



# **STUDENT HANDBOOK 2015-2016**



**1637 CAPALINA ROAD - SAN MARCOS, CA 92069**

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## INTRODUCTION

This student handbook contains information about student life and policies at Saint Katherine College, and is designed to help answer many of the questions you may have. Please familiarize yourself with its contents as each student will be held responsible to the policies and procedures described here.

While efforts have been made to provide accurate information, Saint Katherine College (from this point in this document referred to as the “College”) reserves the right to make changes, additions, or deletions to the policies and/or rules herein without prior notice. The student handbook is not a contract between the student and the College, however, students will be asked to sign an agreement for specific enclosed policies and procedures of the College.

### ABOUT SAINT KATHERINE COLLEGE

#### College Contact Information

Those who would like more information about the College are welcome to contact the College by email, telephone, FAX, or postal mail. All written postal correspondence should be sent to the **Saint Katherine College**, 1637 Capalina Road, San Marcos, California 92069. The College’s main phone number is 760.471.1316 and fax is 760.471.1314. Mail addresses, phone extensions and FAX numbers may be secured through the College’s Web site, <http://www.stkath.org>.

Office hours are 9:00 a.m. to 4:30 p.m. Monday–Friday.

#### Campus

The campus consists of approximately 18,000 square feet of classroom, laboratory, meeting, and office facilities, in the city of San Marcos, California, in northern San Diego County. The campus is less than eight miles from the Pacific Ocean, and 40 miles from San Diego International Airport.

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## COMMUNITY COVENANT

The goal of campus life at Saint Katherine College is to live, work and serve together as an educational community centered on Jesus Christ. The mission of this academic community is not merely the education of the mind; it is also the development of “inquiry seeking Wisdom” in individuals who will engage the church and society worldwide to benefit humanity and to serve the Kingdom. This engagement comes with responsibilities to oneself and to the community at large. “All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.” – 2 Timothy 3:16

The Biblical foundation of Christian community is expressed in Jesus Christ’s two great commandments: “Love the Lord your God with all your heart and with all your soul and with all your mind,” and “Love your neighbor as yourself” (Matt. 22:37-40). Jesus himself perfectly demonstrated the pattern: love for God, acted out in love for others, in obedience to God’s word. This represents the ideal we strive to achieve as a community of learners and inquirers. In particular, our ethos aims to achieve the following:

- to cultivate a campus atmosphere that encourages spiritual, moral and intellectual growth,
- to integrate our lives around Christian principles and devotion to Jesus Christ,
- to remove whatever may hinder our calling as a Christ-centered academic community, and
- to encourage one another to see that living for Christ involves dependence on the Holy Spirit and obedience to His teaching.



## OUR MISSION

The mission of Saint Katherine College is “To provide a balanced education in the liberal arts and sciences founded and rooted in the life of the Orthodox Christian Tradition - “Inquiry Seeking Wisdom.”

The College aims to support the students to integrate their intellectual and spiritual lives, their formal learning with knowledge gained from lived experience, and their academic pursuits and personal development.

To this end, the College envisions an undergraduate and graduate education characterized by a high degree of faculty-student interaction, curricula that are communal and individualized, and opportunities for research and creative pursuits inside and outside the classroom. Students will receive a broadly based, rigorous education in a setting that fosters a spirit of intellectual inquiry and the development of problem-solving skills required to address the open-ended issues characteristic of contemporary societal needs.

Because learning from people who are different from oneself is essential to a superior liberal education and to a life of civil engagement, the College seeks to foster a respect for a faculty and student body diverse in demographic composition, life experiences, and viewpoints. The College envisions that our sense of community will be strengthened by our efforts to navigate a shared commitment to Orthodox Christian faith with an appreciation for competing belief systems.

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## Institutional Learning Outcomes (ILO's)

1. Students communicate ideas clearly and concisely in both oral and written form  
(*Articulate Communication Written and Oral*)
2. Students develop a sense of inquiry rooted in critical thinking, research and analysis  
(*Critical, Informed Inquiry*)
3. Students engage in interdisciplinary approaches to learning that involve integrative thinking, collaboration with others, and the application of theoretical knowledge to a range of practical issues (*Broad, Interdisciplinary Insight*)
4. Students establish a specialized set of intellectual and/or technical skills applicable within their discipline (*Specialized Intellectual Skills*)
5. Students contribute self-reflectively to local communities and global society (*Applied and Collaborative Knowledge*)
6. Students gain an appreciation for the historical Christian faith and deepen their own spiritual life in an Orthodox Christian context (*Enriched Christian Spirituality*)

## SAINT KATHERINE COLLEGE

### ACADEMIC CALENDAR 2015-2016

#### FALL 2015

August 25	Tuesday	Move-in Day for ALL Students
August 26-29	Wednesday-Saturday	Orientation for ALL Students
<b>August 31</b>	<b>Monday</b>	<b>Fall Classes Begin</b>
<b>September 7</b>	<b>Monday</b>	<b>Labor Day - Campus Closed</b>
September 11	Friday	Last Day for ADD / DROP /WD courses
November 11	Wednesday	Veterans Day - <b>CLASSES &amp; CAMPUS OPEN</b>
November 16	Monday	Forum Lecture Series w/ Alex McLellan
November 25	Wednesday	Feast Day of Saint Katherine
November 23-27	Monday-Friday	Thanksgiving Break - <b>NO CLASSES, CAMPUS CLOSED Wednesday-Friday</b>

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Nov. 30-Dec. 4	Monday-Friday	Registration for Spring 2016 Classes
December 11	Friday	Last day of Fall classes
December 14-18	Monday-Friday	Semester Examinations
<b>December 18</b>	<b>Friday</b>	<b>Fall 2015 semester ends;</b> Last Day to submit fall assignments. Last Day to request an Incomplete for Fall Semester.
December 19- January 3		Winter Break - <b>NO CLASSES</b>

**CAMPUS CLOSED December 24, 2015 - January 3, 2016**

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## SPRING 2016

January 21	Thursday	Move-in Day for New Students
January 22	Friday	New Student Orientation / Registration / Advisement
<b>January 25</b>	<b>Monday</b>	<b>Spring Classes Begin</b>
February 5	Friday	Last Day for ADD / DROP / WD courses
February 15	Monday	Presidents' Day – <b>NO CLASSES, CAMPUS CLOSED</b>
March 25-April 1	<b>Friday-Friday</b>	Spring Break – <b>NO CLASSES</b>
March 27	Sunday	Western Easter
April 28-29	Thursday-Friday	Holy Thursday, Great and Holy Friday – <b>NO CLASSES, CAMPUS CLOSED</b>
May 1	Sunday	Orthodox Pascha
May 2	Monday	Bright Monday – <b>NO CLASSES, CAMPUS CLOSED</b>
May 6	Friday	Last day of Spring classes
May 9-13	Monday-Friday	Semester Examinations
<b>May 13</b>	<b>Friday</b>	<b>Spring 2015 Semester Ends</b> Last Day to submit Spring assignments. Last Day to request an Incomplete for Spring Semester
May 14	Saturday	Commencement

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## HONOR CODE

### The College Academic Integrity - Honor Code

The College's academic honor code is as follows: "As a College student, I will act with honesty, integrity, and respect. In making this commitment, I am accountable to the community and dedicate myself to a life of honor and respect for others."

The College is committed to the ideal of academic integrity and honesty as a reflection of Christian character. We commit to honesty in all aspects of our work and seek to establish a community that values serious intellectual engagement and personal faithfulness more highly than grades, degrees, or publications. All members of the College community, including students, faculty, administration, staff and trustees, have a personal responsibility to uphold the standards of academic integrity. All forms of academic dishonesty are serious and will not be tolerated. Any instance of academic dishonesty calls into question the offender's past work, especially the validity of previous grades, and ultimately the value of the degree earned, thereby defrauding the entire College community.

A breach of academic integrity includes the following:

- Plagiarism: Intentionally or unintentionally presenting another's ideas as one's own
- Using the exact language of someone else without the use of quotation marks and/or without attributing the words to the author by citing him or her
- Claiming authorship for a paper one did not write, including buying, stealing, borrowing a paper or copying a paper or article from the Web
- Unpermitted collaboration in preparing assignments
- Cheating on a quiz or exam by any means
- Obtaining and/or distributing examination materials prior to exams without the consent of the professor
- Submitting identical work for two different courses without both professors' agreement
- Falsifying records
- Helping another student engage in an act of dishonesty
- Failing to report to the Dean of the Faculty a known instance of another student's violation of this policy
- Submitting another's work as one's own

Instructors have the authority to use plagiarism detection software and the discretion to decide when to use it. Faculty who have grounds to believe that a student has engaged in an act of academic dishonesty, must provide a written report of the lapse of integrity and the evidence of the infraction to the Dean of the Faculty who will conduct an investigation.

Should the Dean of the Faculty deem that the student has violated the Academic Integrity Policy, he or she will refer the case to the Academic Integrity Committee.

The severity of the sanction will be matched to the severity of the infraction and the offender's past record. Sanctions may include a failing grade for the assignment or exam, a

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failing grade in the course, dismissal for one semester, or, for students who have committed a sufficiently serious violation or engaged in multiple acts of academic dishonesty, expulsion from the College.

### **Diversity Statement**

Saint Katherine College believes that one mark of a college campus is its commitment to diversity and the practice of recognizing and valuing the rich experiences and world views of individuals and groups.

As a Christ-centered school, the College is respectful of diversity, because Christ intends His Church to be multiethnic, multicultural and a multinational body of believers. The College's goal is a purposeful transformation to the image of Christ. Rather than embracing concepts like tolerance, the College is called to build a Christian community. Such a community should model the reality of the body of Christ, inclusive of diverse people of God using varied gifts for God's glory. The policies and values of such a Christ-centered college should reflect the biblical mandate to be ministers of reconciliation, and to bring about genuine unity within a diverse world. Because of the core mission of Saint Katherine College, it is a defining feature of our campus to embrace diversity as a source of strength. The differences in race, ethnicity, gender, age, religion, language, abilities/disabilities, socioeconomic status, and geographic region, and more, build our culture and contribute to the fulfillment of our academic mission.

## **RESIDENCE LIFE**

The College leases housing units from Palomar Station Townhomes. All students housed in those townhomes are subject to terms and conditions set forth by the Palomar Station Townhomes, as well as the rules of Saint Katherine College. These conditions may include drug and alcohol use, pets, bicycles, noise, damage, pool use, smoking areas, checking in and checking out procedures, parking, storage, etc.

The College residential program complements the educational mission of the school. Students who live in campus housing have certain freedoms and responsibilities. Regulations exist which require those sharing a living unit to be both cooperative and considerate.

### **Prohibited Discrimination in Housing**

The College prohibits discrimination on the basis of race, color, national or ethnic origin, or religion. All students are required to treat all individuals with respect and civility. All resident students must be able to live in a group setting, understand and respect appropriate boundaries in terms of lifestyle, noise level, safety, hygiene, common courtesy, and be able to function within the parameters of directed resources.

In addition to the rules and regulations of the Palomar Station, the College also requires that the students adhere to the following conditions.

### **Guests**

The College will observe a "No Overnight Guest of the Opposite Sex" policy. Only residents of

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the apartment are allowed to occupy the rooms. GUESTS OF THE OPPOSITE SEX ARE NOT ALLOWED TO STAY OVERNIGHT. Should you have a guest visiting, please notify the Residential Director with at least 48 hours notice.

### **Quiet Hours**

All students and guests during school nights must honor the contracts with Palomar Station vacate the student housing in accordance with the “Quiet Hours” policy outlined in this Student Handbook. On Friday, Saturday, and nights preceding a school holiday, guests must vacate student housing by 12:30 a.m.

### **Inappropriate Indoor Activities**

Sporting activities are prohibited inside the apartments because of potential serious harm to students and damage to housing. This includes wrestling, biking, rollerblading, skateboarding, water fights, any type of ball games, etc. Students who damage student housing in any way, even accidentally, will be responsible for the total cost of repairs and may be subject to additional fines by the Palomar Station management.

### **Inspections**

The College and Palomar Station management reserve the right, without prior notice, for authorized personnel to enter any apartment at any time for any reason, including, but not limited to, the purpose of enforcing compliance with the College rules and/or state and federal laws and to investigate suspected violations thereof. The College also reserves the right to enter for the purpose of inspecting rooms and to take any other steps necessary or advisable for reasons of health, safety, and the administration of its resident apartment program including confiscating any goods, materials, and/or equipment that would violate the provisions of this agreement. Items not permitted in campus housing will be confiscated immediately. Confiscated items may be kept by the Residential Director in Residence. Reasonable efforts for notification of inspection will be announced for any non-emergency situation. Authorized personnel will knock once and identify themselves prior to entering and knock a second time. If there is no answer, they will enter using a master key. The College will conduct health and safety inspections of rooms during the Thanksgiving, Christmas, Pascha (Easter), and Spring Breaks. Students who consistently fail room inspections must meet with the Residential Director in Residence and, ultimately, may become ineligible for current and/or future campus housing.

***All students residing in the apartments must completely vacate their rooms at the end of each academic year. Specifically, this means that all students must remove ALL personal belongings from the apartment. ALL ROOMS MUST BE COMPLETELY VACATED AT THE END OF SPRING TERM.*** This includes all items in the closets. If any students are enrolled in the College summer class(es), they must vacate the dorm no later than 48 hours after the last day of class; some non-subsidized student housing may be available and can be occupied with approval of the Residential Director in Residence.

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Any student who fails to check-out of his/her room by the established checkout date may have his/her belongings packed and stored by a third party company at the student's expense and disposed of. The College assumes no liability for the removal of the student's belongings. The College reserves the right to charge a fee, as deemed necessary, to cover the costs of repairs for any damages to a student's apartment. A failure to pay said fee may result in a hold being placed on the student's financial account.

### **Observance of Housing Access**

Only the common areas of the apartments may be used for visitation by members of the other sex, whether students or non-students, during the following hours: Sunday through Thursday "school nights" (until 11 p.m.) and Friday and Saturday "weekends" and nights preceding a vacation day (until 12:30 a.m.). Individual bedrooms are off-limits to anyone of the other sex at all times. Everyone is expected to respect privacy and our Christian identity.

### **Security**

All residential educational institutions are vulnerable to criminal conduct. Therefore, all residents should always be mindful of the following:

- Doors to townhomes should be locked at all times
- Residents should never unlock or open the door of Student Housing to anyone who is not a current registered student or representative of the College
- Residents should never admit unknown persons into any non-public area
- Students should never allow other persons to occupy their rooms or apartments
- Students should avoid walking alone on campus after dark and, whenever possible, should walk in pairs

If you see or hear anything out of the ordinary, please report the circumstance to the Residential Director in Residence *immediately*. In emergency situations, immediately call **911**.

### **Security of Personal Items**

Each student is responsible for securing his/her personal belongings. It is recommended that students with expensive personal items such as jewelry and other items bring in a personal lock box to ensure the safekeeping of the items. The College suggests that you secure your belongings and lock your door when you are away. The College is not liable for any items that are lost or stolen on College property or in the College Student Housing. Students are strongly encouraged to insure valuable personal possessions.

## **TRANSITION TO SAN MARCOS**

The College wishes to make your transition to life at San Marcos as easy as possible. The information in the next few pages is provided for your consideration and use. The College does not endorse one business over another; rather, it provides this information as an aid to your transition. The College encourages you to do your own search and your own exploring

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of the surrounding areas. All of us are willing to help you familiarize yourself with the exciting San Diego County.

#### PLACES OF WORSHIP

Community Bible Church-Baptist  
617 Sycamore Avenue  
Vista, CA 92083

Gateway Community Church--Baptist  
1451 Sycamore Avenue  
Vista, CA 920

North Hills Baptist Church  
2910 Norman Strasse Road #103  
San Marcos, CA 92069

West Coast Baptist Church  
1525 Buena Vista Drive  
Vista, CA 92081

All Saints American Catholic Church  
1057 Sycamore Avenue  
Vista, CA 92081

Saint Mark's Roman Catholic Church  
1147 Discovery Street  
San Marcos, CA 92056

Saint Thomas More Catholic Church  
1450 South Melrose Drive  
Oceanside, CA 92056

Grace Episcopal Church  
1020 Rose Ranch Road  
San Marcos, CA 92069

Saint Anne's Episcopal Church  
701 West Street  
Oceanside, CA 92054

Community Lutheran Church  
1650 West Street  
Oceanside, CA 92054

Redeemer by the Sea  
Lutheran Church  
6600 Black Rail Road  
Carlsbad, CA 92011

San Marcos United Methodist Church  
800 West Mission Road  
San Marcos, CA 92069

First United Methodist Church  
341 South Kalmia Street  
Escondido, CA

Saint Petka's Serbian Orthodox Church  
1854 Knob Hill Road  
San Marcos, CA 92069

Harvest Presbyterian  
380 Mulberry Drive  
San Marcos, CA 92069

The Movement  
109 Capalina Road  
San Marcos, CA 92069

Saints Constantine and Helen  
Greek Orthodox Church  
3459 Manchester Avenue  
Cardiff-by-the-Sea, CA 92007

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## “IN THE NEIGHBORHOOD” ESSENTIALS

Some of the businesses listed below may have multiple outlets in the area; only the closest ones to the College are listed.

- US Post Office, 420 North Twin Oaks Valley Road
- UPS Customer Center, 111 Bingham Drive
  
- La Costa Urgent Care, 6971 El Camino Real #101, Carlsbad  
M-F 9 AM - 8 PM; S/S 10 AM - 3 PM
- Tri-City Hospital and Medical Center 4002 Vista Way, Oceanside, CA 92056
- Palomar Hospital and Medical Center 2185 Citracado Pkwy, Escondido
  
- Wells Fargo Bank 687 South Rancho Santa Fe Road
- U.S. Bank - San Marcos Office 190 South Rancho Santa Fe Road
- San Diego County Credit Union 790 West San Marcos Blvd
- Bank of America 601 South Rancho Santa Fe Road
- Mission Federal Credit Union 117 S Las Posas Road, San Marcos
- Citi Bank 740 S Rancho Santa Fe Road, San Marcos, CA 92078
- Chase Bank 1921 W San Marcos Blvd Ste 170, San Marcos, CA 92078
  
- Haggen’s Market 671 Rancho Santa Fe Road, San Marcos, CA 92078
- Albertson’s Market 1929 W San Marcos Blvd, San Marcos, CA 92078
- Ralph’s Market 306 S Twin Oaks Valley Road, San Marcos, CA 92078
- Stater Bros Market 1330 E Mission Road, San Marcos, CA 92069
- Smart and Final 770 W San Marcos Blvd, San Marcos, CA 92078
- Sprouts Farmers Market 149 South Las Posas Road, San Marcos, CA 92078
- Trader Joe's 2629 Gateway Road, Carlsbad
  
- Costco 725 Center Drive (Nordahl exit off Highway 78) San Marcos, CA 92069
- CVS Pharmacy 734 S Rancho Santa Fe Road, San Marcos, CA 92078
- Rite Aid Pharmacy 121 S Rancho Santa Fe Road, San Marcos, CA 92078
- Walgreen’s 310 Sycamore Avenue, Vista, CA 92083
- Target 1751 College Drive, Vista
- Best Buy 567 Grand Avenue, San Marcos
- Staples 561 Grand Avenue, San Marcos
- Walmart 732 Center Drive, San Marcos OR 1800 College Drive, Vista
  
- Barnes & Noble Booksellers 810 W Valley Pkwy, Escondido
  
- Edwards San Marcos Stadium 18 1180 West San Marcos Blvd
- Krikorian Premiere Theatres 25 Main Street, Vista

- Bressi Ranch Village Shopping Center 2629 Gateway Road, Carlsbad
- Carlsbad (Westfield) Mall 2525 El Camino Real, Carlsbad, CA 92008 (intersection of Highway 78 and El Camino Real)
- North County Mall (Westfield) 272 E Via Rancho Pkwy, Escondido, (Off I-15)
- Grand Plaza Mall, southwest corner of Las Posas Road & Highway 78—Over 40 retailers & many restaurants
- Old California Restaurant Row, 1020 W San Marcos Blvd—North County's largest dining and entertainment experience with fifteen restaurants, an Edwards Stadium 18 Cinema Complex, and charming village boutiques. Weekly Farmers Market: Sundays 10 AM - 2 PM.
- Numerous fast food restaurants and Cafes throughout San Marcos and vicinity including In-N-Out Burgers, Five Guys, Sonic, McDonalds, Jack-in-the-Box, Denny's, Panera's, Noodles & Company, Jamba Juice, and various ethnic restaurants.

### Educational/Recreational

#### **Museum of Making Music**

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

5790 Armada Drive

Carlsbad, CA 92008

760.438.5996

Tuesday- Sunday: 10AM - 5PM

Student Admission: \$5

#### **San Marcos Historical Society**

Heritage Park (Inside Walnut Grove Park)

1952 Sycamore Drive

San Marcos, CA 92069

760.744.9025

Tuesday & Saturday: 1 PM - 4:30 PM

Thursday: 4:30 PM - 7:30 PM

#### **Palomar College Planetarium**

<http://www.palomar.edu/planetarium/>

1140 West Mission Road

San Marcos, CA 92069

760.744.1150 x 2833

Offers a variety of shows highlighting astronomy, earth, and space sciences each Friday night.

#### **Craftsmanship Museum**

<http://www.craftsmanshipmuseum.com/>

3190 Lionshead Avenue

Carlsbad, CA 92010

760.727.9492

Mon, Tues, Fri & Sat: 9 AM - 4 PM

Free admission

#### **Antique Gas & Steam Engine Museum**

<http://www.agsem.com/>

2040 North Santa Fe Avenue

Vista, California 92083

760.941.1791

Every day: 10 AM - 4 PM

#### **Vista Historical Society**

<http://www.vistahistoricalsociety.com/>

2317 Foothill Drive

Vista, CA 92085

760.630.0444

#### **California Surf Museum**

<http://www.surfmuseum.org>

312 Pier View Way

Oceanside, CA 92054

760.721.6876

Daily: 10 AM - 4 PM

#### **Oceanside Museum of Art**

<http://www.oma-online.org>

704 Pier View Way

Oceanside, CA 92054

760.435.3720

Tuesday - Saturday: 10 AM - 4 PM

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Thursdays until 8 PM  
\$3 student admission; free Tuesdays

Sunday 1 PM – 4 PM  
Free admission for students

### **Beyond the San Marcos Vicinity**

San Diego County is diverse in geography, climate and population. As a result, the County offers a plethora of opportunities for exploration, entertainment and learning, many of them within a short drive. Among them:

- Seventy miles of coastline with numerous beaches with surfing and swimming opportunities
  
- In the city of San Diego (thirty minutes away)
  - Balboa Park with its many museums, restaurants and other attractions
  - World Famous Sea World
  - World Famous San Diego and Zoo and Safari Park
  - Old Town with its many restaurants and entertainment opportunities
  - Seaport Village with shops, restaurants, recreational facilities
  - Gaslamp District—downtown San Diego
  - Little Italy
  - Shelter Island/Harbor Island
  - Harbor Excursions
  - Midway Aircraft Carrier Museum
  - La Jolla Cove—magnificent coast line; lots of restaurants, shops and galleries
  - Scripps Institution of Oceanography
  - Torrey Pines State Park with its famous pine trees found nowhere else in the world
  
- A bit further out
  - Coronado Island with its famous Hotel Del Coronado and one of the best beaches in the country
  - Palomar Mountain with its famous observatory, pine trees and hiking trails
  - Santa Ysabel with its famous Dudley’s bakery and restaurant
  - Julian - an old mining town famous for its apple orchards and apple pies
  - Anza Borrego State Park - magnificent wild flower shows in early spring after the winter rains, and with opportunities to explore the desert
  - Tijuana - for those interested in international travel. Be sure to have a valid passport: it is required.

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## BEHAVIOR

The College embraces Orthodox Christian values, which in turn, reflect upon the academic and residential life on campus. Upon enrollment, students agree to abide by the policies, guidelines, and rules of the College, to respect the rights of all members of the College community, and to submit to disciplinary sanctions imposed for violating the policies, guidelines, or rules of the College. Of course, students are accountable for ordinary standards of behavior in a civilized society, even though this handbook may not explicitly prescribe a particular misconduct.

The College reserves the right to deny admission to any applicant, and to suspend or to expel any student whose behavior indicates that his/her presence at the College endangers or tends to endanger the health, safety, welfare, or property of the members of the College community or otherwise interferes or tends to interfere with the orderly and effective functioning of the College as an academic and residential community.

In the event of serious misconduct, the student is subject to immediate suspension or expulsion if, in the judgment of the Dean of Students and/or the Residential Director in Residence, or other designated staff member, there is a significant risk to the safety, well-being, or reputation of a member of the College community if the student were to remain on campus. An alleged perpetrator may be required to leave campus immediately, even while his/her conduct is being investigated or a disciplinary sanction is being applied.

### **Abuse**

Physical or mental abuse of any member of the College community will not be tolerated. Any kind of expressed or implied threat of mental or physical abuse against any person or his/her property for the purpose of submitting a person to physical pain or discomfort, indignity, or humiliation at any time, regardless of the intent of such an act, is prohibited. Such behavior includes, but is not limited to:

- Misuse of one's authority or leadership position
- Forcing a student into violation of the law or the College regulations
- Obscene or threatening phone calls
- Threatening or intimidating another individual
- Obscene or threatening sent email or instant messages
- Words that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction

Threatening or abusive behavior will not be tolerated. This includes, but is not limited to, sexual, racial or religious harassment, intimidation, hazing, prank or unwanted phone calls, email, graffiti or invasion of privacy. Acts of verbal or written abuse, threats, intimidation, harassment, coercion and/or other conduct which create a hostile or offensive working or

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educational environment are strictly prohibited. If you are being abused, or if you would like to report an abuse, please contact the Dean of Students immediately.

The commission of an act of physical violence against any student, or College employee acting in the performance of his/her duties, is considered an extremely serious offense. Any student who commits an act of physical violence against a Resident Advisor or any staff or faculty member will be subject to disciplinary action and dismissal.

### **Alcohol**

The Alcohol policy in the Student Housing of the College is designed to support city, state, and federal laws as well as to create an environment conducive to learning appropriate and healthy attitudes and behaviors regarding the use of alcohol in our society.

- In the College-sponsored housing, residents of legal age (21 years) and over may possess and consume alcoholic beverages in their rooms/apartments and in the rooms/apartments of other students 21 years of age or older. The consumption or possession of alcoholic beverages in any containers is prohibited in all other areas of the campus.
- If the residents of a student room/apartment are not of legal drinking age (21 years), no alcohol is allowed in the residence at any time. Neither residents nor their guests (even if they are of legal drinking age) may bring alcoholic beverages into the residence. If a student is under 21 years and in a room/apartment where alcohol is present, a violation will be written for all students present (regardless of age).
- If one resident is of legal drinking age and one is not, the resident of legal age may not possess and/or consume alcohol in his/her room/apartment. If anyone other than the residents of said room/apartment enters the residence, all alcohol consumption must cease and containers must be stored out of plain view (even if guests are 21).
- No student of legal drinking age is allowed to purchase or in any way provide alcohol for an underage student.
- Individual and organizational violations will accumulate for one academic year.

***NOTE: Coaches may impose additional rules and policies for their respective teams.***

### **Alcohol and Behavior**

The use of alcohol will not, under any circumstance, be accepted as an excuse for irresponsible behavior such as the making of excessive noise, vandalism, violence, sexual assault, etc. Any effort to induce or force a student to drink against his/her expressed desire will be treated as a serious offense. Students should be aware that a pattern of violations often indicates a problem with alcohol. Any violation of the alcohol policy will result in the confiscation of the beverage and disciplinary action for the student. For those 21 years of age and older, any appearance of drunkenness on campus (including but not limited to slurred speech, decreased motor functions, disorderly conduct, vomiting, passing out, etc.) will result in an immediate write-up, a meeting with the Dean of Students to

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determine any disciplinary actions, and a loss of the privilege to drink in student housing. The student will be referred to a professional agency for counseling and evaluation. Any further alcohol-related violations or lack of follow up with the professional agency may result in disciplinary actions including and up to suspension or dismissal.

For those under 21 years of age: Any possession or consuming of alcohol and any appearance of drunkenness (including but not limited to slurred speech, decreased motor functions, disorderly conduct, vomiting, passing out, etc.) will result in an immediate write-up followed by a meeting with the Dean of Students to determine any disciplinary actions. The student will be referred to an outside professional agency for counseling and evaluation. Any further alcohol-related violations or lack of follow-up with the agency may result in disciplinary actions including and up to suspension or dismissal.

### **Help Availability**

A student who voluntarily seeks help for drug or alcohol abuse is not subject to disciplinary action; in fact, the College officials will do everything they can to assist the student in obtaining appropriate treatment. If the student continues to drink and/or use drugs, then he/she does become subject to disciplinary action.

All students are required to comply with federal, state, and local laws including, without limitation, those relating to the use and/or possession of alcoholic beverages. California State Law strictly prohibits possession and/or consumption of alcohol by anyone under the age of 21. The sale, use, or possession of alcoholic beverages by minors, or providing or selling alcoholic beverages to minors on the College premises or at any College-sponsored activities is strictly prohibited. By residing in Student Housing, all students agree to comply therewith.

### **Appearance Standards – All Students**

Because people have different perspectives regarding the concepts of modesty and appropriateness, the College has established appearance guidelines for all community members. Students are encouraged to strive for excellence and to exceed minimum expectations in all areas, including dress and hygiene. These standards are commonplace for most professional communities:

- Attire must be neat, clean, and modest
- Footwear is required
- Head coverings (other than religious adornments) such as hats, beanies, etc., may not be worn in class or in the Chapel
- Professors retain the right to establish their own classroom attire policies.

### **Arrests**

Members of the College community are required to conform to all local, state, and federal laws. Students who are arrested for any reason (misdemeanor or felony) at the local, state, or federal level are required to notify the Dean of Students immediately. The College may

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pursue disciplinary action when students are suspected of unlawful behavior regardless of the status of criminal or civil proceedings.

### **Behavior Expectations**

It is expected that all College community members will avoid the following behaviors.

- Lying – withholding information or giving false information.
- Misrepresentation – misrepresenting an organization (or oneself) as an agent of College
- Theft – attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.
- Unauthorized use – unauthorized of, entry into, or misuse of property in the possession of or owned by College or any member of the College.
- Breaching security systems and jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc.
- Breaching IT systems – jeopardizing or interfering with IT systems established within the campus community.
- Verbal abuse or threat to other persons.

### **Bigotry**

Acts of bigotry that humiliate, disrespect, degrade, or otherwise harm individuals are prohibited and may result in disciplinary sanctions up to dismissal from the College.

### **Character Development**

The College seeks to create an institutional culture that calls each member to a high standard of excellence in all personal and community matters. Excellence in all areas should be a distinctive mark of students and employees. Excellence is usually achieved through disciplined, sustained, effort. Such excellence often results in external success (acknowledgment, promotions), as well as internal rewards (moral strength that comes from being well prepared, accomplishing important goals, serving the Church to our full capacity). Setting appropriate expectations for behavior is one way that the College helps students cultivate discipline and achieve success.

As an Orthodox Christian academic community, the College understands that our behavioral standards may seem lenient for some and strict for others, but it is nonetheless our intention to uphold Christian principles of conduct. We endeavor to promote personal lifestyle choices that deepen our love for God, build up the body of Christ, and advance the mission of the College.

### **Cheating**

Cheating is described as any attempt by a student to record data from an external source (i.e., person or document) on an examination while the examination is in progress, or after it

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has been submitted to a faculty member or his/her representative. Cheating also includes unauthorized conversation during an examination, which will be considered *prima facie* evidence of cheating.

### **Complaints**

Saint Katherine College students can request a complaint form from the Office of the Registrar at any time. The complaint will be submitted to the Dean of Students for review. The complaint procedure is designed to assist students who have perception of unfair and/or unlawful treatment. A student is defined as any person enrolled full or part-time in credit or non-credit courses at the College. A complaint of unfair and/or unlawful treatment formally charged by a student against a College employee, in regard to the application of College rules, policies, procedures, and regulations, should be resolved without initiating the formal procedure if at all possible. This procedure does not supersede the policies set forth for grievances of discrimination, harassment, or grade appeals. Access to these policies is listed on the following pages. Please note that it is generally beneficial to the student to discuss the problem with College personnel prior to filing a formal complaint. College personnel are available to advise students. Students should not hesitate to contact a faculty member, counselor, or any other College staff person.

### **Grievances**

Ensuring that students feel that the College treats them equitably and respectfully is of paramount concern to Saint Katherine College. To this end, the College has informal and formal processes in place for students to have their grievances considered fairly, rapidly, and in a non-threatening atmosphere.

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or behavior by a faculty member, a staff member, an administrator or an official of the College or another student.

A grievance is any matter of student dissatisfaction regarding (a) the College's policies and practices or (b) the behavior of a faculty member, administrator, or staff member, except those pertaining to the following:

Grades, which shall be subject to the decision of the professor unless related to some type of suspected discrimination.

Attendance policies and matters of a purely academic nature, shall be adjudicated through the Dean of the Faculty.

### **Informal Procedure**

Students who are aggrieved by the way that they have been treated by a College administrator, instructor, or staff member are encouraged to discuss their concerns in a mature, professional tone directly with the other party. Should they be uncomfortable engaging directly with the party or, upon speaking with him or her, believe that the accused party did not address their concern adequately, students may proceed to the formal procedure.

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## **Formal Procedure**

Formal grievances must be filed **no later than thirty (30) days**, after the beginning of the primary term following the alleged violation, or 30 days from the time that the student learns of the basis of the grievance. Students may pick up grievance packets and forms from the **Registrar's Office**. It is recommended that students meet with the Dean of Students, regarding the complaint/grievance prior to starting the process.

If the grievance is a criminal matter, it should be referred to the **San Marcos Sheriff's Department**: 182 Santar Pl, San Marcos, CA 92069, (760) 510-5200. In criminal cases, additional action may be taken on the part of Saint Katherine College in accordance with the following procedures.

Student complaints may be classified as grievances and fall into one of three categories: Academic, Non-Academic, and Discrimination.

### **Academic Grievances:**

When grades are given for any course of instruction, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of "mistake, fraud, bad faith, or incompetency" shall be final (Education Code Section 76224). If a student files a grievance relative to a grade, he/she must prove that "mistake, fraud, bad faith, or incompetency" is the reason for the grade assignment. The student must follow the due process Grievance Procedure.

### **Non-Academic Grievances**

Grounds for non-academic grievances include, but are not limited to, the following and must show evidence:

1. Any act or threat of intimidation, discrimination or harassment.
2. Any act or threat of physical aggression.
3. Arbitrary action, violation of student rights, or imposition of sanctions without proper regard to College policy as specified in the Education Code, and/or Administrative Procedures of Saint Katherine College.
4. Violation of Title IX.
5. Any violation of Section 504 with reference to the rights of disabled students.

"Evidence" is interpreted as competent testimony and authenticated documents. Testimony is competent if it is based on personal knowledge. Speculation, guesswork, supposition and hearsay are not competent as testimony. Personal knowledge means knowledge acquired through any of the witnesses five senses: she saw it, heard it, touched it, tasted it, smelled it. Documents are authenticated if the hearing body is satisfied from the evidence that the document is in fact what it purports to be.

### **Discrimination Complaints**

Students wishing to file complaints based upon discrimination on the basis of ethnic group identification, religion, age, gender, sexual orientation, color, or physical or mental disability and any other category of unlawful discrimination should contact the College's Dean of Students who will take it to the appropriate supervisor.

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### **Statement of Grievance - Level I**

Any student who believes an injustice or a violation of state, federal, or college policies, laws, or regulations has occurred is encouraged to attempt a good-faith resolution of the grievance. This attempt should be made with the party directly involved with the disputed matter, or with the head of the department in which the grievance arises. This good-faith effort should be made before filing a formal grievance (Level II).

If the student is unwilling to meet with the party involved due to the nature of the disputed matter, or there is no resolution after meeting with the faculty/staff member or the faculty/staff member refuses to meet or respond within ten (10) days, the student may proceed by meeting with the staff member's immediate supervisor. If the complaint is still not resolved at this step, the student must meet with the Dean of Students. If the student has not been able to resolve the complaint/grievance at any of the informal steps indicated, the student may file a request for grievance review, Formal Grievance Level II, within ten (10) days after meeting with the Dean of Students.

For further information pertaining to the Grievance Process, please see the Academic Course Catalog.

### **Disruptions**

Intentional disruption of classes, research, teaching, activities, programs, or fire, police or emergency services is prohibited.

### **Drugs**

The use of unauthorized prescription drugs, non-prescription drugs, or controlled substances is prohibited. Students may not possess, distribute, sell, purchase, illegally manufacture or use any controlled substance or any drug paraphernalia on College premises, College student housing, or at any College sponsored activities. The College will cooperate with law enforcement agencies in responding to illegal drug possession.

All students are required to comply with federal, state, and local laws including, without limitation, those relating to the use and/or possession of illegal drugs. The College has strict rules for anyone found in violation of these policies. Any violation will result in possible dismissal. All students, residing in campus housing or not, agree to comply therewith.

### **Emotional and Spiritual Health**

Our staff is committed to offering support and assistance to students who are struggling in their personal lives. It is not unusual for students to experience difficult circumstances. Whether it is a relationship breakup, stress, depression, past trauma, or even the death of a loved one, professional counseling or pastoral guidance is sometimes needed. Students are encouraged to contact a licensed professional counselor for assistance. Students who have been diagnosed with a mental health disorder are also encouraged to contact a licensed professional counselor to establish care management, as appropriate.

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On rare occasions, a student may be required to leave the College in order to receive appropriate medical/psychological care. Students are subject to involuntary withdrawal from the College if it is determined they are suffering from severe emotional distress, and as a result of that distress, engage in or threaten to engage in behavior that may cause harm to themselves or to others, or that proves disruptive to the College community. Any suicide attempt will result in notification of local law enforcement authorities and/or mental health authorities to protect the student from harm. The student who has involuntarily withdrawn will be permitted to return to the College only after the issue that led to the withdrawal has been successfully dealt with and a support plan has been developed by the Dean of Students and the staff, and agreed to by the President.

Students with a history of eating disorders, abusive relationships, addiction of any kind, or who have experienced any other trauma are encouraged to seek helpful and supportive resources for counseling by contacting the Dean of Students and/or a counseling professional.

### **Failure to Comply**

Failure to comply with the directives of the College officials or law enforcement officers, including, but not limited to, campus security and members of the staff acting in the performance of his/her duties is prohibited.

### **Forgery**

Forgery or alteration or misuse of campus documents, records or identification, or knowingly furnishing false information is prohibited.

### **Harassment and Stalking**

Harassment is defined as actions that intend to harass, annoy, or alarm another person. Subjecting a person to unwanted physical contact, or attempts or threats to do the same, are forms of harassment. Other forms of harassment include:

- Following a person
- Engaging in a course of conduct that alarms or seriously annoys another person and that serves no legitimate purpose
- Destroying private or public property
- Physical or verbal attacks or interference that prevents another person from conducting customary affairs, puts him/her in fear for their safety, or causes physical injury
- Conduct less than a physical attack which does the same

Stalking is conduct in which a person repeatedly acts toward another person with intent to place the person in reasonable fear of bodily injury or to cause substantial emotional distress. Harassment and Stalking may result in disciplinary sanctions and/or dismissal from the College.

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## **Hazing**

Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is strictly prohibited. Disciplinary action will be pursued aggressively and may result in dismissal from the College.

## **Knowing Presence**

A “knowing presence” contribution is defined as: *“behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members.”* Students who choose to remain in the vicinity when one or more violations are occurring, and/or choose not to notify the appropriate personnel, are choosing to accept the consequences of that decision. Anyone who creates an opportunity or encourages another person to violate regulations may be deemed as responsible as the actual perpetrator and may be subject to the same sanctions.

## **Personal Expression**

Sensitivity to the rights, needs, and concerns of others should be evident in all public areas, including resident apartments and all campus buildings and grounds. Vulgar or coarse language, coarse joking, obscenity, lying, gossip, passing rumors, verbal abuse, intimidation and the like are prohibited.

In keeping with our Orthodox tradition, the College strives to educate the whole person: body, heart, soul, and mind. As an institution of higher learning in the United States, we are obliged to respect and uphold the principles and laws of the nation & the State of California. Each of these interests requires that the College establish and enforce certain policies, guidelines, and rules.

## **Internet, E-mail Policies**

Students are not allowed to send mass E-mail unless directed by a College official. The use of e-mail for any objectionable communications is strictly prohibited (this includes, but is not limited to, inappropriate content, threats, harassment, personal advertising purposes, etc.) Students using the College facilities and technology equipment should not expect any privacy and/or confidentiality protection. The College has the legal right to search all technological equipment should the need arise.

## **Sexual Advances, Harassment, Assault, Misconduct**

Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature are considered sexual harassment and are illegal when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student’s status in a program, course, or activity.

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- Submission to or rejection of such conduct is used as a criterion for evaluation or as a basis for academic or other decisions concerning that student.
  - Such conduct has the purpose or effect of unreasonably interfering with a student's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

Any member of the College community may bring complaints of personal or sexual harassment, sexual assault or violence to the Dean of Students. Sexual harassment and sexual assault are unacceptable behaviors for any member of the College, including faculty, staff, and students.

Members of the College community are required to refrain from all forms of sexual immorality, including, but not limited to: any form of pornography, rape, sexual violence and abuse and all other forms of sexual misconduct. Furthermore, the use of any College telephone, computer equipment, or personal computer utilizing campus wi-fi signal to access pornographic sites, services, and databases is prohibited.

### **Vandalism**

Unauthorized alteration of any College property, apartment, or property of others from its original condition, placement and/or presentation, including graffiti, paint, alteration to landscaping, etc., is prohibited.

### **Confidentiality**

Students involved in the disciplinary process are treated with respect, and reasonable efforts are made to preserve the confidentiality of issues discussed. However, there are times when applicable law, health, and safety concerns or other factors require that information be disclosed.

Community members are asked to extend the benefit of the doubt to the College officials, knowing that prayerful consideration has been employed in the discipline process and the subsequent outcome.

### **Disciplinary Sanctions**

Students should expect the College to confront any circumstance or behavior that might hinder personal growth or disrupt community life. The College believes that when a student chooses to disregard community expectations, it has the obligation to suspend community privileges, including housing and class participation. Each incident is reviewed on a case-by-case basis, with consideration of the following:

- Severity of the violation
- Context of the incident
- Responsiveness of the accused to confrontation, and
- Degree to which the individual displays genuine repentance

When it employs sanctions, the College intends to:

- Be fair and consistent

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- Promote change in the individual
  - Provide restitution (in case of theft and/or loss)
  - Restore the individual to the community

Any disciplinary sanctions are at the discretion of the Dean of the Faculty.

### **Disciplinary Committee**

For infractions deemed serious, the Dean of the Faculty will convene a disciplinary committee to consider whether a reported infraction occurred, and if so, decide on an appropriate response. The Dean of the Faculty will inform the accused student and his/her representative in writing of the time and place of the meeting – no sooner than 48 hours after sending of the letter. The student has the right to address the committee, bring witnesses, and question his/her accusers. The representative of the student will ensure that the committee affords the accused student due process according to the Student Handbook. After deliberation, the Committee will inform the student of any disciplinary responses in writing.

The disciplinary procedures followed by the College are not subject to any formal rules of court or evidence. (For example, the College may impose a sanction based on its assessment of whether it is “more likely than not” that a violation has occurred, rather than on any “proof beyond a reasonable doubt” standard). The College is not required to impose the same sanctions or utilize the same disciplinary procedures in all situations involving the same violation.

Students may appeal a disciplinary decision on the grounds that:

- Fair consideration was not provided to the student (i.e., evidence that some aspect of the hearing was prejudicial, arbitrary, or capricious)
- New and significant information, not reasonably available at the time of the initial hearing, has become available
- The sanction or remedy imposed is not in keeping with the disciplinary guidelines outlined in the Student Handbook

Students who wish to appeal a disciplinary decision should submit a letter of appeal to the President within three working days of the communication of the decision. The letter of appeal should outline the facts in the matter, the disciplinary decision, the rationale for why that decision is being appealed, and a list of persons the student wishes to participate in the appeal (if applicable). The President will generally request a meeting with the student and the person issuing the disciplinary decision to discuss the appeal, and may invite other persons, as he/she deems appropriate.

The President may appoint a committee to review the facts. The President serves as the final appellate level, and will issue a final sanction to the student.

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Honesty, Integrity, and Trust are foundational qualities of Christian Life. In honoring this, students enrolled in the College are entrusted with the duty to conduct themselves in a manner appropriate to this institution's mission and character, as a home of Christian education and spiritual development. Fulfilling this duty and respecting the repercussions of individual action upon the community atmosphere, which either build or diminish the Christian Spirit of the school, all students are trusted with the obligation to refrain from acts which they know or, under the circumstance, have reason to know violate the academic integrity of this institution.

### **Community Service**

In keeping with the spirit of Christian obedience and service, an integral part of life on campus is service to members of our community and to visitors. Often taking the form of hospitality, serving food, or providing transportation is an opportunity to become acquainted with faculty, administrators, hierarchs, clergy, and trustees. Community Service is required of all students and is a graduation requirement. The requirement is 10 hours per semester. Students must fill out a Community Service Form each semester. The form can be picked up from the Dean of Students Office.

## **ACADEMIC LIFE**

The College is a small and private independent Orthodox Christian College, operating with approximately 18,000 square feet of classroom, laboratory, meeting, and office facilities, in the city of San Marcos, California, in North San Diego County.

While courses are offered in several concentrations, the faculty of the College seeks to keep the disciplines integrated and related to life in the contemporary world. The thread that unites the major disciplines is the apostolic faith, life, and witness as it is lived and interpreted in the liturgical tradition of Orthodoxy and in the writings of the Fathers of the Church. The faculty is committed to bringing the example and the teachings of the Fathers to bear upon the issues and challenges of contemporary life. This constitutes more than an academic principle of organization. It is a spiritual perspective, an ethos that permeates every aspect of the educational endeavor at the College.

The College provides an educational environment where all persons are treated with respect. We recognize the multi-cultural, multi-ethnic, and multi-racial nature of our community. We know that this can create opportunities for enriching our ability to learn from one another as well as presenting situations where our diversity can challenge us. Our shared faith in Jesus Christ is our greatest source of unity and loving responsibility toward one another.

### **Absences**

**Students must contact their professors directly if they are going to be out for one day.** In the case of a prolonged absence for medical or family emergency reasons, students must

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contact the Campus Administration Office. The Administration office is not excusing the student from attending classes; they are simply ensuring that the professors are made aware of the student's absences. **It is the student's responsibility upon his/her return to contact the professors to make up any missing assignments.** A doctor's note will be required for extended medical absences.

### **Attendance Policy**

Students are expected to attend class promptly and regularly, to prepare assignments with care, to turn in their papers on time, and to take an active part in class discussion. At the beginning of each course, the professor will make it clear to his or her students that excessive absences will necessarily affect their actual progress and achievement in learning and will definitely be taken into account in evaluating their work. Each professor will, at that time, define the term "excessive" as meaning absence of more than 150 minutes from a class. The Dean of Students will be consulted in case of extraordinary circumstances.

### **Confidentiality**

In order to comply with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment), the Registrar's Office gives the student the opportunity to prevent personal information from being released to friends, relatives, or interested persons who inquire at the Registrar's Office, and to delete the student's name from the student directory. This is accomplished by completing a form which is available in the Registrar's Office.

### **Course Adjustments**

A drop/add form must be obtained from the Registrar's Office, signed by the appropriate professor(s) and returned to the Registrar's Office within the designated time period. Any course dropped after this time is considered a withdrawal. Applicable refunds are outlined within the financial information section of the catalog.

### **Course Auditing**

Any student intending to audit a course (and earn no credit) is required to note this on the registration form and to receive the permission of the course instructor. Auditors are expected to attend all regular classes. A student who first registers for course for credit may change to auditor status only during the drop/add period. A student who first enrolls in a course for auditor status may change to credit status only during the drop/add period. Courses audited are not included in determining the total credits earned. The charge for audited courses is the same as regular tuition rates.

### **Statement of Non-discrimination**

The College is a private Orthodox Christian College of Liberal Arts and Sciences open to any qualified student. In a manner consistent with all applicable laws and regulations including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), or other federal, state or local laws or executive orders. The College is committed to

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the principles of equal opportunity as defined under federal and state law, and does not discriminate on the basis of race, color, creed, disability, national/ethnic origin, age, religion, sex, sexual orientation, or disabled veteran/Vietnam-era veteran status in its admission policy, programs, or activities, educational policies, scholarship and loan programs, athletic and other College-administered programs, or employment practices and programs. Inquiries regarding this policy may be directed to the Office of the President, Saint Katherine College, 1637 Capalina Road, San Marcos, CA 92069.

As a private institution, the College adheres to specific religious tenets and maintains all of its religious freedom and associated rights and privileges.

Students with documented disabilities may request in writing reasonable special services and accommodations. Questions should be directed to the Dean of the Faculty.

### **Emergency Closings/Announcements**

The College will send pertinent information to the student via the College email and personal cell phones via text or voice message. These may range from simple messages such as offices are closing and to the cases of a true emergency. It is, therefore, imperative that the students monitor their communication devices on a daily basis.

### **Falsification of Data**

Falsification of data is described as misrepresenting the facts and evidence presented for surveys, questionnaires and verbatim reports; and/or submitting the same or substantially the same work, papers, essays, etc. in more than one course without the consent of the instructors involved.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford a student certain rights with respect to his/her educational records. These rights include:

- The right to inspect and review the student's educational record within 45 days of the day the College receives the request for access. Students should submit to the Registrar written requests to view the record. The Registrar will make arrangements for access and notify the student of the time and place where the record may be inspected.
- The right to request the amendment of the student's educational record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - Students who wish to ask the College to amend a record should do so in writing to the Registrar and clearly identify the part of the record they want changed, and specify why it should be changed.
  - If the College decides not to amend the record as requested, the student will be notified in writing. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

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- The right to provide written consent before the College discloses personally identifiable information from a student's educational record, except to the extent FERPA authorizes disclosure without consent.
    - The College discloses educational records without a student's prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using the College employees or officials (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 College official in performing his/her tasks.
    - Upon request, College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll. Other exceptions that permit disclosure without consent are:
      - To authorized representatives of the Comptroller General of the United States; the Attorney General of the United States (for law enforcement purposes); the Secretary of the Department of Education of the United States; the Bureau of Citizenship and Immigration Services; and state and local educational authorities.
      - To parents of dependent students, as defined in section 152 of the Internal Revenue Code of 1986.
      - To a parent or legal guardian in connection with a health or safety emergency, including but not limited to physical or emotional health concerns, academic and/or disciplinary problems of a serious nature and situations in which the student's status at College of Saint Katherine may be in jeopardy.
      - To a parent or legal guardian of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use of possession of alcohol or a controlled substance if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to that use or possession.
      - If a parent or eligible student initiates legal action against College of Saint Katherine, we may disclose to the court, without a court order or subpoena, the student's educational records that are necessary for College of Saint Katherine to defend itself.
      - If the disclosure is in connection with a disciplinary proceeding conducted by the College against a student who is an alleged perpetrator of a crime of violence.
  - The right to file a complaint with the U. S. Department of Education concerning alleged failures by College to comply with the requirements of FERPA. Complaints

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may be filed through:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C.

The College may release public directory information concerning students. Such information includes, but is not limited to, the student's name, address, E-mail address, telephone listing, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time, part-time, etc.), photograph, degrees, honors and awards received, and the most recent educational agency or institution attended. The above-designated information is subject to release by the College at any time within the first two weeks from the beginning of the semester specifying information which the student requests not be released.

### **Additional Responsibilities of Students**

Students have a number of other responsibilities beyond those detailed above. These include the following:

- Repaying all expenses they incur at the College, including repaying loans plus interest.
- Monitoring and understanding all activity on their billing statement.
- Monitoring the College issued e-mail address. Because the College may electronically transmit information that the Family Educational Rights and Privacy Act (FERPA) considers confidential, such as, financial records, academic records, and course feedback, it is imperative that students monitor that e-mail address, and respond to the notification in a speedy manner.
- Notifying the College of any changes in their personal information such as changes to name, phone number, postal address, that the College has on record in order for the College to maintain communication during enrollment and after graduation.

### **Learning Disabilities/Accommodation Services**

It is the policy of College to provide reasonable accommodations for qualified individuals with documented (seen or unseen) disabilities. The College adheres to all applicable federal, state and local laws, regulations, and guidelines with respect to providing reasonable accommodations so as to afford equal educational opportunities. It is the student's responsibility to contact the Dean of the Faculty and to provide documentation of a disability within the first two weeks of the semester. This is in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

### **Leaves of Absence**

A leave of absence will be granted for up to two consecutive semesters. No student may have a leave of absence longer than two semesters during his/her years at the College, subject to review by the Dean of Students. A request for a leave of absence for a semester

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or for a full academic year must be filed with the Registrar's Office before the end of the semester preceding the leave. If a student does not return after one academic year, he/she must repeat the full process of admission.

### **Registration**

Registration takes place in several steps, all of which must be completed before registration can be considered valid. To register, students should:

- Obtain financial clearance from the Finance Office
- Meet with assigned Faculty Advisor
- Have their registration forms reviewed and signed by the Dean of Students
- Submit the form to the Registrar
- Obtain class schedule

### **Testing**

Each professor sets a pattern for examining the progress of students in his/her classes. The course syllabus explains the testing requirements for the class. School-wide testing may also be administered.

### **Withdrawal from a Course**

If the withdrawal takes place after the confirmation of registration, the student should:

- Obtain a course change authorization form from the Registrar
- Have the form approved by his/her professor
- Return the form to the Registrar

Withdrawals before the designated period will be recorded as "W." This notification has no bearing upon the calculation of the grade point average. Applicable refunds are outlined within the financial information section. Students who withdraw from class merely by being absent or after the designated drop/add period will be given a "WF," which is equivalent to a grade of F and will incur full financial obligation to the College.

### **Withdrawal from the College**

If a student desires to withdraw voluntarily, he/she must:

- Secure a Withdrawal Form from the Registrar
- Obtain the required signatures
- File the Withdrawal Form with the Registrar

If the withdrawal takes place after the seventh week of instruction, the mark "WF" will be entered on the student's transcript and credit will not be granted. A student, who fails to withdraw in the prescribed manner stated above, will not be entitled to an honorable dismissal or to any refund. Reinstatement after withdrawal must be made through the Admissions Office.

Former students desiring to re-enroll need to submit the following:

- A letter addressed to the President detailing reasons for seeking readmission.
- A one-to-two page update to the original Autobiographical Statement recounting

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- activities since leaving College.
  - Official transcripts documenting all academic work undertaken since leaving the College.
  - If it has been *two years or less* since the student withdrew or filed for a leave of absence, the President and Dean of Students make the decision of re-enrollment after reviewing the original application dossier together with the student's record and the Autobiography Update. If the student has been away for *more than two years*, he/she will need to reapply.

### **Financial Clearance**

Financial clearance must be obtained prior to the start of each semester. To obtain financial clearance, a student must:

- Settle any balance remaining from the previous semester. Prior to the start of classes each semester, a student must pay or show valid evidence that payment is forthcoming for the full amount of the current semester's net charges. Valid evidence should include documentation of bank loans, scholarships in process, financial aid, etc.
- In special cases, temporary deferred payment arrangements may be made, provided that the balance is paid in full before the end of that current semester.
- Every graduating student must settle and pay all financial obligations to the institution 20 days prior to graduation, at the latest, in order to participate in graduation exercises and receive a diploma or transcript.

### **Non-Compliance of Financial Obligations**

Any student who is not financially cleared through the Finance Office will not be allowed to register for classes and is not authorized to attend classes during the current semester. Non-compliance with any of the financial clearance stipulations will result in non-issuance of grades, transcripts and/or diplomas. In addition, if the student does not comply and receive financial clearance, the administration reserves the right to decline or take away housing accommodations and to decline participation in other school activities.

The College offers a program of financial aid to the students who qualify. Financial aid may be offered in the form of scholarships, loans, and employment. Awards are based on demonstrated need and the availability of funds. The College scholarship criteria require that a student:

- Be enrolled full time & maintain a minimum of 2.5 GPA

If a student falls below a 2.0 GPA for a given semester, he/she will be put on scholarship probation for the following semester. If a minimum 2.5 GPA is not achieved during the probation period, the student automatically forfeits his/her scholarship. If a student falls below a 2.0 GPA for any semester, he/she is in jeopardy of forfeiting the scholarship without

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the option of probation. This decision will be made by the Chief Financial Officer with input from the Dean of the Faculty.

Loans provide students with the opportunity to borrow against future earnings. Loan programs supported by the College and are available on the basis of financial need. Work-study opportunities on campus make it possible for students to defray the cost of their education through part-time employment.

**All students are expected to contribute to the cost of their education. All financial aid awards are considered supplemental to the contribution of the family and the student.** All matriculating students must file a yearly “Request for Financial Aid” Form to continue to be considered for any and all scholarship programs or aid.

### **Applying for Financial Aid**

The College encourages its present and prospective students to research the financial aid picture, and to keep abreast of any new funding programs. Realizing the expenses involved, every effort should be made to pursue any local awards that may be offered in the community.

### **Work Study Program**

The College offers a limited number of employment opportunities on campus. All students receiving scholarship aid are required to fulfill a certain number of work study hours each semester of enrollment. The Work Study Program is managed by the Financial Aid Office.

### **Library Access and Features**

The College library is open each weekday from 9 am until 5 pm. The permanent library collection of the College is limited, but is growing. Donations of books from individuals and corporations add to the growth of our Library. Also, the library offers two PC desktop computers for student use. Please be sensitive to limiting your library computer time if someone else is waiting to use a computer. The College students also may use the main libraries at College of California at San Diego as needed. The College of Saint Katherine library computers include access to Questia, an online research resource of books and journals.

## **EMOTIONAL HEALTH AND WELL-BEING**

### **Counseling and Referrals**

Counselors assist students and their families in resolving a wide variety of problems. Our counselors provide short-term counseling (with referrals as needed), crisis intervention, and education to the students and their families. If you are in need of counseling services, please call

- Michael A. Kallas, M.A., M.Div.  
Licensed Marriage & Family Therapist

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Psychiatric Centers at San Diego  
9850 Genesee Avenue, Suite 970  
La Jolla, CA 92037  
858.558.2731 x 7582

- George Koumaras, PhD  
Psychiatric Centers At San Diego  
11770 Bernardo Plaza Court, Suite 370  
San Diego, CA 92128  
858.673.3360

We strive to protect your privacy and hold your information in confidence. Confidentiality means that your contact with the College counselor does not go on your academic record and that clinical materials will not be disclosed to any other office or individual unless you have a signed written release for this to occur.

There are, however, some exceptions to confidentiality. Counselors are required to release certain information in situations in which there is potential harm to self or others. While these types of events are extremely rare, you should know that these possibilities exist. In addition, files may be reviewed by professional review teams and data that you have supplied are used in agency evaluation and research. All materials are handled confidentially and no materials with identifying information (except billing purposes) will leave the agency without a specific release to do so.

### **Suicide Hotline**

The USA National Suicide Hotline numbers are 1-800-SUICIDE (800-784-2433) or 1-800-273-TALK (1-800-273-8255), San Diego Access & Crisis Line (1-800-479-3339) (619-641-6992). These resources are available 24 hours a day, 7 days per week. California Teen (1-800-852-8336) is available 6 to 10 p.m. Monday through Friday.

## SPIRITUAL LIFE

The Apostle Paul reminds us that we are “all members of one another” (Ephesians 4:25). The relationship and communion we share with Christ and with one another form the foundation of our Christian community of faith and learning.

### **College Chapel**

The Saint Katherine Chapel is available to all students for services and individual devotion. Please be respectful of the chapel at all times.

Morning prayers will be held every morning between the hours of 9:00 and 9:15 AM. The public is invited to these voluntary prayer sessions. In addition, the Chapel will offer services on Monday and Wednesdays which are mandatory for all students.

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- Monday 11:00 – 11:30 AM *Required Attendance for all Students*
  - Wednesday 11:00 – 11:30 AM *Required Attendance for all Students*

The sacred services call for a respectful attitude and reverence on the part of all persons attending.

### **Self-Discipline**

The traditional disciplines – prayer, fasting, and almsgiving – are fundamental components of Christian life. The reading of Sacred Scripture and the writings of the Fathers, private prayer, and spiritual readings are essential to spiritual growth.

### **Chaplains**

Priests from the various Orthodox churches in the area have volunteered to aid the College and the students. They will

- Help coordinate the liturgical life on campus
- Assist the President and the Dean of Students in Spiritual Formation of students
- Offer spiritual counsel, guidance and friendship to students, faculty and staff

## **STUDENT GROUPS/CAMPUS ACTIVITIES/OCF**

The College provides vital training for the future leaders of our community. Leaders will help address student concerns and promote student unity. Elected representatives of the students are the unified voice of the student body, acting on behalf of the students to promote unity, charity, understanding, and camaraderie amongst the students, while being the channel to voice the concerns of the students to the administration and faculty, with the purpose of entering into dialogue with them and finding a solution. The Leadership Team is always available to help students with concerns about their fellow students, faculty members, or staff.

Students who are on academic and/or disciplinary probation are not eligible to act as Student Leaders; therefore, all nominees for office must be cleared by the Dean of Students.

### **OCF (Orthodox Christian Fellowship)**

The OCF (Orthodox Christian Fellowship) is a national organization that promotes Orthodox Christian fellowship on college campuses. As the College is an Orthodox Christian college, our OCF chapter seeks to unite all of the Orthodox Students in the San Diego Area. OCF will meet often on the campus of the College or on other locations throughout North San Diego County in the evenings for dinner, discussion, presentations, and other activities.

### **FCA (Fellowship of Christian Athletes)**

The FCA (Fellowship of Christian Athletes) is a national organization that promotes Christian fellowship on college campuses. Its main purpose is to unite two passions: faith and

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athletics. Currently SKC host a FCA huddle on campus bi-weekly during the school year. The huddle consists of both athletes and coaches coming together (usually around food) to have a Bible study or devotion. FCA is an important aspect to the culture of our campus, as it is a place to come together, learn about God, and also walk through the various seasons of life together.

#### CONTACT INFORMATION AND IMPORTANT PHONE NUMBERS

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