

# Undergraduate Catalog of Courses

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## COLLEGE POLICIES AND DISCLOSURE SUMMARIES

Saint Mary's College of California

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# COLLEGE POLICIES AND DISCLOSURE SUMMARIES

Below is a brief summary of some of the College's policies and disclosures that apply to students. Full policy statements and other disclosures can be found in student, faculty and staff handbooks, as well as in a variety of other publications of the College.

## **NON-DISCRIMINATION DISCLOSURE**

In compliance with applicable law and its own policy, Saint Mary's College of California is committed to recruiting and retaining a diverse student and employee population and does not discriminate in its admission of students, hiring of employees, or in the provision of its employment benefits to its employees and its educational programs, activities, benefits and services to its students, including but not limited to scholarship and loan programs, on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, gender identity, marital status, medical condition (including genetic), physical or mental disability.

## **SECTION 504 AND ADA COORDINATOR**

The Americans with Disabilities Act prohibits discrimination against the disabled in all phases of employment (including recruitment and hiring) and in their access to the facilities, goods and services of most public places, including all colleges, universities and other educational institutions. The student Section 504 and ADA coordinator, who can be reached at (925) 631-4164, is responsible for evaluating and working with qualified students regarding requests for reasonable accommodations.

## College Policies and Disclosure Summaries

### **SUMMARY OF THE POLICY PROHIBITING DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL HARASSMENT AND SEXUAL VIOLENCE) AND RETALIATION**

Saint Mary's College of California is committed to creating and maintaining a community in which all persons who participate in Saint Mary's programs and activities can work and learn together in an atmosphere free of all forms of discrimination, exploitation, intimidation, or harassment (including sexual harassment and sexual violence) based on a legally protected characteristic or status. Every member of the Saint Mary's community should be aware that Saint Mary's will not tolerate harassment or discrimination on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, medical condition, or physical or mental disability, gender stereotyping, taking a protected leave (e.g., family, medical, or pregnancy leave), or on any other basis protected by applicable laws. Such behavior is prohibited both by law and by Saint Mary's policy. It is Saint Mary's intention to take whatever action may be needed to prevent, correct and, if necessary, discipline behavior which violates this policy, which may include suspension, termination, expulsion, or another sanction appropriate to the circumstances and violation. All members of the Saint Mary's community, including faculty, students and staff are responsible for maintaining an environment that is free of sexual harassment (including sexual violence and sexual assault) and other forms of discrimination, harassment and retaliation as described in this Policy.

Reports under this policy that involve undergraduate students or undergraduate student visitors may be made initially to the Dean of Students (925) 631-8510, in addition to or instead of the Associate Vice President, Human Resources, Eduardo Salaz, (925) 631-4212.

All questions regarding the College's non-discrimination policy and compliance with it and the various laws, and any complaints regarding alleged violations of College policy, should be directed to the Associate Vice President, Human Resources, Eduardo Salaz, who serves as the Equal Employment Opportunity Compliance Officer and, with respect to employees, the ADA Coordinator for the College, (925) 631-4212.

A full statement of the College's discrimination, retaliation and amorous relationship policies can be found in the student, staff and faculty handbooks, located on the SMC website.

### **TITLE IX COORDINATOR**

Inquiries regarding compliance with Title IX may be directed to the Associate Vice President of Human Resources, Eduardo Salaz, who is the Title IX Coordinator for Saint Mary's College of California. He may be contacted at (925) 631-4212 or by email at [els3@stmarys-ca.edu](mailto:els3@stmarys-ca.edu). In addition, the following individuals are Deputy Title IX Coordinators and may also be contacted if you seek support or wish to report an incident of sexual harassment or sexual misconduct: Evette Castillo Clark, Dean of Students [ecc4@stmarys-ca.edu](mailto:ecc4@stmarys-ca.edu) (925) 631-4238; Peter Chen, Director of Employee Relation & Compensation and HR Consultation, [phc1@stmarys-ca.edu](mailto:phc1@stmarys-ca.edu), (925) 631-4102; and Kami Gray, SWA/Associate Director of Athletics, [kgray@stmarys-ca.edu](mailto:kgray@stmarys-ca.edu), (925) 631-4521. Additional information regarding Title IX compliance can be found at [stmarys-ca.edu/node/40236](http://stmarys-ca.edu/node/40236) and the College's Sexual Assault & Sexual Misconduct, Retaliation and Whistleblower Policies can be found in the Student Handbook.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974: A BRIEF INTRODUCTION**

FERPA stands for the "Family Education Rights and Privacy Act of 1974." You might also hear it referred to as the "Buckley Amendment." This law protects the privacy of student education records. FERPA applies to all schools that receive funds through an applicable program of the U.S. Department of Education, and thus most colleges and universities are covered by FERPA.

FERPA defines the phrase "education record" broadly as "those records, files, documents and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational institution.

Annually, Saint Mary's College informs students of their rights and obligations under FERPA. A statement of Saint Mary's College's complete FERPA Policy can be found in the Office of the Registrar, the Student Handbook and on the College's website.