

# MARIA

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COLLEGE

## STUDENT HANDBOOK

2020-21

Academic Year

## HEALTHCARE

Occupational Therapy  
M.S.

Health & Occupational  
Sciences B.S.

Occupational Therapy  
Assistant A.A.S.

## NURSING

Nursing B.S. Completion

Nursing A.A.S. (RN)

Practical Nurse (LPN)

## LIBERAL ARTS & MANAGEMENT

Healthcare  
Management B.S.

Liberal Arts B.A.

Psychology B.S.

General Studies A.A.

Liberal Arts A.A.



# MARIA

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## COLLEGE

Maria College Student Handbook  
2020-2021

## **STUDENT HANDBOOK DISCLAIMER**

The 2020-2021 Student Handbook, and the policies contained herein, go into effect August 26, 2020.

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.

Maria College is committed to doing all we can to minimize the disruption to your education that can occur given the ever-changing circumstances we are facing due to COVID-19. Ensuring a safe return to campus will involve all of us. We must all work together and be mindful of our shared responsibility.

We understand the uncertainty and challenges many of our students have faced. Our reopening plans have focused not only on the safe return to campus but providing students with flexibility and options designed to meet specific needs. It is our goal to create a community such that if we keep faith with one another and make use of the resources the College provides, we will together be able to resolve the vast majority of the challenges you might be facing. It is everyone's responsibility to adhere to the policies and protocols implemented in response to COVID-19. This handbook does not supersede revised protocol or policies issued in relation to COVID-19 given the dynamic situation and the changing landscape. The College will continue to meet all federal, state, and local health and safety protocols. For more information about the College's reopening, visit [www.mariacollege.edu/reopening-plan-for-fall-2020](http://www.mariacollege.edu/reopening-plan-for-fall-2020).

## **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 26, 2020)

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**2020–2021 STUDENT HANDBOOK**

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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 2020-2021 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. These are unprecedented times but here at Maria we are committed to doing all we can to minimize the disruption to your education that can occur given the ever-changing circumstances we are facing. Over the last few weeks, the college administration and the COVID Task Force have been busy working on creating our reopening plan as required by the Governor and instituting new policies and procedures that will ensure Maria College is meeting all federal, state, and local health and safety protocols.



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 College is very committed to our students. We understand the uncertainty and challenges many of you have faced. Our reopening plans have focused not only on the safe return to campus but providing students with flexibility and options designed to meet your specific needs. It is our goal to create a community such that if we keep faith with one another and make use of the resources the college provides, we will together be able to resolve the vast majority of the challenges you might be facing.

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 Battell'. The signature is fluid and cursive, with a long horizontal stroke at the end.

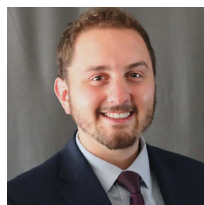
Dean Victoria L. Battell  
Senior Vice President and Dean of Students



A MESSAGE FROM THE ASSOCIATE VICE PRESIDENT OF STUDENT AFFAIRS  
AND ASSOCIATE DEAN OF STUDENTS

Dear Students,

I am delighted that you have chosen Maria College as a part of your academic journey. You have made the right choice in selecting an institution of higher education that will work to meet your holistic needs. You will soon experience Maria's reputation of delivering exemplary academic programs and state-of-the-art student support services. The Maria College 2020-2021 Student Handbook provides an overview to the services, important contacts, and campus-wide policies that apply to each of you.



It is our hope that you use the Student Handbook as a reference guide often throughout your time with us. This user-friendly document is organized as such: Maria College Overview, Policies and Procedures, and Safety and Security. You will also find a complimentary calendar at the conclusion of the handbook.

While a digital version of the Student Handbook is accessible on the website and in the MyMaria Student Portal, physical copies of the Student Handbook are also located in the Office of the Dean of Students (Marian Hall 106) and in the Student Support Center (Mercy Hall).

If you have any questions, concerns, or feedback, please reach out directly at 518-861-2505 or via email at [studentaffairs@mariacollege.edu](mailto:studentaffairs@mariacollege.edu).

Sincerely,

A handwritten signature in black ink that reads "Andrew D. Ledoux". The script is fluid and cursive.

Andrew D. Ledoux  
Associate Vice President of Student Affairs and Associate Dean of Students



## SECTION I

### MARIA COLLEGE OVERVIEW

#### MISSION & VALUES

##### Maria College Mission

Maria 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. Maria is committed to outstanding and holistic student support services, financial sustainability and the purposive use of evidence to drive institutional renewal and student success. Maria 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.



##### Maria College's Core Values



**SERVICE . SCHOLARSHIP . JUSTICE . HOSPITALITY . DIVERSITY**

##### Maria College Strategic Compass: 2020-2027

- 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 Maria 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 Maria 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 Maria College's mission is its conviction that the opportunity to learn should be made available to the serious student, and therefore Maria 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, Maria 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	Main 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	Marian Hall
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

As a result of COVID-19, please check the Maria College website ([mariacollege.edu](http://mariacollege.edu)) for hours of operation. Hours may vary by department and are subject to change.

**MARIA COLLEGE ACADEMIC CALENDAR  
2020-2021**

**Fall 2020 Semester:**

All College Convocation and Faculty Convocation	August 26, 2020
WEEKEND first day of classes	August 29, 2020
DAY & EVENING first day of classes	August 31, 2020
Last Day to Add/Drop Day/Evening Classes	September 4, 2020
Labor Day – no classes, college closed	September 7, 2020
Last Day to Add/Drop Weekend Classes	September 13, 2020
Midterm Grades	October 16, 2020
Midterm Evaluations	October 16, 2020
Advisement begins for Spring Semester course selection	October 26, 2020
Last Day to Withdraw from Day/Evening/Weekend classes	October 30, 2020
Registration begins for Spring Semester	November 2, 2020
Veterans Day – no classes, college closed	November 11, 2020
Classes resume	November 12, 2020
Thanksgiving Break - no classes, college closed	November 25-29, 2020

**Final Exams:**

WEEKEND classes	December 6, 2020
DAY/EVENING classes	December 14-18, 2020

**Fall 2020 Weekend Schedule:**

<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
29, 30	12, 13	3, 4	7, 8	5, 6
	26, 27	17, 18	21, 22	12, 13**
				**snow makeup weekend

**Spring 2021 Semester:**

All College Convocation and Faculty Convocation	January 13, 2021
WEEKEND first day of classes	January 16, 2021
Martin Luther King Jr. Day – college closed	January 18, 2021
DAY & EVENING first day of classes	January 19, 2021
Last Day to Add/Drop Day/Evening Classes	January 25, 2021
Last Day to Add/Drop Weekend Classes	January 30, 2021
Midterm Grades	March 12, 2021
Midterm Evaluations	March 12, 2021
Spring Break	March 15-19, 2021
Advisement begins for Summer/Fall Semester course selection	March 29, 2021
Holy Thursday - no classes, college closed	April 1, 2021
Good Friday - no classes, college closed	April 2, 2021
Last Day to Withdraw from Day/Evening/Weekend classes	April 2, 2021
Registration begins for Summer/Fall Semesters	April 12, 2021
Spring Day & Evening Classes End	May 7, 2021

**Final Exams:**

DAY/EVENING classes	May 10-14, 2020
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**Spring 2021 Weekend Schedule:**

<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>
16, 17	6, 7	6, 7	10, 11
30, 31	13, 14	27, 28	24, 25 **
	27, 28		**snow makeup weekend

**COMMENCEMENT**

**May 23, 2021**

**3 pm**

**Summer 2021 Semester:**

**Session I, 12 weeks:**

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

May 24 – June 25, 2021  
May 31, 2021  
July 5, 2021

**Session II, 6 weeks:**

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

May 24 – June 25, 2021  
May 25, 2021

**Session III, 6 weeks:**

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

June 28 – August 8, 2021  
July 3, 2021

**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 28, 2021  
May 28, 2021  
July 6, 2021

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 9, 2021  
June 4, 2021  
July 16, 2021

**Summer 2021 Weekend Schedule:**

**May**  
15, 16

**June**  
5, 6  
19, 20  
26, 27

**July**  
10, 11  
17, 18  
26, 27

**August**  
7, 8

**Important Dates:**

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

May 17, 2021  
June 21, 2021



## 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 Coin 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](mailto: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

### Angelia Kehl

Director of Admissions  
Main Building  
518-861-2519  
akehl@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

### **Krista Robben**

Acting Library Director  
Main Building  
518-861-2515  
krobben@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 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

### **Karen Conrad**

Registrar  
Main Building  
518-861-2524  
[kconrad@mariacollege.edu](mailto:kconrad@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 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.

### **Change of Status Process for Nursing Students**

Any student enrolled in the College who intends to change their academic program to the Associate's Degree in Nursing (ADN) or the Practical Nurse Certificate (PNC) must submit a Change of Status Form to the Director of Academic Advisement.

### **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**

Director of Student Accounts  
Main Building  
518-861-2507  
lbabbie@mariacollege.edu

### **Student Bill Payment**

Registering for courses means students are obligated to pay the tuition and 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**

All students are welcome to apply at any time for participation in Maria College's Student Payment Plan program. The College's standard payment plan is structured as follows:

- \$25.00 initial set-up fee for current balances
  - Up to 6 monthly payments can be made for current semester balances
- \$50.00 initial set-up fee for past-due balances
  - Up to 12 monthly payments can be made for current semester balances
- Payments are drafted on either the 5th or the 20th of the month.
  - Student selects their preference during the set-up process
- No interest is charged

The steps for setting up a payment plan agreement through Nelnet (the Maria College billing portal) 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 Finance** box
3. Click on **Make a Payment** (yellow tab at top of the page). Students have the option to make a one-time payment or set up a monthly payment plan agreement.

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 it is required for all student refunds.

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.

### **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 \$25.00 late fee until the late amount owed is paid in full. 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 \$200.00 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**

Chief Business Officer  
Vice President for Administrative and Grants Management  
Main Building  
518-861-2558  
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 at \$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 charges.

### **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**

### **Richard F. Sabbia**

Director of Financial Aid  
Main Building  
518-861-2588

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  
[pmcavoy@mariacollege.edu](mailto:pmcavoy@mariacollege.edu)

### **Meagan Masti**

Director of Marketing & Design  
518-861-2577  
[mmasti@mariacollege.edu](mailto:mmasti@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
- Troy Savings Bank Writing and Communications Center: Writing/Reading Support, Research Assistance, Peer Tutoring, Professional Tutoring (Frances Warde Room)
- 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 (temporarily closed due to COVID-19)
- 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**

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 Collier-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. Please note: the Fitness Center is temporarily closed due to COVID-19.

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. Accommodations are adjustments, changes or alterations to a program, service, activity, or policy, in order to permit equal access. 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. Students may be required to provide satisfactory medical documentation from a qualified health provider regarding their diagnosed disabilities and the need for the requested accommodations, and may be required to authorize Maria College to speak with their provider in order to clarify information and recommendations as needed. Maria College is not obligated to accept a medical provider's recommendations or conclusions regarding the need for a requested accommodation, and the College will make all determinations as to whether a particular requested accommodation is reasonable.

Appropriate and reasonable accommodations should ensure that academic evaluations measure student achievement rather than unnecessarily reflecting the impact of the disability. They are not designed to give students with disabilities unfair advantages over other students. Maria College is obligated to make reasonable accommodation only to the known limitations of an otherwise qualified disabled student.

The language used in the ADA focuses on an accommodation being reasonable as long as it does not pose an "undue hardship" when compared to the entity's total operating budget, size of facility, number of employees, etc. Court decisions and agency rulings have held that requests of students need not be provided and are not reasonable under the following circumstances:

- the student is not qualified when compared to other applicants/participants in a program;
- the accommodation would result in a fundamental alteration of the program or a dilution of standards;
- the institution is being asked to address a personal need (like attendant care);
- the accommodation would impose an undue financial or administrative burden on the organization when compared with its total operating budget; or
- the accommodation poses a direct threat to the health or safety of others.

Please note that personal services such as private 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.

## COVID-19 TEMPORARY ACCOMMODATIONS POLICY FOR STUDENTS

Temporary accommodations are available to members of the College campus community who are experiencing significant impacts to their educational and/or employment experience at Maria College as a result of the ongoing COVID-19 pandemic. The nature and period of time for which accommodations are issued will vary depending on the circumstances at hand, and will take into consideration mandates and/or recommendations issued by an appropriate medical practitioner or governing health authority, as relevant. As with standard accommodations, students will need to register with Accessibility Services and present suitable documentation prior to the issue of any accommodations. Individuals eligible for temporary accommodations include, but are not limited to the following:

- Individuals recovering from surgery, serious injury, or major illness
- Individuals mandated or recommended to quarantine and/or self-isolate in accordance with orders or guidelines set forth by State or local public health officials
- Individuals who are identified by their medical provider as being at increased risk for contracting COVID-19 and/or at increased risk for severe illness or complications from COVID-19 as defined by the CDC<sup>1</sup>
- Individuals who live with a household member who is at increased risk for severe illness due to COVID-19 as defined by the CDC

Individuals qualifying for temporary accommodations will be provided reasonable accommodations that allow for the online delivery of their classes and/or other College programming whenever possible.<sup>2</sup> Student accommodations will be communicated to the faculty via the student's Accommodation Agreement.<sup>3</sup> Faculty may, at any time, contact the Accessibility Services Office via email at [accessibilityservices@mariacollege.edu](mailto:accessibilityservices@mariacollege.edu) for assistance in addressing the student's needs. Reasonable accommodations issued under this policy may include, but are not limited to the following:

- Modified class schedules, work schedules, and/or assignments
- Live webcasting of lectures/labs via BB Collaborate
- Downloadable video recordings
- PowerPoints with Voiceovers
- Electronic delivery of tests and other assessments
- Asynchronous peer-review of assignments via email exchange
- Other modifications to the Maria College educational and/or employment experience or to other aspects of College programming and activities, as deemed appropriate by College officials

<sup>1</sup> See CDC guidelines regarding individuals at increased risk from COVID-19 here: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>

<sup>2</sup> Except when to do so would result in a fundamental alteration of the program/assessment or a dilution of standards.

<sup>3</sup> Accommodation Agreements will be provided to student electronically. It will be the student's responsibility to send the Agreement to his or her instructors via email.

In cases where accommodations were provided due to a mandated or recommended quarantine period or self-isolation period, once an individual is safely able to return to campus, all temporary accommodations provided under this policy will expire. The Accessibility Services Coordinator will notify the individual (and, as applicable, the relevant faculty member) of the expiration of any accommodations in writing. Individuals may request that accommodations being extended past their expiration and/or be renewed for a given period of time. In all cases, extension or renewal of any temporary accommodation must be supported by documentation originating from an appropriate healthcare provider and/or governing health authority. New accommodation agreements will be issued if an extension is deemed warranted.

## Registering for Temporary Accommodations

Students who wish to receive temporary accommodations at Maria College must register with the Accessibility Services Office. A student may access the Temporary Accommodations Registration Form through the Accessibility Services Webpage<sup>4</sup>. Following submission of the Registration Form, the student will be contacted by the Coordinator of Accessibility Services to schedule an In-Take Interview. This interview will take approximately 30 minutes, during which

- The Coordinator of Accessibility Services will review all medical documentation provided by the student to ensure it meets Maria College standards and will provide the student with an overview of the role of Accessibility Services and the supports available.
- The student will be given the opportunity to discuss their specific needs in detail and to ask any questions related to registration.

Once students have completed the registration process, the Coordinator of Accessibility Services will generate Accommodation Agreements to be reviewed and signed by the Coordinator and the student.<sup>5</sup> Once signatures have been obtained, the Coordinator will provide the student with an electronic (.pdf) version of the final document. It is the student's responsibility to submit his/her Accommodation Agreement to all instructors either in hardcopy or email. **No accommodations can be provided until this process has been completed in its entirety.**

If you have questions regarding this process, you may request an appointment by emailing [accessibilityservices@mariacollege.edu](mailto:accessibilityservices@mariacollege.edu).

## Documentation to Support Requested Accommodations

In all cases where accommodations are sought under this policy, individuals must provide the College with documentation that clearly justifies the need for the accommodations requested. In most cases under this policy, appropriate documentation will include a medical note from the individual's own medical provider stating that the individual is (as applicable) ill with and/or

<sup>4</sup> Please see the Accessibility Services webpage as well for access to helpful links, forms and other documentation.

<sup>5</sup> Accommodation Agreements will generally be available within three (3) business days of the completion of the In-Take Interview.

recovering from COVID-19, or at increased risk of contracting or suffering more severe illness or complications from COVID-19.

Where individuals are seeking accommodation on the basis of being a household member at increased risk, appropriate documentation may include a medical note from the household member's medical provider, as well as reasonable proof that the individuals share a household (such as official mail addressed to the same home address).

Where individuals have been mandated and/or recommended to quarantine or self-isolate, appropriate documentation may include (as applicable) a copy of any applicable guidelines, directive, or court order imposed by State or local health officials (either against an individual or the public at large) and/or other proof that supports such basis for accommodations as deemed appropriate in the judgment of Maria College (such as proof of travel to a State or geographic area currently subject to isolation orders upon return).

Questions regarding this policy should be directed to the Office of Accessibility Services:

**Jonathan Collier-Takahashi**

Director of Student Support and Opportunity Programs  
Assistant Dean of Students  
518-861-2502  
accessibilityservices@mariacollege.edu

## CAREER SERVICES

**Jason Coley**

Director of Academic Support Services and Planning  
Mercy Hall  
518-861-2521  
jcoley@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

**Michael Washco, MS, LMHC, CASAC**

Director of Counseling Services  
Marian Hall  
518-861-2508  
counseling@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
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  Hudson-Mohawk-Berkshire	90 McCarty Avenue Albany, NY 12202	518-465-5470
<b>Crime Victims</b>	Albany County Crime Victims	112 State Street #1100 Albany, NY	518-447-5500
<b>Domestic Violence</b>	Equinox Domestic Violence Services  Unity House	95 Central Avenue Albany, NY 12206  2431 6th Avenue Troy NY 12180	518-432-4980  518-274-7519
<b>Food Insecurity</b>	Food Pantries for the Capital	32 Essex Street Albany, NY 12206	518-458-1167
<b>Homelessness</b>	Homeless and Traveler's Aid Society  Interfaith Partnership For the homeless	138 Central Avenue Albany, NY 12206  176 Sheridan Avenue, Albany, NY 12210	518-463-2124  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 64 of this handbook.

## STUDENT SUPPORT & 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

### **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 to the completion of their academic program. For enrollment requirements, visit <http://www.rencap.org/about.html>.

## PASTORAL CARE

### **Sr. Chris Connolly, OP**

Pastoral Director  
Marian Hall  
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.

## ACADEMIC SUPPORT SERVICES

### **Jason Coley**

Director of Academic Support Services and Planning  
Mercy Hall  
518-861-2521  
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.

### **Troy Savings Bank 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.

Students enrolled at Maria College currently have access to the following services available through the Tutoring Center and Writing & Communications Center:

### **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**

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 to grasp some of the more challenging material they are presented with in class. Under the guidance of a tutor, students can ask questions about content they cannot grasp independently and encouraged to explore solutions as a learning collective.

### **Asynchronous Tutoring**

To accommodate students' schedules, the Tutoring Center offers an asynchronous tutoring service, eTutoring. This allows students to submit drafts of their work to selected tutors for review and comments, such as APA format and global style concerns. Students make an appointment as usual on WOnline, but by selecting eTutoring, students can upload their work and expect a reply within 72 hours. Students are required to demonstrate that they can use the Microsoft Track Changes and Comments tools in order to use this service.

### **Online Tutoring**

Many of the tutoring services offered by the Tutoring Center have an online counterpart: one-on-one tutoring, study groups, and even workshops can be accommodated by our virtual study rooms and Microsoft Teams. Students not only receive instruction on our tutoring software, but they can access our services from home and ask questions in real time with a tutor they can see and hear.

### **Focus Groups & Study Groups**

There are times when a better understanding of a subject can be achieved in a group tutoring session. Our focus and study groups are group tutoring sessions that meet regularly, providing an opportunity for students to sharpen their communication, problem-solving, and critical thinking skills in team settings. Unlike learning labs, which comprise study groups that shadow a given course curriculum, these groups are more open-ended and permit students to ask questions that fill in the gaps or suture areas of their knowledge.



### **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](mailto: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

#### MARIA COLLEGE 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.
- Health & safety violations
  - Including but not limited to: refusal to abide by and/or purposeful non-compliance with federal, State, local, and/or institutional requirements relevant to the COVID-19 pandemic; and any act which is deemed by the College to pose a potential risk of harm to the health and/or safety of the Maria College community or to the public at large.
- 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 below.

The Disciplinary Process is a formal grievance process which involves the College conducting an investigation and may require the reporting individual to attend a hearing before a panel of College officials. Students who wish to file a report but do not wish to participate in the College's formal Disciplinary Process may alternately pursue the College's informal resolution process, as described on the next page, or may choose to accept supportive measures from the College without participating in or pursuing action under either the formal or informal process.

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 Title IX Coordinator's Office (Mercy Hall). 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).

### **Formal 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 students who are under age 18, students' parents (or legal guardians) are entitled to submit an incident report on their behalf. For students who are aged 18 or older, Maria College will accept reports from parents/guardians, however, the College is limited to communicating information to parents/guardians pertaining to student disciplinary matters only to the extent authorized by the student and/or as authorized by law.
- 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 in various circumstances, including but

not limited to instances 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 by an appropriately trained individual 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 and appropriately trained 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. Either party is entitled to request arrangements that enable remote attendance via audio-video conferencing, if desired. For all hearings, Maria College is required by law to create either an audio-video recording or a transcript of the hearing proceedings.
  - Important note considerations 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 during all portions of the hearing and may confer with their advisor before, during, and after proceedings. All participation by students and their advisors will be subject to Maria College's rules for hearing procedures and decorum. 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, including but not limited to their parents, a trusted faculty member of the College, or another trusted individual. 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. In all cases, service as an advisor by any Maria College faculty member is voluntary and at the discretion of the individual employee; while students are entitled to choose their advisors, faculty members are not obligated to serve as advisor for any individual if they prefer not to do so.
  - For sexual misconduct matters, disciplinary hearings may involve parties and/or witnesses providing testimony and engaging in cross-examination of each other. In the event that any of the parties involved in hearing proceedings choose to engage in cross-examination of any other party or any witness, such cross-examination must be conducted by the party's advisor. Cross-examination is not permitted to be conducted by the student himself/herself. If, for some reason, a party's advisor is unable to attend any portion of a hearing which would or will involve cross-examination, Maria College will provide an advisor of the College's choice to the party for the purposes of conducting cross-examination. Students who are unable to identify an advisor or who become aware that their advisor is unable to attend

cross-examination should notify the Title IX Coordinator as soon as possible. Aside from conducting cross-examination—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.

- 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 seven years. Parties are equally entitled to inspect and review the record of hearing proceedings in which they are involved.
- 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.

In the case of sexual misconduct matters, appeals may be made on the following bases:

- i. the occurrence of a procedural irregularity that could have affected the outcome of the hearing;
- ii. the availability of new and/or additional evidence which was not reasonably available previously and which could have potentially affected the outcome of the matter; and/or
- iii. the Title IX Coordinator, investigator, or decisionmaker(s) had a conflict of interest that could have affected the outcome of the hearing.

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. The following outcomes may also be considered, along with other options not listed here, as potential outcomes for the Informal Resolution Process. 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

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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.

Maria College's Sexual Misconduct Policy can be found in the Office of the Title IX Coordinator, located in the Frank E. O'Brien Jr. Student Support Center (Mercy Hall), or online at <https://mariacollege.edu/about-maria/policies-procedures/sexual-misconduct-policy>.

## 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 60 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 61 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 43.

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.

## 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.





## AUGUST 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
			Convocation			WEEKEND first day of classes
23	24	25	26	27	28	29
30	31 DAY & EVENING first day of classes					

## SEPTEMBER 2020

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

# OCTOBER 2020

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	Midterm Grades  Midterm Evaluations	16  17
18	19	20	21	22	23	24
25	Advisement Begins for Spring Semester	27	28	29	Last Day to Withdraw from Day/ Evening/ Weekend Classes	30  31

# NOVEMBER 2020

SU	M	TU	W	TH	F	SA
	Registration begins for Spring Semester					
1	2	3	4	5	6	7
8	9	10	Veterans Day - no classes, college closed	Classes Resume  Remembrance Day	13	14
15	16	17	18	19	20	21
22	23	24	Thanksgiving Break - no classes, college closed	Thanksgiving Break - no classes, college closed	Thanksgiving Break - no classes, college closed	Thanksgiving Break - no classes, college closed
Thanksgiving Break - no classes, college closed						
29	30	31				

## DECEMBER 2020

Su	M	Tu	W	Th	F	Sa
						WEEKEND classes end
		1	2	3	4	5
WEEKEND classes final exams					DAY/ EVENING classes end	Foundation Day
6	7	8	9	10	11	12
	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	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# JANUARY 2021

SU	M	TU	W	TH	F	SA
				1	1	2
3	4	5	6	7	8	9
10	11	12	Convocation	14	15	WEEKEND first day of classes
17	Martin Luther King Jr. Day - college closed	DAY/ EVENING first day of classes	20	21	22	23
24	Last Day to Add/ Drop Day & Evening Classes	26	27	28	29	Last Day to Add/Drop Weekend Classes
31						

## FEBRUARY 2021

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						

## MARCH 2021

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	Midterm Grades  Midterm Evaluations	13
14	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break	20
21	22	23	24	25	26	27
28	Advisement begins for Summer/ Fall  Last day to withdraw	30	31			



## APRIL 2021

SU	M	TU	W	TH	F	SA
				Holy Thursday - no classes, college closed 1	Good Friday - no classes, college closed Withdrawal Deadline 2	3
						WEEKEND classes end
4	5	6	7	8	9	10
WEEKEND classes final exams	Registration for Summer/Fall Semesters					
11	12	13	14	15	16	17
18	19	20	21	22	23	24
Maria Day						
25	26	27	28	29	30	

# MAY 2021

SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	DAY/ EVENING classes end	8
9	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	15
16	17	18	19	20	21	22
Commencement						
23	24	25	26	27	28	29
30	Memorial Day, no classes - college closed 31					

## JUNE 2021

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 2021

SU	M	TU	W	TH	F	SA
				1	2	3
4	Independence Day (Observed) no classes - college closed	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





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# MARIA

COLLEGE

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*[mariacollege.edu](http://mariacollege.edu)*