

# MARIA

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COLLEGE

Maria College Student Handbook  
2019-2020

## STUDENT HANDBOOK DISCLAIMER

The 2019-2020 Student Handbook, and the policies contained herein, go into effect August 21, 2019

While every effort is made to provide accurate and current information, the College reserves the right to change, without notice, statements in the Student Handbook concerning rules, policies, fees, curricula, courses, calendar and other matters. The College's rules, policies, and other matters stated in this edition of the Student Handbook supersede all prior rules, policies, procedures, terms, conditions, guidelines, and services. In the event that a conflict exists between College policies and regulations and a student-generated document, the College policies, rules, guidelines, regulations, terms, and conditions shall govern. Maria College reserves the right to change the tuition, fees, rules, governing admission, granting of degrees, and any other regulations, rule, terms, conditions, policies, or guidelines that may affect students. Such changes take effect whenever Maria College authorities deem necessary. Maria College also reserves the right to exclude at any time students whose academic records are unsatisfactory or whose conduct is found to be detrimental to the College community.

## STUDENT RESPONSIBILITY

Each student at Maria College is responsible for reviewing, understanding, and abiding by the College's regulations, procedures, requirements, and deadlines as described in the College Catalog, Student Handbook, and Program Student Handbook(s).

The policies, procedures, and support services outlined in this document are applicable to all enrolled Maria College students, including those participating in distance learning programs.

## NON-DISCRIMINATION POLICY

Maria College does not discriminate on the basis of race, sex, color, national origin, creed, sexual orientation, or mental or physical disability in its programs, activities, or employment and is committed to providing equal opportunities. Information about the services, activities, and facilities accessible to the disabled may be obtained in the Office of Counseling and Accessibility Services in the Frank E. O'Brien Jr., Student Support Center. In accordance with the Education Amendments of 1972, 34 CFR Part 106, Maria College has designated a Title IX Coordinator and Deputy Title IX Coordinator to ensure compliance regarding sex/gender discrimination of any type.

(Revised August 21, 2019)

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A MESSAGE FROM THE SENIOR VICE PRESIDENT AND DEAN OF STUDENTS

Dear Students,

It is my great pleasure to present to you the 2019-2020 Student Handbook. This handbook contains important information related to your studies and your experience as a Maria College Student. You should take some time to familiarize yourself with the information contained here.



Maria College has been helping students for over 60 years to gain excellent degrees, which will lead to meaningful careers in service industries. We want you to be successful and to graduate fully equipped to begin or continue your professional life, or progress to graduate studies. Many wonderful opportunities are in front of you because of your learning and experience at Maria College.

The Department of Student Affairs located at the Frank E. O'Brien, Jr. Student Support Center consists of a team of highly dedicated and skilled professionals who are available to you. It is important that you visit the center and work with the staff to determine which services can help you be successful. Academic, personal, and spiritual supports are available as part of our mission commitment to education and formation of the whole person. The center is a one-stop-shop and can quickly direct you to on and off-site resources. There are many ways you can be involved in College life and we value your gifts and participation.

We want you to be happy and fulfilled during your time at Maria College. If we can help you in any way, please do not hesitate to reach out to us. We are waiting to hear from you and want to support you. Please email [studentaffairs@mariacollege.edu](mailto:studentaffairs@mariacollege.edu) to find out more.

Thank you for choosing Maria College. I wish you a successful semester.

Kind regards,

A handwritten signature in black ink, appearing to read "Victoria L. Battell".

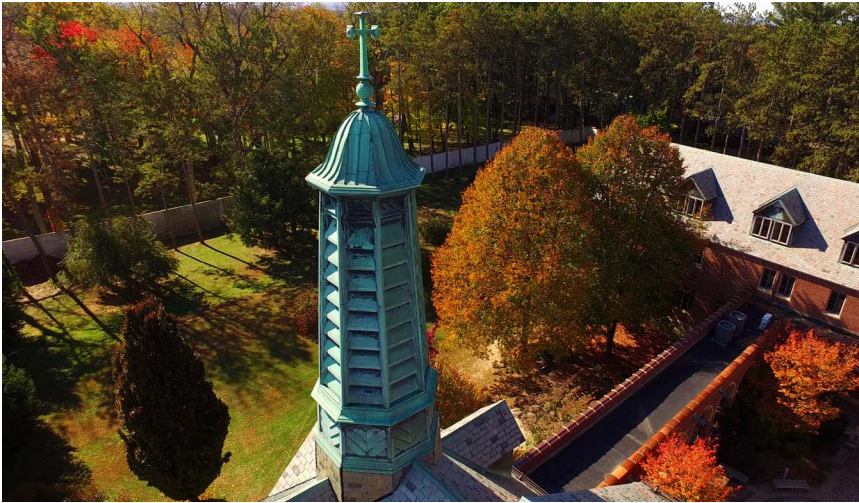
Dean Victoria L. Battell, RSM  
 Senior Vice President and Dean of Students

## SECTION I MARIA COLLEGE OVERVIEW

### MISSION & VALUES

#### María College Mission

María is a Catholic college sponsored by the Sisters of Mercy and animated by the Mercy charism. It provides career-relevant, opportunity education in the context of the Catholic Intellectual Tradition to all who can benefit from it. María is committed to outstanding and holistic student support services, financial sustainability and the purposive use of evidence to drive institutional renewal and student success. María seeks to foster graduates who recognize and respect the dignity of every human person and who will transform their knowledge and skill into caring and compassionate service to others.



#### María College's Core Values



SERVICE . SCHOLARSHIP . JUSTICE . HOSPITALITY . DIVERSITY

#### Mission Oriented Student Success 2016-2020

##### Strategic Initiatives

- Governance, Organizational Culture and Leadership
- Institutional Effectiveness: Planning, Data and Assessment
- Relevant Academic Programs
- Student Success
- Stewardship of Financial Resources

### EVOLUTION OF A COLLEGE

In 1958, the Religious Sisters of Mercy founded María as a Sister Formation and Liberal Arts college with a student body of 52. Today we serve approx. 800 students, men and women, who attend our day, evening and weekend classes, and are enrolled in our online course offerings. From its founding, the mission of the College has been to educate for service — service to the greater Capital Region and to the communities in which its graduates live and work. Although María was established to educate the Sisters of Mercy, the vision soon broadened with the College's first degree program with enrollment open to laywomen: Liberal Arts AA and General Studies AS. All degree programs were opened to coeducational enrollment in 1971.

At the heart of María College's mission is its conviction that the opportunity to learn should be made available to the serious student, and therefore María established innovative flexible scheduling formats. These formats serve those who want to learn — from recent high school graduates and those seeking to advance or change careers, to older students returning to school — and whose personal schedules or learning needs have excluded them from further education. In 1971, the College established an active Evening Division. In 1981, María created the first Weekend College in northeastern New York, with classes every other weekend. The Weekend College best serves the needs of a working student who must coordinate family and career responsibilities with educational opportunity.

CONFERENCE FOR MERCY HIGHER EDUCATION

Maria College is a member of an association of seventeen colleges (one college is an associate member), sponsored by the Conference for Mercy Higher Education. The Conference for Mercy Higher Education manage the sponsorship of the Colleges and Universities founded by the Sisters of Mercy of the Americas and animate the charism of Mercy through the ministry of Higher Education.

| INSTITUTION                          | LOCATION           | WEBSITE   |
|--------------------------------------|--------------------|---|
| Carlow University                    | Pittsburgh, PA     | <a href="http://www.carlow.edu/">http://www.carlow.edu/</a>               |
| College of Saint Mary                | Omaha, NE          | <a href="http://www.csm.edu/">http://www.csm.edu/</a>                     |
| Georgian Court University            | Lakewood, NJ       | <a href="https://georgian.edu/">https://georgian.edu/</a>                 |
| Gwynedd-Mercy College                | Gwynedd Valley, PA | <a href="https://www.gmrcy.edu">https://www.gmrcy.edu</a>                 |
| Maria College                        | Albany, NY         | <a href="https://mariacollege.edu/">https://mariacollege.edu/</a>         |
| Mercy College of Health Sciences     | De Moines, IA      | <a href="http://www.mchs.edu/">http://www.mchs.edu/</a>                   |
| Mercy College of Ohio                | Toledo, OH         | <a href="https://www.mercycollege.edu/">https://www.mercycollege.edu/</a> |
| Mercyhurst University                | Erie, PA           | <a href="http://www.mercyhurst.edu/">http://www.mercyhurst.edu/</a>       |
| Misericordia University              | Dallas, PA         | <a href="https://www.misericordia.edu/">https://www.misericordia.edu/</a> |
| Mount Aloysius College               | Cresson, PA        | <a href="https://www.mtaloy.edu/">https://www.mtaloy.edu/</a>             |
| Mount Mercy University               | Cedar Rapids, IA   | <a href="https://www.mtmercy.edu/">https://www.mtmercy.edu/</a>           |
| St. Joseph's College of Maine        | Standish, ME       | <a href="https://www.sjcme.edu/">https://www.sjcme.edu/</a>               |
| St. Xavier University                | Chicago, IL        | <a href="http://www.sxu.edu/">http://www.sxu.edu/</a>                     |
| Salve Regina University              | Newport, RI        | <a href="http://www.salve.edu/">http://www.salve.edu/</a>                 |
| Trocaire College                     | Buffalo, NY        | <a href="https://trocaire.edu/">https://trocaire.edu/</a>                 |
| University of Detroit Mercy          | Detroit, MC        | <a href="http://www.udmercy.edu/">http://www.udmercy.edu/</a>             |
| University of St. Joseph Connecticut | West Hartford, CT  | <a href="https://www.usj.edu/">https://www.usj.edu/</a>                   |

CAMPUS PHONE DIRECTORY

| OFFICE                       | PHONE        | LOCATION         |
|------------------------------|--------------|------------------|
| Accessibility Services       | 518-861-2508 | Mercy Hall       |
| Admissions                   | 518-861-2517 | Main Building    |
| Bursar's Office              | 518-861-2507 | Main Building    |
| Campus Security              | 518-376-0690 | McAuley Building |
| Campus Store                 | 518-861-2523 | Main Building    |
| Career Services              | 518-861-2505 | Mercy Hall       |
| Counseling Services          | 518-861-2508 | Marian Hall      |
| Financial Aid                | 518-861-2586 | Main Building    |
| Human Resources              | 518-861-2598 | Main Building    |
| Information Technology       | 518-861-2590 | Main Building    |
| Development                  | 518-861-2539 | Marian Hall      |
| Library                      | 518-861-2515 | Main Building    |
| Maria Market Food Pantry     | 518-861-2505 | Main Building    |
| Marketing and Communications | 518-861-2506 | Marian Hall      |
| Chief Mission Officer        | 518-861-2525 | Marian Hall      |
| Dean of Students             | 518-861-2525 | Marian Hall      |
| Dean of the College          | 518-861-2559 | Main Building    |
| Office of the President      | 518-861-2514 | Marian Hall      |
| Opportunity Programs         | 518-861-2576 | Mercy Hall       |
| Pastoral Care                | 518-861-2573 | McAuley Building |
| Registrar                    | 518-861-2527 | Main Building    |
| Student Support              | 518-861-2502 | Mercy Hall       |
| Title IX Coordinator         | 518-861-2505 | Mercy Hall       |
| Tutoring Center              | 518-861-2521 | Mercy Hall       |

CAMPUS MAP



COLLEGE OPERATING HOURS

During the academic year (fall and spring semesters), the College's operating hours are as follows.

Monday-Thursday: 8:00 am-9:30 pm  
 Friday: 8:00 am-4:30 pm

Weekend College (bi-weekly):

Saturday: 7:30 am-7:00 pm  
 Sunday: 7:30 am-7:00 pm

MARIA COLLEGE ACADEMIC CALENDAR  
 2019-2020

**Fall 2019 Semester:**

|  |                      |
|--|----------------------|
| All College Convocation and Faculty Convocation        | August 21, 2019      |
| WEEKEND first day of classes                           | August 24, 2019      |
| DAY & EVENING first day of classes                     | August 26, 2019      |
| Last Day to Add/Drop Day/Evening Classes               | August 30, 2019      |
| Labor Day – no classes, college closed                 | September 2, 2019    |
| Last Day to Add/Drop Weekend Classes                   | September 8, 2019    |
| Midterm Grades   | October 14, 2019     |
| Midterm Evaluations                                    | October 14, 2019     |
| Advisement begins for Spring Semester course selection | October 21, 2019     |
| Last Day to Withdraw from Day/Evening/Weekend classes  | November 1, 2019     |
| Registration begins for Spring Semester                | November 4, 2019     |
| Veterans Day – no classes, college closed              | November 11, 2019    |
| Classes resume   | November 12, 2019    |
| Thanksgiving Break - no classes, college closed        | November 27-29, 2019 |

**Final Exams:**

|                     |                       |
|---------------------|-----------------------|
| WEEKEND classes     | November 24, 2019     |
| DAY/EVENING classes | December 9 - 13, 2019 |

**Fall 2019 Weekend Schedule:**

| August | September | October | November | December              |
|--------|-----------|---------|----------|-----------------------|
| 24, 25 | 7, 8      | 5, 6    | 2, 3     | 7, 8**                |
| 21, 22 | 21, 22    | 19, 20  | 16, 17   | **snow makeup weekend |
| 23, 24 |           |         | 23, 24   | weekend               |

**Spring 2020 Semester:**

|   |                  |
|---|------------------|
| All College Convocation and Faculty Convocation             | January 8, 2020  |
| WEEKEND first day of classes                                | January 11, 2020 |
| DAY & EVENING first day of classes                          | January 13, 2020 |
| Last Day to Add/Drop Day/Evening Classes                    | January 17, 2020 |
| Martin Luther King Jr. Day – college closed                 | January 20, 2020 |
| Last Day to Add/Drop Weekend Classes                        | January 26, 2020 |
| Midterm Grades  | March 2, 2020    |
| Midterm Evaluations   | March 2, 2020    |
| Spring Break  | March 9-13, 2020 |
| Advisement begins for Summer/Fall Semester course selection | March 30, 2020   |
| Last Day to Withdraw from Day/Evening/Weekend classes       | March 30, 2020   |
| Holy Thursday - no classes, college closed                  | April 9, 2020    |
| Good Friday - no classes, college closed                    | April 10, 2020   |
| Registration begins for Summer/Fall Semesters               | April 13, 2020   |

**Final Exams:**

|                     |                 |
|---------------------|-----------------|
| WEEKEND classes     | April 19, 2020  |
| DAY/EVENING classes | May 4 - 9, 2020 |

**Spring 2020 Weekend Schedule:**

| January | February | March  | April                 |
|---------|----------|--------|-----------------------|
| 11, 12  | 8, 9     | 7, 8   | 4, 5                  |
| 25, 26  | 22, 23   | 21, 22 | 18, 19                |
|         |          |        | 25, 26 **             |
|         |          |        | **snow makeup weekend |

**COMMENCEMENT**

**May 17, 2020**

**3pm**

**Summer 2020 Semester:**

**Session I, 12 weeks:**

DAY & EVENING classes  
 Memorial Day - no classes, college closed  
 Independence Day (Observed) – no classes, college closed

May 18 – August 7, 2020  
 May 25, 2020  
 July 3, 2020

**Session II, 6 weeks:**

DAY & EVENING classes  
 Memorial Day - no classes, college closed

May 18 – June 26, 2020  
 May 25, 2020

**Session III, 6 weeks:**

DAY & EVENING classes  
 Independence Day (Observed) – no classes, college closed

June 29 – August 7, 2020  
 July 3, 2020

**Important Dates:**

Last Day to Add /Drop Session I classes  
 Last Day to Add /Drop Session II classes  
 Last Day to Add/Drop Session III classes

May 26, 2020  
 May 26, 2020  
 July 7, 2020

Last Day to Withdraw from Session I classes  
 Last Day to Withdraw from Session II classes  
 Last Day to Withdraw from Session III classes

July 10, 2020  
 June 8, 2020  
 July 17, 2020

**Summer 2020 Weekend Schedule:**

| May    | June   | July   | August |
|--------|--------|--------|--------|
| 2, 3   | 13, 14 | 11, 12 | 1, 2   |
| 9, 10  | 27, 28 | 25, 26 |        |
| 30, 31 |        |        |        |

**Important Dates:**

Last Day to Add/Drop Weekend classes  
 Last Day to Withdraw from Weekend classes

May 11, 2020  
 June 8, 2020

COMMUNITY DIRECTORY

| Healthcare Facilities               |  |                |
|-------------------------------------|--|----------------|
| Name                                | Address                                    | Phone Number   |
| St. Peter's Hospital                | 315 S. Manning Boulevard, Albany, NY 12208 | (518) 454-1318 |
| Albany Medical Center               | 43 New Scotland Avenue, Albany, NY 12208   | (518) 262-3125 |
| Ellis Hospital                      | 1101 Nott Street Schenectady, NY 12308     | (518) 243-4000 |
| Samaritan Hospital                  | 2215 Burdett Avenue, Troy, NY 12180        | (518) 271-3300 |
| Capital District Psychiatric Center | 45 New Scotland Avenue, Albany, NY 12208   | (518) 549-6500 |

| Houses of Worship       |   |                |
|-------------------------|---|----------------|
| Name                    | Address                                   | Phone Number   |
| Mater Christi           | 40 Collins Place, Albany, NY 12208        | (518) 438-7851 |
| Bethany Reformed Church | 760 New Scotland Avenue, Albany, NY 12208 | (518) 482-7998 |
| Temple Israel           | 600 New Scotland Avenue, Albany, NY 12208 | (518) 438-7851 |

| Eateries                    |   |                |
|-----------------------------|---|----------------|
| Name                        | Address                                   | Phone Number   |
| Nikos Cafe                  | 577 New Scotland Avenue, Albany, NY 12208 | (518) 453-9191 |
| Dunkin' Donuts              | 601 New Scotland Avenue, Albany, NY 12208 | (518) 482-3880 |
| Gold Key Chinese Restaurant | 579 New Scotland Avenue, Albany, NY 12208 | (518) 271-3300 |
| Ragonese Italian Imports    | 409 New Scotland Avenue, Albany, NY 12208 | (518) 482-2358 |
| Spinners Pizza              | 14 Picotte Drive, Albany, NY 12208        | (518) 482-7311 |

| Service Stations |   |                |
|------------------|---|----------------|
| Name             | Address                                   | Phone Number   |
| Lukoil           | 821 New Scotland Avenue, Albany, NY 12208 | (518) 489-8081 |
| Mobil            | 1075 Madison Avenue, Albany, NY 12208     | (518) 482-0266 |
| Sunoco           | 791 New Scotland Avenue, Albany, NY 12208 | (518) 458-7891 |
| Stewart's Shop   | 875 New Scotland Avenue, Albany, NY 12208 | (518) 482-9787 |

ACADEMIC AFFAIRS

**Anne S. Jung, PhD**  
 Vice President for Academic Affairs  
 Dean of the College  
 Main Building  
 518-861-2532  
 ajung@mariacollege.edu

The Vice President of Academic Affairs Office is responsible for the administration, quality, and integrity of all academic policies and procedures which are outlined in full in the 2019-2020 Academic Catalog.

## ACADEMIC ADVISING

### Laurie Gilmore

Director of Academic Advisement  
McAuley Building  
(518) 861-2518  
lgilmore@mariacollege.edu

Academic advisement is a continuous, interactive process between an advisor and a student which facilitates the development and achievement of the student's overall goals. All full-time faculty members serve as advisors. Each student is assigned a faculty advisor who will provide assistance on matters of course selection, program planning, and overall guidance from the initial orientation to the completion of degree requirements. Discussions between the student and the advisor should assist in exploring and clarifying educational, career, and life goals. Staff at the Student Support Center can also assist with this and direct students to appropriate resources. Students should consult with their advisor before making decisions that may affect academic progress and success. Together the advisor and the student are expected to maintain a mutually respectful and professional relationship as they review the student's progress toward the attainment of educational objectives. The advisee is expected to perform the following duties.

- Schedule appointments with his/her advisor and to keep them. If the advisee finds that it is not possible to keep the scheduled appointment, the advisee will notify the advisor before the appointed time.
- Understand program and college policies, procedures and requirements as listed in the catalog, student college handbook, student program handbook and accept the responsibility for fulfilling them.
- Be responsible for requesting transcripts to be sent to the Registrar's Office, in a timely manner, so that the advisor may assist the advisee in course selection based on transfer credits.
- Consult with the advisor on a regular basis for course selection, when in academic difficulty, prior to changing majors, prior to making changes in an approved schedule, prior to transferring to another college, or withdrawing from college. An advisor's approval is necessary to complete registration (by paper or online) and to add, drop or withdraw from a class.
- Take responsibility for decisions made. The advisee will seek assistance with the decisions to be made rather than expect the advisor to make the decisions.
- Follow through with appropriate action after the advising session in a timely manner.
- Clarify personal values and goals in advance of the advisement session. The advisee will come prepared having reviewed course selections/requirements and a list of alternatives.
- Complete advisor evaluation forms for the faculty evaluation process when requested to do so.

The academic advisor will advise the student on all matters related to his or her program of study and will aid the student in interpretation of policies whenever necessary. However, it is ultimately the student's responsibility to meet all stated requirements for the degree/certificate per the Maria College Catalog, as well as all program specific policies.

## ADMISSIONS

### John Ramoska

Director of Admissions  
(518) 861-2519  
admissions@mariacollege.edu

The Admissions Office assists **prospective** students who are looking to enroll at the College. Admissions counselors are assigned to advisees by geographic location and assist individuals with their application process. Admissions hosts a number of events each year, including open houses, accepted student dinners, and 'Instant Admit' days.

## LIBRARY

### Marissa Gitto

Director of Library Services  
Main Building  
(518) 861-2519  
library@mariacollege.edu

The library, located in the Main Building, consists of the Main Reading Room, the Stacks, and the Quiet Study Area. Staff members will assist students in locating materials. Photocopying and printing are available. Food or beverages are permitted. Library hours are posted on the bulletin board outside the Library and on the Library website, [mariacollege.libguides.com/library](http://mariacollege.libguides.com/library).

### Circulation

Books may be borrowed for one month. ID cards are necessary to borrow books, which are due back the week they are stamped. After one month, overdue notices are sent via e-mail from a librarian. A library hold will be put on students' records at the end of each semester for books that are overdue, lost or badly damaged.

### Interlibrary Loan

Students may use most of the libraries in the Capital District through interlibrary loan or "direct access." Using a "direct-access program card," which is available upon request, a student may borrow directly from other libraries. Otherwise, the Librarian will borrow the material for the student on interlibrary loan and have materials delivered to the college.

### Library Orientations

Library orientations may be requested by faculty for classes. Individual and/or small group orientations are given by appointment.

### Periodicals

Current newspapers and periodicals are on display in the periodical area at the rear of the Reading Room. They are filed alphabetically by title. All issues except the latest are stacked on shelves under the displayed issues. A list of periodical holdings and their locations, both in print and online, is available at the Reference Desk and on the library website. Periodicals do not circulate.

### Electronic Resources

Electronic resources are available both on and off campus through the Maria College Library homepage. Databases are located on the homepage. Pamphlets are available near the main door of the library, which give detailed lists of all currently held databases. To access databases off-campus, please contact the Library.

### Reserve Material

Required reading for a class is usually placed "on reserve" at the Circulation Desk. Unless the instructor specifies, this material does not circulate. A list of instructors with their reserve material is kept at the desk.

## PHI THETA KAPPA HONOR SOCIETY

### Barbara Ruslander

PTK Honor Society Advisor  
Main Building  
(518) 861-2516  
bruslander@mariacollege.edu

Established in 1918, Phi Theta Kappa's mission is to recognize academic achievement of college



students and to provide opportunities for them to grow as scholars and leaders. Phi Theta Kappa is the oldest, largest, and most prestigious honor society in higher education. It recognizes and encourages scholarship among part-time and full-time college students who possess a 3.5 GPA and have completed at least 12 credits that could be applied to an associate degree. The Society has grown to 1,285 chapters on college campuses in all 50 of the United States plus Canada, Germany, the Republic of Palau, Peru, the Republic of the Marshall Islands, the Federated States of Micronesia, the British Virgin Islands, the United Arab Emirates, and U.S. territorial possessions.

Maria chartered its chapter, Beta Rho Kappa, on January 20, 2009. Membership is exclusively by invitation only. Eligible students have traditionally been invited to join early in the fall semester, based on the GPA of the previous academic year, including summer semester in which students have taken courses. One-time dues are required to accept the invitation to membership. Phi Theta Kappa's International Membership fee is \$60. Members are also required to pay a one-time \$5 regional fee, and a \$15 local fee to the College. An annual Induction Ceremony is held later in the fall semester. To remain a member, a student must maintain a GPA of at least 3.33 must be earned. Any student whose GPA falls below the maintenance GPA has one semester in which to raise the GPA to prevent revocation of membership. Students who have been Phi Theta Kappa members at another college and were in good academic standing when they transferred to Maria College, can transfer their membership to Maria's chapter, paying only the \$15 local fee to the College. More information about the Society can be found at [www.ptk.org](http://www.ptk.org).

## REGISTRAR'S OFFICE

**Kari Bennett**  
Registrar  
Co-Chair MSCHE Self-Study  
Main Building  
(518) 861-2526  
[kbennett@mariacollege.edu](mailto:kbennett@mariacollege.edu)

The Registrar's Office at Maria College maintains the permanent academic records of all students. The office enables students to register for classes, make address and permanent record changes, provides final exam schedules, and maintains student grades. The office also provides resources and services, such as the schedule of classes, transcript requests, verification of enrollment and degrees, the release of official academic records, and degree clearance.

### Change of Status (COS)

Any student who wishes to change their academic major must complete and submit the Change of Status Form. The form requires approval from new major's department. Once approved, the change of major will be official. Some academic programs have additional requirements to complete the change of status form, particularly the Nursing Program.

The Change of Status (COS) form is found online or at the Registrar's Office. Please complete and return to the Registrar's Office.

### Change of Status Process for Nursing Students

Any student enrolled in the College who intends to change majors to the Associate's Degree in Nursing (ADN) or the Practical Nurse Certificate (PNC), must submit a Change of Status (COS) form with the Director of Academic Advising prior to the following dates:

- Certification in Practical Nursing (LPN): December 15, 2018
- Associate's Degree in Nursing (RN): March 1, 2019

### Fees for Copies of Records

Maria College will not charge for search and retrieval of the records; however, the College may charge for copy costs and postage.

### Transcripts

A student must fill out a request to have a transcript sent to another college in the Registrar's Office. This request form may also be obtained from [www.mariacollege.edu/academics/registrar](http://www.mariacollege.edu/academics/registrar).

### Student ID Cards

Maria College ID cards are required for all students and processed during Orientation or at the Registrar's Office and picked up from the Business Office. The cost to replace a lost or broken ID card is \$5.00. An ID card is necessary for borrowing Library books and gaining entry to student clinical facilities. The ID card is also necessary to gain entrance into the McAuley Building.

Pictures for ID cards are taken in the Registrar's Office. ID cards are available for pick-up in the Registrar's Office, 8:30 am-4:30 pm, Monday-Friday, and at the Security Station in the Main Building at the beginning of each semester.

### Student ID Pictures

All students will be required to take an identification picture for safety and security purposes. The ID picture will be available to faculty and advisors on the class roster, advisee listing, and student contact information through web services. According to the FERPA Policy of Maria College, the student ID picture is considered directory information.

## BURSAR'S OFFICE

**Larissa Babbie**  
Bursar  
Main Building  
(518) 861-2507  
[lbabbie@mariacollege.edu](mailto:lbabbie@mariacollege.edu)

### Student Bill Payment

Registering for courses means you are obligated to pay the tuition & fees associated with those courses. Failing to pay your student account as scheduled will result in a hold on your account that prevents you from registering for courses the next semester, requesting a copy of your transcript, or receiving your diploma until your late amount is paid in full. If you are struggling to make payments as scheduled, we encourage you to contact the Office of the Bursar to discuss the options available to you.

### Nelnet Payment Plans

Initial set-up fee . . . . . \$25  
Payment terms. . . . . Up to 5 monthly payments per semester (depending on your individual plan), payable on either the 5th or the 20th of the month (your choice)  
Interest rate . . . . . No interest charged

The steps for setting up a payment plan agreement through Nelnet are as follows:

1. Log onto: <http://www.mariacollege.edu/> and click on MyMaria (top of the page)
2. Click on View Details in the My Finances box
3. Click on Make a Payment (yellow tab)

If you have not logged into the portal previously, it will ask you to review your contact information and add a phone number to set up your account.

Once in the Nelnet portal, you will see your current balance, the option to make a payment or set up a payment plan. The Nelnet portal is also where you can see your current balance, view/print your billing statement and set up direct deposit as is required for all student refunds.

This will bring you to the payment site. From here you will be able see your balance and set up a payment plan through Nelnet's system. Your monthly payment amount may be adjusted if you incur additional charges, such as textbook rentals, late fees, or other charges. Students on payment plans remain subject to other financial policies of Maria College, including late fees and refund policies. You can stop participating in the Payment Plan program at any time by submitting a written request to the Office of the Bursar along with full payment for any amount remaining on your student account. Maria College reserves the right to not offer the Payment Plan program to any student who has previously failed to make payments according to their agreed upon payment schedule or had their student

account balance assigned to a debt collector.

If you have any additional questions or concerns about your financial obligations, please contact the Student Financial Services Office by email at [SFS@mariacollege.edu](mailto:SFS@mariacollege.edu) or by phone at (518) 861-2586.

### Late Payments

Failing to pay your student account as scheduled may result in Maria College charging you late fees and placing a hold on your student account. If your student account becomes past due, you will be charged a late fee until the late amount owed is paid in full. For students with a past due balance of \$1650 or less, the late fee is \$25. For students with a past due balance greater than \$1,650, the late fee is an amount equal to 1.5% of the balance owed. In addition to a late fee, students with past due accounts will not be eligible to register for classes, request copies of their transcript, or receive their diploma until the late amount owed is paid in full. If you are struggling to make payments as scheduled, we encourage you to contact the Office of the Bursar to discuss the options available to you. For students who receive federal financial aid and owe a balance on their student account, Maria College is authorized to apply up to \$200 of current semester funds towards a student's unpaid balance for tuition and fees for the prior semester. Students who wish to apply a greater amount of current semester funds towards an existing unpaid balance must visit or contact the Office of the Bursar to discuss their options.

## BUSINESS OFFICE

### Joel Nudi, MBA, PMP

Vice President for Finance and Administration  
Main Building  
(518) 861-2558  
[jnudi@mariacollege.edu](mailto:jnudi@mariacollege.edu)

### Lost and Found

All found items should be brought to the Business Office. Items are held for 30 days. Items not claimed will be disposed of routinely.

Lost and Found items are also collected in the Frank E. O'Brien Jr. Student Support Center. Please see the Student Support Center Coordinator if you wish to deliver or are looking for an item. Items not claimed will be disposed of routinely.

### Campus Café

Need a place to relax, grab a bite to eat, or get together with others before, after or between classes? Try the automated Prestige vending service located on the first floor of the Main Building. Prestige offers sandwiches, soups, salads, yogurt, popcorn, chips and candy, and a variety of drinks, including hot coffee, tea, and bottled cold beverages. There is a lounge with TV and an internet alcove where you can check your e-mail or catch up on a class assignment. The café also has a microwave should you prefer to heat your dish from home. The lounge is open all hours of the academic schedule.

### Transportation and Parking

Maria Students who plan on parking their car on campus are required to obtain an annual parking hangtag. These are available from Campus Security in the McAuley Building. In order to receive your tag, you will need to present your current Student ID.

Regulations for parking at Maria are as follows:

- The speed limit on campus is 5 mph.
- A permit is required for all vehicles parking on Maria College Campus. Permits are valid from September 1 through August 31 (academic year).
- Maria College is not responsible for any loss or damage that may occur.
- A permit does not guarantee a parking space.
- Every vehicle must properly display its parking hangtag.
- The permit is assigned to a student. Each driver/vehicle needs her/his own permit.
- Parking permits are replaced if lost or stolen at a cost of \$30.00 plus tax.

• Authorized parking spaces are the following:

- Parking lot between the Main Building and Marian Hall
- Parking lot behind Main Building
- Parking lot at Bethany Church (one block west of campus)

- Parking is not allowed in spaces specifically identified, such as Visitors, Handicap, Faculty, Marian Hall Circle, on the Lawn, Sisters of Mercy, or in areas that create hazardous conditions for other motorists or pedestrians. Every ticket issued carries a \$10.00 fine payable at the Business Office.
- Any vehicle without a visible hangtag will be subject to an additional fee of \$7.00.
- Vehicles are not permitted on campus overnight or on weekends that the College is not open.

### Public Transportation

Maria College has partnered with the Capital District Transit Authority (CDTA) to provide free bus transportation for our students. Over 60 bus routes are included in this partnership, and the area served includes Albany, Troy, and Schenectady, Rensselaer, and Saratoga counties. To ride the CDTA buses for free you will need to be able to swipe your current student ID when you board the bus, so make sure you keep your current student ID handy. A complete listing of CDTA schedules and routes is available on their website at [www.cdta.org](http://www.cdta.org).

## CAMPUS STORE

### Mary Riker

Campus Store Manager  
Main Building  
(518) 861-2523  
[mriker@mariacollege.edu](mailto:mriker@mariacollege.edu)

Maria College operates its own campus store. This translates into more savings and more variety for Maria students and alumni. Books and supplies for all Maria courses (including what is required for nursing students) are stocked and available. For personal shopping and gift giving, the Campus Store sells clothing, jewelry, diploma frames, infant clothes, stuffed animals, and a wide assortment of Maria College gift items.

The Campus Store does not have a student charge account service. Cash, check and major credit cards are all acceptable forms of payment. There is a \$25.00 fee for all returned checks.

### Purchasing and Renting Textbooks

New and used books are sold in the Campus Store. Students also have the option of renting text books from the Campus Store at a lower rate than purchasing.

### Return Policy

Clothing items are returnable or can be exchanged for a different size. A receipt must accompany all returns. Refunds will be issued two weeks after the item is returned to the Campus Store. Text books purchased each academic semester are returnable after the first two weeks of the semester. All books must be in the same condition as purchased AND accompanied by a receipt. If a book was purchased in shrink wrap, it is only returnable if it is still in shrink wrap.

### Textbook Vouchers

Bookstore vouchers are available by request for students who have financial aid awards pending, are registered for classes and have excess funds available after paying tuition and fees.

### Eligibility

- Students must be matriculated and registered in the term in which a book voucher is requested.
- Students must have completed all required documents requested by the Financial Aid Office including a Master Promissory Note and Entrance Counseling (if needed).

- Student must have no outstanding prior balance with Maria College.
- Students must have Title IV, state, institutional aid, scholarships and/or certified loans that exceed their institutional changes.

### How to Apply

- Students are eligible to apply for one (1) book voucher per term. The maximum amount is \$1,000.00 per term.\*
- Confirm through the Business Office that you meet the eligibility requirements.
- Bookstore vouchers should be requested two weeks prior to the commencement of classes through two weeks into the enrolled term.
- Complete and submit the Book Voucher Request Form to the Business Office.

\*Limits can be extended at the discretion of the Chief Financial Officer, or designee, for extenuating circumstances.

### Purchasing Books and Supplies

- Students are eligible to make book purchases after approval and signature from the Business Office.
- Students may only purchase textbooks, paper supplies, and required coursework materials, such as software, scrubs, lab/art supplies, calculators, and backpacks, that are needed for their own courses. Other bookstore purchases are not permitted.

### Additional Information

After reconciliation, any unused portion of the book voucher will be refunded to the student as part of the college's regularly scheduled disbursement process.

If a student's financial aid eligible decreases or is lost due to a course schedule change, a withdrawal, or for any other reason, the bookstore voucher charges will become the responsibility of the student. The financial responsible by the student will vary based upon multiple factors, including: financial aid eligibility, if a refund had been provided, and the actual amount of the book voucher.

## FINANCIAL AID

### Karen Conrad

Director of Financial Aid  
Main Building  
(518) 861-2586  
finaid@mariacollege.edu

Maria College disseminates financial aid information through an electronic process. Using *MyMaria*, students can regularly check on the status of their financial aid and view and submit their award letter. By clicking on the various tabs at the top of the page, students can obtain valuable information concerning required documents, direct loans history, and scholarship opportunities.

Click on the Accept My Awards tab to review and submit your financial aid award letter to the Office of Financial Aid. The financial aid award letter will indicate the types and amount of financial aid offered to the student. To determine if additional information or documents are necessary to process your financial aid, check the To Do tab on *MyMaria*. It is important to check your To Do list regularly to avoid delays in processing your financial aid. Review the My Messages tab for an explanation of documents requested as well as important financial aid announcements.

While most students can expect to be notified of their financial aid award within two weeks of Maria College receiving your Free Application for Federal Student Aid (FAFSA) form, students who complete their FAFSA after July 30 or have to submit additional documentation should not expect to have their financial aid finalized by the beginning of the semester. Installment payments can be arranged through the Business Office.

If a student has any questions about financial aid or the FAFSA, contact the Office of Financial Aid at (518) 861-2586 or by email at [finaid@mariacollege.edu](mailto:finaid@mariacollege.edu).

### Funding Your Education

This section provides a brief listing of a few of programs that might be included in your financial aid package to assist you in financing your education. To be awarded funds from any program, you must meet the eligibility requirements. You are encouraged to apply early as funding is limited in some programs and it does run out. A more complete list of funding options can be found on our Financial Aid Programs page.

### Scholarships

Maria offers various endowed scholarships based on financial need and/or academic achievement. To apply for any of these scholarships, please complete and submit the scholarship application by June 1. The application, list of scholarships, and requirements can be found online or at the Office of Financial Aid. You will be required to complete your FAFSA for the 2019-2020 academic year.

### Loans

There are different student loans to assist in financing your education. The most common loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is commonly the U.S. Department of Education, though most of the contact will be with Maria College and your loan servicer. More information on loans can be found in the Office of Financial Aid.

### Work Study

Federal Work-Study (FWS) provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Students are paid an hourly rate no less than the current federal minimum wage. Employment is available in various campus departments or in a community service agency. Student working opportunities and hours will depend on the need for services. Please inquire with the Office of Financial Aid for your eligibility.

## INFORMATION TECHNOLOGY

### Robin DeLorenzo

Director of Information Technology  
Main Building  
(518) 861-2513  
[ithelpdesk@mariacollege.edu](mailto:ithelpdesk@mariacollege.edu)

### On-Campus Computing

Computers for student use are available in the Library, Frank E. O'Brien Jr. Student Support Center, and, when available, in open computer labs. All computers are Windows based and run Windows 10. All computers run Office 2016 Professional, Office 365, and special college related software that is required for specific classes or areas.

### Personal Devices

Students can bring their own laptop, tablet, or smart phone—Maria College supports campus-wide wireless internet access for your devices. You may download and install a free copy of Office 365 for either Windows or MACS. All college web services (courses, advising, schedules, registration, grades, financial, campus news, campus resources (such as forms and help desk) and more will run on any laptop, tablet, or phone. Students are able to run the latest versions of Internet Explorer, Apple Safari, Firefox, or Chrome.

All computers must have anti-virus software installed, up-to-date, and running. Users of computers that do not run anti-virus software, may find incoming and outgoing emails and web connections will be blocked by college security devices.

We also offer limited support for your own personal laptop, tablet, or phone. We will show you how to work and download our supported software and connect to our network.

### **Network Password**

The wireless network is password protected and you will need to enter in the password to connect to MariaNet. After the wireless enabled device detects MariaNet, you will be prompted to enter a password. The password to gain access to MariaNet will be provided at orientation.

### **College Email, Calendar, and Other Services**

You must use the email account assigned to you by the college. All college-related matters will be sent to that address. A great deal of email, especially email related to registration, grades, and alerts from the registrar and finance office are automated and will only go to the college email address.

Students can manage their email via other accounts, please be aware that the College's security system may block an unknown address but will always allow emails from mariacollege.edu.

### **MyMaria Student Portal**

MyMaria is the private website for students, faculty, and staff. With a single login, you will receive a personalized homepage that is private and secure and allows you to see and interact with the following:

- Alerts: messages from places like the business office, the registrar, and financial aid you need to address
- A link to your Inbox to access new email and write new messages
- Blackboard Learning Management system
- My Schedule: a link that lets you search for classes, instructors, and grades
- My Grades: a link to your current grades and a copy of your unofficial transcript
- Events: a link to Campus Events
- My Finances: a link to your current financial reports
- Course Search: a link to search the entire college catalog
- Help Desk: a link to send a request to Information Technology for computer support and the ability to track the status of your request

In using the campus computer system, including but not limited to the internet network, MyMaria website, and email communications system, all students are required to conform to the Computer Use Policy: <https://mariacollege.edu/about-maria/policies-procedures/computer-use-policy>.

Students seeking assistance on utilizing the IT resources listed above, should visit the Student Support Center.

## **MARKETING AND COMMUNICATIONS**

### **Paul McAvoy**

Associate Vice President of Advancement  
Marian Hall  
(518) 861-2539  
[communications@mariacollege.edu](mailto:communications@mariacollege.edu)

The Office of Marketing and Communications delivers timely and relevant information to the Maria community, key stakeholders, and strategic partners. It also manages recruiting and institutional marketing, all public relations and communication functions, and serves as the steward for the brand to protect and advance the College's mission and reputation. Marketing and Communications creates content and maintains the Maria College website. Market research is conducted to ensure relevance in messaging strategies and brand narrative. As part of the marketing mix, advertising is created for

internal and external publications integrating the mission and informing the communication strategy to ensure engagement with target audiences. "Maria Stories" are published on how students are living the Mercy mission. Students are encouraged to send news, stories, and photos to [communication@mariacollege.edu](mailto:communication@mariacollege.edu)

### **Maria Blog**

The Maria Blog is designed to convey short snippets of interesting Maria College facts, figures, and lore. Blog categories include academic programs, campus facilities, events, mission & values, student life, service to others and many more. Readers are encouraged to comment and provide feedback and input. Each blogger has a unique profile and story to tell. If you would like to blog for the College, please email [communication@mariacollege.edu](mailto:communication@mariacollege.edu).

### **Monday Minutes**

The College's Monday Minutes is a weekly eNews update designed to keep the Maria Community current on all of the wonderful activities; off and on the campus. All students' accounts are a part of the distribution list for Monday Minutes.

Students are encouraged to check their spam folders if Monday Minutes are not received on Monday mornings. If messages are being sent to the spam folder, students are instructed to add [communication@mariacollege.edu](mailto:communication@mariacollege.edu) to their email address book. If you are still not receiving, please inform the Marcom team: [communication@mariacollege.edu](mailto:communication@mariacollege.edu).

Students that wish to submit news/events for the Monday Minutes, are encouraged to email [communication@mariacollege.edu](mailto:communication@mariacollege.edu) by the end of the day on Wednesday the week prior.

### **Maria College Social Media**

Instagram: @MariaCollege  
Facebook: @MariaCollegeAlbany  
Twitter: @MariaCollege

It is important to note that students who utilize social media are expected to represent Maria College in a fair and professional manner. Violations of the Student Code of Conduct, bringing the name of the College into disrepute, including engaging in conduct that reflects poorly on the College and/or making false statements or false allegations about the College, College officials, or College community. To read the policy in full, visit page 70.

## **COMMUNICATIONS POLICY**

Maria College's Office of Marketing and Communications is responsible for telling the college's story and upholding its image and reputation, as expressed in the Maria mission, values and goals. Responsibilities include the coordination and management of editorial content for media relations and marketing communication material to achieve goals in brand positioning and reputation, enrollment, donor development and stewardship, student and alumni engagement. The Communications Policy may be found on the College's website at <http://www.mariacollege.edu/marketing-and-communication>.

Campus Security at Maria College works with students, faculty, and staff to ensure their security throughout the campus. The College employs uniformed guards through a private security service. The guards work closely with the Albany Police Department.

In order to support emergency services on and around the Maria College campus, the College relies upon a strong working relationship with not only the Albany Police Department, but also the Albany Fire Department. The College also calls on the services provided by local first responders and the Capital District Psychiatric Center's Mobile Crisis team.

## DEPARTMENT OF STUDENT AFFAIRS

The Department of Student Affairs provides holistic, accessible support tailored for students' academic, spiritual, and personal development. In the spirit of mercy, Students Affairs offers an inclusive and welcoming environment, where individuals are met with compassion and supported in achieving their potential to transform learned skills into caring service.

All students, including those participating in distance learning coursework, are encouraged to utilize the services outlined in this section.

Services located in the Frank E. O'Brien, Jr. Student Support Center (Mercy Hall):

- Mary Beth O'Brien Tutoring Center: ESL Support, Online Learning Support, Peer Tutoring, Professional Tutoring, Textbook Library
- Donald S. Rubin Student Support Suite: Career Services, Health and Wellness, Student Council, Student Support and Opportunity Programs
- The Callaghan Room is Maria's designated alternate testing room
- The Doyle Room is a private meeting space
- The Frances Warde Room houses the Writing and Communications Center
- Office of the Associate Dean of Students and Title IX Coordinator
- Office of the Assistant Dean of Students
- Accessibility Services Office

Services located in McAuley Building:

- Andrea Lewis Siek Memorial Chapel
- Veterans Resource Room

Services located in Main Building:

- Fitness Center
- Maria Market Food Pantry

Services located in Marian Hall:

- Office of the Dean of Students
- Counseling Services
- Pastoral Care

## OFFICE OF THE DEAN OF STUDENTS

### **Victoria Battell, RSM**

Dean of Students  
Marian Hall  
(518) 861-2525  
vbattell@mariacollege.edu

### **Andrew Ledoux**

Associate Dean of Students  
Mercy Hall  
(518) 861-2505  
dledoux@mariacollege.edu

### **Jonathan Coller-Takahashi**

Assistant Dean of Students  
Mercy Hall  
(518) 861-2502  
jcoller@mariacollege.edu

## Health and Wellness

Maria is committed to promoting the physical, interpersonal, and emotional wellness of our students. Throughout the year a multitude of programs and resources are offered to assist students in functioning optimally within all aspects of their lives.

The Fitness Center, located in the basement of the Main Building, is equipped with professional grade exercise equipment; open for use at all times. Exercise classes are held throughout the academic year by certified personal trainers.

Students must fill out the sign-in sheet and waiver form, located on the front desk of the Fitness Center, before utilization.

## Maria Cares Emergency Fund

The Maria Cares Student Emergency Fund was established through contributions from faculty and staff to assist Maria College students who encounter unforeseen financial emergency that would prevent them from continuing their education at Maria. These funds are not intended to be used for routine expenses or as a supplement to educational funding sources. Requests must be urgent in nature. Students may apply for funds when they have exhausted all other resources. Funds do not need to be repaid.

The number of students who can be served by the Student Emergency Fund is subject to the availability of funds. Generally, a maximum of two awards will be made to any one student during all combined enrollments at the College. The fund must be sustained by continual contributions from alumni, parents, faculty, students, staff and friends of the College. The Student Emergency Fund is a college-wide initiative and coordinated as a joint venture among the Department of Student Affairs and the Department of Institutional Advancement.

Students can access the application under the 'Mission' tab in MyMaria or in person in the Student Support Center. For assistance completing the application, students can visit a staff member from the Department of Student Affairs.

## Maria Market Food Pantry

Maria Market, the College's Food Pantry, is a provision for members of the campus community experiencing food insecurity and financial hardship. Located in the basement of the Main Building, the pantry is stocked with personal hygiene and food items. This a confidential service that offers short-term assistance and is accessible to anybody who may benefit.

All are welcome to participate in donation drives or drop off items for the Pantry in a number of designated locations on campus.

There is also a grab-and-go station for those who are looking for a light meal. An intake form, located on the table in the pantry, must be filled out during each visit. Individuals can indicate on the form suggested items to be stocked, and the College will do its best to accommodate reasonable requests.

Hours vary by semester and are posted on its door and in the College's Monday Minutes. Individuals can also access Maria Market by visiting the Frank E. O'Brien Jr. Student Support Center. Each staff member can grant access to the space.

## New Student Orientation

New Student Orientation is a required event for all new students. Students who attend orientation register for classes and connect with various personnel on campus, including academic advisors, Admissions counselors, the Bookstore, Financial Aid, Information Technology, Student Affairs, and the Registrar's Office.

## Student Council

Student Council, Maria's student government, is a platform for students to represent the student body. This group hosts programs and activities to support and engage their peers and participates in College Council meetings.

Members of the Student Council are to be in good academic standing and are required to have completed at least one semester with Maria College.

Student Council is considered an extracurricular activity that is regulated by the same academic, fiscal, and administrative principles that govern all other programs.

Interested in starting a club on campus or getting involved? Contact [studentaffairs@mariacollege.edu](mailto:studentaffairs@mariacollege.edu) with ideas.

### **Veteran Services**

Maria College strives to provide its student service members and their dependents and veterans the support needed to succeed in attaining academic and professional goals. Service members and veterans are encouraged to take advantage of academic advisement, career counseling, financial aid counseling, peer tutoring, and a designated quiet space, located in the McAuley Building.

Students seeking information about educational financial benefits are encouraged to connect with the Office of Financial Aid. Students seeking information about the Veterans Resource Room and academic support services are encouraged to contact [studentsupport@mariacollege.edu](mailto:studentsupport@mariacollege.edu).

## ACCESSIBILITY SERVICES

### **Jonathan Collier-Takahashi**

Director of Student Support and Opportunity Programs and Assistant Dean of Students  
Mercy Hall  
(518) 861-2502  
[accessibilityservices@mariacollege.edu](mailto:accessibilityservices@mariacollege.edu)

Accessibility Services promote the development of an inclusive and welcoming environment by ensuring that all eligible students with disabilities are given equal access to accommodations and resources. Recognizing that each individual has unique needs, the staff of the Accessibilities Services office promote academic success and ensure students' personal empowerment and professional advancement.

Higher education institutions adhere to different disability laws than high schools. At the college level, accommodations are only provided when the student has self-identified as having a functional impairment that substantially limits major life functioning. Students attending high school are protected by IDEA (Individuals with Disabilities Education Act), which allows schools to make curricular changes for students with disabilities. At the college level, all students with disabilities must be "otherwise qualified"; therefore, they are required to meet the academic and technical skills for their respective program. It is important that all students understand that Maria College will not modify exams or curriculum. The standards for grading are determined by the instructor. The Americans with Disabilities Act and Amendments governs the decisions pertaining to accommodations for disabilities at Maria College.

### **Registering with Accessibility Services**

Students who wish to receive accommodations at Maria College must register by meeting with the Director of Counseling and Accessibility Services. Students will be required to undergo the intake process and must provide the appropriate documentation. All information and forms are located on MyMaria, the College website, and in the Student Support Center. First time and returning students can receive accommodations by registering at <https://mariacollege.edu/student-support/academic-support/accessibility-services>. Once your registration is received a staff member will contact you to make an appointment.

### **Arranging Accommodations**

Once students have completed the registration process, they are responsible for working collaboratively with the Student Affairs' Accessibility Services office, located in Mercy Hall, to coordinate their accommodations (i.e., delivering the Accommodation Verification Letter to instructors, submitting forms for exam accommodations, etc.).

### **Confidentiality**

Information regarding a student's disability is considered confidential. The students are responsible for sharing this information with administrators. As individual circumstances present information can be shared on a 'need to know' basis with school administrators. That includes administrators, faculty, and staff who have access to disability related information, only in so far as it affects their functioning in their respective areas of responsibilities.

### **Reasonable Academic Accommodations**

Disabilities vary on how they impact a person's major life functions. Due to the varying differences in disabilities, the program can only provide academic accommodations based on the history of the disability, reported limitations, and/or respective documentation from a qualified professional. There must always be a correlation between the impact of the disability and the requested accommodation. Accommodations are adjustments, changes or alterations to a program, service, activity or policy, in order to permit equal access.

Please note that personal services, such as content specific tutoring, personal aides, or assistance in bathing, grooming, food preparation, housekeeping, and assistance ambulating are not deemed reasonable accommodations. Additionally, individually prescribed devices, such as hearing aids, glasses, braces, wheelchairs, and other mobility devices are to be purchased by the student.

### **Returning Students**

Students must register for accommodations at the start of each new semester by contacting the Director of Counseling and Accessibility Services. A student must give accommodation letters to their instructors at the beginning of each semester. Photo copies of previous accommodation letters are insufficient. Maria College faculty are not required to provide a student with accommodations unless the student has provided an appropriately dated accommodation letter. Once a student has contacted the Accessibility Services Coordinator, the student can pick up the accommodation letters at the Accessibility Services office in the Student Support Center one week after the request is submitted.

### **Testing**

The Callaghan Room, located in Mercy Hall, is Maria College's designated alternative testing space for students that utilize academic accommodations. Students are required to register online with Accessibility Services and meet with the Director of Counseling and Accessibility Services to arrange scheduling and use of the space. Once registered, the students will go online to register for each test. All students who utilize the Callaghan Room are required to adhere to the Testing Room protocol.

## CAREER SERVICES

### **Andrew Ledoux**

Associate Vice President for Student Affairs, Associate Dean of Students, Title IX Coordinator  
Mercy Hall  
(518) 861-2505  
[dledoux@mariacollege.edu](mailto:dledoux@mariacollege.edu)  
[careerservices@mariacollege.edu](mailto:careerservices@mariacollege.edu)

The Department of Student Affairs offers career services to all students and alumni. Members of Student Affairs will assist students with the job search process, the development of application materials, and mock interviewing. Hiring managers and human resource personnel from a variety of employers in the Capital Region, and beyond, visit campus on a regular basis to connect with students and alumni.

Each student is registered to the free employment database, College Central Network.

### *College Central Network (CCN)*

College Central Network is the College's source for jobs, internships and connecting with the local community. Each student is provided with access and an account to CCN upon the start of each semester. To maximize opportunities and search for jobs, each student must complete the following to finish the registration process:

- Visit to [www.collegecentral.com/mariacollege](http://www.collegecentral.com/mariacollege)
- Click on Students icon
- Click on the Sign In button
- Click "Forgot your Password"
- Enter Student ID (Maria College Student ID is the Access ID)
- Enter Maria College email
- Click Find Registration button
- Enter a password and click "Submit"

## COUNSELING SERVICES

### Jonathan Collier-Takahashi

Director of Student Support and Opportunity Programs and Assistant Dean of Students  
 Mercy Hall  
 (518) 861-2502  
[accessibilityservices@mariacollege.edu](mailto:accessibilityservices@mariacollege.edu)

Counseling Services supports the overall wellness of students by providing access to free and confidential mental health counseling. Our counselors provide individual and campus-wide educational and referral services for mental health care. Individuals using this service will be met with compassion, promoting dignity and respect for all in a non-judgmental manner.

The College's mental health counselor provides short-term crisis counseling to students experiencing barriers to their academic success. Students can schedule an appointment with the counselor using the online form located at <https://mariacollege.edu/student-support/personal-support/counseling-center> or schedule a time to meet in person. In certain circumstances, students may be referred for mental health counseling to an external community service. All information shared with the College's mental health counselor will be kept strictly confidential and does not become a part of the student's education record.

Counseling hours are listed on door of the counseling office in Marian Hall 108 and on the Counseling Services webpage at <https://mariacollege.edu/student-support/personal-support/counseling-center>.

In the event of a Mental Health emergency, DIAL 911 or call any of the following resources, 24/7:

| Name of Facility                                | Contact Number |
|---|----------------|
| Albany Medical Center Emergency Room            | 518-262-3131   |
| Albany County Adult Mobile Crisis Team          | 518-549-6500   |
| Capital District Psychiatric Center Crisis Unit | 518-549-6500   |
| Crisis Call Center (National)                   | 775-784-8090   |
| Ellis Hospital Emergency Room                   | 518-243-4121   |
| Four Winds (Psychiatric) Hospital Saratoga      | 518-584-3600   |
| Samaritan Hospital Emergency Room               | 518-271-3424   |

| Name of Facility     | Contact Number |
|----------------------|----------------|
| St. Peter's Hospital | 518-525-1550   |

Contact information, by category, for specific needs listed below:

| Service Category         | Organization(s)                         | Address                                  | Phone        |
|--------------------------|---|--|--------------|
| <b>Addictions</b>        | Addictions Care Center of Albany        | 90 McCarty Avenue<br>Albany, NY 12202    | 518-465-5470 |
|                          | Hudson-Mohawk-Berkshire                 |  |              |
| <b>Crime Victims</b>     | Albany County Crime Victims             | 112 State Street #1100<br>Albany, NY     | 518-447-5500 |
| <b>Domestic Violence</b> | Equinox Domestic Violence Services      | 95 Central Avenue<br>Albany, NY 12206    | 518-432-4980 |
|                          | Unity House                             | 2431 6th Avenue<br>Troy NY 12180         | 518-274-7519 |
| <b>Food Insecurity</b>   | Food Pantries for the Capital           | 32 Essex Street<br>Albany, NY 12206      | 518-458-1167 |
| <b>Homelessness</b>      | Homeless and Traveler's Aid Society     | 138 Central Avenue<br>Albany, NY 12206   | 518-463-2124 |
|                          | Interfaith Partnership For the homeless | 176 Sheridan Avenue,<br>Albany, NY 12210 | 518-434-8021 |

For information regarding the College's Leave of Absence Policy, refer to the Academic Catalog. Information pertaining to Involuntary Medical Leave can be found on page 59 of this handbook.

## OPPORTUNITY PROGRAMS

### Jonathan Collier-Takahashi

Director of Student Support and Opportunity Programs and Assistant Dean of Students  
 Mercy Hall  
 (518) 861-2502  
[accessibilityservices@mariacollege.edu](mailto:accessibilityservices@mariacollege.edu)

### Holistic Student Support

Mare College's three Opportunity Programs (HEOP, HOPE and the Renaissance Scholars Program) enroll qualifying students, advised by Student Support and Opportunity Programs staff. Each program offers enrolled students personal, professional and financial support as they work toward the completion of their academic program. Student Support and Opportunity Programs staff work one-on-one with faculty and staff to ensure that the achieve and maintain academic excellence so they may go on to contribute to both the local and global community in their professional careers an personal lives.

Students enrolled in any of the three opportunity programs indicated below are expected to take full advantage of the academic support services in place for them. Through regular meetings with Student Support and Opportunity Programs advisors, individuals are required to complete success plans and establish academic, personal and professional goals

### The Arthur O. Eve Higher Education Opportunity Program (HEOP)

HEOP, in partnership with the New York State Education Department, is designed to enroll first-time, full-time college students who meet specific academic and financial qualifications and might not otherwise be accepted into a college degree program. For more information on these enrollment

requirements, visit the Opportunity Programs web page at <https://mariacollege.edu/student-support/academic-support/opportunity-programs>.

## HOPE

HOPE, the College's institutionally funded program, is designed to assist students who meet specific academic qualifications and face significant personal, academic and financial challenges that negatively impact their chances for academic success. Comparable to HEOP, this program is designed to holistically support the most academically vulnerable students as they progress through their programs of study. For more information regarding enrollment requirements, please visit the Opportunity Programs webpage at <https://mariacollege.edu/student-support/academic-support/opportunity-programs>.

## Renaissance Scholars Nursing and Healthcare Program

The Renaissance Scholars Nursing and Healthcare Program, funded by the Renaissance Corporation of Albany, supports underrepresented student enroll in healthcare programs. As with HEOP and HOPE, qualifying students are provided academic, professional and personal support by the Student Support and Opportunity Programs staff through the completion of their academic program. For enrollment requirements, visit <http://www.rencap.org/about.html>.

## PASTORAL CARE

### Sr. Chris Connolly

Pastoral Director  
Marian Hall  
[pastoralcare@mariacollege.edu](mailto:pastoralcare@mariacollege.edu)

Pastoral Care ministry provides an environment where the dignity of each person is revered and a spirit of openness to persons, ideas, and new ways of thinking and being will be a focus of our daily experience. In this environment, the dignity of each person is respected and the spiritual and emotional lives of the campus community are enriched.

Pastoral Care provides for the enrichment of the spiritual and emotional lives of Maria College's staff, faculty, and students, respectful of their cultural and religious backgrounds. Maria's Pastoral Director is trained to relate skillfully with the inner world of individuals from all walks of life.

Pastoral Care Office offers an inclusive, non-therapeutic space to talk confidentially about a variety of topics, including recent bereavement, academic struggles, and overcoming life's obstacles.

Maria College's Catholic Chapel is located in McAuley Building. Students are invited to visit the space for quiet reflection, meditation, and prayer. Visitors are encouraged to fill out prayer intentions, located at the back of the chapel.

Those connecting with Pastoral Care can enjoy the following benefits:

- Programming for ongoing spiritual development
- Programming for current and social justice issues
- Resources for referral services
- Spiritual direction
- Confidential, safe environment

- Note that while conversations with the Pastoral Director are generally confidential, the Pastoral Director is not designated as a "confidential resource" as defined under Maria College's Sexual Misconduct Policy. When a student discloses that he/she has been the victim of sexual misconduct, the Pastoral Director is required to privately notify the campus Title IX Coordinator. Students interested in a truly confidential disclosure can visit the campus Counseling Services and/or off-campus sources of support, such as a religious leader not affiliated with Maria College or a rape crisis center. See Maria College's full

Sexual Misconduct Policy on page 38 for more information and a listing of local on-campus and off-campus resources.

## STUDENT SUPPORT

### Jason Coley

Director of Academic Support Services and Planning  
Mercy Hall  
(518) 861-2521  
[studentsupport@mariacollege.edu](mailto:studentsupport@mariacollege.edu)

All academic support services are designed to bolster the academic success of students as they enter the Maria College community and pursue their personal and professional goals. Guided by belief in the innate ability of each student, Student Support staff work collaboratively to develop innovative and creative services that directly assist students as they transition through their studies and into the wider community.

Students enrolled at Maria College are encouraged to utilize the following support services:

### Mary Beth O'Brien Tutoring Center

Located in the Frank E. O'Brien, Jr. Student Support Center, the Tutoring Center provides all students with a collaborative learning environment designed to further develop their academic skills through one-on-one support. Composed of full-time faculty, professional tutors and peer tutors, the Tutoring Center staff works with student individually to improve their approach to learning and hone their understanding of the materials presented in class. Students interested in meeting with a tutor should visit <https://mariacollege.mywconline.com/> to schedule an appointment.

### Writing and Communications Center

Also located in the Frank E. O'Brien Jr., Student Support Center, the Writing and Communications Center provides personalized writing support to all Maria College students to address their academic and professional needs. The fully-trained staff of tutors promotes students' critical thinking and professional communication skills to ensure their academic success. Operating as a scholarly community that fosters intellectual debate informed by the respect of human dignity, the Writing and Communications Center is committed to assisting students in developing a more complex understanding of the world — one which values diversity and inclusivity.

### Blackboard Support

Students in need of support with the Blackboard Learning Management System are encouraged to visit the Mary Beth O'Brien Tutoring Center or Writing and Communications Center. This can include, but is not limited to general understanding/navigation, finding materials, submitting assignment, and posting to discussion boards. Questions regarding login credentials should be redirected to [ithelpdesk@mariacollege.edu](mailto:ithelpdesk@mariacollege.edu).

### Peer Tutors

One-on-one peer conferences provide a safe space to explore and develop individual approaches to learning. Peer tutors serve as a model for academic success and assist students in adapting to the expectations of college life. Tutors help to facilitate each student's growth into a self-reliant, confident scholar eager to contribute to the Maria College community and the world beyond.

### Professional Tutors

In addition to peer tutors, professional tutors work directly with students to assist with particularly difficult subject matter. As professionals in their respective fields, they provide students with direct instruction in such areas as Anatomy & Physiology, Chemistry, Mathematics, Nursing, and Writing. English-as-Second Language support is also provided for students who have difficulties with oral and written English Proficiency.



## Embedded Tutoring and Learning Labs

In order to better support students in more difficult classes, peer tutors are embedded in the classroom by attending lecture with students. In class, the tutors can assist the instructor in facilitating discussion and guiding group work. Outside of class, students are encouraged to attend a Learning Lab led by the tutor so they can receive additional assistance. Learning Labs offer students the opportunity to collaborate with their peers in order to grasp some of the more challenging material they are presented with in class. Under the guidance of a tutor, students are allowed to ask questions about content they cannot grasp independently and encouraged to explore solutions as a learning collective.

## Test of Essential Academic Skills (TEAS) Preparation

Given that many students have to take the TEAS in order to enroll in the Nursing Program, The Mary Beth O'Brien Tutoring Center provides a free preparation service to students at Maria College. This service is divided into three phases: an initial diagnostic test taken online, individualized tutoring support in areas in need of improvement, and seminars scheduled in proximity to testing deadlines. Any student interested in utilizing this service simply needs to send an email to tutoring@mariacollege.edu with "TEAS Help" written in the subject line.

## Workshops & Programming

In addition to tutoring, the Tutoring Center also offers numerous workshops throughout the semester focused on the development of academic and professional skills that are not normally addressed directly in the curriculum, such as learning how to use Microsoft Word or resume writing. Workshops typically run 60-90 minutes and are scheduled to address the needs of day, evening and weekend class divisions.

## SECTION II MARIA COLLEGE POLICIES & PROCEDURES

### STUDENT CODE OF CONDUCT

Maria College expects that its students will act as responsible, courteous, and law-abiding citizens and will treat others and the campus facilities with appropriate respect and civility. Further, as members of an intellectual community, students are expected to maintain standards of personal and academic honesty in all coursework and examinations and to refrain from behaviors that are disruptive to the teaching and learning of others in the classroom. All students will be informed of the College's expectations of students under the Code of Conduct during new student orientation. Copies of the Student Handbook, including its Code of Conduct, can be found year-round on the College's website and at the Department of Student Affairs.

### Violations of Code of Conduct

The following behaviors are considered specific violations of the Student Code of Conduct. Violations of the Student Code of Conduct can occur both on-campus and off-campus and may also include other unacceptable conduct not specifically listed below.

- Sexual misconduct
  - Including but not limited to rape; sexual assault; stalking; domestic violence; dating violence; sexual harassment; unwanted sexual contact; and other sexual violence. See *Maria College's full Sexual Misconduct Policy on page 38.*
- Academic misconduct
  - Including but not limited to plagiarism; cheating; forgery and/or alteration of institutional records; unauthorized use of electronic devices during testing; disruptive classroom behavior; and other forms of academic dishonesty. See *Maria College's full Academic Integrity Policy on page 56.*
- Abusive, threatening, and/or dangerous behavior
  - Including but not limited to verbal abuse; threatening behaviors or statements; conduct that endangers the health, safety, or welfare of any person; engaging in fighting and/or other violent behavior; bullying, harassment, and/or hazing; possession, use, storage, or sale of firearms and/or weapons on campus; unauthorized surveillance of any person; intentionally making a false report of an emergency; and other behaviors that would reasonably endanger, alarm, threaten, or harass any person.
- Misuse, theft, damage, defacement, and/or destruction of College property
  - Including but not limited to arson; tampering with fire safety equipment and/or devices; misuse and/or abuse of College computers, email communication systems, information technology networks, or other technology systems as delineated in the College's Computer Use Policy and other information technology policies; and other damaging conduct.
- Possession, use, storage, or sale of alcohol and/or drugs while on campus property or the premises of academic field sites and clinical placements, and/or while participating in academic field work, College-affiliated volunteer opportunities, events sponsored by or affiliated with the College, or other events at which an individual is serving in a student capacity or as a representative of the College
- Smoking, vaping, and/or the use, burning, or carrying of a lighted cigarette, cigar, pipe, e-cigarette, or any other matter or substances containing tobacco and/or nicotine while on College property
- Gambling on College property
- Non-cooperation or non-compliance with instructions, directives, or reasonable requests from the Dean of Students, campus security officers, other College officials, or law enforcement officers
- Non-cooperation or non-compliance with any part of the Student Code of Conduct disciplinary process, including adherence to interim measures and/or sanctions imposed under the Student Code of Conduct disciplinary process
- Furnishing false information to any College official, faculty member, or office, and other acts of dishonesty

- Misuse, alteration, or forgery of any College document, record, or instrument of identification
- Unauthorized entry or use of College premises
- Unauthorized possession, use, or duplication of keys, access codes, or ID badges that grant access to College premises
- Breaching the peace of the College campus, community, operations, and/or events, including exposing others to conduct that is disorderly, harassing, annoying, uncivil, indecent, lewd, or otherwise inappropriate for members of an academic community, and/or inciting, coercing, or aiding others in doing so
- Bringing the name of the College into disrepute, including engaging in conduct that reflects poorly on the College and/or making false statements or false allegations about the College, College officials, or the College community
- Engaging in other conduct that reflects insufficient maturity to be a member of an academic community and/or negatively impacts the normal pursuit of academic, administrative, extracurricular, or personal activities when such conduct is recurring, progressive, escalating, or otherwise an ongoing or repeat disruption to one's self or another in relation to College operations
- Making, sharing, posting, streaming, or otherwise distributing any image, photography, video, or audio recording depicting or otherwise recording another person in the academic college environment without consent
- Other violations of College policies or sanctions and/or other violations of federal law or State law that reflect poorly on a student's judgment and character.

### Reporting Violations of Code of Conduct

All students, faculty, and staff have the right to file a report with the College regarding a potential or actual violation of the Code of Conduct. Potential and actual violations of the Code of Conduct will be processed under the Disciplinary Procedures for Violations of Code of Conduct described on the next page.

Students can file a report regarding a potential or actual violation of the Code of Conduct by filing an incident report online at [www.mariacollege.edu/about-maria/policies-procedures](http://www.mariacollege.edu/about-maria/policies-procedures) ("Student Code of Conduct"). Or in hard copy through the Office of the Dean of Students. In the event of an incident related to sexual misconduct, an incident report should be filed online at [www.mariacollege.edu/about-maria/policies-procedures/sexual-misconduct-policy](http://www.mariacollege.edu/about-maria/policies-procedures/sexual-misconduct-policy) or in hard copy through the Office of the Title IX Coordinator. Hard copies of blank incident report forms are also available in the Office of the Dean of the College, the Office of the Dean of Students, Department of Student Affairs, and with Campus Security.

Hard copy incident reports can be submitted in-person to any of the locations listed above or to the Office of the Title IX Coordinator for matters related to sexual misconduct.

Students reporting instances of sexual misconduct—whether they are the victim, a friend, or a witness/bystander—can make confidential and/or anonymous reports if they prefer to do so. While the policies described in this Student Handbook pertain only to students who violate the College's Code of Conduct, in the event that sexual misconduct has been committed by a non-student (such as a faculty member, staff member, other member of the College community, non-member of the College community, or unknown person or stranger), students may still report the incident to the College and receive support and protection. In any instance of sexual misconduct, a student has the right to report the incident to the College, to campus security, to local law enforcement, to the State police, to any combination of those authorities, or to not report the incident at all. Detailed information regarding the College's sexual misconduct policy—including how to make a confidential and/or anonymous report, what a student's rights are under federal and New York State law, and how to access support services—can be found on page 38 of this Student Handbook in the section entitled

**Sexual Misconduct Policy** or online at <https://mariacollege.edu/about-maria/policies-procedures/sexual-misconduct-policy>. Students can also speak privately with one of the College's Title IX Officers, Andrew Ledoux (Coordinator-Students and Employees), Larissa Babbie (Deputy Coordinator-Students), or Rosalyn Vazquez (Deputy Coordinator-Employees).

Where a student's complaint does not pertain to a potential or actual violation of the Code of Conduct (such as a dispute over academic accommodations, a complaint against a professor regarding course grades, or other non-conduct-related academic or administrative dispute), the student will be informed that his/her complaint will not be processed under the Disciplinary Procedures for Violations of Code of Conduct; instead, the student's complaint will be processed under the **Student Grievance Policy** described on page 56.

### Disciplinary Procedures for Violations of Code of Conduct

Reports of potential and actual violations of the Code of Conduct, as listed and described above, will be processed as follows. All written notifications referenced below will be provided by College officials to students via the College's email system.

All accused students are entitled to a presumption of 'not responsible' (not guilty), and all processes will be conducted in a fair, impartial, thorough, and timely manner. At all times, the burden of proof is on the College to establish that the alleged violation of this policy was committed by the student in question. The standard of evidence required in both the Student Conduct Hearing and in the Appeal Hearing, if one is sought, is a preponderance of evidence. 'Preponderance of evidence' means that the relevant Hearing panel must decide in favor of the party that, as a whole, has the stronger evidence that the violation was or was not committed, however slight the edge over the other party's evidence may be. 'Preponderance of evidence' is sometimes described as 'more likely than not' or '51% probability.' The evidence should be sufficient to incline a fair and impartial mind to one side of the issue over the other, but it is not necessary for that mind to be completely free from all reasonable doubt. 'Preponderance of evidence' is a different and lesser standard of evidence than that used in criminal proceedings; rather, it is the standard of evidence often used in civil court proceedings. Please note that certain aspects of Maria College's disciplinary procedures are applicable only to incidents involving sexual misconduct. If you have any questions regarding these procedures, please contact the Dean of Students.

- All submitted incident reports will be reviewed by the Dean of Students (or his/her designee).
  - Students who have submitted a confidential and/or anonymous incident report in regard to an incident of sexual misconduct can rest assured that the Dean of Students is a member of the College's Title IX team and, accordingly, will maintain the student's privacy to the utmost extent. *For more information on how to file a confidential and/or anonymous incident report regarding an incident of sexual misconduct, see Maria College's full Sexual Misconduct Policy on page 38.*
- If appropriate, the Dean of Students (or a member of the Title IX team, if applicable) will conduct or direct an investigation into the incident reported.
  - Students who have reported an incident of sexual misconduct have the option of requesting that the College not conduct an investigation; however, under certain circumstances, the College may determine that an investigation is necessary to protect the health and safety of other students. When the College determines that an investigation is necessary, the student who submitted the incident report will be notified in writing.
  - Students who have anonymously submitted a report regarding an incident of sexual misconduct should be aware that their anonymity may inhibit the College's ability to conduct a full investigation of the incident and/or communicate with the student regarding actions taken.
  - In very rare instances, such as when the conduct of a student constitutes a danger or threat to the personal safety of any individual or to College property or when the conduct of a student substantially interferes with essential tasks of the College, the Dean of Students may take summary action, including but not limited to summary suspension and/or other interim measures or interventions, against the student without first conducting an investigation. Summary action may be appropriate when, after being warned by College officials, faculty, or staff to discontinue the conduct in question, a student continues to engage in such conduct. After the imposition of summary action, the College will conduct an investigation and follow its disciplinary hearing process in order to determine whether to continue, modify, or terminate the summary action imposed.

- Any investigation conducted will be done so in a fair, impartial, thorough, and timely manner. If, upon investigation, it is determined that a student may have violated the Student Code of Conduct, the Dean of Students will file student conduct charges against the student and schedule a Student Conduct Hearing on the alleged violation, to be held at a campus location and date determined by the Dean of Students. The date selected by the Dean of Students will be timely in that it will provide an accused student a reasonable amount of time to prepare for the Student Conduct Hearing while also not constituting an unreasonable delay in resolving the charges. When an alleged violation involves more than one student, or when more than one violation is alleged to have been committed by a student, the Dean of Students may determine, in his/her discretion, to schedule separate Student Conduct Hearings.
- When the Dean of Students files student conduct charges against a student, the Dean of Students will promptly notify such student in writing of the specific violation in question, the date on which the violation allegedly occurred, possible consequences and/or sanctions against the student for such violation, information regarding how the student can dispute the violation alleged (including the date, time, and location of a Student Conduct Hearing at which the student will be entitled to present evidence), and what (if any) temporary measures will be imposed upon the student while the Student Conduct Hearing is in progress (e.g., temporary suspension). Where the alleged violation involves sexual misconduct, the written notice will also notify the student of his/her right to be accompanied at the Student Conduct Hearing by an advisor of his/her choice.
- The Student Conduct Hearing will be conducted in a fair, impartial, and thorough manner. The Student Conduct Hearing will be presided over by a panel of impartial individuals selected by the Dean of Students. The panel will hear all evidence presented on the alleged violation. During the Student Conduct Hearing, the accused student will have the opportunity to present evidence in his/her defense and to be accompanied by an advisor of his/her choice. Where the alleged violation involves sexual misconduct, the individual who reported the incident and/or was subjected to the alleged sexual misconduct may, if he/she desires, also have the opportunity to present evidence of the incident and to be accompanied by an advisor of his/her choice.
  - Important note regarding advisors: Students are welcome, but not obligated, to be accompanied by an advisor during disciplinary hearings. Students are entitled to have their advisor sit with them and may confer with their advisor before, during, and after proceedings—however, advisors are not allowed to directly participate at any point during the proceedings. Any arguments or evidence presented during a hearing must be presented by the student himself/herself. In the event that a student cannot attend a proceeding or a portion thereof, the advisor is not allowed to attend or participate on the student's behalf. For proceedings involving incidents of sexual misconduct, students may select any individual as their advisor. For all other proceedings, students are limited to selecting their advisor from among individuals employed by the College who are not otherwise already involved in the proceeding.
- After all evidence has been presented in the Student Conduct Hearing, the panel will render a decision as to whether the accused student is 'responsible' (guilty) or 'not responsible' (not guilty) for the violation and will impose consequences and/or sanctions on an accused student found 'responsible,' if appropriate. If the accused student fails to or declines to attend the Student Conduct Hearing, the Student Conduct Hearing will be held without the accused student present and the panel may reach a decision of 'responsible' and impose consequences and/or sanctions even in the accused student's absence. A full and fair record of the Student Conduct Hearing will be preserved and maintained by the College for five years.
- The Student Conduct Hearing panel's decision regarding the accused student's responsibility and the imposed consequences/sanctions (if any), including the rationale in support of such consequences/sanctions, will be provided to the accused student in writing within five days of the Student Conduct Hearing. Where the alleged violation involves sexual misconduct, the individual who reported the incident and/or was subjected to the alleged sexual misconduct will also receive a written copy of the same information on the same day as the accused student.
- In addition to the written notification of the panel's decision and the imposed consequences/sanctions (if any), an accused student found 'responsible' will also receive written notice regarding his/her right to appeal the panel's decision and/or imposed consequences/sanctions. Where the alleged violation involves sexual misconduct, the individual who reported the incident and/or was subjected to the alleged sexual misconduct will also receive a written copy of the same information on the same day as the accused student.
- An accused student found 'responsible' may commence his/her appeal by following the procedures described in the paragraphs titled 'Appeals Process.' Where the alleged violation

involves sexual misconduct, an appeal may also be commenced by the individual who reported the incident and/or was subjected to the alleged sexual misconduct by following the same procedures. In the event an appeal is requested in regard to an alleged violation involving sexual misconduct, the Student Conduct Hearing panel's decision will be protected from public release by the College until the **Appeals Process** is complete and final, unless the law requires otherwise; however, the students involved may choose whether or not to discuss or disclose the outcome of the Student Conduct Hearing.

- If a student does *not* commence an appeal within the required timeframe (i.e., five business days from receiving written notification of the Student Conduct Hearing panel's decision), then the Student Conduct Hearing panel's decision will be *final*.

In instances where academic misconduct has been reported, the Dean of Students will defer authority to the Dean of the College.

### Appeals Process

Any student found 'responsible' by a Student Conduct Hearing panel may appeal the panel's decisions, including its determination of responsibility and/or the consequences/sanctions imposed. Where the alleged violation involves sexual misconduct, an appeal may also be requested by the individual who reported the incident and/or was subjected to the alleged sexual misconduct.

If a student wishes to appeal the decision of the Student Conduct Hearing panel, whether in regard to its determination of responsibility or its imposed consequences/sanctions, the student must submit a written request for an appeal to Office of the President within five business days (i.e., weekdays) of receiving written notification of the panel's decision. The written request for appeal must include a brief statement of whether the student objects to the Student Conduct Hearing panel's determination of responsibility, the imposed consequences/sanctions, or both, as well as include a brief statement of the student's argument(s) as to why the Student Conduct Hearing panel's determination of responsibility and/or imposed consequences/sanctions were inappropriate. Upon receiving the student's written request for appeal, the President will schedule an Appeal Hearing, to be held in a timely manner at a campus location and date determined by the President. Upon scheduling the Appeal Hearing, the President will provide written notification of the location, date, and time to the students involved.

The Appeal Hearing will be conducted in a fair, impartial, and thorough manner. The Appeal Hearing will be presided over by a panel of impartial individuals selected by the President. No individual who served on the Student Conduct Hearing panel is allowed to serve on the Appeal Hearing panel. The panel will hear all arguments presented in regard to whether the Student Conduct Hearing panel's decisions were appropriate. After all arguments have been presented, the Appeal Hearing panel will render a decision on the appealed issues and, if appropriate, impose revised consequences/sanctions on a student. Within five days of the Appeal Hearing, the student(s) involved will receive written notification of the Appeal Hearing panel's decision and the rationale for such decision. The Appeal Hearing panel's decisions are final and are not subject to further appeal.

### Possible Consequences and/or Sanctions

The following possible sanctions may be imposed as a result of a Student Conduct Hearing and/or an Appeal Hearing. In addition, if at any point (whether during or prior to any such hearing) a student's presence on campus creates a threat to the health, safety, and/or well-being of other students or other members of the Maria College community, the College reserves the right to immediately suspend that student from campus until the time of the Student Conduct Hearing and/or Appeal Hearing.

The following list of possible consequences/sanctions is not exhaustive, and these consequences/sanctions may be imposed singularly or in any combination. Any combination of the following sanctions, as well as different and/or additional consequences or sanctions, may be imposed by a Student Conduct Hearing panel and/or Appeal Hearing panel as the panel members may deem appropriate.

- **No Consequences/Sanctions:** Where the Student Conduct Hearing panel (and/or the Appeal Hearing panel, in the event an appeal is sought) determines that a student is 'not responsible,' the student conduct charges against the student will be dismissed and the student's name will be cleared.
- **Verbal Warning:** A discussion with the student about the incident, with no written notification issued.

- **Written Warning:** A written notice to the student stating that his/her conduct is in violation of College regulations and that the continuation of said conduct during a stated period of time may be cause for more serious disciplinary action, such as community service, probation, or suspension.
- **Loss of Privileges:** A stated temporary loss of campus privileges, such as but not limited to the ability to attend special events or participate in extracurricular activities, set in writing for a stated period of time.
- **Restitution:** Financial reimbursement for damages to property.
- **Community Service:** A stated number of hours, set in writing, of donated service commensurate with the conduct violation.
- **Referral for Mandatory Counseling:** A stated number of counseling sessions, set in writing, commensurate with the conduct violation. The counseling sessions may be required to be completed either with the College's on-campus Counseling Services or with an external counseling professional, as appropriate. The costs of any such counseling services will be paid by the College.
- **Referral for Mandatory Mental Health Assessment:** A required evaluation by an appropriate mental health professional of the College's choosing. The costs of any such evaluation will be paid by the College.
- **Disciplinary Probation:** A stated period of time, set in writing, during which the student is expected to demonstrate appropriate conduct as a member of the College community. Failure to demonstrate appropriate conduct may subject the student to further consequences/sanctions, such as community service and/or suspension.
- **Disciplinary Suspension:** A stated period of time, set in writing and not to exceed one academic year, during which the student is excluded from classes and/or campus activities. Upon the expiration of the suspension period, the student may be subjected to a probation period during the student is expected to demonstrate appropriate conduct as a member of the College community. This sanction automatically results in a Transcript Notation sanction.
- **Disciplinary Dismissal from the College (Expulsion):** Permanent termination of status as a student of the College. This sanction automatically results in a Transcript Notation sanction.
- **Transcript Notation:** Where a student is found 'responsible' for a violation involving violence, including sexual violence and/or sexual misconduct, and is then subjected to either suspension or expulsion from the College, the student's transcript will automatically receive a notation stating "Suspended after a finding of responsibility for a Code of Conduct violation" or "Expelled after a finding of responsibility for a Code of Conduct violation," as appropriate. Where a student withdraws from the College while such charges are pending, the student's transcript will receive a notation stating, "Withdrew with conduct charges pending." Transcript notations regarding expulsion and withdrawal shall be permanent.
- **Other consequences and/or sanctions** as deemed appropriate by the Student Conduct Hearing panel and/or Appeal Hearing panel.

## SEXUAL MISCONDUCT POLICY

Maria College is committed to promoting a learning and working environment where all members of the College community feel safe and respected. Acts of sexual misconduct are contrary to the College's educational mission and values, are harmful to others, and will not be tolerated by Maria College. This policy prohibits sexual violence, sexual harassment, sexual misconduct, and other related offenses in all College programs and activities. Conduct prohibited by this policy may also violate federal and/or New York State laws enforced through the criminal justice system. Individuals are free to pursue action under this policy and through the criminal justice system simultaneously. The College takes seriously all reports of sexual misconduct and promises to promptly and fairly respond to all reports of misconduct in a manner intended to eliminate the misconduct, prevent its recurrence, and address its impact on affected individuals and the College community. All College proceedings conducted in regard to alleged violations of this policy will be done so in a timely and equitable process that provides adequate notice and a meaningful opportunity for all parties to be heard.

## Scope of Maria College's Sexual Misconduct Policy

This policy intends to address conduct prohibited under federal laws, including Title IX, the Clery Act, and the Violence Against Women Act, as well as under New York State law, specifically its "Enough Is Enough" law (Education Law 129-B).

This policy applies to all College community members, including students, faculty, staff, other employees, and independent contractors. The College will receive and address reports received from any individual, whether or not he/she is affiliated with Maria College, that a College community member has violated this policy. Vendors, contractors, visitors, and others who conduct business with the College or on College property are likewise expected to comply with this policy. The prohibitions and protections in this policy apply regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

The prohibitions and protections in this policy apply regardless of whether the violation occurs on campus or off campus. Members of the College community who commit acts of sexual misconduct will be disciplined appropriately and pursuant to College policy. This policy describes protections specifically for students who are subjected to sexual misconduct as well as disciplinary procedures specifically relevant to students who commit sexual misconduct. The actions the College is empowered to take against an individual who commits sexual misconduct may vary or be limited when that individual is not a member of the College community; however, whenever a member of the College community is subjected to sexual misconduct, regardless of the status of the individual who committed it, the College will continue to provide support, resources, and protection to the affected community member. At all times, Maria College will cooperate with and assist in law enforcement investigations whenever appropriate and requested to do so.

## Terminology and Definitions

The following terms are used throughout this policy book and may be heard during conversations with College officials and/or during student conduct proceedings. Due to the sensitive and sometimes violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and processing of alleged violations. It is possible that a particular action may constitute sexual misconduct even if not specifically mentioned in these definitions.

If you have any questions about what these terms mean or whether they apply to certain situations, please feel free to talk to the College's Title IX team. If you aren't sure who is on the Title IX team, a list of Maria College's Title IX officials is provided on page 43. Any questions about whether a specific incident violates New York State criminal laws should be addressed to law enforcement or to the local district attorney.

## Sexual activity

- Sexual activity includes both sexual acts and sexual contact.

### - Sexual act

- » Contact between the penis and the vulva or between the penis and the anus. Contact involving the penis occurs upon penetration, however slight.
- » Contact between the mouth and the penis, mouth and the vulva, or the mouth and the anus.
- » Penetration, however slight, of the anal or genital opening of another person by a hand, finger, or any object, with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.
- » Intentional touching, not through clothing, of the genitalia of another person under the age of 16 years, with an intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

### - Sexual contact

- » Intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

## Sexual misconduct

- Sexual misconduct is a broad term that encompasses a range of behaviors. Sexual misconduct can occur between people who know each other, people who have an established relationship, people who have engaged in consensual sexual activity before, and people who don't know each other. Sexual misconduct can be committed by persons of any gender or gender identity, and it can occur between people of the same sex or different sex. Sexual misconduct includes but is not limited to:

- Sexual assault

Unwanted sexual activity and/or unwanted sexual contact that has not been consented to by one or more of the participants, including but not limited to:

- Rape
  - The penetration, no matter how slight, of a person's vagina or anus, without that person's consent, by another person with any body part or object; and/or the penetration of a person's mouth, without that person's consent, by another person's sex organ.
- Sexual coercion
  - Using verbal pressure to compel another person to engage in sexual activity that he/she would otherwise not consent to, including but not limited to telling lies, threatening to spread rumors, and engaging in verbal abuse.
- Fondling
  - Touching the private body parts of another person, without that person's consent, for the purpose of sexual gratification.
- Statutory rape
  - Sexual intercourse with a person who is under the legal age of consent.
  - Sexual exploitation

Engaging intentionally in exploitive behavior including but not limited to the following:

- Observing another person when that person is nude or engaged in sexual activity without the knowledge and consent of the person observed, or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- Making, sharing, posting, streaming, or otherwise distributing any image, photography, video, or audio recording depicting or otherwise recording another person when that person is nude or engaged in sexual activity without the knowledge and consent of the person depicted or recorded;
- Exposing one's genitals to another person without the consent of that person;
- Exposing another person to a sexually transmitted infection without the knowledge and consent of the person exposed;
- Causing another person to become incapacitated with the intent of making that person vulnerable to non-consensual sexual activity or sexual exploitation.
  - Stalking
    - » Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or would cause a reasonable person to suffer substantial emotional distress.
  - Domestic violence
    - » Violence committed by a current or former spouse, by a person with whom you share a child, or by a person with whom you live or have lived as a spouse or intimate partner, including acts of sexual violence, sexual abuse, physical abuse, or the threat of any such abuse.
  - Dating violence
    - » Violence committed by a person you are dating or have dated, or by a person with whom you have or have had a relationship of a romantic or intimate nature, including acts of sexual violence, sexual abuse, physical abuse, or the threat of any such abuse.

- Gender-based harassment

- » Unwelcome conduct of a non-sexual nature based upon a person's actual or perceived sex, including conduct based on gender identity, gender expression, and non-conformity with gender stereotypes.

- Sexual harassment

Unwelcome conduct of a sexual nature that is so severe, persistent, or pervasive as to limit a student's ability to participate in or benefit from an education program or as to create a hostile or abusive educational environment, including but not limited to the following:

- Unwelcome sexual advances
- Requests for sexual favors
- Sexual exploitation
- Offering employment or educational benefits in exchange for sexual favors
- Threatening or taking negative action in the event of having sexual advances denied and/or after having sexual advances denied, such as a professor threatening to fail a student unless the student agrees to date the professor
- Graphic verbal comments about an individual's body or appearance
- Spreading sexual rumors
- Touching an individual's body or clothing (including one's own) in a sexual way, such as grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, fondling, etc.
- Other verbal or non-verbal conduct of a sexual nature
- Other sexual misconduct and/or sexual violence including stalking, dating violence, and domestic violence
  - Sex discrimination and/or gender discrimination
    - » Treating an individual unfavorably or adversely based upon that individual's sex and/or gender in the context of educational or employment activities, programs, or benefits, such as in admissions, hiring, selection for and/or participation in projects, teams, or events, provision of wages or benefits, selection for promotions, etc.
  - Retaliation
    - » Taking adverse action against an individual for making a good faith report of prohibited behavior, for participating in any investigation or proceeding into such behavior, and/or otherwise cooperating with the College's efforts to prevent and remediate sexual misconduct in its community, including but not limited to engaging in intimidation, threats, coercion, and/or adverse actions regarding education or employment.
    - » Retaliation does not exist where an individual pursue actions in good faith in response to a report of prohibited behavior, such as an accused individual offering evidence in his/her own defense.
    - » Retaliation may be committed by an accused individual, a reporting individual, or any other person or group of persons.
    - » Retaliation may exist even where an underlying report that was made in good faith was found to be unsubstantiated by evidence and/or the accused individual was determined to be 'not responsible.'
- Other sexual violence
- Other inappropriate behavior of a sexual nature

## Affirmative consent

- Affirmative consent is the knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Important guidance regarding consent
  - Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
  - Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
  - Consent may be initially given but withdrawn at any time.
  - Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
  - Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
  - When consent is withdrawn or can no longer be given, sexual activity must stop.
- In a nutshell, sex is something you participate in, not something that happens to you!

**Title IX Coordinator**

- Maria College has a Title IX team comprised of the Title IX Coordinator and two Deputy Title IX Coordinators. The Title IX team is responsible for coordinating the College's prevention of and response to sexual harassment and sexual violence, as well as for addressing any questions or inquiries regarding how Maria College applies federal Title IX law and regulations. The College's Title IX team also coordinates the College's response to acts of sexual misconduct as required by New York State's "Enough Is Enough" law (Education Law 129-B).
- The Title IX team has many responsibilities as part of its job of ensuring the College complies with the law. The Title IX team has the primary responsibility for the following:
  - receiving complaints regarding sexual misconduct;
  - providing information to students about resources and support services available;
  - directing investigations into incidents of sexual misconduct;
  - issuing interim protective measures and arranging requested accommodations;
  - initiating student conduct charges against students who have committed sexual misconduct;
  - ensuring the student conduct process is handled the right way;
  - overseeing student compliance with consequences and sanctions imposed through the student conduct process;
  - collecting statistics regarding the prevalence of sexual misconduct on campus;
  - conducting bi-annual surveys of the campus community regarding sexual misconduct; and
  - overseeing education and training programs relating to sexual misconduct.
- The Title IX Coordinator (or either of the two Deputy Title IX Coordinators) is the person with whom you would file a formal report regarding sexual misconduct. You can also privately tell the Title IX Coordinator (or either of the two Deputy Title IX Coordinators) about incidents of sexual misconduct even if you do not want to file a formal report. You can also disclose those incidents to other College officials, if you prefer.
  - All College officials except for the College's confidential resource are required to notify the Title IX Coordinator when a student discloses an incident of sexual misconduct to them, in order to protect the safety of other people on campus and so that the Title IX Coordinator can reach out to the student to offer help, support, and information about filing a formal report if the student desires to do so. Those College officials would only provide the Title IX Coordinator with the necessary information, and the student's privacy would be maintained at all times. More information about privacy is provided on the next page.
  - Other College officials are not required to notify the Title IX Coordinator when a student

discloses an incident of sexual misconduct to them. These College officials are known as "confidential officials." Maria College has at least one confidential official with whom students can speak with confidentially. More information about confidentiality and a list of the confidential officials is provided below. The Title IX Coordinator will maintain student privacy to the greatest extent possible, but is not a confidential resource, given the nature of their duties.

- Any references to the "Title IX Coordinator" in this policy also includes other individuals on the Title IX team, such as the Deputy Title IX Coordinators.
- Maria College's Title IX team is comprised of the following individuals:

| Person          | Title IX Team Role          | Other Campus Role  | Contact Information   |
|-----------------|-----------------------------|--|---|
| Andrew Ledoux   | Title IX Coordinator        | Associate Vice President for Student Affairs<br>Associate Dean of Students | Mercy Hall<br>TitleIX@mariacollege.edu<br>518-861-2505          |
| Larissa Babbie  | Deputy Title IX Coordinator | Bursar   | Main Building<br>TitleIXDeputy@mariacollege.edu<br>518-861-2507 |
| Rosalyn Vazquez | Deputy Title IX Coordinator | Human Resources Specialist   | Main Building<br>TitleIXDeputy@mariacollege.edu<br>518-861-2580 |

**Confidentiality**

- Confidentiality can be offered by a College official who is not required by law to report known incidents of sexual assault or other crimes to the College's Title IX Coordinator or any other College officials. Any conversation you have with a confidential official will be kept completely confidential and will not be shared with anyone else without your permission, except in the very rare and extreme circumstance where someone's safety is at risk.
- Maria College has at least one College official who can offer complete confidentiality to persons who want to confidentially report an incident of sexual misconduct to the Director of Counseling and Accessibly Services

| Confidential Official | Contact Information      |
|-----------------------|--------------------------|
| Michael Washco, LMHC  | mwashco@mariacollege.edu |

- Examples of other individuals who can offer confidentiality:
  - Medical providers
  - Lawyers providing legal advice
  - Licensed mental health counselors, psychologists, and social workers
  - Pastoral counselors (e.g., priests and other clergy members)
  - Local rape crisis centers and other confidential community resources (see page 50 for a list of local community resources near the Maria College campus, or call the NYS Sexual Violence Hotline at 1-800-942-6906 (available 24/7/365) to be connected to your local rape crisis center)

**Privacy**

- Privacy can be offered by a College official who is unable to offer confidentiality due to their legal obligation to report known incidents of sexual assault or other crimes to the
- Title IX Coordinator. Even College officials who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential

resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

- Any College official who is not considered a confidential resource, including your campus Title IX Coordinator, is considered a College official who will guarantee privacy.

### Accused

- A person accused of sexual misconduct or another violation of this policy.

### Reporting individual

- Reporting individual includes any person who is a victim, survivor, complainant, and other individuals who were subjected to sexual misconduct, and then report it.

### Bystander

- Bystander includes any person who witnesses or learns about sexual misconduct or another violation of this policy who is not themselves the victim or person subjected to the sexual misconduct.
- Bystanders are welcome and encouraged to report incidents of sexual misconduct that they have witnessed or learned about.
  - If your friend is a victim of sexual misconduct, please encourage them to reach out for help. A list of on-campus and off-campus resources available to victims can be found on page 50.

### Prohibited Behavior Under Maria College's Sexual Misconduct Policy

Maria College is a place of academic learning, and its community members are expected to behave accordingly. The following behaviors are considered specific and serious violations of Maria College's Sexual Misconduct Policy. Violations of this policy can occur both on-campus and off-campus and may also include other unacceptable conduct not specifically listed below. Any possible or known violation of this policy may result in the College conducting an investigation; in certain instances, the College is obligated by federal and/or New York State law to conduct an investigation into these behaviors. Students believed to have committed prohibited behavior, including sexual misconduct, in violation of this policy may face student conduct charges, which can result in serious consequences, such as suspension or expulsion. For more information, see Maria College's **Disciplinary Process for Violations of Student Code of Conduct** described on page 52 of this Student Handbook.

### Prohibited Behavior

- Sexual misconduct, including but not limited to the following:
  - Rape
  - Sexual assault
  - Sexual harassment
  - Stalking
  - Domestic violence
  - Dating violence
  - Unwanted sexual activity and/or contact
  - Fondling
  - Statutory rape
  - Gender-based harassment
  - Sex discrimination
  - Retaliation against someone who has made a complaint about sexual misconduct
  - Sexual exploitation

- Sexual coercion
- Other sexual violence
- Other sexually inappropriate behavior

- Attempting to commit sexual misconduct
- Aiding another person in committing sexual misconduct
- Knowingly violating an interim measure or sanction imposed by the College pursuant to this policy, such as a 'no contact' order, suspension, or other measures and/or sanctions deemed appropriate under the circumstances
- Knowingly filing a false report of any prohibited behavior

### How to Report Incidents of Sexual Misconduct

In any instance of sexual misconduct, a student has the right to report the incident to the College, to campus security, to local law enforcement, to the State police, to any combination of these authorities, or to not report the incident at all.

### Disclosing vs. Reporting

Sometimes students wish to tell someone about an incident of sexual misconduct but are not yet sure whether they wish to see official action taken against the individual who committed it. Students have the option to disclose (tell someone about) an incident without being obligated to file a formal report. Whether a student chooses to disclose or chooses to formally report an incident, the student has the right to be protected by the College from retaliation and the right to receive assistance and resources from the College.

The Title IX Coordinator (or either of the Deputy Title IX Coordinators) is the person with whom a student would file a formal report regarding sexual misconduct, if the student wishes to do so. Upon receiving a formal report, the Title IX team begins an investigation into the incident and commences the student disciplinary process against the individual who committed the sexual misconduct if found guilty and if that individual is a student of the College (or, if the individual is not a student, takes other appropriate action). The Title IX team will also offer the student assistance and resources. Where there is concern for the safety of a student or campus community, the Title IX Coordinator will consult with the Dean of Students on whether a student can remain on campus.

Students can also make a formal report to the Title IX team even if they do not want an investigation to occur. Although the Title IX Coordinator is not a "confidential official" in the same way as the confidential official listed on page 43, reporting an incident to the Title IX team while expressing one's wish for no investigation to occur is known as a "confidential report" to the Title IX team. This is considered a "confidential report" in that the Title IX team will first ask the student's permission before beginning an investigation and commencing the student disciplinary process. If the student declines to give permission, the Title IX Coordinator will honor the student's decision and will not investigate the report, except in the rare and extreme circumstances where failing to investigate would prevent the College from providing a safe and non-discriminatory environment for all members of the College community. In those cases, the student would not be obligated to participate in the investigation or the disciplinary process. Whatever the student decides, the Title IX team will still offer the student assistance and resources.

### Disclosing to Someone Other Than the Title IX Coordinator

Students can also disclose incidents to College officials other than the Title IX Coordinator, if they prefer to do so. College officials, with the exception of the College's confidential resource, are required to notify the Title IX Coordinator when a student discloses an incident of sexual misconduct to them, in order to protect the safety of other people on campus and so that the Title IX Coordinator can reach out to the student to offer help, support, and information about filing a formal report if the student desires. While these College officials cannot offer true confidentiality, they promise not to disclose more information to the Title IX Coordinator than necessary. The information disclosed will be limited to only the information needed to conduct an investigation (if the student permits) and to ensure student safety.

Other College officials are not required to notify the Title IX Coordinator when a student discloses an incident of sexual misconduct to them. These College officials are known as “confidential officials.” Maria College has at least one confidential official with whom students can speak with confidentially. These College officials can help students obtain assistance and resources without sharing a student’s confidential information with anyone else. Speaking to a “confidential official” will not result in a formal report being made. More information about confidentiality and the name of Maria College’s confidential official is provided on page 43.

Students can also disclose incidents to non-College officials, such as a local rape crisis center or a mental health counselor. A list of some local rape crisis centers and other community resources is provided on page 50. You can also find local rape crisis centers and other community resources by dialing 2-1-1 or by calling the New York State Domestic & Sexual Violence Hotline (1-800-942-6906). These types of non-College officials provide confidentiality and can offer support and referrals to helpful services & resources. These persons are not affiliated with the College and have no obligation to notify the Title IX Coordinator about the incident.

**Making a Formal Report Confidentially and/or Anonymously**

In addition to the options for disclosing an incident of sexual misconduct, students also have several options for making a formal report. The Title IX Coordinator is the person with whom a student would file a formal report regarding sexual misconduct, if the student wishes to do so. All reports of sexual misconduct will be handled with the utmost privacy. Students reporting instances of sexual misconduct — whether they are the victim, a friend, or a witness/bystander—can also make confidential and/or anonymous reports if they prefer to do so.

Formal reports can be made to the Title IX Coordinator by the following methods:

- Meeting with the Title IX Coordinator in-person.
- Emailing TitleIX@mariacollege.edu or TitleIXDeputy@mariacollege.edu.
- Filing an incident report filed online at mariacollege.edu/about-maria/sexual-misconduct-policy or in hard copy through the Office of the Title IX Coordinator.
- A blank incident report form can be found in Appendix I of this Student Handbook, or online on the MyMaria student portal. Hard copies of blank incident report forms are also available in the Office of Campus Security, Office of Human Resources, Department of Student Affairs, and with the Title IX Officers.

Making a *confidential* report to the Title IX Coordinator can be done in-person or via email.

- As explained on the previous page, while this reporting method is known as a “confidential report,” due to the nature of their responsibilities, the Title IX Coordinator is not truly a “confidential official”—by making a “confidential report,” you are making a formal report but asking the Title IX team to not investigate the incident. All information provided in a “confidential report” will be handled with the utmost privacy.

- Important note regarding “confidential reports”:
  - » When a reporting individual formally reports an incident of sexual misconduct but expresses that he/she does not wish for the College to conduct an investigation, the College will typically honor that request. However, sometimes the College will be obligated to weigh such a request against the College’s duty to ensure the safety of others on campus. Some of the factors the College may consider in weighing a request to not investigate may include the following:

- Whether the accused individual has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation in unlawful conduct by the accused individual, compared to his/her previous behavior;
- The increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon and/or force;
- Whether the reporting individual is a minor;
- Whether the institution has other means of obtaining evidence;
- (e.g., security footage) and whether available information reveals a pattern of perpetration at a given location or by a particular group.

- » When the College determines that an investigation is necessary, the student who reported the incident will be notified in writing.

Making an *anonymous* report to the Title IX Coordinator can be done by either:

- Calling the Title IX Coordinator: 518-861-2505.
- » This phone line is answered only by the Title IX Coordinator. All efforts are made to answer this phone line in a timely manner. In the event that the phone cannot be answered for some reason, reporting individuals have the option of leaving a voicemail message—the voicemail is private and will only be heard by the Title IX Coordinator.
- Emailing TitleIX@mariacollege.edu or TitleIXDeputy@mariacollege.edu from an email address that does not identify you.
- Important note regarding anonymous reports:

- » Individuals who wish to anonymously report an incident should be aware that their anonymity may inhibit the College’s ability to conduct a full investigation of the incident and/or communicate with the student regarding actions taken.

In the event that sexual misconduct has been committed by a non-member of the College community (including an unknown person or stranger), students may still report the incident to the College and receive support and protection. For a list of on-campus and off-campus resources and support services near Maria College’s campus, see page 50.

Students also have the option to make a report to law enforcement, either in addition to or as an alternative to making a report to the College.

Make a report to law enforcement by the following means:

- Contacting the New York State Police at (518-457-6811)
- Contacting local law enforcement in your area

| <b>Local Law Enforcement</b>  |
|---|
| New York State Police, Troop G, 518-783-3207<br>City of Albany Police Department, 518-462-8015<br>Albany County Sheriff, 518-765-2352<br>City of Schenectady Police Department, 518-382-5201<br>Schenectady County Sheriff, 518-388-4300<br>City of Troy Police Department, 518-270-4446<br>Rensselaer County Sheriff, 518-462-7451 |

**Amnesty Policy for Alcohol and/or Drug Use**

Students should not be afraid to report an incident of sexual misconduct merely because they were drinking alcohol or using drugs at the time of the incident, whether they were a victim, witness, or bystander. Maria College has adopted an amnesty policy for alcohol and/or drug use in regard to incidents of sexual misconduct. The health and safety of every student at Maria College is of utmost importance. Maria College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Maria College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Maria College officials or law enforcement will not be subject to the College’s code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

**Disclosures During Advocacy Events**

Individuals occasionally disclose information regarding sexual misconduct during a public awareness and/or advocacy event, such as candlelight vigils, protests, survivor speak-outs, Clothesline Project



events, Take Back the Night events, Day of Unity events, and other similar public events. These events typically serve the purpose of empowering survivors and raising awareness about issues related to sexual violence, as opposed to serving as a forum in which formal reports are made. Accordingly, the College is not obligated to begin an investigation based on information disclosed at these events, however, any individual always remains free to file a report with the College if they choose to do so. The College may use information provided at such events to inform its efforts for additional education and prevention efforts regarding sexual misconduct and sexual violence.

### **Campus Alerts**

When certain crimes occur in certain areas on and/or near campus that represent a serious or continuing threat to the campus community, the College is obligated under federal law to issue a timely warning, in order to protect the safety of others. Crimes triggering a timely warning might include, for example, a rapist who is still present on campus. When a timely warning is issued, the warning will never identify any victims or reporting individuals.

### **Campus Crime Data**

When the Title IX Coordinator receives reports of sexual misconduct and certain other crimes that occur in certain locations on and/or near campus, federal and New York State laws require the Title IX Coordinator to count the number of those reports for inclusion in the College's annual security report. This is merely an anonymous tally—neither the identity of the reporting individual nor the specifics of the crime are included in the annual security report.

### **Resources, Support Services, and Protection for Students**

Maria College is committed to supporting victims and survivors of sexual misconduct and sexual violence, regardless of when, where, or who committed the acts in question. In this section, the College has collected information and resources that may be helpful. If there are other resources that you or a friend might need, the College encourages you to reach out to the College's Title IX team, who can help obtain those resources. If you are in immediate danger at any point, call 911.

### **Obtaining Immediate Medical Attention**

If you have been the victim of rape, sexual assault, domestic violence, or dating violence and are in need of immediate medical attention, please call 911 and/or consider visiting a hospital, urgent care center, or medical provider. Below is a list of emergency medical facilities and other medical providers near Maria College's campus. New York State law requires that all hospitals in the State offer forensic rape examinations (sometimes also called 'forensic sexual assault examinations' or simply 'rape kits'). Hospitals must notify the victim/survivor that they can choose to have the forensic rape exam and its related charges billed to the NYS Office of Victim Services at no cost to the victim/survivor. After the exam, you might receive other medical services or counseling services for which the hospital might charge you or bill your health insurance; if your insurance plan is through someone else (such as your parent), you are encouraged to tell hospital staff if you do not want your insurance policyholder to be notified about your access to these services.

Especially in incidents of rape or sexual assault, it may be important to receive a forensic examination as soon as possible in order to preserve evidence and/or to receive protection from sexually transmitted infections and pregnancy. To best preserve evidence, you should avoid showering, washing, changing clothes, discarding clothes, combing hair, or otherwise altering your physical appearance until the exam is complete, and you should seek an exam as soon as possible. Most medical professionals recommend receiving emergency HIV-prevention medication within 36 hours (1.5 days), a forensic exam within 96 hours (4 days), and emergency contraception (sometimes called "the morning-after pill") within 120 hours (5 days) of being raped or sexually assaulted. Even if you don't want evidence to be collected, it is still recommended that you get examined by a doctor in order to address physical injuries, potential pregnancy, and possible exposure to sexually transmitted infections. For more information about what to do after an assault, please call the NYS Sexual Violence Hotline at 1-800-942-6906 (available 24/7/365) to be connected to your local rape crisis center or visit the National Sexual Violence Resource Center website at [www.nsorc.org](http://www.nsorc.org).

### **Medical Facility**

**St. Peter's Hospital**, 315 S. Manning Blvd., Albany, NY 12208  
**Albany Memorial Hospital**, 600 Northern Boulevard, Albany, NY 12208  
**Albany Medical Center Hospital**, 43 New Scotland Avenue, Albany, NY 12208  
**Ellis Health Center**, 600 McClellan Street, Schenectady, NY 12304  
**Ellis Hospital**, 1101 Nott Street, Schenectady, NY 12308  
**St. Mary's Hospital**, 1300 Massachusetts Avenue, Troy, NY 12180  
**Samaritan Hospital**, 2215 Burdett Avenue, Troy, NY 12180

More information regarding forensic examinations and sexually transmitted infections, as well as other resources available through the New York State Office of Victim Services, is available by talking to someone on the Title IX team or by contacting the New York State Office of Victim Services directly: (800) 247-8035 or <https://ovs.ny.gov/contact-us>.

### **On-Campus and Off-Campus Resources and Support Services**

Individuals who have been subjected to sexual misconduct also often need other types of support. Even if you think you are okay and that you do not need help, the College encourages you to reach out to someone. The College offers on-campus resources that may benefit you. In addition, there are various off-campus resources that you can use if you prefer not to seek help from on-campus resources. Likewise, students who have been accused of sexual misconduct also often need support and guidance. All on-campus resources are equally available to those students.

Below is a list of on-campus and off-campus resources near Maria College's campus, including counselors, advocates, and community resources. If you have any questions or are not sure where to go, the Title IX team can help point you in the right direction. If you are not sure who is on the College's Title IX team, their names are included below as On-Campus Resources.

### On-Campus Resources

**Andrew Ledoux**  
**Title IX Coordinator**  
Main Building  
518-861-2505  
TitleIX@mariacollege.edu

**Larissa Babbie**  
**Bursar**  
**Title IX Deputy Coordinator**  
Main Building  
518-861-2507  
DeputyTitleIX@mariacollege.edu

**Rosalyn Vazquez**  
**Human Resources Specialist**  
**Title IX Deputy Coordinator**  
Main Building  
518-861-2580  
DeputyTitleIX@mariacollege.edu

**Michael Washco, LMHC**  
**Mental Health Counselor**  
mwashco@mariacollege.edu

### Off-Campus Resources

**Albany County Crime Victim & Sexual Violence Center**  
112 State Street, Room 1118, Albany, NY 12207  
518-447-7100 (office) 518-447-7716 (24-hour hotline)  
*Provides free and confidential services for Albany County residents of all genders and ages who have been affected by a crime, including resources for victims of sexual assault and domestic violence and resources for LGBTQ persons.*

**Equinox Domestic Violence Services**  
95 Central Avenue, Albany, NY 12206  
518-432-7865 www.equinoxinc.org  
*Provides free domestic violence services, including safe shelters and transitional housing, counseling, support groups, and legal services, to victims and their children.*

**The Legal Project's Campus Violence Legal Connection**  
24 Aviation Road, Suite 101, Albany, NY 12205  
518-435-1770 www.legalproject.org  
*Provides free legal consultation and pro bono (free) legal representation in family court matters.*

**In Our Own Voices**  
245 Lark Street, Albany NY, 12210  
518-432-4341 www.inourownvoices.org  
*Offers a variety of free programs designed to serve the LGBTQ community, including domestic violence and crime victim services, health services and HIV education, support groups, and legal services.*

**YWCA of Northeastern New York**  
44 Washington Avenue, Schenectady, NY 12305  
518-374-3394 www.ywca-northeasternny.org  
*Provides domestic violence services, including counseling, support groups, and safe housing options.*

**Unity House**  
2431 Sixth Avenue, Troy, NY 12180  
518-274-2607 (office)  
518-272-2370 (24-hour anonymous hotline)  
www.unityhousesny.org  
*Provides services regarding domestic violence and stalking, including counseling, support groups, emergency shelter and safe housing, and legal assistance, to victims and their children.*

The above is only a brief listing of the resources available to you. You can find many more resources by dialing 2-1-1 for free, confidential help finding an extensive list of resources, including law enforcement & public safety assistance, legal services, hospitals that conduct sexual assault forensic exams, confidential counseling services, and more. 2-1-1 is available 24/7, and many of the resources to which they can refer you also are available 24/7, are confidential, and are low-cost or free of charge.

### Protections and Campus Accommodations

In addition to the support provided by on-campus and off-campus resources, the College is prepared to offer you certain protections and reasonable campus accommodations. Below is a list of protections and campus accommodations that may be available, if appropriate. To request any of the below protections and/or campus accommodations, please contact the College's Title IX team. The Title IX team will then make the necessary arrangements, including coordinating with other campus offices as needed, in order to maintain your privacy.

- Having the College issue a 'no contact' order against an individual
  - A 'no contact' order requires the accused to leave a public place where both the accused and the reporting individual are present. The accused is not allowed to contact or speak with the reporting individual. If necessary, the College may establish a schedule for the accused and the reporting individual to access College buildings and property at separate times. Violating the 'no contact' order could subject the accused to additional consequences and/or the involvement of law enforcement.
  - Upon request, both the accused and the reporting individual will have the opportunity to provide their perspective on the need for a 'no contact' order, the terms of any 'no contact' order issued, and the potential for modifying the 'no contact' order and will be allowed to submit evidence in support of their view.
- Assistance from College officials in obtaining an order of protection or restraining order from law enforcement against an individual
  - Orders of protection and restraining orders are similar to 'no contact' orders, except that they are imposed by the local police, not by the College. If an individual violates an order of protection or restraining order, they could be arrested. The College reserves the right to impose consequences on individuals who violate orders of protection and restraining orders, such as imposing additional conduct charges and/or subjecting the accused to interim suspension.
- Assistance from College campus security in calling on and assisting law enforcement in effecting an arrest when an individual violates an order of protection
- Having an individual subjected to interim suspension or other appropriate interim measures when he/she poses a continuing threat to the health and safety of the College community
  - Determinations of whether a student poses a continuing threat to the health and safety of the College community are made by the Dean of Students (or his/her designee). Such a determination is always made in good faith and takes into consideration:
    - » The nature of the allegation in question
    - » Subsequent behavior occurring after the allegation
    - » The potential risk of harm or disruption to the campus community and the reporting individual
    - » Other relevant factors, such as whether the alleged behavior represents an escalation in behavior from past incidents, the possession and/or use of a weapon, and whether alternatives to interim suspension are available
  - When the threat posed implicates mental health issues, the student will be required to provide the College with documentation from an appropriate healthcare provider in order to return to campus. Additional safety precautions may also be taken where the College deems it necessary.
  - When certain crimes occur in certain areas on and/or near campus that represent a serious or continuing threat to the campus community, the College is obligated under federal law to issue a timely warning, in order to protect the safety of others. Crimes triggering a timely warning might include, for example, a rapist who is still present on campus. When a timely warning is issued, the warning will never identify any victims or reporting individuals.
- Obtaining reasonable and available interim measures and accommodations for changes in an individual's academics, housing, employment, transportation, or other arrangements in order to help ensure safety, prevent retaliation, and avoid a hostile environment, such as the following:
  - Changes to class schedule
  - Changes to work schedule
  - Changes in dormitory assignment
  - Assistance finding alternate transportation
  - Assistance finding alternate housing
- Other protections, services, and accommodations that may be appropriate

## Disciplinary Process for Students Who Commit Sexual Misconduct

When a student commits or is believed to have committed sexual misconduct—whether committed against another student, other member of the campus community, or non-member of the campus community—the student will likely face student conduct charges and be subjected to the College's **Disciplinary Procedures for Violations of Code of Conduct** described in full on page 35 of this Student Handbook. All accused students are entitled to a presumption of 'not responsible' (not guilty), and all processes will be conducted in a fair, impartial, thorough, and timely manner.

## Student Rights

The following rights are guaranteed to students by New York State's "Enough Is Enough" law. Please read them carefully. If you have any questions, you can always ask the College's Title IX team. If you aren't sure who is on the College's Title IX team, a list of their names is provided on page 43. The rights listed in the Student Bill of Rights will also be discussed with you and/or provided to you when you disclose or report an incident of sexual misconduct to any College official, whether they are a confidential official or an official who can guarantee privacy.

## Student Bill of Rights

All students have the right to the following:

- Make a report to local law enforcement and/or the State Police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the student conduct process and/or criminal justice process free from pressure by the College;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few College officials as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the College, any student, the accused and/or their friends, family, and acquaintances within the jurisdiction of the College;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, or accused individual, throughout the student conduct process, including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or student conduct process of the College.

## Additional Rights

All reporting individuals are further advised of their right to the following:

- Notify College campus security, local law enforcement, and/or State Police;
- Have emergency access to a Title IX Coordinator or other College official trained in interviewing victims of sexual assault who will be available upon the first instance of disclosure by the reporting individual to provide information regarding options to proceed and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible; to explain that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violates New York State criminal laws should be addressed to law enforcement or to the local district attorney; and to explain whether he/she is able to offer the reporting individual confidentiality or privacy and to inform the reporting individual of other reporting options;

- Disclose confidentially the incident to College officials, who may offer privacy and/or confidentiality in accordance with applicable laws, as appropriate, and who can assist in obtaining services and resources for reporting individuals;
- Disclose confidentially the incident and obtain services from the State or local government;
- File a report of sexual assault, domestic violence, dating violence, and/or stalking;
- Have the right to consult the Title IX Coordinator and other appropriate College officials for information and assistance; and have the right to have reports investigated in accordance with College policy, including the right that the reporting individual's identity will remain private at all times if the reporting individuals wishes to maintain privacy;
- Disclose, if the accused is an employee of the College, the incident to the College's Director of Human Resources and/or have the right to request that a confidential or private employee assist in reporting the incident to the Director of Human Resources;
- Receive assistance from College officials in initiating legal proceedings in family court or civil court;
- Withdraw a complaint or withdraw from involvement in the College student conduct process at any time.

Maria College will ensure that every student is afforded the following rights:

- The right to request that student conduct charges be filed against the accused in proceedings governed by New York State's "Enough Is Enough" law (Education Law 129-B) and the procedures established by the College in this policy book;
- The right to a process in all student conduct cases where a student is accused of sexual assault, domestic violence, dating violence, stalking, or other sexual misconduct that violates this policy, that includes, at a minimum:
  - notice describing the date, time, location, and factual allegations concerning the violation; reference to the specific policy provisions alleged to have been violated; and possible sanctions for the violation;
  - an opportunity to offer evidence during an investigation, and to present evidence and testimony at a student conduct hearing, where appropriate, and to have access to a full and fair record of any such hearing; and
  - access to at least one level of appeal of a determination before a panel that is fair and impartial and does not include individuals with a conflict of interest.
- Throughout proceedings involving such an accusation, the right for both the reporting individual and the accused:
  - to be accompanied by an advisor of choice who may assist and advise throughout the student conduct process, including during all meetings and hearings related to the process;
  - to a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the accused (including the right to a presumption that the accused is 'not responsible' until a finding of responsibility is made pursuant to New York State's "Enough Is Enough" law and the College's policies described in this policy book), and other issues including but not limited to domestic violence, dating violence, stalking, and sexual assault;
  - to an investigation and student conduct process that is fair, impartial, and provides a meaningful opportunity to be heard, and that is not conducted by individuals with a conflict of interest;
  - to have the College's student conduct process run concurrently with a criminal justice investigation and proceeding, except where law enforcement requests a temporary delay in order to gather evidence;
  - to review and present relevant available evidence in the case file or otherwise in the possession or control of the College;
  - to exclude their own prior sexual history with persons other than the other party in the student conduct process and/or their own mental health diagnosis and treatment from

admittance in the stage of College's student conduct proceedings where responsibility is determined;

- to receive written advance notice of the following:
  - » any meeting he/she is required or eligible to attend
  - » any specific rule or law alleged to have been violated and in what manner
  - » the consequences and/or sanctions that may be imposed as a result of the student conduct process; and
  - » the determination of the student conduct hearing panel and the rationale for any consequences/sanctions imposed;
- to make an impact statement during the point of student conduct proceedings where appropriate consequences/sanctions are being determined;
- to be informed of the possible consequences/sanctions that may be imposed upon the outcome of the student conduct process; to simultaneous written notification of the outcome of the student conduct process, including any consequences/sanctions actually imposed; and the rationale for the consequences/sanctions actually imposed;
- to choose whether to disclose or discuss the outcome of the student conduct process; and
- to have all information obtained during the course of the student conduct process be protected from public release until the student conduct appeals panel makes a final determination (unless federal and/or State law requires otherwise).

## ACADEMIC INTEGRITY POLICY

Maria College believes that academic integrity is essential to providing students with a high-quality education, as well as critical to ensuring the collective reputation of the College and its academic programs, faculty members, students, and alumni. As members of an intellectual community, students of Maria College are expected to maintain standards of personal and academic honesty in all coursework and examinations, and to refrain from behaviors that are disruptive to the teaching and learning of others in the classroom. Students who fail to uphold these expectations risk undermining the education of themselves and others, losing the trust of their professors and peers, and damaging the reputation of Maria College.

Faculty members will typically provide students with course syllabi that speak to additional expectations and policies for individual courses. Students have the responsibility of understanding and abiding by the expectations and policies of their professors. Students who witness acts of academic dishonesty are encouraged to report such behavior to their professor and/or to file a report with the Dean of Students. Individual faculty members have the discretion to address instances of academic dishonesty in the manner he/she deems appropriate. This may include imposing informal sanctions, such as requiring re-submission of an assignment, issuing a lower or failing grade for the assignment or the course, or requiring additional assignments. In addition, faculty members may choose to file a formal report with the College, which would potentially subject the student to more serious consequences, such as suspension or expulsion.

Committing acts of academic dishonesty—whether under this policy or under a professor's course syllabus—are violations of the Maria College **Student Code of Conduct** and, accordingly, may subject the student to consequences and/or sanctions. *For more information regarding the Student Code of Conduct process and potential consequences, see page 37 of this Student Handbook.*

The following acts of academic dishonesty constitute academic misconduct in violation of Maria College's Student Code of Conduct. Academic misconduct can occur both on-campus and off-campus and may also include other unacceptable conduct not specifically listed below.

- Plagiarism

- Presenting another person's work as your own, including but not limited to submitting work that was copied, stolen, or purchased from another person; submitting without prior authorization of one's professor any work originally completed for a different class; submitting work completed by someone else; and copying and/or borrowing words, phrases, or major ideas from another person without citing or acknowledging the source. See Maria College's Plagiarism Policy on page 54 of this Student Handbook.

- Cheating

- Giving or receiving unauthorized assistance before, during, or after an academic exercise, assignment, or examination, including but not limited to: unauthorized use of notes, books, electronic devices, or other aids during examinations; unauthorized collaboration (whether with peers or third parties) on assignments, examinations, or other academic exercises; arranging for an examination to be taken by someone other than the intended student; viewing another person's exam responses; allowing someone else to view one's own exam responses; and unauthorized discussion and/or sharing of examination material.

- Forgery and/or alteration of institutional records

- Including but not limited to: the creation of false College records, such as transcripts, letters of recommendation, and disciplinary records; the alteration of true College records, such as transcripts, letters of recommendation, and disciplinary records; and imitating the signature of a College official, faculty member, or staff member on any documents, real or fake.

- Disruptive campus behavior

- Including but not limited to failure to comply with instructions or directives given by one's professor or College officials; interfering with lectures or other academic exercises to the detriment of other students; and disruptive behavior for the purpose of protesting or stifling another person's free speech or the free exchange of ideas.

- Sabotage

- Intentionally damaging, destroying, stealing, or undermining access to another person's work or materials, including but not limited to notebooks, textbooks, library materials, digital files, computers, and computer programs.

- Misrepresentation

- Including but not limited to misrepresenting or falsifying information, data, citations, sources, or other information as part of an assignment, presentation, or academic exercise.

- Bribery

- Offering or giving any good or service to a professor or other instructor in an effort to induce that professor to provide benefits (such as a higher grade) to which the student would otherwise not be entitled.

- Theft, damage, or misuse of library resources and/or technology resources

- Including but not limited to taking library materials from the library when the materials have not been properly checked-out; defacing or damaging library materials; abuse of privileges for using library materials on reserve; displacing or hoarding library materials within the library; unauthorized use of another person's computer, email account, or technology privileges; damaging computer equipment; and interfering with College computer network operations.

Students who feel they have been unfairly or erroneously accused of acts of academic dishonesty, or who feel the imposed consequences are unjust, may dispute the accusation and/or punishment under the Student Grievance Policy described on page 56 of this Student Handbook.

## PLAGIARISM POLICY

Students who commit plagiarism may face academic consequences as well as disciplinary consequences. In an academic institution, plagiarism occurs when a writer

- fails to cite quotations and borrowed ideas;
- fails to enclose borrowed language in quotation marks; or
- fails to put summaries and paraphrases into his or her own words.

Plagiarism is not limited to using the work of another individual, and all policies regarding plagiarism also cover self-plagiarism. Self-plagiarism is defined as the use of one's own previous work in another context without citing that the work was used previously. Any uncertainty about this should be

addressed with the instructor prior to submitting the work.

The potential consequences for plagiarizing work are as follows:

#### 1st Offense

- Course instructor would talk individually with the student about the matter to determine whether plagiarism occurred and, if so, the reasons explaining the conduct.
- The conduct will be recorded with the Dean of the College.
- The student will be required to undergo mandated instruction regarding plagiarism provided by the Department of Student Affairs.
- The student will be required to re-do the assignment in question with an automatic 20% grade reduction.

#### 2nd Offense

- The plagiarized assignment will receive a 0% grade.
- The conduct will be recorded with the Dean of the College.

#### 3rd Offense

- The student will receive an F grade for the course.
- The conduct will be recorded with the Dean of the College, and disciplinary action will be taken against the student, in consultation with the Dean of Students.

## INCIDENT REPORTING

All members of the Maria College community are welcome and encouraged to report incidents that they experience or witness that are academic (such as cheating on an exam) or non-academic in nature (such as fighting or any other violations of the Student Code of Conduct), as well as behavior or conduct of others that raises concerns regarding an individual's mental health, such as symptoms of depression, mental illness, eating disorders, suicide, drug addiction, or other issues.

Students are welcome to speak privately with a College official who can help address the incident or issue and provide support as appropriate, including the Dean of the College, Dean of Students, Director of Counseling, Pastoral Minister, Title IX Coordinator, or other trusted official.

Individuals can file the Maria College Incident Report Form, Sexual Misconduct Report Form, Student Grievance Report Form, or the Student Misconduct Report Form online by visiting [www.mariacollege.edu/about-maria/policies-procedures](http://www.mariacollege.edu/about-maria/policies-procedures), or in various offices on campus, including the Office of the Dean of the College, the Office of the Dean of Students, Campus Security, or Department of Student Affairs. All reports will be directed to the appropriate College official and the reporting individual's privacy will be maintained to the extent possible.

## STUDENT GRIEVANCE POLICY

The College is committed to resolving student complaints regarding their College experience in a fair and timely manner. Academic & administrative complaints and disputes are resolved under a different process than that used for Code of Conduct violations. Any grievances involving potential sexual misconduct by a student, faculty member, or staff member will be resolved according to Maria College's **Sexual Misconduct Policy**, which can be found on page 38.

Academic & administrative complaints and disputes may include, but are not limited to the following:

- Complaints against professors, faculty, staff, or administrative or support services
- Complaints against professors regarding course grades
- Complaints regarding the quality and/or nature of instruction, assessment, or advisement provided by professors, faculty, or staff
- Disagreement with disability accommodations and/or academic accommodations offered by the Disability Services Program

- Other non-conduct-related academic and/or administrative disputes

A student may commence the grievance process at any time while he/she is enrolled as a student, but all complaints must be brought to the attention of the College within a reasonable period of time from the date of the dispute in question. The length of time that may be reasonable will vary with the nature of the dispute but, as a general rule, a complaint brought to the attention of the College within two weeks of the dispute will be considered to have been raised within a reasonable period of time. The College reserves the right to dismiss complaints that are not raised within a reasonable period of time.

A student should file a grievance (academic or non-academic) online using the 'Student Grievance Report Form' by visiting [www.mariacollege.edu/about-maria/policies-procedures](http://www.mariacollege.edu/about-maria/policies-procedures) or in hard copy through the Office of the Dean of the College or the Office of the Dean of Students.

Academic complaints and disputes (including issues involving professors, course grades, academic accommodations, or academic instruction) will be resolved as follows:

- Step 1: Student must try to resolve the complaint through an informal discussion between the student and the person(s) against whom the complaint is made (usually the instructor or professor in question).
- Step 2: If a good faith effort to resolve the complaint through an informal discussion is not effective, the student may seek the assistance of the Chair of the relevant academic department. Where the Chair is the person against whom the complaint is being made, the student may proceed directly to Step 3.
- Step 3: If a good faith effort to resolve the complaint through an informal discussion is not effective, the student may seek the assistance of the Dean of the College. The Dean will request that the student put his/her complaint in writing, and the Dean will arrange a formal meeting between the student and the person(s) against whom the complaint is made, with the Dean of the College in attendance. Both the student and the person(s) against whom the complaint is made will have an opportunity to provide their perspective and suggest a solution.
- Step 4: The Dean of the College will determine the appropriate resolution. The Dean's decision will be made within 10 business days of the investigation. The Dean's decision will be provided in writing to both the student and the person(s) against whom the complaint is made. The Dean's decision will be final.

Administrative complaints and disputes (including issues involving College policies or procedures, College officials or administrators, billing or financial aid issues, or other non-academic issues) will be resolved as follows:

- Step 1: Student must try to resolve the complaint through an informal discussion between the student and the person(s) against whom the complaint is made.
- Step 2: If a good faith effort to resolve the complaint through an informal discussion is not effective, the student may seek the assistance of the Dean of Students. The Dean will request that the student put his/her complaint in writing, and the Dean will arrange a formal meeting between the student and the person(s) against whom the complaint is made, with the Dean of Students in attendance. At the meeting, both the student and the person(s) against whom the complaint is made will have an opportunity to provide their perspective and suggest a solution.
- Step 3: If a solution is not agreed upon, the Dean of Students will determine the appropriate resolution. The Dean's decision will be made within 10 business days. The Dean's decision will be final.

In certain instances, the Dean of Students may choose to seek the advice and/or involvement of the Dean of the College, program directors, department chairs, or other relevant College officials, as appropriate.

## Appealing Student Grievance Process

If a student wishes to appeal the process by which the Dean of the College or the Dean of Students made their decision, the student may submit a written request for an appeal of the process to the Office of the President within 5 business days of receiving written notification from the Dean of the College or the Dean of Students. The written request for appeal must include a brief statement as to why the student objects to the process by which a determination was made and a brief statement of the student's argument(s) as to why the Dean of the College or the Dean of Students determination of responsibility and/or imposed consequences/sanctions were inappropriate. Upon receiving the student's written request for appeal, the President will schedule an Appeal Hearing, to be held in a timely manner at a campus location and date determined by the President. Upon scheduling the Appeal Hearing, the President will provide written notification of the location, date, and time to the student involved.

## RE-ENROLLMENT POLICY

Any student who previously attended Maria College in good academic standing and wishes to return as a student must submit a re-enrollment application to the Office of Admissions.

Students who wish to re-enroll after academic dismissal must show successful completion of at least six credit hours at another post-secondary institution with a minimum GPA of a "C" or higher in order to be considered for re-enrollment.

Students who wish to re-enroll after a medical leave of absence (whether voluntary or involuntary) must contact the Dean of the College before submitting a re-enrollment application and must satisfy all applicable requirements of the Medical Leave of Absence policy. See page 59 for more information.

Students who wish to re-enroll after disciplinary dismissal must contact the Dean of Students before submitting a re-enrollment application in order to determine whether re-enrollment is available to them.

All re-enrollment applications must submit official transcripts from any post-secondary institution that they had attending since their previous enrollment at Maria College.

## REFUND POLICY

For all students who withdraw with the approval of the Dean of the College or are dismissed, a refund of tuition will be made accordingly:

### Day and Evening Students

|  |           |
|--|-----------|
| Withdrawal during the first week of the semester (the Add/Drop week) | 100%      |
| Withdrawal during the second week of semester                        | 80%       |
| Withdrawal during the third week of semester                         | 60%       |
| Withdrawal during the fourth week of semester                        | 40%       |
| Withdrawal after the fourth week of semester                         | no refund |

### Weekend Students

|   |           |
|---|-----------|
| Withdrawal before the first weekend session | 100%      |
| Withdrawal before second scheduled weekend  | 80%       |
| Withdrawal before third scheduled weekend   | 60%       |
| Withdrawal after third scheduled weekend    | no refund |

### Summer Session Students

|   |           |
|---|-----------|
| Withdrawal during the first week of session | 80%       |
| Withdrawal after the first week of session  | no refund |

## MEDICAL LEAVE OF ABSENCE POLICY

### Leave of Absence

A student who wishes to take a leave of absence must complete and submit the request for withdrawal/leave of absence form with all necessary signatures. This form is only available at the Registrar's Office. Financial aid regulations stipulate that a leave of absence must not exceed a total of 180 days in any 12-month period. Upon return from a leave of absence, a student must complete a Re-Enrollment Application, available in the Admissions Office. A student on a medical leave of absence must provide documentation of medical clearance for return to study.

A student who does not return at the end of a leave of absence will be considered withdrawn from the College, and this withdrawal will be effective as of the beginning date of the leave of absence.

### Voluntary Medical Leave of Absence

Maria College understands that students may encounter times during their enrollment when physical or mental health conditions significantly interfere with their ability to function safely and successfully as a student. A voluntary medical leave of absence is intended to provide students with time for treatment and recovery.

Students on a voluntary medical leave of absence will receive a grade of "W," "WS," or "WU" on their transcript for any courses in progress. Students may also receive tuition reimbursement for a portion of their costs, including loans, if applicable and appropriate. Please refer to the Maria College Academic Catalog for more information.

To request a voluntary medical leave of absence, the student must contact the Dean of Students or his/her designee. The Dean of Students (or his/her designee) will review the request and will require the student to submit the Student Request for Medical Leave of Absence Form and the Provider Report Form, to be completed by the student's treating physician and/or other relevant healthcare professional(s). Prior to approval of the voluntary medical leave of absence, the Dean of Students (or his/her designee) will consult with the student, as well as with relevant Maria College faculty and staff members, including Maria College Counseling Services, as necessary, to assess and determine the student's eligibility for a voluntary medical leave of absence.

Students requesting a voluntary medical leave of absence may be required to provide medical releases for access to their medical and mental health records as reasonably necessary.

If the student's request for a voluntary medical leave of absence is approved, the student will be provided with a letter outlining the terms of the voluntary medical leave of absence, as well as any conditions or requirements that must be satisfied before the student will be approved to return to Maria College and/or conditions or requirements that the student must satisfy in order to remain enrolled after returning. The College will review and investigate compliance with conditions of return, including but not limited to consultations with the student and other appropriate members of the College community, as appropriate. Failure to satisfy or abide by conditions or requirements relevant to remaining enrolled may result in a student being placed on involuntary leave or being dismissed from the College. Any imposed conditions or requirements will be determined on an individualized basis after evaluation and consideration of all relevant information available. In addition to satisfying any stated conditions or requirements, the student must also provide evidence that the student will be able to function safely and successfully as a student, with or without reasonable accommodations, before the student will be approved to return to Maria College.

### Return from Voluntary Medical Leave of Absence

When the student believes that the stated conditions and requirements for return have been satisfied, and that the student can provide evidence of ability to return safely and successfully, the student should contact the Dean of Students (or his/her designee) to request to return and must submit a completed Provider Return from Medical Leave of Absence Form. The student must make the request to return a minimum of two weeks prior to the start of the first day of classes of the semester for which the student wishes to re-enroll.

When making the request to return, the student must provide the Dean of Students (or his/her designee) with proof that the student is able to function safely and successfully as a student and has satisfied all conditions and requirements necessary for return. The Dean of Students (or his/her

designee) will consult with the student, relevant Maria College faculty and staff members, including Maria College Counseling Services, the student's treating physician, mental health professional, and/or other relevant healthcare providers, and other sources of relevant information, as appropriate, prior to making a final determination as to whether the student may return. The student will be notified in writing of the final determination.

To ensure that the student's satisfactory academic progress is not impacted, the student should consult with the Registrar and the Office of Financial Aid prior to requesting a voluntary medical leave of absence. Students receiving Title IV federal aid will be considered withdrawn from Maria College while on a leave of absence.

A student can take a medical leave of absence up to two (2) consecutive semesters.

During a medical leave of absence, the academic policies outlined in the Academic Catalog's Leave of Absence policy remain in effect.

Students may appeal decisions regarding voluntary medical leaves of absence in accordance with the procedures outlined on page 61.

### **Involuntary Medical Leave of Absence**

To ensure the safe operation of Maria College's services, programs and activities, the College may determine that it is necessary to place a student on an involuntary medical leave of absence, such as in the event of circumstances in which student conduct disrupts or impedes the educational process, activities, or functions of the College community, circumstances in which a student is unable or unwilling to carry out substantial self-care obligations, circumstances that raise the concern of a potential safety threat or emergency, or circumstances in which there is a substantial, credible risk of harm to any individual within the College community. In any such circumstances, Maria College will conduct an individualized assessment of the student prior to placing the student on an involuntary medical leave of absence, giving careful consideration to the clinical opinions and treatment recommendations of the student's treating physician, mental health professional, and/or other relevant healthcare provider, if available, along with any opinions and recommendations of healthcare professionals consulted by Maria College, Maria College faculty and staff members, and other relevant information available to the College. Maria College will also encourage the student to provide any other additional information that the student believes is relevant to the determination, including any mitigating factors relevant to the circumstances giving rise to the College's consideration of involuntary leave of absence as an appropriate measure.

Based on the results of the individualized assessment, Maria College will determine whether there are reasonable modifications that can be made to Maria College policies, practices, or procedures that would be effective to allow the student to continue to attend classes and otherwise participate in the College's educational programs safely and successfully while seeking treatment for, or recovering from, any related medical or mental health conditions.

The student may be placed on an involuntary medical leave of absence if, after the individualized assessment and careful review and consideration, Maria College concludes that: (1) the student's continued participation in its educational programs would require accommodations/modifications that would be unreasonable or would fundamentally alter the nature of those programs; (2) the student rejects all reasonable accommodations/modifications offered by Maria College and the student cannot meet the College's essential eligibility requirements to continue to participate in its educational programs; or (3) even with the provision of all of the reasonable accommodations/modifications offered by Maria College, the student cannot meet the College's essential eligibility requirements.

Maria College may require the student to provide medical releases for access to the student's medical and mental health records as reasonably necessary to complete the individualized assessment. Except in the event of an imminent safety risk or other emergency or otherwise authorized by law, Maria College will explain its assessment process and appeal rights to the student in detail before obtaining any information from the student's healthcare provider(s) and/or before making any referrals or recommendations concerning the student. Maria College will ensure that any assessment, discipline, or other actions taken by the College are based on legitimate safety concerns and appropriate factual records and not on speculation, stereotypes, or generalizations about persons with physical, mental, or other disabilities or health needs.

If a student is placed on an involuntary medical leave of absence, the student will be advised of the appeal procedures available to challenge the College's decision.

In cases where there is concern that a student poses a threat to the health or safety of any person (including himself/herself), the individualized assessment will be based on reasonable judgment and will include consideration of current medical knowledge and/or the best available evidence, as well as consideration of the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

If the student is placed on an involuntary medical leave of absence, the student will be provided with a letter outlining the terms and conditions of the involuntary medical leave of absence, as well as any conditions or requirements that must be satisfied before the student will be approved to return to the College and/or conditions or requirements that the student must satisfy in order to remain enrolled after returning. The College will review and investigate compliance with conditions of return, including but not limited to consultations with the student and other appropriate members of the College community, as appropriate. Failure to satisfy or abide by conditions or requirements relevant to remaining enrolled may result in a student being dismissed from the College. Any imposed conditions or requirements will be determined on an individualized basis after evaluation and consideration of all relevant information available. In addition to satisfying any stated conditions or requirements, the student must also provide evidence that the student will be able to function safely and successfully as a student, with or without reasonable accommodations, before the student will be approved to return to Maria College.

### **Return from Involuntary Medical Leave of Absence**

When the student believes that the stated conditions and requirements for return have been satisfied, and that the student can provide evidence of ability to return safely and successfully, the student should contact the Dean of Students (or his/her designee) to request to return and must submit a completed Provider Return from Medical Leave of Absence Form. The student must make the request to return a minimum of two weeks prior to the start of the first day of classes of the semester for which the student wishes to re-enroll.

When making the request to return, the student must provide the Dean of Students (or his/her designee) with proof that the student is able to function safely and successfully as a student and has satisfied all conditions and requirements necessary for return. The Dean of Students will consult with the student, relevant Maria College faculty and staff members, including Maria College Counseling Services, the student's treating physician, mental health professional, and/or other relevant healthcare providers, and other sources of relevant information, as appropriate, prior to making a final determination as to whether the student may return. The student will be notified in writing of the final determination.

A student can take a medical leave of absence up to two (2) consecutive semesters.

During a medical leave of absence, the academic policies outlined in the Academic Catalog's Leave of Absence policy remain in effect.

Students may appeal decisions regarding voluntary medical leaves of absence in accordance with the procedures outlined below.

### **Appeals Regarding Medical Leaves of Absence**

If a student wishes to appeal a decision regarding voluntary or involuntary medical leaves of absence, the student may do so by submitting an appeal in writing to the College President. The appeal must be submitted within 5 business days of the decision and must clearly state the basis for the appeal. The appeal will be reviewed in a timely manner and the decision of the President will be final.

## DRUG AND ALCOHOL POLICY

The objective of the drug and alcohol policy is to maintain a healthy and productive environment, free from the effects of alcohol/drug abuse.

Maria College views chemical dependency as a disease that can endanger the well-being of students, faculty, staff, and the community they serve. Therefore, Maria College prohibits the use, possession, selling, or distribution of alcohol/drugs while on campus property or the premises of academic field sites and clinical placements, and/or while participating in academic field work, College-affiliated volunteer opportunities, events sponsored by or affiliated with the College, or other events at which an individual is serving in a student capacity or as a representative of the College. The College holds each person responsible for his/her conduct at all times, including behaviors which occur under the influence of alcohol/drugs, and any person violating these policies may be subject to disciplinary action. Violations are considered a serious offense, and disciplinary action may include referral for treatment, disciplinary suspension, dismissal, and/or referral for prosecution. Such violations of the standards of conduct will be dealt with on a case-by-case basis, with imposition of discipline appropriate to the severity of the violation. Students who wish to report an incident of sexual misconduct—whether as the victim or as a bystander—that occurred while the reporting individual or another individual was under the influence of alcohol or drugs will not face disciplinary action. Please see Maria College's Amnesty Policy on page 48 of this handbook for more information.

At any time, a student may seek confidential assistance on a voluntary basis from Counseling Services.

### Mandatory Referrals for Counseling Treatment Due to Alcohol/Drug Use

Individuals from the campus community identified for mandatory referrals shall be those who demonstrate a pattern of poor academic performance (such as absenteeism and tardiness), impaired performance in the classroom and/or at the clinical field placement, or other acts that violate the College policy as deemed by the Vice President of Academic Affairs. Maria College has adopted the following mandatory procedures:

- An administrator or faculty member will (1) document observation of impaired student and (2) confront the student and coordinate his/her referral with Counseling Services.
- A student who receives a mandatory referral must sign a written release form stating the terms of assessment, treatment, and completion of a substance abuse program. A student who refuses to comply with the contract requirement may be subject to further disciplinary action up to and including dismissal from the college. Responsibility for any/all costs of evaluation, treatment or aftercare will be borne by the student.
- Due to the nature of the disease of chemical dependency and the course of treatment needed, counseling services involving substance abuse violations at Maria College are limited to assessment and referral for treatment.

## COMMUNICABLE DISEASES POLICY

A student is required to report his or her exposure to, signs and symptoms of, and/or diagnosis of communicable diseases to the Dean of Students and his/her academic Program Chair, regardless of the circumstances, and is expected to take all precautions to prevent further spread of the suspected or real disease. Reportable communicable diseases include but are not limited to, measles, mumps, rubella, chicken pox, hepatitis, influenza, and tuberculosis. The student may be required to seek medical attention and obtain a medical release before being allowed to continue in his or her classroom and clinical sites.

## IMMUNIZATION REQUIREMENT

All students attending a New York State post-secondary institution at least half time (6 credit hours) are required to show proof of immunity against measles, mumps and rubella. Proof of immunizations must be presented to the Office of Student Records before students begin classes.

Persons born before January 1, 1957, will be exempt from this requirement unless proof of immunity is required by the specific program. Proof of immunity to measles will be defined as two doses of measles vaccine on or after the first birthday and at least 30 days apart (preferably three months), physician

documented history of disease, or serologic evidence of immunity. Proof of rubella immunity will mean one dose of rubella vaccine on or after the first birthday or serologic evidence of immunity. Proof of mumps immunity will mean one dose of mumps vaccine on or after the first birthday, a physician documented history of disease, or serologic evidence of immunity. Students may not begin classes until this documentation is on file in the Registrar's Office.

New York State Public Health Law requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, complete and return the Meningococcal Meningitis Vaccination Response Form to the office of student records. Students may not begin classes until this documentation is on file in the Registrar's Office.

## GENDER-INCLUSIVE RESTROOMS

Maria College offers several restrooms on campus that are gender-inclusive. These restrooms are located:

- Main Building: Inside the Business Office and Copy Center
- Marian Hall: All restrooms on first floor level
- McAuley Building: First floor next to the assistive technology lab
- Mercy Hall: Next to Mary Beth O'Brien Tutoring Center

## COMPUTER USE POLICY

In using the campus computer system, students are required to conform to the Computer Use Policy, which applies to the entire Maria College community. The Computer Use Policy provides, among other things, that perform the following

- use of the Maria College computers must be confined to College-related research or College-related business;
- no computer activities are allowed that are of a criminal nature, are morally questionable, or can potentially be interpreted as fraudulent, involving abuses of minors, or violating the rights and privacy of any individual.

The full text of the Computer Use Policy can be found on the College's website <https://mariacollege.edu/about-maria/policies-procedures/computer-use-policy>.

Any legal actions or consequences that may arise from a student's violation of any of the Computer Use Policy conduct are solely the responsibility of the student, not Maria College. Use of the College's computing facilities is a privilege and not a right. The privilege may be withdrawn at any time by the sole discretion of the President of the College, with or without cause.

## COPYRIGHTED MATERIALS AND PEER-TO-PEER FILE SHARING POLICY

Maria College prohibits the unauthorized distribution of copyrighted material. The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student to civil and criminal liabilities as listed below.

"Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement."

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750.00 and not more than \$30,000.00 per work infringed. For "willful" infringement, a court may award up to \$150,000.00 per work infringed. A court can, in its discretion,



also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000.00 per offense.

Students who violate the Maria College policy regarding unauthorized distribution of copyrighted material will be subject to the disciplinary action as outlined in the Maria College Student Handbook. For more information, please see the Website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## COLLEGE CLOSING PROCEDURES

If it becomes necessary to cancel classes because of bad weather, students will be informed of the cancellation on the Maria College web home page, a mass email, and the following radio and television stations:

Radio Stations: WROW 590 AM, WGY 810 AM 103.1 FM, WFLY 92.3 FM, WABY 900 AM, WYJB 95.5 FM, WAJZ 96.3 FM, WGNA 107. FM

Television Stations: Channels 6, 9, 10 & 13.

If classes are not cancelled, students living a distance should use discretion regarding travel safety.

## RELIGIOUS OBSERVANCE POLICY

In order to accommodate various religious observance beliefs, Maria College has adopted the following procedures:

- Students must notify their instructors in writing, no later than the fifteenth day after the first day of the semester, of each class scheduled for a day on which they will be absent because of religious obligations and practices.
- Students will not be penalized in any way for absences due to religious obligations and practices.
- Students may make up any examinations, study or work requirements that they have missed because of such absence on any particular day or days.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Acts of 1974 (commonly referred to as "FERPA" or the "Buckley Amendment") is designed to protect the confidentiality of the records that educational institutions maintain on their students and to give students access to their records to ensure the accuracy of their contents. The Act affords students certain rights with respect to their Education Records. FERPA applies to the academic records of persons who are, or have been, in attendance at Maria College. FERPA does not apply to records of applicants who are denied admittance or, if accepted, do not attend Maria College. The act applies to all education records maintained by Maria College, and all parties acting for Maria College, which are directly related to a student. Records containing a student's name, identification number, or other personally identifiable information, in whatever medium, are covered by FERPA unless identified in one of the act's excluded categories.

### Enforcement and Penalties

The Registrar is responsible for the College's compliance with this policy. Responsibility for administering the act by the federal government has been assigned to the Family Policy Compliance Office within the United States Department of Education. This office reviews and investigates complaints and attempts to bring compliance through voluntary means.

### Annual Notification Required

Maria College will provide an annual notification to currently enrolled students concerning their rights under FERPA by publication in the Academic Catalog.

The annual notice will include the following information:

- The right of the student to inspect and review academic records.
- The right of a student to petition Maria College to amend or correct any part of the academic record believed to be inaccurate, misleading, or in violation of the privacy rights of the student.
- The right of the student to control the disclosure of personally identifiable information contained in the student's educational records, except as otherwise authorized by law.
- The right of any person to file a complaint with the Family Policy and Regulations Office, US Department of Education, Washington DC, 20202, if Maria College violates this law.
- The right of the student to obtain a copy of this policy.

### Right of the College to Refuse Access

Maria College reserves the right to refuse to permit a student to inspect the following records:

- The financial statements and tax returns of the student's parents.
- Letters and statements of recommendation that the student has waived his or her right to access, or which were placed in the file before January 1, 1975.
- Records connected with an application to attend Maria College or a component of the College if that application was denied.
- Those records which are not educational records as defined by FERPA.

### Refusal to Provide Copies

Maria College reserves the right to deny access to students' academic records in any of the following situations:

- The student is in default under any federal loan program.
- The student has an unpaid financial obligation to the College.
- There is an unresolved disciplinary action against the student.
- There is an unresolved litigation between the student and the College.
- Other cases as determined by College policy on registration and academic holds or as determined appropriate by the College.

### Types of Records Not Considered to Be Academic Records

The following types of records are not considered by Maria College to be academic records, and thus are not covered by FERPA:

- Records that are made by faculty, staff, administrative, or auxiliary personnel for personal use, are unavailable to any other individual. These personal notes are to be referred to in departmental and administrative records policies as "sole possession" records.
- An employment-related record that does not result from student status.
- Parents' confidential financial statements, income tax records, and reports received by the College.
- Records maintained by Maria College counseling services are only available to those individuals providing the diagnosis and treatment.
- Alumni records that do not relate to the person as a student.

### Disclosure of Student Academic Records (Without Written Consent of the Student)

Maria College will disclose student academic records without the written consent of the student in the following limited circumstances:

- To Maria College officials and to specified agents of the College who have a legitimate

educational interest in the records.

- To certain officials in the US Department of Education, the Comptroller General, the Attorney General of the United States, and state and local educational authorities, in connection with certain state or federally supported education programs.
- In situations where a student has sued the College, or the College has taken legal action against a student, as necessary to proceed with legal action as a plaintiff or to defend itself.
- In connection with student's request for, or receipt of, financial aid as necessary to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms or conditions of the aid.
- To organizations conducting certain studies for or on behalf of Maria College. These studies may not permit the personal identification of any student by anyone other than the organizations' representatives. Additionally, all information provided must be destroyed by the requesting organizations when no longer needed for the study's purpose.
- To accrediting organizations to carry out their functions.
- To comply with a judicial order or a lawfully issued subpoena in which case the order or subpoena. Maria College will make a reasonable attempt to notify the student in advance of the disclosure when non-directory information is released in response to subpoenas or court orders.
- To appropriate parties in cases of a health or safety emergency.
- Directory information as designated by Maria College.

#### **Record of Request for Disclosure**

The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party has in requesting or obtaining the information. The record of the request for disclosure may be reviewed by an eligible student.

#### **Directory Information**

Maria College designates the following items as directory information:

- Name
- Address
- Major/minor fields of study
- Participation in officially recognized activities
- Pictures
- Academic honors and class standing
- Enrollment status
- Degrees/awards received

Any student who does not wish to have designated directory information disclosed may file a written notification with the Registrar's Office on or before the tenth day of a semester, or the sixth day of a term. Forms for this purpose will be made available at that office on request.

## **SECTION III SAFETY AND SECURITY**

### **ANNUAL SECURITY REPORT**

In accordance with the Clery Act, the College provides vital information and statistics about incidents on and around the campus community in an annual security report published on the Maria College website <https://mariacollege.edu/wp-content/uploads/2018/03/2017-Maria-College-Annual-Security-Report-Final.pdf>. They are also available on the U.S. Department of Education website: <https://ope.ed.gov/campusafety/#/>.

### **CRIME PREVENTION**

The key to a safe and secure environment in any area is crime prevention. Campus Security utilizes uniformed guards in most cases when classes are in session. The College also utilizes security cameras that are installed in several areas on campus. Crime prevention is a joint effort, however, and cannot be accomplished without the assistance of the entire Maria community of students, faculty, and staff. The Safety Committee has composed a list of several crime prevention and safety tips which are distributed at the start of each semester.

The Safety Committee consists of faculty, staff, and students from across campus. Students interested in participating are encouraged to contact [studentaffairs@mariacollege.edu](mailto:studentaffairs@mariacollege.edu).

Although Maria College is a safe campus, it is located in an urban area where students are often expected to walk to and from their vehicles. Listed below are some helpful safety tips:

- Walk in groups or with a friend
- Travel in well-lit areas
- Be aware of traffic; drivers might not see you!
- Always lock your car
- If it is snowy and icy, please watch your step
- Call 911 if you notice any suspicious activity
- Put away cell phones to avoid distracted walking
- Look both ways before crossing the street
- Walk with confidence and keep your head up

### **EMERGENCY NOTIFICATION SYSTEM**

In the event of an emergency, Maria College is committed to notifying the college community of said emergency without delay unless notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

Maria College employs the Alertus emergency mass notification system to inform students and employees of emergencies on campus. Once an incident is reported, the strategically placed wall-mounted Alertus Beacons provide textual, visual, and auditory notification regarding the type of emergency. In addition, to the Beacons, the textual notification is displayed on the screens of all of the computers logged on to the campus network.

In addition to Alertus, Maria College also uses the Rave Mobile Safety mass notification system to notify students and employees via cell phone (email and/or text that an emergency is occurring on campus).

### **REPORTING A CRIME**

Maria College policy encourages every member of the campus community to report a crime promptly to Campus Security if the victim wants a report filed or is unable to file a report. For emergencies, please call 911 and then notify Campus Security of the situation. Campus Security and the Vice

President of Finance and Administration investigates all reports and notifies appropriate College personnel, and, if necessary, the Albany Police Department. All crime reporting should be done in a timely manner.

## AUGUST 2019

### FIRE EVACUATION

If a fire cannot be or is not controlled with an extinguisher, a fire alarm should be activated and the building should be evacuated. Persons evacuating the building should proceed to and exit from the nearest marked exit and assist those who are physically challenged or disabled in doing so. No person should return to an evacuated building unless directed to by a member of the College's administration. In the event of a fire:

- activate the nearest fire alarm. The ones in the Main Building are local only, and do not summon any emergency personnel or equipment. The alarms in Marian Hall are connected to the Albany Fire Department;
- exit the building at the nearest exit;
- assemble outside (sidewalk or parking lot), in a safe location that allows clearance for emergency vehicles and personnel. Faculty with class sessions in-process should take attendance so that all students are accounted for;
- wait for further instructions from authorities with regard to reentering the building.

If it is not possible to exit the building, call 911, open a window, and stay in a position as low to the ground as possible and attempt to signal fire emergency personnel of your presence.

### ACTIVE SHOOTER PREVENTION

In the event of an active shooter on campus:

- Exit the building if possible, if it does not further endanger you. Leave belongings behind and help others escape and keep hands visible. Go to the Group Assembly location at the corner of New Scotland Avenue and Manning Boulevard. DO NOT congregate in either of the Maria College parking lots.
- Hide out if evacuation is not possible. Lock the door(s) to the space you are in, and/or blockade the door(s) with heavy furniture to prevent entry. Silence cell phones, and turn off any source of noise and lights, and remain quiet. Find a spot that is out of the shooter's view and pick a location that will not trap or restrict your options for movement. Protect yourself with heavy objects if shots are fired in your direction.
- Take action against the shooter.
- If directly confronted by the shooter, and as a last resort, act as aggressively as possible against the shooter by throwing objects, using improvised weapons, or by striking or grappling with the shooter.

### VIDEO SURVEILLANCE

Surveillance cameras are used on campus to ensure a safe and secure environment. Cameras can be found in various locations in the McAuley Building.

| Su | M                                  | Tu | W  | Th | F                                    | Sa                           |
|----|------------------------------------|----|----|----|--------------------------------------|------------------------------|
|    |                                    |    | 1  | 2  | 3                                    |                              |
| 4  | 5                                  | 6  | 7  | 8  | 9                                    | 10                           |
| 11 | 12                                 | 13 | 14 | 15 | 16                                   | 17                           |
| 18 | 19                                 | 20 | 21 | 22 | 23                                   | 24                           |
|    | DAY & EVENING first day of classes |    |    |    | Last Day to Add/Drop Evening Classes | WEEKEND first day of classes |
| 25 | 26                                 | 27 | 28 | 29 | 30                                   | 31                           |

## SEPTEMBER 2019

| Su  | M                         | Tu                      | W          | Th         | F          | Sa |
|---|---------------------------|-------------------------|------------|------------|------------|----|
|   | Labor Day -<br>no classes |                         |            |            |            |    |
| 1   | 2                         | 3                       | 4          | 5          | 6          | 7  |
| Last Day to<br>Add/Drop<br>Weekend<br>Classes |                           |                         |            |            |            |    |
| 8   | 9                         | 10                      | 11         | 12         | 13         | 14 |
| 15  | 16                        | 17                      | 18         | 19         | 20         | 21 |
|   | Mercy Week                | Mercy Week<br>Mercy Day | Mercy Week | Mercy Week | Mercy Week |    |
| 22  | 23                        | 24                      | 25         | 26         | 27         | 28 |
| 29  | 30                        |                         |            |            |            |    |

## OCTOBER 2019

| Su | M   | Tu | W  | Th | F  | Sa |
|----|---|----|----|----|----|----|
|    |   | 1  | 2  | 3  | 4  | 5  |
| 6  | 7   | 8  | 9  | 10 | 11 | 12 |
| 13 | Midterm<br>Grades<br><br>Midterm<br>Evaluations | 15 | 16 | 17 | 18 | 19 |
| 20 | Advisement<br>Begins<br>for Spring<br>Semester  | 22 | 23 | 24 | 25 | 26 |
| 27 | 28  | 29 | 30 | 31 |    |    |

## NOVEMBER 2019

| Su                          | M   | Tu              | W   | Th | F   | SA |
|-----------------------------|---|-----------------|---|----|---|----|
|                             |   |                 |   |    | Last Day to Withdraw from Day/ Evening/ Weekend Classes |    |
|                             |   |                 |   | 1  | 2   |    |
| 3                           | Registration begins for Spring Semester   | 4               | 5   | 6  | 7   | 8  |
| 10                          | Veterans Day - no classes, college closed | Classes Resume  | 12  | 13 | 14  | 15 |
|                             |   | Remembrance Day |   |    |   |    |
| 17                          | 18  | 19              | 20  | 21 | 22  | 23 |
| WEEKEND classes final exams |   |                 | Thanksgiving Break - no classes, college closed |    |   |    |
| 24                          | 25  | 26              | 27  | 28 | 29  | 30 |

## DECEMBER 2019

| Su | M                                | Tu                               | W                                | Th                               | F                                | SA |
|----|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----|
| 1  | 2                                | 3                                | 4                                | 5                                | 6                                | 7  |
| 8  | DAY/ EVENING classes final exams | DAY/ EVENING classes final exams | DAY/ EVENING classes final exams | DAY/ EVENING classes final exams | DAY/ EVENING classes final exams |    |
|    |                                  |                                  |                                  | Foundation Day                   |                                  |    |
| 15 | 16                               | 17                               | 18                               | 19                               | 20                               | 21 |
| 22 | 23                               | 24                               | 25                               | 26                               | 27                               | 28 |
| 29 | 30                               | 31                               |                                  |                                  |                                  |    |

## JANUARY 2020

| Su  | M   | Tu | W           | Th | F   | SA                                 |
|---|---|----|-------------|----|---|------------------------------------|
|   |   |    | 1           | 2  | 3   | 4                                  |
|   |   |    | Convocation |    |   | WEEKEND<br>first day of<br>classes |
| 5   | 6   | 7  | 8           | 9  | 10  | 11                                 |
| 12  | DAY/<br>EVENING<br>first day of<br>classes              | 14 | 15          | 16 | Last Day<br>to Add/<br>Drop Day<br>& Evening<br>Classes | 18                                 |
| 19  | Martin<br>Luther King<br>Jr. Day -<br>college<br>closed | 21 | 22          | 23 | 24  | 25                                 |
| Last Day to<br>Add/Drop<br>Weekend<br>Classes |   |    |             |    |   |                                    |
| 26  | 27  | 28 | 29          | 30 | 31  |                                    |

## FEBRUARY 2020

| Su | M  | Tu | W  | Th | F  | SA |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

## MARCH 2020

| Su | M   | Tu           | W            | Th           | F            | SA |
|----|---|--------------|--------------|--------------|--------------|----|
| 1  | Midterm Grades<br>Midterm Evaluations                     |              |              |              |              |    |
| 2  | 3   | 4            | 5            | 6            | 7            |    |
| 8  | Spring Break  | Spring Break | Spring Break | Spring Break | Spring Break |    |
| 9  | 10  | 11           | 12           | 13           | 14           |    |
| 15 | 16  | 17           | 18           | 19           | 20           | 21 |
| 22 | 23  | 24           | 25           | 26           | 27           | 28 |
| 29 | Advisement begins for Summer/Fall<br>Last day to withdraw | 30           | 31           |              |              |    |

## APRIL 2020

| Su                          | M                                      | Tu | W  | Th   | F  | SA        |
|-----------------------------|--|----|----|--|--|-----------|
|                             |  |    | 1  | 2  | 3  | 4         |
| 5                           | 6                                      | 7  | 8  | Holy Thursday - no classes, college closed | Good Friday - no classes, college closed | 11        |
| 12                          | Registration for Summer/Fall Semesters | 13 | 14 | 15   | 16                                       | 17        |
| 18                          |  |    |    |  |  |           |
| WEEKEND classes final exams |  |    |    |  |  | Maria Day |
| 19                          | 20                                     | 21 | 22 | 23   | 24                                       | 25        |
| 26                          | 27                                     | 28 | 29 | 30   |  |           |

## MAY 2020

| Su | M  | Tu  | W   | Th  | F   | SA  |
|----|----|---|---|---|---|---|
|    |    |   |   |   | 1   | 2   |
| 2  | 3  | DAY/<br>EVENING<br>classes final<br>exams | DAY/<br>EVENING<br>classes final<br>exams | DAY/<br>EVENING<br>classes final<br>exams | DAY/<br>EVENING<br>classes final<br>exams | DAY/<br>EVENING<br>classes final<br>exams |
| 9  | 10 | 11  | 12  | 13  | 14  | 15  |
| 16 | 17 | 18  | 19  | 20  | 21  | 22  |
| 23 | 24 | 25  | 26  | 27  | 28  | 29  |
| 30 | 31 |   |   |   |   |   |

## JUNE 2020

| Su | M  | Tu | W  | Th | F  | SA |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |



# JULY 2020

| Su | M  | Tu | W  | Th | F  | SA |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |