

# Marist College

## 2021-2022



### **STUDENT HANDBOOK**

**CAMPUS SERVICES**

**SAFETY AND SECURITY**

**ATHLETIC PROGRAMS**

**CODE OF STUDENT CONDUCT**

**RESIDENT STUDENT HANDBOOK**

The Marist College Student Handbook, 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.

## TABLE OF CONTENTS

<p><a href="#">Marist College Heritage</a> .....3</p> <p><a href="#">Marist College Mission</a> .....3</p> <p><a href="#">Values Statement</a>.....3</p> <p><a href="#">Excellence in Education</a> .....3</p> <p><a href="#">A Sense of Community</a> .....4</p> <p><a href="#">A Commitment to Service</a> .....4</p> <p><a href="#">Campus Services</a> .....5</p> <p><a href="#">“Things to Know” (A - Z)</a> .....5</p> <p><a href="#">Absences/Medical Excuse Policy</a>...5</p> <p><a href="#">Academic Advisors</a> .....5</p> <p><a href="#">Academic Learning Center</a>.....5</p> <p><a href="#">Academic Policies</a> .....5</p> <p><a href="#">Academic Standing</a> .....6</p> <p><a href="#">Accommodations and Accessibility</a>6</p> <p><a href="#">Access to Student Records</a> .....6</p> <p><a href="#">Activities &amp; Happenings</a> .....6</p> <p><a href="#">Address Change</a>.....7</p> <p><a href="#">Army ROTC</a>.....7</p> <p><a href="#">Athletic Programs</a>.....7</p> <p><a href="#">Bookstore</a> .....7</p> <p><a href="#">Campus Crime Statistics</a> .....7</p> <p><a href="#">Campus Ministry</a> .....7</p> <p><a href="#">Car Trouble</a> .....7</p> <p><a href="#">Center for Advising and Academic Services</a> .....7</p> <p><a href="#">Center for Career Services</a> .....8</p> <p><a href="#">Check Cashing/ATM</a>.....8</p> <p><a href="#">Classification of Students</a>.....8</p> <p><a href="#">Clubs &amp; Organizations</a> .....8</p> <p><a href="#">College Ring</a>.....9</p> <p><a href="#">Commuter Services</a> .....9</p> <p><a href="#">Computer Labs</a> .....9</p> <p><a href="#">Counseling Center</a> .....9</p> <p><a href="#">Dean’s List</a>.....9</p> <p><a href="#">Dining Services</a> .....9</p> <p><a href="#">Hours of Operation</a>.....10</p> <p><a href="#">Emerging Leaders Program (ELP)</a>10</p> <p><a href="#">Final Exam Schedule</a>.....10</p> <p><a href="#">Fire Emergency Procedures</a>.....10</p> <p><a href="#">First Year Programs and Leadership Development (FYP &amp; LD)</a> .....10</p> <p><a href="#">Health Services</a>.....11</p> <p><a href="#">Help Desk</a>.....11</p> <p><a href="#">Housing &amp; Residential Life</a>.....11</p> <p><a href="#">Identification Cards</a> .....11</p> <p><a href="#">International Students</a> .....12</p> <p><a href="#">Intersession Registration at Marist</a>12</p> <p><a href="#">Library</a>.....12</p> <p><a href="#">Library Hours</a> .....12</p> <p><a href="#">Lost and Found</a>.....12</p> <p><a href="#">Mail &amp; Package Solutions Center</a>.12</p> <p><a href="#">Marist Abroad</a>.....13</p>	<p><a href="#">Marist Money</a>.....13</p> <p><a href="#">Mentors</a> .....13</p> <p><a href="#">Peer Mentor Program</a>.....13</p> <p><a href="#">Radar Team</a>.....13</p> <p><a href="#">Recreation &amp; Fitness Center</a> .....14</p> <p><a href="#">Recycling and Sustainable Campus Initiatives</a> .....14</p> <p><a href="#">Registrar’s Office</a>.....14</p> <p><a href="#">Solicitation Policy</a> .....14</p> <p><a href="#">Section 504 or ADA Grievance Procedure</a> .....14</p> <p><a href="#">Student Audit</a> .....15</p> <p><a href="#">Student Conduct</a>.....15</p> <p><a href="#">Student Financial Services</a> .....15</p> <p><a href="#">Student Government Association</a>..15</p> <p><a href="#">Title IX Coordinator</a>.....16</p> <p><a href="#">Transportation</a>.....16</p> <p><a href="#">Writing Center</a> .....17</p> <p><a href="#">Zip Car Program</a> .....17</p> <p><a href="#">Safety and Security</a> .....17</p> <p><a href="#">Fire Safety Information</a> .....17</p> <p><a href="#">Fire Response Plan</a>.....17</p> <p><a href="#">Fire Alarm Procedures</a> .....17</p> <p><a href="#">Fire Evacuation Procedures</a>.....18</p> <p><a href="#">Fire Evacuation Procedures for Persons with Disabilities</a>.....18</p> <p><a href="#">General Fire Safety Policies</a> .....18</p> <p><a href="#">Emergency Call Boxes</a>.....18</p> <p><a href="#">Enforcement by Local Police and Marist Security</a> .....18</p> <p><a href="#">Student Nighttime Auxiliary Patrol (SNAP)</a>.....19</p> <p><a href="#">Vehicle Registration and Parking</a>..19</p> <p><a href="#">Athletic Programs</a> .....20</p> <p><a href="#">Athletics</a> .....20</p> <p><a href="#">How Do I Participate in the Athletics Program</a>.....20</p> <p><a href="#">Advisory Committees to the Athletics Program</a>.....20</p> <p><a href="#">Athletic Facilities</a> .....20</p> <p><a href="#">Student Membership and Usage Policies</a> .....21</p> <p><a href="#">Hours</a>.....22</p> <p><a href="#">Dress Code</a>.....22</p> <p><a href="#">McCann Center Emergency Procedures</a>.....22</p> <p><a href="#">Injuries</a> .....22</p> <p><a href="#">Schedule of Events</a>.....22</p> <p><a href="#">Guide for Student Concerns</a> .....23</p> <p><a href="#">Problem-Solver at a Glance</a>.....24</p> <p><a href="#">Code of Student Conduct</a> .....26</p> <p><a href="#">Resident Student Handbook</a> .....26</p>
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## **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), at [advising@marist.edu](mailto:advising@marist.edu) or 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 in the myMarist Student tab Advising – Undergraduate portal.

#### ACADEMIC CALENDAR

The College’s academic calendar can be found by visiting the following website:

<https://www.marist.edu/academics/calendars>.

#### 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);
  - Drop-in writing tutoring is available through the iLearn Proofreading site
- \*These services are offered based on the traditional undergraduate semester calendar.
- Private tutoring is available for a small fee (fall, winter, spring, and summer semesters)
  - 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.  
<https://www.marist.edu/academic-resources/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 <https://www.marist.edu/academic-resources/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 on the ALC website and in the course catalog.

#### ACADEMIC POLICIES

Policies related to academics, including the Grade Appeal Policy and reinstatement can be found at

## **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, at [advising@marist.edu](mailto:advising@marist.edu) or 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. In accordance with the provision of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 (ADA), the College strives in its policies and practices to provide full access to individuals with disabilities in all aspects of college life.

The mission of the Office of Accommodations and Accessibility is to support students with documented disabilities in becoming empowered, independent learners by providing the appropriate accommodations and services necessary to access the educational opportunities at Marist College.

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. Services and accommodations are individualized to meet the needs of each student and may vary depending upon the disability and/or course content.

Students seeking additional information on procedures for determining and implementing accommodations should contact the Office of Accommodations and Accessibility, in Donnelly Hall 226, at [accommodations@marist.edu](mailto:accommodations@marist.edu), 845-575-3274, or visit them on the web at:

<https://www.marist.edu/academics/academic-resources/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 may release the following information at various times unless requested in writing not to do so by the student: student name, campus-wide identification number, address, college email 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, 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/academics/registrar/ferpa>.

### Expectations of Students:

- Conduct as much business as possible electronically using the Marist Email System or Banner Self Service
- Conduct YOUR OWN business. DO NOT allow your parents to conduct your business for you.
- DO NOT SHARE your Marist User ID and Password with your parents, this is a violation of the IT Security Policy and FERPA.

## **ACTIVITIES & HAPPENINGS**

Interested in what's happening on campus? Each semester, the Student Activities Office, located in the **Murray Student Center 3115**, publishes a semester brochure highlighting various campus events sponsored by academic and administrative offices, student government and clubs. In addition, the Office promotes events via a large screen television outside of the Student Activities Office. 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/academics/registrar/student-directory>.

## **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.

## **ATHLETIC PROGRAMS**

See page 20.

## **BOOKSTORE**

The Marist College Bookstore is located on the lower level of the Murray Student Center and is run by Barnes and Noble. For hours of operation and details about textbook orders, visit the Bookstore website at <https://marist.bncollege.com/shop/marist/home>. **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 Office of Safety and Security will provide 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 <https://www.marist.edu/security> or by calling the Office of Safety and Security at 845-471-1822 or Ext. 2282.

## **CAMPUS MINISTRY**

Marist College Campus Ministry, **located at Byrne House, ext. 2275**, 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: Arise (Evangelical students); Catholic Connections; Jewish Student Group, Orthodox Christian Group; and Quest (Main Line Christians). Campus Ministry is responsible for the approval and sponsorship of any Religious/ Spiritual student group, event or practice.

## **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 contact CAAS ([advising@marist.edu](mailto:advising@marist.edu) or 845-575-3500) for the below reasons, for more information please visit <https://www.marist.edu/academic-resources/advising>

- 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 Marist College Center for Career Services, located in Cannavino Library 332, offers a variety of programs and information to assist students with professional development activities. Students are encouraged to begin exploring potential career areas early and often. Resources the Center for Career Services offers include:

- Career coaching to assist students in implementing four-year career plans
- Individual assessments utilizing online resources to explore majors and career paths
- Internship and full-time job search and preparation
- Exploration of career goals via competitive internships
- LinkedIn profile setup and review
- Career-related workshops and alumni networking events
- **Road to the Workplace** – Networking opportunities with Marist alumni and other industry professionals. Students get an introduction to an organization’s culture and work environment and learn about available internship/job opportunities.
- **Career Connections Series** – Sessions that feature Marist alumni speakers who work at high profile companies. Students get advice from the alumni on various professional development topics and learn about a specific field or company.
- Career and Internship Fairs, Graduate School Forum, and Teacher Recruitment Day
- Recruiting Events and Mock Interviews
- Graduate School Advisement
- Scholarship and Fellowship Applications
- For complete information about the Marist College Center for Career Services visit <https://www.marist.edu/academic-resources/career-services>. Students are also encouraged to follow the Center for Career Services on social media platforms for up-to-date information on events and programming. Students can join the Marist College Center for Career Services LinkedIn group to receive updates on job and internship postings as well as alternative professional development programs.

### **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 SGA chartered clubs and organizations on campus by visiting <https://www.marist.edu/student-life/involvement> 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.

Included in our clubs and organizations are opportunities to join Greek Life. Opportunities to join these nationally recognized organizations will be announced over the course of the academic year, beginning with the Activities Fair. All interested students are required to have a 2.5 GPA to be eligible to rush. Per Marist policy, freshman may not rush in their first semester. For more information on Marist Greek Life, including recognized fraternities and sororities, please visit <https://www.marist.edu/student-life/community/conduct/greek-affairs> or contact the Student Activities Office at 845-575-3279.

### **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 Commons Lounge is located on the **ground floor of the Murray Student Center**. The Lounge offers commuters an opportunity to relax and socialize, watch television, or work in small project groups. There is a microwave, coffee/tea brewer, and comfortable seating for the convenience of all commuting students. The Commons Lounge is where the Commuter Student Council hosts meetings and events.

The Associate Director of First Year Programs & Leadership Development's office is located near the Commons Lounge.

### **COMPUTER LABS**

Registered Marist students have access to several computer labs on campus through the IT Help Desk and Media Center. 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/infotech-departments-facilities/desktop/labs](http://www.marist.edu/infotech-departments-facilities/desktop/labs).

### **COUNSELING CENTER**

The Office of Counseling Services is located in the **Health and Wellness Center, Murray Student Center Third Floor 352**. You can contact the office by calling 845-575-3314 or via email at [counseling.services@marist.edu](mailto:counseling.services@marist.edu). Counseling Services is dedicated to supporting and enhancing students' mental health and wellness, resilience, and personal growth, and fostering a campus climate of inclusion and equity. Our staff of mental health professionals provide a wide array of culturally-sensitive services that include individual and group counseling, consultation, referrals, psychiatric services and workshops and trainings. Services are free and confidential. Find out more by visiting the web site at <http://www.marist.edu/student-life/services/counseling>.

### **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 offers multiple dining opportunities with diverse menus that feature traditional favorites, and international cuisines, with an emphasis on sourcing local and regional products. Through sustainable practices and educational programs, the campus dining program provides 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.

### **DINING PLANS**

Students residing in college housing are assigned a 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 no later than the second Friday of the semester. Should

a resident student withdraw from campus housing, the cost of his or her dining plan will be refunded accordingly. Commuter and off-campus students may also enroll in any dining plan.

A dining plan can be modified by visiting the MyHousing page on My.Marist.edu and clicking **MyMeal Plan**. Dining plan changes are made online and can take up to two business days to process. Any meal swipes remaining in an account on any Dining Plan do not transfer from the fall to spring semester. Questions? Visit our Frequently Asked Questions page or contact the Office of Housing & Residential Life by calling (845) 575-3307 or via email at [housing@marist.edu](mailto:housing@marist.edu).

**Thrifty Cash** is the debit portion of your dining plan that can be used in any dining service location. Account balances for Thrifty Cash (excludes remaining dining plan meal swipes) may transfer from the fall to the spring semester only, provided that the student remains enrolled in a dining plan. If the dining plan is dropped, the balance does not carry over. 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 fall semester and will be forfeited.

To add money to your Thrifty Cash account online visit the MyHousing page on My.Marist.edu account to add funds in \$25 increments, with a maximum addition of \$100 per transaction. In order to request Thrifty Cash, please ensure that you have a credit on your student account, resulting from excess financial aid or recent payment. Without a credit on your student account, Student Financial Services will be unable to process your request. Funds can be added to a student account through the electronic billing portal by making a one-time payment to the student's tuition account. Please allow one business day for the transaction to be processed.

<https://maristdining.sodexomyway.com/my-dining-plan/index>

#### **CAMPUS DINING FACILITIES**

<https://maristdining.sodexomyway.com/dining-near-me>

#### **CAMPUS DINING FACILITIES HOURS OF OPERATION**

<https://maristdining.sodexomyway.com/dining-near-me/hours>

#### **FOOD SERVICE OPTIONS AVAILABLE WHEN A STUDENT IS SICK**

<https://maristdining.sodexomyway.com/explore/nutrition>

#### **DINING SERVICES VIRTUAL TOUR**

[https://content-service.sodexomyway.com/media/Marist%20Dining%20Services%20Virtual%20Dining%20Tour\\_tcm140-63504.pdf?url=https://maristdining.sodexomyway.com/](https://content-service.sodexomyway.com/media/Marist%20Dining%20Services%20Virtual%20Dining%20Tour_tcm140-63504.pdf?url=https://maristdining.sodexomyway.com/)

For more information on Dining Services, visit the website at <https://maristdining.sodexomyway.com/>

#### **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 skills. Workshops are typically 75 minutes long. Those who complete five or more during the academic year receive a non-credit Leadership Certificate, and many students participate throughout their years of study. Some faculty members provide extra credit for participation in the program, and it is an excellent networking opportunity and resume booster.

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. Additional information can be found at:

<https://my.marist.edu/emerging-leaders>

#### **FINAL EXAM SCHEDULE**

Each semester students can review the final exam schedule by visiting the Marist web site at <https://www.marist.edu/academics/calendars>, at the bottom of the page.

#### **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 experiences such as Orientation, First Fall and Welcome Week, as well as through a variety of academic and social programs involving small group and one-on-one interactions. Both the professional and peer Mentor Programs happen thru this area (see Mentors below). While they are not new to college, transfer students are also part of FYP as they are new to the Marist community. FYP & LD works with all class years by offering opportunities for leadership development to all interested undergraduate students 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 On the Beginning.”**

## **HEALTH SERVICES**

The Marist Health Services office is located at 69 West Cedar Street, Poughkeepsie, New York. It is staffed by a medical director, nurse practitioners, registered nurses and administrative staff. Health Services' office hours are posted at <https://my.marist.edu/health-services>.

Marist Health Services provides care to registered full-time undergraduate students while undergraduate classes are in session. Full-time graduate students may elect to pay the Health Services fee to access care as well. Students are requested to call 845-575-3270 to schedule an appointment. In the event of an unplanned visit or emergency, students are triaged promptly and seen in order of the severity of their issue.

There is no charge for office visits or in-house lab tests (e.g. rapid strep tests), but outside tests are billed to the student's insurance.

Dental care is not available on campus. Information about dental specialists can be found at <https://www.marist.edu/student-life/services/health-services> under “Related Information.” Students are responsible for transportation to off-campus appointments.

Resident students requiring after-hours care are encouraged to notify the RA, RD or Marist College Safety and Security: x5555, x2282 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 upon referral by Health Services staff. Influenza vaccine is available at “flu clinics” held on campus, as well as at Rite Aid Pharmacy. While flu shots are covered by most insurances, there may be a modest fee for those students who do not have adequate coverage.

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/student-life/services/health-services/health-insurance-plan>. Before opting out of the plan provided, students are advised to confirm details of their policy's coverage of services in the Poughkeepsie area.

Marist Health Services often receives inquiries about class attendance issues. The Wellness Center does not provide excuse notes for routine illness. Please see the “Health Excuse Policy” located at [marist.edu/student-life/services/health-services](https://www.marist.edu/student-life/services/health-services).

## **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 following locations: **Lower Level of Donnelly Hall** (next to ResNet) and Donnelly Computer Lab, email them at [helpdesk@marist.edu](mailto:helpdesk@marist.edu), or call **845-575-4357 (HELP)**. Check the website for each location's hours at [www.marist.edu/helpdesk](http://www.marist.edu/helpdesk).

## **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, 2020-2021 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, student responsibilities, etc. can be found at <https://www.marist.edu/academics/center-for-multicultural-affairs/isps>.

## **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 intersession. For further information visit their web site at <http://www.marist.edu/winter>.

## **LIBRARY**

The James A. Cannavino Library, truly the center of campus, offers a variety of spaces 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, including e-books, streaming video titles, and electronic journals. All are easily accessed through Fox Hunt, the Library's online search engine. Subject guides and course pathfinders designed for specific classes are also available to assist in research. 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.

Reference librarians are available to assist students with their information needs by virtual appointment, by phone at Ext. 3292, by chat, and by e-mail at [Ask-A-Librarian@marist.libanswers.com](mailto:Ask-A-Librarian@marist.libanswers.com).

## **LIBRARY HOURS**

Library hours are available on the library home page and at [library.marist.edu/hours.php](http://library.marist.edu/hours.php)

## **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 SOLUTION CENTER**

The Mail & Package Solution Center is located on the second floor of the Murray Student Center. All resident students will receive an email for all mail and packages received. Your Marist ID will be required for our card swipe technology to initiate the delivery process of all mail and packages. The Mail & Package Solution 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 1:00 PM

Service hours are reduced during winter and summer breaks.

### **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/study-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/student-life/services/marist-id-money/deposit>. 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](mailto: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/student-life/services/marist-id-money>.

### **MENTORS**

The Coordinators and the Associate and Assistant 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 their college career. Coordinators live in the residence areas and are assigned to work with new first-year and transfer students and those whose grades are below the College's academic standards. The Associate Director mentors commuter students and has an office adjacent to our Student Lounge in the Murray Student Center. The Assistant Director is located in Marian Hall. 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, Welcome Week, and First Fall, FYP Coordinators enhance the Marist experience by offering a wide variety of meaningful and enjoyable programs such as the Faculty Supper Series, Red Fox Rumbles, First Year Fridays, Emerging Leaders Workshops, and other opportunities for student growth, connection and development. They also work closely with Resident Directors and other Student Affairs staff to help build a solid sense of community. Click here to meet your mentor: <https://www.marist.edu/student-life/first-year-prgraom/meet-mentor>.

### **PEER MENTOR PROGRAM**

In addition to working with a professional mentor, the Office of First Year Programs and Leadership Development provides first-year students with the opportunity to participate in the Marist Peer Mentor Program. The program is designed to provide first-year and transfer students with an immediate connection to peers and to upper-class students who have experienced being new to Marist.

Peer Mentors are sophomores, juniors and seniors who are actively involved as student leaders and have an extensive knowledge of the various resources available. In conjunction with the Office of First Year Programs, your Peer Mentor is dedicated to walking you through your first year as a member of our community. There are different programs for First-Year and Transfer students to address their differing needs and experiences. The Marist Peer Mentor Program is offered at no additional cost to students.

### **RADAR TEAM**

Students experience a wide-range of challenges and adjustments while attending college. As students are adapting to these changes there are times when severe stress may result in distress or disruptive behavior. The Radar Team serves as a point of referral for students, faculty, staff and administrators to report student behaviors that they believe are concerning or worrisome. Once a student has been referred, the team works to find the person(s) at the College best positioned to reach out, talk to, and assist the student. This outreach may include referrals to campus resources (e.g., academic support, Health Services, Student Financial Services, and/or Counseling Services). The overall goal of the team is to assist students experiencing difficulties and connect them to resources and support. For more information visit the Radar Team website at <https://my.marist.edu/student-conduct>

### **RECREATION & FITNESS CENTER**

The **James J. McCann Recreation Center** houses the McCann Arena, the Team Weight Room and Student Weight Room, an indoor turf facility, regulation basketball and volleyball courts, 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/student-life/sustainability/](http://www.marist.edu/student-life/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 Section 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, in Donnelly Hall 226, at [accommodations@marist.edu](mailto:accommodations@marist.edu), 845-575-3274, or visit them on the web at: <https://www.marist.edu/student-life/community/accommodations-accessibility/disability/section-504>.

### **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. 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 President Cabinet, 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 the Student Body President, Executive Vice President, and the Assembly, which includes the Cabinet, Representatives, and Judicial Board.

**The 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.

**The Cabinet** serves as an advisory board to the SGA President. The positions on the Cabinet are appointed by the Student Body President and are confirmed by the Representatives. The positions consist of: the Student Body Executive Vice President, Chief Communications Officer, Chief Financial Officer, Vice President of Student Life, Vice President of Diversity & Inclusion, Vice President of Club Affairs, Vice President of Academics, Vice President of Athletic Affairs, Elections Commissioner, and Parliamentarian.

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

**The Vice President of Club Affairs** oversees the seven advisory councils, which includes over 80 clubs and organizations recognized by SGA. The seven advisory councils are Co-curricular, Greek, Honorary/Professional, Production/Performance, Social/Service, Awareness, and Sports.

**The Financial Board** is responsible for the oversight of the distribution of the Student Activities Fee to chartered clubs and organizations. Financial board members are appointed by the Chief Financial Officer (CFO) and approved by Cabinet and Representatives. In addition to the CFO, the Financial Board has an Assistant to the Deputy CFO, four appointed students, and one College administrator appointed by the Vice President for Student Affairs.

**The Chief Communications Officer** is responsible for disseminating information from the Student Government Association to the Marist Community. The Chief Communications Officer (CCO) utilizes all campus media outlets: Marist College radio, TV, the campus newspaper, and social media. In addition, the CCO is responsible for press releases, polling, and designing flyers for SGA-sponsored events.

**The Student Academic Council (SAC)** establishes firm lines of communication between the academic schools and the student body and explores avenues of curricular growth and development. Students are able to voice their concerns and/or suggestions through their SAC school representative in reference to academic programs, proposals, and changes in curriculum.

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

**Representatives** are elected by the student body to meet the needs of the students on campus. There are 7 representatives with different constituencies: 1 Commuter Representative, 2 Distance Representatives, 1 North End Representative, 2 South End Representatives, and 1 Transfer Representative.

**Class Boards** represent the 4 class years. Each class board has 4 officers, a President, Vice President, Secretary, and Treasurer. The Class Boards are responsible for planning events and activities that unite their class. The Class Boards attend the SGA meetings, addressing any concerns and promoting activities to the Assembly.

## **CLUBS & ORGANIZATIONS**

Students can find a complete listing of all SGA chartered clubs and organizations on campus by visiting <https://www.marist.edu/student-life/involvement> 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.

Included in our clubs and organizations are opportunities to join Greek Life. Opportunities to join these nationally recognized organizations will be announced over the course of the academic year, beginning with the Activities Fair. All interested students are required to have a 2.5 GPA to be eligible to rush. Per Marist policy, freshman may not rush in their first semester. For more information on Marist Greek Life, including recognized fraternities and sororities, please visit <https://www.marist.edu/student-life/community/conduct/greek-affairs> or contact the Student Activities Office at 845-575-3279.

## **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. Title IX prohibits sex discrimination in all programs and activities that receive federal funds over which the college exercises substantial control, and also prohibits retaliation for the purpose of interfering with any right or privilege safeguarded under Title IX. The College considers non-consensual sexual intercourse in addition to any act of sexual misconduct or other sex-based offenses, including intimate partner or relationship (dating and/or domestic) violence, non-consensual sexual contact, sexual exploitation and stalking as a violation of its 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 federal, state, and local laws and regulations related to Title IX. **For any questions or concerns, contact Kelly Yough, Title IX Coordinator, Donnelly 120, 845-575-2110, email: [titleix@marist.edu](mailto:titleix@marist.edu).**

## **TRANSPORTATION**

There is a variety of available transportation options available for students. Zip Cars are located on campus, and there are ride share businesses available, such as Uber and Lyft. Taxi services are plentiful, and the cost to and from the train station is generally minimal.

Marist College has designated the **Donnelly Parking Lot** for companies to pick up and drop off students between 7:00 PM and 3:00 AM. This prevents 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 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.

## **WRITING CENTER**

The Writing Center, located in **LIB 334 (third floor of the Library)** offers one-on-one tutoring, *free of charge*, to the Marist Community. It is staffed by professional and highly trained student tutors, and its mission is "to help all members of the Marist College community to become more versatile, more successful, and more self-sufficient writers." To learn more, call **Ext. 2735** or visit <https://www.marist.edu/academics/academic-resources/writing-center>.

## **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 and Fontaine Hall. International student applications welcomed. To learn more or register, visit <http://www.zipcar.com/marist>.

## **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.

### **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 violations of the on-campus laws. When stopped on campus by Marist Security, students are required to identify themselves and/or produce valid ID.

### **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**.

### **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: [safety@marist.edu](mailto:safety@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 on the Security website <http://www.marist.edu/security/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. 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.

# 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 & Diving, Tennis, and Indoor and Outdoor Track.

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

At the Club level opportunities may include: Co-ed Band, Co-ed Cheerleading, Co-ed Dance, Co-ed Equestrian, Co-ed Esports, Co-ed Fencing, Co-ed Golf, Co-ed Skiing, Co-ed Tennis, Co-ed Ultimate Frisbee, Men's Ice Hockey, Men's Lacrosse, Men's Rugby, Men's Volleyball, Men's Soccer, Baseball, Women's Rugby, and Women's Lacrosse.

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, 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.

Information on all three levels of competition at Marist can be found on the department website – *GoRedFoxes.com*.

## 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 North End Housing complex. 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**

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 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 studio, locker rooms and the Football Office Suite.

### **McCann Arena**

This facility is home to the varsity volleyball and men's and women's basketball programs. Amenities in the arena include 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.

Completed in the Fall 2019, the fitness and recreation wing of the James J. McCann Center provides students and student-athletes alike with state-of-the-art fitness and training facilities. The vision of the expanded McCann Center is to be a student center in the evening hours, and to provide Marist students with excellent space to recreate and socialize while maintaining an active lifestyle. The addition includes a pair of weight rooms, an indoor turf facility, a recreation gymnasium with two NCAA regulation basketball courts, and a 133-meter elevated track. Other spaces include a physical therapy facility designed for an athletic and academic partnership with the Doctorate of Physical Therapy program, two multipurpose rooms designed for team meetings, film review and physical education and fitness classes, and a rooftop terrace with a green roof.

### **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 field 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.

### **McCormick Fitness Center**

The McCormick 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 28 pieces of cardio equipment, including 13 treadmills, 10 ellipticals, 4 expresso bicycles, and 1 free motion machines. It also holds 7 circuit strength machines and a double sided powerlift rack. 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 McCormick Fitness Center.

### **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. It contains 15 pieces of cardio, including seven treadmills, seven elliptical and four Expresso bicycles. Satellite radio is available throughout the Marketplace Fitness Center.

## **STUDENT MEMBERSHIP AND USAGE POLICIES**

The McCann Recreation Center, the McCormick Fitness Center and Marketplace Fitness Center are for the use of the Marist College community. Individuals using the facilities are required to have appropriate identification with them, and can be asked to present Marist ID by staff. The McCormick and Marketplace Fitness Centers are exclusively for the use of the Marist student community.

1. Undergraduate and graduate students can all parts of the Centers during all building hours.
2. Students with valid College ID can have up to two (2) guests. Guests must have ID and register with the McCann front desk.
3. Smoking, vaping and electronic cigarettes, alcohol, other tobacco substances and chewing gum are prohibited.
4. Person headphones are required for all audio devices.
5. Foul language is prohibited. Violators may be requested to leave the facility.
6. Bicycles and scooters cannot be brought into the McCann Center. Bicycle racks are provided outside the facility.
7. Roller blades, skateboards, etc. cannot be used in the McCann Center. All personal transportation devices must be carried by the owner.
8. Pets are prohibited. Federally recognized service animals are permitted. Documentation for the service animal may be requested by Marist staff.

## **HOURS**

Building hours for the McCann Center, McCormick and Marketplace Fitness Centers can be found on the department website – *GoRedFoxes.com*. 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:
  - Clothing with inappropriate or offensive graphics and/or language.
  - Excessively small and short shorts.
- The Marist staff reserve 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 facility.

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 McCann 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/fire-response>.

### **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 Front Desk in the lobby of the McCann Center. For further information call **575-3699 (FOXX)** and press appropriate number.

## **GUIDE FOR STUDENT CONCERNS**

<b>SITUATION</b>	<b>REFER TO</b>
<b>Concerns about students</b>	<b>Student Affairs</b> <b>Assistant Dean for Student Affairs</b> Matthew McMahon 3399 North Road - RO 389 Poughkeepsie, NY 12601-1387 845-575-3515
<b>Concerns about staff members</b>	<b>Human Resources</b> 3399 North Road - DN 120 Poughkeepsie, NY 12601-1387 845-575-3000, ext. 3349 <b>Student Affairs</b> 3399 North Road - RO 389 Poughkeepsie, NY 12601-1387 845-575-3515
<b>Discrimination complaints based on religion, race, age, disability, sexual orientation, etc.</b>	<b>Title IX Coordinator</b> Kelly Yough TitleIX@marist.edu 3399 North Road - DN 120 Poughkeepsie, NY 12601-1387 845-575-3000, ext. 2210
<b>Physical illness</b>	<b>Marist Health Services</b> 69 West Cedar Street Poughkeepsie, NY 12601-1387 845-575-3000, ext. 3270
<b>Emotional distress or suicidal ideation</b>	<b>Counseling Center</b> 3399 North Road - SC 352 Poughkeepsie, NY 12601-1387 845-575-3000, ext. 3314
<b>Grade appeals or issues with instructors, medical or emergency withdrawal, leave of absence, withdrawal, or transfer</b>	<b>Center for Advising and Academic Services</b> advising@marist.edu 3399 North Road - DN 224 Poughkeepsie, NY 12601-1387 845-575-3000, ext. 3500
<b>Sexual misconduct complaints</b>	<b>Title IX Coordinator</b> Kelly Yough TitleIX@marist.edu 3399 North Road - DN 120 Poughkeepsie, NY 12601-1387 845-575-3000, ext. 2210

## PROBLEM-SOLVER AT A GLANCE

<b>For</b>	<b>Office</b>	<b>Where</b>	<b>Ext.</b>
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	Marist Health Services	69 West Cedar St. Poughkeepsie NY	3270
Housing Requests	Housing Office	Rotunda 387	3307
I.D. Cards	Marist Money Card Office	Donnelly 241	3550
Interession 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	Mail & Packaging Solutions Center	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	2206

		Center 3123	
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

# MARIST



## **CODE OF STUDENT CONDUCT AND RESIDENT STUDENT HANDBOOK**

## TABLE OF CONTENTS

### **CODE OF STUDENT CONDUCT**

<u>Preamble.....</u>	<u>28</u>
<u>Conduct Associated with COVID-19 Related Policies.....</u>	<u>28</u>
<u>Section 1: Definitions.....</u>	<u>28</u>
<u>Section 2: Jurisdiction.....</u>	<u>29</u>
<u>Section 3: Violation of Law.....</u>	<u>30</u>
<u>Section 4: Core Values and Behavioral Expectations.....</u>	<u>31</u>
<u>Section 5: Office of Student Conduct.....</u>	<u>41</u>
<u>Section 6: Overview of the Conduct and Academic Integrity Process.....</u>	<u>41</u>
<u>Section 7: Student Conduct Bodies.....</u>	<u>42</u>
<u>Section 8: Student Conduct Authority.....</u>	<u>44</u>
<u>Section 9: Formal Conduct Procedures.....</u>	<u>45</u>

### **RESIDENT STUDENT HANDBOOK**

<u>Residential Life Mission Statement.....</u>	<u>58</u>
<u>Staff in Residence.....</u>	<u>58</u>
<u>Residential Life Policies, Procedures and Expectations.....</u>	<u>58</u>
<u>Residence Selection Process.....</u>	<u>60</u>
<u>Priority Points.....</u>	<u>60</u>
<u>Housing Availability When the College is Closed During Vacation Periods.....</u>	<u>63</u>
<u>Damages.....</u>	<u>63</u>
<u>Dining Plans.....</u>	<u>63</u>
<u>E-mail Communication.....</u>	<u>63</u>
<u>Fire Safety in Residence Halls.....</u>	<u>63</u>
<u>Individual Policy and Institutional Rights.....</u>	<u>66</u>
<u>Laundry Facilities.....</u>	<u>66</u>
<u>Maintenance Requests.....</u>	<u>66</u>
<u>Residence Hall Posting and Distribution Policy.....</u>	<u>66</u>
<u>Safety and Security.....</u>	<u>66</u>
<u>Service and Support Animal Policy for Students.....</u>	<u>66</u>
<u>Resident Student Parking.....</u>	<u>67</u>
<u>Visitation and Guest Policies and Procedures.....</u>	<u>67</u>

# 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. Web links are provided to students at the beginning of each academic year. Printed copies of the *Code of Student Conduct* are available upon request from the Office of Student Conduct or Student Affairs. This document is available on-line at the following address: <https://www.marist.edu/student-life/community/student-conduct>.

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.

## CONDUCT ASSOCIATED WITH COVID-19 RELATED POLICIES AND PROTOCOLS

All students are required to comply with all of the College's COVID-19 related policies, procedures and protocols contained within any, including among other things, College document, official communication or directive, website, or campus signage. An allegation of non-compliance with COVID-19 related policies and/or behavior that poses a public health risk may constitute a violation of the existing Core Values and Behavioral Expectations published in the Code of Student Conduct and may be referred for disciplinary action, including among other things, removal from campus, in accordance with the College's Student Conduct Process. **By attending Marist College, you understand and assume the risks associated with COVID-19, thus removing liability from the College.**

## 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.

**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.

**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**- 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.

**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.

**Preponderance of the Evidence**- Information, considered as a whole, which indicates that it is more likely than not that a policy violation occurred. The "preponderance of the evidence" standard is employed in the adjudication of cases and is a lower one than the "beyond a reasonable doubt" standard employed in criminal prosecutions within the court system.

**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.

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

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

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

**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 necessary.

**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 *Code of Student 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 or 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 any published College policies, rules and regulations including, but not limited to, the policies found on any College website or document.
- 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, or online, 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 online, 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:
- Intentionally or recklessly causing a fire which damages College or personal property or which causes injury;
  - Failure to evacuate a College-controlled building or other structure in a timely fashion during a fire alarm or drill;
  - Improper use of College fire safety equipment;
  - 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;
  - Falsely reporting a bomb, fire or any other emergency by means of activating a fire alarm or by any other means;
  - 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;
  - Actions that create a substantial risk such that the safety of an individual is compromised;
  - Activation of alarm system due to unauthorized use of fire doors. This will likely result in a \$150 fine;
  - 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
  - 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, appliances, or hover boards/scooters, etc.);
  - Activation of a fire alarm due to the use of a prohibited item or negligent cooking.

**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:

- Providing false information to any College official, faculty member or office;
- Forgery, alteration or misuse of any College document, image, record or instrument of identification, including parking permits;
- Tampering with the election of any College recognized student organization officer;
- Encouraging or assisting another person to violate a College policy; and
- 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:

- Failure to obey the summons of a student conduct body or College official;
- Falsification, distortion or misrepresentation of information before a student conduct body. This will also result in additional conduct charges being filed;
- Disruption or interference with the orderly conduct of a disciplinary proceeding;
- Initiation of a disciplinary proceeding knowingly without cause by filing a false report or statement;
- 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. Students should remove themselves from the situation immediately, ask the individual(s) with alcohol to leave or dispose of the alcohol, and/or notify College officials. 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.

For all students regardless of age:

- Common sources such as kegs, party balls, and multi-quart containers of alcohol 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.
- A student may not provide alcohol to an underage individual and/or permit an underage individual to consume or possess alcohol in their living unit/room.
- Residents holding a gathering in their living unit/room where an alcohol violation is taking place are considered hosts. All residents assigned to the living unit/room who are present during the time of the incident will likely be regarded as the host and subjected to disciplinary actions. Hosts can be held responsible for injury or damage occurring to any person or to property in which the consumption of alcohol was a contributing factor and may receive harsher sanctions.
- 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 Director (RD), 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 living units/rooms 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 Marist College Acceptable Usage Agreement available at [www.marist.edu/network-access](http://www.marist.edu/network-access)).

This includes, but is not limited to:

- a. Illegally copying, distributing, down loading 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;
- b. Use of computers and campus network to harass or threaten other computer users, or to publicly display offensive or obscene messages/videos;
- c. Unauthorized use or abuse of your computer account or the College network;
- d. Repeatedly sending messages with no appropriate intent;
- e. Accessing a student or staff account without authorization;
- f. Using a College office account to send messages without authorization;
- g. Failure to comply with college policies on computers, networks, voice mail and telephone services;
- h. E-mail solicitation; and
- i. 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, bongs, 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; and

- Participation at a party or presence in a room where a drug policy violation is taking place.

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 narcotics or other illegal drugs 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., RD, RA, 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 abuse of any kind. 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 <https://www.marist.edu/title-ix>. 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. The 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. 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.

**2. 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.

**3. 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 or offensive 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 or attempting to make 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.

**4. 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.

**5. 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.

**6. Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

**7. 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;
- c. Objects or people on window ledges; and
- d. Throwing objects, (i.e. snowballs).

**8. 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.

**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. Threats against another's loved ones; and
- h. Collecting information about another from family, friends, co-workers, or classmates.

#### **10. 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.

### **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 will 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, RD, 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; or
- 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.

The Office of Student Conduct or designees may determine that action needs to be taken at the time of the incident or during an investigation. When this situation arises, a No Contact Order will be issued between the students or groups of students involved. By copy of this order, students are not permitted to contact each other via verbal, written, or electronic means, or through a third party person. Students seeking court issued restraining orders, or protections off campus should contact a police agency. The Office of Student Conduct will review all relevant materials to determine any further disciplinary action

### **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:

- Have reached an agreement concerning the allegations and sanctions;
- Have reached an agreement concerning the allegations but not the grade sanction imposed;
- Have not reached an agreement with the student regarding the allegations and sanctions, therefore a formal hearing is requested; or
- 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 prior to closing the case, the Office of Student Conduct may assign the student an educational sanction.

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](#). The Office of Student Conduct may assign the student an educational sanction irrespective of the outcome of the grade appeal.

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 Academic Integrity Allegations**.

## **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:

1. Be in academic good standing and have completed 15 hours of academic credit with a cumulative GPA of at least 2.5.
2. 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.
3. 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 Student 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 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 conduct conferences and 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 conduct conference or 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 the Student Conduct process 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.

When necessary and under the direction of the Director of Student Conduct, the College may conduct investigations, conduct conferences, or hearings remotely by real-time, secure video conferencing technology.

## **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 with disabilities who believe they may need accommodations in the conduct process should contact the Office of Accommodations and Accessibility at (845) 575-3274, Donnelly Hall 226. Since accommodations may require early planning and are not provided retroactively, students should make a request as soon as possible to better ensure that such accommodations are implemented in a timely manner.

### **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. 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 Conduct 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, and/or to protect the welfare of the community during the public health emergency. Interim actions may include, but are not limited to, 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 <https://www.marist.edu/title-ix>.

### **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 becomes 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 ten (10) business days barring extenuating circumstances of the hearing and timely notify the parties in writing (orally, as well), 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), he 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**; and
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 designee 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 be present at the hearing and will ensure that the panel follows the procedures outlined in the *Code of Student Conduct*. 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 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 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 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 Director of Student Conduct (or designee), in consultation with the panel;
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, but will not vote. 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 Director of Student Conduct will keep a record detailing

the panel's 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 ten (10) 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 (upon a written request) 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; and
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 College rules, whether they are an attorney or not. Advisors/Advocates may not address College 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 third 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 email 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. The Office of Student Conduct may assign the student an educational sanction upon receiving the Referral/Summary Adjudication Form from the instructor.
  - 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. The Office of Student Conduct may assign the student an educational sanction irrespective of the outcome of the grade appeal.
  - 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. 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.
3. Staff are selected through an interview process.

- 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 finding is "responsible" (i.e., the student is responsible for violating the Standards of Academic Integrity) the committee will assign a 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 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 results in a permanent ban 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. In limited situations determined at the time of sanctioning by the hearing body/Conduct Officer, a student may be removed from the residence facility for a specified period of time, after which the student is eligible to return, contingent upon satisfaction of specific conditions noted at the time of removal. Housing availability is not guaranteed.
  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 has 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 *Code of Student 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; or
  - d. Additional sanctions specific to Student Organizations which may be found in the organization’s constitution, 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; or
  - 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 Student 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. 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. 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.
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), 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 in accordance with the Discrimination, Harassment, and Sexual Misconduct Policy and Procedures.

#### **V. APPROVAL AND IMPLEMENTATION**

This *Code of Student Conduct* was approved on August 20, 2021, and implemented on August 23, 2021. *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.
- E. In the event of an extended College closure, the procedures established above may be followed.

### **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 not less than \$250 per resident with repeat violations not less than 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. Marist recognizes that a student's developmental stage should be supported by his/her their living environment. Therefore, first year students are housed in residence halls designed to promote social interaction, and are staffed by student and professional staff trained to work with first year students and their specific adjustments. As students move from their first year 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

Every residence hall on campus is supported by a highly-trained staff who are qualified and excited to make each student's living experience at Marist the best it can be. More information about the staff can be found by visiting <https://www.marist.edu/student-life/campus/housing/staff>.

**Resident Director (RD)** – a full-time professional staff member 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 residence area, and managing disciplinary cases within a value-based community. The RD is assisted in this responsibility by the Assistant Resident Director (ARD), RA staff, 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. 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 RD, ARD, RA, building Entry Officer or Security Officer is considered a serious matter and a violation of the *Code of Student Conduct*.

**First Year Coordinators** - are full-time professionals who reside in first year residential facilities to assist students 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. Provide programs that foster community in the building.
2. Communicate student issues and concerns to the Residence Hall Association (RHA).

## 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

3. To relocate resident students without consent for sufficient reason.
  4. 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 time student tuition. Any request for exceptions to this policy must be approved by the Office of Housing and Residential Life.
  5. 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.
  6. 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 student of an on campus 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 action 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 resident students. These changes and all subsequent changes must be approved by the Resident Director and/or 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. Students 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 or the Office of Housing and Residential Life. 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. When school is in session, Sunday-Thursday, RD or RA staff will handle lock-outs from 7:00 p.m. until 1:00 a.m., lock-outs from 1:00 a.m. until 7:00 p.m., will be handled by the Office of Safety and Security at 845-471-1822.
3. When school is in session, Friday and Saturday, RD or RA staff will handle lock-outs from 7:00 p.m. until 3:00 a.m., lock-outs from 3:00 a.m. until 7:00 p.m., will be handled by the Office of Safety and Security at 845-471-1822.
4. During break periods, RD or RA staff will handle lock-outs from 7:00 p.m. until midnight. Lock-outs from midnight until 7:00 p.m. will be handled by the Office of Safety and Security.
5. 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. 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/student-life/campus/housing/faqs/priority-points](http://www.marist.edu/student-life/campus/housing/faqs/priority-points).

### **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 who 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](http://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 Group 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-class students can be earned and lost from four (4) categories for a maximum total of 34 points.

Priority points for first year students 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 2021 housing assignment process, the previous spring 2020 and fall 2020 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:

<b>Average Spring and Fall Semester GPA</b>	<b>Points</b>
*3.85 – 4.00	12
*3.60 – 3.84	11
*3.25 – 3.59	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

For a list of organizations that offer community service opportunities contact: Housing and Residential Life at ext. 3307; Campus Ministry at ext. 2275; and Office of Student Activities at ext. 3279.

**\*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, and Summer. 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](mailto: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 on campus 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 on campus course registration, including for credit internships, 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**

Students residing in college housing are assigned a 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.

For more information on campus dining, see **Dining Plans**, pg. 9.

### **E-MAIL COMMUNICATION**

Resident students are encouraged to check their Marist emails regularly as important information about opening, closing, and residence hall updates are often sent through email.

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. Marist staff work with the NYS Fire Inspector on a continual basis to make sure that all residence areas adhere to the most stringent and up to date fire safety standards. Occasionally, items not listed here may be deemed unsafe for use in a residence hall and students must comply with the NYS Fire Code. 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. All residence halls are smoke free. Smoking (including e-cigarettes), or evidence of smoking, tobacco or marijuana 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.
- B. 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.).
- C. 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.
- D. 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.
- E. The use of combustible fabrics such as room dividers, closet enclosures, wall and ceiling tapestries, curtains, etc., is prohibited in student rooms.
- F. 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.
- G. 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.
- H. If a fire extinguisher needs to be recharged, the student should contact his/her Resident Director or the Office of Safety & Security.
- I. 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.
- J. 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.

“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.

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
Foy Town-house A, B, & C	Yes	Yes	Yes	Yes	Yes	4
Fulton Townhouse 1, 2, 3, 4, 5, 6, 7, & 8	Yes	Yes	Yes	Yes	Yes	4
Lavelle Hall	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
McCormick Hall	Yes	Yes	Yes	Yes	Yes	4
Midrise	Yes	Yes	Yes	Yes	Yes	4
O'Shea Hall	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
Ward Hall	Yes	Yes	Yes	Yes	Yes	4

## **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 master key 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 Affairs or the Assistant Dean for Student Affairs 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>. Students can 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 can also 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](mailto:maintenance@marist.edu). In an emergency, call them directly at 845-575-3000 ext. 2255. During evenings and weekends contact Security at 845-471-1822.

## **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. Students are encouraged to report any suspicious activity.
- B. The entrances to Marian, Sheahan, Leo, Champagnat and the Midrise residence facilities are locked from 3:00 a.m. to 7:00 p.m. and an entry officer is on duty from 7:00 p.m. to 3:00 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/accommodations->

## accessibility.

### **RESIDENT STUDENT PARKING**

The most up to date parking information can be found on the Department of Safety and Security parking webpage at <https://www.marist.edu/security/parking>.

### **VISITATION AND GUEST POLICIES AND PROCEDURES**

Marist students are welcome to host 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 person who is not registered as a student at Marist College.

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

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

- A. Marist students are responsible at all times for the behavior of their guest(s), 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. A guest is limited to two consecutive night stays and may only stay overnight on Friday and Saturday night, there are no overnight guests allowed in the first year areas Sunday through Thursday night.
- 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. A guest who violates College policy or state and federal laws in most cases will be required 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. A host who is in violation of the guest policy may not be allowed to have guests until they have met with the Office of Student Conduct.
- G. Upon the recommendation of the Resident Director/Office of Housing and Residence Life, the Office of Safety & Security, or the Office of Student Conduct, guests may be banned from visiting the College.
- H. **Certain circumstances may necessitate prohibiting guests and visitors from entering residence facilities. The College will communicate such determinations to students by Marist email and/or official College website.**

#### **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 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 7:00 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 between 3:00 p.m. and 2:00 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 7:00 p.m. to 12:00 a.m. All guests 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.