Policy and Procedure Manual

Part-Time Faculty

2017-2018

MARIST
## ACADEMIC CALENDAR 2017 - 2018 FOR TRADITIONAL 15-WEEK SEMESTER

(*All other Sessions - see Registrar for Dates and Deadlines*)

### FALL 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUGUST</td>
<td>26 Saturday Freshmen and transfer resident students arrive on campus according to schedule.</td>
</tr>
<tr>
<td></td>
<td>27 Sunday Returning resident students arrive on campus according to schedule. Orientation for New Students.</td>
</tr>
<tr>
<td></td>
<td>28 Monday FALL 2017 SEMESTER BEGINS FOR ALL PROGRAMS. Day &amp; Evening classes begin: Late Registration.</td>
</tr>
<tr>
<td></td>
<td>28 Monday - Course Change period.</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>1 Friday Last date for course changes. Half tuition after this date.</td>
</tr>
<tr>
<td></td>
<td>4 Monday Labor Day. No classes held.</td>
</tr>
<tr>
<td></td>
<td>11 Monday Last day to register for elective credit internships.</td>
</tr>
<tr>
<td></td>
<td>18 Monday No tuition refund after this date.</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>2 Monday P/NC option due.</td>
</tr>
<tr>
<td></td>
<td>20-22 Friday - Mid-Semester break.</td>
</tr>
<tr>
<td></td>
<td>23 Monday Classes resume. Midterm grades due by 12:00 P.M. (noon)</td>
</tr>
<tr>
<td></td>
<td>30 Monday Undergraduate &amp; Graduate graduation applications due in Registrar's Office for 1/18 candidates.</td>
</tr>
<tr>
<td></td>
<td>30 Monday Last date for withdrawing from courses without penalty of WF grades by 5:00 P.M.</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>21 Tuesday <strong>MODIFIED CLASS SCHEDULE NO EVENING CLASSES</strong></td>
</tr>
<tr>
<td></td>
<td>21 Tuesday Residence Halls close at 7:00 P.M.</td>
</tr>
<tr>
<td></td>
<td>22-26 Wednesday- Thanksgiving holiday. No classes held.</td>
</tr>
<tr>
<td></td>
<td>26 Sunday Residence Halls open at 10:00 A.M.</td>
</tr>
<tr>
<td></td>
<td>27 Monday Classes resume.</td>
</tr>
<tr>
<td></td>
<td>27 Monday Undergraduate &amp; Graduate graduation applications due in Registrar’s Office for 5/18 candidates by 5:00 P.M.</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>8 Friday Last day of Fall 2017 classes.</td>
</tr>
<tr>
<td></td>
<td>11-15 Monday - Final Exam Period.</td>
</tr>
<tr>
<td></td>
<td>15 Friday Residence Halls close at 5:00 P.M.</td>
</tr>
<tr>
<td></td>
<td>21 Thursday Final grades due by 5:00 P.M.</td>
</tr>
</tbody>
</table>

### 11/21/17 Modified Class Schedule:

All Tuesday DAY classes meet during their normal time except:
1. Tuesday 11:00 a.m. classes do NOT meet
2. Tuesday 3:30 pm classes do NOT meet

These Wednesday classes WILL meet on Tuesday, 11/21:
1. Slot 5, Wed, 8:00 a.m. classes meet at 11:00 a.m.
2. Slot 12, Wed, 2:00 p.m. classes meet at 3:30 p.m.
WINTER INTERSESSION 2018 – TO BE DETERMINED

SPRING 2018

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>15 Monday</th>
<th>Residence Halls Open</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16 Tuesday</td>
<td>Spring Semester Begins, Day &amp; Evening Classes held.</td>
</tr>
<tr>
<td></td>
<td>16-22 Tuesday - Monday</td>
<td>Course Change Period</td>
</tr>
<tr>
<td></td>
<td>19 Friday</td>
<td>Last date for resolving incompletes &amp; grade changes for Fall 2017 by 5:00 P.M.</td>
</tr>
<tr>
<td></td>
<td>22 Monday</td>
<td>Last day for course changes (5pm). Half tuition refund after this date.</td>
</tr>
<tr>
<td></td>
<td>22 Monday</td>
<td>Last date for resolving incompletes &amp; grade changes for Winter 2018 by 5:00 P.M.</td>
</tr>
<tr>
<td></td>
<td>29 Monday</td>
<td>Last day to register for elective credit internships.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEBRUARY</th>
<th>5 Monday</th>
<th>No tuition refund after this date.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>19 Monday</td>
<td>P/NC Option due by 5:00 P.M.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARCH</th>
<th>9 Friday</th>
<th>Residence Halls close at 5:00 P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10-18 Saturday - Sunday</td>
<td>SPRING RECESS</td>
</tr>
<tr>
<td></td>
<td>13 Tuesday</td>
<td>Midterm grades due by 12:00 P.M. (noon)</td>
</tr>
<tr>
<td></td>
<td>18 Sunday</td>
<td>Residence Halls open at 10:00 A.M.</td>
</tr>
<tr>
<td></td>
<td>19 Monday</td>
<td>Classes resume.</td>
</tr>
<tr>
<td></td>
<td>26 Monday</td>
<td>Last date for withdrawing without penalty of WF grade y 5:00 pm</td>
</tr>
<tr>
<td></td>
<td>29 Thursday</td>
<td>No Evening Classes.</td>
</tr>
<tr>
<td></td>
<td>30-1 Friday - Sunday</td>
<td>Easter Holiday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APRIL</th>
<th>2 Monday</th>
<th>Classes resume at 6:30 P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17 Tuesday</td>
<td>Assessment Day. No Classes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAY</th>
<th>4 Friday</th>
<th>Last Day of Spring 2018 classes.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7-11 Monday - Friday</td>
<td>Final Exam period begins. Residence Halls close Friday at 5:00 P.M. for underclassmen.</td>
</tr>
<tr>
<td></td>
<td>17 Thursday</td>
<td>Final grades due by 5:00 P.M.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUNE</th>
<th>15 Friday</th>
<th>Last date for grade changes &amp; resolving incompletes for Spring 2018 by 5:00 P.M.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JUNE</th>
<th>18 Friday</th>
<th>SEVENTY-SECOND COMMENCEMENT CEREMONY - Graduate and Adult Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>19 Saturday</td>
<td>SEVENTY-SECOND COMMENCEMENT CEREMONY - Traditional undergraduate Students</td>
</tr>
<tr>
<td></td>
<td>19 Saturday</td>
<td>Residence Halls close at 5:00 P.M. for seniors.</td>
</tr>
</tbody>
</table>
PART-TIME FACULTY POLICY AND PROCEDURE MANUAL
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I. ACADEMIC POLICIES AND INFORMATION

COURSE OUTLINES/SYLLABI AND OUTCOMES ASSESSMENT POLICY

Course outlines are to be submitted to the School Dean before classes commence each semester, if possible, but **no later than one week** after the start date of the session/semester. The content should include: course description, course objectives, classroom format (lecture, lab, discussion), audio-visual aids, term papers, semester schedules and assignment synopses, readings, examinations and grading, your attendance policy, and a statement on Academic Honesty. Outlines/Syllabi shall conform to the New York State regulations for credit hours that require 15 hours (of 50 minutes each) of instruction and 30 hours of supplementary assignments for each credit.

In keeping with the standards of the College’s accrediting agency, the Middle States Commission on Higher Education, all faculty at the College are required to indicate a measured way to determine student success and learning outcomes in their courses. All faculty are expected to identify a set of student learning outcomes in each of their courses and to design a way to assess student performance relative to those outcomes. Outcomes assessment measures must be listed on the course syllabus and discussed with students. For example, pre- and post-course tests may be conducted, or an additional question may be added to the final examination, to assess specific outcomes. Results may confirm that goals are being achieved and/or being used to improve the course when necessary.

STUDENT ATTENDANCE

Attendance policies for each course are determined by the instructor and must be stated in writing in the course syllabus. Instructors are also obliged to announce and interpret their attendance policies to their classes at the beginning of the semester. Regular class attendance is the primary responsibility of all students. Please keep attendance records. Students are expected to notify the instructor when they are unable to make a class meeting. Instructors should note that the Office of Health Services does not provide students with official medical excuses. Policies pertaining to student-athletes and athletic events are posted on the faculty page of the Marist website. In the event of chronic student absence, the instructor should notify the Center for Advising and Academic Services, ext. 3500, as soon as possible.

GRADING AND EXAMINATIONS

**Mid-term Grades:**
Undergraduate students in 15-week courses receive mid-term grades. Grading is performed on-line by faculty. Grading instructions are located at [http://my.marist.edu](http://my.marist.edu). Click on “Faculty & Advisor” tab at top of page. Scroll down to “On-Line Grading Schedule” section at the bottom of the page for instructions.

**Final Grades:**
Students receive final grades for all courses. Grades for all classes are inputted by the professor on the Banner Self-Service System. Due dates for grading, and information on how to utilize the Banner Self-Services Grading System can be found by accessing [http://my.marist.edu](http://my.marist.edu). Click on “Faculty & Advisor” tab at top of page. Scroll down to “On-Line Grading Schedule” section at the bottom of the page for instructions and grade due dates. Call the Registrar’s Office at ext. 3250 for any assistance needed.
Grading System:
Grading is an objective measure of a student’s mastery of a selected body of knowledge contained in a specific course. This mastery involves the elements of memory, understanding, and expression. Memory refers to retention of certain items of information. Understanding implies insight into the interpretation of these facts. This insight would include the meaning of the thing itself, its relationship with other things or data, and the ability to apply this information or data to new situations and problems. Expression is the ability to convey this assimilated knowledge to others. In assigning a grade to a student, the instructor must function as a judge in a courtroom: examine thoroughly all the evidence involved in the case, weigh the evidence, and make a decision on the basis of this evidence. In a similar way, the basis of the instructor’s judgment is the concrete evidence the student himself provides. Formal examinations are only part of this evidence; questions asked by the student, recitation, term papers, book reports, written and oral quizzes, the student’s participation in class discussion – each sheds light on the student’s development in mastering a subject and is therefore pertinent to the instructor’s grade evaluation of the student. Viewed in the light of the preceding statement, the grading system is as follows:

C
To earn a C grade a student must be able to recall the basic elements of a course, understand the essential background and materials of a course, apply the basic principles involved, and express them intelligibly.

B
To earn a B grade a student must manifest all the qualities characteristic of a C student and in addition reveal a memory that encompasses more than the basic elements of a course; he or she has a more personal grasp of the principles of the course and perceives wider application of them. The student should be able to discuss the subject matter of the course with ease.

A
An A student is one who, in addition to all the qualities manifested by a B student, seeks mastery of a special field by reason of individual interest; he or she has initiative and originality in attacking and solving problems; he or she shows ability in rethinking problems and making associations and in adapting to new and changing situations; moreover, he or she has an appropriate vocabulary at his or her command.

D
A student who is deficient in some degree in any of the areas that are characteristic of a C grade will earn a D.

F
The student has failed to show mastery of the basic subject matter for the course.

B+, C+, D+, A-, B-, C
The grades of B+, C+, D+, A-, B-, C- are used to indicate that a student has shown more or less than the usual competency required for that grade.

I
The temporary grade of I (incomplete) may be given by an instructor when a student has not completed the requirements of the course at the end of the term for serious reasons beyond the individual’s control. It becomes the student’s responsibility to resolve this grade within five weeks (for the traditional 15-week semester) after the last day of final examinations of that semester by completing the course requirements. Failure to conform to this time limit results in a final grade of F. The student must contact his or her instructor not later than 24 hours after the time set aside for the final examination in the course to request the grade of incomplete. Refer to the Academic Calendar for exact dates to resolve incomplete grades.
W/WF
The grade of W is assigned to a student who officially withdraws from a course between the fourth and ninth week of a semester (see Academic Calendar for specific dates). Withdrawal after this period results in a grade of WF. Exceptions may be made by the Director of The Center for Advising and Academic Services or, in the case of students enrolled in the School of Professional Programs, from the Dean of the School, when circumstances warrant it. These exceptions are rare. The W grade is not counted in the student’s grade-point average. WF is counted as an F in the grade-point average. Note that all withdrawals from courses require the advisor’s signature on a withdrawal form available at the Office of the Registrar. If the advisor is unavailable and the deadline for withdrawals is at hand, the appropriate dean/department chairperson may sign the withdrawal form in the absence of the instructor. Students withdrawing from all of their courses must also follow the College’s official withdrawal procedure.

NC (No Credit)
This grade is received by a student who does not meet minimum course requirements in one of the following circumstances:

   (1) He or she is exercising the Pass/No Credit/U option as described below.

OR

   (2) Approval of the Academic Vice President/Dean of Faculty has been obtained by the course instructor to grade students in a particular course on the Pass/No Credit/U scale.

OR

   (3) With approval of the appropriate dean, an instructor may award this grade when a student’s failure is due to circumstances beyond the control of the student. A student’s cumulative grade-point average is in no way influenced by this grade.

P (Pass)
This grade is awarded to a student who satisfactorily completes course requirements in either of the following circumstances:

   (1) He or she is exercising the Pass/No Credit/U option as described below.

OR

   (2) Approval of the Academic Vice President/Dean of Faculty has been obtained by the course instructor to grade students in a particular course on the Pass/No Credit/U scale. The grade P entitles a student to receive credit for the course, but does not affect his or her cumulative grade-point average.

U (Unsatisfactory)
This grade is received by a student who is exercising the Pass/No Credit/U option as described below, who has not met the requirements for a passing grade, and the student has not met the course requirements for satisfactory attendance and has not completed assignments for the course. The student receives no academic credit for this course, nor does it affect his or her cumulative grade-point average.

P/NC/U Option
A student may elect to exercise the Pass/No Credit/U Option in courses that are not being used to satisfy major or minor field or Core requirements. Fulltime students may exercise this option for three credits per semester. Part-time students may use this option for three of every twelve credits they take at Marist. Requests must be made by the student within the official deadline by completing the necessary form from the course instructor. This will be the end of the first five weeks of a 15-week semester.* At the end of the semester the student will either:

   (1) receive the grade of ‘P’ if the student meets the minimum course requirements for a passing grade,
(2) receive the grade of ‘NC’ if the student does not meet the minimum course requirements for a passing grade, and the student has met the course requirements for satisfactory attendance and has completed the necessary assignments for the course,

(3) receive the grade ‘U’ if the student does not meet the requirements for a passing grade, and the student has not met the course requirements for satisfactory attendance and has not completed assignments for the course.

AU (Audit)
This grade is received by a student who has audited a course for which he does not receive academic credit. Final examinations are held according to a schedule issued by the Registrar’s Office, which can be found at the Registrar’s Web page, www.marist.edu. Click on “Faculty & Staff” on left bar, Click on “Campus Departments and Services”, Click on “Registrar”, click on “Final Exam Schedule.” Exams should be given only at the scheduled time during final examination week and not before. The final examination class period is counted in the instruction time required by New York State. Classes must meet during the scheduled exam time whether or not a final examination is given. Any schedule changes must be discussed with the School Dean. A copy of the final examination must also be submitted to the Dean.

COURSE EVALUATION
All courses taught by faculty members are evaluated each semester. One component of evaluation is the use of the standard student evaluation form administered by the Office of Institutional Research and Planning. Occasionally the School Dean will make arrangements with a faculty member for classroom visitations.

Student evaluation forms should be given out by faculty to students in class near or at the end of each semester but not on the day of the final. Packets of forms for each class will be distributed by the Office of the Vice President for Academic Affairs/Dean of Faculty and will be available at your School Office. Please note that, once completed, a faculty member should not personally handle or return evaluation packets to the designated locations. Copies of the computer summaries of student responses, together with the original forms, will be provided to the Deans for review after the grade change period has expired. A copy of the computer summary for the courses taught is also provided to each faculty member at that time.

AUDIT POLICY
The fee for auditing courses offered at Marist is $250 per course. Students are expected to have met all course prerequisites and must obtain permission from the course instructor to audit the course. Students do not receive academic credit for courses they audit. Audited classes do not fulfill a student’s degree program requirements. Any request to change from audit status or from credit to audit status must be submitted to the Office of the Registrar before the end of the third week of classes for traditional 15-week classes. Contact the Office of the Registrar for deadlines of all other programs.

CLASS CANCELLATIONS, DELAYS, ABSENCE, INCLEMENT WEATHER
Regular procedures exist for deciding and communicating college-wide cancellation or delay of classes. The decision to cancel or delay daytime classes will be made by 6:00 a.m. Cancellation of evening classes will be decided by 3:00 p.m. Class delays or cancellations are announced on the College’s Severe Weather delay/cancellation phone messaging center at 575-5500, and are also posted at the Marist College homepage, http://www.marist.edu. Check either of these options which are updated regularly during inclement weather.
During the semester, please do not deviate from the regularly scheduled class days or hours (this applies in particular to early dismissal or classes scheduled near a holiday). If you must cancel a class, please attempt to make arrangements with colleagues to substitute, or schedule make-up classes and/or make-up assignments for your students. Consult with your School Dean regarding any special needs. Faculty who cannot meet a class, or must delay their class because of an emergency, must use the following procedure:

1. If notification occurs between 8:30 a.m. and 5:00 p.m., the assistant of the School or the Dean must be notified of your cancellation or delay. The Dean or assistant will then notify the Office of Security.

2. If you need to notify the College of a class cancellation or delay prior to 8:30 a.m. or after 5:00 p.m., you must call the Switchboard (845-575-3000). They will connect you with the Office of Security, which will take the information.

In either case, in order to report a class cancellation or delay you must identify yourself, your class location, your course, and the time at which your class is scheduled to meet. Other identifying information may be requested. When the Office of Security has been apprised of a class cancellation prior to 8:30 a.m. or after 5:00 p.m., they will notify the School Dean of the absence of the faculty member involved as soon as possible.

If you cancel any classes, it is expected that this class time will be made up during the course of the semester. Documentation of this make-up time must be made to your Dean. In the event the College cancels classes, you will be notified whether that day will have to be made up during the reading day or at some other time.

There has been a problem in the past with students, especially in the evening courses, traveling long distances to campus in bad weather when the College does not close, and being frustrated to find their classes canceled by the faculty member. It is imperative that if you are planning to cancel a class you seriously attempt to notify all your students, but especially these commuter students, by putting a message on your campus phone mail. Instructions for recording your message are explained under “Using Phonemail to Communicate Cancellations during Inclement Weather When the College Does Not Close.” Please note that you must continue to notify your School office when you cancel class.

Thank you for your cooperation in handling this situation in a responsible and professional manner.

**BASIC FACULTY PHONEMAIL INFORMATION**

**Basic Faculty Voice Mail Information**

The Campus voice mail system is in the process of being replaced by a newer system with more capacity and redundancy. The existing system, PhoneMail is still in use while the newer system, VoiceRite, is being phased in. Both systems are similar in that they receive, store and notify you of voice messages however, some features are implemented differently and the access numbers for the systems are different.

Which system you are using will depend on which department you are in. If you are unsure what your access number is or what system you are using, please check with your school or department’s administrative assistant.
PhoneMail Information

PhoneMail for Marist faculty is linked to the office extension for full-time faculty, or a 7xxx extension for part-time faculty. If you do not know your extension, please contact the secretary in your School office.

Part-time faculty PhoneMail boxes are assigned based upon the location of the Department office and location of faculty mailboxes for campus mail.

Every faculty PhoneMail box has the capacity for three different greetings and ten messages from callers. The greetings are separated into an Internal/External pair and an Alternate greeting. The PhoneMail box capacity of ten messages includes saved ones, and will no longer record incoming messages until some are deleted. Please access PhoneMail frequently to retrieve messages.

To Leave a Message for Your On and Off-Campus Students Regarding the Status of a Class Meeting During Inclement Weather When the College Does Not Close:

1. Access your PhoneMail:

   Dial the “direct access” number for your PhoneMail system:
   • South Campus – ext. 3001 (from off campus: 575-3001)
   • North Campus – ext. 3003 (from off campus: 575-3003)

Not sure? Check with your department/School or the Marist Help Desk at ext. 4357

When PhoneMail answers, follow the instructions:

2. Choose “Change your answering options” (touch 8).

3. Tip: You might want to keep a regular greeting intact and have your alternate be a “weather hotline” that you may update as needed. To do this:

4. Choose “Change your greetings” (touch 1).
5. Choose “Change your alternate greeting” (touch 2). Follow instructions to record (you have up to 60 seconds). When making a message announcing class status because of weather, please be sure to include date, time, and classes affected by the cancellation.
6. Choose “Select which greetings answer your calls” (touch 3) and have your alternate greeting answer.

When the cancellation notice no longer applies, follow the “Change greeting” procedure to select your regular greeting to answer your calls.

VoiceRite Information

Those areas on the new VoiceRite system are: Information Technology, McCann, Hancock Center, Admissions, Graduate and Adult Enrollment, School of Management, School of Communication and the Arts, Music, College Activities, Dining Services, Advancement, Allied Health, all Library Faculty and Staff.

Creating a Greeting
Accessing the Personal Greeting
1. On-campus dial 4500 (Off-campus 845-575-4500) to access Main Menu of the Voice Messaging System
2. Enter the mailbox number followed by the # sign
3. Enter the numeric password followed by the # sign
4. Press 3 in the Main Menu to access the personal greeting
5. Press 1 to listen to the current greeting

Note - When accessing your greeting for the first time you will be prompted to record a greeting. This will be the greeting that will play when you are available and working in the office.

6. Press 2 to re-record the greeting
7. Press 3 to delete the current greeting and default to the system default (activate the system default greeting)

Tip: You might want to keep a regular greeting intact and have your greeting header be a “weather hotline” or office hours’ notice that you may update as needed. To do this:

8. Press 4 to activate a different greeting. When choosing to activate a different greeting you will be prompted to record a greeting
9. Press 6 to record a greeting header. The Greeting header plays this recording before your current greeting. The greeting header is useful for “Out of Office” alerts, Office Hours and Class cancellations. When making a message announcing class status because of weather, please be sure to include date, time, and classes affected by the cancellation.
10. Complete the process by following the prompts.
11. Call your extension number to make sure the greetings are working as expected.

Tip: Remember to deactivate your greeting header as appropriate.

The VoiceRite system has many other greeting options that may be useful in certain situations. You can optionally create greetings for the following conditions:

- Available and working in the office (Normal greeting)
- Available but working away from the office (A greeting that informs the caller that you are not on-site today)
- Unavailable but accepting messages (On the phone or Out of the office for an extended period but you are checking messages)
- Unavailable and not accepting messages (On the phone or Out of the office for an extended period and not checking messages)
- Left for the day

Once a greeting is created, it can be easily activated and serves to give the caller useful and timely information.

For VoiceRite users, please review the detailed instructions here: http://www.marist.edu/it/telecom/voicemail.html

If assistance is needed, please call the Help Desk at extension 4357 and request an appointment with a Telecommunications technician to assist you in using your telephone or setting up your voicemail system.
CLASS LISTS

The first class enrollment list for traditional 15-week courses will be available to you a few days before classes begin, and can be accessed at http://my.marist.edu (see instructions below). If you have students in attendance who are not on your list, refer them to the Registrar’s Office. They may attend your class if they have added your class during the Add/Drop period during the first week of school.

Updated class lists for the traditional 15-week semester and also for all other class session calendars be obtained at http://my.marist.edu. Click on the “Faculty & Advisor” tab at the top of the page, Click on “Banner Self-Service”, Click on “Faculty & Advisor” and then click on “Detailed Class List” or “Summary Class List”. Only students appearing on class lists should be allowed to remain in class. Be sure to direct any student who is attending but is not on the class list to the Registrar’s Office immediately. The Registrar's Office will also remind you to verify your class list during the fourth week of the semester for traditional courses so that any discrepancies can be reported to our office. The Registrar’s Office will then follow up with any problems.

CLASSROOM ASSIGNMENTS/CHANGES

The Registrar’s Office, located in Donnelly Hall 203, is responsible for the assignment of classrooms. Room assignments are indicated on the first class list which will be in your mailbox. All room request changes should be directed to your School Dean.

ACADEMIC INTEGRITY POLICY

Statement of 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. A complete College policy on Academic Integrity can be found under Faculty Resources at: http://www.marist.edu/facultystaff/.

GRADE APPEALS POLICY

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

1. The student should first meet with the faculty member who assigned the disputed grade to discuss the complaint and ask for an explanation. If the student is unable to contact the faculty member in a timely manner, the student should contact the appropriate Dean.

2. If after discussion with the faculty member the student is still not satisfied, he/she should make an appointment to speak to the appropriate Dean.
3. If the student wishes the Dean to make a formal inquiry, the student must request this in writing and explain the basis of the complaint. The Dean will forward the complaint to the faculty member and request a written reply. (This initial written appeal must be made no later than 3 weeks into the semester following the disputed grade.)

4. Upon receipt of the faculty member’s written reply the Dean may choose to conduct a hearing with the faculty member and the student to clarify the facts of the case.

5. The Dean will then recommend a course of action, in writing, to the faculty member and send a copy to the student. The faculty member will then inform the student in writing of his/her decision.

6. If the student is not satisfied with the course of action recommended by the Dean or the faculty member, he/she may appeal in writing to the Vice President for Academic Affairs/Dean of Faculty will review the facts of the case and send his/her conclusions in writing to the Dean, faculty member and student. If the Vice President for Academic Affairs/Dean of Faculty feels that proper procedures have not been followed, he/she may appoint an ad hoc faculty panel to examine the case and render a final decision.

7. All appeal decisions must be rendered within two weeks of the written appeal at each level.

**INSTITUTIONAL REVIEW BOARD**

The Marist College Institutional Review Board is established by law to protect human subjects of research from all types of risks, whether physical or psychological, and alert researchers of possible risks to their subjects. Below is a brief introduction to the IRB, and the complete Policy and Procedure Manual can be found on-line at www.marist.edu/academics/irb.

THE INSTITUTIONAL REVIEW BOARD FUNCTIONS TO ASSURE THAT:

1. Risks to human subjects of research are minimized, and any risks are reasonable in relation to anticipated benefits.
2. There is informed consent as defined by law and documented in the Marist IRB Policy Statement.
3. The rights and welfare of the subjects are maintained.
4. The privacy and confidentiality of the subjects are protected.

A. **What is a human subject?** A human subject is a person from whom or about whom information is collected.

B. **What is research?** Research is systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.

C. **What is informed consent?** The subject must be informed and understand the nature of the proposed research, who is conducting the research, the agency that is sponsoring the research, the risks and benefits of participation, and who will have access to the data and results. The subject has an absolute right to refuse to participate in the research, and the subject may refuse to answer any questions, undergo any procedure, or stop at any time.

D. **Whose research is reviewed?** Any research proposed by any member of the Marist community under the auspices of Marist College is subject to review by the IRB. Specifically, staff, faculty, and student research is reviewed.

E. **Is the review process lengthy or difficult?** The IRB meets every other week throughout the year allowing the Board to review proposals efficiently. The process is not difficult, and IRB members will be available to assist the reviewer.
F. **Where does one obtain the IRB forms?** One can obtain forms for IRB review on-line at www.marist.edu/academics/irb/

**DEVELOPMENT AND RESEARCH GRANT POLICY AND APPLICATION PROCEDURE**

**DESCRIPTION**

Part-time Faculty Development Funds are a contribution by the College community to an individual faculty member’s professional development. The College anticipates that funds will be available for 4-6 grants in each term (fall/spring). Usually grants will range in amounts from $300-$500.

**ELIGIBILITY**

Eligible part-time faculty members must have taught 12 or more credit hours at Marist College and been employed with the College for at least four semesters. Full-time administrative employees who teach are eligible for these grants with the permission of their supervisor.

**CRITERIA**

1. A grant request must demonstrate defined, specific activities which show promise of:
   - enhancing one’s teaching
   - enhancing one’s scholarship

   Examples would include: integrating a technology tool into one’s course; presenting a paper at a scholarly conference; traveling to a resource center to do research on a defined scholarly project; attending a conference or workshop aimed at enhancing one’s teaching skills.

2. The requestor must specify the exact amount of their request.

3. The requestor must specify the time period in which the anticipated outcome will be achieved and the specific purpose for which the funds will be used.

4. The proposal must be accompanied by a letter of support from the department chair and have the approval of the School Dean.

**PROCEDURE**

1. Complete a letter of request to the Vice President for Academic Affairs, describing the nature of the activity, the expenditure, and the time required for its completion. Attach the letter of support from the Department Chair (approved by the Dean) and deliver to Hancock Center 1016. Please note that all awards must be expended in the fiscal year indicated and must be reimbursed according to the Business Office guidelines. **Applications will be accepted at any time during the fall and spring semesters and must be submitted for consideration before travel takes places. Funded projects and travel must be completed before June 30th.**

2. Proposals will be reviewed by a Committee composed of:
   a. A part-time faculty member with a long history of service to Marist, appointed by the Vice President for Academic Affairs.
   b. The Coordinator of the Center for Teaching Excellence.
c. A full-time faculty member appointed by the Faculty Affairs Committee.

Final determinations will be made by the Vice President for Academic Affairs.

II. HUMAN RESOURCES, PAYROLL AND CONTRACT PROCEDURES

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

As an equal opportunity/affirmative action employer, the College adheres to a policy that prohibits discrimination in all components of our employment program, including recruitment, hiring, retention, promotion, and opportunity for professional development. The full text of the Marist College "Equal Opportunity/Affirmative Action Statement" can be found on the Marist website at: http://www.marist.edu/humanresources/equal.html.

CODE OF ETHICS

The Marist College Code of Ethics also contains regulations for our work environment in the section entitled "Equal Employment, Harassment/Discrimination and Related Laws and Regulations." In April 2010, the College strengthened and expanded the Code of Ethics to include specific provisions for the "Reporting of Wrongful Conduct (Whistleblower Policy)." Members of the college community are encouraged to review the entire Code of Ethics on the Marist website at: http://www.marist.edu/humanresources/pdfs/codeofethics.pdf.

MARIST COLLEGE HARASSMENT POLICY STATEMENT

Harassment based upon inappropriate or threatening sexual conduct, race, color, gender, religion, national origin, age, disability, veteran status, sexual orientation or any other legally protected class status is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and applicable New York State Laws. Marist College also affirms its commitment to providing an educational and working environment that is free of sexual harassment. The Marist College Harassment Policy Statement can be accessed at: http://www.marist.edu/humanresources/harassment.html.

Consensual Relationships

The College deems unwise and inappropriate, and therefore strongly discourages, consensual sexual relationships between supervisors and employees. A supervisory relationship is one in which one person is in a position to exercise influence or control over the other in work-related matters or in any terms or conditions of employment.

The College expressly forbids consensual sexual relationships between a member of the faculty or staff and a student. Such relationships are viewed as unwise and unprofessional. All members of the college community should be aware that involvement in any relationship as described above may expose them to eventual charges of sexual harassment. Such charges could result in College disciplinary action, up to and including termination, as well as personal liability and civil penalties.

Reporting Problems Regarding Affirmative Action, Harassment, or Violations of the Code of Ethics

Marist recognizes the rights of members of the college community to raise questions, discuss concerns, submit complaints, or report violations. Procedures have been developed to investigate and respond to allegations of harassment, discrimination, and violations of the code of ethics. Any member of the college community who experiences -- or is aware of -- harassment, discrimination, or violations of the code of ethics in the work, academic, or campus life environment should promptly report the matter as indicated below.
College Employees Should Contact the Office of Human Resources

For problems regarding affirmative action or harassment:

Christina M. Daniele
Human Resources Manager
Donnelly Hall Room 120 -- Extension 2467
or
Eva J. Jackson
Director, Employee Relations
Donnelly Hall Room 120 -- Extension 2392

For violations of the code of ethics, contact any College official identified in Appendix 2 or 3 of the Marist College Code of Ethics, as appropriate.

WORKLOAD POLICY

In accordance with the employment definitions described by the Integrated Postsecondary Education Data System (IPEDS) and Marist College’s employment practices, part-time faculty members are limited to a teaching load of 15 credits (or its equivalent) in the traditional academic year; not to exceed 9 credits (or its equivalent) in either the fall or spring term. In addition, part-time faculty members are limited to a teaching load of 6 credits (or its equivalent) in the summer term. Also, all part-time faculty are limited to a maximum of 29 hours in a week, not to exceed 950 hours in a calendar year (this includes instructional and non-instructional assignments in any department at the College). Permission to exceed this may only be granted by the Vice President for Academic Affairs/Dean of Faculty under special circumstances.

EMPLOYMENT FORMS

In order to maintain accurate records, statistical reporting information to outside agencies, and payroll records, it is very important that the College have up-to-date biographical information on every employee. A new employee must complete and send to Human Resources all the new employee forms listed below before payroll can issue a paycheck. The necessary forms can be found on the Human Resources website under new hire forms at http://www.marist.edu/humanresources/newemployee.html.

- Disclosure Form
- Employee Biographical Form
- Self-Identification Form
- Employment Eligibility Verification Form I-9
- Federal Withholding Form (W-4)
- New York State Withholding Form (IT-2104)
- Direct Deposit Agreement
- Background Authorization
HUMAN RESOURCES

The Human Resources Office is located in Donnelly Hall 120, ext. 2349.

APPOINTMENTS OF FACULTY:
Based upon consultation with and recommendation of the School Dean and the Department Chair/Program Director, the final decision regarding faculty appointments rests with the Vice President for Academic Affairs/Dean of Faculty.

The offices of the School Deans are responsible for the issuing of part-time faculty agreements, contingent on the approval of the Vice President for Academic Affairs/Dean of Faculty. All new faculty or returning faculty requiring new hire paperwork will receive paper agreements. The original signed agreement is to be returned to the Office of Human Resources along with all required forms. All new faculty members are required to complete an I-9 form. This form is federally mandated and requires two forms of personal identification. Further information pertaining to acceptable forms of identification and completing this form or other employment/benefits information at Marist can be obtained in the Office of Human Resources.

Most returning part-time faculty will receive agreements via myMarist requiring an online acknowledgement. Once the agreement is available, the faculty member will receive email notification in their Marist email account.

TUITION BENEFITS:
The following benefits are applicable for standard academic course offerings. Non-credit courses and other miscellaneous courses available through the School of Professional Programs are not included in this benefit.

Benefit for the Part-time Faculty Member

Tuition will be waived for one graduate or undergraduate course after having taught a minimum of 3 credits. The course must be taken either (a) during the semester(s) in which a contract to teach a minimum of three (3) credits has been issued, or (b) the next regular semester following completion of a semester in which a contract to teach a minimum of three (3) credits had been issued. The tuition benefit for case (b) will be approved by the School Dean when there is a reasonable expectation of ongoing part-time employment.

Benefit for Spouse and Dependent Children

Tuition will be reduced according to the following schedule, but only during semesters in which a contract to teach a minimum of three (3) credits has been issued:

<table>
<thead>
<tr>
<th>COMPLETED CREDITS OF TEACHING</th>
<th>TUITION REDUCTION</th>
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<tr>
<td>30-44</td>
<td>10%</td>
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<tr>
<td>45-59</td>
<td>20%</td>
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<tr>
<td>60 or more</td>
<td>30%</td>
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PAYROLL

Payroll dates are semi-monthly for a traditional semester; fall and spring semesters are paid over eight equal installments (September 15 through December 31 and February 15 through May 31). Winter intersession courses are paid in two installments (January 15 and January 31).

Salaries for intersession and summer sessions are paid in equal installments based on length of session. The first payment will be made in the pay period immediately following the start of the term and the last payment will be made in the pay period immediately following the end of the term.

TRAVEL REIMBURSEMENT PROCEDURES

Business office policies are clearly stated in the Marist College “Business Travel and Other Expense Reimbursement Policies Handbook” available at http://www.marist.edu/businessoffice/pdfs/MaristTravelandBusinessExpensepolicyJuly2017.pdf. They are based on IRS regulations for an “accountable plan,” which requires substantiation for all business related travel and expenditures by an employee of the College. Please refer to this handbook for further guidelines. Part-time Faculty members should note, in particular:

- When the use of a personal automobile is necessary to conduct official College business, reimbursement is made at the current published rate available at the Business Office website.

- The mileage rate covers gas charges as well as wear and tear of the vehicle, repairs and insurance coverage. Therefore, reimbursement for charges for gas should not be submitted as an additional cost to the mileage rate. (This is a common submission error.)

- The rate does not include charges for tolls and parking. Requests for reimbursement for these charges should be submitted separately with original receipts to substantiate the expenditure. EZ Pass statements should be submitted if used.

- The mileage rate is calculated from one place of business to another; that is, from the College to the point of travel, not from the employee’s home.

- Employees must keep track of their travel expenses and substantiate the expenditures by submitting adequate supporting documentation to the Business Office within 10 days upon returning from a trip.

- All expenditures must be approved by a supervisor and be submitted on our Travel Expense Reimbursement Form. This form is also available at www.marist.edu/businessoffice/forms.html

- **The Business Office will not reimburse employees for any expenditure over 30 days old.**

- A per diem travel reimbursement allowance is not available, nor is there a daily meal allowance.
III. MARIST SERVICES

CARD SERVICES

*Marist Money* is a convenient, prepaid money management account that allows you to enjoy campus wide purchasing power.

The Marist College ID Card
- is your personal college identification card
- is your college library card
- grants admission to college activities and events
- enables access to Marist Money services
- grants access to off campus merchants (Deli, Pizza, Restaurant, etc.)
- enables access to buildings or classrooms (Security office approves and allows access)

The advantage to *Marist Money* is you never need to carry cash, as your ID card also serves as your *Marist Money* Card.

How does the account work?

Funds in your *Marist Money* account can be used for purchases in the college bookstore, post office, digital publications center (copies, faxes), campus coffee shops, the Cabaret, Main Dining Hall, computer store, and selected off campus merchants.

Your funds are placed in an account that only your activated Marist College ID card can access. Each time you insert your card into a reader your account balance is decreased by the amount of that sale. The system then informs you of your account balance.

You can now add funds via the Marist Web Site by going to this link:

[http://www.marist.edu/maristmoney/](http://www.marist.edu/maristmoney/) on the left side select MAKE A DEPOSIT, enter your CWID and birth date. Add your credit card information and deposit amount. You will receive an email confirmation receipt that money has added to your Marist card. Your balances can be checked at any cash register on campus and on the myMarist portal, Marist Money balance.

You may add funds via payroll deduction, by filling out a payroll deduction form at [https://www.marist.edu/payroll/formsschedules.html](https://www.marist.edu/payroll/formsschedules.html) in order to have deductions start for the next payroll period. You may authorize a one-time payment deduction or specify an amount per pay period. These forms can be submitted to payroll.

You may also add funds via check, cash, or credit card.

**NO CASH WITHDRAWALS ARE AVAILABLE FROM THE MARIST MONEY ACCOUNT.**

If you have other questions about Marist Money, or would like more information, please call the Marist Card Office at ext. 3550 or email us at cardservices@marist.edu. For further information and a list of our participating off campus vendors, please visit our website at [http://www.marist.edu/maristmoney](http://www.marist.edu/maristmoney) or visit the Marist Card Services page on Facebook.
BOOKSTORE

The Marist College Bookstore is located on the lower level of the Student Center adjacent to the rotunda. The Bookstore is managed and operated by Barnes & Noble.

<table>
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<tr>
<th>Hours</th>
<th>Fall Semester – Monday through Friday: 9:00 a.m. to 5:00 p.m.</th>
<th>Spring Semester – Monday through Friday: 9:00 a.m. to 5:00 p.m.</th>
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<td></td>
<td>Saturday: 9:00 a.m. to 3:00 p.m.</td>
<td>Saturday: 9:00 a.m. to 3:00 p.m.</td>
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The above hours are valid while day classes are in session.

TEXTBOOK COURSE ADOPTIONS

Fall semester course orders are due to the Campus Bookstore by the last Friday of March. Spring semester course orders are due by the last Friday of October. The bookstore also sells supplies, clothing, snacks, and Marist memorabilia. You may call ext. 2260 for book order forms or use our online order form at marist.bncollege.com/.

PAYMENTS ACCEPTED

Cash, Marist money, checks (made payable to Marist College Bookstore), Visa, MasterCard, American Express, Discover. Marist College employees receive a 10% discount (valid Marist ID required).

CAMPUS MINISTRY

Campus Ministry supports the spiritual and religious growth of all Marist College students. Our goal is to foster a culture of faith for all people by building and nourishing a community of hospitality, prayer, service, and education. Mass is celebrated on Sundays when school is in session. Occasional Interfaith Services are held in the Chapel. Faculty participation in our service projects is encouraged. Our offices are located in Byrne House (the small green house behind Champagnat Hall). Our office phone extension is 2275.

COUNSELING CENTER

Counseling Services assists students experiencing emotional, social and psychological difficulties. Services include individual and group counseling, psychiatric services, crisis intervention, consultation, and referrals to off-campus resources. We also provide workshops, trainings and presentations for students, faculty and staff to promote health and wellness for the entire Marist community.

All staff are licensed, mental-health professionals and are committed to providing multi-culturally competent services. Services are free. To schedule an appointment, call ext. 3314 or visit our office (SC 352), Monday through Friday, 8:30 a.m. – 5:00 p.m. For after-hours emergencies, contact the Office of Safety and Security (ext. 2282 or 845-471-1822) to reach the on-call counselor.

Counseling services are confidential and not part of a student’s official college record. Exceptions to confidentiality occur only if students pose a clear danger to self or others, in reporting child or elder abuse as mandated by law, or if a student’s records are subpoenaed.

Faculty is encouraged to contact Counseling Services to discuss students of concern.
**DUPLICATING MATERIALS**

The Digital Publications Center is now located in Donnelly Hall, Room 115, across from the Office of Human Resources, and is available to help you with all aspects of your duplicating needs. Hours of operation are Monday through Thursday, 8:00 a.m. – 6:00 p.m. and Friday, 8:00 a.m. – 5:00 p.m., during academic periods. The Digital Publications Center can be reached at ext. 2145.

Whenever possible, please use our Digital Publications Center rather than incur the expense of off-campus services. You may wish to consult with the Digital Publications Center Manager regarding the costs and time needed to complete your work, especially with large or complicated jobs. Please discuss significant costs with your Dean. You may choose to place copies of materials for your students on reserve in the Library. (Copyright legislation prohibits keeping those copies on reserve after a class has terminated.) You may also consult with the Bookstore Manager concerning having a custom “Course Pack” prepared for sale in the Bookstore. All copyright regulations are handled by the Bookstore.

**AVAILABLE SERVICES**

*Photocopying* – High speed, 1200 dpi networked digital black and white copier/printer and full featured self-serve color and black and white copier/printer/scanner. Departmental charge for copies is 3.5 cents for one sided, 5 cents for two sided, white 8 ½ x 11. Color copies are sold at 25 cents each. The cost varies with other sizes and stocks of paper.


*Digital Printing* – Postscript printer files or application files supported by the Digital Publications Center may be printed from a CD, memory stick and email attachment on either of the networked printers (b/w and color). Currently supported software includes: Microsoft Office Suite (Word, Excel, Publisher, PowerPoint), the Adobe Creative Suite applications and Quark Express.

*Variable Printing* – Documents printed on our digital B&W or Color production printers can be personalized by merging data with documents. Customer need to provide data to be merged in an Excel spreadsheet.

*Self Service Printing* – A work station connected to our color MFD is available for customers to print files in either B&W or color.

*Scanning* – Scan-to-e-mail or Scan-to-memory stick is available at the self-service color multifunction device (MFD) in the DPC.

*Paper* – Reams or cases of copier, color and specialty papers may be purchased or ordered at the Digital Publications Center.

*Binding* – Spiral binding of documents can be done at the Digital Publications Center, as well as other bindery services (such as folding, cutting, collating, stapling, and laminating).

*Fax Service* – Faxing for administrative purposes is provided at a nominal cost for transmission and no cost for reception. The Digital Publications Center offers faxing for personal use at reasonable prices.
New Services – The Digital Publications Center is available to produce external jobs for the Marist Community.

An online order form is available on our website: http://www.marist.edu/copycenter/orderform.html.

All questions relating to duplicating and printing services may be directed to the Digital Publications Center at ext. 2145, Room 115, Donnelly Hall or on email to Archie.Chambers@Marist.edu, or copy.center@Marist.edu.

EXAMINATION BOOKLETS: Available at your School office or the Digital Publications Center.

JAMES A. CANNAVINO LIBRARY

Library Mission Statement
The James A. Cannavino Library supports the College’s teaching, learning, and scholarship mission by providing information resources, advanced technologies, services, and facilities for research and study.

INFORMATION RESOURCES
Library collections are built primarily to support the teaching mission of the college, with a focus on curricular support and student research. Purchase requests are always welcome. See the Acquisitions section below for more details.

LIBRARY LIAISONS
The Library Liaison is your contact person in the Library. We are happy to help with:

- Requests for Library Acquisitions in any format (i.e.: books, videos, periodicals, databases, etc.)
- Bibliographic Instruction for your classes
- Reference and database assistance
- Other Library assistance

Your Library Liaisons are:

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<tr>
<th>School of Communications &amp; the Arts</th>
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<tbody>
<tr>
<td>Communication</td>
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| Art and Art History | Elizabeth Clarke
  Nancy Calabrese | x 2733 |
| Fashion        | Marta Cwik
  Nancy Calabrese | x 2408 |
| Media Arts     |                 | x 3192 |
| Music          |                 | x 3192 |

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<th>School of Computer Science &amp; Math</th>
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| Computer Science/IS/IT  | Judy Diffenderfer
  Monish Singh | x 3191 |
| Math                        | Judy Diffenderfer
  Monish Singh | x 3191 |
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<td>Katy Silberger</td>
<td>x 3419</td>
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<tr>
<td>Modern Languages</td>
<td>Marta Cwik, Elizabeth Clarke</td>
<td>x 2408</td>
<td></td>
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<tr>
<td>History</td>
<td>John Ansley</td>
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<td>Paralegal</td>
<td>Judy Diffenderfer</td>
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<td>Philosophy &amp; Religion</td>
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<td>x 2193</td>
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<td>Public Admin</td>
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<tbody>
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<td>Athletic Training</td>
<td>Elizabeth Clarke</td>
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<tr>
<td>Biology</td>
<td>Elizabeth Clarke</td>
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<td>Chemistry</td>
<td>Elizabeth Clarke</td>
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<td>Physician Assistant Program</td>
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<td>X 2733</td>
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<td>Doctor of Physical Therapy</td>
<td>Elizabeth Clarke</td>
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<tbody>
<tr>
<td>Criminal Justice</td>
<td>Judy Diffenderfer</td>
<td>x 3191</td>
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</table>
CANNAVINO LIBRARY FACULTY BLOG
News about library services and acquisitions is available through the Cannavino Library Faculty Blog, http://cannavinofaculty.blogspot.com/. New information is posted regularly throughout the semester.

LIBRARY HOURS
Monday – Thursday  7:30 a.m. – 2:00 a.m.
Friday           7:30 a.m. – 8:00 p.m.
Saturday         10:00 a.m. – 8:00 p.m.
Sunday           10:00 a.m. – 2:00 a.m.

COLLEGE ARCHIVES AND SPECIAL COLLECTIONS HOURS
Monday – Friday  8:30 a.m. – 5:00 p.m.

Hours, including changes and exceptions, are posted on the Library web site at http://library.marist.edu/about/hours.html.

PHONE NUMBERS
Main number       575-3199
Circulation, Reserve Desk,
    Weather Closing       575-3106
Reference Desk      575-3292
Archives and Special Collections  575-3199

LIBRARY WEBSITE: http://library.marist.edu
The James A. Cannavino Library electronic resources are accessible to our faculty, students, and staff from anywhere via the internet with a Marist user ID. Contact the Marist Help Desk (x4357) for issues related to your user ID and network access.

FOX HUNT
Fox Hunt is our academic alternative to Google; it searches relevant scholarly and academic resources the Library provides from a single search box. Results link students and faculty to full text articles, ebooks, and other library materials.

PATHFINDERS
Pathfinders are online research guides focusing on those resources that will help your students successfully complete assignments for a specific course. A pathfinder may include:

- Links to specific online journal and reference work articles, ebooks, streaming videos, online images and maps, and other online documents.
- Scholarly open source resources
- Search boxes and links to library databases
- Tips on conducting successful searches
- Library instructional videos
- Links to live Chat Reference and to Ask-a-Librarian, our email reference service
If you are interested in having a Pathfinder created for your course, contact your Library Liaison or email us at Ask-A-Librarian@marist.edu.

CLASSROOM BIBLIOGRAPHIC INSTRUCTION
To invite a Librarian to meet with your class to discuss a library-related assignment, please contact your department’s Library Liaison or email us at Ask-A-Librarian@marist.edu.

MARIST LIBRARY SITE IN ILEARN
The “Marist Library Site” within iLearn includes short instructions on how to link to Library resources in iLearn courses, and has short instructional videos easily imported into iLearn courses. These videos, a few minutes in length, are aimed at students and focus on very specific library skills. For assistance incorporating library resources into iLearn please call 575-3419 or email Kathryn.Silberger@Marist.edu.

RESERVE MATERIALS
Library materials may be placed on reserve at the Circulation Desk at least one week prior to the beginning of each semester. A 48-hour turnaround time is required to place additional items on reserve during the semester. Forms to place materials on reserve are available at http://libguides.marist.edu/faculty under the Reserves tab, or at the Circulation Desk.

BORROWING PRIVILEGES
Faculty may borrow books and audiovisual materials by presenting a valid College ID. Reference materials and periodicals normally do not circulate, but if they are needed for class presentations, a short-term loan may be requested.

CONNECTNY
Marist College is the newest member of ConnectNY, a consortia of independent academic libraries in New York State. As such, Marist Faculty have borrowing privileges at other CNY libraries (a list of participating institutions is available at http://connectny.org/members/). Additionally, materials borrowed from CNY member libraries are delivered via direct van service, reducing book delivery to two days, and article delivery to 24 hours.

INTERLIBRARY LOAN (ILL)
In addition to ConnectNY, we continue to offer Interlibrary Loan (ILL) from libraries across the country, enabling members of the Marist community to borrow books and journal articles not available at the Cannavino Library. Book requests generally take from one to two weeks to be filled, and article requests require from two days to one week to be filled. For more information on Interlibrary Loan send an email to Ask-A-Librarian@marist.edu.

ACQUISITIONS
Faculty recommendations for research materials are encouraged and may be submitted to the Budget and Resource Management Librarian, Judy Diffenderfer (Judy.Diffenderfer@marist.edu, x3191) or your department’s Library Liaison. An acquisitions request form is available online at http://libguides.marist.edu/faculty under the Acquisitions tab.

COLLEGE ARCHIVES AND SPECIAL COLLECTIONS
Website: http://library.marist.edu/archives/
Location: LB 134
Contact: ext. 3199 or john.ansley@marist.edu
The College Archives and Special Collections, located on the first floor of the James A. Cannavino Library, holds research and primary resource materials. Highlights include the Lowell Thomas Papers, our Environmental History Collections, Hudson River Valley history, and the College Archives.

Faculty interested in using our collections for instruction or research are encouraged to drop by or schedule a time to meet with the Director of the College Archives and Special Collections, John Ansley. He may be reached at ext. 5217 or john.ansley@marist.edu.

Search Tools and our collections can be found by visiting the home page for the College Archives and Special Collections: http://library.marist.edu/archives/. Special Collections materials can also be searched on Fox Hunt: http://library.marist.edu/.

MEDIA CENTER

The Marist College Media Center is responsible for the support of audio/video/visual instructional technologies. The Media Center is focused on serving the needs of the customer by providing them with the opportunity to use technology in effective and efficient ways. This involves providing the tools, making those tools accessible to faculty and staff, and encouraging their use to enrich the learning experience of Marist students.

Most classrooms on campus are fully integrated with multimedia projection capabilities. The Media Center provides training and instructional support in the operations of these rooms. When equipment is requested for delivery, the Media Center will deliver, set-up, and retrieve the equipment when finished. The Media Center has a variety of portable equipment available for faculty and students to borrow for use outside of the classroom.

Staff is on hand to record classes and special events. Full audio and video production is available. Audio/video content can be digitized for use in online courses. Media Center facilities include TV studio, audio production, non-linear editing, duplication, conversions, screenings and more.

Reservations for delivery and facility use are required.

Offices and facilities are located in Lowell Thomas 2nd floor and are open Monday through Thursday, 8:00 a.m. to 9:00 p.m. and Friday, 8:00 a.m. – 5:00 p.m. Contact staff at ext. 3635. Visit the website at www.marist.edu/mediacenter.

POST OFFICE

The Post Office is located on the second level in the Student Center. Faculty mail is delivered to the School offices where each faculty member has a mailbox. The campus mail system is reserved exclusively for College business. Faculty and staff are not permitted to receive any incoming mail/packages of a personal nature at work, nor may the inter- or intra-campus mail system be used for anything other than college business. Any questions that may develop during the year may be directed to our office e-mail post.office@marist.edu or the Director of Postal Service at 845-575-3000 ext. 2131.

Post Office service counter are: Monday through Thursday, 9:00 a.m. – 6:00 p.m., Friday 9:00 a.m. – 5:00 p.m. and Saturday, 9:00 a.m. – noon.

Main office hours are: Monday – Friday 8:30 a.m. – 5:00 p.m.

Service hours are reduced during winter, spring and summer breaks.
OFFICE OF GRADUATE AND ADULT ENROLLMENT

The Office of Graduate and Adult Enrollment is responsible for the admission of all graduate students, adult students (22 or older) and part-time students enrolled in undergraduate courses. Please call for location information (845) 575-3800 during office hours from 8:30 a.m. – 7:00 p.m. Monday through Thursday and Friday 8:30 a.m. – 5:00 p.m. Marist offers 12 master’s degrees, 6 of which are available in an online format.

At the undergraduate level adults may apply for admission to any of the majors offered to traditional students on-campus.

SECURITY

MaristAlerts

Marist College is committed to ensuring the safety and well-being of our campus community. To expand upon the College’s already robust communications system we are able to provide critical information to members of the campus community via phone, email, and text.

This system, MaristAlerts, is powered by Everbridge, a world-class leader in providing communications platforms to colleges, hospitals, businesses, and other large organizations.

MaristAlerts will only be used for an event that poses immediate threat to the health and safety of the campus community. These may include significant criminal activity, severe weather, major maintenance issues, or other conditions. It will be utilized for institutional closures and delays. Any message from MaristAlerts requires your immediate attention.

In the next week you will receive an e-mail from MaristAlerts inviting you to create an account to receive future emergency notifications.

- As a default, all members of the Marist community will receive MaristAlerts at their Marist.edu email address.
- Upon receiving the initial email you must create your account and provide additional contact information.
- MaristAlerts is intended to be used as an internal communications network for students and employees only. Please only insert contact information that will reach you directly.
- One distinct feature of the MaristAlerts system is its ability to send a message to multiple devices at once, so please be sure to enter the contact information for multiple methods of communication and prioritize the order in which you want to receive messages from the system. Users who wish to receive text messages must repeat their cell phone number in the section labeled “SMS,” which stands for “Short Message Service.”

For more information or current member log-in, go to: www.marist.edu/maristalerts

CLASSROOM TELEPHONES – EMERGENCY CALLS TO THE SECURITY OFFICE

Most classrooms on the Marist Campus are equipped with telephones. These phones are usually located near the Media Equipment. Located near each phone is an Emergency Placard with information on what to do in
case of a Fire Medical emergency or encounter with an unruly person. Please read the information on the card.

In addition to calling the Help Desk or Media Center for technical support, these telephones are also capable of calling the Security Office to report EMERGENCY situations…fire, ambulance requests, disruptive or suspicious person, etc.

Each Classroom door lock has been retrofitted so that the room locks from the inside. In case of a disturbance or other similar emergency outside the room, lock your classroom door, turn off the lights and keep all persons in the room away from the door and/or windows. Call Security and stay in the classroom until Security or the Police give the “all clear.”

To report an EMERGENCY to Security:  DIAL  5555

Give as much information as you can to the Security Dispatcher and the appropriate Emergency Service will be called.
The classroom phones should be used for Emergencies ONLY.

The Security Office is located in Donnelly Hall – Room 201 –
and is open 24-hours a day/seven days a week.

Report all emergencies or suspicious activity or persons to the Office of Safety and Security

Emergency – ext. 5555
All Other Calls – ext. 2282
Outside Line - 845-471-1822
SNAP Escort Service – ext. SNAP (7627)

Fire Safety:
• Personally review the evacuation plans posted in the hallways for your office and classroom building(s).
• On the first day of class, please take time to review evacuation routes from your classroom with your students.
• If the fire alarm sounds, all persons must evacuate the building immediately. Obey the directions of the Fire Fighters or the Security Officers.
• Close all doors as you leave.
• DO NOT use elevators during a fire alarm.
• Move yourself and your students a safe distance from the building.
• DO NOT re-enter a building until given the “all-clear” from the Fire Department or Security Officer.
• Fire Drills are conducted twice each semester.

Parking:
• All Faculty members must have a parking permit issued by the Office of Safety and Security. If multiple vehicles are to be used, faculty and staff permits may be laminated (Copy Center provides this service) and moved from vehicle to vehicle.
NEW INFORMATION FOR PART-TIME FACULTY

New Part-Time Faculty (First time teaching at the College):

To register on-line at http://www.marist.edu/security/registration.html, allow 2 business days after ALL your paperwork (Contract, I-9, Tax Forms, etc.) has been submitted to the HR Office. Your parking permit will be mailed to your home address.

If you need a permit immediately or have any questions, please contact Iris in the Security Office during business hours (8:00 AM to 4:30 PM) or call (845-471-1822).

Returning Part-Time (Prior Teaching position at Marist):

Once you have electronically signed your contract you will be able to register your vehicle on-line immediately at http://www.marist.edu/security/registration.html

Your permit will be mailed to your home address.

Permits are valid ONLY for the Semester you are currently employed and must be renewed each semester you return to teach.

• Please park only in your designated lot. Park only in a marked space.
• DO NOT park on end zones, fire lanes, or in other areas that will prohibit the safe passage of emergency vehicles and snowplows.
• Vehicles in violation of campus parking regulations will be ticketed, booted, or towed.
• If you are sponsoring an event or will need visitor parking please contact the Security Office at X2282 to make special arrangements. Please call as far in advance as possible so we can work with you to accommodate your event/guest(s).
• DO NOT give students or student workers permission to park in staff lots without first receiving approval from the Office of Safety and Security. Students will be responsible for the ticket unless prior approval has been arranged.

Escort:

• If you need an escort at night call the SNAP program at X SNAP (7627)

Traffic Safety:

• Please obey all traffic regulations on campus and on public highways (speed, no right on red, crossing only during pedestrian crossing phases, etc.) as you drive or walk to and from the campus. The Town of Poughkeepsie Police will be enforcing all traffic regulations.

Other:

• The Office of Safety and Security provides jump-starts and lockouts for students, faculty and staff members.
• Parking lots and/or roadways may be closed or restricted for special events. These will be announced as soon as possible and prior to the event.
• Keys are issued by the Access Control Specialist. Call for ext. 2282 or 471-1822 for assistance.
• ID Cards are issued by the Marist Card Office. The office is located in Donnelly Hall and is open 8:30 a.m. to 4:00 p.m. Call ext. 3550 for an appointment.
• If you have any questions, suggestions or need special accommodations, please call the Office of Safety and Security at ext. 2282 or at 845-471-1822.
ACCOMMODATIONS AND ACCESSIBILITY

The Office of Accommodations and Accessibility provides a comprehensive range of support services and accommodations which promote the 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. The Office supports the concept of self-advocacy in all students and does not provide faculty with prior notification of a student’s enrollment. Requests for academic accommodations are made directly by the student.

Since many of our students require textbooks in alternative formats, we request that faculty determine the texts they will be using for their specific courses early so the Office can obtain these books in an alternate format in a timely fashion.

Faculty should encourage students who require classroom or testing accommodations to identify themselves at the beginning of the semester. All students requesting accommodation should be informed that they must present official documentation of their disability to the Office of Accommodations for approval. Students eligible for extended time during examinations may reserve a test area in the Office of Accommodations through an on-line sign up process. Signing up for a test is the responsibility of the student.

Questions regarding the eligibility of any student or the availability of support services should be directed to the Office of Accommodations, ext. 3274. Complete information about the services provided by the Office can be obtained online at https://www.marist.edu/accommodations-accessibility.

STUDENT ACADEMIC AFFAIRS

Student Academic Affairs is designed to coordinate those services that are intended to assist and support the academic pursuits of Marist students. Student Academic Affairs is concerned with ensuring that all Marist students have easy access to accurate and timely academic information so that students can make informed decisions and choices. Student Academic Affairs is comprised of five units that work collaboratively and synergistically to best meet the academic support needs of Marist students. These units include the Office of the Registrar, the Center for Advising and Academic Services, the Academic Learning Center, the Center for Multicultural Affairs / HEOP, and the Center for Student-Athlete Enhancement.

OFFICE OF THE REGISTRAR

The Registrar’s Office provides information and services to support, facilitate, and promote the educational mission of the College. The Registrar’s Office is the official recorder of student and academic records and strives to provide timely, accurate, efficient and appropriate service to administrative, faculty and student requests regarding these records. The Registrar’s Office provides leadership and support in the use of technology to facilitate and support communication and archiving of academic information.

The Registrar’s Office is located in Donnelly Hall 203 and can be reached at ext. 3250.
CENTER FOR ADVISING AND ACADEMIC SERVICES (CAAS)

The Center for Advising and Academic Services (CAAS) values a collaborative relationship with students, faculty and staff. In addition to overseeing the College’s academic advisement system, CAAS is responsible for monitoring the academic standards of the College in conjunction with the Academic Standards Committee.

Advising at-a-glance:
- Students and advisors each have an advising portal on my.Marist (Advisors under the Faculty & Advisor tab as a drop-down titled Advising - Students under the Student tab as a drop-down titled Advising-Undergraduate). Each portal is designed to offer resources needed to be successful. Faculty who are not advising can view the advisor portal as well.
- Students are encouraged to use the Academic Advising Planner (AAP) throughout their time at Marist to plan their academic experience and prepare themselves for life after college. The AAP can be found in the advising portal.

Student success resources:
- All students on academic probation are required to complete an Academic Plan & Consultation Record (APCR), review it with their advisor and turn it in to CAAS. Students on the highest level of probation meet regularly with someone in CAAS. For the uses of the Academic Standards Committee, all instructors who have a student on academic probation in their course will receive a progress report form at the end of the semester asking them how the student performed in their course.
- All instructors are encouraged to use the online Academic Warning Notice (located in the my.Marist Faculty & Advisor advising portal) when students are not performing to their potential or are experiencing attendance issues. The student, student’s advisor and CAAS receive a copy of the form. This allows all recipients to determine the scope of the problem and intervene when appropriate.
- CAAS also monitors the academic progress of students by reaching out to all students who receive a midterm grade point average under a 2.00. Instructors should contact or refer students to CAAS if a student needs further academic support.
- CAAS also works with students when they have extenuating circumstances and need to miss classes for four or more days. Notification to the instructor will go out from CAAS when this occurs. Documentation of such events is required from the student. Instructors should feel free to call CAAS for verification.
- Students needing to withdraw or take a leave from Marist should be referred to CAAS.
- Students requesting a credit overage or requesting registration change after the deadline should be referred to CAAS.
- Students on the College’s Dean’s List are issued certificates. CAAS coordinates this process.
- CAAS offers services and consultation to students who have not declared a major.

Office: Donnelly Hall 224 ~ Phone: 845.575.3500 ~ Fax: 845.575.3502 ~ Email: advising@marist.edu
my.Marist.edu: Faculty & Advisor tab – Advising ~ Twitter: @MaristCAAS ~ Facebook: Marist CAAS
ACADEMIC LEARNING CENTER

The Academic Learning Center offers programs and courses designed to support students in reaching their academic goals. The FOCUS Program and the College Experience assist first year students in successfully transitioning from high school to college and in making informed decisions concerning their course of study.

Courses Offered:
- ENG119 Intermediate Writing for College
- LERN105 Critical Reading and Thinking
- LERN104 Self Development
- CRDV105 Career Planning and Decision Making
- LERN191 Transfer Student Seminar
- LERN120 The College Experience

Tutoring:
The ALC provides tutorial assistance, both private and group review sessions, in many subject areas. There is a minimal fee for private tutoring. Review sessions are free and offered in fall and spring. Faculty may sponsor academic review sessions through the Academic Learning Center, and drop-in tutorial sessions are also available in some subject areas.

Proofreading:
A proofreading service is available Monday through Friday from 11:30 a.m. – 1:30 p.m. and Monday through Thursday evenings, 7:00 p.m. – 9:00 p.m. An online proofreading service is available 24 hours a day through the iLearn system. Online proofreading services are available year-round.

James A. Cannavino Library 331 / Phone: 845.575.3300
Email: academiclearningcenter@marist.edu Web: www.marist.edu/academics/alc

CENTER FOR MULTICULTURAL AFFAIRS

The mission of the Center for Multicultural Affairs (CMA) is to engage the Marist community in events and activities that highlight diversity and multiculturalism creating a climate of access, equity, and inclusion that celebrates the rich contributions of all cultures, and empowers students to achieve academic success by preparing them to become engaged global citizens.

The Center houses the Arthur O. Eve Higher Education Opportunity Program (HEOP), the International Student Programs, both undergraduate and graduate, the Academic Enrichment Program which provides direct support services to first generation college students and/or ethnically underrepresented students including the Hearst Foundation Scholars and Academic Enrichment Scholars (ACES), and the Cultural Enrichment Program serving as resource to faculty, students and staff on issues of socio-economic diversity.

HEOP is a comprehensive academic support services program designed for New York State residents who are capable of succeeding, but have not had the educational opportunities to prepare them for college. Participants meet income guidelines established by the New York State Board of Regents. Arthur O. Eve HEOP is jointly sponsored by the College and the New York State Education Department. Students are admitted without regard to age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, genetic predisposition or carrier status, or sexual orientation. Marist HEOP was one of the first twenty-four programs funded in New York State 48 years ago.
For more information, please call the CMA/HEOP Office at ext. 3204, come visit us at the James A. Cannavino Library, Suite 337, or visit our website at www.marist.edu/academics/multicultural/ Events sponsored by CMA will be published around campus, via e-mail, and on our Facebook page at www.facebook.com/maristcollegecma and/or follow us on Instagram www.instagram.com/MARISTCMA

Marist College
Center for Multicultural Affairs (CMA)
Cannavino Library Suite 337

The Center for Multicultural Affairs (CMA) is a department in the Division of Student Academic Affairs at Marist College which strives to create a culturally competent college environment by:

☐ Sponsoring campus-wide events on themes of cultural and socio-economic diversity

☐ Acting as a resource by providing lectures, activities, and individual consultations for students, student organizations, and faculty on issues of cultural awareness, self-identity, and academic success

☐ Offering comprehensive individual student advisement sessions for first generation and underrepresented college students and students in CMA academic sponsored programs

☐ Providing cultural networking opportunities

CMA Sponsored Programs
• International Student Programs and Services (ISPS) (undergraduate, graduate, exchange & expatriate students)
• Arthur O. Eve Higher Education Opportunity Program (HEOP)
• Academic Enrichment Program (Hearst Foundation Scholars & Academic Enrichment Scholars)
• Cultural Enrichment Program (sponsor/cosponsor events, lectures, classroom presentations, and seminars for students, administrators and faculty on issues of inclusion, diversity and multiculturalism)

Electronic/Social Media sites:
• Web: www.marist.edu/academics/multicultural/
• Webpage for HEOP: http://www.marist.edu/academics/multicultural/heop/
• E-mail: multicultural@marist.edu
  • E-mail: heop@marist.edu
• Facebook: www.facebook.com – www.facebook.com/maristcollegecma/
• Instagram: www.instagram.com/MARISTCMA

CENTER FOR STUDENT-ATHLETE ENHANCEMENT

The Center for Student-Athlete Enhancement provides advising, tutoring, life skills development, and study support facilities to student-athletes who are members of Marist’s NCAA Division I athletics teams. The Center provides general information to faculty about the competition schedules of Marist’s teams at the faculty website and will provide individual notifications to faculty members for specific events. The Center will also monitor the academic progress of student-athletes throughout each semester and participate in eligibility determinations. The Center is located in the McCann Center, Room 213, and can be reached at ext. 3353.
**CENTER FOR CAREER SERVICES**

The overarching goal of the Center for Career Services is to endow students with the skills necessary to think critically about their futures and provide them with information and support that will lead to the achievement of their career objectives. As such, the Center provides career assessment by offering students an on-line interactive guidance program. Internships are arranged so students can fine-tune their career decisions as they work with professionals in the field and gain experience as they apply their classroom fundamentals in the “real world.”

Since the culmination of a college degree program typically marks the beginning of a professional career, the Center provides a wide range of opportunities for students to interact with employers and apply for positions with quality organizations. On-campus interviews, career fairs, career spotlight series, workshops and employer information sessions along with various on-line tools are a few of the programs that exist to support job search activity. An on-line alumni career network offers professional mentors to students. Students may also enroll in a Career Planning course.

The acceptance to competitive graduate and professional schools is a priority for many Marist students. The Center also provides opportunities to explore graduate programs, assistance with the application process, exam study preparation and support for the attainment of national awards, scholarships and fellowships. Students and alumni of credit-bearing degree or certificate programs may utilize the services outlined above.

Faculty who wish to integrate career planning and job search readiness into their curriculum are invited to contact Dr. Mary Jones, Executive Director, to discuss program options. Upon request, the Center will provide a speaker to address any of a number of topics including career paths in your discipline, resume/cover letter preparation, interview skills, etc. Or, you may request a 5-10 minute PowerPoint overview presenting pertinent career resources available for your students. Many employers are also available for classroom presentations.

Faculty are also provided access to FoxQuest. FoxQuest is an on-line job bank and web-based recruiting system and is available to assist faculty with student advising and career awareness. This system provides students/alumni with resources to explore and find internship and career opportunities. To access, go to [http://marist-csm.symplicity.com/sso/faculty/](http://marist-csm.symplicity.com/sso/faculty/) You will be directed to the Marist Authentication page. Please enter your Marist Account ID and Password.

The Faculty Module will allow you to:
- Search FoxQuest Jobs and the extended NACElink Network Job search engine,
- Recommend Full time jobs, Internships and work study and part time positions to students,
- View Employers to read their company overview and search their posted opportunities,
- View Career Services information sessions, workshops and events, and
- Internship Faculty Coordinators will be able to approve student internship applications, approve student internship placements and approve employer internship requests within their areas of responsibility

The Faculty is invited to keep abreast of career events and activities by visiting the career homepage at [www.marist.edu/careerservices](http://www.marist.edu/careerservices), or following Marist CCS on Facebook and Twitter. Please e-mail [career.services@marist.edu](mailto:career.services@marist.edu) or call 845-575-3547 to reach our office in the James A. Cannavino Library, Suite 332.
THE WRITING CENTER

The Writing Center, located in the James A. Cannavino Library, is open morning to evening, Monday through Thursday, morning to late afternoon on Friday, and all day on Saturday. Students are encouraged to make appointments (by calling ext. 2735 during Center hours). Walk-ins are assisted on a first-come, first-served basis.

The Center is staffed by part-time faculty, full-time faculty and student interns who help students with writing assignments from across the curriculum. In addition, members of the Marist community may come for help with non-academic writing tasks such as résumés or job/graduate school application letters. Students may bring assignments, ideas, rough drafts or completed papers to the Center for attention.

The Center sees its mission as helping students and the Marist College community at large become more self-sufficient writers by showing them how to express ideas clearly and effectively. Most sessions are 30 to 40 minutes or longer, focus on structural and organizational matters as well as the generation of ideas, and are dictated by the student's concerns. The main concern of the staff is to see writing improvement and to empower students in a substantive way, not just to get the student a better grade.

Instructors are asked to strongly encourage students to go to the Center if the need is apparent. Writing improves most when students themselves are motivated to seek help.

DIGITAL EDUCATION

The Office of Digital Education promotes and supports technology-enabled learning, with an interdisciplinary team and a broad range of services. This office:

- Provides training for faculty, staff, and students digital learning and educational technologies.
- Supports faculty, staff and students in the use of state-of-the-art educational technologies.
- Supports the on-going discussion on learner-centered teaching, with emphasis on collaboration and active learning.
- Assists in the design, production, and evaluation of digital learning materials.
- Advises Marist senior leadership on instructional technology strategies.

Marist College develops all online courses for the campus and external partnerships using Sakai’s learning management system. The Office of Digital Education aids faculty in developing on-line, hybrid, and web enhanced courses by actively implementing state-of-the-art learning technology for both faculty and corporate partners. Digital Education is located in the Library, Suite 305. Visit our website at https://www.marist.edu/it/digitaleducation/. To contact us, call the help desk at 845-575-4357 or email digital.education@marist.edu.

INFORMATION TECHNOLOGY SERVICES - A GUIDE FOR FACULTY

For detailed web information regarding Information Technology Services and Support please visit http://www.marist.edu/it/services.html.

Help Desk - The Marist College Help Desk provides faculty, staff and students with a single point of contact to the Marist community. 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 contact them at (845) 575-HELP (ext. 4357). Their hours are 7:30 a.m. – 10:00 p.m. Monday through Thursday and 7:30 a.m. – 5:00 p.m. Friday. The Satellite Help Desk is located in Dyson Center by the Security Desk. The hours are Tuesday and Thursday from noon to 7:00 p.m. For more information you can visit: http://www.marist.edu/it/helpdesk/.

Policies & Information Security – In today’s society privacy and the security of online information is very crucial. Marist College has set in place policies that all faculty, staff, and students must agree to in order to use our services. To see a list of our policies, standards, procedures, and other related links you may go to our Policies & Information Security page: http://security.marist.edu/.

How to Reset Your Marist Account Password – You may reset your password at any point during your time at Marist, though you will be required to reset it after 180 consecutive days of the same password. You can do this from here: https://acctmgmt.it.marist.edu/.

Forgotten Password – If you have forgotten your password, there are a few ways to have it reset:

- **On-Campus (Poughkeepsie):** Stop by the Help Desk (located off the Atrium in Donnelly Hall) with your Marist ID or a government issued photo ID (e.g. Driver’s license, Passport, Military ID)
- **Off-Campus (Fax/Scan):** You may fax or scan and email a copy of your Marist ID or government issued photo ID to (fax) (845) 575-3566 or (email) helpdesk@marist.edu. With your fax or scan, you must also include on a sheet of paper with your ID the nature of your request, your name (printed and signed), your ID number, and a contact phone number where you may be reached. Alternatively, you may also use your camera phone to take a clear picture of this information and email it to helpdesk@marist.edu.
- **Skype Video Chat:** If you would like to reset your password through a Skype Video chat session, please email us at helpdesk@marist.edu to set up an appointment. During the video chat session, you will be asked to show your Marist ID or a government issued photo ID before we can reset your password.

For more information about your Marist Account or having your password reset, please see our Account Information Page: http://www.marist.edu/it/accountinfo.html.

Banner (myMarist) SSB – Self Service Banner (SSB) allows faculty to access information about their courses, including class lists and submission of midterm and final grades. SSB is accessed through the myMarist portal at http://my.marist.edu.

Event Accounts – Information Technology offers faculty and staff the opportunity to create Event Accounts for people not affiliated with Marist to gain temporary access to the Marist network and the Internet. This includes guest speakers, conference attendees, and others who may need to utilize our network while they are on campus. Event Accounts are valid from 1 to 14 days and may be shared among multiple people affiliated with the same event. For more information on Event Accounts or to create one your own, please go to http://www.marist.edu/it/eventaccount.html.

System Availability Page – Information Technology keeps the students, staff, and faculty informed of any work that is done that may impact the use of their services. You may view this information at any time here: http://www.marist.edu/it/availability.html. This information is also available on our Status Phone: (845) 575-3240. This is information can also be found on myMarist at https://my.marist.edu.

Online Self Services Availability – Online Self Services provides faculty with information about their schedule and class lists as well as where faculty will submit midterm and final grades. The self-
services are available 24 hours a day 7 days a week via https://my.marist.edu. Any changes to this schedule will be posted on the System Availability Page.

Computer Labs & Classrooms - Classrooms and Labs support services are managed through the IT Help Desk and Media Center. Computer related problems should be reported by calling the Marist College IT Help Desk at (845) 575-4357 (ext. HELP). Problems with overhead projectors or other media related equipment should be reported to the Media Center Help Desk at (845) 575-3635 (ext. 3635). This information is also located at the podium with a phone for your convenience. For more information on this service, please visit the website here: http://www.marist.edu/it/desktop/labs.html. You may also search the labs and classrooms by building or available software to see what is available.

Email List for Classes – Faculty may find it necessary to contact all their students. In the past teachers would have to ask each student for their email address. The use of a class email list (listserv) allows the teacher to be able to email all the students registered in a particular class.

There are email lists (listserv) available for you to send e-mail to all students in your course. The name of the email list (listserv) is made up of the following: the full name of your course, a dash and the semester.
For example: if your course were CSIS103 and you taught the L117 section for the Fall, in the To: field you would enter:

CSIS103L117-FALL@marist.edu

Note that there is a "-" between the course number and the semester.

If your course number has embedded blanks, such as ART 125L999, just remove the blanks when you enter the course number in the To field. For example: To: ART125L999-FALL@marist.edu

All the students registered for the course get an e-mail via their Marist address (name@marist.edu).

ONLY the registered faculty member for a specific course and section can post to this address.

The list of students in each course is updated every evening. If a student add/drops your course, they are automatically added/removed from the listserv. There is no need for you to create or maintain the list.

Attachments can be included in the email.

If you have any questions/problems please call the HelpDesk at ext. 4357

Email Options – At Marist there are a variety of email options available to faculty, including iNotes (full time faculty) and Foxmail.(adjunct faculty)

New Email System - During the Summer - Fall 2017, faculty will be receiving a new Marist Mail account. This will be your new email account. This transition will take place beginning summer of 2017 and continue through the Fall. As your school is moved into the new mail system, Information Technology will be communicating with you and offering training. Information about this project and the new mail system is available at http://www.marist.edu/it/helpdesk/maristmail.html
Marist Mail - Marist Mail and Collaboration is the new web based e-mail and collaboration system similar to Google Mail, docs, drive, and hangouts which is being rolled out to Marist faculty and students. Access to Marist Mail and Collaboration is through your Marist Account. A unique account is assigned to all students, faculty and staff when you enter Marist and will exist as long as you remain with the college. To access Marist Mail and Collaboration, copy mari.st/mmail into a web browser and login with your firstname.lastname and your Marist account password. Information about the new Marist Mail system is available on our website at: http://www.marist.edu/it/helpdesk/maristmail.html

iNotes – This is also known as Notes Webmail. Faculty may have an iNotes account, which is a webmail version of Lotus Notes which faculty may or may not have access to. To log into iNotes, go to: http://notes.marist.edu. For more detailed information on iNotes, you may download this Reference Guide: http://www.marist.edu/it/pdfs/inotesv8referenceguide.pdf.

Foxmail – Foxmail is the email system that will be phased out for faculty and students throughout the Fall semester. While you may begin the semester using Foxmail, by the end you will be transitioned into Marist Mail. Foxmail is a web based e-mail system, similar to Hotmail and Yahoo, that is provided for all Marist students, faculty and staff. Access to it is based on your official Marist computer account. A unique account is assigned to all students, faculty and staff when they enter Marist and it will exist as long as you remain with the college. To access Foxmail, go to: http://foxmail.marist.edu. You may go to http://www.marist.edu/it/foxmail.html for more information on Foxmail. To add Foxmail to your mobile devices please follow the instructions at: http://www.marist.edu/it/resnet/howtos.html.

Email is a critical resource for everyone today. In order to protect that resource, the College scans the arriving and departing email for computer viruses, and checks to see if it is likely to be spam. Email can be either blocked or marked as possible spam and forwarded to your email box. Email is blocked based on the address of the originator being a known address of a spammer, or certain characteristics of the email. Occasionally, legitimate email can be blocked. If you believe legitimate email to you or from you has been blocked, or you would like assistance in using filters to automatically place marked email in junk folders, please contact the Helpdesk at Helpdesk@marist.edu or (845)-575-HELP (x4357).

Currently, approximately 90% of the email arriving on campus is blocked as spam. For every piece of spam email that does get through to your email box, 9 more were blocked by the filters. A graph of the monthly percentages is available at http://www2.marist.edu/~hdprpt/hdp/xyso.gif.

Mailbox Preferences - Faculty may prefer to forward their Marist email to a personal account (such as Gmail, Yahoo, etc.). They may do so by going to the “Forwarding Marist email” page (http://www.marist.edu/it/setpns.html). This page provides instructions on how to forward your email to another account.

Dropbox - The intention of the Marist Dropbox is to allow the transfer of large files to and from members of the Marist community. Although files are commonly sent via email attachment, email servers generally limit the size of an attachment to about 2-20 megabytes. This allowance is inadequate for many modern applications; especially those involving digital media. To use Dropbox, as well as reading more about it, you can go to: https://dropbox.it.marist.edu/.

Faculty & Staff Directory – To access the faculty and staff directory, use this link: http://www.marist.edu/directory/facstaff/. From here you can view the directory in PDF form, search by first or last name, search alphabetically by last name, or search by department or school. This can also be found at https://my.marist.edu.
Network Access - Prior to gaining access to the Marist network, you must go through the Network Admission Control (NAC) process. This process authenticates the user with their Marist credentials. This ensures that no one outside of the Marist community is able to access the internal Marist network. The NAC solution also takes care of the technical implementation of desktop security. We strongly recommend that end users regularly perform Operating System updates and use an Anti-virus product. For more information on how to connect to the network and the NAC guide visit http://www.marist.edu/it/nac.

VPN Access - The purpose of the Virtual Private Network (VPN) is to provide a secure connection when connecting to Marist's network from off-campus. If you're connecting from off-campus, you must first be fully connected to the Internet via your ISP. For more information please visit http://www.marist.edu/it/network/vpn/html or call ext. 4357.

eduroam Access - If you are planning on visiting other institutions in the US or abroad, please connect to "eduroam" before you travel. "eduroam" (educational roaming), is a secure worldwide roaming service for users in research and higher education.

Marist faculty, student, and staff members are able to obtain secure Internet connectivity at participating institutions across the world. The Internet connectivity is instantaneous and user authentication is performed by the users' home institutions. There are over 7,000 institutions worldwide where eduroam is available. Anyone with a valid Marist account can use the eduroam wireless network at these locations. The eduroam-US Institutions can be viewed at https://www.eduroam.us/institutions_list, and at https://monitor.eduroam.org/eduroam_map.php?type=all for Institutions world-wide.

To ensure secure and successful access to eduroam, log onto eduroam when on campus prior to your travels. Once connected to eduroam, when traveling you will be able to log onto a participating institution's network with your valid Marist account.

A step-by-step guide for connecting to eduroam can be found at http://wifisetup.net.marist.edu/

INSTITUTIONAL RESEARCH AND PLANNING

The Office of Institutional Research and Planning is responsible for coordinating institutional planning activities, completing compliance reports for appropriate state and federal agencies, and facilitating collection and analysis of data for institutional decision-making. The Office of Institutional Research and Planning is called upon frequently to conduct campus-wide assessments of various Marist activities.

Assessments conducted by the Office of Institutional Research and Planning provide confidentiality to all participants. The Office of Institutional Research and Planning is located in Donnelly Hall 102 or call ext. 3478.

IV. FACULTY SERVICES AND GENERAL INFORMATION

CAMPUS CLEANLINESS - GENERAL RULES

1. Eating and drinking are not permitted in classrooms or laboratories.
2. Kindly erase boards at the conclusion of class.
3. Please call the Media Center, ext. 3635, for overhead projectors, including replacement bulbs, etc. (Do not take projectors from other classrooms.)
4. Arrange to have windows shut, lights shut off, and doors closed at the conclusion of class.
5. Leave drapes closed in cold weather. This conserves heat.
6. Ask students to use receptacles for trash.
7. Observe the parking regulations.
8. Report unsanitary conditions immediately to the Housekeeping Department, ext. 2527 or by email to Housekeeping Services/GRP/Marist.
9. Encourage others, students and colleagues, to respect the campus and its appearance.
10. Please keep the furniture in the same arrangement as you found it. If you need to adjust tables or desk armchairs for discussions, please put it back before you end class.
11. Many classrooms are equipped with special tables to accommodate our disabled students. Please do not move or remove these tables.

CLASSROOM MATERIALS

Classroom materials such as chalk, erasers, etc. are provided by the Housekeeping Department, Room 122, Donnelly Hall, ext. 2527 or by email to Housekeeping Services/GRP/Marist.

MAINTENANCE AND REPAIRS

All mechanical service needs should be called in to the Dispatcher of the Mechanical Services Office, ext. 2255 or by email to Maintenance/GRP/Marist.

McCANN ATHLETIC FACILITY MEMBERSHIP

Membership is free for individuals during the semester in which a contract has been issued. Family membership is $200/year. This campus recreation facility offers basketball, swimming, volleyball, racquetball, weight training, etc. Additional charges may be incurred for some programs.

The McCann Center hours for the academic year are Monday – Friday 9:00 a.m. – 1:00 a.m., Saturday 10:00 a.m. – 9:00 p.m. and Sunday 10:00 a.m. – 12 midnight. The Open Swim hours are Monday – Friday 11:00 a.m. – 2:00 p.m. and Saturday and Sunday 12:00 p.m. – 9:00 p.m. The Department of Athletics reserves the right to change these hours. Located within the McCann Center, the Fitness Center is not available for faculty families and guests.

Lockers are available on a daily basis. However, you must provide your own lock. A validated Marist College ID or a membership card, for which you may apply at the McCann Center Administration Office, is required for admittance.

A schedule of athletic practices and competitions is available at the control desk in McCann Center or by calling 575-3699, ext. 2301.

OFFICE SPACE

Office space needs should be discussed with your School Dean. Campus office space is almost always fully utilized and available space for part-time faculty is severely limited.

PHONEMAIL

Please see Class Cancellations, Delays, Absence, and Inclement Weather.
REFRESHMENTS/FOOD/HOURS OF OPERATION

**Dining Hall – Student Center (Second Floor)**
- Monday - Thursday: 7:15 a.m. - 9:30 p.m.
- Friday: 7:15 a.m. - 8:00 p.m.
- Saturday and Sunday: 9:00 a.m. - 8:00 p.m.

**The Cabaret – Student Center (Second Floor)**
- Monday - Friday: 8:30 a.m. - 1:00 a.m.
- Saturday and Sunday: 12:00 p.m. - 1:00 a.m.

**Donnelly Café**
- Monday - Thursday: 7:30 a.m. - 8:30 p.m.
- Friday: 7:30 a.m. - 3:00 p.m.

**Dyson Café**
- Monday - Thursday: 7:30 a.m. - 8:30 p.m.
- Friday: 7:30 a.m. - 3:00 p.m.

**Hancock Brew**
- Monday - Thursday: 7:30 a.m. - 8:30 p.m.
- Friday: 7:30 a.m. - 3:00 p.m.

**Library Brew**
- Monday - Thursday: 10:00 a.m. - 11:00 p.m.
- Friday: 10:00 a.m. - 5:00 p.m.
- Saturday: CLOSED
- Sunday: 1:00 p.m. - 9:00 p.m.

**Marketplace at Upper West Cedar**
- Monday - Thursday: 11:30 a.m. - 12:00 a.m.
- Friday, Saturday, Sunday: 5:00 p.m. - 12:00 a.m.

ROOM RESERVATIONS

All rooms in the Murray Student Center, including the Nelly Goletti Theatre and the Dining Services area, are available for reservation through the Office of Student Activities located at SC3115. Reservations can be made by emailing Room.Reservations@marist.edu. Once the space has been reserved, an email confirmation will be sent for verification.

Rooms should be reserved as early as possible as space availability may be limited due to high demand. When your reservation will be utilizing the space as is with no technology needs, please send in your reservations no less than 3 business days in advance to allow for adequate processing time. Reservations are processed on a first-come first-served basis to ensure that all are treated equally. Should your reservation require a specific room set up, technology, or catering, please submit your request no later than 10 business days prior to your event. This will ensure that the Student Activities staff has adequate time to follow up and assess all your event needs. To formally request the use of technology and/or communicate specific room setup details, please fill out the Student Activities Tech Request & Room Setup Form by clicking the link located on the Student Activities homepage (http://www.marist.edu/studentlife/activities.html). A link to this form can also be found in your room reservation confirmation email. Please note that technology may not be borrowed for use outside the Murray Student Center.
For outside requests, please contact the Media Center at ext. 3635 or visit them on the web at http://www.marist.edu/mediacenter/.

Any group using the Murray Student Center facilities is responsible for the condition of the facility and for the supervision during the time of use. Expenses incurred by the Murray Student Center for improper use of the facility and/or equipment will be charged to the individual and/or organization responsible. Please note no food or beverages are permitted in the Nelly Goletti Theatre or Fusco Recital Hall.

All classrooms are reserved through the Office of the Registrar (ext. 3250). A minimum of 48-hours notice is required for all classroom reservations.

Please contact the Office of the Vice President for Academic Affairs/Dean of Faculty (ext. 3629) to reserve all conference rooms in the Hancock Center.

**MURRAY STUDENT CENTER - USAGE OF FACILITIES FOR CONFERENCES**

**Departmental Sponsorship of Conferences**

The conference policy at Marist College waives all fees for organizations who gain the sponsorship of any academic or administrative office. In order to provide comprehensive and efficient institutional support and promotion of these conferences, departmental sponsors must contact the Office of Student Activities (ext. 3279) so that all the appropriate departments may be adequately informed of any pending events and to avoid scheduling conflicts.

A detailed written request for approval must be submitted via email to the Director of Student Activities and/or the Assistant Director of Facilities, Operations and Events, no later than 60 days prior to the event. The request should contain date(s), time, preferred location, anticipated number of participants, if any participants require special accommodations or access to facilities, general facility requirements, publicity overview, and catering needs. Any funding that may be required for the conference (i.e. Sodexo catering, conference materials, etc.) need written approval from the sponsoring department. Upon approval, the Director of Student Activities and/or the Assistant Director of Facilities, Operations and Events, will notify all stakeholders and appropriate offices in order to ensure optimum cross-campus coordination and cooperation. An official confirmation of space will also be sent to the conference sponsor.

Please note that approval by the Office of Student Activities does not absolve the conference sponsor from making specific arrangements (i.e. parking arrangements, guest Wi-Fi access, catering requests, publicity, etc.). A certificate of insurance is required for all outside groups indicating Marist College as additionally insured.

Special accommodations and room setups in the academic buildings (Lowell Thomas, Donnelly Hall, Dyson Center, and Fontaine Hall) are handled by the Housekeeping Department (ext. 2527). Requests for special phone connections or internet access should be arranged through the campus Telecommunications Office by calling the HELP Desk (ext. 4357).

The Office of the Associate Vice President for Academic Affairs/Dean of Academic Programs prepares this manual. If you have any suggestions or corrections to this document please notify us at 575-3629.

We welcome any ideas pertaining to missing information that would be to the benefit of future faculty.
MARIST COLLEGE
Center for Advising and Academic Services

ACADEMIC WARNING NOTICE

To: __________________________ CWID#: ____________ Date: ______________

THIS ACADEMIC WARNING NOTICE IS TO ADVISE YOU THAT YOUR PROGRESS TO DATE IS NOT SATISFACTORY.

Course #: _____________________ Course Name: _____________________________

YOUR UNSATISFACTORY STANDING IS DUE TO

☐ EXCESSIVE ABSENCES ☐ POOR TEST GRADES
☐ FAILURE TO HAND IN ASSIGNMENTS ☐ LACK OF CLASS PARTICIPATION
☐ NOT LOGGED ON TO ONLINE COURSE ☐ OTHER__________________________

_________________________________________

COMMENTS:

_________________________________________

_________________________________________

_________________________________________

Instructors Signature: ______________________________________________________

Print Name: ________________________________

☐ PLEASE ARRANGE A CONFERENCE WITH ME

CONTACT ME AT: ________________________________

Return completed form to the Center for Advising and Academic Services, Donnelly Hall 224.
(845) 575-3500 Website: www.marist.edu/academics/advise

Copies will be distributed by CAAS to the Student and Advisor.