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Message from the Dean of Students  
St. Mary's College of Maryland

Dear Students,

Welcome to the 2009-10 academic year at St. Mary's College. *To the Point* is a student handbook representing a roadmap for you to navigate the byways of student life at St. Mary's. It contains information for students about available services, emergency procedures, administrative policies and procedures, conduct standards and regulations, and student government. I encourage you to read this handbook thoroughly and acquaint or re-acquaint yourself with the policies, procedures, and resources available to you as a student at St. Mary's.

We are dedicated to providing you an engaging atmosphere during your time in college and we value healthy and informed decision-making. Your involvement in your education is absolutely necessary for academic and personal success. How you devote your time and energy in the following areas determines your involvement: academics, interactions with faculty and staff, residence hall and commuter living, community service, social activities, and clubs and organizations. Being successful also means having some understanding of who you are, where you are going, and how you are going to get there. It means asking yourself "What kind of person am I?" and "What kind of person do I want to become?" When you answer these questions, you can set some goals for each semester, for your total St. Mary's experience, and even for your life.

Your involvement will challenge you to make responsible choices about doing your best in ways uniquely your own: choices about conducting yourself with integrity; about establishing yourself as a trusted member of the St. Mary's community by creating humane and mature relationships with peers; about establishing a sense of personal vision and direction for academic involvement and personal success; and about making responsible choices in all situations involving St. Mary's conduct code and student rights and responsibilities. To be successful at St. Mary's, be responsible for yourself, your learning, your behavior, and your involvement.

Have a wonderful year; and if you have any questions, feel free to contact me and other members of the Student Affairs Staff.

Sincerely,

Laura A. Bayless, PhD  
Dean of Students

# ACADEMIC CALENDAR

FALL 2009

July 13-17	Monday	New-Student Days
August 27	Thursday	Residences open for new students
August 27 – August 30		Orientation for all new students
August 29 - August 30	Saturday	Residences open for returning students at 10 a.m.
August 31	Monday	CLASSES BEGIN
August 31 – September 11		Schedule-adjustment period and late registration
September 7	Monday	Labor Day Holiday: NO CLASSES
September 11	Friday	Last day to add or change a meal plan
September 14-25	Monday	Add a course with a fee until September 25. Students may withdraw with a grade of “W” with a \$25 fee until the end of the 10th academic week (November 6)
September 25	Friday	LAST DAY for students to submit course work to faculty to remove an Incomplete, to change grading option to Credit/No-credit, and to declare an Audit grading option
		LAST DAY to file paperwork for Core 350
October 1	Thursday	LAST DAY to withdraw, without a grade penalty, from a half-semester course
October 9	Friday	LAST DAY for instructors to remove an Incomplete
October 12-13	Monday	Fall Reading Days. NO CLASSES (residences remain open)
October 19	Monday	Mid-semester report deadline
October 19-23		Half-semester courses begin
October 23	Friday	LAST DAY to register for a half-semester course beginning at mid-semester
November 1	Sunday	LAST DAY to submit Housing Contract release requests for spring semester with no financial penalty. Requests submitted and approved November 2 – December 1 are assessed 10% of the semester cost for housing. Requests submitted and approved December 2 – January 18 are assessed 20% of the semester cost for housing.
November 2-6	Monday	Academic advising for all degree students currently enrolled
November 3	Tuesday	NO CLASSES. All day advising.
November 4-13	Wed.	Registration for degree students
November 6	Friday	LAST DAY to withdraw, without a grade penalty, from a full-semester course
November 19	Thursday	LAST DAY to withdraw, without a grade penalty, from a half-semester course which began at mid-semester
November 20	Friday	St. Mary's Projects due to mentor
November 24	Tuesday	Residences close and Thanksgiving recess begins at 10:00 p.m.
November 29	Sunday	Residences reopen at 2:00 p.m.
November 30	Monday	CLASSES RESUME
December 11	Friday	LAST DAY of regularly scheduled classes
		St. Mary's Projects due in the registrar's office
December 14-17	Monday	Final Class meetings/exams. Last class meeting scheduled during exams.
December 18	Friday	Residences close at 12 noon.
December 21	Monday	Grades due by noon

# ACADEMIC CALENDAR

SPRING 2010

January 15	Friday	Residences open for all new students Orientation begins for all new students Advising and registration for all new students
January 17-18	Sunday	Residences open for returning students
January 18	Monday	Martin Luther King Holiday: NO CLASSES:
January 19	Tuesday	CLASSES BEGIN
January 19-29		Schedule-adjustment period and late registration
January 29	Friday	Last day to add or change a meal plan
February 1-12	Monday	Add a course with a fee until February 12. Students may withdraw with a grade of "W" with a \$25 fee until the end of the 10th academic week (April 2)
February 12	Friday	LAST DAY for students to submit course work to faculty to remove an Incomplete, to change grading option to Credit/No-credit, and to declare an Audit grading option LAST DAY for students to file paperwork for CORE 350
February 18	Thursday	LAST DAY to withdraw, without a penalty, from a half-semester course
February 26	Friday	LAST DAY for instructors to remove an Incomplete LAST DAY to submit \$200 housing deposit and Housing Contract for the 2010-2011 academic year
March 8	Monday	Mid-semester report deadline.
March 8-12		Half-semester courses begin.
March 12	Friday	LAST DAY to register for a half-semester course beginning at mid-semester
March 12	Friday	Residences close at 5:00 p.m. for Spring recess
March 15	Monday	Spring recess begins
March 21	Sunday	Residences reopen at 2:00 p.m.
March 22	Monday	CLASSES RESUME
March 29-April 2	Monday	Academic advising for all degree students currently enrolled
March 30	Tuesday	All day advising: NO CLASSES
March 31 – April 9	Wed.	Registration for degree students
April 2	Friday	LAST DAY to withdraw, without a grade penalty, from full semester courses
April 12	Monday	St. Mary's Projects due to mentor
April 15	Thursday	LAST DAY to withdraw, without a grade penalty, from a half-semester course which began at mid-semester
April 24	Saturday	AWARDS CONVOCATION
April 30	Friday	Last Day of regularly scheduled classes St. Mary's Projects due in registrar's office
May 1		LAST DAY to submit Housing Contract release requests for fall semester with no financial penalty. Requests submitted and approved May 2 – July 1 are assessed 10% of the semester cost for housing. Requests submitted and approved July 2 – August 29 are assessed 20% of the semester cost for housing.
May 3-4	Monday	St. Mary's Project presentations
May 5	Wed.	Reading day
May 6-11	Thursday	Final Class meeting/exams. Last class meeting scheduled during exams.
May 11	Tuesday	Residences close at 5:00 p.m., except for graduating seniors
May 12	Wed.	Senior grades due in registrar's office by noon
May 15	Saturday	Commencement Residence halls and suites close at 3:00 p.m. Townhouses and apartments close at 5:00 p.m.
May 16	Sunday	Summer housing opens
May 17	Monday	Grades due in registrar's office by noon

## ST. MARY'S COLLEGE OF MARYLAND MISSION STATEMENT

St. Mary's College of Maryland, designated the state's honors college, is an independent public institution in the liberal arts tradition. We promote scholarship and creativity by challenging our students to achieve academic excellence through classroom activities, experiential learning, and close relationships with faculty. Our faculty and staff foster intellectual, social, and ethical development within a community dedicated to diversity and accessibility. We provide students with opportunities to understand and serve local, national, and global communities and to accomplish social change.

Founded on the site of Maryland's first capital, the College stands as a living legacy to the ideals of freedom and inclusiveness. Our beautiful residential campus on the banks of the St. Mary's River inspires our work, our play, and our commitment to the environment.

We value:

- Creative and intellectual exploration
- Diversity in all its forms
- Social responsibility and civic-mindedness
- Global engagement
- Environmental stewardship
- A spirit of community revolving around our students

St. Mary's College of Maryland pursues the following goals:

- Maintaining a high standard of academic excellence
- Strengthening student/faculty interaction through small classes and close collaborations
- Enhancing accessibility, affordability, and diversity
- Providing an integrative curriculum and fostering intellectual autonomy
- Expanding global engagement opportunities for our students and faculty
- Promoting and maintaining a community built on respect
- Offering a variety of educational, cultural, and recreational experiences for the campus and local communities

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St. Mary's College of Maryland  
at Historic St. Mary's City

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STUDENT  
GOVERNMENT  
ASSOCIATION

# STUDENT GOVERNMENT ASSOCIATION

Summer 2009

Dear St. Mary's College Student:

On behalf of the Student Government Association (SGA), we welcome you to the St. Mary's College community. We look forward to having you join our unique, friendly, and diverse student body.

As St. Mary's is a small school, there are many opportunities for you to get involved. The SGA sponsors over 80 clubs annually, representing a broad range of interests, perspectives, and multiculturalism. Our clubs range from the Water Polo Club, to the Black Student Union, to the Student Environmental Action Coalition (SEAC). Please see pages 7-9 for a comprehensive list of our current active clubs. We are not limited to our existing clubs, so we encourage students to take the initiative to start new ones.

Students are also encouraged to participate in the Student Government itself. Positions in the Senate are intentionally left open to allow incoming students to take part in elections. In addition, there are opportunities to serve on the Programs Board, Finance Board, and various faculty and administrative committees. We encourage all of you to explore your options and become an active member of this community.

Your first year at St. Mary's is an exciting time, with chances to discover all aspects of campus life. We hope you choose to become a part of our SGA – there is something for everyone!

Please contact any of the members of the SGA Executive Board with questions or comments you have now, or throughout the school year. We look forward to meeting you!

Best wishes,  
Student Government Association Executive Board

## 2009-2010 SGA Executive Board

Justin Perry, President	japerry@smcm.edu
Lisa Neu, Vice President	eneu@smcm.edu
Kaitlin Hines, Treasurer	kmhines@smcm.edu
Sola Ogundele, Student Director of Campus Programs	ojogendele@smcm.edu
Matt Foerster, Club Coordinator	mgfoerster@smcm.edu
Louis Ritzinger, Parliamentarian	ljritzinger@smcm.edu
Marlene Weiss, Secretary	mjweiss@smcm.edu
Alexandra Bertrand, Director of Publicity	abertrand@smcm.edu
Debbie Travers, Student Trustee (ex officio)	dmtravers@smcm.edu
Raissa Noubissie, MHEC-Student Advisory Council representative (ex officio)	rsnoubissie@smcm.edu

## OVERVIEW

The Student Government Association (SGA) is the official representative body of students and is an integral part of student life at St. Mary's College of Maryland. The SGA's purpose

is to provide a representative body where student thoughts, opinions, needs, and concerns can be voiced, discussed, and conveyed to faculty and administrators. The SGA appoints student representatives to a number of College and Faculty Senate committees. The SGA Constitution, written for and by students, can be found on the SGA web page (<http://www.smcm.edu/sga/>). For the most current SGA Constitution, contact the SGA.

### **SGA Senate**

The Senate is the legislative branch of the SGA. It is made up of 24 senators and an Executive Board composed of the president, Senate leader, student director of Campus Programming, Club Coordinator, vice president, treasurer, secretary, parliamentarian, the student member of the St. Mary's College of Maryland Board of Trustees, and the representative to the MHEC-Student Advisory Council (ex officio). All Senate and Executive Board positions, with the exceptions of parliamentarian, secretary, student director of Campus Organizations, student director of SGA Publicity, Student Trustee, and the representative to the MHEC-Student Advisory Council, are elected. Underclass senator elections are held early in the fall semester for the current year; executive board and upper-class senatorial elections are held each spring for the following year.

### **The Programs Board**

The SGA, with more than 80 clubs and organizations, is a chief promoter of student activities and events. All activities planned by these clubs and committees are approved for funding at Programs Board meetings in order to ensure optimum programming for campus activities. The members of the Programs Board have experience in planning, producing, and promoting campus events. Their advice can prevent potential problems and ensure that student events successfully fill the need for a wide variety of quality entertainment.

### **The Media Board**

Communications media have the potential to shape opinion and influence thought. Campus media can also help set the tone of the College. The Media Board is a forum composed of student media leaders whose responsibility is to select and support the editors of *The Point News* and the managers of the Hawk Radio and approve budgets for both organizations. The Media Board also discusses the issues, policies, and procedures that influence the quality and effectiveness of the campus media.

### **The Finance Board**

All full-time students pay an activities fee each year, which funds all student clubs, organizations, activities, events, and purchases of major equipment. It is the responsibility of the Finance Board, under the guidance of the Office of Student Activities, to allocate this fund (which exceeds \$200,000) fairly, based on priorities set by the SGA Senate. The Finance Board also functions as a forum for exchanging ideas on the policies and issues concerning the funding of student organizations.

## **SGA CLUBS & ORGANIZATIONS**

Alabaster Women  
Anthropology  
Asian Studies  
Augsburg-Canterbury Fellowship  
Avatar (literary magazine)  
Black Student Union

Board Gaming  
Boarders  
Camera  
Cheerleading - Hawkettes  
Circle K  
Class of 2010  
Class of 2011  
Class of 2012  
Class of 2013  
College Democrats  
College Republicans  
Community Garden  
Computer System Linux Club  
Crew  
Cross Country  
Culinary Club  
Cycling  
Dance  
Dove (yearbook)  
Economics  
English  
Equestrian  
Feminists Unite for Sexual Equality (FUSE)  
Fencing Club  
For Goodness' Sake (FGS)  
Global Justice League  
Gospel Choir  
Gourmet  
Habitat for Humanity  
Hillel  
History  
Horror Intramural  
Illustrators Ink Club  
Interchorus (a cappella, co-ed)  
Intercollegiate Fashion Club  
International Club  
InterVarsity Christian Fellowship (IVCF)  
Invisible Children Service Committee  
Jane Austen Society  
Judo  
Maryland Student Legislature  
Math Club  
Men's Lacrosse  
Men's Rugby  
National Alliance on Mental Illness (NAMI)  
Newman Society (Catholic student club)  
Otaku - Anime Club  
Outdoors Adventures  
Out-of-State Club  
Paintball

Philosophy  
Physics  
Point News (student newspaper)  
Pre-Law Advisory Network (PLAN)  
Puzzlers  
Raíces Hispanas  
Rockclimbing  
Rotaract  
Rubix Cube  
Safe Ride  
Sailing Club  
St. Mary's Advising Students in Health (SMASH)  
St. Mary's American Chemical Society (SMACS)  
St. Mary's Appreciation of Capoeira Club (SMACC)  
St. Mary's Recreational Clay Shooting Group  
St. Mary's River Project Education (SMRP ED)  
St. Mary's Triangle and Rainbow Society (STARS)  
St. Mary's Ultimate Team (SMUT)  
Seahawk Athletic Leadership Training (SALT)  
Sign Language Club  
Sister-to-Sister  
Ski and Snowboarding Club  
SMC Men (a cappella, male)  
SMCM Kids Club  
Smokin' Aces  
Soccer  
Sociology  
Softball  
Spoken Word  
Step Team  
Student Education Association  
Student Environmental Action Coalition (SEAC)  
Take One! Improv  
Tennis  
The Hawk Radio  
The Nightingales Acappella (TNA)  
Tolkien Society  
Water Polo Club  
Whitewater  
Windsurfing Club  
Women In Science House (WISH) Club  
Women's Rugby  
Women's St. Mary's Ultimate Team (SMUT)

If you have any questions about our SGA clubs, please contact, Matt Foerster, Club Coordinator by e-mail at [mgfoerster@smcm.edu](mailto:mgfoerster@smcm.edu).



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St. Mary's College of Maryland  
at Historic St. Mary's City

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STUDENT CODE  
AND  
STUDENT RIGHTS AND  
RESPONSIBILITIES

## STUDENT CODE AND STUDENT RIGHTS AND RESPONSIBILITIES

St. Mary's College recognizes its responsibility to provide an environment conducive to free inquiry and free expression, and to encourage fair and just relationships among the members of the College community. The purpose of the Code is to set forth the standards, policies, and procedures essential to safeguard students' rights and their freedom to learn, as well as to provide a fair and efficient process for adjudicating complaints concerning student misconduct. In addition, this code aims to provide students with an educational experience with regard to protecting community standards.

The authority for student conduct and discipline is delegated to the dean of students. The dean oversees actions of the judicial system and delegates the operations to the coordinator of Student Activities and Judicial Affairs. The dean acts as the appeal officer.

The goal of the campus judicial process is to help students develop responsibility, commitment, and understanding by way of the campus judicial process. As a result of compliance with this Code, each member of the College community will be able to live in a community based on mutual trust, guided by a spirit of self-regulation. If a student is in violation of College regulations, or of local, state, or federal laws, campus judicial action may be required.

The philosophy of this College is that most violations are best handled in a way so as to inform and guide students toward the development of personal responsibility and mature, moral, and ethical standards. Judicial proceedings in the College are administrative in nature rather than criminal. The emphasis of the College judicial system rests upon the questions of student conduct rather than questions of legal or criminal guilt. The authority of the College to discipline students for violations of its regulations, and the power of civil authorities to deal with violations of criminal law are clearly separate proceedings, each with a different nature and purpose. The aim of the College judicial proceedings is to arrive at fair, impartial, and consistent decisions that presume that individuals are fully responsible for their actions and which ensure the rights, freedom, and safety of all members of this educational community.

### Article I

## BASIC RIGHTS AND RESPONSIBILITIES

### Section 1: Rights and Responsibilities

Students, as members of the College community, shall have certain rights. These rights shall include the freedom to pursue educational goals, the freedom of expression and inquiry, the right to privacy and confidentiality of records, and the right to due process as established in the Code of Student Conduct. These rights are subject to the limitations of the Code.

Students also have certain responsibilities:

- The responsibility to act in such a manner as to ensure that other students may enjoy the rights mentioned above.
- The responsibility to respect and comply with College rules and regulations.
- The responsibility to respect and comply with local, state, and federal law.
- The responsibility to act in a manner which promotes an atmosphere of learning and free expression.

- The responsibility to respect the human rights, dignity, and worth of every individual in the College community.

### Section 2: Campus Expression

Discussions and expressions of various opinions and views are encouraged within the College, provided that order is maintained, individual rights are preserved, and College operations are not disrupted.

### Section 3: Student Housing

Any student living in College housing is subject to the regulations outlined in the Housing Contract and the housing regulations. Failure to abide by the Code of Student Conduct will result in disciplinary action. All violations of the Student Housing Contract shall be referred to the associate dean of students for appropriate action.

### Section 4: Student Records

The Family Education Rights and Privacy Act of 1974 (The Buckley Amendment) regulates the maintenance, confidentiality, and accessibility of students' educational records. This Act protects the privacy of students by providing them with certain rights regarding specified records. The complete text of and information about the Act are available in the Registrar's Office and the Office of the Dean of Students. Judicial records are covered by this Act and, therefore, are available to the student for inspection.

## **Article II**

### **CODE OF STUDENT CONDUCT**

The following misconduct is subject to disciplinary action, as provided for in this Code:

- A. Violation of published College policies, rules and regulations.
- B. Violation of federal, state or local laws.
- C. Acts of dishonesty to include:
  1. Cheating, plagiarism, or other forms of academic dishonesty.
  2. Furnishing false information to any College instructor, official, or other office with an intent to deceive.
  3. Forgery, alteration, or misuse of any College document, record, instrument, or identification.
- D. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College-sponsored activities.
- E. Conduct which includes physical, written, verbal, or mental abuse such as threats, intimidation, harassment, or coercion that threatens or endangers the health, safety, or emotional well-being of one's self or others.
- F. Theft, destruction, misuse or abuse to property of the College or property of a member of the College community.
- G. Failure to comply with a reasonable request of authorized College personnel or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- H. Tampering with, removal of, setting off, or damage to the equipment or alarm systems in any College building when no apparent fire or immediate danger exists.
- I. Unauthorized possession or use of keys to any College door or facility, unauthorized operation of any locking mechanism; unauthorized entry to or use of College facilities.
- J. Controlled substance violation to include:

1. Use, possession, or distribution of narcotics or other controlled dangerous substances, and related paraphernalia on College premises, except as expressly permitted by law and College regulations.
2. Violation of the College Alcohol Policy.
- K. Illegal or unauthorized use, possession, or distribution of firearms, explosives, or other dangerous weapons or chemicals on College premises.
- L. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace.
- M. Abuse of the Judicial System, including:
  1. Failure to respond to a summons of the Judicial Board or the coordinator of Student Activities and Judicial Affairs.
  2. Initiation of a judicial proceeding knowingly without cause.
  3. Attempt to influence the impartiality of a member of the Judicial Board prior to or during the course of a judicial proceeding.
  4. Failure to complete or comply with a disciplinary sanction assigned by the Judicial Board/Hearing Officer.
  5. Verbal, physical, or mental harassment or intimidation of any member of the judicial body, witnesses, complainants, or respondents prior to, during, or after a judicial proceeding.
- N. Violation of the College Sexual Assault Policy.
- O. Violation of the College Hazing Policy.

### Article III

## JUDICIAL PROCEDURES FOR ACADEMIC MISCONDUCT

### Preface

St. Mary's College of Maryland is committed to the ideals of honesty, personal integrity, and mutual trust. Academic integrity is a responsibility of all students, members of the faculty, and administrative officers. All students are expected to uphold the highest ideals of academic integrity throughout their career at St. Mary's. The following policy has been adopted for fair judgment in cases of suspected academic misconduct. Students who commit acts of academic misconduct (see "Definitions of Academic Misconduct" below) are subject to in-class penalties imposed by the instructor and to a hearing before the Academic Judicial Board with possibilities of additional penalties. See the "Code of Student Rights and Responsibilities" included in this student handbook, distributed each year to every SMCM student through the Office of Student Activities and also located on this web site: <http://www.smcm.edu/judicial/tothepoint.html>.

**Please see glossary of terms on page 33.**

### Section 1: Definitions of Academic Misconduct

Academic misconduct may include, but is not limited to, the following acts:

1. Cheating
 

Cheating involves dishonest conduct on work submitted for assessment. Specific instances of cheating include, but are not limited to, the following:

  - a) Assisting another student or receiving assistance from anyone to complete quizzes, tests, examinations, or other assignments without the consent of the instructor.
  - b) Using aids unauthorized by the instructor to complete quizzes, tests, examinations, or other assignments.

## 2. Plagiarism

Plagiarism is the act of appropriating and using the words, ideas, symbols, images, or other works of original expression of others as one's own without giving credit to the person who created the work. If students have any questions regarding the definition of plagiarism, they should consult their instructor for general principles regarding the use of others' work. Among sources commonly used for documenting use of others' work are the style manuals published by the American Psychological Association, the Council of Biology Editors, the Modern Language Association, and Turabian's Manual for Writers of Term Papers. The final authority concerning methods of documentation is the course instructor. Specific instances of plagiarism include, but are not limited to, the following:

- a) Word-for-word copying of sentences or paragraphs from one or more sources that are the work or data of other persons (including books, articles, theses, unpublished works, working papers, seminar and conference papers, lecture notes or tapes, graphs, images, charts, data, electronically based materials, etc.), without clearly identifying their origin by appropriate referencing.
- b) Closely paraphrasing ideas or information (in whatever form) without appropriate acknowledgement by reference to the original work or works.
- c) Presenting material obtained from the Internet as if it were the student's own work.
- d) Minor alterations such as adding, subtracting, or rearranging words, or paraphrasing sections of a source without appropriate acknowledgement of the original work or works.

## 3. Falsification

Falsification involves misrepresentation in an academic exercise. Misrepresentation includes, but is not limited to:

- a) Falsely attributing data or judgments to scholarly sources.
- b) Falsely reporting the results of calculations or the output of computer programs, or materials from other electronic sources.
- c) Presenting copied, falsified, or improperly obtained data as if it were the result of laboratory work, field trips, or other investigatory work.

## 4. Resubmission of work

No student may turn in work for evaluation in more than one course without the permission of the instructors of both courses.

## Section 2: Procedures

1. Confidentiality requirements: All parts of an academic misconduct procedure are confidential. The following guidelines should be followed:
  - 1.1. If an instructor seeks advice from colleagues or the school administration concerning a suspected case of academic misconduct, he or she should not divulge the name of the student or students involved before taking any action.
  - 1.2. If the instructor imposes an in-course penalty (section 2 below), he or she may not divulge the name of the student or students involved except to the Office of the Provost.
  - 1.3. If the instructor or the provost requests a hearing from the Academic Judicial Board (AJB), the provost shall inform the hearing officer of the AJB about the case, provide the hearing officer with a statement of purpose of the hearing, and provide the hearing officer with the materials in the files.

- 1.4. All hearings of the AJB (as described below) are confidential. The AJB shall submit its rulings and recommendations only to the student or students accused of misconduct, the instructor involved in the case, the provost, and other relevant SMCM personnel.
- 1.5. All records of academic misconduct are kept by the Office of the Provost. All such records are confidential and may not be discussed with the faculty or other members of the administration, with the following two exceptions:
  - 1.5.1. As outlined below, the Office of the Provost shall forward relevant information concerning penalties for academic misconduct to the registrar, the dean of students, and any parties involved with the imposition of these penalties;
  - 1.5.2. The Office of the Provost shall inform the instructor and, where relevant, the hearing officer of the AJB if the student or students involved in any action have been previously penalized for academic misconduct.
2. In-course penalties:
 

If an instructor has compelling evidence of a student's academic misconduct, he or she may impose an academic penalty, including assigning a final grade of "F" to the student for the course. The instructor shall send the student an Academic Misconduct form and /or a letter outlining the evidence of the student's academic misconduct and informing him or her of the penalty. The written documentation shall be sent to the student either by hand delivery, overnight mail, or certified mail (return receipt requested). The student will also be notified by e-mail with notification that the mail has been delivered and read-enabled (see Glossary, item H, on p. 33). The instructor shall send a copy of the documentation to the provost. The provost shall inform the registrar, the associate provost for academic services, and the dean of students that the student may not withdraw from the relevant course because of a penalty for academic misconduct.
3. Requests for a hearing by the Academic Judicial Board:
  - 3.1. If the instructor believes that the matter warrants a review before the Academic Judicial Board (AJB), he or she may ask the provost to request the Academic Judicial Board to schedule a hearing on the matter. The instructor shall send copies of the request to the student and the provost. The copy going to the student shall be sent either by hand delivery, overnight mail, or certified mail (return receipt requested). The student will also be notified by e-mail with notification that the mail has been delivered and read-enabled (see Glossary, item H, on p. 33).
  - 3.2. If, after review of the documentation and any prior records in the student's file, the provost believes that the matter warrants a review before the Academic Judicial Board, he or she may also request the Academic Judicial Board to schedule a hearing. The provost shall send copies of the request to the student and the instructor. The copy going to the student shall be sent either by hand delivery, overnight mail, or certified mail (return receipt requested). The student will be notified by e-mail with notification that the mail has been delivered and read-enabled (see Glossary, item H, on p. 33).
  - 3.3. Appeal by the student: The student may appeal in writing an instructor's process for decision of responsibility or in-class penalty to the provost, who shall schedule a hearing on the appeal before the AJB. The student

has 10 days from the date the penalty letter was sent to make the appeal. The appeal must be sent either by hand delivery, overnight mail, or certified mail (return receipt requested). The student will also be notified by e-mail with notification that the mail has been delivered and read-enabled (see Glossary, item H, on p. 33). Possible outcomes of such an appeal are outlined in section 4.5 below.

4. Hearing Procedures:

- 4.1. The AJB shall schedule a hearing no later than 14 days from the time it receives the request. If the request is received during a school holiday, the hearing shall take place no later than 14 days after classes resume. If the student is a graduating senior, and the matter arises during the senior's final semester, the student may not graduate until the hearing procedures have been completed.
- 4.2. The student may not withdraw from the class or from the College before a decision is reached and the imposition of any penalties by the Office of the Provost.
- 4.3. The AJB shall meet privately before the hearing to discuss the proceedings. The hearing shall be adjudicated by the members of the AJB. At least five members of the AJB must be present at any hearing, unless it is impossible to find a quorum of the regularly appointed members of the AJB within the set time. In this case, the hearing officer, in consultation with the coordinator of Student Activities and Judicial Affairs, may appoint substitutes. The hearing officer of the AJB or his or her designate shall preside.
- 4.4. The hearing officer shall keep a record of the hearing. The hearing officer shall forward all records of the hearing to the Office of the Provost for storage.
- 4.5. The hearing shall consist of four phases:
  - 4.5.1. The instructor shall present the evidence of academic misconduct to the board. The AJB shall also hear witnesses which it or the instructor may call.
  - 4.5.2. The student shall present his or her defense. The student may call witnesses. The AJB may limit the number of witnesses called during the first two phases of the hearing. The AJB may question the instructor, the student, and any other parties giving evidence. Parties may not interrogate each other.
  - 4.5.3. The board shall then rule on whether the student is responsible or not of academic misconduct if the instructor's ruling was appealed by the student. All deliberations by the AJB shall be made in private, with only members of the AJB present, and their counsel, if any. All decisions of the AJB are made by a majority vote of those voting, with all members, including the hearing officer, eligible to vote. If a student is found not responsible of a charge of academic misconduct, he or she may not be tried again for the same instance of misconduct. If a student is found not responsible of academic misconduct, the AJB may recommend that the instructor remove any penalty that has been imposed. Because there may still be a dispute over the student's grade or class standing, the AJB shall recommend a

- course of action for the instructor to take concerning the student. The recommendation shall be made in consultation with both the student and the instructor. The provost shall arbitrate any disputes which cannot be resolved in this manner.
- 4.5.4. If a student is found responsible of academic misconduct, mitigating circumstances may be taken into account when recommending a penalty. It is however the student's responsibility to know the policies and definitions regarding academic misconduct. If appropriate, the AJB shall then recommend an alternate academic penalty to the provost. The AJB may interview the student to learn of any possible mitigating circumstances before recommending any penalty. If the case was referred to the AJB at the request of the instructor or the provost, or if the student appeals her/his responsibility and is found responsible, the penalty may range from simply upholding any penalty given by the instructor to expulsion from the College. In this case, the board may not recommend a penalty lighter than any imposed by the instructor. If the case was referred to the AJB because of an appeal of an in-class penalty by the student, the board may recommend that the faculty member consider a lesser penalty if deemed appropriate.
  - 4.6. The hearing officer shall send a letter to the student informing him or her of the ruling and (if appropriate) any penalty recommendations. The letter must be sent either by hand delivery, overnight mail, or certified mail (return receipt requested).
  - 4.7. A student may appeal any finding of responsibility by the AJB to the provost. A letter of appeal must be sent within 10 days after the letter of decision from the AJB was sent. The appeal must be sent either by hand delivery, overnight mail, or certified mail (return receipt requested).
  5. Further Procedures and Policies:
    - 5.1. In any hearing, the student shall be presumed not responsible unless a preponderance of the evidence establishes his or her responsibility.
    - 5.2. All hearings are private. The only people present at the hearings shall be those determined by the AJB to be material to the proceedings.
    - 5.3. The student may request that an employee or student member of the College community be present to offer advice to and consult with the student concerning procedural matters during the hearing. This individual shall not testify at the hearing.
    - 5.4. In cases where several students are accused of a linked act of academic misconduct, the students may petition the AJB to sever their cases (treat them separately). It is up to the AJB to decide on this matter.
    - 5.5. The student may not be compelled to testify against him- or herself.
    - 5.6. An accused student who fails to attend a hearing may be found responsible of violation of Academic Misconduct rules and may be assessed appropriate penalties, based on the evidence presented. Should this occur, the respondent student shall be informed in writing of the outcome of the AJB hearing.
  6. Penalties imposed by the provost:

- 6.1. The provost may not impose a penalty if the student was found not responsible of academic misconduct by the AJB.
- 6.2. If the provost imposes a penalty for academic misconduct, he or she shall:
  - 6.2.1. Send a letter to the student stating the penalty. The letter must be sent either by hand delivery, overnight mail, or certified mail (return receipt requested). The student will also be notified by e-mail with notification that the mail has been delivered and read-enabled (see H on p. 33).
  - 6.2.2. Send a copy of the letter to the instructor and the hearing officer of the AJB.
  - 6.2.3. If appropriate, inform the Office of the Registrar, associate provost for academic services and the dean of students that the student may not withdraw from the relevant course or from the College because of a penalty for academic misconduct.
  - 6.2.4. Send all relevant information concerning the penalty to all parties involved in the imposition of the penalty.
  - 6.2.5. The penalty may range from simply confirming any penalty imposed by the instructor to expulsion from the College.
7. Composition of the AJB
  - 7.1. The Academic Judicial Board shall consist of seven members: four faculty members and three students.
  - 7.2. The faculty members shall be chosen by the Faculty Senate from the full-time faculty of St. Mary's College. Faculty members shall serve for a two-year term and shall be appointed at the beginning of the school year. The Faculty Senate will appoint one of the faculty members of the AJB to serve as hearing officer during her or his term. The hearing officer will also serve as the chair of the AJB.
  - 7.3. The Student Judicial Board shall choose the student members of the AJB. Student members shall serve for a one-year term and shall be appointed at the beginning of the school year.
8. Case Records
 

The Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) regulates the maintenance, confidentiality, and accessibility of students' education records. This act protects the privacy of parents and students by providing them with certain rights regarding specified records. The complete text of, and information about, the act are available to the student for inspection. When a student has been found not responsible, all records related to the case will be destroyed, except for information concerning findings of not responsible due to ignorance of the rules of definitions of academic dishonesty. This information will be kept on file for purposes of judging any future claims of ignorance that may occur.

#### Article IV

### JUDICIAL PROCEDURES FOR BEHAVIORAL MISCONDUCT

Please see glossary of terms on page 33.

#### Section 1: Components of the Judicial System

- A. Coordinator of Student Activities and Judicial Affairs: This staff member, appointed by the dean of students, is responsible for setting all cases into motion, providing notice to the complainant and respondent, making logistical arrangements for the

hearings, maintaining procedures, and ensuring that the procedures are properly observed, that the records are properly maintained, and that the sanctions are properly enforced. The coordinator of Student Activities and Judicial Affairs shall advise and prepare the complainant and the respondent student on all aspects of the hearing. The coordinator of Student Activities and Judicial Affairs may offer a Case Resolution Meeting to the respondent(s).

- A Case Resolution Meeting is a formal meeting with the coordinator of Student Activities and Judicial Affairs (or a designee by the coordinator of Student Activities and Judicial Affairs) to review the charges and the available options a respondent has available to them to resolve the case without a formal Judicial Board/Administrative Hearing.
- During a Case Resolution Meeting, the coordinator of Student Activities and Judicial Affairs (or designee) comes to an agreement with the respondent in question, regarding responsibility and appropriate sanctions based on the minimum expected sanctions outlined in Article VIII section 2.
- Upon agreement with the coordinator of Student Activities and Judicial Affairs, the respondent waives the right to an appeal.
- If an agreement is not reached with the coordinator of Student Activities and Judicial Affairs, the respondent will proceed through a formal Judicial Board/Administrative Hearing.
- Any questions concerning the interpretation or application of particular provisions of the Code of Student Rights and Responsibilities should be referred to the coordinator of Student Activities and Judicial Affairs for resolution.

B. Student Judicial Board: The Student Judicial Board shall hear complaints, except as specifically indicated otherwise within the Code of Student Conduct (Article II), made by any student or student organization or by any member of the College community or anyone else involving violations as set forth in Article II of this Code.

The composition of the Student Judicial Board shall be as follows:

- A total of five students with one taking on the role of chairperson.
- Adviser to the Student Judicial Board (ex officio) selected from trained College professional staff.
- Student membership shall be based upon an application and interview process, as set forth in the Student Judicial Board procedures whereby a Student Judicial Board pool of at least 15 members is maintained. In each judicial session, student membership to the Student Judicial Board shall be determined by assignment by the coordinator of Student Activities and Judicial Affairs and the chairperson. Each student selected to the Student Judicial Board pool may remain in the pool for his/her duration of attendance at St. Mary's College, except for the following:
  - Each member shall have and maintain a minimum grade-point average of 2.5, or be released from service.
  - A student who is found responsible for a major violation of the Code shall be released from service.
  - Each member shall miss no more than one Student Judicial Board hearing without reasonable cause (as determined by the coordinator of Student Activities and Judicial Affairs) and must attend orientation and training sessions or be released from service.

- Each member is expected to uphold the rule of confidentiality, as defined by the coordinator of Student Activities and Judicial Affairs, or be released from service.
  - Each member shall be reviewed by the coordinator of Student Activities and Judicial Affairs and the appropriate Student Judicial Board chairperson at the end of each academic year and be either retained or released from service.
- C. **Administrative Hearing Officers:** The coordinator of Student Activities and Judicial Affairs may assign a case to an administrative hearing officer(s) rather than the Judicial Board, depending on the nature of the case and/or scheduling difficulties. Procedures regarding administrative hearings are outlined in Article V of this Code.
- D. **College Judicial Board:** The College Judicial Board shall hear complaints of the most serious, complex, and controversial nature, as assigned by the coordinator of Student Activities and Judicial Affairs, made by any student or student organization or by any member of the College community or anyone else involving violations as set forth in Article II of this Code. The composition of the College Judicial Board shall be as follows:
- A total of five members of the College community to be selected from the Student Judicial Board pool, the faculty, and the staff. One member of the College Judicial Board will take on the role of chairperson.
  - Adviser to the College Judicial Board (ex officio) selected from trained College professional staff.
  - A membership pool of at least nine members is maintained.
  - Each member shall miss no more than one College Judicial Board hearing without reasonable cause (as determined by the coordinator of Student Activities and Judicial Affairs) and must attend orientation and training sessions or be released from service.
  - Each member is expected to uphold the rule of confidentiality, as defined by the coordinator of Student Activities and Judicial Affairs, or be released from service.
  - Each member shall be reviewed by the coordinator of Student Activities and judicial Affairs and the appropriate College Judicial Board chairperson at the end of each academic year and be either retained or released from service.
- E. **Appeal Officer:** The dean of students serves as the appeal officer.

## Section 2: Jurisdiction

- A. This Code covers student misconduct which occurs on College premises, contiguous properties, or which arises out of College-sponsored activities off the College premises, including study abroad, or which disrupts or endangers the College community, the College's responsibilities, or its pursuit of its objectives, or which poses a threat to the safety and well-being of any individual.
- B. The Student Judicial Board shall have jurisdiction over cases of alleged student misconduct covered by Article II of this Code, unless the coordinator of Student Activities and Judicial Affairs chooses to reconcile the charges through an administrative hearing, College Judicial Board, Sexual Assault Hearing Board, or Case Resolution Meeting as described in Article V of this Code.
- C. All disciplinary actions shall ultimately be acted upon by the dean of students or, in the dean's absence, by the dean's designated representative. The dean of students, in addition to other responsibilities under this Code, shall in consultation with ap-

appropriate students and College leaders develop changes in policies for the administration of the judicial program and changes in procedural rules for the conduct of hearings.

- D. The dean of students, the coordinator of Student Activities and Judicial Affairs, the president of the SGA or his/her designate, and the president of the Faculty Senate or his/her designate shall comprise the Judicial Code Review Committee. All proposed changes to the Code must be submitted to this committee.

### Section 3: Procedural Standards

- A. Filing of Charges: Charges may be filed against any student for conduct violations. The charges shall be prepared in writing and directed to the coordinator of Student Activities and Judicial Affairs. Any student or student organization, any member of the College community, or anyone else may file charges involving violations of conduct as set forth in Article II and Article III of this Code.
- B. Preliminary Investigation and Orientation: The coordinator of Student Activities and Judicial Affairs will make the choice whether to proceed with an administrative hearing as set forth in Article V of this Code or to proceed with a hearing before one of the Judicial Boards. The coordinator of Student Activities and Judicial Affairs may also meet with the respondent student to present and inform the student of the procedures of this Code.
- C. Presentation of Charges: All charges shall be presented to the respondent student in written form within ten (10) school days of their receipt by the coordinator of Student Activities and Judicial Affairs. A time shall be set for the hearing which shall not be less than seventy-two (72) hours nor more than fifteen (15) school days after the letter is sent to the student advising him/her of the charges. Hearings will be scheduled around the classes of the complainants(s) and the respondent(s). Work schedules and extracurricular activities, including but not limited to, athletics, clubs, and organizations, etc., will not be considered when scheduling judicial hearings. Maximum time limits for scheduling hearings may be extended at the discretion of the coordinator of Student Activities and Judicial Affairs. Alternative delivery methods may be employed at the discretion of the coordinator of Student Activities and Judicial Affairs (for example, e-mail or phone notification of a letter to be picked up, delivery by the student's Residence Hall Coordinator, etc.). It is the student's responsibility to check his or her mailbox on a regular basis, to keep his or her e-mail inbox accessible for incoming messages, and respond to e-mail or phone messages to ensure timely receipt of charge and outcome letters.
- D. Hearing Record: A record shall be made of the judicial hearing. The coordinator of Student Activities and Judicial Affairs has the responsibility to ensure that such a record is filed.
- E. Hearing Participation: In a case where the respondent student fails to appear at the hearing, the evidence in support of the charges should be presented and considered and violation of conduct policies established by the preponderance of evidence presented. A respondent student who fails to respond to a hearing may be charged with a violation of conduct rules and regulations as outlined in Article II, section M1 of the Code. Should this occur, the respondent student will be informed in writing of the outcome of the judicial hearing.
- F. Appeals: An appeal of any decision reached by any of the Judicial Boards or an administrative hearing shall be according to the procedures set forth in Article VI of this Code.

- G. Sanctions: All sanctions determined through this Code shall conform to Article VIII of this Code.
- H. Respondent students who wish to bring an attorney to their judicial hearing may do so only if they notify the coordinator of Student Activities and Judicial Affairs 48 hours in advance of the hearing. The attorney may not participate in the hearing and may not address the board or hearing officer. The attorney may only provide advice to the respondent.

#### Section 4: Student and College Judicial Hearing Board Procedures

- A. The coordinator of Student Activities and Judicial Affairs shall decide upon a chairperson. The chairperson shall declare the purpose of the hearing, introduce all members of the Judicial Board, and request the names of all persons present at the hearing. The chairperson shall then explain the following guidelines:
  1. A respondent student is presumed not responsible of all charges of violations of conduct until the contrary is established by a preponderance of evidence.
  2. Hearings shall be closed. At the discretion of the respondent student and the consent of the Judicial Board and the Judicial Board adviser, SMCM student, faculty, or staff observers may be admitted but shall not have the privilege of participating in the hearing. The coordinator of Student Activities and Judicial Affairs reserves the right to declare a case closed due to its nature or accommodations.
  3. Both the respondent student and the complainant have the right to be assisted by advisers of their own choice. Such advisers may be any member of the College community. Advisers are present as a support and have no speaking role in the hearing process.
  4. The respondent student has the right to have an attorney present at the judicial hearing. The coordinator of Student Activities and Judicial Affairs must be notified at least 48 hours in advance of the hearing. The attorney may not participate in the hearing, does not have a speaking role, and may not address the board or hearing officer. The attorney may only provide advice to the respondent.
  5. Both the respondent and complainant have the privilege of presenting a reasonable number of relevant eyewitnesses. Character witnesses are not permitted at hearings. All witnesses are subject to questioning by the Judicial Board. The respondent student, complainant, and the Judicial Board adviser may raise questions of discrepancies in the testimony with the Board.
  6. Witnesses shall be sequestered and will only be present for their own testimony and questioning.
  7. Evidence which is reasonable and prudent shall be accepted for consideration by the Judicial Board at its discretion. Examples of types of evidence include, but are not limited to, testimony of people such as the complainant(s), respondent(s), victims, eyewitnesses, and Public Safety Officers; pictures showing the violations(s) (such as damage or vandalism, behavior, injury, etc.), which may be from both electronic and physical sources; and other types of documentation such as hospital or doctor's reports, Residence Life, Public Safety, or sheriff's office reports, etc.
  8. In a judicial matter involving more than one student, group hearings may be permitted.

- B. The chairperson will read the charges, and then the chairperson will ask the respondent if he/she is responsible or not responsible for violation of the Code of Student Conduct as charged. If the respondent indicates that he or she is responsible for violation of the Code of Student Conduct, the Judicial Board may render a decision based on the circumstances in which the incident occurred.
- C. The chairperson will ask the complainant (or in their absence, the adviser to the Board) to read the incident report(s). The complainant will also be asked if he or she has any additional information to add for purposes of clarification.
- D. Witnesses for the complainant will then be asked to give their accounts of the incident. If the witness(es) are not in attendance, but have submitted a written statement, the adviser to the Board will read the witness statement(s).
- E. At the conclusion of the presentation of each witness, both the complainant and the respondent student will be given the opportunity to ask questions of the Board concerning any discrepancies in testimony.
- F. The respondent student will be asked to give his/her account of the incident.
- G. Witnesses for the respondent student will then be asked to give their accounts of the incident.
- H. At the conclusion of the presentation of all testimony, both the complainant and the respondent student will be given the opportunity to ask questions of the Board concerning any discrepancies in testimony.
- I. Board members reserve the right to ask questions at any time during the course of the hearing and the right to separate witnesses from each other during presentations. Once the board has completed questioning of the witnesses, the witnesses will be excused. Further questioning of the respondent may occur.
- J. When all aspects of the case have been discussed to the satisfaction of all Board members, the chairperson will clear the hearing room, with the exception of the Board members and the Judicial Board adviser, for the deliberation.
- K. During the deliberation, the Board will first determine the facts of the case. The Board will then decide whether or not the accused student is in violation of conduct regulations as charged. If the decision is "yes," the Board adviser will inform the Board members of past violations and sanctions to be taken into account when determining sanction(s). The Board will then decide on sanctions for the respondent. All decisions and determinations of the Board shall then be made by majority vote. All aspects of the hearing and deliberations are confidential.
- L. The respondent student will be asked to return to the hearing room, and the decision will be read. If there are multiple respondents, they will be called back in individually. If found to be in violation, the student will be informed of the right to appeal as set forth in Article VI of this Code.
- M. At the conclusion of the judicial session, the chairperson will remind the Board as to the confidentiality of the proceedings and then adjourn the Board.
- N. Victims and complainants directly involved with a case may obtain outcome information from the coordinator of Student Activities and Judicial Affairs on a need-to-know basis in compliance with FERPA regulations. The coordinator of Student Activities and Judicial Affairs retains the right to keep outcome information confidential if there is insufficient reason to disclose this information.
- O. The coordinator of Student Activities and Judicial Affairs will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is an alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased, the next of kin of such victim shall be treated as the alleged victim.

## Article V

### ADMINISTRATIVE HEARING / CASE RESOLUTION MEETING

#### Section 1: Jurisdiction

The coordinator of Student Activities and Judicial Affairs may choose to reconcile the charges of conduct violations through an administrative hearing as stated in Article IV, Section 2B of this Code. Hearing officer(s) shall be appointed by the dean of students and will be selected to hear a case by the coordinator of Student Activities and Judicial Affairs.

Students may also be offered an alternative to the formal judicial process by pursuing a Case Resolution Meeting. A Case Resolution Meeting is a formal meeting with the coordinator of Student Activities and Judicial Affairs (or designee) to review the charges and options available to the respondent allowing the respondent to resolve the case without a formal judicial or administrative hearing. During a Case Resolution Meeting the coordinator of Student Activities and Judicial Affairs (or designee) develops an agreement with the respondent regarding the respondent's responsibility in the case and establishes appropriate sanctions. Upon agreement, the respondent waives their right to an appeal. If an agreement is not reached, the coordinator of Student Activities and Judicial Affairs will schedule a judicial or administrative hearing for the alleged actions.

#### Section 2: Procedures for Administrative Hearings

- A. Administrative hearings shall be conducted according to the following guidelines:
  1. Hearings shall be closed. At the discretion of the respondent student and with the consent of the hearing officer(s), observers may be admitted but shall not have the privilege of participating in the hearing.
  2. A respondent student is presumed not responsible of the charges until the contrary is established by a preponderance of evidence.
  3. In a judicial matter involving more than one student, severance (separate hearings) may be permitted.
  4. Both the respondent student and the complainant have the right to be assisted by advisers of their own choice. Such advisers may be any member of the College community. Advisers are present as a support and may not be active participants in the hearing process.
  5. The respondent student has the right to have an attorney present at the administrative hearing. The coordinator of Student Activities and Judicial Affairs must be notified at least 48 hours in advance of the hearing. The attorney may not participate in the hearing, does not have a speaking role, and may not address the board or hearing officer. The attorney may only provide advice to the respondent.
  6. Any party to the proceedings shall have the privilege of presenting a reasonable number of eyewitnesses. Character witnesses are not permitted at hearings. All witnesses are subject to cross-examination by the hearing officer(s), the complainant, and the respondent student.
  7. Evidence which is reasonable and prudent shall be accepted by the hearing officer(s) at his/her discretion. Examples of types of evidence include, but are not limited to, testimony of people such as the complainant(s), respondent(s), victims, eyewitnesses, and Public Safety Officers; pictures showing the violations(s) (such as damage or van-

dalism, behavior, injury, etc.), which may be from both electronic and physical sources; and other types of documentation such as hospital or doctor's reports, Residence Life, Public Safety, or sheriff's office reports, etc.

8. The hearing officer(s) shall make a decision as to whether a violation of campus conduct regulations has taken place and, if appropriate, determine sanction(s).
9. Victims and complainants directly involved with a case may obtain outcome information from the coordinator of Student Activities and Judicial Affairs on a need-to-know basis in compliance with FERPA regulations. The coordinator of Student Activities and Judicial Affairs retains the right to keep outcome information confidential if there is insufficient reason to disclose this information.
10. The coordinator of Student Activities and Judicial Affairs will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is an alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

### Section 3: Sexual Assault Hearings

In addition to any criminal or civil remedies available, the violation of federal, state, local laws or St. Mary's College of Maryland policy regarding sexual assault, students will be subject to the campus judicial system. The Sexual Assault Hearing Board shall hear complaints made by any student, member, or guest of the College community involving violations as set forth in Article II of this Code. The Sexual Assault Hearing Board shall be a panel of faculty, staff, and students from the College community and the coordinator of Student Activities and Judicial Affairs. The three members of the panel will be selected from a pool of candidates trained to hear judicial cases. The coordinator of Student Activities and Judicial Affairs is present only to ensure that the judicial procedures are followed and is not part of the decision process.

- A. Sexual Assault Hearing Board Procedures: The coordinator of Student Activities and Judicial Affairs shall decide upon a chairperson. The chairperson shall declare the purpose of the hearing, introduce all members of the hearing board, and request the names of all persons present at the hearing. The chairperson shall then explain the following guidelines:
  1. A respondent student is presumed not responsible of all charges of violations of conduct until the contrary is established by a preponderance of evidence.
  2. Hearings shall be conducted in private. The coordinator of Student Activities and Judicial Affairs reserves the right to declare a case closed to outsiders due to its nature or accommodations. The coordinator of Student Activities and Judicial Affairs and the hearing board may remove anyone disruptive to the hearing process and limit the hearing to those directly involved in the incident.
  3. Both the respondent student and the complainant have the right to be assisted by an adviser of their own choice. Such advisers must be members of the College community. Advisers are present as a support and have no speaking role in the hearing process.

4. Both the respondent student and the complainant have the right to be assisted by an attorney. They may do so only if they notify the coordinator of Student Activities and Judicial Affairs 48 hours in advance of the hearing. The attorney may not participate in the hearing and may not address the board or hearing officer. Attorneys are present as a support and have no speaking role in the hearing process.
  5. Both the respondent and complainant have the privilege of presenting a reasonable number of relevant eyewitnesses. Character witnesses are not permitted at hearings. All eyewitnesses are subject to questioning by the hearing board. The respondent student, complainant, and members of the hearing board may raise questions of discrepancies in the testimony with the board.
  6. Witnesses shall be sequestered and will only be present for their own testimony and questioning.
  7. Evidence which is reasonable and prudent shall be accepted for consideration by the hearing board at its discretion. Examples of types of evidence include, but are not limited to, testimony of people such as the complainant(s), respondent(s), victims, eyewitnesses, and Public Safety Officers; pictures showing the violations(s) (such as damage or vandalism, behavior, injury, etc.), which may be from both electronic and physical sources; and other types of documentation such as hospital or doctor's reports (rape kit reports), Residence Life, Public Safety, or sheriff's office reports, etc.
- B. The chairperson will read the charges, and then the chairperson will ask the respondent if he/she is responsible or not responsible for violation of the Code of Student Conduct as charged. If the respondent indicates that they are responsible for violation of the Code of Student Conduct, the Judicial Board may render a decision based on the circumstances in which the incident occurred.
  - C. The complainant will be asked to give his/her account of the incident.
  - D. Eyewitnesses for the complainant will then be asked to give their accounts of the incident.
  - E. At the conclusion of the presentation of each witness, both the complainant and the respondent student will be given the opportunity to ask questions of the board concerning any discrepancies in testimony.
  - F. The respondent will be given the opportunity to give his/her account of the incident.
  - G. Eyewitnesses for the respondent will then be asked to give their accounts of the incident.
  - H. At the conclusion of the presentation of all testimony, both the complainant and the respondent student will be given the opportunity to ask questions of the board concerning any discrepancies in testimony.
  - I. Board members reserve the right to ask questions at any time during the course of the hearing and have the right to separate witnesses from each other during presentations.
  - J. When all aspects of the case have been discussed to the satisfaction of all board members, the complainant will be asked for input on sanctioning if the respondent is found responsible. The chairperson will clear the hearing room, with the exception of the board members and the coordinator of Student Activities and Judicial Affairs, for the deliberation.
  - K. During the deliberation, the board will first determine the facts of the case. The board will then decide whether or not the accused student is in violation of conduct regulations as charged. If the decision is "yes," the board adviser will inform the

board members of past violations and sanctions to be taken into account when determining sanction(s). All decisions and determinations of the board shall then be made by majority vote. All aspects of the hearing and deliberations are confidential.

- L. The respondent will be asked to return to the hearing room, and the decision will be read. The coordinator of Student Activities and Judicial Affairs will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is an alleged perpetrator of such crime or offense with respect to such crime or offense. The complainant will be allowed to return to the hearing room if a written request has been submitted to the coordinator of Student Activities and Judicial Affairs to hear the decision. If the complainant does not wish to be present at this time, the complainant may write to the coordinator of Student Activities and Judicial Affairs for information regarding the conclusions of the board. If the alleged victim of such crime or offense is deceased, the next of kin of such victim shall be treated as the alleged victim and can be notified upon receipt of a written request. If found to be in violation, the respondent student will be informed of their sanctions and their right to appeal as set forth in Article VI of this Code.
- M. At the conclusion of the judicial session, the chairperson will remind the hearing board as to the confidentiality of the proceedings and then adjourn the board.

#### Section 4: Case Resolution Meetings

A Case Resolution Meeting (CRM) shall be conducted according to the following guidelines:

1. The coordinator of Student Activities and Judicial Affairs (or designee) shall meet with the respondent to review the details of the case, pending charges and possible sanctions.
2. If the respondent pleads “responsible” during the CRM and an agreement is reached, the respondent then agrees to complete the outlined sanctions.
  - a) By reaching an agreement with the coordinator of Student Activities and Judicial Affairs during a CRM the student waives the right to an appeal.
  - b) A copy of accepted sanctions will become a part of the student’s judicial record.
3. If an agreement is not reached during the CRM, the respondent will proceed through a formal judicial board or administrative hearing as outlined in Article IV section 4 or Article V section 2.

#### Article VI

#### **APPEALS**

##### Section 1: Basis Upon Which An Appeal May Be Considered

An appeal may be made for one or more of the following purposes:

1. To determine whether the original hearing was conducted in conformity with the prescribed procedures of this Code. Minor deviations from designated procedures will not form the basis for sustaining an appeal unless it is determined that such deviation resulted in significant prejudice. For any substantial deviations from designated procedures, the appeals officer may, in his or her discretion, remand the matter for reconsideration.
2. To present new evidence which could not reasonably be made available at the time of the original hearing. Such cases, at the discretion of the appeals officer, may be remanded back to the appropriate hearing format for reconsideration in light of new evidence.

3. To determine whether the sanction imposed was appropriate to the violation with which the respondent student was charged.

#### Section 2: Appeal Procedures

- A. The respondent student, or the complainant in a case involving an act of violence, may appeal any decision reached as a result of a Judicial Board or administrative hearing.
- B. All appeals must be made in written form specifying all reasons given for the appeal and given to the coordinator of Student Activities and Judicial Affairs within seven (7) calendar days after the initial hearing. The coordinator of Student Activities and Judicial Affairs will forward the appeal letter (except violations of Article II, Section C1) and the student's judicial file to the dean of students. All appeals concerning violations of Article II, Section C1 (academic misconduct) shall be forwarded to the provost. The respondent student shall be able to present in person his/her appeal to the appropriate Appeals Officer after submitting the written appeal. Such presentation shall be limited to no more than forty-five (45) minutes.
- C. The coordinator of Student Activities and Judicial Affairs will notify the complainant(s) of a pending appeal in order to permit the complainant(s) to submit an "impact statement" to be considered along with the respondent's appeal. The complainant may either submit a written letter to the coordinator of Student Activities and Judicial Affairs, to be forwarded to the appeals officer, or may make an appointment with the appeals officer to discuss the impact statement in person.

#### Section 3: Sanction Reduction

- A. In keeping with the educational mission of the College, the office of the Dean of Students will accept requests for sanction reduction. These requests are available to all students after one calendar year of the date sanction was assigned as a judicial sanction.
- B. A three-person panel consisting of the dean of students or the dean's designee and two students from the student judicial board will hear all requests. Requests should be submitted in writing to the coordinator of Student Activities and Judicial Affairs along with one letter of recommendation from a member of the College community.
- C. The student must prove to the panel's satisfaction that he/she has developed increased self-discipline as a result of the sanction period and can contribute to the College community through increased involvement opportunities. The request should demonstrate significant contributions, both of an academic and co-curricular nature, to the panel.
- D. All decisions of the panel are final and not subject to appeal. If a student is not granted a sanction reduction, the student may re-apply after one calendar year. If a student is granted a sanction reduction and is later found responsible for violating the Code of Student Conduct, the student could face disciplinary suspension or expulsion.

### Article VII

#### **RIGHTS OF THE RESPONDENT AND COMPLAINANT**

##### Section 1: Rights of the Respondent

- A. The right to be presumed not responsible until a preponderance of evidence indicates otherwise.
- B. The right to have his/her case processed without prejudicial delay.

- C. The right to written notice of the charges no less than 72 hours before the hearing, except when faced with the end of a semester. In such cases, the student may waive his or her right to 72 hours notification in order to expedite the timely conclusion of a pending hearing. Otherwise, the coordinator of Student Activities and Judicial Affairs may choose to have the hearing take place during the break period or be held over to the next semester.
- D. The right to written notice of the time, date and place of the hearing.
- E. The right to testify on his/her behalf.
- F. The right to be present at the hearing.
- G. The right to confront any witnesses appearing or evidence presented against him/her, to produce eyewitnesses on his/her behalf, and to present evidence.
- H. The right to have an adviser of his/her choosing present at the hearing. The adviser may not participate in the hearing but may only provide advice to the respondent. The adviser must be a member of the College community.
- I. The right to have an attorney present at the judicial hearing. The coordinator of Student Activities and Judicial Affairs must be notified at least 48 hours in advance of the hearing. The attorney may not participate in the hearing, does not have a speaking role, and may not address the board or hearing officer. The attorney may only provide advice to the respondent.
- J. The right to written notice of the decision of the Judicial Board or hearing officer.
- K. The right to file an appeal for reasons outlined in Article VI, Section 1 of the Student Code.

#### Section 2: Rights of the Complainant

- A. The right to have his/her case heard by an appropriate hearing board or administrative hearing officer.
- B. The right to have his/her case processed without prejudicial delay.
- C. The right to written notice of the charges no less than 72 hours before the hearing, except when faced with the end of a semester. In such cases, the student may waive his or her right to 72 hours notification in order to expedite the timely conclusion of a pending hearing. Otherwise, the coordinator of Student Activities and Judicial Affairs may choose to have the hearing take place during the break period or be held over to the next semester.
- D. The right to written notice of the time, date and place of the hearing.
- E. The right to testify on his/her behalf.
- F. The right to be present at the hearing.
- G. The right to confront any witnesses appearing or evidence presented, to produce eyewitnesses on his/her behalf, and to present evidence.
- H. The right to have an adviser of his/her choosing present at the hearing. The adviser may not participate in the hearing but may only provide advice to the complainant. The adviser must be a member of the College community.
- I. Complainants directly involved with a case may obtain outcome information from the coordinator of Student Activities and Judicial Affairs on a need-to-know basis. The coordinator of Student Activities and Judicial Affairs retains the right to keep outcome information confidential if there is insufficient reason for disclosure.

### Article VIII SANCTIONS

#### Section 1: General Sanctions

Sanctions may be imposed upon a student who has been found in violation of campus regulations as follows:

- A. **Warning:** Written or verbal notice that the student has been found in violation of a specific regulation, and that repetition or continuation of this violation may result in further disciplinary action.
- B. **Restitution:** Reimbursement by the student to the College or a member of the College community to cover the cost of damage to or misappropriation of property.
- C. **Restriction:** Withdrawal or restriction of certain privileges for a specified period of time.
- D. **Work Sanctions:** The assignment of tasks or work appropriate to the violation, which will benefit all or part of the College community.
- E. **Educational Sanctions:** Assignments imposed in an attempt to serve an additional educational purpose. These “educational projects” may include any of the following (this list is not exhaustive): educational newsletter, interview with a professional in the community, creating a bulletin board, planning and implementing a program, or writing a paper on a related topic.
- F. **Mandated Assessments:** Mandated Assessments are performed at the Counseling and Health Center by trained clinicians. Judicial Affairs is the referring office for mandated assessments. A referral may be made for a student who has demonstrated a significant history of concerning behavior that may indicate a disposition toward alcohol or drug abuse or addiction, or inappropriate behavior. The referred student will attend two or three mandated assessment sessions with a clinician. Counseling Services does not provide mandated counseling. The above sessions are for assessment purposes only and do not constitute therapeutic intervention.
- G. **Disciplinary Probation:** An official and final warning directing the student to exhibit good conduct during a specified probation period. Further violations will require that the student automatically return to the judicial system and, if found in violation once more, face a more severe sanction. Disciplinary probation may impact a student’s ability to hold certain campus leadership positions.
- H. **Housing Contract Revocation:** Temporary or indefinite separation from living in on-campus housing. Normally, Housing Contract revocation also involves restriction from all housing facilities.
- I. **Disciplinary Suspension:** Temporary separation from the College with the right to apply for re-admission to the dean of students. The terms of the suspension may be set or indefinite, and special conditions upon re-admission may be designated.
- J. **Expulsion:** Permanent separation from the College.
- K. **Parental Notification:** Correspondence from the coordinator of Student Activities and Judicial Affairs to the responsible student’s parents or guardians regarding violation(s) of the College Alcohol and/or Drug policy. All correspondence with parents and guardians will be conducted in compliance with FERPA.

## Section 2: Minimum Expected Sanctions

The following violations may lead to certain sanctions, depending on any mitigating circumstances.

- A. **Alcohol violations (each case may be subject to an alcohol citation, requiring a court appearance in Leonardtown):**
  - 1. **Kegs and other similar multi-liter violations:**
    - First time: parent notification and Housing Contract revocation.
    - Second time: parent notification and suspension from the College.
  - 2. **Other alcohol violations:**

First time: warning and alcohol education program with mandatory fee (to pay for supplies and materials).  
Second time: parent notification, disciplinary probation, and educational project.  
Third time: parent notification and Housing Contract revocation or suspension from the College. Referral to an alcohol treatment program may be recommended.

- B. Pulling false fire alarms:  
First time: parent notification and Housing Contract revocation or suspension.  
Second time: parent notification and expulsion.
- C. Vandalism:  
First time: restitution and work sanction.  
Second time: restitution, educational project, and disciplinary probation.  
Third time: restitution, parent notification, and Housing Contract revocation or suspension.
- D. Drug violations (each case may be subject to criminal charges requiring a court appearance in Leonardtown):  
First time: parent notification, disciplinary probation, and educational project.  
Second time: parent notification and Housing Contract revocation or suspension.  
Third time: parent notification and expulsion.
- E. Pet policy violations:
1. Resident-student pet owners:  
First violation: \$250 cleaning/extermination charge, community service, and/or educational project.  
Repeat violation(s): \$250 cleaning/extermination charge disciplinary probation, and Housing Contract revocation or suspension.
  2. Commuter-student pet owners:  
First violation: \$250 cleaning/extermination charge, community service, and/or educational project.  
Repeat violation(s): \$250 cleaning/extermination charge disciplinary probation, and residence restriction or suspension.
  3. Residents who permit unauthorized pets in their room, suite, apartment, townhouse:  
First violation: community service project.  
Repeat violation: disciplinary probation.
- F. Sexual Assault  
The recommended sanctions for Sexual Assault I policy violations shall include disciplinary suspension with additional conditions and/or expulsion. The recommended sanctions for Sexual Assault II policy violations shall include, but not be limited to, alteration of schedule, loss of privileges, Housing Contract revocation, disciplinary suspension, and/or expulsion.

### Section 3: Interim Suspension

- A. The dean of students or a designee may suspend a student for an interim period pending a judicial hearing or psychiatric evaluation.
- B. The interim suspension may become immediately effective without prior notice whenever there is evidence that the continued presence of the respondent student on the College campus poses a substantial threat to himself/herself or to others, or to the stability and continuance of normal College functions.

- C. A student suspended on an interim basis shall be given an opportunity to have a hearing within four (4) school days from the effective date of the interim suspension.
- D. In cases where there is an appeal following a hearing concerning interim suspension, the respondent student's appeal shall be directed to the president of the College.
- E. A student suspended on an interim basis may not withdraw from the College before the conclusion of his/her judicial case.

## Glossary

- A. College community: the faculty, staff, students, and administration of this institution.
- B. Complainant: the individual who files a charge relating to a violation of a campus conduct regulation.
- C. Confidentiality: having information which cannot be shared with other individuals as defined by the coordinator of Student Activities and Judicial Affairs.
- D. Cross-examination: ability to ask questions from another point of view.
- E. Due process: procedural fairness which requires: 1. notice; 2. a hearing; 3. opportunity to appeal.
- F. Ex officio: by virtue of the office and without the right to vote.
- G. Preponderance of evidence: more likely than not.
- H. Read-enabled: computer terminology referring to a student's e-mail that has been turned on.
- I. Respondent: a student who answers charges of a violation of campus conduct regulations.
- J. Severance: separate hearings.
- K. Student: one who is enrolled at St. Mary's College of Maryland.
- L. Suspension: a temporary termination of a student's status. He or she loses all privileges of a regularly enrolled student and is required to leave campus. No tuition refunds apply in such cases. However, students are eligible for board refunds according to the College's established policy. Students placed on conduct suspension will receive a W for "withdraw" on their academic transcripts. Any suspended student who returns to the campus during the suspension period is subject to expulsion unless he or she has prior written approval from the associate dean of students or the dean of students.
- M. Expulsion: the permanent termination of a student's status at the College for disciplinary reasons. No tuition refunds apply in such cases. However, students are eligible for board refunds according to the College's established refund policy. When a student is expelled from the College, the parents are notified. Expelled students are not allowed on campus. Any expelled student may submit a written request for access to the campus to the dean of students no earlier than June 1st, three years after their date of expulsion.



THE PUBLIC HONORS COLLEGE



St. Mary's College of Maryland  
at Historic St. Mary's City

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COLLEGE POLICIES  
AND  
PROCEDURES

## ADA GRIEVANCE POLICY

It is the policy of St. Mary's College of Maryland not to discriminate against any individual on the basis of handicap or disability in matters of admissions and educational activities, and programs and services, in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, as amended, and applicable state law. Upon request and as required by law, the College will provide reasonable accommodation to a qualified student with a disability. The procedures for requesting an accommodation and processing those requests are contained below.

In addition to these procedures, a student may file a complaint with the U.S. Department of Education, Office of Civil Rights, for alleged violations of the ADA and Section 504 of the Rehabilitation Act of 1973, as amended.

Examples of disability and accommodations:

Functional Limitation	Reasonable Accommodation	Possible Disability
Substantial difficulty with reading rate and/or reading comprehension.	<ul style="list-style-type: none"> <li>• Extended test time</li> <li>• Reader or taped exams</li> <li>• Enlarged text</li> </ul>	<ul style="list-style-type: none"> <li>• Learning Disability (LD)</li> <li>• Attention Deficit/Hyperactivity Disorder (AD/HD)</li> <li>• Low or Limited Vision</li> <li>• Traumatic Brain Injury (TBI)</li> <li>• Anxiety, Mood or Thought Disorders</li> </ul>
Difficulty writing quickly and/or legibly.	<ul style="list-style-type: none"> <li>• Classroom note-taker</li> <li>• Scribe for exams</li> <li>• Access to a keyboard for written work</li> </ul>	<ul style="list-style-type: none"> <li>• Learning Disability</li> <li>• Traumatic Brain Injury</li> <li>• Paraplegia</li> <li>• Quadriplegia</li> <li>• Muscular Disorders</li> <li>• Arthritis</li> <li>• Low Vision or Blindness</li> </ul>

<p>Difficulty understanding or following a classroom lecture.</p>	<ul style="list-style-type: none"> <li>• Sign Language Interpreter</li> <li>• Classroom note-taker</li> </ul>	<ul style="list-style-type: none"> <li>• Deaf or Hard of Hearing</li> <li>• Learning Disability</li> <li>• TBI</li> <li>• AD/HD</li> <li>• Anxiety, Mood or Thought Disorders</li> </ul>
<p>Limited mobility in walking or moving about the classrooms, or other buildings.</p>	<ul style="list-style-type: none"> <li>• Locating classes in accessible buildings</li> <li>• Paratransit Services</li> </ul>	<ul style="list-style-type: none"> <li>• Paraplegia</li> <li>• Quadriplegia</li> <li>• Arthritis</li> <li>• Vascular or Pulmonary Disease</li> <li>• Other Health Impairment</li> </ul>

Step I: Initial Request for an Accommodation

After the admissions process has been completed and the student has been accepted, a student with a disability may contact the assistant vice president for Academic Services to request reasonable accommodation for his/her disability. The student is required to provide adequate documentation of his or her disability and need for an accommodation. Failure to provide adequate documentation of his or her disability or of the need for an accommodation may be grounds for denying the request for an accommodation.

Step II: Review and Decision

Upon receipt and review of the request and required documentation, the assistant vice president for Academic Services will respond to these in a timely manner to all requests and will provide the student with written notice of his/her decision. Students are not guaranteed the specific accommodations they request. While the assistant vice president shall give consideration to the accommodation requested, the assistant vice president has discretion to suggest an alternative reasonable accommodation, including one that is less expensive or easier to provide than the accommodation requested by the student.

The assistant vice president for Academic Services shall meet with the student to discuss his or her request for accommodation. The assistant vice president may communicate with faculty and staff, as appropriate, to determine the logistics of making a reasonable accommodation for the student. The assistant vice president may request that additional information or documentation be provided by the student or his or her health-care provider. The assistant vice president shall issue his or her decision in writing within ten (10) days of the request for an accommodation. The written decision shall contain an explanation of the basis for the decision, including, if the decision is to deny the request, an explanation of the reasons for the denial.

If the decision is to provide a reasonable accommodation, the assistant vice president for Academic Services will promptly communicate with faculty and staff, as appropriate, in order to arrange and implement the accommodation as expeditiously as possible.

If a student disagrees with the assistant vice president's decision, the student may seek review of the decision by appealing in writing to the dean of the Core Curriculum and First-Year Experience within ten (10) working days from the date of the written decision from the assistant vice president. The appeal should contain an explanation of the grounds for appeal and any additional written materials that the student believes should be considered in processing his or her appeal.

### Step III: Review of Appeal

The purpose of the review of the appeal by the dean of the Core Curriculum is to determine whether or not College policy has been followed and, if not, to address the consequences that may have resulted and that may need to be corrected. The dean of the Core Curriculum may decide the appeal based on the written record already created before the assistant vice president and the student's written appeal of the assistant vice president's decision. Alternatively, at his/her sole discretion, the dean of the Core Curriculum may request additional information relevant to the appeal and may conduct interviews of any person who may have information relevant to the appeal.

Within ten (10) working days following receipt of the written appeal, the dean of the Core Curriculum will provide a written decision to the student regarding the student's appeal. This deadline may be waived by the dean of the Core Curriculum if further investigation is needed.

### Step IV: Provost Review and Final Decision

If the student disagrees with the dean of the Core Curriculum's decision, an appeal may be made to the provost within ten (10) working days of the written decision by the dean of the Core Curriculum. The provost will decide the appeal based on the written record and the student's written appeal. The provost's decision is the final decision of the College and may not be appealed. The provost will take all action necessary to implement his/her final decision.

A student who makes use of the review process shall not be retaliated against.

### **Receiving and Maintaining Confidential Student Records**

A student's disability documentation is considered confidential. Documentation of the disability is maintained at the Office of Academic Services and is not part of a student's permanent student record. Communications about a disability or accommodations should respect a student's right to privacy at all times. Conversations between instructors and students about disability-related matters, including accommodation arrangements, during class, or in other public settings are discouraged.

When a faculty member has a question about the appropriateness of the accommodation for a specific course or course activity, the assistant vice president for Academic Services should be contacted to address the faculty member's concern.

### **ALCOHOL**

Maryland law states that: (1) It is unlawful for any minor (a person under age 21) to possess or consume alcoholic beverages; (2) It is unlawful for any minor to misrepresent or lie about his/her age in order to obtain alcoholic beverages; (3) It is unlawful for any person to obtain alcoholic beverages on behalf of a minor; and (4) It is unlawful for any person to consume alcoholic beverages in an open outside area unless authorized to do so by proper officials.

It is the responsibility of all faculty, staff, and students at St. Mary's College to uphold the conditions of this state law. Please refer to page 54 for information on the College's medical amnesty and good samaritan policy where certain violations may be granted amnesty. The College also promotes an active, healthy, social life on campus and accommodates groups that request College facilities for events where alcohol is appropriate.

The dean of students' staff is responsible for interpreting and enforcing the following campus alcohol policy:

- I. No individual, regardless of age, may consume alcoholic beverages in public areas on the campus, such as the lounges, hallways of the residence halls, patios of townhouses, athletic fields, and other facilities and grounds.
- II. The sponsors of student events (dances, concerts, etc.) are responsible for keeping the event alcohol-free.
- III. Individuals or groups sponsoring formal or informal events off-campus are responsible for upholding the Maryland alcohol law.
- IV. Resident students of legal drinking age may possess and consume alcoholic beverages in the privacy of their rooms or townhouses but may not offer alcoholic beverages to minors. Students who are 21 years of age and living with students under the age of 21 may not offer or provide alcohol to underage roommates. In those cases, all alcohol must be kept within the possession of the 21-year-old student. Students who are of age and who choose to drink alcohol are strongly encouraged to drink responsibly and in moderation. It is assumed that alcohol possessed by of-age students is for their personal use and for limited distribution to others who are of age to consume alcohol. Kegs and other similar multi-liter containers are prohibited.
- V. No alcoholic beverages will be allowed at any event on campus unless: (1) The event is sponsored by the College for seniors, alumni, faculty-staff receptions, or any outside group; and (2) The event is held in a controlled space, such as the Alumni Lodge or the Blackistone Room. Requests to sponsor such events must be made through the Events Office and must be approved by the dean of students.

Students who are concerned about their use of alcohol may speak with a counselor in Counseling Services. Counseling Services are confidential and the counselor can recommend options for treatment and recovery. Counseling Services provides limited short-term services. Therefore, many students who need ongoing or intensive alcohol counseling will be encouraged to seek services in the outside community.

## **ATTENDANCE**

Regular attendance at classes is expected, and all students are responsible for any class work done or assigned during any absence. In each course, the instructor shall accept two absences during the term. However, when any absence results in a student missing an exam or an assignment deadline, the instructor's policy covering missed exams or late work shall apply. Beyond two absences, instructors' policies shall be in effect and students are responsible for informing themselves about each of their instructors' policies.

## CAMPUS HOUSING REGULATIONS

### ADA Accommodations

Students needing special housing accommodations due to ADA requests must have the condition documented and approved by the assistant vice president for Academic Services. The assistant vice president, in conjunction with the associate dean of students/director of Residence Life, reserves the right to determine whether a specific condition warrants a special housing assignment. Please contact the assistant vice president in the Office of Academic Services (Glendening 230, ext. 4388) or the Office of Residence Life (Glendening 150, ext. 4207) for more information.

### Cohabitation/Married Student Housing/Family Housing/Off-Campus Housing List

On-campus housing is designed for individual students. The College does not provide family housing or married-student housing. Cohabitation by students (members of the opposite sex living together in the same room) within the residence halls, suites, apartments, and townhouses is prohibited. Members of the opposite sex may share a suite but not a bedroom in Lewis Quadrangle and Waring Commons, and they may share specified townhouses or separate rooms in single-bedroom apartments in Waring Commons. Students with children, spouses, etc. are encouraged to come to the Office of Residence Life for a listing of off-campus housing options. Students who are pregnant are permitted to live in College housing during the pregnancy. This information should be discussed with the associate dean of students/director of Residence Life in order to make sure that appropriate arrangements are made in the event of medical problems, the onset of labor, etc. Relevant information will be shared with those who have a specific need to know (such as the Health Services staff). Children of students are not permitted to live on-campus but may visit according to the guest and visitation policies as long as they are not disruptive to others.

### Disorderly Conduct

Failure to comply with directions given by a Residence Life staff member or other College official, or to use any type of harassment or abusive language toward any Residence Life staff member or College official in the performance of assigned responsibilities, shall be considered disorderly conduct and subject to judicial action. Non-students shall be asked to leave the campus and may be subject to criminal charges.

### Expanded Housing

To accommodate all students who are guaranteed housing, there are times when the College will use "expanded housing." When necessary, study rooms will be converted to accommodate up to four students, and larger double rooms will be converted into temporary triples. Students assigned to these spaces will be provided with the usual furniture: bed, dresser, desk, chair. In study rooms, wardrobes will also be provided. Students will be reassigned to standard residence hall spaces as soon as space becomes available. Priority for reassignments goes to students involuntarily placed into expanded triples, then to students involuntarily placed in the study rooms. Students assigned to doubles-as-triples will receive a credit on their student accounts for each week they are involuntarily living in the tripled room. Students assigned to the study rooms will not receive a credit because the room is so large and can easily accommodate four students.

### Guests

A resident's guest (whether a student from another area, commuter, or someone not affiliated with SMCM) may stay no more than four days in a given month and at no time should a

roommate be displaced. (Refer to the cohabitation and visitation policies in this section.) Residents are responsible for informing their guests of College policies and are also responsible for the behavior of guests while on campus. Guests who are not members of the SMCM College community and who are in violation of College policies may be asked to leave the campus, and hosts may face disciplinary action.

### Housing/Continuous Housing

Students who live on-campus have priority for available spaces (including townhouses, apartments, and single rooms) during room selection over commuting students, including those who lived on-campus and then moved off-campus, or those who were offered housing upon acceptance to the College but declined the housing offer.

### Housing Deposits

A \$200.00 non-refundable deposit for housing is due before students are assigned to campus housing. The deposit for the 2010-2011 academic year will be due Friday, February 26, 2010. Students are strongly urged to submit the deposit electronically through the Student Portal ("Cashnet"). The deposit is credited toward the next year's housing fee.

A \$50.00 security deposit is required of all residence hall students and \$150.00 from suite, apartment, and townhouse residents. This deposit will be refunded after the end of the term in which the student graduates or withdraws from College housing. Unpaid charges for damage to a student's room, unpaid parking tickets, or overdue and lost library books will be deducted from this deposit. The deposit is not applied to other College charges and is payable upon matriculation.

### Ninth-Semester Housing

Resident students are guaranteed on-campus housing for eight semesters (pro-rated for transfer students) as long as the Housing Contract and \$200.00 deposit are submitted by published deadlines each year. The residential experience is designed to move students developmentally to more independent and responsible lifestyles. It is assumed that new, traditional-aged students will benefit more from living on-campus than older students. The townhouses and apartments were designed to be transitional living units, preparing students to move off-campus. They were not designed for the same students to live in for two or three years. By guaranteeing space for eight semesters, more townhouse and apartment space is available to more students, thus opening up spaces in the residence halls for an increased number of younger students.

### Requests for Housing Contract Release

Students requesting to be released from the Housing Contract due to participation in a College-approved program (for example, internship site outside of St. Mary's County, study abroad, NSE), or who are graduating, are automatically approved with no financial penalties. Housing deposits will be transferred to the semester in which the student returns to the College. Students who transfer or withdraw from the College are released from the Contract and must pay liquidated damages as noted below. A committee has been established (made up of faculty, staff, and a student representative) to review requests from students who want to be released from the Housing Contract in order to live off campus, based on medical or financial need.

Written requests to be released from the Housing Agreement are due in the Office of Residence Life according to the following schedule:

February 26, 2010	LAST DAY to submit \$200.00 housing deposit and Housing Contract
For release for the spring 2010 semester:	
November 1, 2009	No financial penalties
November 2 - December 1	Assessed 10 % of semester housing cost
December 2 - January 18	Assessed 20% of semester housing cost
January 19 and beyond	Assessed full-semester cost of the room
For release for the fall 2010 semester:	
May 1	No financial penalties
May 2 - July 1	Assessed 10% of semester housing cost
July 2 - August 29	Assessed 20% of semester housing cost
August 30 and beyond	Assessed full-semester cost of the room

Students who take a leave of absence or withdraw after classes begin are subject to the standard refund policy (refer to the College Catalog for more information). Students who decide to move off-campus after classes begin are assessed the full-semester cost for their room.

### Meal Plan Exceptions

Students living in the residence halls and suites are required to participate in one of the meal plans as outlined on the Housing Contract. Medical reasons for meal plan exceptions must be documented and approved by the Office of Health Services. The associate dean of students/director of Residence Life, in conjunction with the director of Health Services, reserves the right to determine whether a specific medical problem warrants a reduced meal plan or a full meal plan waiver.

### Part-Time Status

In order to live in campus housing, continuing students are required to be full-time, degree-seeking students in good standing, and must be registered for classes by June 1 (for fall semester) or December 1 (for spring semester). Newly admitted students must be registered for at least 12 credits by August 15 (for fall semester) or January 15 (for spring semester). Students who wish to drop below full-time credit (12 hours) must submit a written request to remain in College housing to the associate dean of students/director of Residence Life prior to dropping any classes. Last-semester seniors who need fewer than 12 credits to graduate must also submit a written request. If permission is granted (based on the reason for the request and past behavior), the student will have to be registered for at least eight credits, continue to pay the full-time tuition rate, and maintain exemplary behavior, or face the loss of housing privileges. Before dropping below 12 credits, students should first check with their insurance companies (medical, dental, homeowners) to ensure continuation of coverage even if the student is not registered for full-time classes.

### Personal Property

The College shall exercise all reasonable effort to protect the personal property of students. However, the College is not responsible for theft, loss, or damage to students' personal property. Many families have homeowner policies or renter insurance that may cover personal belongings while students are attending college. Be sure to check with your family to see if your property is covered. While incidents of theft do occur, most involve rooms left unlocked by a student or an outer door propped open after the building is locked. Students should record descriptions and serial numbers of valuable possessions. Personal items such as bicycles and electronic equipment may be registered with Public Safety.

### Personal Responsibility for Residence Hall Rooms and Other Spaces

Students are responsible for ensuring that the condition of and activities occurring within their assigned residence rooms are in compliance with all conduct standards and other expectations outlined in To The Point, the Resident Student Handbook, the College web page, and the Housing Contract. Residents will be held accountable for any disciplinary infractions occurring within the confines of their designated living space, regardless of whether or not they were present at the time of the incident, if it can be established that their action(s), or lack thereof, contributed directly or indirectly to a violation and/or it is reasonable that they would know a violation is occurring. This responsibility also applies to other areas that include, but are not limited to, adjacent living spaces, shared room/floor spaces, lounges, residence entrances, and the residence community in general. Students should, therefore, remember to lock their doors in order to prevent unwanted, prohibited or illegal intrusions, visitors, events or incidents; avoid giving their personal room key, combination, and/or ID card to others; avoid allowing anyone who should not be in the residence to enter; report all suspicious activities and/or security liabilities such as lost keys, propped doors, broken windows, etc; and ensure that guests/visitors understand and abide by all St. Mary's College conduct standards, policies, and regulations outlined in the documents noted above.

### Prohibited Items

Please refer to the Resident Student Handbook at [http://www.smcm.edu/residencelife/forstudents\\_handbook.html](http://www.smcm.edu/residencelife/forstudents_handbook.html) for a list of items that are prohibited in order to ensure the safety and well-being of the College community.

### Quiet Hours, Noise (in and around the living areas, including DPC)

Quiet hours are 11:00 p.m. to 8:00 a.m., Sunday through Thursday, and on weekends (Friday and Saturday) from 1:00 a.m. to 10:00 a.m. During these hours, noise must be kept to a minimum in and around the living areas (including DPC). However, courtesy hours are always in effect and residents should respect the rights of others who wish to sleep or study. Stereo speakers may not be directed out the windows due to the possibility of disrupting classes. Sound equipment that violates the quiet hours policy may be removed from the resident's room. Residence hall wings may establish additional quiet hours by a two-thirds majority vote. Amplifiers and amplified music are not permitted inside the residences or near the residences without prior written permission from the associate dean of students/director of Residence Life. Due to the special nature of Calvert Hall (faculty and administrative staff offices, and residence hall spaces), students residing there are required to keep noise to a minimum during working hours (8:00 a.m. to 5:00 p.m.), as well as during regular quiet hours. Quiet hours are in effect for 23 hours during final exams. The one-hour "study break" is 9:30 p.m. to 10:30 p.m. nightly.

### Refunds

For students officially withdrawing or taking a leave of absence from the College (through the Office of Academic Services), a refund schedule for tuition, room, and board is available. Students who withdraw from housing but remain enrolled in the College are also eligible for refunds, based on the College's established refund schedule. Please refer to the College Catalog for more information.

There is no room refund for students who are removed from housing due to a Housing Contract violation or judicial sanction (housing revocation, suspension, or expulsion). The meal plan charges will be pro-rated on a weekly basis based on the official date of departure from housing or the effective date of the restriction, suspension, or expulsion as noted by the

coordinator of Student Activities and Judicial Affairs. For more information, please review the Housing Contract and the College Catalog.

### Room Entry

College officials, including Residence Life staff members, reserve the right to enter a student's room, locked or unlocked, at any time it is deemed necessary, for policy enforcement, inspections, maintenance and repairs, concerns about fire safety and well-being, and other similar emergencies. College officials and Residence Life staff will attempt to notify residents in advance.

### Room Selection

Continuing students will select their room for the 2010 fall semester according to the following schedule:

February 26	LAST DAY to submit the required \$200.00 housing deposit and Housing Contract
March 4	WC Apartment and Special Needs Housing applications due by 5:00 p.m.
March 8	Townhouse applications due by 5:00 p.m.
March 11	Six-person Suite applications due by 5:00 p.m.
March 23	Ten-person Suite applications due by 5:00 p.m.
March 25	Convenience Single applications due by 5:00 p.m.
March 30	Room Draw

Only students who have submitted the housing deposit AND Housing Contract will be eligible to go through the room selection process. Students who submit the housing deposit and Housing Contract AFTER the published deadline will lose their priority for room selection and may be assigned to whatever space is available after the completion of Room Draw. Please refer to the "Guide to Room Selection" for more information.

Students returning to housing for the spring semester from study abroad, National Student Exchange, internships, or leave of absence will be assigned to whatever space is available. Students leaving housing for the fall semester are strongly encouraged to make prior arrangements to replace someone who is leaving for the spring semester. Please contact the Office of Residence Life for assistance.

New students will be assigned housing in June for the fall semester, and early January for the spring semester. New students will be assigned to a room once the deposit AND Housing Contract are received by the College. Please refer to the appropriate new-student mailing for additional information.

### Solicitation

In the resident facilities, solicitation and selling (for example, merchandise, food, magazines) door-to-door, from a student room, or in a public area are not permitted without prior, written authorization from the Office of Residence Life. Soliciting by telephone or computer is also not permitted in the residence halls, suites, apartments, and townhouses and students should not assist vendors who attempt to enlist students by telephone or computer to arrange campus canvassing. Students are not permitted to use the residential facilities for commercial purposes or for conducting a business enterprise. Residents should contact Residence

Life staff members when unauthorized solicitors are canvassing in College housing, including people selling pizzas, perfume, candy, T-shirts, magazines, etc.

Please see page 70 for the full solicitation policy.

### Visitation

St. Mary's has developed a visitation policy that provides for a degree of flexibility to accommodate varying lifestyles. Because some students prefer a restricted visitation policy and others desire a greater degree of choice in entertaining guests in their rooms, roommates must determine their own limitations.

The visitation policy is based on the College's confidence in the ability and inclination of St. Mary's students to make mature decisions about their social behavior. The College also believes that no individual has the right to infringe upon another's freedom, privacy, happiness, and safety, and that students are willing to accept both the rights and responsibilities of such a policy.

Open visitation hours are not to be construed as permission for students or guests to sleep overnight in another's room or to conduct themselves in such a way as to invade a roommate's privacy and full use of the room. Guests are permitted to stay overnight only with prior permission of the roommate and for no more than four nights in a given month. Should such behavior come to the attention of Residence Life staff, disciplinary action may be taken.

Should visitation arrangements lead to problems between roommates, they should feel free, after trying to resolve the problem privately, to ask the Residence Life staff to assist. The staff, in turn, will participate in the resolution of the problem, which might include, among other things, a change in housing assignments.

Residents are responsible for escorting guests within the building. The College recommends that male guests use the bathrooms on a male wing and female guests use the bathrooms on a female wing. Some buildings have bathrooms located in the lobby for guest use.

## **COMPUTER VIOLATIONS**

Campus Technology Support Services reserves the right to immediately suspend access to computer accounts (e-mail, SMARTNet, Portal, BlackBoard), computer lab machines and RESNET Internet privileges for any violation of the Computer Ethics Statement, the Appropriate Use Policy, or malicious damage to computer equipment. If there is a violation, one or both of the following steps will be taken:

1. The student will receive an e-mail instructing him/her to go to Campus Technology Support Services to sign a letter of verbal warning. This letter may be forwarded to the coordinator of Student Activities and Judicial Affairs.
2. The student's account may be disabled and a letter with evidentiary documentation will be sent to the coordinator of Student Activities and Judicial Affairs for judicial action. The student's account will remain disabled until Campus Technology Support Services receives notification from the coordinator of Student Activities and Judicial Affairs regarding the outcome of a judicial hearing.

The following activities are examples of violations that may result in suspension of computer access, pending a judicial hearing:

- Theft, altering, or modifying the operations of any technology equipment.
- Inspecting, modifying, downloading, copying, or sharing data or programs from any source without authorization from the owner.
- Attempting to penetrate or alter computer security mechanisms or gain access to information.
- Engaging in any activity which deprives others of their privileges on the computer system.
- Inflicting malicious damage on computer equipment.
- Using the electronic mail system to send abusive, obscene, or otherwise harassing communications.
- Using the computer system for commercial purposes.
- Using false or misleading identification for any purpose associated with the use of the computer system.
- Using another person's account without the explicit permission of the director of Campus Technology Support Services.
- Forwarding chain letters to or abuse of the AllStudent, AllFaculty, or AllStaff e-mail groups.
- If suspicious network activity is detected on RESNET related to a student's computer, Internet access may be disabled and the student will be advised on the appropriate remediation.
- Violations are not limited to the outlined examples. Please refer to the policies referenced above and College web site for additional information.

At any time, a student who feels he/she has been unjustly accused has the right to speak to the director of Campus Technology Support Services (CTSS) and, in his/her absence, a member of the CTSS senior staff.

## DRUGS

Students are expected to conform to the Maryland state law regarding possession of drugs and paraphernalia and the Student Code of Rights and Responsibilities which outlines expected standards for behavior, rights and responsibilities, student conduct policies, judicial procedures for conduct violations, and sanctions. Please refer to page 54 for information on the College's Medical Amnesty and Good Samaritan policy where certain violations may be granted amnesty.

Specific to illicit drugs, Article II, Section J states that the following misconduct is subject to disciplinary actions, up to and including expulsion and referral for prosecution, as provided for in this Code:

"J1. Use, possession, or distribution of narcotics or other controlled dangerous substances, and related paraphernalia on College premises, except as expressly permitted by law and College regulations."

At the time of acceptance to the College, all new students are required to sign and return a statement acknowledging receipt of the College's policies and regulations concerning substance abuse.

Any student convicted of violating a criminal drug statute must notify the director of Financial Aid if that student is receiving any form of federal financial aid (for example, Pell Grants). Conviction on any drug-related charge is grounds for forfeiture of federal financial aid.

Students who violate the standards of conduct shall be subject to written or verbal warning, restitution, restriction, forced relocation, work sanctions, counseling, disciplinary probation, disciplinary suspension, and/or dismissal from the College as stated in the Student Code of Rights and Responsibilities which is distributed annually to all students. The College will take disciplinary action based on reasonable available information unless the student voluntarily seeks assistance. Such action will be independent of any civil or criminal process precipitated by the same incident.

Students who are concerned about their use of drugs may speak with a counselor in Counseling Services. Counseling Services are confidential and the counselor can recommend options for treatment and recovery. Counseling Services provides limited short-term services. Therefore many students who need ongoing or intensive drug counseling will be encouraged to seek services in the outside community.

## **E-MAIL**

Every student who is enrolled for credit classes at St. Mary's College of Maryland is issued a student e-mail account which is the official means of communication from departments such as the Registrar's Office, Academic Services, Residence Life, and Student Activities. E-mail will also be used to notify students of certain emergencies, pending judicial action, and school closings due to inclement weather. Most faculty and staff rely on e-mail to communicate with students. It is the responsibility of each student to maintain and check their SMCM e-mail account regularly. Students are accountable to know information disseminated through the SMCM e-mail account. Failure to read College communications sent to the SMCM e-mail account does not absolve the student from knowing and complying with the content of these communications.

## **EMERGENCIES AND URGENT SITUATIONS**

**Staying Safe During an Emergency:**

Remaining calm allows you to be observant and attentive to a situation as it develops. Any emergency has a high level of stress and the more calmly you act the better you and those around you will react.

Official communication will be employed to notify you as an emergency unfolds. The College will use the following methods:

- [www.smcm.edu](http://www.smcm.edu) home page
- All College e-mail
- All College voicemail to campus phones
- Siren and alert system
- Paper posters posted in public spaces
- Public Safety, Student Affairs, and Residence Life staff instructions

Stay attentive to any of those communication tools.

In case of an emergency, be prepared to follow these seven (7) critical steps:

1. Remain calm.
2. Watch for official communications.
3. Pay attention and follow instructions for the next steps.
4. Care for and be responsive to others who may be in need of assistance.
5. Check in with concerned family and friends to let them know you are okay.
6. Check official communication sources for periodic updates.
7. Watch for the all clear signal.

### In Case of Actual Fire

1. Pull the nearest fire alarm.
2. Call 9-911 (County Control Center) and report the location.
3. Call 240-895-4911 (Public Safety) and report the location.
4. Assist disabled individuals, if possible and safe to do so.
5. Evacuate the building immediately and move across the street or to locations indicated by College officials.
6. Wait to return to the building until the alarm has been silenced and Public Safety or other emergency personnel at the scene have given an official “all clear.”

### Medical Emergencies

The Counseling and Health Center (240-895-4289) is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, and on Saturday, 11:00 a.m. to 3:00 p.m. After hours and on weekends, contact a member of the Residence Life staff and/or the Office of Public Safety. They will know what to do or whom to contact.

Medical emergencies should be directed immediately to an RA, the building’s RHC, and/or the Office of Public Safety (240-895-4911). When a situation is life threatening (severe bleeding, heart attack, loss of respiration, etc.), you should contact the county 911 operator by dialing 9-911. Give the operator any appropriate information. Do not hang up on the operator. Speak slowly, and wait for the operator to end the conversation. You should then place a call to Public Safety at 240-895-4911 and provide the same information.

### On-Call Professionals (OCPs)

Each night that students are in residence, a member of the Student Affairs professional staff is on-call to handle difficult situations in the residences.

The OCPs carry cell phones and are available Monday through Friday from 5:00 p.m. to 8:00 a.m. the next morning, and from Friday at 5:00 p.m. to Monday at 8:00 a.m. The Residence Life staff who are serving as OCPs include the associate dean of students/director of Residence Life, assistant director of Residence Life, and the three (3) area coordinators. The coordinator of Student Activities and Judicial Affairs and the coordinator of Orientation and Service also participate in the on-call rotation. The associate dean of students/director of Residence Life is on-call 24 hours a day, seven (7) days a week (to serve as back-up for the other OCPs). If you need or want to speak with the scheduled OCP, contact an RA, RHC, or call Public Safety at 240-895-4911.

### Power Failures

In the event of a campus-wide power failure, the campus phone system may not work. If the power failure involves the local outside community, on-campus phones may work, but off-campus and long distance phones may not. Emergency lights in the buildings will work for a short period of time (between 15 minutes and two hours). The upgraded fire alarm

system will be operational for at least eight (8) to twelve (12) hours. Residence Life staff members will use flashlights. In the event of a power failure, students should use flashlights, not candles.

The Dining Hall will continue to operate under emergency power. The decision to cancel classes will be announced by the appropriate College officials and communicated to the staff. For students living on campus, the RHCs will be the primary contact for students seeking the most up-to-date information on the power failure.

### Protocols

The College has developed a series of written protocols outlining the responsibilities of various staff members when faced with an emergency. Students who are involved in the following situations are encouraged to observe the procedures listed below.

To report any type of a crime (including a “hate crime,” theft, vandalism, etc.):

Individuals who see a crime in progress or who wish to report a crime after the fact should contact the Office of Public Safety at 240-895-4911, 24 hours a day, seven days a week.

### Contacting State or County Police:

Students wishing to contact the State or local police can obtain assistance from Public Safety at 240-895-4911.

### Death of a Student or Serious Accident:

Persons at the scene, whether on- or off-campus, should notify Public Safety at 240-895-4911.

### Eating Disorder:

Friends or teammates of the student in question should notify the head athletic trainer (for a teammate), the Counseling and Health Center at 240-895-4289, or the associate dean of students/director of Residence Life at 240-895-4207.

### Missing Person:

1. Each student has the option to identify an individual to be contacted by the College no later than 24 hours after the time that the student is determined to be missing.
2. The individual identified will be the same person listed as the official emergency contact as noted on the Housing Contract (for resident students) or as noted on the Admissions application (for commuting students). The contact information is considered confidential.
3. The College is required to notify a custodial parent or guardian no later than 24 hours after a student is determined to be missing if the student is under the age of 18 and not yet emancipated.
4. Any and all reports of a missing person will be directed to Public Safety.
5. The College will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.
6. Once notified of a possible missing person, Public Safety officials, in collaboration with Residence Life and other departments as needed, will determine whether or not a student is considered missing.
7. Residence Life professional staff or Public Safety staff will initiate the emergency contact procedures.

8. Once it is determined that a student is missing for at least 24 hours, notification will be made to the student's: RA and RHC by the Office of Residence Life; Counseling and Health Services by the Office of Residence Life; and professors by the Office of Academic Services. In addition, the Office of the Dean of Students and the Provost's Office will also be notified by the Office of Residence Life. If and when the student returns to campus, those noted above (including the emergency contact) will be notified.
9. All students are strongly urged to do the following:
  - a. Let friends, roommates, or family know where you are going, when you expect to return, and who you will be with.
  - b. If your plans change, let your friends, roommates, or family know of the changes.
  - c. Be cautious when accepting drinks, rides, etc. from people you do not know or do not know well.
  - d. Keep your cell phone charged and with you whenever you are away from campus.
  - e. Try to stay in groups or with at least one other trusted friend when attending parties, going off-campus, etc.
  - f. Do not leave friends in unfamiliar locations, situations, etc.

#### Sexual Assault and Student Willing to File a Report

Person responding to the student:

1. Contact Public Safety at ext. 4911 or 240-895-4911.
2. Reassure the survivor that contacting the police does not commit her/him to continue legal action. It means that evidence can be collected which can be used later if the survivor decides to pursue either criminal charges or judicial action through the College (if the perpetrator is a student).
3. Advise the survivor of available resources (see #5 below).
4. Encourage the survivor to seek medical attention. Advise her/him that evidence of sexually transmitted diseases or pregnancy may not be apparent for several weeks or months and follow-up appointments may be necessary.
5. Advise the student that he/she may contact the First Responders Network for peer support on campus (301-904-2015). The First Responder can contact Counseling Services, accompany the student to the hospital and be a peer advocate without filing a report if that is the wish of the survivor. First responders are also available to work with the alleged perpetrator of assault.
6. With the consent of the survivor, contact the Walden-Sierra 24-hour Crisis Hotline (301-863-6661) to arrange for a volunteer to meet and accompany the survivor.

#### Sexual Assault and Student Unwilling to File a Report

Person responding to the student:

1. Do not notify Public Safety staff or Student Affairs staff (except as noted in #2 below).
2. If the student consents, contact the director or assistant director of Counseling Services.
3. Advise the survivor of available resources (see #5 below).
4. Encourage the survivor to seek medical attention. Advise her/him that evidence of sexually transmitted diseases or pregnancy may not be apparent for several weeks or months and follow-up appointments may be necessary.

5. Advise the student that he/she may contact the First Responders Network for peer support on campus (301-904-2015). The First Responder can contact Counseling Services, accompany the student to the hospital and be a peer advocate with out filing a report if that is the wish of the survivor. First responders are also available to work with the alleged perpetrator of assault.
6. Contact the Walden-Sierra 24-hour Crisis Hotline (301-863-6661) to arrange for a volunteer to meet and accompany the survivor.

### Suicide Threat:

Student responding to the situation:

1. During normal business hours, contact Counseling Services at 240-895-4289 or the Office of Residence Life at 240-895-4207.
2. After normal business hours, contact Public Safety. Ask for the On-Call Professional to be contacted. The On-Call Professional will contact the director or assistant director of Counseling Services.

### Psychological Emergencies

Professional counseling services are available at the College. Counseling Services is located in Chance Hall (the Counseling and Health Center), at 240-895-4289. Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours or on weekends, please contact any Residence Life staff member or Public Safety. Staff members are there to assist you; they have been trained to respond to crisis situations. They will act on your behalf.

### Security Issues

The Office of Public Safety is in charge of campus security and safety. If you witness a break-in, theft, someone being attacked, or any other type of criminal act, contact Public Safety at 240-895-4911. Emergency call phones are located in the north campus, Schaefer Hall, and Mattapany (Guam) parking lots, as well as near St. John's site, behind Anne Arundel Hall, at the River Center, and on the path near St. John's pond (near the Bell Tower). Professional staff members are on duty at Public Safety 24 hours a day, seven days a week.

## **GRADE GRIEVANCE**

Under the following conditions, a student may decide to grieve a grade either on a specific assignment or for a course as a whole:

- The grade assigned may reflect discrimination of some sort on the part of the professor.
- The grade assigned reflects a computational error.
- The grade assigned is related to an allegation of academic misconduct which is proceeding through the Academic Judicial Board system. (If an instance of alleged academic misconduct has been handled informally, and the student wants to appeal, that appeal must proceed through the Academic Judicial Board system.)

The procedure for filing a grade grievance or other related academic complaint is as follows:

- A. A student with a complaint should, where appropriate, first try to reach agreement with the faculty member. Informal conversation about the assignment and grade in question between the student and the professor is the first step in the grade grievance process.
- B. If the student is not satisfied with the result of the conversation, or if the faculty member does not respond to requests for such an informal conversation, the student then submits a written statement expressing concern about the grade to the

chair of the faculty member's department, with a copy to the professor. In the case of individual assignments, such statements must be made within 10 business days of receipt of the grade in the case of individual assignment. In the case of overall course grades, such statements must be made by the end of the fourth week of the following semester in the case of overall course grades. The department chair will attempt to mediate the complaint as outlined in C below. \*\* (See note.)

- C. Within 10 business days of receipt of the student's letter, the chair will solicit the faculty member's point of view, in writing, about the grade and the criteria on which it was based. The chair may decide to render a decision based on the written communications or may call the student and faculty member together for a meeting to discuss the issues, after which the chair will render a decision to both the student and faculty member in writing.
- D. If either the student or faculty member is dissatisfied with the chair's decision, the dissatisfied party can make a request, in writing, within 10 days of receipt of the chair's decision, with a copy to the other party, and to the assistant vice president for Academic Services, who will seek counsel from the Academic Policy Committee. The Academic Policy Committee members will consult all parties concerned and then vote either for or against the recommendation of the department chair and will inform the assistant vice president for Academic Services, in writing, of their advice and the reasons for it, after which the assistant vice president for Academic Services will render a decision to the parties in question.
- E. Final authority rests with the provost of the College in the event that either the student or faculty member is not satisfied with the response given by the assistant vice president for Academic Services in consultation with the Academic Policy Committee. A written appeal to the provost, which must be copied to the other parties involved, must be made within 10 business days following receipt of the assistant vice president's decision, and the provost will render final judgment within 10 business days of receipt of the appeal, in writing, to all concerned individuals
- F. Parents, family members, and attorneys are not permitted to attend any grade appeal conferences.
- G. If a grade appeal involves alleged academic misconduct, the grade appeal should be heard after the Academic Judicial Board has reached a decision about the alleged infraction.

\*\*Note: In the event that the faculty member in question is the department chair, the assistant vice president for Academic Services will substitute for the chair in step C.

## HAZING

Any and all forms of hazing are completely prohibited at St. Mary's College of Maryland.

### Hazing Defined

Hazing is any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the borders of the College campus; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with the laws of the state of

Maryland or Code of Student Conduct, or the regulations and policies of St. Mary's College of Maryland.

Identifying Hazing (Will Keim, Ph.D., "The Power of Caring")

1. If you have to ask if it's hazing, it is.
2. If in doubt, call your adviser or coach.
3. If you haze, you have low self-esteem.
4. If you allow hazing to occur, you are a 'hazing enabler.'
5. Failure to stop hazing can result in death.

### Examples of Hazing

The following are examples of hazing by category. It is impossible to list all hazing activities, so this list is not intended to be all-inclusive. Each activity can be measured against the definition for each category.

#### A. Subtle Hazing

Actions that are against accepted club or team standards of conduct, behavior and good taste. An activity or attitude directed toward a member or an act which ridicules, humiliates, or embarrasses. Examples:

1. Never doing anything with the member (isolation)
2. Calling a member by any demeaning name
3. Imposing periods of silence on members
4. Imposing demerits of any kind on members
5. Writing progress reports on new members
6. Requiring members to call senior team members Mr., Ms., etc.
7. Scavenger hunts for meaningless objects
8. Assigned duties for new members only
9. Scaring new members with an initiation
10. Deprivation of team privileges

#### B. Harassment Hazing

Anything that causes mental anguish or physical discomfort to the member. Any activity, or activity directed toward a member, or activity which confuses, frustrates, or causes undue stress. Examples:

1. Verbal abuse
2. Any form of questioning under pressure or in an uncomfortable position
3. Requiring members to wear ridiculous costumes or perform ridiculous activities
4. Requiring only members to wait until the end or be served last
5. Stunt or skit nights/events with demeaning and/or crude skits and/or poems
6. Requiring members to perform personal services such as carrying books, running errands, performing maid duties, etc.
7. Requiring members to drink alcohol, perhaps to excess, causing illness or other physical problems
8. Requiring members to be exposed to weather or to foods that would adversely affect physical health

#### C. Physical Hazing

St. Mary's College of Maryland, through the Athletic and Recreation Department, the Office of Student Activities, or any other designated personnel, shall issue to every group or organization under its authority, or operating on, in conjunction with its campus or school, a copy

of this policy. An officer of each such group or organization, and each individual receiving a copy of this policy, shall sign an acknowledgement stating that such group, organization, or individual has received a copy of the hazing policy.

In the state of Maryland, a person who hazes a student so as to cause serious bodily injury to the student at any school, college, or university is guilty of a misdemeanor and, on conviction, is subject to a fine of not more than \$500 or imprisonment for not more than six months, or both. Consent of the student being hazed is not a defense.

Students found responsible for hazing on or off the campus at St. Mary's College of Maryland may face expulsion from the institution.

## **ID CARDS**

All students are issued College ID cards and are required to carry them at all times. They are also required to provide them to College officials, including Residence Life student staff, upon request.

## **INCLEMENT WEATHER**

Inclement weather procedures are in effect seven days a week, including weekends. Depending on the circumstances, the College may remain open with a "liberal leave" policy in effect, or the opening of the College may be delayed, or the College may be closed. The College web site will have the latest weather-related closing information. Resident students will also receive a voicemail message through the College's phone system with closing information.

Students should listen to the following radio or television stations for information regarding a delayed opening or closing of the College:

### Radio:

WPTX 920AM

WTOP 1500AM

WMDM 97.7FM

WSMD 98.3FM

WBAL 1090AM

WETA 91FM

WASH 97.1FM

WKIK 102.9FM

WMAL 630AM

### TV:

WRC-TV 4

WJZ-TV 13

WUSA-TV 9

WJLA-TV7

WMAR-TV2

WTTG-TV5

WBAL-TV11

Whenever there is a question, the Office of Public Safety (240-895-4911) will have the most up-to-date, accurate information. If students are in residence, the dining hall will provide food services, and every attempt will be made to ensure that the library, some computer labs, and the campus store are open. Walkways and roads will be cleared and sanded as soon as possible. First priority will be given to walkways between residences and the cafeteria, then to the library.

## **MEDICAL AMNESTY AND GOOD SAMARITAN POLICY**

The purpose of this policy is to increase the likelihood that medical attention is provided to

students who need it due to alcohol intoxication or use of drugs by removing impediments to seeking such assistance. This policy is intended for use in isolated situations; therefore, it does not excuse or protect those who flagrantly or repeatedly violate College policy.

Good Samaritan Policy: The spirit of the Good Samaritan is that we all have an ethical responsibility to help people in need. St. Mary's College expects that students will take an active role in protecting the safety and well-being of their peers and the College community. In order to promote this, when a student assists an individual who is intoxicated or under the influence of drugs in procuring medical assistance, that student may be granted amnesty from formal disciplinary action by the College for violating the alcohol or drug policies. The student may be required to attend an educational conference with the Dean of Students or designee to discuss the incident and his/her role in it, and may be required to complete follow-up if deemed necessary.

Medical Amnesty Policy: When a student is intoxicated or under the influence of drugs and seeks medical assistance, s/he may be granted amnesty from formal disciplinary action by the College for violating the alcohol or drug policies. Upon receiving a report that a student needs medical assistance, College staff will respond through the Office of Public Safety to obtain EMS services, and responding officials will use standard procedures for documenting information and collecting identification of all persons involved. Judicial charges will be deferred, and will be dismissed upon successful completion of an approved alcohol and/or drug intervention program, leaving the student with no disciplinary record. Failure to successfully complete an approved alcohol and/or intervention program will result in the processing of alcohol use or possession charges and, if proven, may result in more severe sanctions.

Representatives of a student organization who summon medical emergency assistance will be relieved from alcohol use or possession judicial charges under this protocol for their personal actions. Organization charges and consideration of judicial sanctions, if necessary, may be mitigated by the actions taken by representatives.

Criteria for granting amnesty may include but is not limited to: the severity of the incident, the student's disposition regarding the incident, whether the student has been granted amnesty in the past, and the student's previous judicial record. Amnesty will not be granted for incidents which occur off-campus and will not extend to other conduct violations associated with the incident, including but not limited to distribution of drugs, hazing, vandalism, or sexual assault. Amnesty can only extend to College judicial processes and does not protect students from criminal or civil penalties.

Following receipt of an incident report by the Dean of Students office, the student will attend an educational conference with the Dean of Students or designee, which will serve to review the incident, the role of alcohol or drugs, and College policies. The following are examples of educational interventions that may be required for individuals who receive amnesty under this policy:

- a. The student may be required to obtain an alcohol or drug assessment from Counseling Services or from an off-campus certified addictions counselor (e.g. Walden-Sierra). If required to obtain an assessment, the student will provide a copy of the assessment report to the Dean of Students or designee. If the assessment indicates that further treatment is warranted, the program of treatment must be completed. The cost of the assessment (if any) and treatment is the responsibility of the student.

- b. Parental Notification Policy: The College notifies the parents/guardians of students whose consumption of alcohol or drugs results in the student being sent to the hospital.

## NON-DISCRIMINATION POLICY

St. Mary's College of Maryland does not discriminate or condone discrimination on the basis of race, color, national or ethnic origin, sex, sexual orientation, religion, age, disability, or marital status in any College activities or functions including but not limited to its admission, programs, or employment practices.

## NOTIFICATION OF CAMPUS SAFETY AND SECURITY POLICY

The dean of students or designee will send informational notices to faculty, staff, and students when a serious incident occurs that directly affects the campus. A decision to send a campus notice will be considered on a case-by-case basis. These notices, which will be sent by e-mail and/or posted in common areas, will have the purpose of informing the campus community in order to ease anxieties or combat rumors and misinformation. Examples of incidents that may cause such notices to be sent include the following:

- Death of a student;
- Any incident involving weapons;
- Any serious incident that impacts the campus community.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Go to the U.S. Department of Education's Higher Education web site (<http://www.higheredcenter.org/policy/clery-act>) for more information. As part of the Clery Act, St. Mary's College is required to provide students and employees with Timely Warnings of crimes that represent a threat to their safety.

## PARKING

### Process for Resident Students

- A. Resident students must purchase a parking decal that is specific to a particular lot in their residential neighborhood. The Business Office will sell only as many decals in each residential lot as there are spaces.
- B. Students will identify their priorities for which lots in the neighborhood they prefer to be assigned at the time of parking registration and payment.
- C. Lots will be designated by letter only. Decals will display a corresponding assignment letter.
- D. Assignments will be made on a first-come, first-choice basis except for first-year students who will be assigned to Lot T (Guam).
- E. Students who are unable to get their first choice will be considered for their second choice, etc.
- F. Permit fees remain unchanged and are identical for all lots (\$100).
- G. Based on residential neighborhood, non-first-year students will choose among the following lots:

## Neighborhood:

1. Townhouses, Lewis Quad, and Waring Commons: Lots R (Townhouse), S (Waring Commons) and T (Guam)
2. Prince George, Caroline, and Dorchester: Lots W, X, Z, and T (Guam)
3. Queen Anne: Lots M (Queen Anne) and T (Guam)
4. Calvert: Lots C (Anne Arundel north) K (Campus Center) and T (Guam)

## Commuter Students

Parking in the North Campus for commuter students is provided in Lots T and Z. Commuter students may also park at the Campus Center and Anne Arundel lots.

## Visitor Parking

On-campus parking for visitors is available in Lots K, H, I, T, and Z. Visitors to the campus should obtain a campus parking permit from the Office of Public Safety. Please consult the Parking Lots Assignment Guide, available from Public Safety, for additional information.

## Enforcement and Towing

All student, faculty, and staff vehicles parked on the grounds of St. Mary's College of Maryland must display a campus-issued parking decal, and all visitors must display a parking pass. Vehicles parked on campus must follow all state and College parking regulations. All vehicles in violation of College parking regulations will be issued a citation and towed at the owner's expense under the following conditions:

1. Display of a lost, stolen, expired, or fraudulent St. Mary's College of Maryland parking permit.
2. Parking in a designated handicap area, handicap access or fire lane (as designated by Maryland state law).
3. Parking of a vehicle that restricts access to a loading dock, building air-intake area, dumpster or bus access lane.
4. Stopping, standing, or parking that restricts traffic flow or creates a traffic hazard.
5. Parking on designated emergency snow routes and parking lots.
6. Any abandoned vehicle may be issued a citation and/or towed when it meets the following criteria:
  - a) Parked on St. Mary's College campus property, Historic St. Mary's City Commission property, or Trinity Episcopal Church property for forty-eight (48) hours or more and does not display a valid state motor vehicle registration plate or St. Mary's College of Maryland parking permit without notification and approval from the Office of Public Safety.
  - b) Failure to immediately move a vehicle upon notification from the Office of Public Safety.
  - c) An accumulation of four (4) or more parking citations (paid or unpaid).
  - d) Agreements with specific towing services will be made to include but not limited to the following:
    - (1) Each vehicle to be towed will be issued a citation and towed at the owner's expense.
    - (2) The vehicle owner/operator is responsible for the towing fee when the towing vehicle has left the business and/or has arrived at the site, unless another agreement is reached

- between the tow service provider and the vehicle owner/operator.
- (3) St. Mary's College of Maryland and the Office of Public Safety will not be held responsible for damage resulting from towing or immobilization of vehicles or items of personal property of value left within the unattended motor vehicle parked on campus.

#### Additional Information

Parking permits are \$100.00 for a full year. If you will not require a parking permit for the spring semester due to graduation, study abroad, withdrawal, or leave of absence, a \$50.00 credit will be given. To receive credit, your parking decal must be turned into the Business Office during the first two weeks of classes of the spring semester.

The Business Office will mail complete instructions for obtaining parking decals with payment information. For other questions or information, contact the Office of Public Safety (240-895-4911)

#### **PETS**

In order to provide a safe and a healthy environment for members of the campus community to study, work and live, to comply with local animal ordinances, and to ensure public safety, it is the policy of the College to restrict animals from all campus buildings. One of the areas of concern for the College is the continuing presence of unauthorized pets on campus. Current College policy states that pets and other animals are not permitted in any College building because of health and safety concerns for students, faculty, staff, and visitors. Animals as pets are not permitted in any campus building, including residence halls, classrooms and public spaces. Animals in buildings may present health problems very different from those encountered in the home. The influence of these animals on the comfort and health of others should be a matter of concern to all in the campus community, and should be considered above the personal satisfaction of keeping a pet. Many persons are deathly afraid of pet animals, especially dogs, and when they enter a residence hall, office, lab or classroom it should be their right not to have to encounter a dog in the foyer, lounge areas, or a corridor. Abandonment of pets, especially cats, continues to be a problem. This usually occurs just before long vacations or at the end of a semester.

Exemptions are granted for animals which assist people with disabilities, are used in education or research projects, or for full-time, live-on professional staff who have been given written permission by the associate dean of students/director of Residence Life. Non-meat-eating fish and non-venomous reptiles in closed aquariums are permitted. Animals that are temporarily on the grounds must be licensed and under the control of the owner (leashed) at all times. Pets should not be left in cars (due to the potential of problems from heat or cold), and are not permitted to be "tied up" outside of buildings. Pets found tied up or running loose on campus may be taken by Animal Control. Faculty, students, and staff must also ensure that their visitors abide by the College's pet policy. It has become necessary to strictly enforce this policy for all students, faculty, and staff in order to be in compliance with state laws and regulations, and the College's policy.

Commuting Students: Students may not bring their pets to campus while attending classes, except as noted above. Pet owners may face a \$250 cleaning/extermination charge, hours of community service, and/or education project. Repeat offenders face disciplinary probation

and residence hall facility restriction or suspension.

**Resident Students:** The owner of the pet faces a \$250 cleaning/extermination charge, hours of community service, and/or education project. Repeat offenders will face loss of housing, disciplinary probation, and/or suspension. Residents who permit unauthorized pets in their room, suite, townhouse, or apartment face community service after their first offense and repeat offenders face disciplinary probation.

Your cooperation in following this policy is appreciated and will help to create better working conditions for our employees and reduce concerns about personal safety and problems and inconveniences associated with allergies, fleas, odors, and damages.

## **PRIVACY OF STUDENT RECORDS (THE BUCKLEY AMENDMENT)**

**Notification of Rights under FERPA for Postsecondary Institutions:** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the following:

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, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of that part of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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, 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. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The following information

related to a student is considered “directory information” and the College reserves the right to disclose it to anyone inquiring without the student’s consent unless the student, within ten (10) days of registration each semester, informs the Office of the Registrar in writing on the proper form, available in the Office of the Registrar, that any or all such information about him/her is not to be made public without his/her written permission: The student’s name, address, phone number, e-mail address, photographs, date and place of birth, year in college, parents’ names and addresses, prior educational institutions attended, dates of college attendance, degrees, scholarships, awards received, weight and height of members of athletic teams, participation in officially recognized activities and sports.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Mary’s College of Maryland to comply with the requirements of FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW  
Washington, DC 20202-4606

For further information concerning FERPA, please contact the Office of the Registrar, Glendening Hall 120.

Health and Counseling records kept in the Counseling and Health Center are considered medical records and are not covered under FERPA. Health and Counseling records are covered under the Maryland Medical Records Act. Inquiries about these records should be forwarded to Counseling and Health Center staff.

## RESPONSE TO EMOTIONAL AND BEHAVIORAL CRISES

Where to turn:

College students sometimes experience emotional crises that might affect their functioning and behavior. When this occurs, the student is strongly urged to seek assistance at Counseling Services. Counseling Services can provide confidential assistance and referral when the student’s counseling needs are beyond the scope of Counseling Services, for example, in cases with treatment needs that require multiple appointments a week or for intensive substance abuse. Counseling Services can only share confidential information about a student with other College personnel or the student’s parents without the student’s permission if it is deemed that the student presents an imminent harm to self or others.

- To reach Counseling Services during regular business hours, please call (240)895-4298
- After regular business hours during academic terms a member of the Counseling Services staff can be reached by contacting a member of the Residence Life Staff or Public Safety at (240) 895-4911 and asking to have the counselor contacted.

Other local crisis services include:

- Walden 24-hour Helpline – 301-863-6661
- St. Mary’s Hospital – 301-475-8981
- Calvert Memorial Hospital – 301-475-5250

When a student is unable to act in his or her best interests:

Occasionally students are unable or unwilling to seek voluntary help for their emotional or behavioral problems. These situations may include suicide attempts, alcohol or drug intoxication which may require medical treatment, and/or an unwillingness to manage a chronic mental health condition appropriately. At times these crises might escalate to the point that the student is perceived to be a risk to the health and safety of him or herself and/or to the College community. At these times, the College may request that the student seek hospitalization and/or return home to be under the care of a mental health professional. If the student's hospitalization or psychological treatment at home is short-term and he or she would like to return to campus to finish the term, it is important that the student inform the dean of students of his or her desire to return to campus so that the appropriate evaluation and support plans can be made.

The process for a return to campus after an emotional or behavioral emergency that has required College intervention is as follows:

1. Students grant a release of information to the director of Counseling Services or designee so that the information can be shared between the treating professionals and the College.
2. The director of Counseling Services reviews information from treating professionals including a treatment summary and recommendations for future care. The director of Counseling Services will meet with the student and any appropriate individuals. After reviewing all information the director of Counseling Services will make a recommendation to the dean of students. No medical or mental health records are transferred to the dean of students.
3. The dean of students makes a determination about the student's readiness to return to campus based on the information from all sectors and decides if there is a need for any required follow-up or accommodations.
4. The dean of students may determine that it is not appropriate for the student to return to campus under the following policy: Students may be disenrolled from the College or permitted to remain only under specific conditions when there is clear and convincing evidence that the student's presence poses a significant risk of substantial harm to the health or safety of themselves or others. A significant risk of substantial harm is a high probability of substantial harm – not just a slightly increased, speculative, or remote risk. Students may choose to take a voluntary leave of absence rather than being disenrolled from the College.

The process for a return to campus after a leave of absence is as follows:

If a student takes a leave of absence from the College due to an emotional or behavioral emergency, then the request for re-admission will be evaluated by the dean of students to determine whether or not the student is ready to return to school. The judgment of the dean of students is based upon documentation of the health and readiness of the student to return and the possible effect on the community. It is in no way a punitive process. Rather, it is an essential educative deliberation at the end of a usually difficult and disturbing experience for those involved. It is intended to be beneficial for all and deserves wisdom and compassion. As such, the process cannot be rushed. To assure adequate review and contact of all those needing to be involved, the necessary information must reach the College at least one month before re-admission is planned in order to allow for full consideration of the request. This

would also give the student enough time to make plans for course registration and housing for the semester. The re-admission request includes the following:

1. A letter addressed to the dean of students from the student describing his or her readiness to return to the campus, including his or her view of the problem's origin, the ways that the student has sought to deal with the problem, and the student's plans to prevent future emergencies when the student returns to campus.
2. Students grant a release of information to the director of Counseling Services or designee so that information can be shared between the treating professionals and the College and recommendations can be forwarded to the dean of students.
3. Written report(s) from treating mental health professional(s) sent to the director of Counseling Services, fax: 240-895-4937. The report(s) should address the following:
  - a) Presenting complaint(s), symptoms and diagnoses.
  - b) Treatment course, including response to treatment.
  - c) Recommendations for continued treatment, including medications if applicable. Counseling Services does provide follow-up counseling and transitional psychiatric care. However, it should be noted that these are short-term services and are not a long-term resource. Students needing long-term care are encouraged to work with Counseling Services to identify providers from the outside community who can meet their needs.
  - d) A clear statement from the treatment provider that the student is ready to return to the campus environment and live independently.
  - e) The potential for harm, of self or others, needs to be addressed in the report.

It is very important that the student share this requirement with his/her treatment professional(s) during their initial meeting and go over the components of the report before the evaluation is sent to the director of Counseling Services (fax: 240-895-4937). If this information is not comprehensive and thorough, then there may not be time for the director to make a responsible recommendation to the dean of students to permit the student's return for the requested semester.

The director of Counseling Services will review these reports and consultations as well as the letter requesting re-admission. He or she may call for a personal interview (face-to-face, or by telephone) with the student to further assess the situation, and, in some cases, may discuss the issues with parents or family. The director will then make a recommendation to the dean of students.

The dean of students will review the information provided and may seek further input (for example, from Residence Life, Public Safety, Office of the Provost, the coordinator of Student Activities and Judicial Affairs, the student, etc.), depending upon each particular situation. When the dean is assured that the student is reasonably stable and is fully ready and able to handle the psychological, academic, and social pressures of college life, the dean will re-admit the student under conditions deemed supportive. If the dean of students does not judge that re-admission is appropriate at this time, then he or she will specify reasons for the decision and

what is needed for future consideration.

## SERVICE ANIMALS

Service animals are animals that assist specific individuals in their daily life as it relates to the individual's disability. The Americans with Disabilities Act (ADA) defines a service animal as "any . . . animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing-impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items." An individual who needs the use of a service animal is required to notify the College and request approval to use a service animal on campus. The individual is required to provide the College with proof that the individual has a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the ADA, and that the animal at issue is individually trained to do tasks to assist the individual. For a service animal to be allowed in campus buildings, the animal must be necessary to assist the individual in the activities of daily living and trained to fulfill those functions. Pets, therapy, companion or comfort animals are not included in this definition of service animals and are not permitted in campus buildings.

### A. Other Definitions

1. Therapy, Companion or Comfort Animals – These are animals that have been prescribed as treatment and, while they may be an integral part of therapy, they generally do not assist the individual in the activities of daily living. They may or may not be trained and certified. They are not considered to be service animals and do not have the rights of service animals. Persons who believe their therapy animal meets the requirements for a service animal should follow the ADA grievance policy.
2. Common Types of Service Animals – These are most typically dogs although, occasionally, monkeys.
  - a) Guide Dog: A carefully trained dog that serves as a travel tool for persons with severe visual impairments or who are blind or have low vision.
  - b) Hearing Dog: A dog that has been trained to alert a person with significant hearing loss, or who is deaf, when a sound such as a knock on the door or a fire alarm occurs.
  - c) Service Dog: A dog that has been trained to assist a person who has a mobility or health impairment. Type of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, etc. Service dogs are sometimes called Assist Dogs.
  - d) S-Sig Dogs (Social Signal Dog): A dog trained to assist a person with autism. The dog may alert the person to distracting repetitive movements common among those with autism, allowing the person to stop the movement (for example, hand flapping.) Recognizing familiar persons in a crowd, steering around a mud puddle, responding to other people or social signals are possible roles for an S-Sig Dog. A person with autism may have problems with sensory input and

need the same support services from a dog that a dog might give to a person who is blind or deaf.

- e) Seizure Response Dog: A dog that is trained to assist a person with a seizure disorder. The ways in which the dog serves the individual depends on the person's needs. The dog may stand guard over the person during a seizure, or the dog may go for help. Some dogs are capable of predicting a seizure and can warn the person in advance.

3. Handler (Partner) – The individual with the disability who requires assistance with one or more daily living activities from a service animal.
4. Team – A term used to reference the handler and service animal when they work together to accomplish the tasks of everyday living.

## B. Responsibilities of Handlers

### Handlers:

1. Are responsible for requesting approval to use a service animal on campus and in College facilities. As part of the approval process, handlers are required to notify and verify their own disability and submit requested documentation to the assistant vice president for Academic Services of the need for a service animal on campus. Handlers may be required to provide documentation from their personal physicians. Forms and information may be obtained from the assistant vice president.
2. Are responsible for providing evidence and documentation to the assistant vice president that the animal meets the definition of a service animal.
3. Are responsible for providing evidence of the service animal's current clean health and vaccinations to the assistant vice president. The animal shall be licensed and wear a vaccination tag. The handler must ensure that the service animal has annual veterinary visits.
4. Are responsible for keeping the animal on a leash or harness at all times.
5. Must ensure that the service animal wears identification at all times that indicates their work status (for example, harness, cape, ID tag).
6. Must be in full control of the service animal at all times. A handler may be required to leave College facilities or grounds if an animal is disruptive or unruly (for example, barking, running around). If an animal repeatedly demonstrates improper behavior, the handler may be prohibited from bringing the animal to campus or College facilities until significant steps are taken to mitigate the behavior (for example, re-training, muzzling). In such cases, evidence of the steps taken must be submitted to the assistant vice president.
7. Are solely responsible for arrangements for the care of the service animal at all times. A handler may be required to leave College facilities or grounds when the animal is ill. Ill animals should not be taken into public areas.
8. Must regularly bathe the animal to avoid significant odors, shedding and fleas. Handlers with animals that are unclean or unkempt may be required to leave the College facilities and grounds.
9. Must carry equipment to clean up feces while on College property. Feces must be cleaned up immediately and disposed of properly.
10. Will be held responsible for any damage or injuries caused by the service animal to persons or property.

C. Responsibilities of Members of the College Community:

Campus Community Members:

1. Must permit service animals to accompany their handlers at all times and everywhere on campus, except for places where there is a health, environmental, or safety hazard (for example, teaching laboratories, mechanical rooms and custodial closets, areas where protective clothing is necessary, or other areas where there is a danger to the service animal such as metal cuttings, sharp objects on the floor, hot material on the floor, high levels of dust, or where there is moving machinery).
2. Must not pat or disturb a service animal while working. Always request permission to pat a service animal.
3. Must not offer food or treats to the service animal without asking permission from the partner.
4. Must not deliberately startle a service animal.
5. Must not separate or attempt to separate a service animal from his or her partner.
6. Should not hesitate to ask the partner if he or she would like assistance if the team seems confused.
7. Must report incidents of misbehavior by the service animal, mistreatment of the service animal by the handler or engagement of the service animal in inappropriate or unethical behavior by any person to the assistant vice president for Academic Services.

D. Exceptions and Grievances

1. Any handler dissatisfied with a decision made concerning a service animal should follow the ADA grievance procedures.
2. Any student who is uncomfortable living with a service animal in a residence should request a room change with the Office of Residence Life.

## SEXUAL ASSAULT

St. Mary's College is committed to maintaining an environment free from all exploitation and intimidation based on sex. The College will not tolerate rape or sexual assault or other forms of unwanted sexual activity. The College has taken a proactive stance against rape and sexual assault and has in place sexual assault protocols which are designed to address the health and safety of the victim, the emotional health of the victim, the common safety of the St. Mary's College community, and the protection of the victim from undue embarrassment or publicity. These protocols also ensure confidentiality.

To help students understand behaviors that constitute sexual assault, we have provided the following definitions adopted by St. Mary's College of Maryland. These definitions are provided in addition to sexual offenses as defined by the Maryland Annotated Code.

Sexual Assault I: By stranger or acquaintance, rape, forcible sodomy, or forcible sexual penetration, however slight, of another person's anal, genital, or oral opening with any object. To be considered Sexual Assault I, these acts must be committed without consent, use force, threat, or intimidation, and/or take advantage of the victim's mental or physical incapacitation (for example, due to excessive use of alcohol or drugs or a mental or physical health condition) of which the accused was aware or should have been aware.

Sexual Assault II: By stranger or acquaintance, the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. To be considered Sexual Assault II, these acts must be committed without consent, use by force, aggression, threat, or intimidation and/or take advantage of the victim's mental or physical incapacitation (for example, due to excessive use of alcohol or drugs or a mental or physical health condition) of which the accused was aware or should have been aware.

Consent: Consent is defined as the act of willingly and verbally agreeing to engage in sexual conduct. Consensual sex is a mutual decision reached by both parties without any hint of force or coercion.

Because of the sensitive nature of these charges, it is in the best interest of all parties involved in a hearing to have no contact with one another before and after a hearing. In addition, verbal, physical, or mental harassment, and intimidation of any member of the judicial body including complainants, respondents and any witnesses prior to, during, or after a judicial proceeding is a violation of College policy and will result in additional judicial proceedings.

Programs designed to educate and promote awareness of sexual assault and related sexual offenses are in place at St. Mary's College through the Sexual Assault Response and Prevention (SARP) Program. The St. Mary's College SARP Program runs out of Counseling Services. Presentations are given to all new students during New-Student Orientation, and there are programs in the residences which address issues related to date rape and all degrees of sexual offenses. In-class presentations, discussions, and campus-wide awareness events also take place throughout the school year. Additionally, booklets and posters designed to promote prevention and awareness are placed throughout all residence halls and in other public areas.

The First Responders Network is comprised of 25 + student members, known as First Responders (FRN), who have been trained in crisis response protocols by Counseling Services. FRN provides on-call services 24 hours a day, 7 days per week throughout the academic year. The on-call First Responder student advocate can be reached at 301-904-2015. FRN provides support and assistance to victims of rape and sexual assault and conducts educational programs on campus in residences and at the Counseling and Health Center. In addition to trained campus advocate resources, trained advocates are available in the local community who will meet the survivor and help him or her sort out options and plans of action. Services and information are available through Counseling Services, Ethel Chance Hall, or by calling 240-895-4289.

Students should contact one of the following offices if they are the victim of a sex offense:

1. Non reporting on campus with no requirement that the information result in a Timely Warning. No report is generated nor is the incident included in the campus crime statistics or Clery report:
  - Counseling Services provides professionally trained clinicians to offer support, therapy and guidance. To reach Counseling Services during regular business hours please call 240-895-4289. During academic terms and after regular business hours a member of the Counseling Services staff can be reached by contacting either Public Safety 240-895-4911 or a member of the Residence Life Staff and asking to have the counselor

contacted.

2. Anonymous reporting on campus. A Timely Warning will go out and the incident will be included in the Clery statistics:
  - First Responder Network (FRN) is approximately 25 students trained in crisis response protocols who provide on-call services 24 hours a day, 7 days a week when school is in session. FRN can be reached at 301-904-2015.
3. Confidential reporting on campus. A Timely Warning will go out and the incident will be included in the Clery statistics. The names of the students involved will be kept in the strictest of confidence, sharing only with those who need to know to be able to provide support and guidance:
  - Residence Life Staff (240-895-4207 or the staff member on duty or on call) and the Dean of Students Office (240-895-4208) are trained to respond to all kinds of student emergencies, and can quickly connect you to other resources on- and off-campus.
  - Public Safety (240-895-4911) is a place to file a report and start an investigation. If the initial investigation indicates that the incident is a Part I crime (which includes rapes) or serious misdemeanor (which includes sexual offenses), the Sheriff's Office will then conduct the investigation, in accordance with our Memorandum of Understanding.
  - A complaint can be filed within the College Judicial System (240-895-3181) for disciplinary action against a St. Mary's College student assailant. This can be done along with criminal prosecution or instead of it.
4. Anonymous reporting off campus, with no requirement that the information result in a Timely Warning or be included in the campus statistics:
  - The Walden Sierra 24-hour Crisis Hotline (301-863-6661) can be contacted day or night.
5. Confidential reporting off campus. A Timely Warning will go out and the incident will be included in the Clery statistics. The names of the students involved will be kept in the strictest of confidence, sharing only with those who need to know to be able to provide support and guidance:
  - A report can be filed with the Maryland State Police (301-475-8955) or St. Mary's County Sheriff's Office (301-475-8008). These law enforcement agencies will work in conjunction with the College, so the Clery requirements are present. Remember, in filing a criminal report, it is important to preserve criminal evidence and obtain a rape physical examination at a hospital within 72 hours of the incident. At any time after a report is made it may be withdrawn from further action.

Procedures for on-campus disciplinary action in cases of sexual assault, and the possible sanctions to be imposed in such cases, including but not limited to expulsion from the College, are available from the coordinator of Student Activities and Judicial Affairs (240-895-3181). In any disciplinary action the accuser and the accused are entitled to have an adviser present during a campus disciplinary procedure. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought by alleging a sexual assault.

The accuser must make the request in writing to the coordinator of Student Activities and Judicial Affairs.

Students who are the victims of alleged sexual assault and/or alleged perpetrators may change academic and living situations, if an alternative is reasonably available, by contacting Residence Life at 240-895-4207.

### The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Go to the U.S. Department of Education’s Higher Education web site (<http://www.higheredcenter.org/policy/clery-act>) for more information. As part of the Clery Act, St. Mary’s College is required to provide students and employees with Timely Warnings of crimes that represent a threat to their safety.

### Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. In Maryland, this information is accessible at the following web site: [www.dpscs.state.md.us/sor/](http://www.dpscs.state.md.us/sor/).

## **SEXUAL HARASSMENT**

St. Mary’s College of Maryland prohibits sexual harassment in the College’s workplace and educational programs. Sexual harassment is expressly prohibited by anyone, including College employees, students, visitors, volunteers, contractors, or invitees. The College is committed to cultivating and maintaining a workplace and educational environment that reflects respect for the dignity of each member of its community and is free of sexual harassment.

Sexual harassment is a form of illegal discrimination and is always a serious issue. Sexual harassment between faculty and students or supervisor and subordinates exploits the unequal power structure inherent in these professional relationships and will not be tolerated by the College. Sexual harassment may occur between people of the same or different sexes.

In order to deter sexual harassment at St. Mary’s College and to impose sanctions when it occurs, this policy is in effect. In determining whether alleged conduct constitutes sexual harassment, St. Mary’s College will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from all of the facts on a case-by-case basis. In assessing whether a particular act constitutes sexual harassment prohibited under this policy, the standard shall be the perspective of a reasonable person within the St. Mary’s College community. The rules of common sense and reason shall prevail.

Sanctions against College employees for sexual harassment may range from reprimand to termination, depending on the severity of the conduct and the circumstances of the particular case. Likewise, sanctions against contractors, students, volunteers, or invitees at the College for sexual harassment may include, but are not limited to, suspension or expulsion from College programs or premises or termination of a contract.

For the purpose of this policy, the College adapts the sexual harassment definition promulgated by the Equal Employment Opportunity Commission (EEOC) to the academic setting. Unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior 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 by St. Mary's College or an individual's participation in a St. Mary's College program;
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 of creating an intimidating, hostile, or offensive educational or work environment at St. Mary's College of Maryland.

Sexual harassment is prohibited by both state and federal laws and may constitute violations of the criminal and civil laws of Maryland and the United States. Complaints of sexual harassment may be processed internally through the College's informal or formal procedures. Also, complaints may be processed externally by the U.S. Equal Employment Opportunity Commission (EEOC), the U.S. Department of Education, Office of Civil Rights, (DOE-OCR), and the Maryland Commission on Human Relations (MCHR).

Retaliation by College employees, students, volunteers, contractors, or invitees against a person who makes a complaint of sexual harassment, supports a complaint of sexual harassment, or testifies during an investigation of a complaint of sexual harassment is expressly prohibited. If an individual is found to have engaged in retaliation in violation of this policy, that individual will be subject to disciplinary action.

Any individual who has been a victim of sexual harassment or retaliation shall immediately report such conduct to the College's Affirmative Action/EEOC officer/ director of Human Resources. Additionally, students may report such conduct to the dean of students/director of Residence Life. Counseling services are also available to students who have experienced sexual harassment. Counseling Services is a non-reporting entity, which provides the student with the choice to report the harassment or not.

It is also a violation of this policy for an individual to file a bad-faith claim of sexual harassment. The College is committed to protecting the rights of the Respondent as well as those of the Complainant. Members of the College community should not be discouraged from filing legitimate complaints of sexual harassment. However, an individual found to have filed a bad-faith complaint is in violation of this policy and may be subject to disciplinary action.

Complaints against students (when a student has allegedly harassed someone) are handled through the campus judicial process (see Judicial Affairs section for a description of this process). Complaints against administrators, faculty, or staff (and visitors, volunteers, contractors, or invitees) proceed under the St. Mary's College of Maryland Procedures for Filing Complaints of Sexual Harassment, which is available from the College's EEO/AA Officer/ Director of Human Resources. A copy of this document is on reserve at the College library and available in each department office on campus. It is also posted on the Human Resources web site at [www.smcm.edu/services/personnel/policies](http://www.smcm.edu/services/personnel/policies). The College's EEO/AA Officer or

designee is available to answer questions about the College's sexual harassment policy and procedures.

## SMOKING

St. Mary's College of Maryland establishes the following policy regarding the smoking and use of tobacco products. The Governor's Executive Order (01.01.1992.20) establishes guidelines upon which the St. Mary's policy is based.

- I. Policy
  - A. Buildings  
Smoking or carrying any lighted tobacco product is prohibited in all state buildings and facilities.
  - B. State Vehicles  
Smoking is prohibited in all state vehicles.
  - C. Residence Halls, Suites, Apartments, and Townhouses  
Smoking is prohibited in all areas of all residential facilities.
- II. Enforcement
  - A. Responsibility  
All employees and students share in the responsibility for adhering to and enforcing this policy and have the responsibility for bringing it to the attention of visitors.
  - B. Conflict resolution  
The Office of Human Resources is responsible for resolving conflicts and investigating claims of employees. The coordinator of Student Activities and Judicial Affairs is responsible for resolving conflicts and investigating claims of students.
  - C. Disciplinary procedures
    1. For an employee found in noncompliance, the following shall result:
      - a) For the first offense: be directed to Human Resources for counseling on the provisions of the Executive Order (verbal warning).
      - b) For the second offense: be given a written reprimand.
      - c) For a third offense: receive a suspension.
      - d) For a fourth or subsequent offense: may result in termination of employment.
    2. For a student found in noncompliance, the following shall result:
      - a) For the first two offenses: a verbal warning will be issued each time.
      - b) For a third offense: an incident report will be forwarded to the coordinator of Student Activities and Judicial Affairs for adjudication.

## SOLICITATION, SELLING, AND COLLECTING CONTRIBUTIONS POLICY

In order to protect the St. Mary's College of Maryland community, specific authorization for soliciting, selling, or collecting contributions must be obtained from the assistant dean of students for Student Activities and/or the associate dean of students/director of Residence Life, depending on the nature of the activity. Requests should include a complete description of the proposed activity and must be signed by the individual or a representative of the organiza-

tion. This policy applies to students and non-students who desire to sell merchandise, goods, services, food, and drink at any location on the St. Mary's campus.

Definitions:

- A. Commercial activity is any sale or offer of sale to secure a profit for an individual or group. Such activities generally will be prohibited unless necessary to St. Mary's College of Maryland purposes. Persons seeking approval of a commercial activity on the grounds that it is necessary to St. Mary's College of Maryland purposes will be required to furnish complete details of the proposed activity, including the extent of their financial interest to the assistant dean of students for Student Activities. Student organizations can sponsor commercial sales on campus under the following guidelines:
1. A vendor who wants to sell items on campus must complete a vendor application prior to their requested date. The cost is \$25 per day plus 10% of sales over the first \$250.00. Payment must be made the day of the event in cash or by check made payable to SMCM.
  2. Students wishing to engage services in their residence for personal care products (e.g. Mary Kay, Avon) for a specified guest list must obtain prior permission from the associate dean of students/director of Residence Life at least two weeks in advance.
- B. Non-commercial activity is defined as any sale or offer of sale to (1) secure funds for benefit of any non-profit organization, or (2) any non-profit sale. The assistant dean of students for Student Activities or designee must approve activities for the benefit of student organizations or charitable organizations. Standards for considering a request may include one or more of the following:
1. Students offering a service (for example, Avon sales, bus ticket sales, or other sales activities) to members of the St. Mary's community in order to provide funds for their own education must obtain permission from the assistant dean of students for Student Activities or designee.
  2. The activity must not be disruptive and must be conducted only in areas and at times approved by assistant dean of students for Student Activities. Room-to-room solicitation in any building on campus is prohibited.
  3. The activity must be conducted in an acceptable and business-like manner. All vendors are required to set up in the first floor lobby of the Campus Center or on the first floor patio of the Campus Center.
  4. Materials sold must not be harmful, and perishable goods must be handled properly.
  5. If the materials sold require equipment for preparation or dispensing, such equipment must be approved at the time permission for the activity is granted.
  6. The sale of merchandise to raise money for political or partisan purposes is prohibited.

Failure to obtain authorization or to comply with these regulations may result in disciplinary action against the student or student organization. Other persons or non-student organizations in violation of the terms of this policy will be dealt with as trespassers. This policy does not apply to the sale or distribution of newspapers. The sale or offering of personal property or personal services rendered (sewing, typing, etc.) by individual members of the academic community is not within the scope of this policy as long as the property in question was not bought for the purpose of resale.

## **POLICY ON WEAPONS AND DANGEROUS OBJECTS**

Firearms, air rifles or pistols, BB guns, knives with blades three inches or longer, explosives, fireworks, dangerous chemicals, or other illegal weapons are strictly prohibited on College premises. Kitchen knives with blades three inches or longer are only excepted from this policy when used exclusively for food preparation/consumption in residences with kitchens. If a weapon or other dangerous object is found, the item(s) will be confiscated and the student may be addressed through the judicial system or the Maryland courts.

THE PUBLIC HONORS COLLEGE



St. Mary's College of Maryland  
at Historic St. Mary's City

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WHOM TO SEE  
ABOUT WHAT

To reach a campus extension from off campus, dial 240-895-XXXX (the appropriate four digit extension). For example, the Office of Student Activities would be 240-895-4209.

## A

Absence, course: instructor  
Absence, college: Dean of Students (ext. 4208, CC 143)  
Absence, emergency: Dean of Students (ext. 4208, CC 143)  
Academic Services (ext. 4388, GL 230)  
Accident, emergency: Public Safety (ext. 4911, PS)  
Accident, routine Health Services (ext. 4289, HC);  
Add/Drop: instructor, Registrar (ext. 4336, GL 120)  
Admissions (ext. 5000, ADM)  
Affirmative Action (ext. 4309, GL 170)  
African and African Diaspora Studies (ext. 4408, KH 302)  
Alumni Affairs (ext. 4280, RE)  
Anthropology Department (ext. 4337, KH 303)  
Art and Art History Department (ext. 4225, MH 140)  
Art Gallery (ext. 4246, MH 137)  
Asian Studies (ext. 2064, MH 118A)  
Athletics (ext. 4295 - "HAWK", ARC)  
Avatar: SGA (ext. 4212, CC 145)

## B

Bill, payment: Cashier (ext. 4302, GL)  
Bill, questions: Accounts Receivable (ext. 4302/4303/4315, GL)  
Bill, refunds: Accounts Receivable (ext. 4302/4303/4315, GL)  
Biochemistry: Chemistry and Biochemistry Department (ext. 4362, GH)  
Biology Department (ext. 4362, SB 235)  
Biology, lab coordinator (ext. 4364, SB 131)  
Bon Appétit (ext. 4218, CC)  
Books: Campus Store (ext. 4420, CC)  
Bulletin: College Publications (ext. 4194, AA 100)  
Business Office: Accounts Receivable (ext. 4302/4303/4315, GL 140)

## C

Campus Center: Student Activities (ext. 4209, CC 143)  
Campus Store (ext. 4420, CC)  
Career Development Center (ext. 4203, GL 211)  
Catalog, College: Registrar (ext. 4336, GL 120)  
Catering: Food Service (ext. 4220, CC)  
Center for the Study of Democracy (4215, KH 103,105)  
Check-cashing: Campus Store (ext. 4420, CC)  
Chemistry: Chemistry and Biochemistry Department (ext. 4362, GH)  
Community service: Service and Social Change Program (ext. 4209, CC 143)  
Commuter affairs: Student Activities (ext. 4209, CC 143)  
Computer Help Desk: Technology Services (ext. 4357 - "HELP", COMP)  
Computer labs: Technology Services (ext. 4357 - "HELP", COMP)  
Computer Science: Mathematics and Computer Science Department (ext. 4362, SB 172)  
Conferences and Events (ext. 4310, DPC)  
Core Curriculum (ext. 4467, GL 220)

Counseling, career: Career Development Center (ext. 4203, GL 211)  
Counseling Services (ext. 4289, HC)  
Course, registration: Registrar (ext. 4336, GL 120)  
Course, selection: adviser, Registrar (ext. 4336, GL 120)  
Course, drop/add: instructor, Registrar (ext. 4336, GL 120)  
Crime: Public Safety (ext. 4911, PS)

## D

Damage billing: Residence Life (ext. 4207, GL 150) or Business Office (ext. 4302, GL 140)  
Dean of Students (ext. 4208, CC 143)  
Democracy Studies (ext. 4393, KH 325)  
Development, College (ext. 4282, RE)  
Disability services, academic: assistant vice president, Academic Services (ext. 4388, GL 230)  
Disability services, residential: associate dean of students (ext. 4207, GL 150)  
Dove: SGA (ext. 4213, CC 145)  
Drop/add: instructor, Registrar (ext. 4336, GL 120)

## E

Economics Department (ext. 4392, KH 228)  
Educational Studies (ext. 4337, GH)  
Emergencies: Public Safety (ext. 4911, PS)  
Employment: Career Development Center (ext. 4203, GL 211)  
English Department (ext. 4225, MH 120D)  
Environmental Studies (ext. 4428, MH 102)  
Equipment Room (ext. 4332, ARC)

## F

Facilities (ext. 4412, CH 103)  
Family Weekend: Events Office (ext. 4310, DPC)  
Financial Aid (ext. 3000, GL 130)  
Food Co-op: Residence Life (ext. 4207, GL 150)  
Food Service: Bon Appétit (ext. 4220, CC)  
Foreign Language Department (see International Languages and Cultures)  
Foreign students, matriculating: area coordinator for International Support Services (ext. 4207, GL 150)  
Foreign Students, non-matriculating: International Education (ext. 4202, GL 230)  
First-Year Experience (ext. 4467, GL 220)

## G

Gazette, River: Publications (ext. 3073, AA 100)  
Grade appeal: instructor, department chair  
Graduation requirements: adviser, department chair, Registrar (ext. 4336, GL 120)

## H

Hawk Radio (ext. 4214, CC 145)  
Health Services (ext. 4289, HC)  
Health Education (ext. 4289, HC)  
Help Desk: Technology Services (ext. 4357 - "HELP", COMP)  
History Department (ext. 4392, KH 231)  
Housekeeping: Maintenance (ext. 4287, MT)

Housing (on- or off-campus): Residence Life (ext. 4207, GL 150)  
Human Resources (ext. 4309, GL 170)  
Human Studies (ext. 4458, GH 141)

## I

Incomplete: instructor, Registrar (ext. 4336, GL 150)  
Information Desk, College (ext. 2000, CC)  
Institutional Research (ext. 4274, GL 143)  
Interlibrary loan: Library (ext. 4437)  
International Education (ext. 4202, GL 230)  
International Languages and Cultures (ext. 4225, CB 4)  
Internships (ext. 4203, GL 211)

## J

Judicial Affairs: coordinator of Student Activities and Judicial Affairs (ext. 3181, CC 150)

## L

Library, circulation (ext. 3213, LI)  
Library, general (ext. 4264, LI)  
Library, interlibrary loan (ext. 4437, LI)  
Library, reference desk (ext. 4272, LI)  
Lifelong Learning and Professional Programs (ext. 2200, WH)  
Loans, emergency: Financial Aid (ext. 3000, GL 130)

## M

Maintenance: Physical Plant (ext. 4287, MT)  
Master of Arts in Teaching (ext. 4337, GH)  
Mathematics and Computer Science Department (ext. 4362, SB 172)  
Meal Plans: Residence Life (ext. 4207, GL 150)  
Media Services (ext. 4269, LI)  
Mulberry Tree Magazine: Publications (ext. 4795, AA 100)  
Multicultural Programs: Residence Life (ext. 4207, GL 150)  
Museum Studies (ext. 4398, KH 301)  
Music Department (ext. 4225, MH 2)

## N

Neurosciences Program (ext. 4258, GH 137)  
Nitze Scholars Program (ext. 4900, AA 110A)

## O

Off-campus housing: Residence Life (ext. 4207, GL 150)  
One-Card (ext. HELP or 4357, COMP)  
Orientation, International Students: International Education (ext. 4202, GL 230) or Residence Life (ext. 4207, GL 150)  
Orientation, New-Student: Student Activities (ext. 4209, CC 143)

## P

Parking, assignments: Public Safety (ext. 4911, PS)  
Parking, faculty/staff registration (decal): Public Safety (ext. 4911, PS)  
Parking, student registration (decal): Business Office (ext. 4302, GL 140)

Parking, temporary: Public Safety (ext. 4911, PS)  
Parking, ticket appeals: Comptroller (ext. 4305, GL)  
Parking, ticket payment: Accounts Receivable (ext. 4302/4303/4315, GL)  
Philosophy: Philosophy and Religious Studies Department (ext. 4337, AA 110A)  
Phone Service: Technology Services (ext. 4357, COMP)  
Physical Plant (ext. 4287, MT)  
Physics Department (ext. 4362, SB 150)  
Point News, The (ext. 4213, CC 145)  
Political Science Department (ext. 4392, KH 105)  
Post Office, U.S. (301-862-2665, St. Mary's City)  
Post office box keys: Student Activities (ext. 4209, CC 143)  
Pre-law information: Academic Services (ext. 4388, GL 230)  
Pre-medical information: Academic Services (ext. 4388, GL 230)  
President, College (ext. 4410, CH 114)  
President, Student Government Association (ext. 4212, CC 145)  
Probation, academic: assistant vice president, Academic Services (ext. 4388, GL 230)  
Probation, disciplinary: coordinator of Student Activities and Judicial Affairs (ext. 4209, CC 150)  
Provost (ext. 4389, CH 104)  
Psychology Department (ext. 4337, GH)  
Public and Media Relations (ext. 4381, CH 107)  
Public Policy (ext. 4391, KH 202)  
Public Safety (ext. 4911, PS)  
Publications (ext. 4795 or 4194, AA 100)

## R

Recreation: Athletics (ext. 4295 - "HAWK", ARC)  
Registrar (ext. 4336, GL 120)  
Religious Studies: Philosophy and Religious Studies Department (ext. 4337, AA 110A)  
Residence Life (ext. 4207, GL 150)  
Risk Management (ext. 4309, GL 170)  
River Center, Muldoon (ext. 4291, BH)  
River Gazette: Publications (ext. 3073, AA 100)  
Roommate problems: Residence Hall Coordinators, Residence Life (ext. 4207, GL 150)  
Room changes: Residence Life (ext. 4207, GL 150)

## S

Scheduling, event: Conferences and Events (ext. 4310, DPC)  
Scheduling, student events: Student Activities (ext. 4209 CC 143)  
Service and Social Change Program: Student Activities (ext. 4209, CC 143)  
Sexual Harassment: EEOC and Affirmative Action Officer (ext. 4309, GL 170)  
Scholars Program: assistant vice president, Academic Services (ext. 4388, GL 230)  
Sociology Department (ext. 4392, KH 303)  
Student Activities (ext. 4209, CC 143)  
Student-Designed Majors (ext. 4399 KH 228)  
Student Government Association (ext. 4212, CC 145)  
Study Abroad: International Education (ext. 4202, GL 230)  
Summer programs: Lifelong Learning and Professional Programs (ext. 2200, WH)

## T

Technology Services (ext. 4357 - "HELP"; COMP)  
Theater box office (ext. 4243, MH)  
Theater, Film, and Media Studies (ext. 4225, MH)  
Transfer credit issues: Registrar (ext. 4336, GL 120)  
TTY Port: Academic Services (ext. 4388, GL 230)  
TV-63: SGA (ext. 4212, CC 145)

## V

Veterans affairs: Registrar (ext. 4336, GL 120)

## W

Withdrawal from the College: assistant vice president, Academic Services (ext. 4388, GL 230)  
Women, Gender, & Sexuality Studies (ext. 4233 MH 102B)  
Work-study: Financial Aid (ext. 3000, GL 130)  
Writing Center (ext. 4493, LI 108)

## KEY TO BUILDING ABBREVIATIONS

ADM	Admissions
AL	Alumni Lodge
AA	Anne Arundel
ARC	Athletics and Recreation Center
TB	Boone Townhouse
CH	Calvert Hall
CC	Campus Center
CD	Caroline Hall
CB	Cobb House
COMP	Computer Center
HC	Counseling and Health Center (Chance Hall)
DPC	Daugherty-Palmer Commons
DD	Dorchester Hall
GL	Glendening Hall
GH/GP	Goodpaster Hall
TA	Harrington Townhouse
HSMC	Historic St. Mary's City Commission
TC	Homer Dodge Townhouse
KH	Kent Hall
LQ	Lewis Quadrangle
LI	Library/Baltimore Hall
TD	Maggie Dodge Townhouse
MB	Margaret Brent Hall
MH	Montgomery Hall
TE	Morsell Townhouse
BH	Muldoon River Center/Teddy Turner Waterfront
TH/NC	Northern Crescent
MT	Physical Plant
PG	Prince George Hall
PS	Public Safety
QA	Queen Anne Hall

RE	Rectory
SB	Schaefer Hall
SS	Somerset Hall/Gym
TG/SC	Southern Crescent
SM	St. Mary's Hall
TF	Trueschler Townhouse
WC	Waring Commons
WH	White House



EMERGENCY PROCEDURES  
Office of Public Safety: 240-895-4911  
Health and Counseling Services: 240-895-4289  
Walden-Sierra 14-Hour Crisis Hotline: 301-863-6661

St. Mary's College of Maryland takes the health and safety of students, faculty, staff, and visitors seriously. We intentionally plan for predictable and unpredictable incidents and emergencies. An Emergency Response Team (ERT) is formed whenever there is a significant incident or emergency on campus. However, the ERT cannot respond to the emergency alone. Each and every person on campus has a responsibility to effectively respond when emergency situations arise.

Prior to an emergency situation:

Before an emergency situation arises, become familiar with the building(s) you use on campus. Know where the evacuation routes, emergency exits, and stairwells are. Find out where fire extinguishers and first aid kits are kept. If you observe something dangerous or life threatening, call Public Safety at x4911 or 240.895.4911 immediately. If appropriate, Public Safety will request that the Dean of Students or designee enact an Emergency Response Team.

Basic emergency response procedures:

In every emergency situation or incident, each student, faculty, or staff member should carry out the following seven (7) critical responses:

1. Remain calm
2. Check official communication sources for information regarding the emergency
3. Follow instructions for the next steps
4. Care for and be responsive to others who may be in need of assistance
5. Check in with concerned family and friends to let them know you are okay
6. Check official communication sources for periodic updates
7. Watch for the all clear signal

Personal safety

- Always be security-conscious by being alert; don't take your safety for granted.
- Keep your door locked, even if you are away from your room or residence hall for only a brief period of time.
- Always lock your car doors and keep valuables out of sight
- NEVER lend keys, give your combination to anyone, leave doors open, or open your door or residence hall to anyone you do not recognize.
- When walking, use well-lit sidewalks. Do not take shortcuts through poorly lit, heavily wooded or isolated areas.
- ALWAYS walk with a friend. Escort service is available by calling Public Safety at 240-895-4911. Be alert to persons approaching or following you.
- Be alert for suspicious persons or dangerous situations.
- Report all incidents (even if only attempted) to Public Safety immediately.