19 credits. The amount of work permitted each term depends upon the courses selected and the scholastic ability of the student. Tuition is charged for each credit over 19.

### Classification of Students

**Matriculation Status:** Students who have satisfied the admission requirements and are following a prescribed program of studies toward a degree.

**First Year:** Those who have completed fewer than 28 semester hours of college work.

**Sophomores:** Those who have completed at least 28 semester hours of college work.

**Juniors:** Those who have completed at least 60 hours of college work.

**Seniors:** Those who have completed at least 96 semester hours of college work.

**Unclassified Students:** Those who wish to pursue particular studies without following the prescribed courses for a degree. Credits will be given if the student fulfills entrance requirements.

**Part-Time Students:** All students taking fewer than 12 credits in any regular term.

### **Attendance**

Students are expected to be present at all their regularly scheduled classes. A student is either in class or is marked absent regardless of the reason for the absence. No excuse for absence is issued by any administrative office. In the event of prolonged illness, accident, or similar emergency, the Office of Academic Affairs should be notified, and the faculty member will be advised. Each course syllabus shall make a clear statement concerning the course policy for absence and subsequent make-up work. A copy of this statement will be submitted to the Office of Academic Affairs.

When in the judgment of the faculty member a student's absences threaten to lower the student's academic achievement or lead to failure, a written warning may be given to the student by the faculty. Copies of this statement shall be sent to the Office of Academic Affairs and to the Office of the Registrar. Students in danger of failing should be advised to make an appointment with their faculty advisor, the Registrar, or with the Office of Academic Affairs for counseling and guidance.

If the pattern of unsatisfactory work caused by absence continues despite this warning, the faculty member may recommend to the Vice President for Academic Affairs that the student be withdrawn from the course with a grade of WF. If approved, the WF grade will be entered on the student's official transcript and is so computed.

If a faculty member is late to class, students are required to wait ten minutes. If at the end of that period the faculty member has not arrived, the students present must, upon departure from the classroom, sign their names on a record sheet and give it to the Office of Academic Affairs.

### **College Policy on Cancellation of Classes**

In unusual circumstances, which necessitate the closing of Saint Joseph's College, the Vice President for Academic Affairs is responsible for making the determination and notifying area radio/television stations by 6:00 a.m. of the cancellation of classes.

Faculty and students may call the school's class cancellation number (207-893-3333) for information on individual classes and/or school cancellation. In instances of hazardous weather, faculty and students should use discretion in the decision to commute during such weather conditions.

### **Policy on Transportation**

Students are responsible for providing their own transportation for any off-campus related experiences or courses, e.g. internships/field experience for business, sociology, communications, and education students; and clinical experiences for nursing students.

### Add/Drop and Withdrawal

From the first day of the term through the second Friday, students may add or drop courses. This is referred to as the “Add/Drop Period.” The dates are published yearly in the Academic Calendar. Adding or dropping courses require approvals from the students’ academic advisors, and the teachers of the courses being added or dropped. These approvals must be signatures on Add/Drop Forms available from the Office of the Registrar. For courses dropped during the Add/Drop Period, no notations will appear on student permanent academic records. After the Add/Drop Period, and through the seventh week of the term, no courses may be added.

However, students with required approvals may withdraw from courses and receive grades of W, which are not computed into student GPAs. After the seventh week of the term, students may withdraw from courses with the required approvals, but these withdrawals will result in failing grades of WF, which are computed in the students’ GPA.

### Audit Policy

Students who register to audit a course receive no credit for the course but have “Audit” recorded on their transcripts. Audit status will not be assigned once the term begins.

### Grading System

The following system of grading is used by the College:

Letter Grade	Quality Points	Numerical Equivalent
A	4.0	93-100
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87
B-	2.7	80-82
C+	2.3	78-79
C	2.0	73-77
C-	1.7	70-72
D+	1.3	68-69
D	1.0	63-67
D-	.7	60-62
F	0	Below 60

F – Failure. This grade is calculated into the GPA.

I – Incomplete. Course incomplete. An “I” that is not removed six weeks after the examination period becomes an “F.”

W – Withdrew from class within period of no penalty.

WF – Withdrew from class after last day to withdraw without penalty. This “WF” is calculated into the GPA.

At midterm the faculty member advises students who are failing or are in danger of failing. The Vice President for Academic Affairs advises the parents or guardians.

### **Description of Letter Grades**

- A Excellent. Superior command of subject matter and performance in course requirements (e.g. examinations, written assignments, projects, oral presentations, class participation).
- B Good. Above average command of subject matter and performance in course requirements.
- C Satisfactory. Average command of subject matter and performance in course requirements.
- D Low passing. Marginal command of subject matter and performance in course requirements.
- F Failing. Insufficient command of subject matter and performance in course requirements. Some departments may set minimum passing grade standards that are higher than D.

### **Quality Points**

The number of quality points earned in a subject is determined by multiplying the point value of the grade earned by the number of semester hours of credit.

### **Term Quality Point Average**

The total number of quality points earned in a term divided by the total number of credits in which a student is enrolled yields the quality point average.

### **Cumulative Quality Point Average**

This value is calculated by dividing the total quality points earned by the total credits taken. Both quality points and credits must be taken through the College to be used in this calculation. If a student receives a failing grade in a course at the College and retakes that course at another institution, neither grade counts in calculating the cumulative quality point average.

The cumulative grade point average determines the academic standing of the student at every point.

### **Grade Reports**

Grade reports are mailed to all students at their home address approximately two weeks after the end of each semester, unless a student requests to the contrary. Final grades cannot be secured in advance from the Office of the Registrar. Grade reports will not be sent unless all accounts are paid in full in the Treasurer's Office. Grade reports are also available online.

### **Request for Review of Course Grade**

When a student thinks there is a discrepancy between the grade earned and the grade received in a course, the student is encouraged to seek an acceptable resolution through a discussion with the faculty of the course as soon as possible. Any change in grade is to be submitted by the faculty member in writing to the Office of Academic Affairs.

If a satisfactory resolution is not reached a student may initiate a formal appeal by taking the following steps:

- 1) The request for a Review of a Grade form is available in available in the Office of Academic Affairs. The student must submit this form in writing to the Office of Academic Affairs with all supporting documentation, which includes but is not limited to the course syllabus and all graded assignments, no later than 15 calendar days after the first official day of classes in the semester following the one in which the grade was received.
- 2) The Chief Learning Officer/VP will forward the appeal to the faculty member for evaluation.
- 3) If a satisfactory resolution is not reached, the Chief Learning Officer/VP will convene the Academic Review Committee. It consists of three (3) members of the faculty, one of whom is a member of the Educational Standards Committee.
- 4) The recommendation of the Academic Review Committee is submitted to the Chief Learning Officer/VP who then files the final decision with the Office of the Registrar.

### **Repeat Course Policy**

A course may be repeated when a student does not meet a departmental or College requirement. A recommendation to repeat must be given by the department chair or advisor. The course that the student is repeating is counted only once in fulfilling degree requirements. If the course is taken at Saint Joseph's College, both grades will remain on a student's transcript; however, only the latter grade will be used in computing the grade point average. Courses taken at another academic institution will be treated in accordance with the policy on transferring credits.

### **Independent Study**

Independent study is designed to enable a student with demonstrated proficiency to work individually on a project or a reading program. One to four credits may be earned by independent study. Such a program should be carefully worked out by the student in consultation with the faculty member under whose direction it is to be carried out. The Independent Study Form must be completed and the project plan must be approved with signatures from the supervising faculty member, the department chair, and the Office of Academic Affairs. A 3.0 (B) overall average is required for admission to independent study.

### **Enrollment in Graduate and Professional Studies Course**

After careful advisement, students registered in the 4-Year College may enroll in courses through the Division of Graduate & Professional Studies under the following conditions:

- faculty advisor must verify that the student has junior or senior standing and a GPA of at least 2.5;
- student has demonstrated proficiency to work independently;
- students must complete course requirements within the on-campus semester as follows:
  - Fall Semester: September 1 through November 30
  - Spring Semester: January 1 through April 30 (Graduating seniors: final grades need to be posted by April 30)
  - Summer Semester : May 1 through July 30
- students submit one assignment at a time and wait to receive feedback from the faculty member on a submitted assignment before submitting the next assignment.

It is the student's responsibility to contact Graduate & Professional Studies for course enrollment materials.

### Transcripts

To order a Saint Joseph's College transcript, a student must submit a written request directly to the Office of the Registrar with the following information: full name at the time of attendance; dates of attendance; social security number; current mailing address; and the address of the recipient. The request letter should be signed and dated. The fee is \$5 per transcript. Please make the check payable to Saint Joseph's College. Transcripts are available to students provided there are no outstanding debts in the student's name.

### Transfer Students

Transfer students must maintain a cumulative average of 2.0 or above for course work in the baccalaureate program and must earn at least 32 credits at Saint Joseph's College.

### Good Academic Standing and Satisfactory Progress

Full-time matriculated students are in good academic standing and making satisfactory progress in their degree program when they meet or exceed the cumulative credit and grade point averages listed below. The benchmarks are listed for the end of the academic year.

At Completion of Year of Attendance	Class Level	Minimum Cumulative Earned Credits Required	Minimum Cumulative Grade Point Average Required
1	First-Year	28	1.75
2	Sophomore	60	2.0
3	Junior	96	2.0
4	Senior	128	2.0

### **Academic Probation**

Students incur academic probation when their cumulative grade point average falls below the acceptable minimum:

- at end of first term, first year = 1.50;
- at end of second term, first year = 1.75;
- at end of first term, second year = 1.85;
- at end of second term, second year (and for each succeeding term) = 2.00.

Probation is a warning and an opportunity to improve.

### **Academic Dismissal**

A student in a 4-year College program who has been on probation for two (2) terms and shows no substantial sign of improvement is subject to academic dismissal from the College. If the student's progress at another institution indicates promise of future success at Saint Joseph's College, the student may reapply for readmission.

A student who fails three (3) courses in any one of their second or subsequent terms at the College is also subject to academic dismissal from the College unless the cumulative grade point average was 2.5 or better prior to the semester in which the three (3) courses were failed. In this instance, the student may request to remain at the College but will be restricted to 12 credit hours for the next term. The Vice President for Academic Affairs may also impose other conditions.

A senior student who fails three (3) courses and has a cumulative grade point average of less than 2.5 may be allowed under certain circumstances to continue a program of study subject to conditions determined by the Vice President for Academic Affairs.

### **Academic Honesty**

All members of the Saint Joseph's College community are expected to adhere to the principles of academic honesty central to the College's mission. Plagiarism, collusion, falsifying the results of one's research, cheating on examinations and any form of misrepresenting one's own work, or collaborating in the misrepresentation of another's work, are contrary to the traditions and goals of the institution. Instances of academic dishonesty are subject to disciplinary action and/or academic sanctions.

Students are expected to cite any sources upon which their work is based, through the use of bibliographical lists, footnotes, endnotes, and the like, and to document all uses made of the content, style, conceptualization, organization methods, and factual material of others, or of other work produced by the student. "The Statement on Plagiarism" is available in the Offices of Academic Affairs and Campus Life.

### **Procedure in Cases of Academic Dishonesty**

When a breach of the Academic Honesty Policy is suspected (or determined), the faculty member shall contact the student and discuss the details of the charge. Subsequent disciplinary action shall be at the discretion of the faculty member.

For a minor violation, the instructor shall either:

- 1) decide to take no further action, or
- 2) require that the student's work be resubmitted with appropriate changes, or
- 3) lower the grade for work submitted.

Beyond a minor offense, the faculty member shall either:

- 4) assign a failing grade for the work submitted, or
- 5) assign a failing grade for the course.

When either of these last two options is chosen, then notification, along with supporting documentation, should be sent to the Office of Academic Affairs, where a record of the infraction will be kept. Depending on the particulars of the case and/or the student's prior history of infractions, the Chief Learning Officer/VP may decide to extend the sanction to include:

- 1) Temporary suspension from the College, or
- 2) Permanent expulsion from the College.

A student accused of academic dishonesty may appeal his/her case in writing to the Chief Learning Officer/VP, who will then convene the Academic Review Panel. The role of this Panel is to evaluate the accusation in light of the circumstances bearing upon the case, and then to advise the Chief Learning Officer/VP. The decision of the Chief Learning Officer/VP shall be final.

### **Plagiarism**

Plagiarism occurs when a person uses the words, ideas, opinions, research, or creative expressions of another as if they were her or his own.

Plagiarism can take many forms. One common type of plagiarism occurs when a person uses another's words without adding quotation marks around the words and clearly stating the source. The words of another may be used only when both of these conditions are present (quotation marks and clear citation of the source). Not using quotation marks implies that the words are the student's.

Another common example of plagiarism is when an individual uses another person's ideas or opinions and expresses them in his or her own words (called paraphrasing) but fails to cite the source. Although in this case, the words may be the student's, the ideas have been borrowed from another, and that borrowing must be acknowledged.

Plagiarism can involve unacknowledged borrowing from any number of places, including published articles, a classmate's paper, graphs, charts, the Internet, or a video production. To take anything owned by another without proper acknowledgement is theft, and plagiarism is intellectual theft. Plagiarism occurs in research papers through failures of documentation, but it also can happen in class reports, essays, tests, and in any other situation in which a student may use the words or ideas of another.

Plagiarism is a serious violation of academic integrity; it always involves deceit, whether that deceit is intended or not. Ignorance and carelessness sometimes lead to plagiarism, but they are not acceptable excuses. Each individual student has the responsibility to understand and avoid plagiarism. Opportunities to learn about proper use of documentation include the freshman course College Writing and any number of college handbooks.

### **Change in Curricular Requirements**

The College reserves the right to change the course and credit hour requirements of any or all academic programs when modifications are deemed necessary. All students must comply with the new requirements insofar as such modifications pertain to courses and/or credit hours yet to be completed. Such changes, however, will be made only for the purpose of more fully achieving the objectives of the curriculum.

### **Dismissal**

The College reserves the right to dismiss a student when the quality of scholarship does not meet the required standards or when the student's conduct is contrary to the purposes and ideals of the College. Students dismissed for disciplinary reasons are not allowed to make up graded work.

## **Educational Rights and Privacy Policy**

The Family Educational Rights and Privacy Act (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 the 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 access and notify the student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the Registrar, and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the 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 the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the 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.

The College may disclose appropriately designated "directory information" without written consent, unless you have advised the Registrar of your request not to have "directory information" released without your consent. This is accomplished by submitting an "Access to Student Records" form to the Registrar. The following data has been designated as Directory Information at the College:

- the student's name, address, telephone listing and e-mail address
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- the weight and height of members of athletic teams
- dates of attendance
- degrees and awards received
- the most recent previous educational institution attended.

- 4) 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, DC 20202-4605

## Student Grievance Policy

### Purpose

The primary objective of the grievance procedure is to insure that student concerns are promptly addressed, and that resolutions are reached in a fair and just manner. As such, any student at Saint Joseph's College may file a grievance through this procedure.

### Definitions

A grievance is defined as dissatisfaction occurring when a student believes that any decision, act, or condition affecting him or her is illegal, unjust, or creates unnecessary hardship. Such grievances may concern, but are not limited to, the following: academic problems; wrongful assessment of fees; records and registration errors; and discrimination because of race, national origin, sex, marital status, religion, age, or disability.

Complaints covered by policies already in place (i.e. sexual harassment, grade issues, financial aid, student code of conduct, athletic eligibility, etc.) are excluded from this policy.

### Grievance Procedure

Prior to invoking the procedures described below, the student is strongly encouraged to discuss his or her grievance with the person(s) alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance

Additionally, the student may choose to present his or her grievance in writing to the person(s) alleged to have caused the grievance. The person alleged to have caused the grievance must respond to the student either orally or in writing. Student grievances that are filed with the person alleged to have caused the grievance after more than ten (10) working days from the initial incident will not be accepted and are deemed to be waived. Please note that the College recognizes that there may be situations that do not fit within the ten-day time frame.

Regarding an academic concern, if a student elects to bypass the above or is dissatisfied with the response, the student is encouraged to seek counsel from the department chair in which the course resides. If the student is still dissatisfied he/she may present the grievance in writing to the Chief Learning Officer/VP within ten (10) working days of the incident or of the initial response.

If a student elects to bypass the above or is dissatisfied with the response, he/she is encouraged to seek counsel from the chair of the department in which the course resides. If the student is still dissatisfied he/she may present the grievance in writing to the Chief Learning Officer/VP.

The Dean of Campus Life should be presented with all non-academic concerns within ten (10) working days of the incident or of the initial response.

The respective Vice President/Dean will conduct a review of the written statement to resolve any factual disputes. The Vice President and Dean may appoint a member of the college community to review the situation in greater detail. A response should be given to the student within ten (10) working days from the date the written grievance was received. If the disposition extends beyond the ten (10) working days the Vice President should inform the student of the delay and the expected response date.

Regardless of the situation, no member of the College community may harass or retaliate against a student who has filed a grievance under the College grievance procedure.

In the event that a grievance is filed against a Vice President, the grievance should be submitted to the President of the College.

## Administration & General Services

### Office of Admission

Saint George Hall

Dean of Admissions and Enrollment Services ... x 7746

Saint Joseph's College, a Catholic College in the Mercy tradition, enrolls qualified men and women of all religious faiths. Students possessing a strong academic background and a commitment to co-curricular activities are encouraged to apply.

The Office of Admission encourages its students to consider opportunities as tour guides, admission assistants, and student ambassadors.

### Office of Financial Aid

Cassidy Hall, Lower Level

Dean for Financial Aid ... x 6611

Associate Director ... x 6614

Senior Program Assistant ... x 6613

Saint Joseph's College subscribes to the philosophy that the responsibility for meeting the College's expenses rests with the student and family. The College recognizes, however, that there are those who do not have the resources to meet all of these expenses. The Office of Financial Aid determines all awards in accordance with federal and state regulations as well as institutional policies. The College does not discriminate on the basis of race, color, national or ethnic origin or physical disability in the general administration of its scholarships, loans, and

work programs. The Office of Financial Aid bases the majority of awards on demonstrated financial need and the availability of funds.

## Application

Eligibility for aid is determined each year. Please go to the Financial Aid website online to access our current forms. All students wishing to be considered must complete the appropriate Free Application for Federal Student Aid (FAFSA). The code for Saint Joseph's College is 002051. Candidates must also file the annual Saint Joseph's College Financial Aid Application. This form and signed federal tax returns, including all schedules and W2s, should be sent directly to the Office of Financial Aid. New students to the College should file the FAFSA and the College's Financial Aid Application by March 1 and returning students should file both forms by April 1. Those students who apply for aid after the priority dates will be considered for financial aid on a funds-available basis.

Periodically, additional paperwork may be required due to specific fund regulations, the process of federal verification, or because more information is needed to correctly assess a student's financial need. Students must respond to any request for such information within 30 days. Cancellation of funds may occur after this 30-day period.

## Academic Progress for Financial Aid Programs

All aid recipients are required to make both satisfactory qualitative and quantitative academic progress toward their degree. A Saint Joseph's College student will be deemed to be making qualitative satisfactory academic progress as long as she/he falls within the cumulative grade point average as defined in the Catalogue. Any student will be considered to be making satisfactory quantitative academic progress if he or she is on schedule to complete a baccalaureate degree program within four years if pursuing full-time studies, within six years on a three-quarter time basis or within eight years if attending half-time. To be eligible for financial aid a student must be attending at least half-time.

Recognizing that students have different strengths and weaknesses, the Office of Financial Aid will consider a student to be making qualitative and quantitative progress by using the following minimum criteria:

- To be a sophomore..... 28 credits with at least a 1.75 cgpa
- To be a junior..... 60 credits with at least a 2.00 cgpa
- To be a senior..... 96 credits with at least a 2.00 cgpa

Students may receive institutional aid for four years of full-time study in a baccalaureate program unless additional time is required by specific action of the Dean. A student may not receive federal aid for more than 150% of the normal degree completion time frame.

**Five Year Nursing Students** — In the case of students in the nursing program who, by specific action of the Nursing Department and Dean of the College, will

require five years to attain their degree, the aforementioned criteria will not pertain. Satisfactory qualitative progress will be a 2.00 minimal cumulative grade point average and satisfactory quantitative progress will be 24 credits earned the first year and accumulations of at least 26 earned credits each year thereafter, assuming a fulltime schedule.

A notice may be sent to students to include information regarding probation, aid eligibility and academic requirements, which must be achieved. It should be noted that students may not receive retroactive financial aid for the time of ineligibility.

In general, a student who is not making satisfactory progress will be placed on probation for one semester. If he or she attains the academic benchmarks required by the end of the following semester, no further action will be taken. If a student fails to meet the academic requirements, however, all financial aid for the subsequent semester is canceled including all institutionally-administered programs, state and federal aid including student and parent loans. The student should notify the Office of Financial Aid as soon as he or she has met the standards again.

A student who has been denied financial aid as a result of a failure to make satisfactory academic progress has the right to appeal. A letter explaining any mitigating circumstances should be directed to the Financial Aid Office. A committee will review the student's case and will respond in writing to the student.

## Withdrawal and Refund

The College must anticipate for fiscal reasons that enrolled students will complete the term to which they were admitted. Should it be necessary for a student to withdraw from the College, the student must complete an official withdrawal form to determine the date of last attendance for refunding purposes. At that time, the Bursar will determine the allowable refund according to the following schedule for tuition:

Withdrawal during the first two weeks: Refund of 80% of tuition

Withdrawal during the 3rd week: Refund of 60% of tuition

Withdrawal during the 4th week: Refund of 40% of tuition

Withdrawal during the 5th week: Refund of 20% of tuition

Withdrawal after the 5th week: No Refund

Room and board are non-refundable for all students. A student who leaves the College without explicit permission of the Vice President for Academic Affairs or a student dismissed from the College forfeits all rights to a refund.

Prior to releasing a refund to a withdrawn student, the College returns funds to federal accounts, state, and institutional accounts as deemed appropriate by current federal regulations. Federal calculations are used to determine how much aid a withdrawing student is allowed to retain based on the time enrolled, e.g., aid earned. A student who is considering withdrawal may want to meet with

the Director of Financial Aid in order to learn the financial consequences of such a decision.

## PROGRAMS

The College participates in the following programs:

### **Federal and State Funds:**

- Federal Perkins Loan
- Federal Nursing Student Loan
- Federal Work-Study Program
- Federal Supplemental Education Opportunity Grant
- Academic Competiveness Grant
- Federal Pell Grant
- Federal Stafford Loan
- Unsubsidized Federal Stafford Loan
- Federal Parent Loan for Undergraduate Students
- State Grants – Conn., Mass., Maine, New Hampshire, Penn., R.I., or Vt.
- National Smart Grants

### **Saint Joseph's College Funds:**

- Merit Scholarships awarded at the time of admission
- Saint Joseph's Grant
- Family Grant
- Endowed and restricted scholarships

For more information about financing education costs, please refer to the Financial Aid Web site at <http://www.sjcme.edu/finaid>.

## Office of Academic Records

Saint Joseph's Hall, Lower Level  
Registrar and Director of Institutional Research ... x 7797  
Associate Director ... x 7796  
Administrative Assistant ... x 7798

The office hours for the Office of the Registrar are 8:30 a.m. to 4:30 p.m., Monday through Friday, except on College holidays.

This Office is responsible for the registration of all traditional students into their fall and spring semester courses. For degree candidates, this registration takes place during the Spring Semester for the following Fall Semester classes, and during the fall for the following Spring Semester. The dates of registration will be announced at the beginning of each semester. It is essential that the student register at the time scheduled by the College to ensure that he or she benefit from the highest available priority in class selection.

Students may adjust their class schedule by Add/Drop at the beginning of each semester. The Academic Calendar lists the Add/Drop deadline. A final grade

will be awarded in each course that remains in a student's class schedule after the Add/Drop deadline. No credit will be given for a course for which a student is not registered. Exceptions to these important academic policies will be made only upon the student's successful petition to the Academic Dean.

The Registrar's Office is also responsible for the insurance of enrollment certifications and academic record transcript to third parties at the request of the students.

## Academic Advising

Advising folders are prepared for incoming freshmen, transfer students and students who are being re-admitted. In the folder, tutoring services and study skills sessions are listed. This folder also contains a list of study tips and hints and copies of Student Goals, the Academic Calendar and the College Mission. An assigned faculty advisor, in cooperation with the department chair, will help the student select the proper courses necessary for career goals. The advisor also counsels the student in all areas of academic life. Students are encouraged to meet with their advisor at monthly intervals or more frequently, as required. Students should contact the Office of the Registrar with questions about academic advising.

## Office of Institutional Advancement

Xavier Hall

Vice President & Chief Advancement Officer ... x 7891

The Office of Institutional Advancement is responsible for all fundraising and constituent relations among the College's alumni and friends, as well as marketing and public relations to external audiences.

The Annual Fund affords alumni, parents, friends and businesses the opportunity to make contributions to support the College's current operations and its most important ongoing needs – student scholarship assistance and support for faculty and academic resources.

Alumni Relations is responsible for sustaining and strengthening the College's relationship with its alumni. The Office develops and sponsors programs to involve alumni and students in the life of the College, builds volunteer leadership for the Alumni Clubs across the country, and offers activities on and off campus, which inform our constituents about the College's current and future direction.

Foundation Relations is responsible for managing the College's relationship with, and encouraging support from, private foundations and other public sources of grants.

An Alumni Annual Fund Phonathon is held twice a year, and current students can apply for a paid position to work on the Phonathon. The Senior Class Gift program helps educate senior classmates about the importance of the

Annual Fund, and gives seniors the chance to be a part of providing a legacy for their Class.

## Office of Sponsorship & Mission Integration

Xavier Hall

VP for Sponsorship & Mission Integration ... x7705

The Office of Sponsorship & Mission Integration has a two-fold purpose. The Sponsorship function focuses on the history of the Sisters of Mercy and that of the College since the founding date of 1912 up to the present. The Mission Integration function aims to have the Mission, Core Values, and Vision incorporated into the daily operations and strategic planning of the College.

## Office of the Treasurer

Saint Joseph's Hall, Lower Level

Assistant Director Student Accounts ... x 7735

The Treasurer's Office keeps accurate records of all students' financial accounts with the College. Semester bills (minus any approved aid) must be paid in full before any student may be admitted to classes.

## Dining Services

Director, Pearson's Café ... x 6683

Pearson's Café - Mercy Hall, Lower Level

Pearson's Café at Mercy Hall joins restaurant style service with on-campus convenience. What's more, it offers a combination of choices you may never have seen on a college campus before. Pearson's has a passion for food and chooses fresh ingredients and made from scratch preparation methods. Pearson's brings excitement to all the customers at the various stations in our food court. Meals served in our dining hall are all-you-care-to-eat style of service, and one meal is deducted from your meal plan. You may return for appropriate seconds.

Mercy Market - Mercy Hall, Main Level

In a hurry or just fancy a quick snack, you will find yourself frequently visiting Mercy Market, and taking in the aroma of freshly brewed all organic coffee. Serving Pura Vida fair trade gourmet coffee, cappuccino, frozen explosions, iced drinks, hot chocolate, assorted juices, flavored milks, bagels, fresh baked muffins, pastries, croissants, fresh fruit, yogurts, salads, soups and assorted sandwiches.

## General Services

### Bookstore

Mercy Hall  
Manager ... x 6653

All academic texts and reference materials may be purchased here. The store carries a variety of school supplies, clothing and gift items with the College logo. It also carries a large variety of snacks, drinks, stamps and calling cards. The campus store offers the following services on a daily basis: faxing, special text ordering and software, year-round book buy-back program, and student draws accounts. Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m. All major credit cards accepted.

### Campus Services

Service Building  
Mail and Print Services Supervisor ... x 7730

The mailroom and all student mailboxes are located in the front of the Service Building. Campus Services operates both the U.S. Mail and the intra-office mail system, serving all students, faculty and staff. U.S. Mail is delivered once daily, Monday through Friday at midday. U.S. Mail is picked up at the blue mailbox in front of the I.S. Department in Mercy Hall twice daily and processed for an afternoon drop off at the Standish Post Office. U.S. Mail can also be dropped off at the mailroom for delivery to the U.S. Post Office, if received by 3:00 p.m.

Campus Services assigns each student a mailbox unit number. Unit numbers are retained by students for the duration of continuous enrollment at the College. Please be sure all mail addressed to you includes your unit number and nine-digit zip code. Mail should be addressed as follows:

Student Name  
Unit Number (XXX)  
Saint Joseph's College  
278 Whites Bridge Road  
Standish, ME 04084-5263

All students are issued a mailbox key during the first week of the Fall Semester. For security reasons, Campus Services will not open your mailbox for you; you must have your key. Misplaced/lost keys can be replaced for a charge of

\$10. Graduates and transfer students, as well as withdrawals, will be charged a \$10 fee if they do not return in their mail box key.

Packages shipped to students are received at the mailroom for distribution. An e-mail will be sent to you to notify you of the arrival of your package. Because of limited storage space, packages must be picked up at your earliest convenience between the hours of 8:00 a.m. and 4:30 p.m. Letters and packages can also be mailed from the mailroom, and a variety of shipping services are available through FedEx, UPS Next Day Air, U.S. Express Mail and DHL. Stamps, envelopes, packing materials and fax services may also be purchased or billed to your account at the mailroom. No CODs are accepted, and we are not responsible for cash, checks or valuables sent through the mail.

Packages are not forwarded during campus breaks, but will be held at the mailroom and can be picked up when you return from break. At the end of the Spring Semester, First Class Mail will be forwarded to your home address for the summer. Mail is forwarded to graduates for three months following commencement. All mail received three months after commencement for graduates will be returned to sender. Please advise the mailroom of any new address changes.

Hours of Operation: Monday - Friday, 8:00 a.m. - 4:30 p.m.

## Facilities Management

Service Building

Director ... x 6620

Facilities Management is responsible for facilities planning, construction, maintenance, and campus services. Facilities Management provides a wide array of services to the campus to efficiently operate, maintain and protect the facilities, grounds and infrastructure so as to create and provide safe, clean, comfortable, functional and quality learning, living and working environments for students, faculty, staff and visitors.

## Campus Recycling and Waste Disposal

All students, faculty, and staff must actively participate in the upkeep of our beautiful campus. Please dispose of all waste properly. Think before you toss! In most campus buildings, look for the presence of recycling containers. Please separate returnable bottles and cans, recyclable paper and garbage into appropriately marked containers. Additionally, all cardboard boxes should be collapsed and left in residence hall trash rooms for housekeeping to recycle. To minimize the amount of garbage that we produce and further the ecological mission of Saint Joseph's, remember the three Rs: Reduce, Reuse & Recycle! Make this behavior a habit and encourage your friends.

## Office of Information Technology

Mercy Hall, First Floor  
ERP Technology and Integrations Manager ... x 7850  
Helpdesk ... x 7851  
E-mail: helpdesk@sjcme.edu

### Information Systems Services:

**Electronic Mail** – E-mail is available to all students, faculty and staff at Saint Joseph's College. Therefore, in addition to being a method of communication with friends and family, it is also an effective method of contacting classmates and professors. The e-mail server is available 24/7. (24 hours a day, 7 days a week)

**Internet** – The Internet (World Wide Web) is a collection of networks all over the world that can be accessed from any computer with network access. The Internet is a resource for information on a vast array of topics and advertising for businesses.

**Cable Television** – Cable television is available in every residence hall room (Students must provide their own televisions and coax cable). The multi-channel package includes: Public Television, sports, music, movie, local, and other channels.

**Computer Labs** – There are several computer labs located around the campus. They are all equipped with networked Pentium computers, the Microsoft Office Professional package, Internet access, many course specific applications and printing capability. The Academic Computer Lab, located in Alford Hall, contains sixteen computers and is available (except during class time) 7:00 a.m. - 5:00 p.m., seven days a week. McAuley Foyer in Heffernan Center and the Wellehan Library contain computers for student use during the library's normal operating hours.

## Switchboard

Calls to the College community are received at the extension dialed or processed by an operator or Campus Safety staff 24 hours a day. Students should give their personal phone numbers to their family and friends. In the case of an emergency, however, when the student cannot be reached, the main switchboard number should be used – 207-892-6766. The operator will see that the student gets the necessary message through the use of Campus Safety and/or Campus Life. Student telephone directories can be obtained by logging on to the SJC homepage.