



Marist College

2018-2019

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Marist College welcomes **President David Yellen**, fourth President of Marist College.



President Yellen comes to Marist after serving as Dean and Professor of Law at the Loyola University Chicago School of Law.

Prior to his decade leading the Loyola University Chicago School of Law, Yellen served as a member of the faculty at Hofstra Law School, where he held the Max Schmertz Distinguished Professorship and served as Dean from 2001-2004. He served as the Reuschlein Distinguished Visiting Professor at Villanova University School of Law and has also taught at Cornell Law School and New York Law School. Before launching his academic career, Yellen clerked for a federal judge, practiced law in Washington, D.C., and served as counsel to the Judiciary Committee of the U.S. House of Representatives.

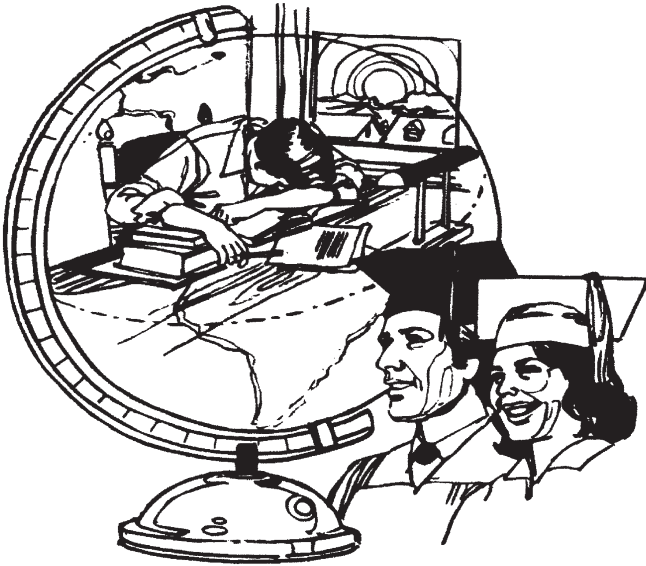
Yellen earned his J.D., cum laude, from Cornell Law School, and his B.A., magna cum laude, from Princeton University.

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INTRODUCTION

This handbook and planner has been designed with you in mind.



STUDENT HANDBOOK
ACADEMIC PLANNER
CAMPUS SERVICES
SAFETY AND SECURITY
COLLEGE POLICIES
ATHLETIC PROGRAMS
CODE OF STUDENT CONDUCT
RESIDENT STUDENT HANDBOOK

Marist College
2018-2019

The Marist College Student Handbook, Academic Planner, Code of Student Conduct and Resident Student Handbook serves as an agreement between the College and students to honor the standards, policies and procedures set forth in the following pages. By accepting to attend Marist College, a student is committed to understanding and abiding by these standards, as well as accepting responsibility for his/her actions. These policies have been established to provide a safe and comfortable community for all Marist College community members.

Marist College
Poughkeepsie, New York
Summer 2018

To: All Marist College Students
From: The Division of Student Affairs
Re: Welcome to a New Academic Year

Sometimes looking at the calendar is like looking in a mirror. We clearly see reflected signs of what's been going on in our lives. Thoughts of sweet times and dreamy places struggle to wipe out the vestiges of stale cola and soggy pizza from the night before. It's another day. The image in the mirror and the date on the calendar say it's time to get going.

On the incredible journey through daily living we search for a few simple answers to some pretty heady questions. The first: Who am I? Next: Where am I coming from? Third: What am I doing here? And finally: Where am I going?

These are the questions that form the compass by which we direct our journey through days, weeks, months and years. Four points on a compass; four basic questions to repeat and repeat. These are questions we ask ourselves throughout life.

As you begin yet another year in your formal education, keep these questions with you as you hop from one area of inquiry to another, as you startle yourself with unexpected connections and surprise discoveries about yourself and your world. Keep turning those pages on your personal calendar. Let your academic pursuits each day help you to see more clearly that face in the morning mirror.



2018-2019 CALENDAR FOR TRADITIONAL 15-WEEK SEMESTER

FALL 2018

<u>AUGUST</u>	25 Sat	Freshmen and transfer resident students arrive on campus according to schedule.
	25-30 Sat-Thu	No guests allowed in residence facilities.
	26 Sun	Returning <u>resident students</u> arrive on campus according to schedule
		Orientation for New Students.
	27 Mon	FALL 2018 SEMESTER BEGINS FOR ALL PROGRAMS. Day & Evening
		Classes begin: Late Registration.
	27-31 Mon-Fri	Course Change Period.
	31 Fri	Last date for course changes.
		Half tuition and half housing refund after this date.
<u>SEPTEMBER</u>	3 Mon	Labor Day. No classes held.
	7 Fri	Last day to change dining plan for fallsemester.
	10 Mon	Last day to register for elective credit credit internships.
	17 Mon	No tuition or housing refund after this date.
	28-30 Fri-Sun	Family Weekend
<u>OCTOBER</u>	1 Mon	P/NC option due.
	7-14 Sun-Sun	No guests allowed in residence facilities.
	12-14 Fri-Sun	Mid-Semester break.
	15 Mon	Classes resume. Midterm grades due by 12:00 P.M. (noon).
	29 Mon	Undergraduate & Graduate graduation applications due in Registrar's Office for January 2019 candidates.
	29 Mon	Last day for withdrawing from courses without penalty of WF grades by 5:00 P.M.

11/20/18 Modified Class Schedule:

All Tuesday DAY classes meet during their normal time except: Tue. 11 a.m. classes DO NOT MEET; Tue. 3:30 p.m. classes DO NOT MEET.

These Wednesday classes WILL meet on Tuesday, 11/20: Slot 5, Wed. 8 a.m. classes meet at 11 a.m.; Slot 12, Wed. 2:00 p.m. classes meet at 3:30 p.m.

<u>NOVEMBER</u>	20 Tue	**MODIFIED CLASS SCHEDULE - No Evening Classes.
	20-25 Tue-Sun	No guests allowed in residence facilities.
	20 Tue	Residence Halls close at 7:00 P.M.
	21-25 Wed-Sun	Thanksgiving Holiday. No classes held.
	25 Sun	Residence Halls reopen at 10:00 A.M.
	26 Mon	Classes resume.
	26 Mon	Undergraduate & Graduate graduation applications due in Registrar's Office for May 2019 candidates by 5:00 P.M.
<u>DECEMBER</u>	2-14 Sun-Fri	No guests allowed and 24-hr quiet hours in effect in residence facilities.
	7 Fri	Last day of Fall 2018 classes.
	10-14 Mon-Fri	Final Exam Period.
	14 Fri	Residence Halls close at 7:00 P.M.
	20 Thu	Final grades due by 5:00 P.M.
WINTER INTERSESSION 2019		SEE REGISTRAR FOR DATES AND DEADLINES
SPRING 2019		
<u>JANUARY</u>	1-24 Tue-Thu	No guests allowed in residence facilities.
	21 Mon	Residence Halls open at 10:00 A.M.
	22 Tue	Spring Semester begins; Day & Evening classes held.
	22-28 Tue-Mon	Course change period.
	25 Fri	Last date for resolving incompletes & grades for Fall 2018 by 5:00 P.M.
	28 Mon	Last day for course changes (5:00 P.M.). Half tuition and half housing refund after this date.
	28 Mon	Last day for resolving incompletes and grade change for Winter 2019 by 5:00 P.M.
<u>FEBRUARY</u>	4 Mon	Last day to change dining plan for Spring semester.
	11 Mon	Last day to register for elective credit internships.
	11 Mon	No tuition or housing refund after this date.
	25 Mon	Pass/No Credit Option due by 5:00 P.M.

<u>MARCH</u>	10-24 Sun-Sun	No guests allowed in residence facilities.
	15 Fri	No Evening Classes. Residence Halls close at 7:00 P.M.
	16-22 Sat-Sun	SPRING RECESS.
	19 Tue	Midterm grades due by 12:00 P.M. (noon).
	24 Sun	Residence Halls open at 10:00 A.M.
<u>APRIL</u>	25 Mon	Classes resume.
	5 Fri	Last date for withdrawing from courses without penalty of Withdrawal/Fail grades by 5:00 P.M.
	9 Tue	Assessment Day. No Classes.
	18 Thu	No Evening Classes.
	18-22 Thu-Mon	No guests allowed.
	19-21 Fri-Sun	Easter Holiday.
	2 Mon	Classes resume at 6:30 P.M.
	Fri	24-hr quiet hours in effect in residence facilities
<u>MAY</u>	5-23 Sun-Thu	No guests allowed in residence facilities.
	10 Fri	Last day of Spring 2019 classes.
	13-17 Mon-Fri	Final Exam period begins. Residence Halls close Friday at 5:00 P.M. for underclassmen.
	23 Thu	Final grades due by 5:00 P.M.
	24 Fri	SEVENTY-THIRD COMMENCEMENT CEREMONY - Graduate and Adult Students.
	25 Sat	SEVENTY-THIRD COMMENCEMENT CEREMONY - Traditional Undergraduate Students.
	25 Sat	Residence Halls close at 5:00 P.M. for seniors.
<u>JUNE</u>	21 Fri	Last date for grade changes & resolving incompletes for Spring 2019 by 5 P.M.

MARIST COLLEGE HERITAGE

Our story begins in 1905 when the Marist Brothers, a congregation of Catholic Teaching Brothers, purchased the McPherson Estate, just north of the city of Poughkeepsie. The property was renamed Saint Ann's Hermitage. Three years later, in 1908, the Beck Estate, contiguous to the southern border of the McPherson property was also purchased. These 110 acres form what is now the west side of the Marist College Campus.

This property served until 1952 as the headquarters of the Marist Brothers in the USA. By 1929, The Brothers Training Center evolved into a junior college affiliated with Fordham University and Catholic University. In 1946, the New York State Board of Regents chartered Marian College as a Catholic College for the training of Marist Brothers. This charter was amended in 1947 to allow lay men to pursue degrees and again in 1966 to admit lay women.

In 1960, Marian College changed its name to Marist College. Ownership of the college was transferred in 1969 from the Marist Brothers to the Marist College Educational Corporation with an independent Board of Trustees, making it an independent liberal arts college. Nonetheless, the spirit of Saint Marcellin Champagnat, founder of the Marist Brothers, and the legacy of the Brothers continues to inspire and enrich the academic life of the College. Eight Marist Brothers currently work at the College.

MARIST COLLEGE MISSION

Marist is dedicated to helping students develop the intellect, character, and skills required for enlightened, ethical, and productive lives in the global community of the 21st century.

VALUES STATEMENT

The College fulfills its mission by pursuing three ideals: excellence in education, a sense of community, and a commitment to service. These ideals were handed down to us by the Marist Brothers who founded the College. Now an independent institution governed by a lay board of trustees, Marist continues to embrace the three ideals as an integral part of the College mission.

EXCELLENCE IN EDUCATION

Marist achieves its ideal of excellence in undergraduate, graduate, and professional education by actively engaging each student through exemplary teaching and distinctive learning opportunities.

At the undergraduate level, this begins with a firm foundation in the liberal arts and sciences. Through the core curriculum and major fields of study, students learn to think logically and creatively, to synthesize and integrate methods and insights from a variety of disciplines, and to express themselves effectively orally, in writing, and through media. Students consider the ethical dimensions of the subjects they study and become more aware of their own values, the values of others, and the implications of the choices they make in their public and private lives. They explore diverse cultures through coursework, extracurricular programs, international study, internships, and service opportunities. Students in all programs learn critical thinking and problem-solving skills requisite for effective leadership in a complex and diverse society.

The Marist ideal of excellence in education finds distinctive expression in programs tailored for the graduate and adult learners the College has long served. Study at the graduate level emphasizes breadth and depth of knowledge for career development. In a climate of collegiality, students refine the intellectual and personal qualities they need to contribute to their fields. Graduate, undergraduate degree completion, and professional programs are designed to accommodate the needs of adult students to balance education with work and family responsibilities. Maintaining the high standards that characterize all educational offerings, Marist presents programs for adult students in alternate locations, formats, and methods of delivery.

A distinguishing feature of the Marist education is the manner in which information technology is used to support teaching, learning, and scholarship. The College, a leader in educational applications of information technology, offers students access to advanced technologies to help them develop as lifelong learners and productive members of their communities. Technology resources are combined with flexible and innovative program formats to expand access to higher education for all students.

A SENSE OF COMMUNITY

The Marist ideal of community is based on the belief that we become a better institution through the active involvement of faculty, staff, students, and alumni in the life of the College. Seeking to create relationships that will last a lifetime, we nurture the well-being and development of all our community members and cultivate their bonds with the College and each other. Marist encourages students to collaborate with faculty and staff on research, creative, and service projects, and to share the results of their work with a wider community of scholars. We take particular care to ensure that student activities build a sense of community while supporting educational goals. We are a diverse community united by a shared commitment to the free exchange of ideas, consideration of the opinions of others, and civility in all our interactions. As members of the global community, we are committed to the collective stewardship of our environment.

A COMMITMENT TO SERVICE

The Marist ideal of service is predicated on our belief in the dignity and value of every human being. The College sponsors and supports programs to meet a wide variety of community needs, and to offer broadened access to education. We encourage students, faculty, staff, and alumni to make service an important part of their lives. Both individual students and student organizations engage in service activities, including programs that assist those in need, projects throughout the Hudson River Valley, and other humanitarian initiatives around the world. By sharing their time and talents, students help make Marist a better place to live and learn while developing a sense of personal responsibility and civic engagement.

CAMPUS SERVICES

From cashing a check to grabbing a snack or hitting the library, this section of the Student Handbook is designed to help you move around campus a little easier.

“THINGS TO KNOW” (A - Z)

ABSENCES/MEDICAL EXCUSE POLICY

Responsibility for class attendance and completion of assignments rests with the student. Students must communicate with instructors in the event of absence or missed coursework. Students who experience a serious illness or emergency that will result in *four or more consecutive days of absence* should contact the Center for Advising & Academic Services (CAAS), located in **Donnelly 224** and at **845-575-3500**, for assistance. CAAS will inform each instructor of the expected absence and of any extenuating circumstances. Students will be required to provide CAAS some form of documentation substantiating the absence upon their return. They must also contact the instructors to make arrangements to complete any missed work.

As stated in the College Catalog, each instructor maintains his/her own attendance policy which is typically stated in the course syllabus. Students are responsible for knowing and complying with these requirements.

ACADEMIC ADVISORS

Academic advisors are faculty or administrators assigned to students to discuss academic and career goals, schedules for the upcoming semester, and opportunities available to students in their major. Students may request to change their advisor at any time by submitting a change of advisor form online or in person at the Center for Advising & Academic Services (CAAS) office, located in **Donnelly 224, 845-575- 3500**.

ACADEMIC LEARNING CENTER

The Academic Learning Center (ALC), located in **Library 331**, offers the following services free of charge:

- Weekly review sessions for many courses-see website for current semester schedule (fall and spring semesters);
- Weekly drop-in sessions for select courses (fall and spring semesters);
- In-house proofreading, both day and evening hours (fall and spring semesters);
- Online proofreading is also available through a joinable site on iLearn (fall, winter, spring, and summer semesters);
- Private tutoring is available for a ***small fee***

*These services are offered based on the traditional undergraduate semester calendar.

The FOCUS Program is administered through the ALC. The FOCUS Program is open to all undeclared incoming freshmen. This program assists students in making an informed decision concerning their major. <http://www.marist.edu/academis/alc/focus>.

The ALC also provides advising for all undeclared students.

You may find out about these services by going to the ALC, by calling **Ext. 3300**, by visiting their website at <http://www.marist.edu/academics/alc/> or simply by checking campus bulletin boards. Information and requests for review sessions may be made through your instructors. The ALC staff trains and certifies all of its tutors.

Courses available through ALC include:

- Career Planning and Decision Making - (*one credit*)
- Critical Reading & Thinking - (*one credit*)
- Intermediate Writing for College - (*three credits*)
- Transfer Seminar (*one credit*)
- Self Development (*three credits*)
- The College Experience (*one credit*)

A description of the above courses may be found in your catalog.

ACADEMIC STANDING

At the end of each semester, grades are reviewed to determine the academic standing of each Marist student. A student is considered to be in good academic standing if he or she is matriculated at Marist College, maintains a cumulative grade point average (GPA) of 2.00 or higher and a semester GPA of 2.00 or higher, and is considered to be making satisfactory progress toward a degree. Students failing to meet these standards are subject to warning, academic probation, or academic dismissal. Contact the Center for Advising & Academic Services, **Donnelly 224, 845-575-3500**, for further details.

ACCOMMODATIONS AND ACCESSIBILITY

Marist College, along with all institutions of Higher Education, is required by law to provide equal access to qualified individuals with disabilities. Marist College is committed to providing individuals with disabilities equal access in regard to admission, access to services, academic courses, treatment or other activities. In accordance with the provision of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, the College strives in its policies and practices to provide full access to individuals with disabilities in all aspects of college life.

The Office of Accommodations and Accessibility provides a comprehensive range of academic support services and accommodations that promote full integration of students with disabilities into the mainstream college environment. The types of accommodations provided vary depending on the nature of the disability and may include textbooks in alternate formats, readers, note-takers, testing modifications such as extended time and a quiet location as well as the use of technological aids and equipment.

Students seeking additional information on procedures for determining and implementing accommodations should contact the Office of Accommodations and Accessibility, **Donnelly 226, Ext. 3274**, or visit them on the web at: <http://www.marist.edu/accommodations-accessibility/>.

ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Marist College to comply with the requirements of FERPA.
5. The right to obtain a copy of Marist College's education records policy. Copies of this policy are available at the Registrar's Office.

Marist will release at various times the following information unless requested in writing not to do so by the student: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational institution attended by the student, grade level (including number of credits earned), and enrollment status (e.g., undergraduate, graduate, full-time, part-time). Students must notify the Registrar in writing should they not want information made available by filling out a form at the Office of the Registrar. For more information, visit the website at <http://www.marist.edu/registrar/ferpa>.

ACTIVITIES & HAPPENINGS

Interested in what's happening on campus? To learn more about campus activities and meetings sponsored by clubs and campus offices visit our campus activities calendar at <http://www.marist.edu/events/>. Each semester, the Student Activities Office, located in the **Murray Student Center 373**, publishes a semester calendar highlighting various campus events sponsored by academic and administrative offices, student government and clubs. In addition, the Office broadcasts to the College community through the campus television service (TV 31) listings of events. Any organization interested in having their program listed in these publications should contact the Student Activities Office.

The institutional calendar may be accessed through the Marist web page by clicking on Events Calendar.

ADDRESS CHANGE

Marist students are responsible for providing a current local address to the College. Addresses can be updated in person at the Registrar's office, by sending a letter, or by printing, completing and mailing the On-line Student Address Change Form at <http://www.marist.edu/registrar/address.html>.

ARMY ROTC

Located at **St. Ann's, Ext. 2591**, AROTC is a program of study that is independent of an undergraduate's major at Marist. The program teaches cadets the leadership skills and knowledge they will need to be commissioned as officers in the Active Army, Army Reserves, or Army National Guard. Tuition scholarships are available if the student meets the enrollment criteria.

ATHLETICS PROGRAM

See page 38.

BOOKSTORE

The Marist College Bookstore is located on the lower level of the Murray Student Center and is run by Barnes and Noble. Hours of operation are from 9:00 AM to 5:00 PM Monday through Thursday, 9:00 AM to 5:00 PM on Friday, and 11:00 AM to 5:00 PM on Saturday with extended hours during the beginning of the Fall and Spring semesters to facilitate the needs of students. **The Bookstore is the only approved business entity to conduct textbook buyback on the college campus and no other business enterprise is allowed to operate at the College.**

CAMPUS CRIME STATISTICS

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Marist College's annual campus crime information can be found at <http://ope.ed.gov/security/search.asp>, or at <http://www.marist.edu/security/student.html> or by calling the Office of Safety and Security at 845-471-1822 or Ext. 2282.

CAMPUS MINISTRY

Marist College Campus Ministry draws its strength and direction from God, the religious traditions of our community and the heritage of the college founders, the Marist Brothers.

We provide opportunities to meet the spiritual and religious needs of our student community in responding to God's presence in their lives.

We promote the integration of the whole person, body, mind and spirit, the affirmation of the value of each person and the sacredness of all creation. We do so by building and nourishing an **interfaith community** of celebration, service and education.

Small groups include Campus Christian Fellowship (Evangelical), Catholic Student Association, Marist Hillel, Muslim Student Faith Group, Orthodox Christian Group, and Quest (Main Line Christian).

Campus Ministry is responsible for the approval and sponsorship of any Religious/Spiritual student group, event or practice.

Offices are located in **Byrne House, Ext. 2275**.

CAR TROUBLE

Marist College Safety and Security officers are available to "jump start" automobiles and assist in car lockouts. Call Ext. 2282.

CENTER FOR ADVISING AND ACADEMIC SERVICES

The Center for Advising and Academic Services (CAAS) monitors students' academic progress throughout their academic career and offers the support and referrals necessary for success.

CAAS assists students with academic issues as they work toward realizing their educational goals. Students can stop by the CAAS office, located in **Donnelly 224** for the following reasons:

- Academic Advising Planner (AAP) questions;
- Consultation on major/minor declaration;
- Dean's List questions;
- Questions on academic policies;
- Report absence of four or more days;
- Report academic difficulty;
- Request advisor change;
- Request credit overage;
- Request registration change after deadline; and
- Withdraw/leave of absence from the College.

CENTER FOR CAREER SERVICES

The Center for Career Services (CCS), located in Library 332, offers a variety of programs and information to assist students with career related activities. Students are encouraged to begin exploring potential career areas early. Services offered include:

- Career Coaching to assist you in implementing a 4-year career plan
- Individual assessments utilizing on-line resources to explore majors and career paths
- Internship and Full-time Job Search and Preparation
- Exploration of Career Goals via Competitive Internships
- LinkedIn Profile Set-up and Review
- Career Workshops, Alumni Networking Events and Employer Visits
- Career and Internship Fairs, Graduate School Fair and Teacher Recruitment Day
- On-Campus Recruitment
- Graduate School Advisement
- Scholarship and Fellowship Information
- For complete information about the Center for Career Services, visit the CCS web site at <http://www.marist.edu/careerservices/>. Students are also encouraged to follow CCS on Facebook, Twitter, LinkedIn, and Instagram for up-to-date information on events and programming.

CHECK CASHING/ATM

There are four non-bank affiliated ATM cash machines located on campus: one in Donnelly Hall, Marketplace, McCann Center, and the other in the Murray Student Center on the first floor across from the elevator.

The Business Office provides a check cashing service during the Fall and Spring semesters every Friday from 10:00 AM to 4:00 PM, at the cashier window located in **Donnelly Hall, Room 210**. All checks must be made payable to “Marist College Cash” and NO checks will be cashed without a Marist Student ID Card - no other ID will be accepted. The check cashing limit on personal checks is \$100.00 per student per check cashing day. Third party checks are only cashed if they are from the immediate family of the student or staff. Checks written from one student to another cannot be accepted.

CLASSIFICATION OF STUDENTS

A student’s class standing is determined by the number of credits earned as follows:

Freshman	0	-	29 Credits
Sophomore	30	-	59 Credits
Junior	60	-	89 Credits
Senior	90 or more		Credits

CLUBS & ORGANIZATIONS

Students can find a complete listing of all chartered clubs and organizations on campus by visiting www.marist.edu/studentlife/clubs.html on the Marist web site.

In addition, students are invited to attend an Activities Fair held every September and January, where all campus clubs and organizations are represented.

COLLEGE RING

The Marist College ring is considered a symbol of academic achievement; therefore, certain academic requirements must be met before a student can order one. A student is eligible to order a ring at the end of the sophomore year provided he or she has completed 45 credits and is registered as a full-time student. Transfers who have completed 60 credits at another institution are eligible to order a ring. However, before they can receive their rings, they must have completed one semester and must be in good standing at Marist. For further information, contact the Office of Student Affairs, **Rotunda 388, Ext. 2517**.

COMMUTER SERVICES

The Commuter Lounge is located on the **2nd floor of the Murray Student Center**. The Lounge offers an opportunity for commuters to relax, watch television, socialize and work in small groups on academic projects. In addition, there is a small refrigerator, microwave, telephone and comfortable seating for the convenience of all commuters. The Associate Director of First Year Programs & Leadership Development's office is located in the Commuter Lounge.

COMPUTER LABS

Registered Marist students have access to several computer labs on campus. Detailed information about software and hardware available in each lab, as well as the lab location and hours can be obtained by visiting the Marist web site at www.marist.edu/it/desktop/labs.html.

COUNSELING CENTER

The Counseling Center is located in the **Health and Wellness Center, Murray Student Center Third Floor 352, Ext. 3314**. Services offered by professional staff include confidential individual counseling and group counseling for personal or emotional problems, referrals, and workshops. Find out more by visiting the web site at <http://www.marist.edu/counsel/index.html>

DEAN'S LIST

The Marist College's Dean's List published on-line, records the names of all full-time undergraduate students who have demonstrated academic excellence in the previous semester. In order to qualify for this special distinction, students must earn a semester grade point average of at least 3.600, having completed a minimum of 12 academic credits graded on the A-F scale. In addition, students who earn grades of "I," "D," "F" or "WF" are not named to the list. Any student who meets these criteria will have a Dean's List notation permanently recorded on official College transcripts and receive a Dean's List Certificate.

DINING SERVICES

Marist Dining Services is committed to providing multiple dining opportunities offering diverse menus that feature traditional favorites, ethnic dishes and international cuisines, with an emphasis on obtaining local and regional products. Through sustainable practices and educational programs, we provide opportunities for social interaction and awareness for a healthy and productive lifestyle. Marist Dining Services offers a variety of dining plans which offer flexibility and value.

Students residing in college housing are assigned a resident dining plan prior to their arrival on campus. Students have the option to change their dining plan selection within certain parameters according to their assigned location determined by the College. Dining Plan changes must be made at the Office of Housing and Residential Life by the second Friday of the semester. Should a student withdraw from resident housing, the cost of his or her dining plan will be refunded accordingly.

Thrifty Cash – Is the debit portion of your dining plan that can be used in any dining service location. Account balances transfer from the fall to the spring semester only, provided that the student remains on a dining plan. If the dining plan is dropped, the balance does not carry over.

Students may add funds to their Thrifty Cash account at the Office of Student Financial Services located in Donnelly Hall, 200.

The Dining Hall, located in the Murray Student Center, is open for traditional resident dining service. Each meal is an “all you can eat” format and the dining room is open for continuous service daily. The Dining Hall is open to all students holding a valid Marist ID and who have arranged to participate in any of the dining plans offered.

The Cabaret, also in the Murray Student Center, offers a full line of beverages, deli, salad & soup bar, snacks, vegan and vegetarian offerings as well as the grill station.

Valley Café, located in the Cabaret, offers lunch every Tuesday, prepared with local and regional foods from the Hudson Valley and the tri-state area. Students enrolled in a dining plan can use their plan for admission to the Café.

Donnelly and Dyson Cafés, offer full line of beverages, snacks and deli.

Hancock Brew, located in the Hancock Center, offers hot and cold specialty Starbucks beverages and a variety of pastries.

Marketplace, located in Upper West Cedar Townhouse, Building V, features a grille station, hot and cold beverages, deli, salads, snacks and convenience items.

Library Brew, offers Starbucks beverages and a variety of snacks.

Commuter and off-campus students may also enroll in any dining plan.

North End Servery, located in Building D at the north end housing complex, features four made to order stations providing grilled items, pizza, pasta, vegetarian/vegan options, salads, smoothies, coffee, teas and assorted beverages.

More information about dining services is available at <http://maristdining.com>.

***Thrifty Cash, Marist Money, cash or credit card is accepted at the dining hall and all campus retail locations.**

HOURS OF OPERATIONS

DINING HALL

Monday through Thursday.....	7:15 AM to 9:30 PM
Friday.....	7:15 AM to 8:00 PM
Saturday and Sunday.....	9:00 AM to 8:00 PM

THE CABARET

Monday through Friday.....	8:30 AM to 1:00 AM
Saturday & Sunday.....	12 noon to 1:00 AM

DONNELLY CAFÉ

Monday through Thursday.....	7:30 AM to 8:30 PM
Friday.....	7:30 AM to 3:00 PM

DYSON CAFÉ

Monday through Thursday.....	7:30 AM to 8:30 PM
Friday.....	7:30 AM to 3:00 PM

HANCOCK BREW

Monday through Thursday.....	7:30 AM to 8:30 PM
Friday.....	7:30 AM to 3:00 PM

MARKETPLACE*

Monday through Thursday.....	11:30 AM to 12:00 AM
Friday & Saturday.....	5:00 PM to 12:00 AM
Sunday.....	5:00 PM to 12:00 AM

(*hours at this location subject to change)

LIBRARY BREW

Monday through Thursday.....	10:00 AM to 11:00 PM
Friday.....	10:00 AM to 5:00 PM
Saturday.....	CLOSED
Sunday.....	1:00 PM to 9:00 PM

NORTH END SERVERY*

Daily.....	11:30 a.m. - 12:00 AM
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(*hours at this location subject to change)

EMERGING LEADERS PROGRAM (ELP)

The Emerging Leaders Program is a popular non-credit certificate program, which provides students with varied and unique opportunities to define, discover and develop their leadership style. Students receive a certificate for each workshop they complete. Those who complete five or more workshops during the academic year receive a Leadership Certificate. At the end of senior year, participants receive a Leadership Transcript outlining all of the workshops completed during their time at Marist. Program participants also have an opportunity to earn lifelong membership into the Marist Chapter of Sigma Alpha Pi, the National Society of Leadership and Success.

FINAL EXAM SCHEDULE

Each semester students can review the final exam schedule by visiting the Marist web site at <http://www.marist.edu/registrar/finals.html>.

FIRE EMERGENCY PROCEDURES

All buildings are equipped with fire alarm systems. For your safety, whenever the fire alarm sounds, evacuate the building immediately. Fire alarm pull stations are located near the exits. **Never use the elevators during a fire alarm. Treat all alarms as the real thing - assume nothing!**

FIRST YEAR PROGRAMS AND LEADERSHIP DEVELOPMENT (FYP & LD)

The Office of FYP & LD is dedicated to assisting first-year students in their transition to Marist by addressing the social, cognitive and emotional challenges they encounter. New students are guided in their intellectual and personal development through campus wide projects such as Orientation and Welcome Week, as well as through a variety of academic and social programs involving small group and one-on-one interactions. FYP & LD works with all class years by offering opportunities for leadership development to all interested undergraduate students by providing skills and experiences essential for lifelong leadership engagement. Mentor relationships are continued with students in subsequent years as they endeavor to succeed academically, become influential leaders, and develop into well-balanced citizens of the Marist and World community. **“The End Depends Upon the Beginning.”**

HEALTH SERVICES

Marist Health Services provides care to registered full-time undergraduate students while classes are in session.

The Health Services office is located in the Marist College Wellness Center on the third floor of the Murray Student Center, Room 352. It is staffed by a medical director, nurse practitioners, registered nurses and reception staff. The hours of Health Services are Monday through Friday from 8:30 AM to 7:00 PM and Saturday and Sunday from 12:00 noon to 5:00 PM. Students are seen on an appointment basis and are encouraged to call 845-575-3270 for appointments. Emergencies and non-appointments are triaged promptly and seen in order of severity.

There is no charge for Health Services visits, with the exception of allergy immunotherapy administration. Please see <https://www.marist.edu/healthservices/pdfs/allergy.pdf> for information about allergy shots.

There is no charge for onsite lab tests (e.g. rapid strep tests), but outside tests are billed to the student's insurance, as is any outside provider visit or evaluation. There is no dental care on campus.

Resident students requiring after-hours care are encouraged to notify the RA, RD or Marist College Safety and Security: extension 5555, 2282 or 845-471-1822. No overnight care is available on campus.

Health Services provides evaluation and treatment of illness and minor injury as well contraception services, STI testing, and health education. Nutrition consultation is available on referral by Health Services staff. Influenza vaccine is available in advance of flu season at several “flu clinics” held on campus, as well as at Rite Aid Pharmacy. There is a modest fee for flu shots, which may be covered by insurance.

Marist College requires all full-time undergraduate students to have health insurance. Full-time undergraduate students are automatically enrolled in the Marist College Accident and Sickness Plan administered by the Allen J. Flood Companies. Students who have comparable or better coverage and do not wish to enroll in the Plan must complete an online waiver annually to provide proof of coverage. Information is available at <https://www.marist.edu/healthservices/insuranceinfo.html>

Marist Health Services often receives inquiries about class attendance issues. The Wellness Center does not provide excuse notes. Please see the “Excuse Policy” located at <https://www.marist.edu/healthservices/pdfs/excusepolicy.pdf>

HELP DESK

The Marist College Help Desk serves as the single point of contact between students, faculty and staff and the Information Technology Department. The Help Desk staff will assist you with your questions, requests and suggestions or route them to the appropriate area for resolution and provide status of your report. You can drop by the Help Desk in the three locations: **Lower Level of Donnelly Hall** (next to ResNet); Donnelly Computer Lab and Dyson Atrium (satellite location), email them at helpdesk@marist.edu, or call **845-575-4357 (HELP)**. Check the website for each location’s hours.

HOUSING & RESIDENTIAL LIFE

The Office of Housing & Residential Life is located in **Rotunda 387, Ext. 3307**. The residential life program at Marist is based upon the philosophy of providing students with a safe, healthy and attractive living environment that supports and supplements the educational mission of the College. Students in residence must be enrolled for a minimum of 12 academic credits for the semester in which they are housed. All residence areas are staffed by professional Residential Directors and undergraduate Resident Assistants. The Office of Housing & Residential Life is open Monday through Friday from 8:30 AM to 5:00 PM and during the summer from 8:00 AM to 4:30 PM. In case of an emergency, professional staff is on duty 365 days per year and can be contacted through the Office of Safety and Security at (845) 471-1822, ext. 2282.

IDENTIFICATION CARDS

As a Marist College student, you are required to possess a valid Marist identification card. Your Marist ID card is the property of Marist College and must be surrendered to any College official upon request. *All photos in the campus ID system are under Marist College ownership. By taking your photo ID, you understand and consent that the photo of yourself for your Marist College ID card may be kept by Marist College and used for educational and other college related purposes only.*

Student identification cards are made in the Marist Card Services Office, located in **Donnelly 241**. There is no charge for your first ID.

Your Marist ID Card is non-transferable. It:

- is your personal College identification card;
- is your College library card;
- grants you admission to College activities and events;
- grants you check cashing privileges at Marist College;
- enables access to Marist Money services;
- is your Dining Service card; and
- secures residence hall access.

A lost or stolen Marist ID Card should be reported immediately to the Office of Safety and Security. Once the card is reported lost, the account is frozen and protected. The next business day, during office hours, the cardholder should have a new ID card processed at the Marist Card Services Office. In the academic year, 2018-19 there is an ID replacement fee of \$20.00. Once a new card is issued, the lost card cannot be used and is no longer valid.

INTERNATIONAL STUDENTS

It is the responsibility of international students to keep their passports, visas and other documents in good order and up-to-date, and report any change of address. Information concerning immigration matters, together with the common forms and certificate blanks, is available in the Registrar's Office, **Donnelly 203, Ext. 3250**. <http://www.marist.edu/registrar/international.html>

INTERSESSION REGISTRATION AT MARIST

Summer session registration is processed through the School of Professional Programs and the Registrar's Office. You may take up to a total of nine (9) credits for all summer sessions. For further information visit their web site at <http://www.marist.edu/summer>. Winter classes are also processed through the School of Professional Programs and the Registrar's Office. You may take up to 3 credits during intercession. For further information visit their web site at <http://www.marist.edu/winter>.

LIBRARY

The James A. Cannavino Library, which sits at the center of campus, offers a variety of different seating areas to accommodate individual and group studying. Students are encouraged to utilize the Library's physical book, periodical, and DVD collections, in addition to extensive online holdings, ebooks, streaming video titles, and electronic journals. All are easily accessed through Fox Hunt and course pathfinders designed for specific classes. These resources are available from the library's web page at <http://library.marist.edu> **and can be accessed from on and off campus**. The library is also the largest computer lab on campus, providing access to 80 PCs and offering an additional 30 laptops that can be checked out and used anywhere in the building. Reference librarians are available to assist students with their information needs by appointment, at the Library's Reference Desk, by phone at Ext. 3292, by chat, and by e-mail at library.reference@marist.edu.

LIBRARY HOURS

Library hours during the semester are: Monday-Thursday, 7:30 a.m.–2:00 a.m.; Friday, 7:30 a.m.–8:00 p.m.; Saturday, 10:00 a.m.–8:00 p.m.; and Sunday, 10:00 a.m.-2:00 a.m. Changes in hours for holidays and vacations will be posted on the Library's home page.

LOST AND FOUND

Anyone finding an article that has been lost should promptly bring it to the Office of Safety and Security located in **Donnelly 201, Ext. 2282**.

The Office of Safety and Security provides, free of charge, the use of electrical engravers and property identification stickers.

MAIL & PACKAGE SOLUTIONS CENTER (FORMERLY THE MARIST POST OFFICE)

The Mail & Package Solutions Center is located on the second floor of the Murray Student Center. Beginning in Fall 2018 all resident students will receive an email for all mail and packages received. Your Marist ID will be required for you to receive delivery of your mail and packages at our new enhanced service counter. The new service will eliminate the use of mail keys and mailboxes. The Mail & Package Solutions Center offers a wide variety of postal services for mailing letters and shipping packages.

Service counter hours for mail and package pickup:

Monday - Thursday	9:00 AM to 6:00 PM
Friday	9:00 AM to 5:00 PM
Saturday	9:00 AM to 12 noon

MARIST ABROAD

For over 50 years Marist Abroad has offered students the opportunity to enhance their studies through engagement with international issues and diverse cultures around the world. Marist Abroad offers a variety of study abroad experiences that support a broad range of educational objectives, with program offerings at dozens of sites around the globe. We offer semester, full academic year, and short-term study abroad programs, enabling Marist students of any major to study abroad and graduate according to their planned schedule. Participation in a study and/or internship abroad broadens horizons and helps to prepare students for a life and career in an increasingly global society.

For information on study abroad call **Ext. 3330**, or visit the web site at <http://www.marist.edu/abroad/>. Marist Abroad is located in Hancock Center, Room 2007.

MARIST MONEY

Marist Money is a convenient, prepaid money management account which allows you to enjoy campus-wide purchasing power. The advantage to Marist Money is you never need to carry cash, as your student ID card also serves as your Marist Money Card.

Funds from your Marist Money account can be used for purchases in the college bookstore, post office, the digital publication center (copies, faxes), the computer store, college activities office, all campus cafes and coffee shops, the Cabaret, main dining hall, the north end dining, and participating off-campus merchants.

Your funds are placed in an account that only your activated Marist College I.D. card can access. Each time you use your card at a reader or cash register, your account balance is reduced by the amount of that sale. The system then informs you of your account balance. You may add money to your card account by going to DN241, over the phone with a credit card or via the Marist Web site <http://www.marist.edu/maristmoney/deposit.html>. **Note: Marist Money is not a debit card. No cash withdrawals are available from the Marist Money account. Marist Money cannot be used to purchase alcohol, tobacco, lottery tickets, gift cards or gift certificates. The Marist Money Office is located in Donnelly 241, Ext. 3550; Email: cardservices@marist.edu.**

For more information and an updated listing of services that accept Marist Money, visit the web site at <http://www.marist.edu/maristmoney>.

MATH LAB

The Math Lab, located in the **Hancock Center, Room 3021**, is a **mathematics peer help and tutoring center staffed entirely by student tutors. Students may drop in without an appointment to seek assistance in most introductory level mathematics courses.** Hours of operation are Monday through Thursday from 4:00 p.m. - 8:00 p.m.

MEDICAL EXCUSE POLICY

Responsibility for class attendance and completion of assignments rests primarily with the student. Students must communicate with instructors in the event of absence or missed coursework. Students who experience a serious illness or emergency that will result in *four or more consecutive days of absence* should contact the Center for Advising & Academic Services (CAAS), located in **Donnelly 224 and at 845-575-3500**.

MENTORS

The Coordinators and the Associate Director in the Office of First Year Programs and Leadership Development (FYP&LD) serve as Mentors to traditional-aged undergraduate students entering Marist. Mentors are experienced professionals dedicated to providing each student with a successful start to his/her college career.

Mentors live in the residence areas and are assigned to work with new freshmen and transfer students and those whose grades are below the College's academic standards. The Associate Director mentors Commuter students. The staff provides academic assistance by helping students with time management skills, pre-registration questions, and any other issues that impact academic performance. In addition to coordinating Orientation and Welcome Week, FYP Coordinators enhance the Marist experience by offering a wide variety of programs such as the Faculty Supper Series, Red Fox Rumbles, Emerging Leaders Workshops, and other opportunities for student growth, development and enjoyment. They also work closely with Resident Directors and other Student Affairs staff to help build a solid sense of community.

RECREATION & FITNESS CENTER

The James J. McCann Recreation Center houses the McCann Arena, the Fitness Center and the McCann Natatorium at Marist. All students are urged to participate in as many of its activities as they wish. Intercollegiate athletics, physical education and recreational activities are housed in this area. Special events to which the outside public is invited are held in the Center throughout the year.

RECYCLING AND SUSTAINABLE CAMPUS INITIATIVES

The College's strategic plan calls for the implementation of environmentally sustainable practices to raise awareness, to use as a teaching tool and to establish lifelong behaviors supporting the environment. Marist College strives to promote sustainability across all areas of the College - through education in the classroom, in operations and procedures, communication and through student development opportunities.

For more information about Marist College recycling and sustainable campus initiatives, visit the College's website at www.marist.edu/studentlife/sustainability/.

REGISTRAR'S OFFICE

The Registrar's Office maintains and stores the academic record of each Marist student. The office is located in **Donnelly 203, Ext. 3250**. Services provided by the Registrar's Office include:

- Enrollment Verifications
- Transcript of Records
- Transfer Credit Evaluations
- Degree Audits
- Graduation Requirements
- Registrations
- Freshman Schedules
- Processes name and address changes

They also process changes of declarations of majors, minors or certificates; maintain the semester's course listings; provide Academic Calendars and Final Exam Schedules; and maintain the semester's classroom assignments.

SOLICITATION POLICY

No **solicitation** of any nature will be permitted on campus unless prior permission has been obtained from the appropriate office:

The Student Activities Office will process all requests from students and student clubs or organizations.

The Academic Vice President's Office will process requests which come from academic departments or divisions of the College or from faculty committees.

The Business Office of the College will process requests received from off-campus organizations or salespeople.

Requests should be made in writing including desirable initiation and termination times and dates. The approving office will indicate in writing the specific location(s) where solicitation may take place.

Solicitation door-to-door in residence halls or office-to-office in campus facilities is rarely, if ever, permitted. Specific guidelines for student solicitation may be obtained from the Activities Office located in the **Murray Student Center 373**.

SECTION 504 OR ADA GRIEVANCE PROCEDURE

If any student believes that his or her rights under 504 or the ADA have been violated, he or she may bring forward a complaint. Issues that can be the subject of a complaint in accordance with this policy include, but are not limited to, a denial of a requested accommodation, the inadequacy of an accommodation, the inaccessibility of a program or activity due to disability, or discrimination or harassment based on disability.

Students seeking additional information on Section 504 or ADA grievance procedures should contact the Office of Accommodations and Accessibility, **Donnelly 226, Ext. 3274**, or visit them on the web at: <http://www.marist.edu/accommodations-accessibility/>.

STUDENT AUDIT

Student audits can be an invaluable tool in helping students determine and maintain satisfactory progress toward fulfilling degree requirements. These audits list requirements that have been fulfilled and those remaining to be fulfilled, and they are updated monthly. Students can access their audits through Self Service Banner (Degree Works).

STUDENT CONDUCT

The Office of Student Conduct (OSC) is located in **Rotunda 389, Ext. 3514**. OSC informs students of the rights and responsibilities as members of the Marist community; involves students, faculty and staff in administering the conduct process; and assists all members of the campus community to live and learn in an environment that is orderly, peaceful, and supportive of individual growth and development. Services provided by the OSC include, but are not limited to:

- Publishing the Code of Student Conduct to help members of the community understand behavioral expectations, rights and responsibilities.
- Reviewing all Incident Reports to determine where disciplinary cases will be handled.
- Providing assistance to victims of conduct violations.
- Conducting Conferences and Hearings.
- Acting as advocates for students educating them on their rights.
- Selecting and training Faculty, Staff and Student hearing panel members.

STUDENT FINANCIAL SERVICES

The Marist Office of Student Financial Services, located in **Donnelly 200, Ext. 3230**, is committed to providing affordability options and managing the equitable distribution of student aid funds. The office coordinates student employment both on and off campus and is responsible for student billing. They are dedicated to promoting accessibility through personalized service and integrity.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA), located on the Third Floor of the **Murray Student Center 3123, Ext. 2206**, is the institutional body charged addressing student governance issues at Marist College in the hope of preserving and strengthening a positive relationship among all groups and members within the college community. This mission is fulfilled through a clear articulation and advocacy of student concerns, issues and hopes. SGA meetings are open to all students and meetings are held every Wednesday at 11:00 a.m. in the SGA Office. For more information visit the SGA website at <http://www.marist.edu/sga>.

In line with this mission, the responsibilities of Student Government include the following:

1. Representing the Student Body through decision making that affects the entire Marist College Community or any one student group or organization.
2. Communicating and synthesizing information and concerns among the students, Administration and Faculty.
3. Chartering clubs and organizations and overseeing their performance thus ensuring their mission is fulfilled with the best interest of the students in mind.
4. Appointing students to positions on the Executive Board, Judicial Board and other campus-wide committees, while additionally holding elections to fill representative positions.
5. Appointing, guiding and directing the Financial Board, which in turn appropriates funds from the Student Activity Fee to clubs and organizations.

SGA consists of three branches of government: the Executive Branch, Judicial Branch and the Legislative Branch.

Executive Branch is presided over by the Student Body President and serves as an advisory part of the SGA. The Student Body President, upon approval of the Senate, appoints all of these positions. The members consist of: the Student Body President, Executive Vice President, Vice President of Academic Affairs, Vice President for Student Programming, Vice President of Club Affairs, Vice President for Student Life, Vice President of Athletic Affairs, Director of Public Relations, Chief Financial Officer, Chief Information Officer, Elections Commissioner, Parliamentarian, and Executive Secretary.

Student Body President acts as a student who represents the interests and opinions of the student body when dealing with issues, concerns and matters directly affecting Marist students. He/she likewise presents the views of the administration, faculty and staff to the entire student body while striving to create a strong communication network between all. The Student Body President strives to make the Marist Community a place where all people work and live with respect for each other. The Student Body President chairs all Executive Board meetings, as well as acts as a representative on the Board of Trustees and the Senate.

Executive Vice President is an appointed position charged with fulfilling the duties and obligations of the President in the event that position is vacated.

Student Academic Council (SAC) is presided over by the Vice President for Academic Affairs and provides leadership in pursuit of the academic objectives of the student body. SAC works to establish firm lines of communication and a positive working relationship among students and both academic schools and faculty members, and explores avenues of curricular growth and development. SAC also assists in the promotion of academically-related student programs and proposals.

Student Life Association (SLA) is presided over by the Vice President for Student Life and consists of resident and commuter representatives, as well as the president of each Residence Hall Council (RHC). This association works to promote activities that provide unity among commuter and resident students, and facilitate all matters pertaining to the well-being and interests of all students.

Athletic Affairs Council (AAC) is presided over by the Vice President for Athletic Affairs and provides leadership in the pursuit of the athletic activities for the student body. The AAC acts as a liaison between Marist College Athletics and the SGA and provides student oversight of the Intramural and Club Sports Program.

Student Programming Council (SPC) serves as the entertainment and programming arm under SGA. The purpose of SPC is to provide quality entertainment and educational programs to all students, administration, faculty, and staff. Programming consists of lectures, performing arts, comedy, concerts, music, novelty acts, and trips. The Vice President of Student Programming appoints a Vice President, Secretary, Chief Financial Officer, Campus Concerns Officer, and two Publicity Officers who help direct general board members.

Council of Clubs is presided over by the Vice President for Club Affairs and consists of all chartered clubs and organizations at the College. The Council is divided into six categories, with each area representing a particular type of interest. These councils consist of Co-curricular, Greek, Honorary, Production, Social/Service and Sports.

Elections Commissioner is an appointed position charged with adhering to the SGA Constitution and by-laws in order to facilitate free and fair elections.

Financial Board is presided over by the Chief Finance Officer (CFO), and has the fiduciary responsibility of overseeing the allocation of Student Activity Fee monies to chartered clubs and organizations. The full Financial Board is comprised of the CFO, Assistant CFO, four appointed students and an administrator appointed by the Vice President for Student Affairs. The Financial Board is responsible for funding all clubs and organizations sanctioned by SGA.

Public Relations Board is presided over by the Director of Public Relations and provides an open channel of communication between SGA and the Marist Community. Public Relations are responsible for providing pertinent information to students through on-campus media and advertising SGA events.

Judicial Branch is presided over by the Chief Justice and has jurisdiction over election validity, club sanction appeals, parking ticket appeals, governing document interpretations, and removal of student officers. The role of the Judicial Branch is to maintain equity and equality within SGA and review the decisions made by the Executive and Legislative Branches.

Legislative Branch, also known as the **Senate**, is presided over by the Speaker of the Senate and is the voting arm of SGA responsible for passing legislation, approving appointments to other SGA positions, and providing oversight of the Executive Branch. The Senate is composed of the presidents of the Freshmen, Sophomore, Junior and Senior Classes, five resident senators, and two commuter senators. Legislative Branch members are encouraged to chair and sit on committees that address campus issues that affect students.

TAXI SERVICES

Taxicabs that operate in the City and Town of Poughkeepsie must be licensed and have a current license sticker for the current year attached to the rear bumper of the cab. Most cabs are licensed in both the City and the Town. The license requirement is determined where the taxicab picks up fares, not where fares are dropped off.

If you call a cab from Marist College to another location, the taxicab must be licensed in the Town of Poughkeepsie.

If you call a cab to pick you up at a location in the City of Poughkeepsie, the taxicab must be licensed in the City.

If you are dropped off in the City of Poughkeepsie, you have the right to receive a receipt for your fare upon request.

Taxicabs are forbidden to solicit passengers. Town of Poughkeepsie taxi drivers must stay with their vehicles at all times. The City of Poughkeepsie taxi drivers are not allowed to solicit passengers from outside the vehicle.

A City of Poughkeepsie taxicab shall not carry any other person then the first person employing the cab unless the first person consents to the acceptance of an additional passenger. The Town of Poughkeepsie does not have any similar provision or regulation for taxicabs.

Marist College has designated the **Donnelly Parking Lot** for taxicab companies to pick up and drop off students between 7:00 PM and 3:00 AM. This will give Security the opportunity to monitor the cabs and prevent unwanted noise (beeping) in the residence areas. You have the option to request a member of the SNAP escort service to walk you back to your residence by calling **(845) 575-3000, Ext. 7627**.

Please Note: Marist Security has no authority to monitor taxi licenses or take action against owners/operators in regard to violations of City or Town Laws; however, we will assist you in filing a complaint with the appropriate municipal agency. For more information about taxi service rules and regulations, visit <http://www.marist.edu/security/taxiinfo.html>.

TITLE IX COORDINATOR

Pursuant to Title IX of the Educational Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the College's Title IX Coordinator has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this College, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. Generally speaking, the College considers non-consensual sexual intercourse in addition to any act of sexual misconduct or other gender-based offenses, including intimate partner or relationship (dating and/or domestic) violence, non-consensual sexual contact and stalking as a violation of policy. The Title IX coordinator is the designated college official to respond to reports and complaints that involve possible sex discrimination, to monitor outcomes, identify and address any patterns, assess effects on the campus climate, and coordinate the College's compliance with Title IX and federal and state laws and regulations relating to sex-based discrimination. **For any questions or concerns, contact Edward Freer, Deputy Title IX Coordinator, Donnelly 120, 845-575-3799, email: titleix@marist.edu.**

ZIP CAR PROGRAM

No need to have a car while you are at Marist! Marist College is a participant in the nationwide Zip Car Program. Grab a car to run errands for a few hours, the whole day or for a weekend getaway. Low hourly and daily rates with gas and insurance included. Mobile apps available. Zip Cars are located on campus, available 24/7, adjacent to the McCann Recreation Center, Fontaine Hall and Upper West Cedar Townhouses. International student applications welcomed. To learn more or register, visit <http://www.zipcar.com/marist>.

WRITING CENTER

The Writing Center, located in **Dyson 127** offers one-on-one tutoring, *free of charge*, to the Marist Community. It is staffed by faculty and its mission is "to help all members of the Marist College community to become more versatile, more successful, and more self-sufficient writers." The Writing Center can be reached on **Ext. 2735**.

SAFETY AND SECURITY

The Office of Safety and Security at Marist College provides a 24-hour, 7-day-a-week service to the College community, its visitors and guests. The Office of Safety and Security works as a liaison with local fire, police and rescue agencies. All Marist Security officers have Cardio-Pulmonary Resuscitation (AED & CPR) certification.

The Office of Safety and Security is located in **Donnelly 201**, and can be reached by calling **845-575-3000**, **Ext. 2282** or **845-471-1822**. **In emergency only dial 845-575-5555 or Ext. 5555.**

FIRE SAFETY INFORMATION

All buildings are equipped with fire alarm systems. All systems are tested and inspected annually by a New York State certified fire alarm installer. All fire alarm systems are monitored 24/7 off campus by a central monitoring station as well as by the Safety and Security Office on campus. Fire alarm pull stations are located near the exits. For your safety, whenever the fire alarm sounds, evacuate the building **immediately** using the nearest exit. Treat all alarms as real - assume nothing! Behavior of any kind, which inadvertently activates a fire alarm, may be subject to disciplinary action. Failure to evacuate an area may also result in disciplinary action.

FIRE RESPONSE PLAN

The following procedures should be followed in case of FIRE:

- Rescue and Relocate anyone in immediate danger.
- Alert others by activating the fire alarm system and/or call Security at 845-575-5555 or Ext. 5555 from a safe location.
- Confine the emergency by closing doors.
- Evacuate immediately. Use stairs, do not use elevators. If in heat or smoke, crawl low. If there is smoke in the corridor, stay in the room, close and seal doors, dial 845-575-5555 or Ext. 5555 for help and then stand by the window.

FIRE ALARM PROCEDURES

1. All students, staff and faculty are required to evacuate the building during a fire alarm.
2. If a fire alarm sounds, immediately proceed to the nearest exit. The last person out should close the door. If smoke hampers your means of evacuating, find an alternative route.
3. **DO NOT** use the elevator to evacuate the building, **CRAWL** low in a smoky condition. Use the stairs in order to evacuate safely.
4. Always know two ways out and familiarize yourself with the escape routes in the event of an emergency.
5. If you observe other people in the building who may be unfamiliar with the alarm, advise them of the fire alarm and suggest that they evacuate. **DO NOT** force them to leave or become confrontational. Once outside, report their location to a Safety and Security Officer.
6. Proceed to a pre-designated assembly area, away from the building. Do not stand in front of or near the entrances to the building. An explosion may spread debris over a large area. **DO NOT** block fire department access to the building.
7. Do not re-enter the building until the fire alarm has been silenced and the Safety and Security Officer or the Fairview Fire Department has indicated that it is safe to re-enter.

FIRE EVACUATION PROCEDURES

College buildings are to be evacuated immediately when the fire alarm is activated under the following conditions:

1. When evacuating the building, use the nearest exit if possible.
2. Before you open a door, feel the door with the back of your hand. If the door is hot or you can see fire or smoke in the corridor, do not pass through. Stay in the room. Pack towels (preferably wet) under the door to prevent smoke entry. Contact the Office of Safety and Security at 845-575-5555 or Ext. 5555, and report your location. Then proceed to the window and wave a brightly colored cloth to draw attention to your location. Open the window; do not break the window.
3. If the door is cool, open it slowly. If there is no smoke, proceed to the nearest exit. If the smoke is light, crawl low to the nearest exit. If you encounter smoke along the way, choose an alternative escape route. Make sure the doors close behind you to prevent the spread of smoke.
4. Once outside, proceed to the designated area, away from the building and doors. Make sure that everyone is accounted for. If occupants were unable to get out of the building, or if they cannot be found, report this to the Office of Safety and Security Officer at the scene.

FIRE EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

1. If the occupant, resident or visitor is located on the ground floor of the building, exit through the nearest exit.
2. If the occupant, resident or visitor is located above or below the ground floor, **do not use the elevator**. Call the Office of Safety and Security at 845-575-5555 or Ext. 5555, give the dispatcher your name, exact location, room number and telephone number.
3. The disabled person should proceed or ask for assistance to the nearest enclosed or exterior stairwell or “area of safe refuge” and remain there. In case of a fire, enclosed building stairwells are “safe refuge areas” and have a higher fire resistive rating. The disabled person should notify an individual (i.e., a co-worker, supervisor, instructor or building monitor) of their specific location. If possible, the disabled person can notify 9-1-1 of their location.

During an emergency event, remain clear of emergency vehicles at all times. Maintain a safe distance, no less than 50 feet away from the building to enable the fire department to enter and operate safely.

For additional fire safety information and annual fire statistics by residence, you can visit <http://www.marist.edu/security>.

GENERAL FIRE SAFETY POLICIES

1. Make a reasonable effort to extinguish small fires by using fire extinguishers or turning off electrically driven equipment.
2. Do not store personal items or place furniture or boxes in exits, corridors or stairwells.
3. Do not overload electrical outlets or use extension cords.
4. Handle flammable liquids with care.
5. Do not leave appliances unattended in kitchens.
6. Good housekeeping is essential for a fire safe residence.
7. If your clothes catch fire, stop-drop-roll.

8. The doors within a building, especially in stairways and in corridors, are required to meet state and local fire codes. Doors in stairwells must never be propped open. Open doors will allow the spread of smoke and fire to the exits, rendering them useless.
9. Identify and walk through your emergency escape routes so that you will be familiar with them in the event of a fire.
10. Know where the building meeting location is in the event of an emergency evacuation.
11. All buildings on Marist College property are smoke free. Smoking outside is permitted, however, you must be AT LEAST 25 FEET from the building.

ADJACENT LAND AND WATERFRONT PROPERTIES

Along the eastern bank of the Hudson River, not all land is owned by the College. The College, with the support of appropriate authorities, controls access to the park. It is open from dawn to dusk. Students can access the park via the tunnel on Waterworks road. It is illegal and dangerous to access the park by crossing the railroad tracks and students may face disciplinary action for doing so.

EMERGENCY CALL BOXES

Emergency call boxes are located in numerous areas on campus. If you need to reach the Security Office, follow the directions on the box.

ENFORCEMENT BY LOCAL POLICE AND MARIST SECURITY

The Town of Poughkeepsie Police Department will enforce the laws in regard to both and Pedestrians. When stopped on campus by Marist Security, students are required to identify themselves and/or produce valid ID.

MOTORISTS RESPONSIBILITIES

Motorists are required to obey all traffic laws, and to exercise due care to avoid collisions with pedestrians and bicyclists using the roadways. When no traffic control device (traffic light) is in place at the crosswalk, motorists are required to yield the right of way to a pedestrian within the crosswalk.

STUDENT NIGHTTIME AUXILIARY PATROL (SNAP)

Under the sponsorships of the Office of Safety and Security, SNAP is a student-run **on-campus walking escort** service available to students upon request. SNAP can be reached by calling **Ext. 7627 (SNAP) or 845-471-1822**.

ADDITIONAL SAFETY AND SECURITY POLICIES

For more information on Marist College policies and procedures please visit www.marist.edu/security/policies.

VEHICLE REGISTRATION AND PARKING

Please read the following information carefully and if you have any questions, contact the Office of Safety and Security (tel: 845-471-1822; email: parking@marist.edu).

The Office of Safety and Security, located in **Donnelly 201, Ext. 2282** is responsible for the implementation and enforcement of the parking and vehicle registration policy.

In order to maintain an orderly parking program on the Marist campus, the following policies have been established:

- Resident students with less than 50 earned credits are not permitted to have a vehicle on campus. Any exceptions must be approved by the Director of Safety and Security. At this time there are only two types of waivers of the 50 credit policy available, **Medical and Academic**. The waivers can be accessed at: <http://www.marist.edu/security/policies.html#parking>.
- All Students parking on campus must have their vehicles registered with the Office of Safety and Security.
- Vehicles without permits are subject to booting or towing at the owner's expense as well as parking citations.
- Student parking permits will be issued for a designated parking lot and will be good for that lot.

When applying for parking permits, all information requested in the on-line registration form must be completed. Students will be notified by email when the on-line parking registration is available. Permits can be picked up at the Safety and Security office the first week of the academic year.

Handicap parking spaces are restricted to those vehicles displaying a state, county or town handicap parking permit. Marist College CANNOT issue Handicapped Parking Permits. Local Police are permitted to issue parking tickets to those who violate the handicapped permit laws

Fraudulent use of handicapped permit may result in revocation of all parking privileges.

In addition to the above, the following parking restrictions apply:

- Parking is not permitted in areas other than marked parking spaces. Parking in restricted areas subjects the vehicle to traffic citations, booting and towing at the owner's expense. Restricted areas include, but are not limited to: fire zones, no parking area, cross walks, fire hydrants, handicap zones, and restricted permit parking areas.
- Visitor parking is reserved for the use of off-campus visitors only.
- With the exception of resident student parking areas, overnight parking is not permitted.
- Violations of this parking policy may result in revocation of parking privileges.

GUIDE FOR STUDENT CONCERNS

SITUATION	REFER TO
<p>Concerns about staff members</p>	<p>Human Resources 3399 North Road - DN 120 Poughkeepsie, NY 12601-1387 845-575-3000, ext. 3349</p> <p>Student Affairs 3399 North Road - RO 389 Poughkeepsie, NY 12601-1387 845-575-3515</p>
<p>Discrimination complaints based on religion, race, age, disability, sexual orientation, etc.</p>	<p>Deputy Title IX Coordinator Edward Freer Edward.Freer@marist.edu 3399 North Road - DN 120 Poughkeepsie, NY 12601-1387 845-575-3000, ext. 3799</p>
<p>Physical illness</p>	<p>Health and Wellness Center 3399 North Road - SC 352 Poughkeepsie, NY 12601-1387 845-575-3000, ext. 3270</p>
<p>Emotional distress or suicidal ideation</p>	<p>Counseling Center 3399 North Road - SC 352 Poughkeepsie, NY 12601-1387 845-575-3000, ext. 3314</p>
<p>Grade appeals or issues with instructors, medical or emergency withdrawal, leave of absence, withdrawal, or transfer</p>	<p>Center for Advising and Academic Services advising@marist.edu 3399 North Road - DN 224 Poughkeepsie, NY 12601-1387 845-575-3000, ext. 3500</p>
<p>Sexual misconduct complaints</p>	<p>Deputy Title IX Coordinator Edward Freer Edward.Freer@marist.edu 3399 North Road - DN 120 Poughkeepsie, NY 12601-1387 845-575-3000, ext. 3799</p>

PROBLEM-SOLVER AT A GLANCE

For	Office	Where	Ext.
Absence - four or more consecutive days	Advising & Academic Services and Instructors	Donnelly 224	3500
Absence - less than a week	Individual Instructor	-----	----
Academic Issues	Academic Advisor or Advising & Academic Services	Donnelly 224	3500
Adding a Course	Academic Advisor	-----	----
Books	Bookstore	Murray Student Center	3260
Campus Ministry	Director	Byrne House	2275
Career Planning	Career Services	Library 3rd floor	3547
Change in Address	Registrar's Office	Donnelly 203	3250
Change in Courses/ in major field	Academic Advisor	-----	----
Check Cashing	Business Office	Donnelly 210	3312
Class Cancellations	-----	-----	575-5500
Club Activities	Student Activities	Murray Student Center 3115	3279
Club Sports/Intramurals	Director of Club & Recreational Sports	McCann	2584
Code of Conduct	Office of Student Conduct	Rotunda 389	3514
Counseling Services	Counseling Center	Murray Student Center 3rd Floor	3314
Degree Requirements	Registrar's Office/ Degree Audit	Donnelly 203	3250
Dining Services	Marist Dining	Murray Student Center	5100
Disability Services	Accommodations and Accessibility	Donnelly 226	3274
Fees/Bills	Student Financial Services	Donnelly 200	3231
Financial Aid/Scholarships	Student Financial Services	Donnelly 200	3230
Orientation Coordinators Emerging Leaders	First Year Programs & Leadership Development	Rotunda 388	3517
Grades	Registrar's Office	Donnelly 203	3250
Health Services	Health Services Office	Murray Student Center 3rd Floor	3270
Housing Requests	Housing Office	Rotunda 387	3307

For	Office	Where	Ext.
I.D. Cards	Marist Money Card Office	Donnelly 241	3550
Intersession Classes (summer and winter)	Registrar's Office	Donnelly 203	3250
Leave of Absence	Advising & Academic Services	Donnelly 224	3500
Lost & Found	Safety & Security	Donnelly 201	2282
Lost Keys	Housing Office	Rotunda 387	3307
Mail	Post Office	Murray Student Center	2131
Marist Money	Marist Money Card Office	Donnelly 241	3550
McCann Center General Equipment Room Court Reservations	Athletic Director/ Assistants Staff	McCann Center	3304 3699 2301
Newspaper (Student)	The Circle	LT 211b	2429
Parking Appeals	Student Government	Murray Student Center 3123	2206
Part-Time Jobs (On or Off Campus)	Director of Student Employment	Donnelly 200	3181
Safety/Security	Office of Safety & Security	Donnelly 201	2282
Student Conduct	Office of Student Conduct	Rotunda 386	3514
Student Government	SGA Officers	Murray Student Center 3123	2206
Summer Classes NOT at Marist (permission only)	Registrar's Office	Donnelly 203	3250
Title IX Coordinator	Human Resources	Donnelly 120	3799
Transcripts	Registrar's Office	Donnelly 203	3250
Tutoring	Academic Learning Center	Library 331	3300
Veterans Information	Registrar's Office	Donnelly 203	3250
Withdrawing from College	Advising & Academic Services	Donnelly 224	3500
Withdrawing from a Course	Registrar's Office	Donnelly 203	3250
Withdrawing from Housing	Housing Office	Rotunda 387	3307
Work-study	Director of Student Employment	Donnelly 200	3181
EMERGENCY			5555

COLLEGE POLICIES

In this section, you will find all the policies that allow our community to run smoothly.

ACADEMIC INTEGRITY POLICY

Adherence to ordinary principles of academic integrity is expected of every Marist student. Work presented to instructors in the fulfillment of course requirements, papers, assignments, examination answers etc. is to be the student's own work. Student work must be free of plagiarism. Accessing another student's computer file, with or without consent also constitutes plagiarism. Please visit <https://www.marist.edu/academics/advise/academicintegrity/> or the Code of Student Conduct for the full policy.

PROCEDURE FOR APPEALING GRADES AND OTHER ACADEMIC PROBLEMS

The individual instructor is responsible for establishing standards, consistent with the guidelines established in the college catalogue, and for assigning grades to student work. Furthermore, faculty are required to set forth, clearly and in writing, at the beginning of a course, a description of the course requirements and the basis upon which the student's grade will be determined. If a student feels that appropriate procedures have not been followed, or he/she has been graded unfairly, they should observe the following appeal procedure:

1. The student should first meet with the faculty member who assigned the disputed grade to discuss the complaint and ask for an explanation. If the student is unable to contact the faculty member in a timely manner, the student should contact the appropriate Dean.
2. If after discussion with the faculty member the student is still not satisfied, he/she should make an appointment to speak to the appropriate Dean.
3. If the student wishes the Dean to make a formal inquiry, the student must request this in writing and explain the basis of the complaint. The Dean will forward the complaint to the faculty member and request a written reply. (This initial written appeal must be made no later than 3 weeks into the semester following the disputed grade.)
4. Upon receipt of the faculty member's written reply the Dean may choose to conduct a hearing with the faculty member and the student to clarify the facts of the case.
5. The Dean will then recommend a course of action, in writing, to the faculty member, and send a copy to the student. The faculty member will then inform the student in writing of his/her decision.
6. If the student is not satisfied with the course of action recommended by the Dean or the faculty member he/she may appeal in writing to the Academic Vice President. The Academic Vice President will review the facts of the case and send his/her conclusions in writing to the Dean, faculty member and student. If the Academic Vice President feels that proper procedures have not been followed, he/she may appoint an ad hoc faculty panel to examine the case and render a final decision.
7. All appeal decisions must be rendered within two weeks of the written appeal at each level.

ATHLETIC PROGRAMS

Athletics at Marist College play a vital role in the life of the College, its students and area community

ATHLETICS

Athletics at Marist College are an extracurricular activity and secondary to any student's college education. Marist offers a three-tiered sports program: varsity, club, and intramural. Athletics at Marist College reflect the College objectives and are a means to attain educational goals.

The varsity program offers the most advanced level of competition. Marist is a member of the National Collegiate Athletic Association and subscribes to the Division I philosophy. Marist belongs to the Metro Atlantic Athletic Conference and the Pioneer Football League. Sports at the Varsity level are the most competitive and include:

Men: Baseball, Basketball, Cross Country, Football, Lacrosse, Rowing, Soccer, Swimming and Diving, Tennis, and Indoor and Outdoor Track.

Women: Basketball, Cross Country, Lacrosse, Rowing, Soccer, Softball, Swimming and Diving, Tennis, Indoor and Outdoor Track, Volleyball and Water Polo.

At the Club level opportunities exist may include: Co-ed Band, Co-ed Cheerleading, Co-ed Fencing, Co-ed Golf, Co-ed Sailing, Co-ed Skiing, Men's Ice Hockey, Men's Rugby, Men's Volleyball, Women's Rugby, Co-ed Equestrian and many others.

Students interested in team sports at a less advanced level may turn to an extensive intramural program. Intramurals offer any students, regardless of skill level, the chance to play on a team without the time demands of intercollegiate athletics; more than 2,800 undergraduates participate each year. There are teams in Flag Football, Softball, Volleyball, Soccer, Basketball, and many more.

In its physical education and recreation program, a wide range of courses are offered in individual sports including Zumba, karate, exercise, racquetball, sailing, dance, yoga, swimming, lifeguard training and coaching certification. Classes are small and instruction is geared to beginning and intermediate levels of ability.

Team schedules are available throughout the year to all students. Student support and participation in these activities are a vital part of life at Marist.

Current Marist students are not charged admission to regularly scheduled athletic events and attendance is encouraged.

HOW DO I PARTICIPATE IN THE ATHLETICS PROGRAM

The varsity program is the highest level of competition offered at Marist. Many of the participants at the Varsity level have been recruited to attend the College. Opportunities for participation do exist for the non-recruited student-athlete. To obtain information on a particular team of interest, the coach of the sport should be contacted at the McCann Center or an inquiry made through the Office of the Athletic Director at Ext. 3304. The intercollegiate programs at the Club level offer a wider degree of opportunity for participation. An inquiry can be made to obtain information on a particular club sport through the Coordinator of Club Sports and Intramurals at Ext. 2594.

Information on the Intramural program is also posted at the McCann Center and can be obtained by contacting the Coordinator of Club Sports and Intramurals at Ext. 2594.

The Recreation program has offerings listed in the College catalog. Additional information can be obtained from the Coordinator of Club Sports and Intramurals, Ext. 2594.

ADVISORY COMMITTEES TO THE ATHLETICS PROGRAM

1. Standing Committee on Athletics

The purpose of the Standing Committee is to formulate the broad policies within which the Department of Athletics will operate. It does not deal with day-to-day operations. The members of the committee, appointed by the President, include teaching faculty, deans, administrators, and students. The Athletic Director is always a committee member and the department recommends members of the committee to the Vice President for Student Affairs. The Committee is composed of not more than 14 but not less than 10 members. Student members of the committee include the Co-chairs of the Student Athlete Advisory Committee.

2. Student Athlete Advisory Committee

The committee is composed of two members from each of the varsity intercollegiate teams, who are recognized as leaders within their programs. The purpose is to act as a liaison between the Department of Athletics and the student-athletes on any and all matters related to the intercollegiate varsity athletic programs. It does not have the authority to establish or change policy. The Student Athlete Advisory Committee meets monthly - September through May.

ATHLETIC FACILITIES

Tennis Pavilion

Located between the Fulton Townhouses, this pavilion is the venue for the men's and women's tennis teams. It features eight regulation sized courts with a spectator area. These courts are equipped with a professional lighting system, and is open for use to the Marist community.

Gartland Athletic Fields (North Fields)

These fields are located on the north end of campus behind the New Gartland housing area. This 10-acre area serves as the playing field for the varsity softball program as well as a practice facility for several sports. In addition, the club men's and women's rugby teams and intramural programs also utilize this facility.

Tenney Stadium

Built in 2007 this multipurpose facility is home to the varsity football, men's and women's lacrosse and men's and women's soccer programs. Built to hold 5,000 fans, this stadium is equipped with Field Turf and a professional lighting system. This facility is also widely used by club and intramural sports.

James J. McCann Recreation Center

This building opened on April 17, 1977 and houses Marist's intercollegiate athletics, intramurals, physical education and recreational activities. Special events to which the Hudson River Valley community is invited are held in the Center throughout the year.

The back portion of the building was renovated during the summer of 2000 and now holds the Dr. Maynard Sports Medicine Area, equipment room and academic advisement area with individual meeting rooms for all varsity student-athletes. The Sports Medicine Area measures 3,500 square feet and is under the direct supervision of the Coordinator of Sports Medicine.

The Center also houses dance studios, locker rooms and racquetball courts.

In 2011, the McCann Center saw a major renovation which included the expansion and upgrading of the lobby and restrooms.

McCann Arena

This facility is home to the varsity volleyball and men's and women's basketball programs. During the 2011 renovation, the arena saw a transformation which included a 3-court basketball playing surface, chairback seating and three HD LCD video boards. This facility has open hours in which members of the Marist community can take part in recreational, club and intramural sports.

McCann Fitness Center

A 20,000-sq. ft. addition to the James J. McCann Center, opened in October 1997. This addition includes a 4,000 square-foot, cardiovascular center, which overlooks a new 4,300 square-foot weight training area. The upper level includes a hardwood aerobics/dance floor and a wide variety of cardiovascular equipment. The lower level is fitted with free-weights and plenty of area for exercise. The Fitness Center also houses a field house, which is utilized by the general student population in addition to club and intramural programs. This facility also has two locker rooms and a student lounge.

McCann Natatorium

This facility houses a six-lane 25-yard pool where the men's and women's swimming programs and women's water polo team compete. In addition, there is a diving well for the men's and women's diving teams. The pool also offers open-swim hours where the Marist community can utilize this facility.

McCann Baseball Field

This facility located on the South end of campus serves as a playing field for the varsity baseball program. In 2011, the baseball received a facelift which saw the addition of a new outfield fence, warning track and scoreboard.

Longview Park

The Riverfront area has been renovated to include a new bulkhead and dock system, fishing pier, illuminated scenic river walks, renovated green space, a gazebo and new landscaping. It includes two boathouses for the storage of crew shells and sailing equipment for the varsity men's and women's rowing programs, club sailing team and community programs. In 2008, Marist's Historic Cornell Boathouse was renovated and returned to its original prowess. This landmark building also hosts many college and community function throughout the year.

Building D Fitness Center

Part of the north end housing project that was completed in January 2018, the Building D Fitness Center services all students in the North End Housing complex, and is open to all students on campus. The 3,400-square foot complex is comprised of a 2,300-square foot fitness center and a 1,100-square foot dance studio. The fitness center contains 37 pieces of cardio, including 13 treadmills, 10 elliptical, 10 espresso bicycles and four free motion machines. Adjacent to the fitness center is a state-of-the-art aerobics room, which plays host to dance, fitness and yoga classes. It is equipped with a hardwood floor, dimmable lights and a high-quality sound system that allows fitness instructors to communicate using hands-free headset, and play customized audio through an auxiliary cord. Satellite radio is available throughout the Building D Fitness Center.

Upper West Cedar/Marketplace Fitness Center

Located on east campus beneath the Upper West Cedar Townhouses, the marketplace fitness center is a 2,000-square foot area comprised of cardio and plate-loaded weight training equipment. Expanded and renovated in the summer of 2018, it contains 15 pieces of cardio, including seven treadmills, seven ellipticals and four espresso bicycles. Satellite radio is available throughout the Upper West Cedar/Marketplace Fitness Center.

Renovation Timeline

Construction began in May 2018, and renovation/expansion will continue through January 2020. Enhancements will be made to locker rooms, athletic training/tape room, fitness center, auxiliary gymnasium. During the construction fitness and weight equipment will be moved to an enclosed area on South Field with access available to students in the evenings.

New McCann – Completion Expected January 2020

The renovated McCann Center will enhance the experience, and meet fitness and recreational needs for all students on campus. New features will include:

- 7,000-square foot weight room for varsity athletes, with refueling station
- Fitness center for all students, with treatment space for partnership with Physical Therapy program
- Two full size basketball courts for intramural and club sport activities
- Multipurpose space for recreational space with a half basketball court and full size volleyball court
- Multipurpose rooms for fitness, dance, yoga classes with hardwood floors
- Additional locker room space
- Café/lounge with space for concessions on arena game days

STUDENT MEMBERSHIP AND USAGE POLICIES

The McCann Recreation and Fitness Centers are for the use of the Marist College community. The following members of the Marist College student community are eligible for membership to the James J. McCann Recreation and Fitness Center at no cost.

1. Full-time undergraduate students who pay the activities fee; and
2. Part-time undergraduate students who pay the activities fee.
3. Guests will be allowed to use the McCann Recreation Center **ONLY** when accompanied by a member.
 - a. Guests must display picture I.D. when entering.
 - b. Members must accompany and assume full responsibility for their guests at all times while using the McCann Center. Guests under the age of 10 will only be admitted when accompanied by an adult member.
 - c. The Center reserves the right to limit guests to one per member.
 - d. All members and guests must enter through the main entrance; no one will be allowed to enter without displaying picture identification.
 - e. Guests may NOT access the Fitness Center.
4. There is no smoking allowed in the building.
5. For more extensive information on the rules and usage policy of individual McCann facilities and playing fields students should contact the Associate Athletic Director for Facilities and Operations.

HOURS

The McCann Center and Fitness Center operate the same hours and are listed in the McCann Center schedule. Building hours may be altered due to usage, special events, college vacations and unforeseen emergencies. Special events, athletic practices and competitions may require the closing of all or part of the McCann Center. Schedule changes will be listed in the McCann Center schedule when possible, and in areas affected with as much advance notice as possible and at the discretion of the Department of Athletics.

DRESS CODE

The College insists that the following dress standards be adhered to while using the Recreation Center:

- Regulation athletic t-shirts and shorts, warm-up suits, sweat suits, tennis attire and sneakers.
- Torsos must be covered.
- The following articles will not be permitted:
 - o Clothing containing buttons, buckles or zippers.
 - o Clothing with inappropriate or offensive graphics and/or language.
 - o Excessively small and short shorts.
- The Fitness Center Director reserves the right to determine what is or is not appropriate fitness apparel. Individuals who do not meet the dress standards will be asked to leave the fitness center.

The College also requests that the following dress standards be adhered to while using the pool:

Male: Tank trunks, boxer type knits (swimming style only), nylon cord, and most combination of conventional types of bathing suits will be accepted. No cut-off shorts will be allowed.

Female: Tank suits, two piece, one piece, and most other combinations of the conventional type of bathing suits will be accepted.

Marking black-soled shoes are not permitted in the Field house, Racquetball Courts, Dance Studio, Fitness Center Gymnasium or the Fitness Center.

MCCANN CENTER EMERGENCY PROCEDURES

In case of fire, vacate building immediately. Use the closest exit and walk 50 feet from the building. Fire alarms and extinguishers are posted conspicuously throughout the building. Do not use the elevator in an emergency. Members and users must obey the directions of the Center staff. Lack of cooperation may result in loss of membership and/or privileges. For additional fire safety information and annual fire stat for residence, you can visit <http://www.marist.edu/security/firesafety.html>.

INJURIES

If any injury occurs, please see the supervisor on duty or Control Desk attendant. Limited first aid supplies are available and will be dispensed upon notification of injury. An accident report on each injury **MUST** be completed by the injured individual and the supervisor on duty.

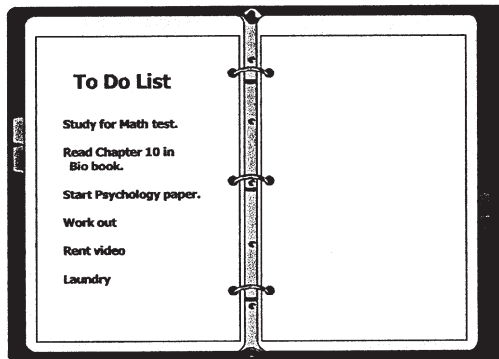
SCHEDULE OF EVENTS

A monthly schedule of the McCann Center is available at the Control Desk in the lobby of the McCann Center. For further information call **575-3699 (FOXX)** and press appropriate number.

PLANNER

Here is a planner to help you keep track of assignments, vacations, holidays, activities and special events.

Where there's a plan, there's a chance!



MARIST



CODE OF STUDENT CONDUCT and RESIDENT STUDENT HANDBOOK

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MARIST COLLEGE: CODE OF STUDENT CONDUCT

PREAMBLE

Application to Marist College indicates a free choice to become part of the College community, to participate in its programs and to accept the responsibility of membership therein. The College's acceptance of the student in turn represents the extension of the privileges of community membership to the individual and the right to remain a member of the community by meeting the entire academic, financial and behavioral expectations of the College.

Marist College is committed to providing an environment that promotes and values academic learning; institutional and personal integrity; and justice and equality. The College considers all Marist students as its partners in the responsibility of creating and maintaining that environment.

The *Code of Student Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, including adult students, professional programs, abroad programs, and all College affiliated student organizations. For the purposes of student conduct, the College considers an individual who has been accepted for admission and thereafter as long as the student has a continuing educational interest in the College.

Each student and/or organization at Marist agrees to be governed by the Code of Student Conduct. The College, through the Office of Student Conduct possesses the authority to impose sanctions for any behavior that violates the Code of Student Conduct.

All students and/or organizations at Marist have access to the Code of Student Conduct and Resident Student Handbook. Copies are provided to students at the beginning of their enrollment. Hard copies of the Code of Student Conduct are available upon request from the Housing & Residential Life Office, Student Affairs, and Student Government Association. In addition, this document is available on-line at the following address: <http://www.marist.edu/studentlife/studentconduct/>.

Amendments to the Code of Student Conduct are made via the above mentioned website. Although changes are relatively rare, students/organizations are responsible for the information contained in this document. Therefore, students are advised to check online on a regular basis for updates that may occur to policy and procedures.

SECTION 1: DEFINITIONS

Academic Integrity Panel (AIP)- A three-member hearing panel of faculty (or faculty/staff) drawn by the Office of Student Conduct from the pool of trained faculty/staff that will hear and resolve a case of academic integrity.

Advisor/Advocate- Any one person (unrelated to the case at issue), chosen by the Responding Party, Reporting Party, or Organization to assist them, through the hearing process. Advisors for either party may only advise or assist but not engage in any verbal presentation or questioning. **Areas, Facilities, Rooms and Halls-** Refer to the residence in which a student lives.

Appeals Officer- An individual who did not serve as the original case/hearing officer and has been designated as the individual to hear the appeal. For example, cases involving suspension/expulsion from the institution are appealed to the Vice President for Student Affairs/designee.

Appeals Panel: A three-member panel of trained faculty or faculty/staff drawn by the Office of Student Conduct from the pool of members who did not serve on the original Hearing Panel. At least two panelists will be full-time faculty members. Cases not involving suspension/expulsion from the institution are appealed to an Appeals Panel.

Business day- is defined as Monday through Friday between the hours of 8:30 am and 5:00 pm excluding college-wide closings and holidays.

Responding Party/Organization- Is defined as a student/organization that has allegedly violated the Code of Student Conduct.

Code-Will refer specifically to this document.

College- Refers to Marist College.

College Hearing Panel - A hearing body comprised of students, faculty and staff established to hear and resolve a case.

College Official- Includes any person employed by the College performing assigned administrative or professional responsibilities, which includes staff, paraprofessionals and security officers.

College Premises- Includes all land, buildings, facilities and other property in the possession of, or owned, used or controlled by the College including, adjacent streets and sidewalks. The term "College Premises" also applies to study abroad sites and international programs.

Conduct Conference- A proceeding at which the Responding Party has the right to review all of the information currently available that resulted in the alleged violations indicated in the Notice of Allegation Letter and the options available for resolution.

Note: Lower level incidents may be heard by a Resident Director.

Faculty Member/Instructor- Any person hired by the College to provide instruction to students.

Guests/Visitors- Any individual (student or non-student) that is not assigned to live in the particular room/apartment where there is an alleged violation. All guests of first year students must be issued guest passes, which they are required to carry at all times.

Hearing- A formal procedure before a hearing officer or conduct body after an incident is referred or the responding party does not agree with the resolution.

Keys- Is defined as keys, identification cards, or any other technology or equipment used to gain entry or limit access.

Member of the College Community- Includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation will be determined by the Vice President for Student Affairs or designee.

Preponderance of the Evidence- Information, considered as a whole, which indicates that it is more likely than not that a policy violation occurred.

Policy- Is defined as the written regulations of the College as found in, but not limited to, the Student Handbook, the Undergraduate and Graduate Catalogs, and Human Resources.

Release of Education Records to a Third Party- A form that a student may sign to give permission to the Office of Student Conduct or designee to discuss or release the student's behavioral or student conduct records to persons indicated on the form.

Responding Party- A student who has allegedly violated the Code of Student Conduct, regulation, or policy.

Reporting Party- Any member of the community or third party who alleges a student has violated the Code of Student Conduct, regulation, or policy.

Student-Includes all persons taking courses at the College or online, both full time and part time, pursuing undergraduate, graduate, and adult studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered students.

Student Conduct Officer/Hearing Body- A College official or panel designated to conduct conferences or hearings with a Responding Party alleged to have violated the Code of Conduct and may impose sanctions, when appropriate.

Student Organization- Includes all organizations, both graduate and undergraduate who have complied with or are in process of complying with the requirements for chartering and are officially recognized by the College and/or funded through Student Government Association.

Vice President for Student Affairs- Is that person designated by the President of the College to be responsible for the administration of the Code of Student Conduct.

Witness(es)-Includes, but not limited to any person(s) who can provide a firsthand account of details regarding the incident and/or has interacted with the parties. This may include investigators, conduct officers, faculty, or other college administrators.



SECTION 2: JURISDICTION

Students at the College are provided a copy of the *Code of Student Conduct* annually in the form of a link on the College website. Hard copies are available upon request from the Office of Student Conduct. Students are responsible for having read and abiding by the provisions of the *Code of Student Conduct*.

The *Code of Student Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate, graduate, adult including professional students and all College-affiliated student organizations. For the purposes of student conduct, the College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational College.

The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. A hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree.

The *Code of Student Conduct* applies to behaviors that take place on campus, at College-sponsored events, and may also apply off-campus when it is determined that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include, but is not limited to:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College.

The *Code of Student Conduct* may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials.

The *Code of Student Conduct* applies to a guest of community members whose hosts may be held accountable for the misconduct of their guest. The Code may also be applied to resident non-students, campers and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to and guests of the College may seek resolution of violations of the *Code of Student Conduct* committed against them by members of College community.

There is no time limit on reporting violations of the *Code of Student Conduct*; however, the longer someone waits to report an offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous reports are permitted, doing so may limit the College's ability to investigate and respond to an allegation. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct and/or to the Office of Safety & Security.

College email is the College's primary means of communication with students. Students are responsible for all communication delivered to their College email address.

Marist holds that all individuals who are members of the College community have a responsibility to represent themselves in a lawful and responsible manner at all times.

Students who are accepted to study abroad/international program sites may be held responsible for inappropriate behavior and college policy violations that occur when they are studying away from campus.

SECTION 3: VIOLATION OF LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the *Code of Student Conduct*. Proceedings under the Code of Student Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. The College will not request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also the subject of a proceeding before a student conduct body under the Code of Student Conduct the College may advise off-campus authorities of the existence of the Code of Student Conduct and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on/off campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, faculty and staff members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or allegation (additional grounds for interim suspension are outlined below). Interim suspensions are imposed until a conference or hearing can be held. The student may elect to waive their right to notice granted to them in the Student Code of Conduct and request a conference and/or hearing. After each step of the way, the interim suspension status of the student will be reviewed. The conference and/or hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and/or if the College may be delayed prevented from conducting its own investigation. In such cases, the College will only delay until such time as it can conduct an internal investigation, obtain sufficient information independently, and/or from law enforcement upon which to proceed.

SECTION 4: CORE VALUES AND BEHAVIORAL EXPECTATIONS

The College considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth in this document. These expectations and rules apply to all students/recognized student organizations, whether undergraduate, graduate, adult, abroad or professional. The College encourages community members to report to College officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct may be subject to the sanctions outlined.

A. CONDUCT WHICH IMPACTS THE COMMUNITY

1. **Arson:** Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.
2. **College Policies:** Violation of published College policies, rules and regulations.
3. **Dangerous Object:** This includes, but is not limited to: Illegal or unauthorized possession of any firearms, recreational guns (i.e. air, BB, pellet or paintball), decorative swords, knives, brass knuckles, martial arts equipment, replicas of weapons, or explosives. Other weapons or dangerous chemicals, whether or not in proper working condition, are prohibited. Including the storage of any item that falls within the category of a weapon in a vehicle parked on College property.
4. **Disorderly Conduct:** No person will engage in any disorderly conduct regardless of intent, which breaches the peace or safety of the College community.
5. **Disruptive Behavior:** Substantial disruption of College operations including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on campus or off campus; including, but not limited to:
 - a. Disruption or obstruction of teaching, research, administration or other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
 - b. Leading or inciting others to disrupt scheduled and/or normal activities associated with the operations of the College; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
 - c. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
 - d. Behavior that disrupts the study, sleep, privacy, or safety of the on or off-campus community or residence halls.
6. **Failure to Abide by Federal, State, and/or Local Laws/Ordinances:** Including, but not limited to, a violation of the party nuisance law or noise ordinance, possession of a forged instrument (i.e. altered or fake ID card/driver's license), driving under the influence of drugs or alcohol, possession of an open container (alcohol), and/or other actions that result in an arrest.

Note: Knowingly possessing or using an altered driver's license or other government issued document is a felony charge in the State of New York. (NYS Penal Law Sec. 170.25). In NYS, a felony is defined as any crime for which a sentence to a term of imprisonment in excess of one year may be imposed.

7. **Gambling:** Organized gambling is not permitted on College property or at College sponsored events off-campus. Gambling may include raffles, lotteries, sports pools and online betting activities.
8. **Keys:** Unauthorized possession, duplication or use of keys to any College premises. Students are not permitted to give assigned residence keys to other students or guests.
9. **Safety Regulations:** Violation of local, state, federal or campus fire policies including, but not limited to:
 - a. Intentionally or recklessly causing a fire which damages College or personal property or which causes injury;
 - b. Failure to evacuate a College-controlled building or other structure in a timely fashion during a fire alarm or drill;
 - c. Improper use of College fire safety equipment;
 - d. Tampering with, covering, or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a local fine in addition to College sanctions, which will likely result in a \$150 fine;
 - e. Falsely reporting a bomb, fire or any other emergency by means of activating a fire alarm or by any other means;
 - f. Unauthorized possession, use or alteration of any College-owned emergency or safety equipment. This includes, but is not limited to, malicious discharge of a fire extinguisher, exiting fire safety/alarmed doors, which will likely result in a \$150 fine;
 - g. Actions that create a substantial risk such that the safety of an individual is compromised;
 - h. Activation of alarm system due to unauthorized use of fire doors. This will likely result in a \$150 fine;
 - i. Smoking. Smoking (**including e-cigarettes**), or evidence of smoking or tobacco use, is not permitted in any of the residence areas or academic/administrative buildings. This includes individual rooms, apartments, suites, common areas, bathrooms, etc. Anyone smoking outside should be at least 25 feet from any building on campus. There may likely be a \$250 room recovery fee for students who do not comply in order to cover the extensive cost of restoring rooms to a smoke-free condition; and
 - j. Students who live on campus are strictly prohibited from having or improperly using any items which could create a fire hazard (for example, candles, extension cords, or appliances, or hover boards/scooters etc.).
10. **Solicitation and Posting:** The distribution of flyers on campus advertising alcoholic beverages or drink specials is strictly prohibited. All selling and soliciting of merchandise and services on campus is prohibited. Also prohibited is the advertising of such solicitation or sale, as well as any posted materials in common areas that are not specifically approved by the Student Activities Office or the Office of Housing and Residential Life. Including, but not limited to placing flyers/handbills under doors, taping flyers/handbills to doors.
11. **Unauthorized Entry:** Unauthorized entry includes, but is not limited to the use of a College private room, building, structure, vehicle or facility.
12. **Ineligible Pledging or Association.** Pledging or associating with a student organization without having met eligibility requirements established by the College.

B. CONDUCT ASSOCIATED WITH PERSONAL RESPONSIBILITY AND INTEGRITY

The Marist community strongly promotes a personal values system, which focuses on each person taking responsibility for his/her own actions, and on maintaining dignity and truth. The following restrictions outline the parameters within which each individual will be held responsible. Their violation will result in disciplinary action.

1. Acts of Dishonesty. Including, but not limited to:

- a. Providing false information to any College official, faculty member or office;
- b. Forgery, alteration or misuse of any College document, image, record or instrument of identification, including parking permits;
- c. Tampering with the election of any College recognized student organization officer;
- d. Encouraging or assisting another person to violate a College policy; and
- e. Use of the College name and/or image by student clubs, organizations, teams or individual students organizing events that falsely represent co-sponsorship by Marist College.

2. Abuse of the Student Conduct System. Including, but not limited to:

- a. Failure to obey the summons of a student conduct body or College official;
- b. Falsification, distortion or misrepresentation of information before a student conduct body. This will also result in additional conduct charges being filed;
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding;
- d. Initiation of a disciplinary proceeding knowingly without cause by filing a false report or statement;
- e. Attempting to discourage an individual's proper participation in, or use of, the conduct system through intimidation or any other means;
- f. Attempting to influence the impartiality of a member of a conduct body prior to, and/or during the course of, the student conduct proceeding;
- g. Harassment (verbal or physical) and/or intimidation of a member of a conduct body prior to, during, and/or after a student conduct proceeding;
- h. Failure to comply with the sanction imposed under the Code; and
- i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

3. Alcohol Policy:

All members of the Marist College community are considered adults and are thus expected to comply with the laws (local, state and federal) regarding alcoholic beverages, and to take personal responsibility for their conduct. Students who have a guest on campus or in College buildings are responsible for the conduct of the guest, and for advising them of the applicable laws and Marist College's policies pertaining to alcoholic beverages. Therefore, the following policies have been adopted:

For a student and/or guest under 21:

- A student and/or guest under the age of 21 may not distribute, possess, or consume alcohol.

- Students and/or an invited guest under 21 years of age may not be in the presence of alcoholic beverages. The only exception is when an underage student resides in the same private living unit/room with a student who is 21 years of age or older. The underage assigned student may knowingly be in the presence of alcohol (consumed or possessed) by the student of age who resides in the unit/room. Provided the underage student complies with the Alcohol Policy and no one else (students or guests), aside from the assigned underage roommate(s), are present at the time alcohol is consumed by the student of age.

For a student 21 years old or older, alcoholic beverages may be consumed by assigned residents and their guests who are 21 years old or older under the following guidelines:

- A student and/or guest 21 years of age and older may responsibly consume alcohol within their living unit/room.
- For live in staff (Resident Assistants, Assistant Resident Directors, etc.) use of alcohol is restricted to the privacy of the individual's room.
- If all members of the residence are over 21 years of age, the group may sponsor an event where alcohol is consumed. Specific guidelines for sponsoring such an event are available from the student's Resident Director or from the Office of Housing & Residential Life.

For all students regardless of age:

- Items such as kegs and party balls are not permitted.
- Alcoholic beverages are not to be consumed in public areas of the residence halls, including but not limited to, lounges, lobbies, community bathrooms, laundry rooms, hallways and stairwells. Consumption includes the possession of an open container.
- Possessing items commonly used to facilitate drinking games or to consume large quantities of alcohol (e.g., funnels, altered board games, beer pong tables and beer bongs). Such items may be confiscated.
- Any violation in which consumption of alcohol was a contributing factor is also a violation of the alcohol policy regardless of the age.
- All students are responsible for the actions of their guests regarding alcohol possession, use, and excessive noise that may be disruptive to other residents. Students assigned to the unit/room hosting an event where a violation occurs may be held accountable.
- Public intoxication is strictly prohibited.
- Distribution, consumption, and possession of alcoholic beverages and/or possession of an open container is not permitted on the public grounds of campus without prior approval of the Vice President for Student Affairs or designee (e.g. parking lots, campus green or waterfront areas).
- Off-Campus formal events hosted by registered student organizations planning to hold an event where alcohol will be present are required to submit the appropriate forms to the Office of Student Activities to be reviewed (e.g., contractual and host liability). The event sponsors are required to verify that the venue used is currently licensed to serve alcohol, if required by law.
- In addition, Greek organization sponsoring events are required to submit the appropriate forms to Greek Affairs to be reviewed.

Driving Under the Influence/Driving While Intoxicated: The College is concerned about students who violate state and local laws regarding consumption of alcohol and the operation of motor vehicles. In accordance with state law, the college abides by the legal definition of *intoxicated* as “not having the normal use of mental or physical faculties by reason of introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body” or 0.08 Breath or Blood Alcohol Concentration. In addition, students under the legal minimum drinking age of 21 years who are found to have any detectable amount of alcohol in their systems will be considered driving under the influence of alcohol.

Marist College, as part of its educational mission, seeks to assist students in developing appropriate attitudes and behavior regarding the use of alcohol. To this end the College offers educational programs regarding the negative health and social effects of alcohol consumption. For those individuals who have developed or begin to develop identifiable problems as a result of their alcohol/or drug use, a variety of services are available through the College’s Health & Wellness Center located on the third floor of the Murray Student Center (ext. 3314).

Medical Amnesty Policy/ Good Samaritan Policy: The purpose of this policy is to increase the likelihood that medical attention is provided to students who need it due to alcohol intoxication or use of drugs by removing impediments to seeking such assistance. This policy is intended for use in isolated situations; therefore, it does not excuse or protect those who flagrantly or repeatedly violate College policy.

Medical Amnesty Policy: When a student is intoxicated or under the influence of alcohol or drugs and seeks medical assistance, s/he may be granted amnesty from formal disciplinary action by the College for violating the alcohol or drug policies. Upon receiving a report that a student needs medical assistance, College staff will respond through the Office of Safety & Security to obtain EMS services, and responding officials will use standard procedures for documenting information and collecting identification of all persons involved.

Abuse of amnesty requests can result in a decision by the Director of Student Conduct not to extend amnesty to the same person repeatedly. If a student brings their own use, addiction, or dependency to the attention of College officials outside of conduct sanctions and seeks assistance a conduct allegation will not be pursued. Amnesty will not extend to other conduct violations associated with the incident, including but not limited to distribution of drugs, hazing, vandalism, or sexual assault. Amnesty can only extend to College conduct processes and does not protect students from criminal or civil penalties.

Actively assisting requires that an individual: Call the Office of Safety & Security (5555) or 911 or seek another individual qualified to assess the student’s condition such as a Resident Advisor (RA), administrator, or other Residence Life professionals.

The following are not covered by the Medical Amnesty Policy: Medical Amnesty will not be granted to students who do not seek medical assistance. Those who are confronted by college staff or (i.e. Residence Life staff, Security) other authorities will be referred to the Office of Student Conduct for alleged policy violation. The College is concerned with the use and abuse of alcohol/drugs and other substances. If a violation occurs in conjunction with other College policies more severe disciplinary sanction may result. Any student found intoxicated may be transported to Mid-Hudson Regional Medical Center or other local medical facilities for medical evaluation.

Amnesty in cases of sexual assault or other sexual misconduct:

Similarly, the College will not pursue conduct violations for violations of the College's Alcohol and Substance Abuse Policies against a student who reports or seeks assistance after experiencing an incident of sexual assault or other sexual misconduct. See the colleges Title IX policy.

Good Samaritan Policy: Student health and safety are of primary concern at Marist College. In cases of intoxication by alcohol and/or other substances, the College encourages individuals to seek medical assistance for themselves or others. We all have an ethical responsibility to help people in need. Marist College expects that students will take an active role in protecting the safety and well-being of their peers and the College community. In order to promote this, when a student assists an individual who is intoxicated or under the influence of alcohol/drugs in procuring medical assistance, that student may be granted amnesty from formal disciplinary action by the College for violating the alcohol or drug policies. Those involved may be required to meet with the Director of Student Conduct/designee to discuss the incident. In lieu, a student may be required to complete educational requirements, including but not limited to, alcohol awareness/education, and/or referral to the Health and Wellness Center. Failure to follow the action plan will nullify the Medical Amnesty protection and campus conduct processes will be initiated. Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the College are offered amnesty for their minor violations and educational options may be explored.

Application to Student Organizations: In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol Policy or Drug Policy. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations of the Alcohol Policy or Drug Policy.

4. Alcohol Paraphernalia

This includes, but is not limited to:

- a. Empty containers related to alcohol (i.e. liquor bottles, shot glass, beer cans or bottles) are prohibited in first and second year residence areas where students are not allowed to consume alcohol because they are under 21 years of age;
- b. Empty or full kegs, beer balls or any other large containers of alcoholic beverages designed for consumption by a group of people are prohibited on campus-operated property. Violation of this policy may result in a \$150 fine. The possession of any implement that can be used to irresponsibly ingest alcoholic beverages is prohibited (e.g. funnels, drinking game devices, beer pong tables, etc.) and any such implements may be confiscated by the College and not returned.

5. **Computer Misuse:** Misuse or abuse of the College computer system, voice mail or telephone services as defined by the College (see College Network Usage Agreement available at <http://infosecurity.marist.edu/netuse.html>). This includes, but is not limited to:
- Illegally copying, distributing, downloading and/or uploading copyrighted materials on any personal or college computer system. These materials include, but are not limited to, text (including emails and web information), graphic art, photographs, music, film, file sharing and software;
 - Use of computers and campus network to harass or threaten other computer users, or to publicly display offensive or obscene messages/videos;
 - Unauthorized use or abuse of your computer account or the College network;
 - Repeatedly sending messages with no appropriate intent;
 - Accessing a student or staff account without authorization;
 - Using a College office account to send messages without authorization;
 - Failure to comply with college policies on computers, networks, voice mail and telephone services;
 - E-mail solicitation; and
 - Using a personal router in a residence hall or apartment.
6. **Damage to Property:** Includes but is not limited to, any action that causes damage or which would tend to cause damage to the property of the College or property of a member of the College community or other personal or public property.
7. **Drug Paraphernalia:** Includes but is not limited to, any items that can be utilized for or are designed for the use of illegal drugs (e.g. bowls, vaporizers, bong, hookahs, scales, related heating devices, etc.) are not allowed in the residence areas. Any items that are fashioned for the purpose of drug use will also be considered a violation of this policy.
8. **Drug Policy:** In compliance with the Drug-Free Schools and Communities Act of 1989, it is the policy of Marist College to provide an educational environment that is free of alcohol and drug abuse. The College recognizes the legal prohibition of the use and/or possession of drugs by students. The College does not condone student sale or use of drugs and will cooperate with civil officials as the law requires. The maintenance of the individual welfare, development, education and rehabilitation of its members is consistent with the mission of Marist College. It should be further understood that the College may therefore take preventive or prohibitory action, whether or not civil authorities act. The following are prohibited in and on Marist College owned, controlled property or at College-sponsored events:
- The unlawful manufacture, possession, distribution and/or use of controlled substances (including misuse or sale of prescription medication), drugs, intoxicants or stimulants other than those prescribed by a physician for the student's own use and/or expressly permitted by law.
 - Manufacturing, possession, distribution and/or use of marijuana, synthetic marijuana, bath salts, incense or other materials marketed or generally recognized to simulate the intoxicating effects of unlawful substances, regardless of their current legal status; including knowledge of and/or failure to act upon such knowledge in a timely manner.
 - Possession of drug paraphernalia.

- Participation at a party or presence in a room where illegal drugs are being used.

Any student who is struggling with an addiction to any narcotic or controlled substance may seek help at the College's Health & Wellness Center located on the third floor of the Murray Student Center (Ext. 3314). **Possession with the intent to sell or distribute narcotic or illegal may likely result in expulsion from the College.**

- 9. Failure to Comply:** Failure to comply with reasonable and/or lawful requests or directives of College officials (e.g., RA, RD, Security) or emergency personnel officers acting in performance of their duties and/or interference with faculty, staff, or student staff acting in the performance of their official duties.
- 10. Student Identification:** Marist College identification cards and the privileges included therein are the property of Marist College and are non-transferable. The following acts are a violation of College Policy:
 - a. Failure to show proper student identification or other identification to any faculty, staff or student staff in the performance of his/her official duties. All students are required to carry their own college issued identification card with them at all times;
Note: Student may not produce an electronic picture of their Marist ID to gain access into a residence hall facility.
 - b. Loaning or using a College-issued identification card for the purpose of accessing services. This includes, but is not limited to, dining facilities, ticket sales, any College - sponsored events (including, but not limited to concerts, Broadway trips, and ski trips) and building entry; and
 - c. Altering in any way or duplicating an identification card.
- 11. Theft:** Students may not intentionally or recklessly damage, or knowingly possess property other than his/her own without the consent of the owner, or intentionally impede recovery by the owner or College officials acting on behalf of the owner. Including, but not limited to:
 - a. Attempted or actual theft of College property or services or property belonging to any member of the College or outside community;
 - b. The unauthorized possession of College property or property belonging to any member of the College community;
 - c. Unauthorized use or abuse of computer time and/or computer systems, information, passwords or computerized data;
 - d. Obtaining or attempting to obtain telephone service by any devious means, including, but not limited to: unauthorized charging of another person for service, utilizing fraudulent mechanical means to gain service and/or tampering with connections, facilities or documents; and
 - e. Possession of a forged instrument (i.e. altered or fake ID card/driver's license).

C. CONDUCT WHICH VIOLATES THE DIGNITY AND/OR SAFETY OF AN INDIVIDUAL

Marist recognizes that it must create an environment where each person's individual dignity will be valued. In a college setting, it is particularly important that there be a respect for diversity and differences in opinion, as the College is dedicated to providing a comprehensive educational experience that prepares individuals to be able to function in a diverse society. Students deserve to be free from fear of harassment, retaliation or physical abuse. Especially intolerable are bias-related incidents: acts directed against individuals based on sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status. Additionally, bias-related incidents may also be a violation of State law, and students may be subject to criminal prosecution. Marist has a defined process for addressing sexual misconduct, harassment and discrimination under the jurisdiction of the College's Title IX Coordinator. Please find policies and procedures related to sexual misconduct, sexual violence, harassment, and discrimination at www.marist.edu/titleix. These behaviors are not addressed through the Code of Student Conduct.

The following restrictions are designed to protect the dignity and safety of the individual. Their violation will result in disciplinary action. Marist College expects that all students will act in a civil manner that reflects maturity, social responsibility and respect towards all members of the Marist community.

1. **Harassment.** In general, harassment is unwelcome verbal (electronic or written) or physical conduct based on actual or perceived status.
 - a. Attempting or threatening to subject another person to unwelcomed physical contact and/or persistent/pervasive harassment.
 - b. Pursuing or following another person in or about a public place(s) or through physical, electronic, written, or telephone means.
 - c. Unwelcomed communication, including, but not limited to: initiating or attempting contact by any means with no purpose of legitimate conversation; written letters; social media, e-mail; text messaging; instant messaging; voicemail; unwanted gifts; surveillance or other types of photographing or observation, trespassing, and/or vandalism.
 - d. Directing obscene language, gestures or abusive conduct, including verbal abuse, threats, intimidation, coercion, or other conduct which has caused a person substantial emotional distress and where the circumstances would cause a reasonable person to suffer substantial emotional distress.
 - e. Directing verbal abuse at another person because the individual is carrying out duties and responsibilities associated with his/her role as faculty, staff or student staff at the College.
 - f. Distributing private information about another individual without their consent. Examples include but are not limited to: on-line journals, blogs, instant messages, text messages, and digital recording devices.
 - g. Making any unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy including, but not limited to showers/locker rooms, residence hall rooms and restrooms is prohibited. Also prohibited is the storing, sharing and/or distribution of such unauthorized images by any means.

- h. Interfering with or directing misconduct toward a member of the community based on their participation in an investigation of misconduct.

2. Threatening Behaviors:

- a. **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- b. **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

3. Bullying and Cyberbullying.

Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.

4. Bystanding.

- a. Complicity with or failure of any student to appropriately address known or obvious violations of the *Code of Student Conduct* or law;
- b. Complicity with or failure of any organized group to appropriately address known or obvious violations of the *Code of Student Conduct* or law by its members.

5. Hazing:

No student (individual and/or in concert with others) will for the purpose of initiation into, participation, or affiliation with any organization or group, recklessly or intentionally take any action or create or participate in the creation of any situation that endangers the mental, emotional, or physical health of another person (whether or not the act is voluntarily agreed upon).

This includes, but is not limited to:

- a. Requiring the consumption of any food, liquor, drug, or other substance;
- b. Requiring participation in physical activities, such as calisthenics, exercise, or other games or activities requiring physical exertion;
- c. Exposing another to weather elements or other physically or emotionally uncomfortable situations;
- d. Forcing fatigue from sleep deprivation, physical activities, or exercise;
- e. Requiring anything that would be illegal under any applicable law, including laws of the State of New York or Town/City of Poughkeepsie;
- f. Requiring anything that can be reasonably expected to be morally offensive to another;
- g. Committing or requiring any act that demeans another based on race, gender, ability, sexual orientation, religion, or age;
- h. Committing any act of physical brutality against another, including, but not limited to, paddling, striking with fists, open hands or objects, and branding;
- i. Kidnapping or transporting another without their consent;
- j. Committing verbal abuse;
- k. Forcing or requiring conduct that can be reasonably expected to embarrass or adversely affect the dignity of another, including the performance of public stunts and activities such as scavenger hunts and/or head shaving;
- l. Intentionally creating work or labor for another;
- m. Denying sufficient time for study or other academic activities;
- n. Committing or requiring another to commit any sexual act or engage in lewd behavior; and

- o. Failing to intervene, discourage and/or report these acts may also violate this policy.

Students have a duty to avoid being hazed and should report any acts of hazing to the Office of Student Conduct. Hazing of any kind is strictly prohibited by the College and is also considered against the law in the State of New York.

6. **Physical Harm:** Marist College does not tolerate any form of physical harm by any member of the college community occurring on or off campus. Any student found in violation of the physical harm policy may be suspended or dismissed from the College. Physical harm includes, but is not limited to:
 - a. Inflicting bodily harm upon any person;
 - b. Taking any action for the purpose of inflicting harm upon any person;
 - c. Threatened use of force upon any person; and
 - d. Subjecting another person to unwelcomed physical contact.
7. **Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
8. **Reckless Endangerment:** Taking any action that creates a substantial risk such that bodily harm could result to any person. These include but are not limited to:
 - a. Use of weapons of any kind for any purpose;
 - b. Jeopardizing the physical or emotional safety of oneself or another. (i.e. excessive consumption of alcohol or drugs);
 - c. Objects or people on window ledges; and
 - d. Throwing objects, (i.e. snowballs).
9. **Stalking:** includes any behaviors or act occurring on more than one occasion over a period of time, however short, that place another person in reasonable distress, harm, or impends his or her mental, physical, or emotional health. Behaviors may include, but are not limited to:
 - a. Unwelcome communications of any type, including social networking site postings, face-to-face, telephone calls, voice messages, e-mail, text messages, written letters or notes and unwanted gifts;
 - b. Use of threatening words or conduct;
 - c. Pursuing or following;
 - d. Observing and/or surveillance;
 - e. Trespassing;
 - f. Vandalism;
 - g. Treats against another's loved ones; and
 - h. Collecting information about another from family, friends, co-workers, or classmates.
10. **Retaliation:** is defined as any adverse action taken against a person participating in a protected activity because of their participation in that activity. Retaliation against an individual for alleging harassment, reporting an incident, supporting a reporting party, or for assisting in providing information relevant to a claim is a serious violation of College policy and may be treated as possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately and will be promptly investigated. The College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

D. REGULATIONS SPECIFIC TO RESIDENCE LIVING

In attempting to create an environment where learning and daily life can proceed without disruption, it is necessary to establish regulations specifically designed for the unique atmosphere of residence living. Regulations, however, are not effective without each resident assuming responsibility for their own actions, and assuming shared responsibility for the environment. The restrictions described in the Resident Student Handbook have been developed to promote both individual and community responsibility in the residence halls. Any violation of these restrictions will result in disciplinary action.

The following restrictions have been developed to promote both individual and community responsibility in the residence halls. Their violation will result in disciplinary action. Regulations may vary from hall to hall. In these instances, proper notification will be given by the Resident Director and/or the Office of Housing & Residential Life.

1. **Appliances and Cooking:** Cooking is not to occur in individual residence hall rooms. Cooking may only occur in areas designated by residence hall staff. All electrical cooking appliances are prohibited. The possession of College-approved microwaves and refrigerators constitute an approved exemption to this policy. Information regarding approved appliances may be found in the Fire Safety section.
2. **Furniture. Including, but not limited to:**
 - a. Unauthorized lofts (including bed risers) and waterbeds are not permitted in the residence halls;
 - b. Furniture that is designated as lounge furniture is not permitted in individual student rooms or common rooms;
 - c. Furniture (including loft kits) designated to a specific residence can only be moved out of that room with authorization from residential life staff;
 - d. Non-College furniture items that do not meet fire safety regulations are prohibited in the residence area. Contact the Office of Housing & Residential Life to determine if additional furniture meets fire safety regulations;
 - e. Painting, use of decals on furniture, walls, mirrors, sinks or windows and contact paper for shelving, lining drawers or covering furniture tops is prohibited;
 - f. When beds are bunked or lofted, the bed ends serve as the bunk bed/loft ladder. All bunked or lofted beds require the use of safety rails. All lofted beds require the use of two stabilizer bars. Both safety rails and stabilizer bars may be obtained through your Residence Hall Director; and
 - g. College furniture is not to be removed from residence areas hall rooms/apartments and may not be placed outside.

3. Guest Policy: All students are responsible for the actions of their guest for any violations committed on College premises, or at College-sponsored or supervised functions. In other words, the student/host may be charged with a violation of the Guest Policy, in addition to any other college policies for violations committed by their guest. All guests of first year students must be registered. A guest will be issued passes, which they are expected to carry at all times. In addition, hosts are required to accompany their guest at all times. Failure to properly register or sign-in guest is a violation of this policy. A guest is not permitted in residence areas during “Housing Availability When the College is Closed” periods and may be asked to leave if there is a violation of college policy. (For guidelines related to obtaining guest passes and Break Housing, please refer to the Visitation and Guest Policy and Housing Availability When the College is Closed sections of the Resident Student Handbook).

4. Noise Policy:

- a. Noise that can be clearly heard outside of one’s immediate residence hall room or excessive noise in a common area (i.e. hallways, bathrooms, lounges, etc.) during established quiet hours. Quiet Hours for all residence areas begin at 10:00 pm Sunday through Thursday and end at 8:00 am. Weekend (Friday and Saturday) quiet hours begin at 1:00 am (doors close at 11:00 pm) and end at 10:00 am. The week prior to and during final exams, Quiet Hours will be in effect for twenty-four (24) hours.
- b. At all times, however, respect of others’ needs for quiet to sleep and study is expected, also known as Courtesy Hours. Instruments or amplification devices producing excessive volume, including, but not limited to subwoofers, are prohibited in the residence halls.

5. Other Resident Policies: Other residence hall policies and cleaning standards (including those noted in the Resident Student Handbook), as defined by the Director of Housing and Residential Life or her/his designee. These policies will be properly communicated to the College community in a timely manner.

6. Pets: Pets are not allowed in residence areas, with the exception of fish, which are kept in tanks that are 10 gallons or less and do not require filters, heaters or lights.

7. Visitation: Students are expected to comply with the visitation option that has been established for each residence hall room. In all cases, a student’s right to have a quiet place to sleep and study takes precedence over utilizing a room for any other reason.

8. Windows/Doors/Walls: In order to protect the safety and right to reasonable quiet of students within the residence areas and to protect the safety of those people who pass by the residence areas, the College has created guidelines for students regarding windows. Any student found in violation of this policy may be issued a \$150 fine.

These include but are not limited to prohibitions against:

- a. Sitting or climbing on window ledges;
- b. Removing screens from windows;
- c. Excessive noise coming from windows (i.e. speakers on the windowsill or yelling out of the windows);
- d. Throwing, tossing or dropping items out of windows;
- e. Placing objects (such as antennae) outside of residence facility windows;

- f. Propping open external or hallway doors;
- g. Climbing/exiting or attempting to climb/exit through windows;
- h. Nails, tape, posting putty, etc. may not be used to fasten objects to the walls. (Consult Residential Life staff for a listing of approved adhesives);
- i. Nothing may be mounted on the inside/outside of the window. This includes decals, flags, signs, posters and electrical advertising; and
- j. No items may be hung from the ceiling, ceiling light fixtures or curtains.

E. CONDUCT ASSOCIATED WITH ACADEMIC INTEGRITY

Statement on Academic Integrity

Marist College is a learning community dedicated to helping students develop the intellect, character, and skills required for enlightened, ethical, and productive lives in the global community of the 21st century. Students are expected to pursue excellence in their education while being honest about their work and fair to other members of the learning community. All work presented to instructors for evaluation must reflect their own ideas and effort, and must properly acknowledge any contributions of others. Students should expect this honesty and fairness in others as well. As members of the Marist learning community, all students should adhere to the following principles of academic integrity outlined below.

Standards of Academic Integrity

Acts of academic dishonesty include, but are not limited to, the following actions:

1. Academic Dishonesty

- a) Cheating includes, but is not limited to:
 - 1. Intentionally using or attempting to use any unauthorized assistance, including but not limited to: course materials, sharing answers or test information with another student, notes, study aids, or devices such as cellphones or cameras) in an academic exercise. “Academic exercise” includes, but is not limited to, quizzes, tests, examinations, or graded projects and assignments.
 - 2. Intentionally copying or attempting to copy from someone else’s test, quiz, assignment, data, or lab report.
 - 3. Permitting another student to copy from a test, quiz, assignment, data, or lab report.
 - 4. Engaging in any behavior specifically prohibited by an instructor in the course syllabus or class discussion.
 - 5. Submitting work that has been purchased, or borrowing from work submitted in a previous or concurrent class, except where expressly permitted by the instructor.
 - 6. Permitting another student to substitute for oneself in an academic evaluation.
 - 7. Unauthorized communication to another student through written, visual, electronic, or oral means.
- b) Selling notes, handouts, or other materials without authorization from the instructor or using them for any commercial purpose without the express written permission of the College and the instructor.
- c) Falsifying or misrepresenting your academic work.
- d) Knowingly helping another student violate academic behavior standards.

- e) Gaining unfair advantage, including but not limited to:
1. Attempting to influence or change an academic evaluation, grade, or record by unfair means. This would include altering academic work that has been resubmitted without indicating that the work has been altered.
 2. Marking or submitting an examination or evaluative material in a manner designed to deceive the grader or the grading system.
 3. Willfully damaging the academic work or efforts of another student.
 4. Using library materials, computer facilities, or college facilities in a manner intended to improperly restrict equal access by others to those resources.
- f) Plagiarism: using work not appropriately cited, including but not limited to:
1. Using another person's ideas or expressions as if they are your own and/or without properly acknowledging the source, regardless of whether this was an accident.
 2. Submitting material (in whole or part) that has been prepared by another individual(s) or commercial agency, or organizations.
 3. Submitting work that has at any time been submitted to fulfill another academic requirement, either at Marist or another institution.
 4. Referencing material that was not accessed.
 5. Submitting data that have been altered or contrived in such a way as to be deliberately misleading.

Additional Expectations:

The following statements also apply:

1. An arrangement by which work is to be submitted for credit in two or more courses must have the prior approval of the instructors involved.
2. A student who cooperates with one or more other students in an act of academic dishonesty is subject to the same penalties.
3. Those students who witness an act of academic dishonesty are expected to report it to the proper college official.
4. Acts of academic dishonesty may result in penalties up to and including a grade of "F" for the course and/or suspension or expulsion from the College.



SECTION 5: THE OFFICE OF STUDENT CONDUCT

The Office of Student Conduct has been delegated the responsibility to administer the student conduct system. The operations of the Office will be the responsibility of the Conduct Officer. Responsibilities of the Office include but are not limited to:

1. Reviewing allegations and determining if a Notice of Allegation will be filed pursuant to the Code of Student Conduct.
2. Investigating allegations and conducting conferences.
3. Determining if the allegation will be heard by a hearing officer or panel.
4. Interviewing and advising parties involved in conduct proceedings.
5. Supervising the selection, training and advising of all campus hearing officers and panel members.
6. Reviewing the decisions of all conduct bodies.
7. Resolving disputes and contested issues that arise out of alleged cases of student misconduct.
8. Maintaining all student disciplinary records resulting from enforcement of the Code of Student Conduct.
9. Collecting and disseminating data concerning student conduct system actions.

SECTION 6: OVERVIEW OF THE CONDUCT AND ACADEMIC INTEGRITY PROCESS

This overview gives a general idea of how the College's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of College policies.

NOTICE. Once notice is received from any source (victim, faculty, RA, 3rd party, online, etc.), the College may proceed with a preliminary investigation and/or may schedule a conduct conference with the responding party to explain the conduct process to the responding party, gather information, or resolve the matter. If limited information is provided it may also limit the College's ability to investigate and respond to an allegation. Those who are aware of misconduct are encouraged to report it quickly with as much detail as possible.

OVERVIEW OF THE CONDUCT PROCESS

The preliminary inquiry and conduct conference may lead to:

- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
- A decision to gather more information on the allegation,
- A decision to proceed with the allegations and following the conduct conference the resolution is uncontested;

- A decision to proceed with an allegation and conduct conference. If a decision on the allegation is made and the finding is that the responding party is not responsible for violating the Code, the process will end. If the finding is that the responding party is in violation, and the responding party accepts this finding, the College considers this “uncontested.” The administrator conducting the initial conference will then determine the sanction(s) for the misconduct, which the responding party may accept or reject. If accepted, the process ends. If the student rejects the findings or sanctions the incident will be referred to the Director of Student Conduct, designee, or for a formal hearing.

OVERVIEW OF THE ACADEMIC INTEGRITY PROCESS

Upon suspicion that a student has violated the Standards of Academic Integrity, the instructor of record notifies his/her Dean, attempts to contact the student to inform him/her of the alleged violation, arrange a time to discuss the incident, and determine sanction or sanctions. The instructor will begin completing the Academic Integrity-Incident Report Form that will be submitted to the Office of Student Conduct.

- A. Following the Incident Report form the Referral/Summary Adjudication form will need to be completed. There is a place for students to sign acknowledging that they and the faculty member:
- o have reached an agreement concerning the allegations and sanctions, or
 - o have reached an agreement concerning the allegations but not the grade sanction imposed.
 - o have not reached an agreement with the student regarding the allegations and sanctions, a formal hearing is requested or
 - o The case is being referred to the Office of Student Conduct to coordinate the hearing process due to the actions or allegations being egregious.

Acknowledgement sent from the student’s Marist Mail account is acceptable as an electronic signature. When a student does not sign the form, he/she is considered to have “not reached agreement regarding the incident.”

- B. In the case of a first-time, minor offense: If the responding student accepts responsibility for the alleged violation, the student will receive an academic sanction determined by the instructor of record, which may include a failing grade in the course. The form is submitted to the Office of Student Conduct, and the case is closed.
- C. In the case of a first-time, minor offense: If the responding student accepts responsibility for the alleged violation but not the academic sanction, the form is submitted to the Office of Student Conduct, and the student may appeal the grade sanction through the Grade Appeals Policy.
- D. If it is determined that this is a repeat offense, if the instructor feels the incident is severe, or if the student denies responsibility, the form is submitted to the Office of Student Conduct, which will initiate a hearing with an Academic Integrity Panel.

Further information about the resolution process is located under section: **Resolution of Allegation for Academic Dishonesty**.

SECTION 7: STUDENT CONDUCT BODIES

The College will establish appropriate student conduct bodies that may conduct conferences, hearings, and appeals concerning alleged violations of the Code and determine responsibility and appropriate sanctions. Students are responsible for checking their Marist College email for notifications regarding student conduct. These bodies include:

A. Conduct Conference

A meeting at which the Responding Party has the right to review information currently available at the time that resulted in the alleged violations indicated in the Notice of Allegation Letter and the options available to resolve the case.

1. The responding party/organization will be notified in writing at least three (3) business days prior to the scheduled Conduct Conference. The Conduct Officer may withdraw any allegation deemed to be without basis. The Conduct Officer may not reduce the minimum notification window of three (3) days without consent of the responding party.
2. If the substantive facts and resolution can be agreed upon the decision will be considered final; without right to a review of the case, hearing and/or appeal.
3. In cases heard by a Resident Director, if the substantive facts and resolution(s) cannot be agreed upon, the student may request a review of the case by the deadline stated in the letter. The matter will be referred to the Director of Student Conduct or designee to review and meet with the student. Once a decision is made the outcome is final.
4. In cases heard by the Director of Student Conduct (or designee), if the substantive facts and resolution(s) cannot be agreed upon the matter will be referred to a formal hearing.
5. If a responding party/organization fails to appear at a scheduled Conduct Conference or fails to reschedule prior to the scheduled conference following proper written notification, the designated Conduct Officer may review the information available and render a decision. Findings and sanctions, if applicable, will be based on the information and not upon the responding parties/organization's failure to appear. The decision of the Conduct Conference will be final.
6. If the Conduct Officer learns that a student/organization fails to appear at a scheduled Conduct Conference for good cause, the Conduct Officer may reschedule the conference. The Conduct Officer is the sole authority for determining the validity of an absence.

B. Academic Referral/Summary Adjudication

In cases of Academic Integrity the faculty member (or designee) completes a summary adjudication form and submits the information to the Office of Student Conduct. The faculty will attempt to meet and/or contact the student to address the allegation. If the matter cannot be resolved, is severe, or is a repeat offense the incident is referred to a formal hearing.

C. College Hearing Panel

The College Hearing Panel consists of 1-5 members drawn from an annually trained pool composed of faculty, staff, and/or students. The composition of the panel will be determined by the Director of Student Conduct/designee based on the gravity of the allegation and the level of potential sanctioning. This panel will hear cases which involve allegations of misconduct that occur both on and off campus. A case may be deemed serious if a student has a significant past record and/or the allegations may result in a recommendation of suspension or expulsion. The sanctioning ability of the College Hearing Panel will include all sanctions noted in the Code of Student Conduct, including the recommendation of suspension or expulsion.

In a contested allegation and/or resolution, additional investigation may be commenced and/or a hearing may be held when there is reasonable cause to believe that the *Code of Student Conduct* has been violated. A case may be referred to a hearing panel/administrator for resolution at any point within the process if deemed appropriate by the Director of Student Conduct or designee.

At minimum, the parties will receive a four (4) business days' notice of the date and time of the hearing, unless the parties waive that minimum notice period in writing. A hearing notice will be issued, and a hearing will be held before a panel/administrator. A finding will be determined on the basis of the preponderance of the evidence.

D. Academic Integrity Panel

A three-member hearing panel of faculty (or/staff) drawn by the Office of Student Conduct from the pool of trained faculty/staff that will hear and resolve cases of academic integrity. At least two panelists will be full-time faculty members. The sanctioning ability of the Academic Integrity Panel may include all sanctions noted in the Code of Student Conduct, including the recommendation of suspension or expulsion from the college.

At minimum, the parties will receive a four (4) business days' notice of the date and time of the hearing, unless the parties waive that minimum notice period in writing. A hearing notice will be issued, and a hearing will be held before a panel/administrator. A finding will be determined on the basis of the preponderance of the evidence.

E. College or Academic Appeals Panels

The College Appeals Panel consists of a three-member panels drawn from a pool of faculty, staff, and students who did not serve on the original Hearing Panel. If an all administrative/staff panel is used to hear a sensitive issue, the Appeals Panel will also be comprised of only administrative/staff members. A requirement being that they did not serve on the College Hearing Panel for the initial hearing. The appeals procedures are outlined below in more detail.

The Director of Student Conduct/designee is a non-voting advisor to the panels supervising deliberations and will have final authority to approve all those serving on the panels. The Director of Student Conduct (or designee) has responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the reporting and responding party. In the event of a resignation from the panel, the Director of Student Conduct (or designee) will solicit a replacement from the group from which the representative came.

In cases of Academic Integrity appeals, a three-member panel of trained faculty or staff drawn by the Office of Student Conduct. At least two panelists will be full-time faculty members. Cases not involving suspension/expulsion from the institution are appealed to an Appeals Panel. Those involving suspension/expulsion are appealed to the Vice President for Student Affairs or designee. As needed, the Vice President for Student Affairs may consult with the Vice President of Academic Affairs.

If the institution allows for students to serve on panels they must:

- A. Be in academic good standing and have completed 15 hours of academic credit with a cumulative GPA of at least 2.5.
- B. Be in good standing with respect to the conduct process throughout the term in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel, as well as not currently being on any probation. A serious history of misconduct could disqualify a student for service.
- C. Students are not panelists for sexual misconduct and other Title IX-covered behaviors, because of the chilling effect on reporting this causes.

F. Reviewing and Finalizing Sanction(s)

If the responding party is found in violation, decisions made and sanctions imposed by the panel or administrator will be final and implemented pending the normal appeal process, if applicable.



SECTION 8: STUDENT CONDUCT AUTHORITY

A. Authority

Authority in non-academic affairs and academic integrity matters under the Code of Conduct are the jurisdiction of the Office of Student Conduct through the Vice President for Student Affairs and/or designee. The day-to-day management of the program is the responsibility of the Office of Student Conduct under the direct supervision of the Assistant Dean for Student Affairs and/or designee. The Director of Student Conduct (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the allegation has merit.

The Vice President for Student Affairs/ or designee will develop policies for the administration of the Student Conduct program and procedural rules for conducting hearings which are consistent with provisions of the Code of Student Conduct.

Decisions made by the Conduct Officer, designee, and/or hearing panel are final, pending the normal appeals process. (A finding will be determined and is final except in cases that involve Title IX or other discrimination allegations. In those cases, the Title IX Coordinator, will review and finalize the resolution).

No individual involved in the process other than the investigator, conduct officer, panel members, or appeals officer may audio or video record any investigation, conduct conference, or resolution meetings or other portions of the process without prior authorization.

B. Gatekeeping

No allegation will be forwarded for a hearing unless there is reasonable cause to believe a policy may have been violated. Reasonable cause is defined as some credible information to support elements of the offense, even if that information is merely a credible witness or a reporting parties' statement. An allegation wholly unsupported by any credible information will not be forwarded.

C. Interpretation and Revision

The Director of Student Conduct will develop procedural rules for the administration of hearings that are consistent with provisions of the *Code of Student Conduct*. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Director of Student Conduct may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this *Code*. The Director of Student Conduct (or designee) may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *Code of Student Conduct* will be referred to the Vice President for Student Affairs/or designee, whose interpretation is final. The *Code of Student Conduct* will be updated annually under the direction of the Director of Student Conduct.

SECTION 9: FORMAL CONDUCT PROCEDURES

A. COLLEGE AS CONVENER

The College is the convener of every action under this code. Within that action, there are several roles. The responding party is the person who is alleged to have violated the Code. The party bringing the allegation who may be a student, employee, visitor, or guest, may choose to be present and participate in the process. There are witnesses, who may offer information regarding the allegation. There may be an investigator(s) whose role is to present information and share the evidence that the College has obtained regarding the allegations.

B. STUDENT AND ORGANIZATIONAL RIGHTS

Students/organizations should expect that conduct process will be handled fairly. All Marist students/organizations alleged to have violated the Code will be granted the following student rights during the conduct process:

Students and Organizations participating in the conduct process have the following rights:

- **To receive a notice of allegation.** Once mailed, emailed, communicated and/or received in-person, notice will be presumptively delivered.
- **The right to respond to the allegation and charges.**
- **The right to present information and hear information in support of the allegations.**
- To access campus support resources (such as Counseling, Health Services, and Campus Ministry).
- To experience a safe living, educational and work environment.
- To be treated with respect by College officials.
- To be free from retaliation.
- To be heard in substantial accordance with these procedures.
- To be informed of the outcome/resolution and sanctions where permissible.
- The responding party may elect to waive some or all of these procedures and rules. If waived, the student/organization may not file an appeal based on the grounds that the waived right was not provided.

Students/Organizations participating in a formal hearing shall have additional rights:

- **The right to a list of witnesses who will be asked by the college to provide information as well as the opportunity to review information available at the time. Witnesses may not be contacted regarding the incident or serve as advisor/advocate to the student/organization being accused.**
- **The right to present information, or to call witnesses not already called by the college to provide information or submit a written statement. Additional witnesses must have prior approval of the Director of Student Conduct or chair of the hearing panel. It is the responsibility of the parties to notify any additional witnesses not called by the college of the time, date, and location of the hearing.**
- To have an advisor/advocate of their choice during the hearing process (limited to one individual) as stated in **K. Role of an Advisor/Advocate.**

- The responding party may elect to waive some or all of these procedures and rules. Such an election must be made to the Director of Student or designee. If waived, the student/organization may not file an appeal based on the grounds that the waived right was not provided.
- The right to a hearing by an unbiased student conduct body.
- The right to receive a copy of written report(s) stating the circumstances and allegations involved available at the time. This information will generally be given to the student/organization at the time they receive notification of the time and place of the hearing or as far in advance as is reasonably possible if an accelerated process is scheduled with the consent of the parties. In cases involving an organization, communication will be made with the president of the organization.
- The right to object to a Hearing Panel member or Hearing Officer who is serving in the capacity of student conduct body on the basis of demonstrated bias.
- The right not to present information and silence will not be construed as an admission of responsibility.
- The right to hear and respond to information presented. This includes the right to pose questions in a hearing. The chair or advisor of the Panel has the discretion to decline to ask if deemed not relevant.
- The right to appeal a decision except in cases of an accepted Conduct Conference decision. The appeal must be submitted within five (5) business days of receiving a decision.

C. GROUP VIOLATIONS

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored and/or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers;
- One or more officers or members of an organization have knowledge of or should have known an incident, behavior, etc., by any individual at an organization-sponsored, financed, or otherwise supported activity and fails to take corrective or prohibitive action before such incident behavior, etc. occurs or fails to stop such incident, behavior, etc. while it is occurring;
- A violation occurs on premises and/or transportation owned, operated, or rented exclusively by a student organization;
- A pattern of individual violations has occurred and/or continues to occur without adequate control, response, or sanction on the part of the student organization or its leaders;
- The student organization or related activities provided the context for the violation; and
- The student organization chooses to protect one or more individual offenders who are members, alumni, former members, or a guest of the student organization from official actions.

Hearings for student organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

D. INTERIM ACTION

- A. Under the *Code of Student Conduct*, the Vice President for Student Affairs, the Assistant Dean for Student Affairs, or designee may impose restrictions and/or separate a student from the community pending the scheduling of a conference and/or hearing on alleged violation(s) of the *Code of Student Conduct* when a student represents a threat of serious harm to self or others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve College property and/or to prevent disruption of, or interference with, the normal operations of the College. Interim actions can include separation from the institution, removal from housing, and/or restrictions on participation in the community pending the scheduling of a conduct conference or hearing on alleged violation(s) of the *Code of Student Conduct*.
- B. During an Interim Suspension, students may be denied access to the residence facilities and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs, the Assistant Dean for Student Affairs or designee may determine to be appropriate.
- C. Whenever interim action is imposed, the Office of Student Conduct will convene a conference/hearing at the earliest possible time. The interim sanction may remain in effect until a final decision has been reached, including any appropriate appeals process, at the discretion of the Vice President for Student Affairs, the Assistant Dean for Student Affairs or designee.

E. NOTICE OF ALLEGATION

Notice of an allegation of the Code of Student Conduct may also be addressed by administrators, faculty, and/or the Title IX Coordinator, when appropriate. Additionally, administrators and faculty may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The College has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The Director of Student Conduct (or designee) will assume responsibility for the conduct process. For any allegation that falls under Title IX (e.g. sexual misconduct) or involves any other form of discrimination, the Director of Student Conduct will work under the direction of the Title IX Coordinator. The policy and procedures regarding Title IX may be found at www.marist.edu/titleix.

F. FINDINGS

The following options describe how to proceed depending on whether the responding party is found responsible and whether the Responding Party accepts or rejects the findings and/or the sanctions at any point in the process.

1) The Responding Party is Found “Not Responsible”

Where the responding party is found not responsible for the alleged violation(s), the investigation will be closed.

2) The Responding Party Accepts “Responsibility”

a) The Responding Party Accepts a Finding of “Responsible” and Accepts the Recommended Sanctions.

Should the responding party accept the findings that they violated College policy and the recommended sanctions, the sanctions are implemented by the Director of Student Conduct or designee and the process ends.

3) Responding Party Rejects the Findings and Sanctions

a) Responding Party Rejects the Findings or Sanctions

Where the responding party rejects the findings and resolution in a case heard by a Resident Director, a request to review the case may be convened with the Director of Student Conduct or designee. If the Director of Student Conduct or designee finds a violation, they will determine sanctions and render a decision and timely notify the parties in writing, if permitted by law. This decision become final.

b) Responding Party Rejects the Findings or Sanctions

Where the responding party rejects the findings and/or resolution that they violated College policy in a Conduct Conference heard by the Director of Student Conduct or designee (or a case is referred to a panel), a hearing will be convened. At the hearing, a panel will hear from the parties. Including any necessary investigators, conduct officers, faculty, or other college administrators determined by the college. The panel renders an independent and objective finding. Full panel procedures are detailed below.

If the hearing panel finds the responding party not responsible for all violations, all parties will be informed of this determination in writing, if permissible by law. This determination is subject to appeal by any party to the allegation. Appeal review procedures are outlined below.

If the panel finds a violation, it will determine sanctions and, render a decision within [10 business] days barring extenuating circumstances of the hearing and timely notify the parties [orally, as well as] in writing, if permissible by law. An appeal of sanction(s) may be filed by any party to the allegation as detailed below.

G. SPECIAL HEARING PROVISIONS

All hearings under this sub-section will be conducted by a panel drawn from the pool. For allegations sensitive in nature, whether the alleged victim is serving as the reporting party or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via audio or audio/video technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the responding party.

H. NOTICE OF HEARING

Once a determination is made that reasonable cause exists for the Director of Student Conduct (or designee) to refer an allegation for a hearing, notice will be given to the responding party. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Director of Student Conduct (or designee); mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student's College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

A meeting with the Director of Student Conduct (or designee) may be arranged to explain the nature of the allegation and the conduct process going forward.

I. HEARING OPTIONS & PREPARATION

The following sub-sections describe the College's conduct hearing processes. Except in an allegation involving failure to comply with the summons of the Director of Student Conduct (or designee), no student may be found to have violated the *Code of Student Conduct* solely as a result of the student's failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the allegation will be presented to, and considered by, the Director of Student Conduct and/or panel presiding over the hearing.

The formal hearing process is known as a panel hearing. Students/organizations will be given a minimum of four [4] business days' notice to prepare unless all parties wish to proceed more quickly. Preparation for a formal hearing is summarized in the following guidelines:

- 1) The College administration may serve as the reporting party;
- 2) If a responding party fails to respond to notice from the Director of Student Conduct (or designee), may initiate an allegation against the student for failure to comply with the directives of a College Official. The scheduled hearing may proceed without the student being present;
- 3) Prior to any scheduled formal hearing, the following will occur unless all parties wish to proceed more quickly; and
 - a) The Director of Student Conduct (or designee) will issue a written notice and a list of witnesses who will be called by the College;
 - b) The parties will deliver to the Director of Student Conduct (or designee) a written list of any additional witnesses they request to call at the hearing;
 - c) The parties will deliver to the Director of Student Conduct (or designee) all physical evidence the student intends to use or needs to have present at the hearing.
 - d) The reporting party and the responding party will notify the Director of Student Conduct (or designee) of the name of any advocate/advisor who may be accompanying the parties at the hearing limited to one individual. See Section **K. Role of an Advisor/Advocate on following pages.**

- 4) The Director of Student Conduct (or designee) will ensure that the hearing information and any other written documentation available at the time should be shared with the parties prior to the formal hearing. In addition, the parties will be provided the names of all the panelists in advance of the hearing. Should any party object to any panelist, that party must raise all objections, in writing, to the Director of Student Conduct or designee immediately upon notification of the panelists. Hearing panel members will only be unseated if the Director of Student Conduct or chair concludes that their bias precludes an impartial hearing of the allegation. Additionally, any panelist who feels they cannot make an objective determination must recuse themselves from the proceedings.

J. PANEL HEARING PROCEDURES

The Director of Student Conduct or designee will appoint one panelist as the Chair for the hearing. The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student's responsibility to notify the Director of Student Conduct (or designee) in writing at least three (3) business days prior to the hearing or by the date provided in the hearing notice. Except in cases of grave or unforeseen circumstances, if the responding party fails to give notice, or if the responding party fails to appear, the hearing will proceed as scheduled. If the reporting party fails to appear, the allegation may be dropped unless the College chooses to pursue the allegation on its own behalf, as determined by the Director of Student Conduct (or designee).

Panel hearings will follow these guidelines:

- 1) Hearings will be closed to the public.
- 2) Admission to the hearing of persons other than the parties involved will be at the discretion of the panel chair and the Director of Student Conduct or designee.
- 3) In hearings involving more than one responding party, the standard procedure will be to hear the allegations jointly; however, the Director of Student Conduct (or designee) may permit the hearing pertinent to each responding party to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding party.
- 4) The parties have the right to an advocate/advisor (unrelated to the case or incident) of their own choosing as stated in **Section K. Role of an Advisor and/or Advocate**. Any party/organization who elects to be accompanied by an advocate/advisor must notify the Director of Student Conduct (or designee) by the date provided in the notice with details about the advocate/advisor they have chosen.
- 5) Unduly repetitive witnesses can be limited at the discretion of the panel chair and/or the Director of Student Conduct, or designee.
- 6) Pertinent records, exhibits, and written statements may be accepted as information for consideration by the panel. Formal rules of evidence are not observed. The panel chair and/or the Director of Student Conduct, or designee may accept written affidavits of character or from any witness who cannot be present.
- 7) All procedural questions are subject to the final decision of the panel chair, in consultation with the Director of Student/or designee.

- 8) After a panel hearing, the panel will deliberate and determine, by majority vote, whether it is more likely than not that the responding party has violated the *Code of Student Conduct*. The Director of Student Conduct (or designee) will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the panel will determine an appropriate sanction(s). The Director of Student Conduct (or designee) is responsible for informing the panel of applicable precedent and any previous conduct violations or other relevant pattern information about the responding party. The panel Chairperson will keep a record detailing the recommended finding and sanctions.
- 9) The Director of Student Conduct informs the responding party and reporting party (if applicable by law or College policy) of the final determination within **(10)** ten business days of the hearing barring extenuating circumstances. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Director of Student Conduct (or designee); mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student's College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. In crimes of violence cases, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each when appropriate under procedure or law.
- 10) There will be a single verbatim record, such as an audio recording, for all panel hearings. Deliberations will not be recorded. The record is the property of the College and maintained according to the College's record retention policy. Hearings are recorded for purposes of review in the event of an appeal. The parties and appropriate administrative officers of the College will be allowed to listen to the recording in a location determined by the Director of Student Conduct or designee. The parties must confirm that they will protect the privacy of the information contained in the recording.
- 11) If a responding party fails to attend a scheduled hearing, the hearing will be held in the student's absence and the student will be assumed to have entered a claim of Not in Violation to each allegation forfeiting his/her ability to present information on his/her behalf. The Director of Student Conduct (or designee) will then investigate to determine why the student did not attend the hearing. If it is determined that the absence is inexcusable, the decision of the hearing will stand. Otherwise, the Director of Student Conduct (or designee) may grant a new hearing.
- 12) Except in the case of a responding party failing to obey the summons no student may be found to have violated the Code of Student Conduct solely because the student failed to appear before the student conduct body. In all cases, the information in support of the allegations will be presented and considered.
- 13) In some instances, a hearing panel may recommend sanctions without details on how the sanctions will be developed and supervised. In those instances, the sanction may be developed by the Director of Student Conduct (or designee), and they will report back to the student conduct body to ensure consistency.
- 14) The following terms will apply to all Suspensions and Expulsions, unless otherwise noted by the Vice President for Student Affairs or designee. The individual/organization is restricted from all College grounds, facilities, classes and college sponsored activities on or off campus for the duration of the suspension or expulsion.

K. ROLE OF ADVISOR AND/OR ADVOCATE

The advisory role is described in detail below and limited to one individual:

1. The parties have the right to an advocate/advisor (unrelated to the case or incident) of their own choosing to guide and accompany them throughout the campus hearing process. Typically, an advisor/advocate are members of the campus community, but the parties may select a friend, mentor, family member, faculty/staff or any other supporter a party chooses to advise them. Advisors/Advocates should help their advisees prepare, and are expected to advise ethically, with integrity and in good faith.
2. For any offense that could likely result in separation from Marist College, attorneys are permitted to accompany students through the hearing process as an advisor/advocate. The college cannot guarantee equal advisory rights, meaning that if one party selects an advisor/advocate who is an attorney, but the other party does not, or cannot afford an attorney, the college is not obligated to provide one. Furthermore, if a student selects an attorney as their advisor/advocate the student is responsible for the cost associated.
3. All advisors/advocates are subject to the same campus rules, whether they are an attorney or not. Advisors/Advocates may not address campus officials unless invited to or a sidebar is requested. Advisors/Advocates may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors/advocates should ask for breaks or step out to allow for private conversation. Advisors/Advocates are expected to refrain from interference with the college's process. Any advisor/advocate who steps out of their role in any hearing will be warned once and only once. If the advisor/advocate continues to disrupt or otherwise fails to respect the limits of their role, they will be asked to leave. Typically, if removed the process will continue without the advisor/advocate present.
4. The college expects that the parties will wish to share documentation related to the allegations with their advisor/advocate. The college provides a consent form that authorizes such sharing. The parties must complete this form before the college is able to share records with an advisor/advocate. Advisors/Advocates are expected to maintain the privacy of the records shared with them. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the college. The college may seek to restrict the role of any advisor/advocate who does not respect the sensitive nature of the process or who fails to abide by the college's privacy expectations.
5. The college expects an advisor/advocate to adjust their schedule to allow them to attend a scheduled hearing. The college does not typically change a scheduled hearing to accommodate an advisors/advocates inability to attend.
6. An individual serving as an advisor/advocate may not serve as a witness.

L. RESOLUTION OF ACADEMIC INTEGRITY ALLEGATIONS

- A. When an instructor alleges a violation of the Standards of Academic Integrity, the following process applies:
1. The instructor notifies the School Dean.
 2. The instructor attempts to contact the student to inform the student of the alleged violation(s).
 3. The responding student is provided with an informal opportunity to address the allegations and to sign the Referral/Summary Adjudication form indicating they either accept or deny responsibility for the violation(s). An email sent over Marist Mail can be used by the student to substitute the student's signature in the Referral/Summary Adjudication form.
 4. The instructor then signs and submits the Referral/Summary Adjudication form to the Office of Student Conduct. This documentation becomes part of the student's conduct file and is used by the Office of Student Conduct to track incidents of academic dishonesty, including a repeat offense by students.
 - a. If the responding student accepts responsibility for the alleged violation, the student will receive an academic sanction determined by the instructor of record, which may include a failing grade in the course.
 - b. If the responding student accepts responsibility for the alleged violation but not the academic sanction (ex. failing grade), the student may appeal the failing grade through the grade appeal policy.
 - c. If the instructor reports the incident as severe, or if the student denies responsibility, the Office of Student Conduct will initiate a hearing with an Academic Integrity Panel.
 - d. If the Office of Student Conduct determines the case is a repeat offense, it will notify the instructor and student and initiate a hearing with an Academic Integrity Panel.
 5. The Office of Student Conduct's Disciplinary Records policy describes how student conduct records are shared and retained.
- B. When information concerning an alleged violation of the Standards of Academic Integrity is received by the Office of Student Conduct from other than instructional sources (such as other students proctor, Safety and Security, etc.), the Office of Student Conduct shall inform the Dean of the School in which the violation allegedly took place before proceeding. The School Dean shall inform any impacted instructor.
1. In cases where it is not clear initially whether the reported action is best pursued through academic action or disciplinary action procedures, the Office of Student Conduct and the Dean of the School will, in consultation with the instructor(s), decide which procedure to employ in pursuing the case.
 2. In the case of severe violations of the Standards of Academic Integrity, the Office of Student Conduct shall initiate the hearing process (see C below) based on information contained in college records upon recommendation from the Dean of the School.
 3. In the case of multiple violations of the Standards of Academic Integrity, the Office of Student Conduct shall initiate the hearing process (see C below) based on information contained in college records.

- C. When a hearing is initiated, the Academic Integrity Panel (AIP) is the hearing panel trained to review alleged violation(s) of the Standards of Academic Integrity and recommend a finding and sanction. The AIP is coordinated by the Office of Student Conduct to resolve cases of alleged violations of the Standards of Academic Integrity.
1. The Director of Student Conduct or designee serves as advisor to the AIP to coordinate the hearing process and to assist the panel in providing fair and impartial hearings for students accused of academic dishonesty.
 2. Instructors from each academic school will be recommended by the Dean to serve on Academic Integrity Panels for one-year appointments that can be renewed.
 3. When possible, the AIP will consist of three full-time faculty members, preferably from different schools. When three faculty members are unavailable, the AIP will consist of two full-time faculty and one staff member.
 4. Staff are selected through an interview process.
 5. The Chair of each hearing will be a faculty member on the Academic Integrity Panel designated by the Director of Student Conduct.
- D. Once a hearing is initiated, the responding party and instructor will receive a Notice of Hearing as described in the Panel Hearing Procedures of the Code of Student Conduct.
- E. The responding party will be provided with information (available at the time) presented in support of the alleged allegation during a meeting with the instructor or prior to the AIP.
- F. The three-member AIP will hear the case and make a determination of whether there is a preponderance of evidence to find the student responsible for violating the Standards of Academic Integrity. In addition to the responding party, the instructor and witnesses may be contacted to provide testimony. When necessary, the responding party may provide testimony through video conference / telepresence. Instructors may provide testimony from a remote location. If requested, witnesses may also provide testimony from a remote location.
- G. If the AIP's recommended finding is "responsible" (i.e., the student is responsible for violating the Standards of Academic Integrity) the committee will recommend disciplinary sanction or sanctions, which may include suspension or expulsion as stated in the Code of Student Conduct.
- H. The Office of Student Conduct will review the AIP's recommended findings and sanctions and send a written Notice of Outcome to the student and instructor of record. The written notice will include the rationale for the finding and the sanctions.

Withdrawal from a Course or the College

Once a student has been accused of an academic integrity violation, an investigation and resolution with the faculty member and/or hearing process will be conducted.

- A. If the student has received a failing grade in the course as a result of the violation, he/she is not permitted to withdraw from the course until an investigation and/or hearing process is complete and the case has been closed.
- B. If the student did not receive a failing grade in the course as a result of the violation, he/she will be permitted to withdraw from the course, but the investigation and/or hearing will proceed in the normal manner.

- C. If as a result of the investigation and/or hearing process the student is found responsible, the violation will remain in the student's record with the Office of Student Conduct. However, if the student is found not responsible this decision will be noted in the student's record.
- D. If the student desires to withdraw from the College, the process shall be initiated in the normal manner. The Office of Student Conduct shall appropriately notify the student, instructor, and the Registrar of the final outcome.

Retaliation

Marist College expressly prohibits retaliation against any person who has reported academic misconduct, has participated in any way in the conduct of a case of academic misconduct, or has been involved in the imposition of a sanction for academic misconduct. Any person who violates this policy will be subject to disciplinary action.

M. ACADEMIC INTEGRITY AND CONDUCT SANCTIONS

One or more of following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*, including but not limited to:

1. **Written Warning.** Written notice to the student that his/her actions are inappropriate and the individual must act more responsibly in the future. A Written Warning also indicates that should the individual again be referred for disciplinary action more serious sanctions will be assigned.
2. **Probation.** A notice to the student that his/her actions are of a serious nature within the College community. Probation will be for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College policies during the probationary period. For resident students, any violation committed during the probationary period will result in a review of the student's housing assignment. This sanction may result in the loss of two (2) priority points.
3. **Disciplinary Probation.** A notice to the student that his/her actions are unacceptable within the College community. This sanction will be primarily used in cases of serious or consistent policy violations. Disciplinary Probation will be for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College policies during the probationary period. Any violation committed during the probationary period will result in a review of the student's status at Marist. This sanction may result in the loss of three (3) priority points.
4. **Deferred Suspension from the Residence Hall.** A definite period of observation and review. If a student is again found responsible for any further College policy violations including failure to complete previously imposed sanctions or adhere to previously imposed conditions, restriction from College-operated housing and housing grounds may be immediately imposed for a definite period of time. This sanction may result in the loss of four (4) priority points. Any student on Deferred Residence Hall Suspension may have their status reviewed and may not be allowed to participate in the housing room selection process and therefore not be eligible for college housing.

5. **Residence Hall Expulsion.** Permanent removal of the student from the residence facility. In addition, this sanction may result in a permanent banned from all residence facilities. If a student is permanently banned from the residence halls they may not enter as a guest or visitor of another student. If found to be in the residence hall facilities more severe disciplinary sanctions, such as suspension from the college may occur. Furthermore, students dismissed from the residence facility for disciplinary reasons will not be entitled to any refund of residence fees.
6. **Deferred Suspension from the College.** A definite period of observation and review. If a student is again found responsible for any further College policy violations including failure to complete previously imposed sanctions or adhere to previously imposed conditions, the student may automatically be recommended for suspension for a specified minimum period of time (e.g., one semester). This sanction may result in the loss of six (6) priority points.
7. **Suspension.** Separation from the College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Student Conduct or hearing body. During the suspension period, the student is banned from college property and the student's presence at any College-sponsored activity or event is prohibited. This sanction may be enforced with a trespass action as necessary. Students are suspended for disciplinary reasons are not entitled to any refund of tuition or residence fees. For cases that are referred to a hearing panel that result in suspension the sanction is final, pending appeal.
8. **Expulsion.** A permanent separation of the student from the College. The student is banned from college property and the student's presence at any College-sponsored activity or event is prohibited. This sanction may be enforced with a trespass action as necessary. Students that are expelled for disciplinary reasons are not entitled to any refund of tuition or residence fees. For cases that are referred to a hearing that result in expulsion the sanction is final pending appeal.
9. **Loss of Privileges.** Denial of specified privileges for a designated period of time. These include, but are not limited to:
 - a. A restriction from hosting a visitor and/or guest.
 - b. A restriction from being a visitor in or entering a specified Residence Facility.
 - c. Restriction from College-sponsored extracurricular activities both on and off campus (including Senior Week and Commencement).
 - d. Other restrictions, as approved by the Student Conduct Officer.
10. **Substance Education Program.** A workshop, in person or online, addressing substance abuse education issues. Referral to an off-campus education diversion program may also be recommended.

11. **Restitution/Monetary Fines.** Compensation for loss, damage or injury. This may take the form of appropriate community service and/or monetary or material replacement. The College generally does not impose fines for violations of the Code of Student Conduct. However; fines will be imposed for violations that impact the health and/or safety of members of the Marist Community, labor costs and expenses, and damage to property. Please refer to the Alcohol Policy, Windows/Doors, Walls Policy, and the Fire and Safety Regulations for specific information.
12. **Behavioral Requirement.** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
13. **Mandated Room Reassignment.** A notice that the behavior merits the immediate relocation of the student to another campus residence. This decision will be made in conjunction with the Office of Housing and Residential Life.
14. **Mandated Counseling Assessment and Compliance.** The student must attend an assessment and/or session in the Counseling Center or an off-campus licensed facility by a specific date. Unless otherwise stated by the student conduct body, the student is required to follow all recommendations made by the Counseling Center or off-campus licensed facility as a result of the assessment.
15. **Discretionary Sanctions.** Work assignments, community service, and other related sanctions that meet with the approval of the Director of Student Conduct. Other sanctions include but are not limited to:
 - a. Letters of apology/thank you.
 - b. Essay or research paper on assigned topics.
 - c. Disqualification from future housing selection process.
 - d. Program presentations.
16. **Other Sanctions.** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Conduct or designee.
17. **Withholding Diploma.** The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a grievance pending, or as a sanction, if the student is found responsible for an alleged violation.
18. **Revocation of Degree:** The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation or other violation of College policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
19. **Organizations:** The following sanctions may be imposed upon groups or Student Organization(s) found to have violated the Student Code of Conduct:
 - a. One or more of those sanctions listed in above.
 - b. Social Probation
 - c. Suspension or Expulsion of Student Organization includes temporary or permanent loss of recognized status with the College.
 - d. Additional sanctions specific to Student Organizations which may be found in the organization's constitution, the Office Greek Affairs, or the Office of Student Activities policies, and a national affiliate, if applicable.

20. **Academic Integrity:** The following sanctions for a violation of the Academic Integrity Policy may be imposed by the instructor including, but are not limited to, the following actions for a first-time offense:

- Zero for assignment;
- Failing grade for the assignment;
- Failing grade for the class/course;
- Rewrite the assignment;
- Additional assignment;
- Letter grade reduction;
- Academic integrity seminar;
- Other sanctions deemed appropriate by the instructor of record.

If a case is referred to the Academic Integrity Panel (AIP), disciplinary **sanction or sanctions** stated in the Code of Conduct may be considered by the panel including expulsion from the college.

PRIORITY POINT LOSS. ANY STUDENTS ON DEFERRED RESIDENCE HALL SUSPENSION (OR HIGHER) AND/OR THOSE THAT HAVE LOST SIX (6) PRIORITY POINTS OR MORE DURING THE ACADEMIC YEAR THEIR STATUS MAY BE REVIEWED. UPON REVIEW, IT MAY BE DETERMINED A STUDENT MAY NOT BE ALLOWED TO PARTICIPATE IN THE HOUSING ROOM SELECTION PROCESS AND/OR ELIGIBLE FOR COLLEGE HOUSING. Incidents that occur during the spring semester could impact a student's eligibility to participate in the room selection process for the fall semester.

N. PARENTAL NOTIFICATION

The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. Typically, the College will notify parents/guardians of non-dependent students in cases involving drugs or alcohol (who are under the age of 21), that result in probation or higher. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

O. NOTIFICATION OF OUTCOMES

The outcome of a campus hearing is part of the education record of the responding party and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, the College will inform the alleged victim/reporting party in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the alleged student's/responding party's name, the violation committed, and the findings and sanctions assigned (if applicable).

In cases where the College determines that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense, the College may also release the above information publicly and/or to any third party. FERPA defines "crimes of violence" to include:

- 1) Arson.
- 2) Assault offenses (aggravated assault, simple assault, and intimidation).
- 3) Burglary.

- 4) Criminal Homicide—manslaughter by negligence.
- 5) Criminal Homicide—murder and non-negligent manslaughter.
- 6) Destruction/damage/vandalism of property.
- 7) Kidnapping/abduction.
- 8) Robbery.
- 9) Stalking.
- 10) Domestic Violence.
- 11) Dating Violence.
- 12) Forcible sex offences (rape, sodomy, sexual assault with an object, and forcible fondling).
- 13) Non-forcible sex offences.

P. FAILURE TO COMPLETE CONDUCT SANCTIONS

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the Director of Student Conduct or designee. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions, a hold and/or suspension from the College. In such situations, resident students will be required to vacate College housing within 24 hours of notification by the Director of Student Conduct, though this deadline may be extended upon application to, and at the discretion of the Director of Student Conduct (or designee). A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director of Student Conduct or designee.

Q. APPEAL PROCEDURES

A party may request an appeal of the decision by a panel. A student must file a written request to the Director of Student Conduct, subject to the procedures outlined below. All sanctions imposed by the original hearing body remain in effect, and all parties should be timely informed of the requests for an appeal, the status of the appeal consideration, and the results of the appeal decision.

If the student is found responsible or accepted responsibility during the formal academic hearing process, the student may not appeal a grade through the Grade Appeals process.

R. APPEALS AND GROUNDS FOR APPEAL REQUESTS

The reporting party and/or responding party may appeal only the parts of the determination of responsibility or sanctions directly relating to them. Dissatisfaction with the outcome of the hearing is not grounds for appeal. The appeal will consist of a plain, concise, and complete written statement outlining the grounds for the appeal. In cases involving academic integrity, a responding party has the right to appeal the disciplinary sanction or sanctions of the AIP. *An appeal must be submitted within five (5) business days of the panel's written outcome being delivered.*

Appeals requests are limited to the following grounds:

- 1) Irregularities in fairness and stated procedures of the hearing that could have significantly impacted the outcome of the hearing.

- 2) Discovery of new and significant information that could have affected the outcome of the original hearing or investigation. The information was not known or could not reasonable have been discovered and/or presented at the time of the initial hearing and could substantially impact the original finding or sanction.¹ A summary of this new evidence and its potential impact must be included,
- 3) The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the responding party.

Appeals of decisions will be reviewed in the following manner:

1. All appeals will be screened by the Director of Student Conduct or designee, when appropriate, to ensure they meet the criteria established above for the filing of an appeal. If the appeal does not meet one of the three criteria it will be denied by the Director of Student Conduct or designee.
2. The Director of Student Conduct or designee will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding party appeals, the appeal is shared with the reporting party, who may also wish to file a response, request an appeal on the same grounds or different grounds). The Director of Student Conduct will refer the request(s) to the designated appeal body. If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final.
3. The appeal body may consult with the Director of Student Conduct and or designee on any procedural or substantive questions that arise.
4. If the appeal has standing, the case should be referred to the appropriate Appeals Panel/Officer, typically within 3-5 business days:
 - a. Cases involving Suspension and/or Expulsion are appealed to the Vice President for Student Affairs or designee. In cases of Academic Integrity that result in a suspension or expulsion the Vice President for Student Affairs or his/her designee, may consult with the Vice President for Academic Affairs.
 - b. Cases not involving suspension or expulsion from the institution are appealed to a College or Academic Appeals Panel. Efforts should be made to return the appeal to the original decision maker for reconsideration (remand) whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new panel will be constituted to reconsider the matter, which can in turn be appealed, once.

¹ Failure to provide information during or participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make evidence “unavailable” at the time of the hearing.

5. On reconsideration, the appeal body or original decision-maker may affirm or change the findings and/or sanctions according to the permissible grounds. Procedural errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record. If the appeal is based on procedures not having been followed, the appeal body can ask that a new hearing occur before a newly constituted hearing panel. In the case of new and relevant information, the appeal body will determine if the matter should be returned to the original decision-maker for reconsideration after considering the new facts or if it should be reviewed by the appeal body with instruction on the parameters regarding institutional consistency and any applicable legal guidelines. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The appeal body must limit its review to the challenges presented.
6. Typically, all decisions of the appeal body are to be made within ten (10) business days of submission of all appeal documents by the parties, but the time may be longer or shorter as are any decisions made by the original hearing body, Director of Student Conduct or designee. Appeal decisions are final.
7. If the final determination from the Appeals Officer or Panel differs from the Notice of Outcome, then the written decision will include a rationale.
8. In cases of Academic Integrity after the final determination, the instructor of record is notified. He/she will assign the student a final grade (which may include a failing course grade) and process the appropriate grade change with the Registrar's office.
Note: The Academic Integrity Panel process is separate from the Grade Appeals process, which is managed by Academic Affairs.

S. APPEAL DECISIONS

The conduct body reviewing the appeal College/Academic Appeals Panel or Vice President for Student Affairs/designee, after reviewing all available information, may elect to:

1. Affirm the finding and sanction originally determined.
2. Affirm the finding and modify the sanction. In cases where the responding party is the appealing party, the sanction may be reduced or increased by the conduct body reviewing the appeal.
3. Reopen the investigation and/or remand the case to the original conduct body for a new hearing, except in cases where the reporting party is the appealing party.
4. Dismiss the case, except in cases where the reporting party is the appealing party.

The presumptive stance of the College is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Director of Student Conduct (or designee), and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Director of Student Conduct or designee, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

If it is determined that the student did not violate the Academic Integrity policy the case will be closed and the sanction is lifted. The College's Grade Appeals policy would remain in place.

T. OTHER GUIDELINES FOR APPEALS

- All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision; barring exigent circumstances.
- Appeals are not intended to be full re-hearings of the allegation (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal; Witnesses may be called if necessary.
- Sanctions should only be increased or reduced if found to be grossly disproportionate to the gravity of the offense, precedent for similar offenses and/or the responding party's prior disciplinary record.
- Cases should be remanded to the original conduct body if specified procedural errors were so substantial as to effectively deny the responding party a fair hearing.
- Cases should be dismissed only if the finding of the conduct body is held to be arbitrary and capricious.

Appeals are not an opportunity for appeals officer/panelists to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error, and to the sanction only if there is a compelling justification to do so.

U. DISCIPLINARY RECORDS

- A. The Office of Student Conduct will maintain disciplinary records and a disciplinary tracking system, which will include, but not be limited to, the responding party's name and related information, description of the incident, parties involved, Code violations, sanctions and other data deemed relevant by the Office of Student Conduct. Such information will be maintained in accordance with the provisions of the Federal Educational Rights and Privacy Act ("FERPA"). Disciplinary records will be made available to conduct bodies and College officials designated in the Code of Student Conduct as necessary.
- B. Students may arrange to review their own conduct records by contacting the Office of Student Conduct. Except as provided in the Code of Student Conduct and by College policy regarding parental notification or pursuant to a lawfully issued subpoena, the College will not communicate a student's conduct record and related information to any person or agency without the prior consent of the student or an exception under applicable law.
- C. All conduct records are maintained by the College for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion from the College) and those that fall under Title IX, which are maintained indefinitely.

V. APPROVAL AND IMPLEMENTATION

This *Code of Student Conduct* was approved on July 1, 2017, and implemented on August 1, 2017. *The College Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.*

PROCEDURES FOR VIOLATIONS OCCURRING DURING FINALS WEEK IN THE FALL OR SPRING SEMESTER OR DURING WINTER AND SUMMER SESSIONS

During finals week and the period between full academic semesters, all College discipline will be handled as established below.

- A. All reports will be reviewed by the Director of Student Conduct or designee who will determine whether or not disciplinary charges are warranted.
- B. If the incident under review occurred during the semester but was unable to be handled prior to break or end of the semester closing, the Director of Student Conduct or designee will review the allegation and determine what policies have been violated and what sanctions are merited. Notification of the decision will then be sent to the student's email address. A letter may also be sent by the College to the student's permanent address, unless it is known by the College that the student is residing at another location. The responding party will have the option to accept the decision, or to file notice with the Office of Student Conduct within thirty (30) calendar days of the date of the letter and request a conference/hearing for the alleged violations. Should the responding party accept or fail to respond in thirty (30) days the finding of the Director of Student Conduct, they will be expected to comply with the sanctions with no right to request a conduct conference, hearing, or appeal.
- C. In the event where the Conduct Officer believes that Suspension or Expulsion could be an outcome, a Conduct Conference and/or Hearing will be convened at the earliest possible time, at the discretion of the Conduct Officer. Should it not be possible to resolve the case during the break, a conference or hearing will be held at the beginning of the semester.
- D. If the student is known to be attending Marist during the summer sessions when an incident occurs, the case may be handled under the guidelines that apply during the regular academic year, and the Conduct Officer will hear the case. Any appeal of a decision made at this level that does not include Suspension or Expulsion will be heard at the beginning of the semester.

OFF-CAMPUS STUDENT INFORMATION

Marist students/organizations are expected to respect and abide by local ordinances and state and federal statutes both on and off campus. As members of the academic community, students are held accountable to the College's Code of Student Conduct that clarifies those behavioral standards considered essential to the fulfillment of the College's philosophy, mission and goals.

The Office of Student Conduct or designee, will determine when the College will take action for allegations of off-campus misconduct that also violate College policies and/or federal, state or local laws, students or ordinances.

Students living off campus should review the College's Code of Student Conduct and familiarize themselves with campus policies, procedures and sanctions.

GOOD NEIGHBOR POLICY

One of the most important things you must do while you are getting settled into your apartment/house is to meet the neighbors. A relationship that starts off on the right foot is more likely to have open communication throughout your time off campus. It is recommended that you exchange phone numbers with your neighbors. Having done this, you are more likely to get a call from them than a visit from the police. When you are away from your apartment for winter and spring breaks, your neighbors will be an asset in maintaining the security of your belongings if you have a positive relationship with them. Remember, your neighbors have been living in this community for many years and deserve your respect and cooperation as a Marist student.

TOWN & CITY OF POUGHKEEPSIE NOISE ORDINANCE

Between the hours of 10:00 PM and 7:00 AM the noise ordinance for the town and city are in effect, prohibiting “unreasonable noise”. A violation may result from a noisy party or social gathering, screaming, loud music, shouting or taxi cabs honking their horns outside your residence. The Town of Poughkeepsie also has a Nuisance Party Ordinance found: <http://townpolice.net>. In the City, you will have to appear in court with possible fines of up to \$300 and jail time. In the Town, the first violation conviction will be punishable by a fine of \$250 per resident with repeat violations up to a \$1000 fine.



RESIDENT STUDENT HANDBOOK

RESIDENTIAL LIFE MISSION STATEMENT

Housing and Residential Life is an integral part of the total educational experience. The residential life program at Marist College is based upon the philosophy of providing students with a safe, healthy, and attractive living environment that supports and supplements the educational mission of the College. Marist College provides housing for over 3,450 undergraduate students in corridor, suite, apartment and townhouse style residences.

Students are housed using a ‘rites of passage’ philosophy, which recognizes that a student’s developmental stage should be supported by his/her living environment. Therefore freshmen students are housed in residence halls designed to promote social interaction, and are staffed with individuals trained to work with freshmen and their specific adjustments. As students move from freshmen to senior year they are housed in more independent living environments (suite style, apartments and townhouses) which helps to prepare them for their eventual move out into the world following graduation. Along the way they acquire certain freedoms and responsibilities that will help them develop into mature and responsible citizens.

When a student elects to reside in college housing they become part of a larger community and are responsible for adhering to the norms and standards of that community.

STAFF IN RESIDENCE

Resident Director (RD) – a full-time professional who has administrative responsibility for the individual residence area and its residents. The responsibilities of the RD include supervision of the Resident Assistants (RA), promoting a safe and productive academic atmosphere in the resident area, and managing disciplinary cases within a value-based community. The RD is assisted in this responsibility with the Assistant Resident Director (ARD), RA staff, First Year Coordinators, the Resident Student Council as well as residents of the facility.

Assistant Resident Director (ARD) and Resident Assistants (RA) - are upper-class students living in residence areas. Their responsibilities include:

1. Counseling students on academic, personal or social matters.
2. Area programming.
3. Supporting responsible hall governance.
4. Fostering an atmosphere conducive to study and orderly behavior.
5. Referring students to appropriate student services on campus
6. Supervising and enforcing administrative policies and regulations.
7. Overseeing and reporting maintenance concerns.

The Residential Life Staff operates with delegated authority from the Vice President for Student Affairs in the above areas. Therefore, refusal to comply with a direction of an RA, ARD, RD, building Entry Officer or Security Officer is considered a serious matter and a violation of the Code of Student Conduct.

First Year Coordinators - are a full-time professional residing in facilities that house freshmen students with responsibility to assist them by addressing social, cognitive and emotional challenges they may encounter.

Residence Hall Council - consists of elected residents of the area, an RA, and the RD. Responsibilities of Resident Hall Council are:

1. Monitor good order in the residence area to generate and ensure an atmosphere conducive to the intellectual and social development of the residents.
2. Provide programs that foster community in the building.
3. Communicate student issues and concerns to Student Government Association through the Student Life Association (SLA).

RESIDENTIAL LIFE POLICIES, PROCEDURES AND EXPECTATIONS

Each resident is expected to act in a way that promotes an atmosphere of mutual respect and cooperation. The Housing and Residential Life Office is committed to providing an environment within the residence areas that encourages this atmosphere by expecting students to live according to reasonable standards and adhere to specific norms of behavior.

The College reserves the right:

1. To accept or reject students for residency.
2. To approve, upon request of a resident student, relocation within our residence facilities and to relocate resident students without consent for sufficient reason.
3. To have students in residence carry a minimum of 12 credits and be enrolled as a full time undergraduate for the semester in which they are housed. All students living in residence must pay full tuition. Any request for exceptions to this policy must be approved by the Office of Housing and Residential Life.
4. To refuse a student's request for housing because the student's room and/or apartment was left in poor condition at the end of the previous semester or year, because of disciplinary history and/or failure to comply with residence exiting procedures.
5. To plan for the most efficient or effective use of the resident facilities which may entail a change in the following room reservation procedures:
 - A. Concerning the request, occupation and withdrawal from residency, the administration of the College has declared the following:
 1. New and returning students must pay a room request deposit fee.
 2. This deposit assures a new freshman student of space only. Returning resident students who submit their Advance Room Deposit according to schedule are only ensured of the right to participate in the Housing Room Selection Process.
 3. Refund on Residence: Any student who withdraws from college housing but not from the College during the first week of a semester will be charged \$50 for the room and will forfeit the room reservation deposit. Should a student withdraw after the first week and before the beginning of the fourth week, a refund of one-half residence charge will be made. For any withdrawal from college housing after the beginning of the fourth week, no refund will be allowed. The dates and amount of refunds posted in the Academic Calendar for tuition refunds apply to residence refunds as well.
 4. Students remaining in a build-up situation after the tuition refund date will be eligible for a room credit that will be applied to their student account. However, if a student declines a room build-up breakdown offer, then the credit will be forfeited.

- B. Concerning the location and relocation of resident students, the administration of the College has declared the following:
1. Residents are allowed to request their rooms and roommates under certain guidelines established by the Director of Housing and Residential Life.
 2. The College reserves the right to relocate students. Relocation of a resident student, without his/her consent and unrelated to disciplinary and psychological reasons, is sometimes necessary for the good of the community. Due to the inconvenience involved, the Director of Housing and Residential Life or his/her designee will hold such relocations to a bare minimum.
 3. Room changes during the first semester are not permitted until the second week of classes for upper-class students. These changes and all subsequent changes must be approved by the Assistant/Associate Director and/or the Director of Housing and Residential Life. All unapproved room changes will result in disciplinary action and the directive for each student to return to his/her approved residence assignment.
 4. Freshmen are strongly encouraged to work out roommate conflicts. Residence changes will only be granted in extenuating circumstances at the discretion of the Resident Director.
- C. All residences must be kept clean, neat and orderly. Students are responsible for providing cleaning supplies and cleaning their own residence. Students living in suites and apartments are responsible for cleaning bathrooms, kitchens, and common areas. The college only provides toilet paper in community residence hall areas.
- D. The College cannot assume responsibility for any loss or damage to personal property of a student. During summer vacations, no articles may be stored in student rooms. The College does not assume responsibility for articles stored elsewhere on campus. Students are encouraged to secure liability/theft insurance through their own family coverage and/or purchase supplemental insurance.
- E. When a student vacates his/her room, or withdraws from housing and/or the College the apartment/room key must be turned in to the RD. For security reasons a vacating student will be charged for a new lock if all keys are not accounted for. Any unclaimed items may be donated to charity.
- F. When a student is locked out of his/her room; the following procedures should be followed:
1. When a room lock-out occurs it is the responsibility of the student to locate his/her roommate in order to gain access to the room or use other campus facilities until the roommate makes contact.
 2. Sunday – Saturday, RA or RD staff will handle room lock-outs 7:00 p.m. until 12 midnight.
 3. Sunday – Saturday, assistance for a room lock-out after 12 midnight until 2:00 p.m. the following day will be handled by the Office of Safety & Security at 575-3000, ext. 2282.
 4. RD staff has office hours in their respective areas and are available to assist with lock-outs provided they have no scheduled appointment.
 5. Saturday and Sunday from 2:00-7:00 p.m., the Duty RD will address all lock-outs. To contact the Duty RD during this time call the Office of Safety & Security at 575-3000, ext. 2282.

6. Room lock-outs will be done at the availability of staff as identified above. It may not be possible for a lock-out to be done immediately.

RESIDENCE SELECTION PROCESS

Resident students at Marist College are placed in college housing through the College's Priority Point System. The Priority Point System is unique in that it allocates points to each student in various academic and personal categories that directly affect the students' eligibility for housing. The system is designed to reward the student who excels academically and who contributes productively to the Marist College community. There are five categories where points may be earned. The categories are: Grade Point Average; Campus Involvement; Disciplinary History; Room Damages; and Condition of Room. Detailed information on the Priority Point System can be found at www.marist.edu/housing/priority.html.

PRIORITY POINTS

The priority point system at Marist College assigns points to students based on their academic average, involvement with extra-curricular activities, disciplinary history and condition of their residence area. The system is used by the Office of Housing and Residential Life to place students in housing after their entering first year at Marist. Housing is only guaranteed to current resident students for their freshmen and sophomore years. Juniors and seniors are not guaranteed housing. Any student on Deferred Residence Hall Suspension or has lost six (6) priority points or more in the category of Discipline, may not be allowed to participate in the housing room selection process and therefore not eligible for college housing. More information on housing eligibility will be included when Room Selection Information is posted to MyHousing which is located at my.marist.edu.

When students apply for housing they can apply as either an individual or as a member of a group. All students, regardless of applying as an individual or as a member of the group, must complete a Room Selection Request Form. If warranted, individual priority points only determine if a student is eligible for housing for their junior and senior year. All eligible students in a group of two or more will receive a group priority point average based upon the points earned by all group members. The group priority point average is the number used to determine placement throughout the entire process.

For students entering their junior year, priority points are accumulated from the spring semester of their freshmen year and the fall semester of their sophomore year. For students entering their senior year, priority points are based on the spring semester of their sophomore year and the fall semester of their junior year.

Priority points for upper-classmen can be earned and lost from four (4) categories for a maximum total of 34 points.

Priority points for freshmen can be earned and lost from four (4) categories for a maximum total of 26 points (freshmen can only earn a maximum of 4 points for Campus Involvement and Room Condition as it only reflects one semester, the fall semester).

The GPA category is based on the cumulative GPA for the immediate previous spring and fall semesters within the same calendar year. For example, for the fall 2015 housing assignment process, the previous spring 2014 and fall 2014 semester grades will be calculated.

Problems with: GPA, Room Condition, Residence Hall Council and Discipline; **See:** Resident Director for your area.

Problems with: Campus Involvement; **See:** Student Activities.

Priority Points are assigned in the following categories:

Average Spring and Fall Semester GPA	Points
*3.85 – 4.00	12
*3.60 – 3.84	11
*3.25 – 3.84	10
3.00 – 3.24	9
2.75 – 2.99	7
2.50 – 2.74	6
2.25 – 2.49	5
2.00 – 2.24	4
0.50 – 1.99	1
0.00 – 0.49	0

*Denotes Summa Cum Laude, Magna Cum Laude, and Cum Laude

Room Condition (0-8 year, 0-4 per semester):

Points for Room Condition can be deducted for failure to follow proper residence hall check out procedures, room cleanliness and fire safety violations. A maximum of 2 points can be deducted per semester for failure to check out properly.

Discipline History Points: 0-6

Campus Involvement Points: 0-8 per year

From three (3) categories described below:

***Service:** 0-4/year (0-2 per semester) 8 service hours for 1 point; 16 service hours for 2 points

Below is a list of the organizations that offer community service opportunities:

Admissions Ambassadors

Community Service (through Campus Ministry)

City Plunge

Eye to Eye (through the Office of Accommodations and Accessibility)

Fairview Fire Department

Fashion Show

Florence Connection

Friends of Jaclyn Foundation

Habitat for Humanity

Kappa Kappa Psi

LEAP

Liberty Partnership Program (LPP)

Liturgical

Relay for Life

ROTC

Accommodations and Accessibility Volunteers

St. Jude

Student Athlete Advisory

Tau Beta Sigma

Varsity Sports Community Service

Food Recovery Network

Music Department Service

Community Service Day

(through Campus Ministry and Housing & Residence Life Offices)

***Leisure Activities and Fitness (includes intramurals): 0-4 year (maximum 2 point per semester).**

***Clubs, organizations and intercollegiate sports:** 0-5 per year (maximum 3 points in primary semester with a maximum 2 points in other semester). While a student can earn a number of points, only a maximum of 8 points can be used towards priority point total for Campus Involvement.

A new freshmen student can earn maximum total of 26 priority points. A new student can only earn maximum of 4 points in the category of Campus Involvement and Room Condition as the process uses the previous Fall and Spring semester and, as new students, they can earn points in these two categories for Fall semester only.

Description of points that can be earned for Clubs/Organizations/Intercollegiate Sports:

- 1) A club/organization must complete minimum requirement of four (4) activities per semester in order to receive priority points.
- 2) Officers and varsity captains are eligible for maximum of 3 points during one semester (“in season”) and 2 points during the other semester (“off season”). Club members/athletes are eligible for maximum of 2 points per semester.

Objective Criteria for Clubs/Organizations:

To earn 1 point: Members must attend minimum of 50% of club/organization meetings for the semester and 50% of club/organization activities.

To earn 2 points: Members must attend minimum of 50% of club/organization meetings for the semester and 75% of club/organization activities PLUS the community service event.

To earn 3 points (officers only): Officers must attend 50% of club/organization meetings for the semester and 100% of club activities (which includes community service event).

If officers do not complete all of the requirements to earn 3 points, they will be eligible to receive up to 2 points based on the criteria outlined above.

Other Information

1. An incoming fall transfer student is awarded priority points as described above with the Campus Involvement points awarded for the fall semester. The points earned in each of the Campus Involvement categories (clubs, service, leisure activities/fitness) are then doubled, up to a maximum of 8 points. The double points may not exceed any maximums. For example, if a student earned 3 priority points for involvement in clubs/organizations/intercollegiate sports (single category) during a semester, the doubling of those points totals 5, not 6, as the maximum number of points allowed for that category is 5.
2. Room Condition points are awarded for both the fall and spring semesters with a maximum total of 4 points earned each semester. Students not residing on campus during either the fall or spring semester are awarded the maximum of 4 points for the semester not in residence.
3. A Spring semester transfer student will be assigned housing as per room selection guidelines.
4. FFE students (returning from the Florence, Italy campus) will receive 4 points per semester in the category of campus involvement.

5. A student involved in a study abroad program such as Marist International Programs or Marist in Manhattan, will have their Campus Involvement priority points earned within each of the involvement categories (clubs/organizations/intercollegiate sports; service; leisure activities/fitness) during the semester prior to leaving or returning back to campus doubled*. The doubled points may not exceed any maximums. For example, if a student earned 3 priority points for involvement in clubs/organizations/intercollegiate sports (single category) during a semester, the doubling of those points totals 5, not 6, as the maximum number of points allowed for that category is 5.

*Doubling Points

A “Priority Point Year” is defined as January through December of any given calendar year and those points are used for the upcoming Room Selection process. For example, during Room Selection Day in the spring semester, all continuing resident students earned their priority points from the year prior, January - December. If a student was abroad in the Spring semester (January - May), then their Campus Involvement priority points would be doubled based on their earnings after they returned from abroad during the period of August - December. If a student was abroad in the Fall semester (August - December), then their Campus Involvement priority points would be doubled based on their earnings prior to going abroad during the period of January - May.

HOUSING AVAILABILITY WHEN THE COLLEGE IS CLOSED DURING VACATION PERIODS

During periods when the College is closed and/or during longer break sessions from classes, all resident students are expected to vacate their residence for the length of the break. Breaks include Thanksgiving, Winter, Spring and/or Easter. Dates and times of breaks will be posted on the Housing and Residential Life website. In addition, break information will be distributed to all students detailing break closing procedures. All students are expected to follow proper break checkout procedures.

Students found in residence without permission will be asked to vacate the campus immediately and will be referred to the Office of Student Conduct. All policies and procedures are in effect during breaks. No guests will be permitted in residence areas during these breaks, including other Marist students not approved to reside in housing. Students found in violation of these policies will be referred to the Office of Student Conduct and may be removed from residence pending disciplinary action.

A. Early arrival requests

Students needing to return to campus prior to the official opening of the Fall or Spring semester, must make this request, in writing by the deadline as stated in the written and/or electronic communication sent to all students by the Office of Housing and Residential Life or posted on their website. The College sets the early arrival date. Requests to arrive before that date will be denied. Students requesting to return early may be assessed an early arrival fee to be paid prior to arrival. Students in violation of College policies and the early arrival agreement form may be removed from housing pending disciplinary action.

B. Requests to stay during breaks

During the college’s short breaks (Thanksgiving and Spring break), students may request to stay in residence. Travel, on campus employment and internships are reasons that are commonly approved. Not all requests to stay during break periods will be granted. Requests must be submitted in writing to the Housing Office (Rotunda 387) or via e-mail at housing@marist.edu using your Marist issued Marist Mail account. Requests must be received by the stated deadline in the break housing memo. Requests

received after the deadline will be denied. Students requesting break housing for employment purposes must provide written documentation from his/her employer.

C. Senior Week Housing

Housing may be made available to residents after the official spring semester closing and prior to graduation for members of the Senior Class participating in senior week activities, students who have registered for summer housing and student employees of the College. Students not participating in senior week must request, in writing, to stay in residence by the posted deadline. Students remaining for employment purposes must provide written documentation to the Office of Housing & Residential Life by the posted deadline. Students may be asked to relocate from their academic year housing assignment to another area of campus during that week. Any policy violations may result in immediate removal from campus housing.

D. Summer Housing

Summer housing is available during the College's summer session. Priority for housing will be given to students registered for summer classes (including students working at internships for College credit) then to on-campus student employees and finally to current students working in the Poughkeepsie area. Proof of course registration and employment will be required of all students prior to approval of campus housing. A weekly fee will be assessed to those requesting summer housing.

During the summer session, all College and Housing & Residential Life policies and procedures are in effect. Students found in violation of the Code of Student Conduct will be held accountable. Students found in violation of College policies may be removed from summer housing as a sanction.

E. Winter Intersession Housing

No students will be permitted to stay in College housing from the end of the Fall semester to beginning of Winter Intersession. Students taking intersession classes or working on campus may apply for Winter session housing. Applications will be available in the Housing Office in early December. A weekly fee will be assessed to those requesting winter session housing.

DAMAGES

- A. Residents are not charged for normal wear and tear. Replacement and/or restoration costs for all room/apartment damage will be assessed to the residents of that area. In addition, students will be fined 25% of the cost of the repair and/or replacement for the damage in their area.
- B. Posters, signs and/or decorations placed where not allowed by fire safety or by housing regulations will be calculated as damages.
- C. Damages to areas and furnishings will be assessed throughout the academic year. Charges will be assigned to individuals for room/apartment damages. Charges for damages to or defacement of any area in common use, such as corridors, windows, bathrooms, lounges, study areas, elevators, recycling facilities, etc. will be charged to the responsible individual(s). However, when no specific individuals are identifiable, charges may be distributed among residents of the area, as floor charges or house/hall charges.
- D. Final assessment of room damages and charges will be completed by the College after the area is vacated. Any appeals of damages/charges must be in writing and addressed to Housing & Residential Life by the announced deadline.

DINING PLANS

Freshmen

All students residing in traditional residence halls are required to participate in the Anytime Dining Plan.

Sophomore students

Returning sophomore students residing in college housing are assigned to a campus dining plan based on their residence location. Residents of Midrise are required to participate in the Anytime Dining Plan. All sophomore students residing in a residence facility with a kitchen are pre-enrolled in the Apartment 15 Meals Plus \$200 Thrifty Cash plan, may opt to enroll in any other dining plan, but must remain at minimum in the Apartment 15 Meal Plan.

Junior and Senior Students

Returning junior and senior students residing in college housing with kitchen facilities are pre-enrolled in the Apartment 15 Meals Plus \$200 Thrifty Cash plan. Students may opt out of this plan or enroll in any of the other dining plan options. (This also applies to any student assigned by the college to reside at the Residence Inn).

Students have the option to change their dining plan selection within certain parameters according to their residence location as determined by the College. Dining Plan changes must be made at the Office of Housing and Residential Life by the second Friday of the semester. Should a student withdraw from college housing, the cost of his or her dining plan will be refunded accordingly.

If a student enrolled in a Resident Dining Plan is sick and/or injured and is unable to eat in the dining hall, a friend will be able to obtain a meal for the student from the main dining hall. The friend of the sick and/or injured student must pick up a meal by bringing the meal swipe card (Marist ID) of the person who is sick to the north cashier station of the main dining hall (closest to the Cabaret) and inform the cashier that he/she wants to sign up for a sick tray meal. The cashier will require the Marist ID of the person who is sick as well as the Marist ID of the student picking up the meal. Once both cards are swiped, a meal, packed in to-go containers will be provided.

Campus Dining Services accommodates students with special dietary needs. Any student requiring accommodations should contact the General Manager of Marist Dining Services at (845) 575-5114.

Thrifty Cash

Thrifty Cash is the debit portion of the College dining plan that can be used in any campus dining facility (retail or residential). Funds remaining in a Thrift Cash account transfer from the fall semester to the spring semester only, provided that the student remains enrolled in a dining plan. At the end of the fall semester, any funds remaining in the account may be used at campus retail locations provided the student is registered for a Marist College winter intersession class. Marist senior students cleared for graduation may use their Thrifty Cash funds during senior week. At the end of the spring semester, any funds remaining in the account do not carry forward to the next semester and will be forfeited. Students may add funds to their Thrifty Cash account at the Student Financial Services office located in Donnelly Hall, 200.

The Dining Hall and Retail Shops accept Cash, Credit, Marist Money and Thrifty Cash. For more information on Dining Plans, visit the website at

<http://maristdining.sodexomyway.com/dining-plans>.

E-MAIL COMMUNICATION

For validation purposes, all e-mail communication with all Student Affairs offices must originate from the official, college-issued, Marist Mail account, which utilizes a student's first and last names.

FIRE SAFETY IN RESIDENCE HALLS

To avoid fire hazards, the College must comply with New York State Fire Code and will conduct both announced and unannounced fire safety inspections in the residence areas. College staff may confiscate any items found in violation of College policy, NYS Fire Code, or the NYS Penal Law. In addition, the following guidelines also apply:

- A. Student rooms, corridors, stairwells, common areas and lobbies are:
 1. To be clear of any obstructions (examples: trunks, suitcases, ironing boards, athletic equipment, drying wet clothes, furniture, etc.); and
 2. To be free of any flammable material (examples: decorations, posters, notices, curtains, streamers, etc.).
- B. Both the possession and use of halogen lamps, hot pots, hot plates, broiler ovens, fry pans, popcorn makers, space/portable heaters, coffee urns, immersion heaters, toasters (except in townhouse and apartment kitchens), air conditioners and similar portable equipment are prohibited in all residence areas. Electrical appliance equipment is restricted to prevent fires and to avoid overload within any facility that may cause the loss of power to the entire facility or some portion thereof. Violations of this policy will result in disciplinary action and confiscation of the appliance. However, a single serve brewer is permitted in the residence halls.
 1. Students are permitted one refrigerator (no larger than 3.6 cubic feet and UL rated with reset fuse) in each room.
 2. Students in residence halls are permitted one microwave (no larger than 700 watts and UL rated) per room.
 3. Appliance use in apartments and townhouses are restricted to the kitchen areas only with the exception of approved refrigerators and microwaves.
- C. All electrical equipment, when being used, may only plug directly into a wall outlet or a UL rated surge protector with a reset button which is plugged into a wall outlet. Possession of extension cords is not allowed.
- D. The use of combustible fabrics such as room dividers, closet enclosures, wall and ceiling tapestries, curtains, etc., is prohibited in student rooms.
- E. An open flame (candles, blow torches, lanterns, etc.) is not permitted anywhere in the residence areas. Use of incense is also prohibited. Candles are not permitted even for decoration purposes and will be confiscated by College staff.
- F. Fire doors in the corridors must remain closed at all times. No one may prop the doors open. Students are not to tamper with smoke and heat detector devices in residence areas, illuminated exit signs, fire department stand pipe connections, fire alarms, pull station covers and fire extinguishers. Failure to adhere to these policies may result in Residence Hall Dismissal.
- G. If a fire extinguisher needs to be recharged, the student should contact his/her Resident Director or the Office of Safety & Security.
- H. Students are permitted to use portable barbecue grills on college grounds only if proper safety precautions are observed. No barbecue grill is allowed to be used or stored within 20 feet of any structure, overhang or inside a building.

- I. Violation of the Fire Safety Policy as it applies to appliances, extension cords etc. may result in student conduct sanctions. Subsequent violations may result in more serious disciplinary action.

Sprinkler System:

Sprinkler systems are installed in all residence facilities as required by the NYS building code when they are built and/or renovated. All residence facilities have Certificates of Occupancy from the Town of Poughkeepsie Building Department. Systems are “wet” systems and are installed to NFPA standards.

The following chart indicates fire safety systems in residence facilities:

Residence Building	Sprinkler (Full System)	Fire Alarm Monitoring Done on Site & Off Campus Monitoring	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) drills each calendar year
Champagnat	Yes	Yes	Yes	Yes	Yes	4
Fulton Townhouse 1, 2, 3, 4, 5, 6, 7, & 8	Yes	Yes	Yes	Yes	Yes	4
Foy Townhouse A, B, & C	Yes	Yes	Yes	Yes	Yes	4
Leo Hall	Yes	Yes	Yes	Yes	Yes	4
Lower Fulton 9, 10, 11, 12, 13, 14, & 15	Yes	Yes	Yes	Yes	Yes	4
Lower Townhouse J, K, L, & M	Yes	Yes	Yes	Yes	Yes	4
Lower West Cedar N, O, P, Q, R, & S	No	Yes	Yes	Yes	Yes	4
Marian Hall	No	Yes	Yes	Yes	Yes	4
Midrise	Yes	Yes	Yes	Yes	Yes	4
North Campus A-D	Yes	Yes	Yes	Yes	Yes	4
Sheahan Hall	Yes	Yes	Yes	Yes	Yes	4

Talmadge Court 1, 2, & 3	No	Yes	Yes	Yes	Yes	4
Upper New Townhouse H & I	Yes	Yes	Yes	Yes	Yes	4
Upper West Cedar T, U, V, W, X, & Y	No	Yes	Yes	Yes	Yes	4

“Sprinkler system” shall mean a system of piping and appurtenances designed and installed in accordance with generally accepted standards so that heat from a fire will automatically cause water to be discharged over the fire area to extinguish it or prevent its further spread. (Sec 155 of the NYS Executive Law).

All Campus Sprinkler Systems are inspected quarterly by a private contractor as required by NYS Fire Code.

Fire Alarm and Sprinkler inspection reports are reviewed by the NYS Inspector during the annual state inspection.

Fire Drills:

New York State requires two (2) supervised Fire Drills to be conducted in every Residence Facility per semester. Campus Security Officers conduct the drills and monitor the evacuation of all residents.

INDIVIDUAL POLICY AND INSTITUTIONAL RIGHTS

- A. The student’s right to privacy will be respected at all times. However, duly authorized representatives of the College have the right to enter student rooms for the purpose of inspections related but not limited to fire, safety, health and the condition of facilities and furnishings. Students will be notified before normal announced inspections. Unannounced inspections may occur during emergency situations, when conditions warrant intervention, or during vacation periods within or following the academic year.
- B. The Resident Director and/or designee may enter and inspect student rooms (including entry by passkey if necessary) without notice if there is a reasonable presumption of violation of any College regulations. However, a full search of a student’s room will be conducted when deemed appropriate for serious reasons in violation of the College’s Code of Student Conduct. A full search will include (but not be limited to) all desk and dresser drawers, furniture, closets, suitcases, boxes, lockers or storage areas in the room as well as refrigerators, bedding, clothing, backpacks, etc. A full search requires special written authorization by the Vice President for Student and/or designee.
- C. Students may not enter another’s room without clear and specific permission.

LAUNDRY FACILITIES

The Office of Housing & Residential Life is not responsible for items lost or damaged while using laundry machines. Any damage to machines from tampering will be billed to all residents of that particular area. To view machine availability or to report any non-operational machines log on to <http://www.laundryview.com>. First year students should also report any non-operating machines to their RD. Please note that laundry facilities are for the use of on-campus residents only.

MAINTENANCE REQUESTS

The College's Physical Plant Office is responsible for maintaining college facilities. Students are expected to keep their residence areas in good condition. Damages due to neglect or vandalism will cause a delay in allowing the Physical Plant staff to attend to routine maintenance requests. Any student who needs to request maintenance work and resides in a first-year residence area should contact his/her RD or RA. Any student who needs to request maintenance work and resides in all other college housing facilities should e-mail the Physical Plant Office at maintenance@marist.edu. In an emergency, call them directly at 575-3000 ext. 2255. During evenings and weekends contact Security at 575-3000 ext. 2282.

RESIDENCE HALL POSTING AND DISTRIBUTION POLICY

All internal campus posters and flyers for posting or distributing must first be approved by either the Office of Student Activities or the Office of Housing and Residential Life. No advertisements for alcohol or pictures depicting drinking or anything deemed "not in good taste" or not in accordance with Marist rules and regulations are allowed. Any unauthorized poster or flyer found in residence areas will be removed by college staff. After an event, organizations are responsible for removing flyers that had been posted.

SAFETY AND SECURITY

- A. When leaving one's room (even for a moment) or sleeping, the door should be locked. Students are responsible for keeping doors to townhouses, apartments and suites closed and locked at all times. All guests during the day and evening must be accompanied by their campus host. Strangers in a building should always be questioned and/or reported.
- B. The entrances to Marian, Sheahan, Leo, Champagnat and the Midrise residence facilities are locked from 7:00 a.m. to 3:00 p.m. and an entry officer is on duty from 3:00 p.m. to 7:00 a.m. Entrance to Marian, Sheahan, Leo, Champagnat, and Midrise, is gained through the use of the ID card security system. While students should feel free to invite friends from on or off campus to visit, each must accept responsibility for his/her guest and cooperate in an effort to prevent and bar unaffiliated person(s) from gaining access to, or remaining in college facilities. Students are responsible for carrying their ID card with them at all times and are not permitted to share it with anyone else.
- C. All Marist students are expected to swipe in at the Entry Desk with their Marist ID card. Entry Officers will not be keeping the student ID cards.

SERVICE AND SUPPORT ANIMAL POLICY FOR STUDENTS

Marist College seeks to meet the needs of its students with disabilities in accord with federal and state laws, (Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act Amendments Act of 2008, and anti-discrimination laws of the Department of Housing and Urban Development). This policy is designed to provide guidance regarding the use of Service and Support Animals by enrolled students with disabilities. The full policy regarding service and support animals for students is located here: <http://www.marist.edu/studentlife/studentconduct/handbook/serviceandsupport.html>.

RESIDENT FRESHMAN PARKING

- A. Freshman are NOT permitted to have a vehicle on campus. Exceptions to this policy are very limited and rare. Due to the large number of upper-classmen who bring vehicles to campus, we have no room for freshmen vehicles. DO NOT ASSUME it is permissible to bring a vehicle to campus and then apply for a parking permit after the vehicle is here. Any student bringing a vehicle to campus without prior approval will be denied a permit and the vehicle will be booted or removed immediately. Vehicles not removed will be towed.
- B. As you plan ahead, be advised that in order to be considered a sophomore, NYS Education Law requires you to have 50 or more credits. Students without 50 credits are NOT eligible for a parking permit. Bringing a vehicle to campus without the required credits will result in forfeiture of future parking privileges.

SUSTAINABLE PRACTICES AT MARIST COLLEGE

Please do your part to Reduce, Reuse and Recycle. For more information about Marist recycling, visit our website at <http://www.marist.edu/studentlife/sustainability/>.

PARTY REGISTRATION POLICY

If a student resides in a residence unit (apartment or townhouse) where the majority of students are over 21, only those students over 21 may purchase, possess or consume alcohol. If all members of the residence are over 21 years of age, the group may sponsor an event where alcohol is consumed. Sponsors of the party need to contact their RD to complete the Party Registration Form ONE WEEK in advance of the planned party date.

VISITATION AND GUEST POLICIES AND PROCEDURES

Marist students are welcomed to entertain other Marist students, off-campus students or non-students in the residence areas as long as it does not infringe on the rights of the other residents and as long as the student and guest adhere to the Visitation and Guest Policy outlined below. Roommates/housemates should determine guidelines for guests and visitors that adhere to College policy and are agreeable to residents of the room/suite/apartment.

All guests of first year students must be issued guest passes, which they are required to carry at all times.

A guest to a residence area is defined as a Marist College student who is not a registered resident of that facility or assigned to live in the particular room/unit.

A host is defined as a student responsible for a guest. The host must accompany the guest at all times. Failure to do so will result in discipline action.

- A. Marist students are responsible at all times for the behavior of their guest, and will be held accountable for any of the guest's behavior that is in violation of the Code of Student Conduct.
- B. Resident first year students who would like to host a guest must register them. When possible, students are encouraged to register a guest prior to their arrival. A guest is limited to two consecutive night stays per 7 night period.
- C. All campus guests are limited to two consecutive night stays per 7 night period. Students found in violation may incur disciplinary or financial responsibility.
- D. All guests entering first year residence halls must obtain a guest pass to enter the building.
- E. Any Marist student hosting a guest must remain with that person for the duration of the visit.

- F. For the 2017-2018 academic year no guests will be allowed as stated in the 2017-2018 calendar. <https://www.marist.edu/housing/calendar.html>.
- G. A guest who violates College policy or state and federal laws may be asked to leave the College immediately. Guests removed from campus are responsible for attaining their own transportation off-campus. Any guest not capable of safely operating a motor vehicle must leave by cab or other means of public or private transportation at their own expense. After investigation of the incident the person may be notified in writing that he/she is banned from College property until further notice.
- H. Upon the recommendation of the Resident Director/Office of Housing & Residence Life, the Office of Safety & Security, or the Student Conduct Office, guests may be banned from visiting the College.

Procedures for Obtaining a Guest Pass from an Entry Officer.

- A non-Marist guest must present a photo ID that includes their name, address, and date of birth.
- A guest under the age of 18 must list a parent/guardian n Emergency Contact Phone Number.
- The guest must sign the Guest Registration Form.
- The host and guest must be present when applying for a Guest Pass.

GUESTS WITHOUT REQUIRED ID WILL NOT BE ADMITTED.

- The Yellow Guest Registration Form must be carried by the guest at all times and shown to any staff member of the College upon request.
- A student is allowed only two non-Marist guests at a time.
- All guests must park in the Beck Place lot. A temporary parking permit is not required. Marist students visiting other Marist students must have a valid Marist College ID and swipe in before being allowed entry (current process).
- All hosts are responsible for the conduct of their guests at all times.

For Residents of Sheahan, Leo, Champagnat, Marian and first year students in Midrise Halls: Friday and Saturday Nights:

Guest Passes will be given out between 3:00 p.m. and 2:00 a.m. only at the following locations: entry desks of Leo, Sheahan, Champagnat, Marian, Midrise, and the Security Desk in Donnelly Hall. Guest passes are also available at the Champagnat Breezeway from 6 p.m. to 12:00 a.m.

Sunday through Thursday:

Guest Passes will be issued at the Security Desk in Donnelly Hall between 8:00 a.m. - 12:00 a.m. and/or at the Entry Desks from 3:00 p.m. to 12:00 a.m.

All guest and visitors must leave by 1:00 a.m.

Exceptions to this will only be granted for college offices sponsoring individuals for official college visits.

Please Note: The Office of Housing and Residential Life and/or Office of Safety and Security reserve the right to change Guest Pass Policy at any time.