

Student Handbook

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Article I: Definitions

Saint Mary's College of California

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ARTICLE I: DEFINITIONS

1. **“Administrative Hearing Officer (AHO),”** means a College official authorized on a case-by-case basis by the Dean of Students, or designee, to impose sanctions upon any student(s)

found to have violated the Code or other College policy. The Dean of Students, or designee, may authorize an Administrative Hearing Officer to serve simultaneously as a member of a Disciplinary Hearing Board.

2. **“Appeal Board”** means any person(s) authorized by the Dean of Students, or designee, to consider an appeal from a student discipline process determination as to whether a student has violated the Code or from the sanctions imposed by the Administrative Hearing Officer, Peer Conduct Council or Disciplinary Hearing Board.
3. **“Bystander”** means anyone who observes an emergency or a situation that looks like someone could use some help, and they must then decide if they are comfortable stepping in and offering assistance.
4. **“Campus”** includes all land, buildings, facilities, and other property in the possession of or owned, used, operated, or controlled by the College.
5. **“Campus Security Authority”** means any campus officials with significant responsibility for student and campus activities.
6. **“Code,” “Code of Conduct or “Student Code of Conduct”** means the document administered by the Office of Community Life that sets forth the community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with the educational objectives of Saint Mary’s College.
7. **“College”** means Saint Mary's College of California.
8. **“College official”** includes any person employed by the College and who is acting within the course and scope of his or her College employment or leadership role (e.g., Resident Advisor).
9. **“Complainant”** means any person who submits, either orally or written, a report of conduct alleging a violation of the Code and/or College Policy. When a student believes that they have been a victim of another student’s misconduct, the student who believes they have been a victim will have the same rights under this Code as are provided to the Complainant, even if another member of the College community submitted the report of conduct.
10. **“Confidentiality”** means ensuring that information is accessible only to those authorized to have access. Confidentiality refers to the agreement between the investigator and participant in how data will be managed and used.
11. **“Day”** means a day when the College is open for business, regardless of whether classes are in session. In determining deadlines as set forth in the student discipline process, reference to number of “days” prior to or after an occurrence of an event shall not include the day of the event.
12. **“Disciplinary Hearing Board (DHB),** means any person(s) authorized by the Dean of Students, or designee, to determine whether a student has violated the Code or other College policy and to determine sanctions that will be imposed when a rules violation has been committed.
13. **“Handbook”** means the Student Handbook and is also synonymous with *Code of Conduct* and *Code* and includes all policies and processes related to the college.
14. **“Investigation”** means the act or process of investigating or the condition of being investigated, a detailed or careful examination for ascertaining facts related to an allegation of violation(s) of the Code of Conduct.
15. **“Organization”** means any number of persons who have complied with the formal requirements for College recognition.
16. **“Peer Conduct Council,” or “PCC”** means any student(s) authorized by the Dean of Students, or designee, to determine whether a student has violated the Code or other

College policy and to recommend sanctions that may be imposed when a rules violation has been committed.

17. **“Policy”** means the written regulations of the College as found in, but not limited to, the Code, Undergraduate Student Handbook, the College Catalog, the College web page and Technology Use policy, and Undergraduate Catalogs.
18. **“Privacy”** means the control over the extent, timing, and circumstances of sharing oneself (physically, behaviorally, or intellectually) with others. Privacy refers to persons and their interest in controlling the access of others to themselves.
19. **“Possession”** is interpreted as being in the known presence of articles. Students encountered in locations where drugs, alcohol, weapons or explosives, or other misconduct is evident will normally be considered in violation, even if they do not have the prohibited items on their person at the time they are encountered.
20. **“Respondent”** means any student accused of engaging in conduct in violation of this Code or other College policy.
21. **“Responsible Employee”** is any employee who has the authority to take action to redress sexual violence; or whom a student could reasonably believe has this authority or duty.
22. **“Restorative Justice”** is a philosophical approach that embraces the reparation of harm, healing of trauma, reconciliation of interpersonal conflict, reduction of social inequality, and reintegration of people who have been marginalized and outcast.
23. **“Retaliation”** means threats or other forms of intimidation against a student or employee for bringing forth a complaint of any alleged discrimination, harassment (including sexual) or of any other violations of College policies including, but not limited to, the Student Code of Conduct.
24. **“Shall”** and **“will”** are used interchangeably in this Handbook, and are intended to have the same meaning, i.e., to express a certainty of outcome, a requirement, or an absence of discretion or choice.
25. **“Student”** includes any person participating in the traditional undergraduate or graduate program by taking courses at the College, either full-time or part-time, taking credit/no credit classes, or having resident or non-resident status, including when studying abroad in connection with a College-sponsored program. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered students.
26. **“Title IX”** means the Education Amendments of 1972 that prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Title IX is enforced by the Department of Education through the Office of Civil Rights.