

- Press, radio, TV releases, and other publicity
- *The College* magazine, *Calendar of Events*, *Letter Home*, and other publications
- Contents of the college web site

See the **Director of Athletics**, Mr. Leo Pickens, (2558), about:

- The athletic program
- Gymnasium use
- Locker rental
- Boathouse

See the **Coordinator of Student Accounts**, Mrs. Joyce Alberts, (2515), about:

- Fees and payment of fees and deposits
- Check cashing
- Meal plans
- Emergency loans
- Vending machines

See the **Information Technology Office**, Help Desk, (2892), with questions about:

- The Student computer lab
- Connecting to the campus network
- E-mail accounts

Dial 0, **The Switchboard** to:

- Report an emergency
- Report Buildings and Grounds dormitory repairs
- Contact someone on the Building and Grounds crew

## APPENDICES

### I. POLICY ON DISCRIMINATION

The college has many resources for those students who feel they have experienced discrimination or harassment of any kind in any measure: the Dean, the Assistant Dean, the Director of the Graduate Institute, the Director of Student Services, senior residents, resident assistants, and college counselors. Moreover, any complaint or grievance by a student or group of students that there has been harassment or a violation, misinterpretation, or inequitable application of policies, procedures, or treatment because of race, color, sex, religion, physical or mental handicap or disability, age, national origin, or sexual orientation may be brought before a college grievance committee.

**Grievance Procedures for Discrimination Other Than Sexual** Grievance procedures should be initiated within thirty days from the time the grievant knows or should have known that the alleged violation occurred. The time limit may be extended under special circumstances. The grievance should be discussed informally with the Assistant Dean, who will attempt to resolve it. If it is not satisfactorily resolved, the grievance should be presented in writing to a grievance committee comprised of the Assistant Dean and one representative each from the tutors, associates, administrative staff, students and buildings and grounds staff. The recommendation of the committee will be reported to the Dean and Treasurer by the coordinator. These two administrators will implement the recommendations of the committee with which they concur. If the grievant feels that the grievance has not been satisfactorily resolved, a final appeal may be made to the President. At any step an equitable resolution may be reached and the grievance concluded at that point. A grievant may file a complaint or charge simultaneously with an external agency.

**Sex Discrimination, Sexual Harassment, and Sexual Assault** The college is deeply concerned about the issues of sex discrimination, sexual harassment, and sexual assault. In a small and intimate community such as ours, such misconduct is even more destructive of trust and amity than it would be in a larger setting. St. John's will not tolerate such conduct by any member of the college community, and will provide resources and programs to educate the college community about these issues. This policy is itself an instance of that educational effort.

Title IX of the Education Amendments of 1972 states that no person shall...on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

In accordance with Title IX Regulations, St. John's College has evaluated its policies and practices to ensure that it complies with the Title IX requirements, and has submitted an assurance of compliance to the Department of Education. The self-evaluation is available from the Assistant Dean, who is the Title IX coordinator, for anyone who wishes to see it.

In compliance with the Title IX and other regulations and laws concerning discrimination at institutions of higher education, St. John's has established procedures for resolving charges of discrimination.

**I. Statement of Policy** The college supports and will comply with the provisions of Federal, State, and local law (including Title VII and Title IX) that prohibit sex discrimination, sexual harassment, or sexual assault of any member of the college community (student, faculty, or staff). Information regarding grievance procedures is available from the Title IX coordinator, the Assistant Dean's Office, and the Director of Personnel.

## II. Definitions

**A. Sex Discrimination** Sex discrimination, in general, is different treatment of individuals based on gender with respect to employment or education.

**B. Sexual Harassment** Sexual Harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which (i) implies or states that a person's response may affect his or her employment or education; or (ii) has the purpose or effect of unreasonably interfering with a person's job or academic performance; or (iii) creates an intimidating, hostile, or offensive working or learning environment.

**C. Sexual Assault** Sexual assault is conduct of a sexual nature, resulting in physical contact with the victim without the victim's consent. This action must be committed either by force, by intimidation, or by knowingly making use of the victim's physical or mental helplessness. Consent cannot be given by someone who is so incapacitated, by alcohol or other drugs or for some other reason, as not to be able to communicate unwillingness or to understand the nature of the conduct being engaged in. Silence on the part of the victim does not necessarily constitute consent.

## III. Procedures

**A. Sex Discrimination or Sexual Harassment** If a member of the college wishes to make an allegation of sex discrimination or sexual harassment against another member of the college, these steps should be followed:

1. Students or faculty members should approach the Dean or Assistant Dean. Other employees should approach the Treasurer or the Director of Personnel. The college official thus contacted will explain to the person making the complaint (the complainant) the option of making the allegation either internally or externally or both; and if internally, then either formally or informally. The college official will describe to the complainant the meaning of these various options.

2. If the complainant chooses to make the allegation externally, it is his or her responsibility to bring it to the appropriate governmental agencies. College officials will comply with all legal requirements in cooperating with these agencies in the course of the investigation. Even if the complainant chooses to seek only external relief, the college reserves the right to conduct an internal investigation and take the appropriate disciplinary action. Members of the college community should be aware that in certain circumstances when the college is informed of an incident of alleged sex discrimination or sexual harassment, the college may have an obligation to investigate and take action, even when a complainant does not wish to pursue the matter.

3. If the complainant chooses to make a formal internal complaint, the Dean (in the case where the complainant is a student or member of the faculty) or the Treasurer (in the case where the complainant is a staff employee) will establish an appropriate formal procedure for investigating and resolving the allegation. The Dean or the Treasurer will determine which college grievance procedure is appropriate, based on whether the allegation involves staff, faculty, or students. In every case, the process will include the following:

a. The person against whom the act of sex discrimination or sexual harassment is alleged (the respondent) will be given notice in writing of the allegations at least ten days before any hearing is held.

b. Both the respondent and the complainant will be given an opportunity to testify before a panel consisting of at least three college officials.

c. The panel shall have the authority to call witnesses as it deems appropriate. Both the complainant and the respondent may request that the panel call specific witnesses. The panel will make every reasonable effort to do so, but reserves the right to decline any request when it

concludes that a witness does not possess relevant information or that the witness' evidence would be cumulative, or when a witness is unavailable.

d. Legal representation is not a part of the college's internal complaint procedure. However, both the respondent and the complainant shall have the right to be accompanied at the hearing by another member of the college community, to be chosen by them.

e. The college will make every reasonable attempt to preserve the confidentiality of the allegations and of the proceedings.

f. Both the respondent and the complainant will be notified in writing of the decision of the panel. If the respondent is found to have violated the college's policy, the respondent has the right to appeal the finding to the President of the college.

4. If the complainant chooses to have the complaint handled both internally and informally, the Dean (in the case where the complainant is a student or member of the faculty) or the Treasurer (in the case where the complainant is a staff employee) will decide on the most appropriate course of action. If, in the course of the investigation, the respondent requests a formal procedure rather than an informal procedure, the decision about which is the appropriate proceeding will be made by the Dean or Treasurer, as specified above (III.A.3.).

5. If a complainant feels that a college official has failed to adhere to the college's policies and procedures for investigating cases of sex discrimination or sexual harassment, the complainant should report this failure to the President of the college.

6. Individuals with legitimate complaints of sex discrimination or sexual harassment are encouraged to make them. Individuals making complaints in good faith will be protected from retaliation. Individuals against whom such a complaint is made will also be protected from retaliation, except that the college may impose sanctions for violations of this policy.

7. Members of the college who are determined to have violated the college's policy prohibiting sex discrimination, sexual harassment, or retaliation against a person making a complaint of sex discrimination or sexual harassment may be subject to a wide range of sanctions, depending on circumstances and the severity of the offense. Some possible sanctions include: formal reprimand (to be included in the permanent record of the student or employee); expulsion from the dormitories (if the person is a student residing on campus); suspension or expulsion from the college, with or without refund of fees, in the case of students; suspension with or without pay, or termination of employment, in the case of employees.

**B. Sexual Assault** In dealing with allegations of sexual assault, two issues need to be addressed: the therapeutic needs of the victim; and the procedural requirements for the investigation of facts.

1. **Therapeutic Needs** If a member of the college has been, or thinks he or she may have been, a victim of sexual assault, a complaint of sexual assault may be made to a variety of different college officials, including but not limited to: members of the campus security force; the college nurse or counselor; members of the college residence staff (senior residents or resident assistants); or other college officials such as the Dean, the Assistant Dean, the Treasurer, or (in the case of employees) the employee's supervisor. The person to whom the first complaint is made is expected to try to consider the physical and emotional needs of the victim, as well as the need to preserve evidence for future investigation of the allegation and also the need to preserve confidentiality. In cases of acute short-term need, the first effort should be to bring the victim under the care of qualified professionals for medical purposes and/or crisis counseling. If acute short-term needs have been satisfactorily addressed, the college official first approached should assist the complainant in bringing the matter to the attention of the Assistant Dean, in order to initiate the procedure described in (2) below. The following procedures are intended to complement the therapeutic needs of the victim, not to be at odds with them.

2. **Procedural Requirements**

a. Any member of the college making an allegation of sexual assault should report the matter to the Assistant Dean, whether the alleged assailant (respondent) is another member of the college or not.

b. Because sexual assault is a serious criminal offense, the Assistant Dean consulted will inform the complainant of the possibility of bringing criminal charges. If the complainant decides to proceed with a criminal charge, officials of the college will cooperate with the police investigation. At the request of the complainant, college officials will also assist the complainant in bringing the allegation to the proper law enforcement authorities.

c. The Assistant Dean consulted will make sure that the complainant has been fully informed of the variety of support services available, both on campus and in the community, including the college nurse and counselor, and local rape crisis centers.

d. The Assistant Dean will also attempt to ensure that any existing evidence is preserved, in case criminal charges are to be brought, or for the sake of the college's internal investigation. The nearest hospital equipped with the Maryland State Police Sexual assault evidence collection kit is Anne Arundel Medical Center (Emergency Room), 2001 Medical Parkway, Annapolis, MD.

e. Whether or not criminal charges are to be brought, the college reserves the right to conduct its own investigation. The Assistant Dean will determine whether that investigation is to be formal or informal, taking into account the facts of the case as reported and the apparent needs of the complainant. If the investigation is to be formal, the procedure will be the same as in cases of sex discrimination and sexual harassment (see above, Section III.A.3.a-f). If the investigation is to be informal, the procedure will be as described in III.A.4 above.

f. Both during and after the investigation, college officials will make every reasonable effort to make conditions on campus tolerable for all parties concerned. These efforts will include providing whatever assistance is reasonably available in changing academic or living situations, if either the complainant or the respondent requests it. Such requests should be addressed to the Assistant Dean.

g. Members of the college who are determined to have violated the college's policy prohibiting sexual assault or retaliation against a person making a complaint of sexual assault may be subject to the same range of sanctions enumerated in Section III.A.7 above.

h. Individuals with legitimate complaints of sexual assault are encouraged to make them. Individuals making good-faith complaints will be protected from retaliation. Individuals against whom such a complaint is made will also be protected from retaliation, except that the college may impose sanctions for violations of this policy.

**IV. Publication** A copy of this policy will be distributed annually to all members of the college community, and is available upon request from the Title IX coordinator, the Assistant Dean's Office, or Personnel Office.

## II. POLICY ON DRUGS AND ALCOHOL

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

The use of alcohol by anyone under the age of 21 and the abuse of alcohol by any person are unacceptable at St. John's College.

The possession, use, distribution, dispensation, or manufacture of controlled substances on college premises, or off college premises while transacting college business or participating in college activities, are absolutely prohibited.