



# Marist College

## 2011-2012

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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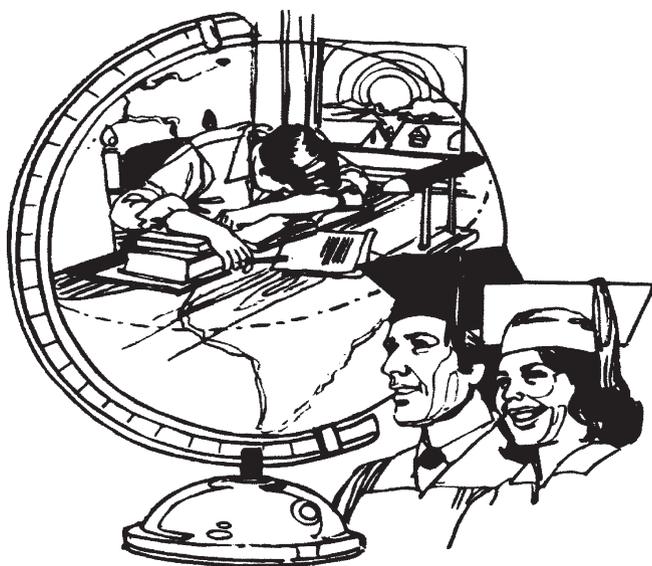
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# INTRODUCTION

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



**STUDENT HANDBOOK**  
**ACADEMIC PLANNER**  
**CAMPUS SERVICES**  
**COLLEGE POLICIES**  
**ATHLETIC PROGRAMS**  
**CODE OF STUDENT CONDUCT**  
**RESIDENT STUDENT HANDBOOK**

**Marist College**  
**2011 - 2012**

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

Marist College  
Poughkeepsie, New York  
Summer 2011

**To:** All Marist College Students

**From:** The Division of Student Affairs

**Re:** Welcome to a New Academic Year

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

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

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

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

## 2011-2012 CALENDAR FOR TRADITIONAL 15-WEEK SEMESTER

### FALL 2011

<u>AUGUST</u>	27 Sat	Freshmen and transfer resident students arrive on campus according to schedule.
	27-31 Sat-Wed	No guests allowed.
	28 Sun	Returning <u>resident students</u> arrive on campus according to schedule. Orientation for New Students.
	29 Mon	FALL 2011 SEMESTER BEGINS FOR ALL PROGRAMS. Day & Evening Classes begin. Late Registration.
<u>AUGUST</u>	29 Mon	Course Change Period.
<u>SEPTEMBER</u>	1-2 Thu-Fri	No guests allowed.
	2 Fri	Last day for course changes. Half tuition and half housing refund after this date.
	5 Mon	Labor Day. No classes held.
	9 Fri	Last day to change dining plan for fall semester.
	12 Mon	Last day to register for elective credit internships.
	16 Fri	No tuition or housing refund after this date.
	30 Fri	Pass/No Credit Option due.
<u>SEPTEMBER</u>	30 Fri	Family Weekend.
<u>OCTOBER</u>	1-2 Sat-Sun	Family Weekend.
	9-14 Sun-Fri	No guests allowed.
	14-16 Fri-Sun	Mid-Semester break.
	17 Mon	Classes resume. Midterm grades due by 12:00 P.M. (noon).
	21 Fri	Undergraduate & Graduate graduation applications due in Registrar's Office for January 2012 candidates.
	31 Mon	Last day for dropping course without Penalty of Withdrawal/Fail grades.
<u>NOVEMBER</u>	18 Fri	Undergraduate & Graduate graduation applications due in Registrar's Office for May 2012 candidates.
	22 Tue	<b>** MODIFIED CLASS SCHEDULE - No Evening Classes</b>
All Tuesday DAY classes meet during their normal time except: Tue. 11 a.m. classes DO NOT MEET; Tue. 3:30 p.m. classes DO NOT MEET.		
These Wednesday classes WILL meet on Tuesday, 11/22: Slot 5, Wed. 8 a.m. classes meet at 11 a.m.; Slot 12, Wed. 2:00 p.m. classes meet at 3:30 p.m.		
	22 Tue	Residence Halls close at 7:00 P.M.
	23-27 Wed-Sun	Thanksgiving Holiday. No classes held.
	27 Sun	Residence Halls reopen at 10:00 A.M.
	28 Mon	Classes resume.
<u>DECEMBER</u>	4-16 Sun-Fri	No guests allowed and 24-hr quiet hours in effect.
	9 Fri	Last day of Fall 2011 classes.
	12-16 Mon-Fri	Final Exam Period.
	16 Fri	Residence Halls close at 5:00 P.M.
	26 Mon	Final grades due by 12:00 P.M. (noon).

## **WINTER INTERSESSION 2012**

<u>JANUARY</u>	2 Mon	Day & Evening classes begin.
	13 Fri	Last day of classes.
	16 Mon	Final grades for Winter Session due by 12:00 P.M. (noon).

## **SPRING 2012**

<u>JANUARY</u>	16 Mon	Residence Halls open at 10:00 A.M.
	17 Tue	Spring Semester begins; Day & Evening classes held.
	17-23 Tue-Mon	Course change period.
	20 Fri	Deadline for grade changes & resolving incompletes for Fall 2011.
	23 Mon	Last day for course changes. Half tuition and half housing refund after this date.
	27 Fri	Last day for resolving incompletes & grade changes for Winter 2012.
	27 Fri	Last day to change dining plan for spring semester.
	30 Mon	Last day to register for elective credit internships.
<u>FEBRUARY</u>	6 Mon	No tuition or housing refund after this date.
	20 Mon	Pass/No Credit Option due.
<u>MARCH</u>	4-18 Sun-Sun	No guests allowed.
	9 Fri	Residence Halls close at 5:00 P.M.
	10-18 Sat-Sun	SPRING RECESS.
	13 Tue	Midterm grades due by 12:00 P.M. (noon).
	18 Sun	Residence Halls open at 10:00 A.M.
	19 Mon	Classes resume.
	30 Fri	Last day for dropping course without penalty of Withdrawal/Fail grades.
<u>APRIL</u>	5 Thu	No Evening Classes.
	6-8 Fri-Sun	Easter Holiday.
	9 Mon	Classes resume at 6:30 P.M.
	17 Tue	Retreat Day. No Classes.
	29-30 Sun-Mon	No guests allowed and 24-hr quiet hours in effect.
<u>MAY</u>	1-11 Tue-Fri	No guests allowed and 24-hr quiet hours in effect.
	4 Fri	Last day of Spring 2012 classes.
	7-11 Mon-Fri	Final Exam period begins. Residence Halls close Friday at 5:00 P.M. for underclassmen.
	18 Fri	SIXTY SIXTH COMMENCEMENT CEREMONY – Graduate and Adult Students.
	19 Sat	SIXTY SIXTH COMMENCEMENT CEREMONY – Traditional Undergraduate Students.
	19 Sat	Residence Halls close at 5:00 P.M. for seniors.
	21 Mon	Final grades due by 12:00 P.M. (noon).
<u>JUNE</u>	15 Fri	Last day for grade changes & resolving incompletes for Spring 2012.

## **MARIST COLLEGE HERITAGE**

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

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

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

## **MARIST COLLEGE MISSION**

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

### **VISION STATEMENT**

The College fulfills its mission by pursuing three ideals: excellence in education, the importance of community, and the principle of service. These ideals were handed down to us by the Marist Brothers who founded the College. Although Marist is now an independent institution governed by a lay board of trustees, the three ideals remain an integral part of the College mission.

The Marist ideal of excellence in education is achieved through an emphasis on quality teaching and distinctive learning opportunities. At the undergraduate level, this begins with a firm foundation in the liberal arts and sciences. Through core courses and their major field of study, students are educated to think logically and creatively, be able to synthesize and integrate methods and insights from a variety of disciplines, and effectively express their opinions both orally and in writing. Students are encouraged to consider the ethical dimensions of the subjects they study, and to become more aware of their own values and the value implications of the choices they make in their public and private lives. They are also exposed to cultures other than their own through on-campus programs and study abroad.

In addition to offering undergraduate programs to traditional-age students, Marist has a long history of serving the needs of adult learners for graduate, degree completion, and continuing education programs. The College offers these students an educational experience that meets the same high standards as our traditional undergraduate programs. Marist allows these students to balance their education with work and family responsibilities by offering flexible scheduling, alternative methods of program delivery, and satellite campuses.

Marist seeks to distinguish itself by the manner in which it uses information technology to support teaching, learning, and scholarship at both the undergraduate and graduate levels.

The College believes that by familiarizing our students with these advanced technologies, it better prepares them to be productive members of society and lifelong learners.

The Marist ideal of community is based on the belief that we become a better institution through the active involvement of faculty, staff, students, and alumni in the life of the College. At a time when social bonds in our society are tenuous, we seek to develop a relationship between our community members and the College that will last a lifetime. We do this by nurturing the development and well-being of all our community members. Of particular importance is assuring that the life of students outside the classroom is supportive of the educational goals pursued inside the classroom. We strive to be a diverse community but also one united by a shared commitment to the free exchange of ideas, consideration of the opinions of others, and civility in all our interactions.

Finally, Marist believes in the dignity of every human being and is committed to the principle of service. The College conducts programs for the disadvantaged, a wide variety of programs that meet community needs, and programs that broaden access to education. We encourage students, faculty, staff, and alumni to make service an important part of their lives. Students are encouraged to become involved in campus activities, programs that assist the less fortunate in our society, and service projects throughout the Hudson River Valley and around the world. By sharing their time and talents, students help make Marist a better place to live and learn while developing a sense of personal and civic responsibility.

## **CAMPUS SERVICES**

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

### **“THINGS TO KNOW” (A - Z)**

#### **ABSENCES**

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

*Each instructor maintains his/her own attendance policy which is typically stated in the course syllabus. Students are responsible for knowing and complying with these requirements.*

#### **ACADEMIC ADVISORS**

Academic advisors are faculty or administrators assigned to students to discuss academic and career goals, schedules for the upcoming semester, and opportunities available to you in your major. Students may change their advisor at any time by completing a change of advisor form and submitting it on-line or to the Center for Advising & Academic Services, located in **Donnelly 224, Ext. 3500**.

## ACADEMIC LEARNING CENTER

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

- Weekly review sessions for many courses;
- Weekly drop-in sessions for select courses;
- Paper proofreading, both day and evening hours;
- Online proofreading is also available at <http://ilearn.marist.edu/> under the proof tab; and
- Private tutoring is available for a small fee.

The FOCUS Program is administered through the ALC.

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

Courses available through ALC include:

- Career Planning and Decision Making – (*one credit*)
- Critical Reading & Thinking – (*one credit*)
- Freshman Forum – (*one credit*)
- Introduction to College Writing – (*no college credit/three equivalent credits earned*)
- New Student Academic Seminars – (*no credit*)
- Psychology of Self Development (*three credits*)

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

## ACADEMIC STANDING

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

## ACCESS TO STUDENT RECORDS

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

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

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

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

## **ACTIVITIES & HAPPENINGS**

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

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

## **ADDRESS CHANGE**

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

## **ARMY ROTC**

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

## **ATHLETICS PROGRAM**

See page 31.

## **BOOKSTORE**

The Marist College Bookstore is located on the lower level of the Student Center and is run by Barnes and Noble. Hours of operation are from 9:00 AM to 6:00 PM Monday through Thursday, 9:00 AM to 5:00 PM on Friday, and 10:00 AM to 4:00 PM on Saturday with extended hours during the beginning of the Fall and Spring semesters to facilitate the needs of students. **The Bookstore is the only approved business entity to conduct textbook buyback on the college campus and no other business enterprise is allowed to operate at the College.**

## CAMPUS CRIME STATISTICS

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

## CAMPUS DINING SERVICES

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

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

Students may add funds to their Thrifty Cash account at the Office of Student Accounts located in Donnelly Hall.

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

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

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

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

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

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

Library Coffee Bar offers beverages.

\*Thrifty Cash, cash, Marist Money or credit card is accepted at the campus main dining hall and all coffee shops and cafés.

## HOURS OF OPERATIONS

### MAIN DINING HALL

Monday through Thursday.....	7:15 AM to 10:00 PM
Friday.....	7:15 AM to 7:00 PM
Saturday	
Continental.....	9:00 AM to 11:00 AM
Brunch.....	11:00 AM to 2:00 PM
Afternoon Fare.....	2:00 PM to 4:30 PM
Dinner.....	4:30 PM to 7:00 PM

## Sunday

Continental .....	9:00 AM to 11:00 AM
Brunch .....	11:00 AM to 2:00 PM
Afternoon Fare .....	2:00 PM to 4:30 PM
Dinner .....	4:30 PM to 7:00 PM

## THE CABARET

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

## DONNELLY COFFEE SHOP

Monday through Thursday .....	7:30 AM to 8:15 PM
Friday .....	7:30 AM to 3:30 PM

## DYSON COFFEE SHOP

Monday through Thursday .....	7:30 AM to 8:15 PM
Friday .....	7:30 AM to 3:30 PM

## HANCOCK CENTER CAFÉ

Monday through Thursday .....	7:30 AM to 8:15 PM
Friday .....	7:30 AM to 3:30 PM

## JAZZMAN'S CAFÉ

Monday through Thursday .....	9:00 AM to 1:00 AM
Friday & Saturday .....	5:00 PM to 1:00 AM
Sunday .....	12:00 PM to 1:00 AM

## LIBRARY COFFEE BAR

Monday through Thursday .....	10:00 AM to 10:00 PM
Friday .....	10:00 AM to 3:00 PM
Saturday .....	CLOSED
Sunday .....	1:00 PM to 9:00 PM

## CAMPUS MINISTRY

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

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

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

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

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

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

## CAR TROUBLE

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

## CENTER FOR ADVISING AND ACADEMIC SERVICES

The Center for Advising and Academic Services (CAAS) enjoys helping students with academic issues as they work toward realizing their educational goals. Students can come to our office, located in **Donnelly 224** for the following reasons:

- To change their academic advisor. (Students can do this on-line through our website too);
- To report a prolonged absence of four or more consecutive days;
- To request a leave of absence or withdrawal from Marist;
- To comply with probation requirements and to discuss other issues regarding academic standing;
- To request a credit-overload for 19 or more credits;
- To answer questions regarding the Dean's List;
- To receive clarification of academic policies or advice on handling academic-related issues; and
- When there is a LEGITIMATE, VERIFIABLE situation regarding the waiver of a published academic deadline.

## CENTER FOR CAREER SERVICES "SEIZE YOUR DREAM!"

The Center for Career Services (CCS), located in **Library 332, Ext. 3547**, offers a variety of programs and information to assist students with career related experiences including setting career goals, obtaining internships, creating competitive résumés and cover letters and applying for full-time jobs or graduate school. Students are encouraged to become involved with CCS early in their college experience to plan effectively and make informed decisions. Services are available to matriculated students and alumni.

Two Career and Internship Fairs are conducted at Marist each year. In addition, many corporations and organizations visit the campus each year to offer workshops, host information sessions and conduct on-campus recruiting. **Professional attire is required for recruiting events including Career Fairs.** Marist also partners with other regional colleges for an annual Teacher Recruitment Day in the spring and a Federal/Government Jobs Fair.

Workshops are held throughout the academic year on various topics including Networking, Interviewing and Résumé preparation. Walk-in hours are held on Tuesday mornings from 9:30 a.m. to noon and on Wednesday and Thursday afternoons from 1:30 to 4:00 p.m. Services are available both in person and on-line to assure students have access to CCS offerings. Students should also register on *NACELink*, the CCS recruiting database to learn of special programs, on-campus interviewing and for postings of internships and full-time job opportunities.

Students interested in graduate school are encouraged to meet with the Graduate School Advisor in the CCS. The advisor will guide students through the components of the graduate school process including decision-making, identifying programs, taking admissions examinations, writing personal statements and completing the application process. For more information, visit their web site at <http://www.marist.edu/careerservices/>.

## CHECK CASHING/ATM

There are two ATM cash machines on campus: one in Donnelly Hall and the other in the Student Center across from College Activities.

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

## CLASSIFICATION OF STUDENTS

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

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

## CLUBS & ORGANIZATIONS

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

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

## COLLEGE RING

The Marist College ring is considered a symbol of academic achievement; therefore, certain academic requirements must be met before a student can order one for reception at the College Ring Ceremony.

A student is eligible to order a ring at the end of the sophomore year provided he or she has completed 45 credits and is registered as a full-time student. Full-time registered students will receive their rings during their junior year.

Transfers who have completed 60 credits at another institution are eligible to order a ring. However, before they can receive their rings, they must have completed one semester and must be in good standing at Marist. For further information, contact the Office of Students Affairs, **Rotunda 388, Ext. 2517**.

## COMMUTER SERVICES

The Commuter Lounge is located on the **2nd floor of the Student Center**. The Lounge offers an opportunity for commuters to relax, watch television, socialize and work in small groups on academic projects. In addition, there is a small refrigerator, microwave, telephone and comfortable seating for the convenience of all commuters.

The Assistant Director of First Year Programs & Leadership Development’s office is located in the Commuter Lounge.

## COMPUTER LABS

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

## **COUNSELING CENTER**

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

## **DEAN'S LIST**

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

## **EMERGING LEADERS PROGRAM (ELP)**

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

## **FINAL EXAM SCHEDULE**

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

## **FIRE EMERGENCY PROCEDURES**

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

## **FIRST YEAR PROGRAMS AND LEADERSHIP DEVELOPMENT (FYP&LD)**

The Office of FYP&LD is dedicated to assisting traditional-aged, first year undergraduate students in their transition to Marist by addressing the social, cognitive and emotional challenges they encounter. New students are guided in their intellectual and personal development through campus wide activities such as Orientation, Welcome Week, and the Emerging Leaders Program, as well as through a variety of academic and social activities involving small group and one-on-one interactions. The Office fosters the development of undergraduate students so that they may succeed academically, become influential leaders, and develop into well-balanced citizens of the Marist and World community.

## **HEALTH SERVICES AND WELLNESS CENTER**

The College maintains a campus Health Service which is located in **Student Center 352, Ext. 3270**. It is staffed by a physician, physician's assistants/nurse practitioners and registered nurses. The hours of Health Services are Monday through Friday from 9:00 AM to 9:30 PM and Saturday and Sunday from 12:00 noon to 5:00 PM. No overnight care is available on campus.

Health Services provides treatment of common problems such as acute illness, blood pressure checks, nutrition counseling, gynecological care, allergy injections, suture removal and other miscellaneous functions. Consultation and referrals to off-campus health care providers, as well as health education, are also provided.

The Health Services facilities are available to all Marist students, whether they are resident or commuter, full or part time. Students are seen on an appointment basis, with the exception of emergencies, which are treated immediately. There is no fee for examination, consultation, or referral.

When a medical problem of an emergency nature arises, after Health Services hours, a resident student should contact the Resident Assistant or Resident Director to assure that the proper medical attention is acquired.

**Please Note** - New York State Public Health Law 2165 requires College students to demonstrate proof of immunity to measles, mumps, and rubella (German measles). Students will not be permitted to register for classes or remain on campus unless this information is provided to Health Services.

## **HELP DESK**

The Help Desk is a resource for you to use when you have a problem with computers or telephones at Marist. The Help Desk is open from 8:30 AM to 5:00 PM, Monday through Friday, to help students with Marist accounts, networks and systems. It is the focal point for all questions or issues with Marist's Information Technology Department. You can drop by the Help Desk in **Donnelly Hall** or call **Ext. HELP (4357)**.

## **HOUSING & RESIDENTIAL LIFE**

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

## **IDENTIFICATION CARDS**

As a Marist College student, you are required to possess a valid Marist identification card. Your Marist ID card is the property of Marist College and must be surrendered to any College official upon request.

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

Your Marist ID Card is non-transferable. It:

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

A lost or stolen Marist ID Card should be reported immediately to the Office of Safety and Security. Once the card is reported lost, the account is frozen and protected. The next business day, during office hours, the card holder should have a new ID Card processed at the Marist Card Services Office for a fee of \$15.00. Once a new card is issued, the lost card cannot be used and is considered no longer valid.

## **INTERNATIONAL STUDENTS**

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

## **INTERSESSION REGISTRATION AT MARIST**

Summer session registration is processed through the Office of the Registrar located in **Donnelly 203, Ext. 3250**. There are 3-, 6-, and 12-week sessions. You may take up to a total of nine (9) credits for all summer sessions. For further information visit their web site at <http://www.marist.edu/summer>.

Winter classes are also processed through the office of the Registrar. Classes are offered in one 10-day seminar; you may take up to 3 credits during intersession. For further information visit their web site at <http://www.marist.edu/winter>.

## **INVOLUNTARY WITHDRAWAL POLICY**

A detailed description of the policy and procedures can be found in Section XIV of the Student Code of Conduct as well as the following websites: <http://www.marist.edu/healthservices/>, <http://www.marist.edu/counseling/>, <http://www.marist.edu/studentlife/studentconduct>, and <http://www.marist.edu/housing/>.

## **LIBRARY**

The 83,000 square foot James A. Cannavino Library houses in excess of 200,000 volumes of printed books and periodicals, over 5,000 audiovisual materials, and provides access to more than 30,000 periodicals and texts online.

Students are encouraged to utilize the Library's extensive computerized holding and federated searching tools. The Library provides access to a large number of electronic indexes and full-text periodicals from its web page at <http://www.marist.edu/library> and <http://library.marist.edu>. These indexes and periodicals are available from student rooms and computer labs - any PC connected to the campus network. Students may also access indexes and periodicals from home computers through the "Off Campus Access" link found on the Library's home page. Thirty-five laptops are available for in-Library use to assist students in research.

Reference librarians and support staff are available to assist students with their information needs for course work, research or recreational purposes. Assistance is available at the Library's Reference Desk, by phone at Ext. 3292, and by e-mail at [library.reference@marist.edu](mailto:library.reference@marist.edu).

## **LIBRARY HOURS**

Library hours will be posted at the Library entrance, in the residence halls, and in all buildings on campus as well as on the library home page at: <http://library.marist.edu/about/hours.html>.

Changes in hours for holidays and vacation will also be posted on the Library home page and in campus buildings.

## **LOST AND FOUND**

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

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

## **MARIST INTERNATIONAL PROGRAM**

For over 45 years the Marist International Program (MIP) has offered students the opportunity to enhance their studies through engagement with international issues and diverse cultures around the world. MIP offers a variety of short-term semester and academic-year experiences in Europe, the Americas, Asia and the Pacific, and Africa. Participation in a study and/or internship abroad broadens horizons and helps to prepare students for a life and career in an increasingly global society.

For information on study abroad, and/or cross-cultural opportunities on campus, call **Ext. 3330**, or visit the web site at <http://www.marist.edu/international/>.

## **MARIST MONEY**

Marist Money is a debit card (College ID card) which allows you to pay into an account, and then draw from that account as you charge purchases on and off campus. Campus services that accept the Marist Money account are: College bookstore, main dining hall, campus coffee shops, Jazzman's Café, post office, copy center, FOXNET telephone services, computer store, billiards room, health services, campus vending machines, video rental and library. Off-campus services that accept Marist Money are located nearby to the college and include retailers such as dining and convenience stores. Alcohol and tobacco products and lottery tickets may not be purchased using Marist Money. For more information and an updated listing of services that accept Marist Money, visit the web site at <http://www.marist.edu/maristmoney>.

## **MATH LAB**

The Math Lab is located on the lower level of **Lowell Thomas**, in the alcove near the elevators and is staffed by full time math professors who are available to help students with any math questions, problems, or concepts. Days and times are posted each semester.

## **MEDICAL EXCUSE POLICY**

Responsibility for class attendance and completion of assignments rests primarily with the student, who should be encouraged to assume this responsibility by communicating with instructors, or, if the absence is more than four (4) days, with the Center for Advising and Academic Services, **Donnelly 224, Ext. 3500**.

## MENTORS

The Coordinators and the Assistant Director in the Office of First Year Programs and Leadership Development (FYP&LD) serve as Mentors to traditional-aged undergraduate students entering Marist. Mentors are experienced professionals dedicated to providing each student with a successful start to his/her college career. Mentors live in the residence areas and are assigned to work with new freshmen and transfer students and those whose grades are below the College's academic standards. The Assistant Director mentors Commuter students. The staff provides academic assistance by helping students with time management skills, pre-registration questions, and any other issues that impact academic performance. In addition to coordinating Orientation and Welcome Week, FYP Coordinators enhance the Marist experience by offering a wide variety of programs such as the Faculty Supper Series, Red Fox Rumbles, Emerging Leaders Workshops, and other opportunities for student growth, development and enjoyment. They also work closely with Resident Directors and other Student Affairs staff to help build a solid sense of community.

## POST OFFICE

All resident students have post office boxes located at the Post Office on the second floor of the Student Center and Champagnat Hall complex. The Post Office is fully functional and offers a wide variety of postal services.

Campus post office boxes are available to full-time commuters. All College correspondence will be mailed to on-campus mailboxes during the fall and spring semesters; NOT to home addresses.

Post Office Service Window Hours:

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

Student Mailbox Area Hours:

Monday - Thursday .....	8:30 AM to 7:30 PM
Friday .....	8:30 AM to 5:00 PM
Saturday .....	8:30 AM to 3:00 PM
Sunday .....	12 noon to 3:00 PM

## RECREATION & FITNESS CENTER

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

**The Red Fox Fitness Center**, a 20,000 sq. ft. addition to The McCann Center, includes a 7,000 sq. ft. strength, conditioning and aerobics area, field house, two locker rooms, and a student center. The Fitness Center also houses a Cardio Theatre, featuring 35 new pieces of Precor cardio equipment each equipped with a 12" flat panel television.

## RECYCLING AND SUSTAINABLE CAMPUS INITIATIVES

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

For more information about Marist College recycling and sustainable campus initiatives, visit the College's website at [www.marist.edu/studentlife/recycle/](http://www.marist.edu/studentlife/recycle/).

## REGISTRAR'S OFFICE

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

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

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

## SAFETY AND SECURITY

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

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

## STUDENT NIGHTTIME AUXILIARY PATROL (SNAP)

Under the auspices of the Office of Safety and Security, SNAP is a student-run **on-campus walking escort** service available to students upon request. Call **Ext. 2282**.

## SOLICITATION POLICY

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

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

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

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

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

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

## **SPECIAL SERVICES**

Marist College, along with all institutions of Higher Education, is required by law to provide equal access to qualified individuals with disabilities. Marist College is committed to providing individuals with disabilities equal access in regard to admission, access to services, academic courses, treatment or other activities. In accordance with the provision of Section 504 of the Rehabilitation Act of 197 and the American with Disabilities Act of 1990, the College strives in its policies and practices to provide full access to individuals with disabilities in all aspects of college life.

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

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

## **SECTION 504 OR ADA GRIEVANCE PROCEDURE**

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

Students seeking additional information on Section 504 or ADA grievance procedures should contact the Office of Special Services, **Donnelly 226, Ext. 3274**, or visit them on the web at: <http://www.marist.edu/specserv/>.

## **STUDENT AUDIT**

Student audits can be an invaluable tool in helping students determine and maintain satisfactory progress toward fulfilling degree requirements. These audits list requirements that have been fulfilled and those remaining to be fulfilled, and they are updated monthly. Students can access their audits by visiting the Marist web site at: <http://www.marist.edu/~courinfo/audiwarn.html>.

## STUDENT CONDUCT

The Office of Student Conduct (OSC) is located in **Rotunda 389, Ext. 3514**. OSC informs students of the rights and responsibilities as members of the Marist community; involves students, faculty and staff in administering the judicial process; and assists all members of the campus community to live and learn in an environment that is orderly, peaceful, and supportive of individual growth and development. Services provided by the OSC include:

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

## STUDENT FINANCIAL SERVICES

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

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA), located in the **Student Center 347, Ext. 2206**, is the institutional body charged addressing student governance issues at Marist College in the hope of preserving and strengthening a positive relationship among all groups and members within the college community. This mission is fulfilled through a clear articulation and advocacy of student concerns, issues and hopes. SGA meetings are open to all students and meetings are held every Wednesday at 11:00 a.m. in the SGA Office. For more information visit the SGA website at <http://www.marist.edu/sga>.

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

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

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

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

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

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

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

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

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

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

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

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

**Financial Board** is presided over by the Chief Finance Officer (CF0), and has the fiduciary responsibility of overseeing the allocation of Student Activity Fee monies

to chartered clubs and organizations. The full Financial Board is comprised of the CFO, Assistant CFO, four appointed students and an administrator appointed by the Vice President of Student Affairs. The Financial Board is responsible for funding all clubs and organizations sanctioned by SGA.

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

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

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

## **TAXI SERVICES**

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

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

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

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

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

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

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

Please Note: Marist Security has no authority to monitor taxi licenses or take action against owners/operators in regard to violations of City or Town Laws; however, we will assist you in filing a complaint with the appropriate municipal agency.

## VEHICLE REGISTRATION AND PARKING

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

In order to facilitate traffic flow on the Marist campus, the following policies have been established:

- Resident students with less than 30 earned credits are not permitted to have a vehicle on campus. Any exceptions must be approved by the Director of Safety and Security.
- Student parking is confined to those vehicles registered with the Office of Safety and Security and to which a parking permit has been issued.
- Vehicles without permits are subject to booting or towing at the owner's expense as well as traffic citations.
- Student parking permits will be issued for a designated parking lot and will be good for that lot, only. Vehicles parked in other than designated lots will be treated as vehicles without permits.
- There are a limited number of parking spaces on campus. Only that number of permits equaling spaces will be issued on a first come, first serve basis.

When applying for parking permits, the following information and documents are required:

- a. Driver's license
- b. Vehicle registration
- c. Vehicle description
- d. College I.D. number
- e. Local address

Handicap parking spaces are restricted to those vehicles displaying a state, county or town handicap parking permit.

Vehicle operators may be asked to verify that the handicapped permit is issued for their use. Fraudulent use of handicapped permit may result in revocation of all parking privileges.

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

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

## WRITING CENTER

The Writing Center, located in **Library 330**, offers one-on-one tutoring, *free of charge*, to the Marist Community. It is staffed by faculty and its mission is "to help all members of the Marist College community to become more versatile, more successful, and more self-sufficient writers." The Writing Center can be reached on **Ext. 2735**.

## PROBLEM-SOLVER AT A GLANCE

For	Office	Where	Ext.
Absence – four or more consecutive days	Advising & Academic Services and Instructors	Donnelly 224	3500
Absence - less than a week	Individual Instructor	-----	-----
Academic Issues	Academic Advisor or Advising & Academic Services	Donnelly 224	3500
Adding a Course	Academic Advisor	-----	-----
Books	Bookstore	Student Center	3260
Campus Ministry	Director	Byrne House	2275
Career Planning	Career Services	Library 3rd floor	3547
Change in Address	Registrar’s Office	Donnelly 203	3250
Change in Courses/in major field	Academic Advisor	-----	-----
Check Cashing	Business Office	Donnelly 210	3312
Class Cancellations	-----	-----	575-5500
Club Activities	College Activities	Student Center 373	3279
Club Sports/Intramurals	Director of Club & Recreational Sports	McCann	2584
Code of Conduct	Office of Student Conduct	Rotunda 389	3514
Counseling Services	Counseling Center	Student Center 352	3314
Degree Requirements	Registrar’s Office/ Degree Audit	Donnelly 203	3250
Dining Services	Marist Dining	Student Center	5100
Disability Services	Special Services	Donnelly 226	3274
Fees/Bills	Student Financial Services	Donnelly 200	3231
Financial Aid/Scholarships	Student Financial Services	Donnelly 200	3230
Orientation Coordinators Emerging Leaders	First Year Programs & Leadership Development	Rotunda 388	3517
Grades	Registrar’s Office	Donnelly 203	3250
Health Services	Health Services Office	Student Center 352	3270
Housing Requests	Housing Office	Rotunda 387	3307

I.D. Cards	Marist Money Card Office	Donnelly 241	3550
Intercession Classes (summer and winter)	Registrar's Office	Donnelly 203	3250
Leave of Absence	Advising & Academic Services	Donnelly 224	3500
Lost & Found	Safety & Security	Donnelly 201	2282
Lost Keys	Housing Office	Rotunda 387	3307
Mail	Post Office	Student Center	2131
Marist Money	Marist Money Card Office	Donnelly 241	3550
McCann Center General Equipment Room Court Reservations	Athletic Director/ Assistants Staff	McCann Center	3304 3699 2301
Newspaper (Student)	The Circle	LT 211b	2429
Parking Appeals	Student Government	Student Center 347	2206
Part-Time Jobs (On or Off Campus)	Director of Student Employment	Donnelly 200	3181
Security/Safety	Director	Donnelly 201	2282
Student Government	SGA Officers	Student Center 347	2206
Summer Classes NOT at Marist (permission only)	Registrar's Office	Donnelly 203	3250
Transcripts	Registrar's Office	Donnelly 203	3250
Tutoring	Academic Learning Center	Library 331	3300
Veterans Information	Registrar's Office	Donnelly 203	3250
Withdrawing from College	Advising & Academic Services	Donnelly 224	3500
Withdrawing from a Course	Registrar's Office	Donnelly 203	3250
Withdrawing from Housing	Housing Office	Rotunda 387	3307
Work-study	Director of Student Employment	Donnelly 200	3181
Yearbook	College Activities	Student Center 373	3279
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# POLICIES

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

## ACADEMIC HONESTY POLICY

Adherence to ordinary principles of academic honesty is expected of every Marist student. Work presented to instructors in the fulfillment of course requirements, papers, assignments, examination answers etc. is to be the student's own work. Student work must be free of plagiarism.\* Accessing another student's computer file, with or without consent also constitutes plagiarism.

\* NOTE: Marist College adopts the position of Modern Language Association Handbook, New York, 1977, par. 6 "Plagiarism may take the form of repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's line of thinking in the development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have borrowed from another."

1. An arrangement by which work is to be submitted for credit in two or more courses must have the prior approval of the instructors involved.
2. Each student is to use the library, computer facilities and other college facilities in such a way that equal access of others to the resources for study and research is ensured.
3. Violations could result in a penalty up to an including the grade of "F" and/or suspension or expulsion from the College.
4. A student who cooperates with one or more other students in a dishonest act is subject to the same penalties.
5. Those who witness an act of dishonesty are expected to report it to the proper authority with the full assurance that confidentiality will be maintained.

## PROCEDURES AND APPEALS FOR ALLEGATIONS OF ACADEMIC DISHONESTY

1. Alleged dishonest act is identified and the student(s) notified.

### OPTION A

Faculty member imposes a penalty up to a grade of "F," and notifies the Dean of his/her action. If the student wishes to appeal the sanction, the Dean of Division/School handles the appeal. The Dean may recommend additional penalty up to suspension or expulsion from the College. The Committee on Academic Honesty will hear a final appeal.

### OPTION B

Faculty member may impose a course penalty and recommend to the Dean of Division/School suspension or expulsion from the College. The Dean will take a position on the faculty member's recommendation. The Academic Vice President will hear the final appeal of this decision.

The Committee on Academic Honesty is made up of five members. The committee will be constituted as follows: two voting faculty members from the Academic Standards Committee, the Director of the Center for Advising & Academic Services, the Student Body President, and the Student Academic Committee President.

## **PROCEDURE FOR APPEALING GRADES AND OTHER ACADEMIC PROBLEMS**

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

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

# ATHLETIC PROGRAMS

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

## ATHLETICS

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

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

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

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

At the Club level opportunities exist in Co-ed Band, Co-ed Bowling, Co-ed Cheerleading, Co-ed Fencing, Co-ed Sailing, Co-ed Skiing, Men's Ice Hockey, Men's Rugby, Men's Volleyball, Women's Rugby, and Co-ed Equestrian.

Students interested in team sports at a less advanced level may turn to an extensive intramural program. Intramurals offer any students, whether expert or duffer, the chance to play on a team without the time demands of intercollegiate athletics; more than 2000 undergraduates participate each year. There are teams in Flag Football, Softball, Volleyball, Soccer, Basketball, Aerobics and many more.

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

Team schedules are available throughout the year to all students. Student support and participation in these activities are a vital part of life at Marist. Current Marist students are not charged admission to regularly scheduled athletic events and attendance is encouraged.

## HOW DO I PARTICIPATE IN THE ATHLETICS PROGRAM

The varsity program is the highest level of competition offered at Marist. Many of the participants at the Varsity level have been recruited to attend the College. Opportunities for participation do exist for the non-recruited student-athlete and trying out is encouraged. To obtain information on a particular team of interest, the coach of the sport should be contacted at the McCann Center or an inquiry made through the Office of the Athletic Director at X3304. The intercollegiate programs at the Club level offer a wider degree of opportunity for participation. An inquiry can be made to obtain information on a particular club sport through the Director of Club and Recreational Sports at Ext. 2584.

Information on the Intramural program is also posted at the McCann Center and can be obtained by contacting the Director of Club and Recreational Sports at Ext. 2584.

The Recreation program has offerings listed in the College catalog. Additional information can be obtained from the Office of the Athletic Director, Ext. 3304.

## ADVISORY COMMITTEES TO THE ATHLETICS PROGRAM

### 1. Standing Committee on Athletics

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

### 2. Student Athletic Advisory Committee

The committee, formerly known as Captains Council, is composed of captains and members from each of the varsity intercollegiate teams. The purpose is to act as a liaison between the Department of Athletics and the student-athletes on any and all matters related to the intercollegiate varsity athletic programs. It does not have the authority to establish or change policy. The Student Athletic Advisory Committee meets monthly - September through May.

## ATHLETIC FACILITIES

**East Campus Tennis Pavilion:** Located below the Fulton Townhouses, this pavilion is the venue for the men's and women's tennis teams. It features 8 regulation sized courts with a spectator area.

**Gartland Commons Athletic Field (North Field):** These fields are located on the north end of campus behind the Gartland Commons dorms. This 10-acre area serves as a playing field for the varsity men's soccer and softball programs. In addition, the club men's and women's rugby teams and intramural programs also utilize this facility.

**Leonidoff Field at Tenney Stadium:** This is a stadium that provides seating for 2,000 for home varsity football, men's and women's lacrosse and men's and women's soccer contests. Turf and lights are available for intramural and recreational use.

**James J. McCann Recreation Center:** This building opened officially on April 17, 1977. Intercollegiate athletics, intramurals, physical education and recreational activities are housed in this area. Special events to which the outside public is invited are held in the Center throughout the year.

Four locker rooms (two in each building) are available on a daily basis unless occupied by a visiting team; locks left on overnight will be removed and the locker's contents emptied. Team locker rooms are not to be used by the daily user. Users must supply their own lock and are responsible to secure all valuables and belongings.

**McCann Center:** The back portion of the building was renovated during the summer of 2000 and now holds the Dr. Maynard Sports Medicine Area, equipment room and a newly designed academic advisement area with individual meeting rooms for all varsity student-athletes. The new state-of-the-art Sports Medicine Area is a 3,500 square foot addition, which is a co-ed facility and under the direct supervision of the Director of Sports Medicine.

The Center also houses a dance studio, five locker rooms (three designated for varsity use only), and two racquetball courts.

**McCann Field house:** This gym seats 3,200 and is where the varsity men's and women's basketball and varsity women's volleyball programs compete.

**McCann Fitness Center:** A 20,000-sq. ft. addition to the James J. McCann Center, opened in October 1997. This new addition includes a 4,000 square-foot, state-of-the-art cardiovascular center, which overlooks a new 4,300 square-foot weight training area. The upper level includes a hardwood aerobics/dance floor and more than 30 of the most advanced stair climbers, treadmills, fitness bicycles and other CV equipment. The lower level is fitted with Wynmor free-weights and Cyber selectorizer equipment. The Fitness Center also houses a field house, which is utilized by the general student population in addition to the club men's volleyball team and intramural program. This facility also has two locker rooms and a student lounge.

**McCann Natatorium:** This houses a six-lane 25 yard pool where the men's and women's swimming programs and women's water polo team compete. In addition, there is a diving well for the men's and women's diving teams.

**McCann Baseball Field:** One of the newer additions to the school, located on the south end of campus, serves as a playing field for the varsity baseball program.

**Riverfront:** The Riverfront area has been renovated to include a new bulkhead and dock system, fishing pier, illuminated scenic river walks, renovated green space, a gazebo and new landscaping. It includes two boathouses for the storage of crew shells and sailing equipment for the varsity men's and women's rowing programs, club sailing team and community programs.

## **STUDENT MEMBERSHIP AND USAGE POLICIES**

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

1. Full-time undergraduate students who pay the activities fee; and
2. Part-time undergraduate students who pay the activities fee.
3. All students **MUST** participate in an orientation session prior to use of the Fitness Center.
4. Graduate students and students who have not paid the activities fee are **NOT ELIGIBLE** to use of the Fitness Center. However, graduate students and students who have not paid the activities fee may purchase membership for the Recreation Center **ONLY** at a fee of \$30.00 per semester through the office of the Assistant Athletic Director for Internal Affairs.
5. Admission to the Recreation and Fitness Centers are by validated Marist College I.D. card with member's picture on it. Other membership cards can be obtained from the office of the Assistant Athletic Director for Internal Affairs. An attendant will check each person's I.D. as he/she enters. Guests will be signed in at the Control Desk.
6. Guests will be allowed to use the McCann Recreation Center **ONLY** when accompanied by a member.
  - a. Guests must display picture I.D. when entering.
  - b. Members must accompany and assume full responsibility for their guests at all times while using the McCann Center. Guests under the age of 10 will only be admitted when accompanied by an adult member.

- c. The Center reserves the right to limit guests to one per member.
  - d. All members and guests must enter through the main entrance; no one will be allowed to enter without displaying picture identification.
7. There is no smoking allowed in the building. Food and beverages can only be consumed in the front lobby or vending area.
  8. For more extensive information on the rules and usage policy of individual McCann facilities and playing fields students should contact the Assistant Athletic Director for Internal Affairs.

## **HOURS**

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

## **DRESS CODE**

The College insists that the following dress standards be adhered to while using the Recreation Center: regulation athletic t-shirts and shorts, warm-up suits, sweat suits, tennis attire and sneakers. In addition, articles of clothing containing buttons, buckles or zippers are not allowed in the Fitness Center.

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

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

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

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

## **EMERGENCY PROCEDURES**

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

## **INJURIES**

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

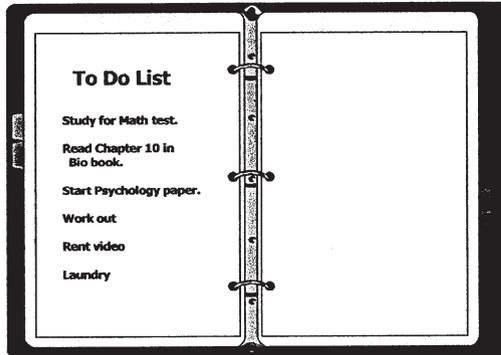
## **SCHEDULE OF EVENTS**

A monthly schedule of the McCann Center is available at the Control Desk in the lobby of the McCann Center. For further information call 575-3699 (FOXX) and press appropriate number. For updated scores and information, call 575-3699, Ext. 5.

# PLANNER

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

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





# MARIST



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

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## PREAMBLE

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

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

Each student at Marist agrees to be governed by the Code of Student Conduct. The College, through the Office of Student Conduct maintains the responsibility to impose sanctions for any behavior that violates the Code of Student Conduct.

All students at Marist have access to the Code of Student Conduct and Resident Student Handbook (if a resident student). Copies are provided to students at the beginning of their enrollment. Copies of the Code of Student Conduct are available in the Housing & Residential Life Office, Student Affairs, Student Government Association and the Library. In addition, this document is available on line at the following address: <http://www.marist.edu/studentlife/studentconduct/>. Amendments to the Code of Student Conduct are made via the above mentioned website. Although changes are relatively rare, students are responsible for the information contained in this document. Therefore, students are advised to check this website on a regular basis for the latest information.

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

The Code of Student Conduct is reviewed and updated each academic year. Any changes or amendments made during the academic year will be posted on the Office of Student Conduct website. For more information visit our website at <http://www.marist.edu/studentlife/studentconduct/>.

## SECTION I

### DEFINITIONS

- A. The term “College” means Marist College.
- B. The term “Student” includes all persons taking courses at the College, both full time and part time, pursuing undergraduate and graduate studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered students.
- C. The term “Student Organization” includes all organizations, both graduate and undergraduate, that are officially recognized by the College and/or funded through Student Government Association.
- D. The term “Faculty Member” means any person hired by the College to conduct classroom activities.
- E. The term “College Official” includes any person employed by the College, performing assigned administrative, professional responsibilities, which includes staff, paraprofessionals and security officers.
- F. The term “College Premises” includes all land, buildings, facilities and other property in the possession of, or owned, used or controlled by the College including adjacent streets and sidewalks. The term “College Premises” also applies to study abroad sites and international programs.
- G. The term “Member of the College Community” includes any person who is a student, faculty member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Vice President for Student Affairs or his/her designee.
- H. The term “Student Conduct Body” means any person or persons authorized by the Vice President for Student Affairs or his/her designee to determine whether a student has violated the Code of Student Conduct and to recommend imposition of sanctions.
- I. The term “Student Conduct Officer” means a College official authorized on a case-by-case basis by the Vice President for Student Affairs or his/her designee to impose sanctions upon students found to have violated the Code of Student Conduct. The Vice President for Student Affairs or his/her designee may authorize a Student Conduct Officer to serve simultaneously as a Student Conduct Officer and the sole member or one of the members of a Student Conduct Body. Nothing shall prevent the Vice President for Student Affairs or his/her designee from authorizing the same Student Conduct Officer to impose sanctions in all cases.
- J. The term “Student Conduct Advisor” means any individual assigned to advise a Student Conduct Body.
- K. The term “Shall” is used in the imperative sense.
- L. The term “May” is used in the permissive sense.
- M. The “Vice President for Student Affairs” is that person designated by the President of the College to be responsible for the administration of the Code of Student Conduct.
- N. The term “Policy” is defined as the written regulations of the College as found in, but not limited to, the Student Handbook and the Undergraduate and Graduate Catalogs.
- O. The term “Code” will refer specifically to this document.

- P. The terms “Areas, Facilities, Rooms and Halls” will refer to the residence in which a student lives.
- Q. The term “Keys” is defined as keys, identification cards, or any other technology or equipment used to gain entry or limit access.
- R. The term “Business Day” is defined as Monday through Friday between the hours of 8:30 am and 5:00 pm excluding college-wide closings and holidays.
- S. The term “Guest” is defined as non-Marist individuals who are visiting and/or staying overnight. All guests of first year students must be issued guest passes, which they are required to carry at all times.
- T. The term “Visitor” is defined as a Marist student who is not a registered resident of that facility.
- U. The term “Charged Student(s)” is defined as a student who has allegedly violated the Code of Student Conduct.
- V. The term “Complainant” is defined as any member of the community who alleges in writing that a student has violated the Code of Student Conduct.

## **SECTION II**

### **STUDENT CONDUCT AUTHORITY**

- A. Disciplinary authority in non-academic affairs is under the jurisdiction of the Office of Student Conduct through the Vice President for Student Affairs/Dean of Students and his/her designees. The day-to-day management of the program is the responsibility of the Office of Student Conduct under the direct supervision of the Assistant Dean for Student Affairs and his/her designees.
- B. In those cases involving academic dishonesty, the Dean of Faculty/Vice President for Academic Affairs shall oversee a separate process described under the Academic Honesty Policy.
- C. The Vice President for Student Affairs shall develop policies for the administration of the Student Conduct program and procedural rules for conducting hearings which are consistent with provisions of the Code of Student Conduct.
- D. Decisions made by the Student Conduct Officer or conduct bodies are final, pending the normal appeals process.

## **SECTION III**

### **JURISDICTION**

Generally, College jurisdiction and discipline shall apply to conduct which occurs on College property and/or College related events which adversely affect the College community and/or the pursuit of its objectives.

The Office of Student Conduct in conjunction with the Vice President for Student Affairs will determine when the College will take action for allegations of off-campus misconduct that also violates College policies and/or Federal, State or local laws, statutes or ordinances.

Marist holds that all individuals who are members of the College community have a responsibility to represent themselves in a lawful and responsible manner at all times. Students who are accepted to study abroad/international program sites may be held responsible for inappropriate behavior and college policy violations that occur when they are studying away from campus.

## SECTION IV

### PROSCRIBED CONDUCT

Any student or student organization found to have committed the following misconduct is subject to disciplinary sanctions as outlined in Section XI - Sanctions.

#### A. CONDUCT WHICH IMPACTS THE COMMUNITY

Marist College strives to create an atmosphere that supports the academic mission of the institution. Students should be able to live and learn in an environment that is orderly, peaceful and free of disturbances which impede an individual's growth and development. Respect for the rights of others and for the College and its property is an essential expectation for each Marist student. The following restrictions are seen as necessary for fostering a positive community. Their violation will result in disciplinary action.

##### Violations

1. **Keys.** Unauthorized possession, duplication or use of keys to any College premises. Students are not permitted to give assigned residence keys to other students or guests.
2. **Unauthorized Entry.** Unauthorized entry to or use of a College private room, building, structure, vehicle or facility.
3. **Disorderly Conduct.** Conduct that is disruptive, lewd or indecent, regardless of intent, which breaches the peace of the community.
4. **Dangerous Objects.** Illegal or unauthorized possession of any firearms. This includes, but is not limited to: recreational guns (for example, air, BB, pellet or paintball), decorative swords, knives, brass knuckles, martial arts equipment, replicas of weapons, or explosives. Other weapons or dangerous chemicals, whether or not in proper working condition, are prohibited.
5. **Arson.** Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.
6. **Safety Regulations.** Including but not limited to:
  - a. Falsely reporting a bomb, fire or any other emergency by means of activating a fire alarm or by any other means.
  - b. Unauthorized possession, use or alteration of any College-owned emergency or safety equipment. This includes, but is not limited to, malicious discharge of a fire extinguisher, which will likely result in a \$150 fine.
  - c. Failure to evacuate a building or other structure during an emergency, or during emergency drills.
  - d. Actions that create a substantial risk such that the safety of an individual is compromised.
  - e. Activation of alarm system due to unauthorized use of fire doors. This will likely result in a \$150 fine.
  - f. Smoking. Smoking, or evidence of smoking, is not permitted in any of the residence areas or academic/administrative buildings. This includes individual rooms, apartments, suites, common areas, bathrooms, etc. Anyone smoking outside should be at least 25 feet from any building on campus.
  - g. Students who live on campus are strictly prohibited from having any items which could create a fire hazard (for example, candles, extension cords, or appliances, etc.).

7. **Disruption.** Including but not limited to:
  - a. Disruption or obstruction of teaching, research, administration or other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
  - b. Leading or inciting others to disrupt scheduled and/or normal activities associated with the operations of the College; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
  - c. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
8. **Failure to Abide by Federal, State and/or Local Laws.** Including but not limited to possession of a forged instrument, driving under the influence or while intoxicated, possession of an open container (alcohol), and stealing street signs.
9. **College Policies.** Violation of published College policies, rules and regulations.
10. **Solicitation and Posting.** The distribution of flyers on campus advertising alcoholic beverages or drink specials is strictly prohibited. All selling and soliciting of merchandise and services on campus is prohibited. Also prohibited is the advertising of such solicitation or sale, as well as any posted materials in common areas that are not specifically approved by the College Activities Office or the Office of Housing and Residential Life.
11. **Gambling.** Organized gambling is not permitted on College property or at College sponsored events off-campus.

## **B. CONDUCT ASSOCIATED WITH PERSONAL RESPONSIBILITY AND INTEGRITY**

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

### **Violations**

1. **Acts of Dishonesty.** Including but not limited to:
  - a. Providing false information to any College official, faculty member or office.
  - b. Forgery, alteration or misuse of any College document, record or instrument of identification, including parking permits.
  - c. Tampering with the election of any College recognized student organization officer.
  - d. Encouraging or assisting another person to violate a College policy.
  - e. Policies regarding academic dishonesty are not covered by this Code. For information on academic dishonesty, see the Student Handbook.
  - f. Use of the College name by student clubs, organizations, teams or individual students organizing events that falsely represent co-sponsorship by Marist College.

2. **Student Identification.** Marist College identification cards and the privileges included therein are the property of Marist College and are non-transferable. The following acts are a violation of College Policy:
  - a. Failure to show proper student identification or other identification to any faculty, staff or student staff in the performance of his/her official duties. All students are required to carry their own identification with them at all times.
  - b. Loaning or using a College-issued identification card for the purpose of accessing services. This includes, but is not limited to, dining facilities, ticket sales, any College- sponsored events (including but not limited to concerts, Broadway trips, and ski trips) and building entry.
  - c. Altering in any way or duplicating an identification card
3. **Failure to Comply.** Failure to comply with reasonable and lawful requests or directives of College officials or law enforcement officers acting in performance of their duties and/or interference with faculty, staff, or student staff acting in the performance of their official duties.
4. **Damage to Property.** Any action that causes damage or which would tend to cause damage to the property of the College or property of a member of the College community or other personal or public property.
5. **Theft.** Including but not limited to:
  - a. Attempted or actual theft of College property or services or property belonging to any member of the College community.
  - b. The unauthorized possession of College property or property belonging to any member of the College community.
  - c. Unauthorized use or abuse of computer time and/or computer systems, information, passwords or computerized data.
  - d. Obtaining or attempting to obtain telephone service by any devious means, including but not limited to: unauthorized charging of another person for service, utilizing fraudulent mechanical means to gain service and/or tampering with connections, facilities or documents.
6. **Alcohol Policy.** The College is concerned with the use and abuse of alcohol, as it is with other drugs. A person is as responsible for his/her behavior when he/she has been drinking as when he/she has not been drinking. The alcohol policy states that the consumption of alcohol in conjunction with the violation of any College policy can result in a more severe disciplinary sanction. Any student found intoxicated may be transported to St. Francis Hospital for medical evaluation. In those cases, the parents of transported students will be notified. The College is not responsible for any costs incurred based upon the need to transport an intoxicated student. Any student who refuses medical treatment for alcohol intoxication will be denied access to campus facilities. In a case when a student refuses medical treatment parents will be notified. The following guidelines for the responsible consumption of alcohol apply to students at Marist College.
  - a. Students under 21 years of age may not be in the presence of, possess or use alcoholic beverages on the College campus except as expressly permitted by law and College policy. The only exception is the underage student who resides with students of legal drinking age who may be in the presence of alcohol in the assigned residence; provided these underage roommates do not distribute, sell, possess or consume alcohol.

- b. The possession or use of alcohol by anyone who lives in designated freshmen and sophomore residence areas (Sheahan, Leo, Champagnat, Marian, Midrise, Gartland and designated sophomore areas in Foy Townhouses and the Residence Inn) is strictly prohibited even if those resident students are over 21. The only exception is the student who serves as Resident Assistant or Assistant Resident Director if that student is 21 years of age or over. With these exceptions, the use of alcohol is restricted to the privacy of the staff member's room.
- c. Alcohol shall not be consumed in public areas of the residence facilities.
- d. Consumption of alcohol and/or possession of an open container are not permitted on the grounds of the campus without prior approval of the Vice President for Student Affairs.
- e. Any violation in which consumption of alcohol was a contributing factor is also a violation of the alcohol policy regardless of the age of the students involved.
- f. Alcohol may be consumed by students or guests over 21 years of age only in student apartments/townhouses if the residents responsible for the apartments/townhouses are at least 21 years of age and live in residence areas where alcohol is permitted (Upper and Lower New Townhouses, Foy Townhouses, Upper and Lower West Cedar, Talmadge Court, and Fulton Street Townhouses). Consumption includes the possession of an open container.
- g. If a student resides in a residence unit (apartment or townhouse) where the majority of students are over 21, only those students over 21 may purchase, possess or consume alcohol. If all members of the residence are over 21 years of age, the group may sponsor an event where alcohol is consumed. Specific guidelines for sponsoring such an event are available from the student's Resident Director or from the Office of Housing & Residential Life.
- h. Residents are responsible for the actions of their guests regarding alcohol possession and use.
- i. Public intoxication is strictly prohibited.

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

7. **Drug Policy.** Students may not be in the presence of, possess, or use narcotics or other controlled substances except as expressly permitted by law. Any student who is struggling with an addiction to any narcotic or controlled substance may seek help at the College's Counseling Center located on the third floor of the Student Center (Ext. 3314). Possession with the intent to sell or distribute narcotic or controlled substances will likely result in dismissal from the College. Any drug related violation of College policy will be considered a violation of the Drug Policy.

## 8. **Drug and Alcohol Paraphernalia.**

- a. Any items that can be utilized for or are designed for the use of illegal drugs (e.g., bowls, bongs, hookahs, scales, related heating devices, etc.) are not allowed in the residence areas. Any items that are fashioned for the purpose of drug use will also be considered a violation of this policy.
- b. Empty containers related to alcohol (i.e.: liquor bottles, beer cans or bottles) are prohibited in first and second year residence areas where students are not allowed to consume alcohol because they are under 21 years of age.
- c. Empty or full kegs, beer balls or any other large containers of alcoholic beverages designed for consumption by a group of people are prohibited on campus-operated property, except as in conjunction with a campus sponsored event and approved by the Vice President for Student Affairs. Violation of this policy will result in a \$150 fine. The possession of any implement that can be used to irresponsibly ingest alcoholic beverages is prohibited (e.g., funnels, drinking game devices, beer pong tables, etc.) and **any such implements may be confiscated by the College and not returned.**

## 9. **Abuse of the Student Conduct System.** Including, but not limited to:

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

## 10. **Computer Misuse.** Misuse or abuse of the College computer system, voice mail or telephone services as defined by the College. (see College Network Usage Agreement available at <http://infosecurity.marist.edu/netuse.html>).

This includes but is not limited to:

- a. Illegally copying, distributing, down loading and/or uploading copyrighted materials on any personal or college computer system. These materials include, but are not limited to, text (including emails and web information), graphic art, photographs, music, film, file sharing and software.
- b. Use of computers and campus network to harass or threaten other computer users, or to publicly display offensive or obscene messages.
- c. Unauthorized use or abuse of your computer account or the College network.
- d. Repeatedly sending messages with no appropriate intent.

- e. Accessing a student or staff account without authorization.
- f. Using a College office account to send messages without authorization.
- g. Failure to comply with college policies on computers, networks, voice mail and telephone services.
- h. E-mail solicitation.
- i. Using a personal router in a residence hall or apartment.

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

Marist recognizes that it must create an environment where each person's individual dignity will be valued. In a college setting, it is particularly important that there be a respect for diversity and differences in opinion, as the College is dedicated to providing a comprehensive educational experience that prepares individuals to be able to function in a diverse society. Students deserve to be free from fear of harassment or physical abuse. Especially intolerable are bias-related incidents: acts directed against individuals based on race, religion, ethnicity, gender or sexual orientation. Therefore, bias-related incidents, harassment, or physical abuse shall subject the offender(s) to more serious levels of sanctioning. Additionally, bias-related incidents may also be a violation of State law, and students may be subject to prosecution. The College shall also impose more severe sanctions upon those individuals who direct misconduct at individuals because they are carrying out duties assigned to them as staff members, on the basis that staff members deserve to be free of harassment, intimidation, harm or threat of harm in the performance of their duties. The following restrictions are designed to protect the dignity and safety of the individual. Their violation will result in disciplinary action. Marist College expects that all students will act in a civil manner that reflects maturity, social responsibility and respect towards all members of the Marist community.

#### **Violations**

1. **Harassment. Actions which are intended to annoy, instill fear, and/or threaten the safety, mental, or physical health of another. Actions directed against an individual or group based on race, religion, ethnicity, gender or sexual orientation are very serious violations of this policy and will subject the offender(s) to more serious levels of sanctioning.** These include but are not limited to:
  - a. Attempting or threatening to subject another person to unwanted physical contact.
  - b. Pursuing or following another person in or about a public place or places.
  - c. Non-consensual communication, including but not limited to: initiating or attempting contact by any means with no purpose of legitimate conversation; written letters; e-mail; text messaging; instant messaging; voicemail; unwanted gifts; surveillance or other types of photographing or observation; trespassing; vandalism; and non-consensual touching.
  - d. Directing obscene language or gestures at another person or group of people.
  - e. Directing verbal abuse at another person because the individual is carrying out duties and responsibilities associated with his/her role as faculty, staff or student staff at the College.
  - f. Distributing information about another individual without their consent using paper, electronic or telecommunication devices. Examples include but are not limited to: on-line journals, blogs, instant messages, text messages, and digital recording devices.

- g. Making any unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy including but not limited to showers/locker rooms, residence hall rooms and restrooms is prohibited. Also prohibited is the storing, sharing and/or other distribution of such unauthorized images by any means.
2. **Hazing.** New York State Law and Marist College policy prohibit hazing. New York State Penal law provides as follows:

*§120.16 Hazing in the first degree.*

A person is guilty of hazing in the first degree when in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct, which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. Hazing in the first degree is a Class A misdemeanor. (Note: punishable by up to one (1) year imprisonment or fine up to \$1,000 or both.)

*§120.17 Hazing in the second degree*

A person is guilty of hazing in the second degree when in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person. Hazing in the second degree is a violation (Note: Punishable by up to 15 days imprisonment, or fine up to \$250 or both.)

In addition, Marist College considers hazing as any action or situation created by an individual, group, organization, or team intentionally or unintentionally, whether on or off College premises, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or in any way demean the dignity of another human being. The planning or preparation to engage in hazing activity is also a violation of this policy. The expressed or implied consent of the participants will not be a defense.

Examples may include, but are not limited to the following: forced consumption of beverages including but not limited to alcohol, water, milk; paddling in any form; creation of excess fatigue; "kidnapping"; physical and/or psychological shock; engaging in public stunts, morally degrading or humiliating games; wearing signs with inappropriate language/slogans; shaving of heads or forcing or requiring a particular hair cut; or any other activities or behavior inconsistent with the law and/or College policies. No individual or group may haze another individual or group at any time including initiation into or the affiliation with any organization, group, or team. Initiations, however explained, or activities that imply, force, encourage, condone or allow students to misuse alcohol or other drugs, or violate the law, or commit unethical, immoral or inappropriate behavior are forbidden. Hazing does not build strong organizations, groups, teams or traditions. Rather, it is a means of abuse and humiliation. Therefore, hazing of any kind is strictly prohibited by the College and subject to disciplinary action.

3. **Sexual Misconduct.** Including but not limited to:
  - a. The act of sexual intercourse without consent.
  - b. Any intentional and uninvited sexually explicit touching, or attempt or threat of such touching.
  - c. Any engagement in sexual activity with another person without their consent.

**Note:** The act of consent requires spoken words or behavior that indicates, without doubt to either party, a mutual agreement to participate in sexual intercourse or other sexual activities. Indicators of consent do not include silence or past or present sexual relationships. A person is deemed incapable of consenting when that person is mentally defective, mentally incapacitated, physically helpless (whether induced by drugs, alcohol, or otherwise) or asleep. The use of alcohol or other drugs cannot be considered an excuse for rape or sexual assault. Sexual Misconduct can be committed by a friend, significant other, acquaintance or stranger.

**Victim's Rights as Related to Sexual Misconduct.** Because the College values the dignity of each member of its community, the College wants to ensure the individual rights of anyone from this community who reports sexual assault or rape. Therefore, the College endorses and upholds the rights listed in the Victim's Rights Section.

4. **Physical Assault. Actions directed against an individual or group based on race, religion, ethnicity, gender or sexual orientation are very serious violations of this policy and will subject the offender(s) to more serious levels of sanctioning.** Including but not limited to:
  - a. Inflicting bodily harm upon any person.
  - b. Taking any action for the purpose of inflicting harm upon any person.
  - c. Threatened use of force upon any person.
  - d. Subjecting another person to unwanted physical contact.

**Marist College does not tolerate any form of physical assault by any member of the college community occurring on or off campus. Any student found in violation of physical assault may be suspended or dismissed from the College.**

5. **Reckless Endangerment.** Taking any action that creates a substantial risk such that bodily harm could result to any person. These include but are not limited to:
  - a. Objects or people on window ledges.
  - b. Use of weapons of any kind for any purpose.
  - c. Throwing objects, (e.g., snowballs).
  - d. Use of fireworks.
  - e. Jeopardizing the physical or emotional safety of oneself or another. (e.g., excessive consumption of alcohol or drugs).

## **D. REGULATIONS SPECIFIC TO RESIDENCE LIVING**

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

## **SECTION V**

### **VIOLATION OF LAW AND COLLEGE DISCIPLINE**

- A. If a student is charged only with an off-campus violation of Federal, State or local law, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed by the Vice President for Student Affairs or his/her designee for grave misconduct which demonstrates flagrant disregard for the College community.
- B. College disciplinary proceedings may be instituted against a student charged with a violation of a law that is also a violation of the Code, for example, if both violations result from the same factual situation, without regard to the status of civil litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- C. When a student is charged by Federal, State or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also the subject of a proceeding before a student conduct body under the Code, however, the College may advise off-campus authorities of the existence of the Code of Student Conduct and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **SECTION VI**

### **THE OFFICE OF STUDENT CONDUCT**

- A. The Office of Student Conduct has been delegated the responsibility to administer the student conduct system. The operations of the Office shall be the responsibility of the Conduct Officer. Responsibilities of the Office include but are not limited to:
1. Reviewing complaints and determining charges to be filed pursuant to the Code of Student Conduct.
  2. Investigating cases and conducting Disciplinary Conferences.
  3. Determining which student conduct body shall hear each case.
  4. Interviewing and advising parties involved in disciplinary proceedings.
  5. Supervising the selection, training and advising of all campus justices and hearing officers.
  6. Reviewing the decisions of all conduct bodies.
  7. Resolving disputes and contested issues that arise out of alleged cases of student misconduct.
  8. Maintaining all student disciplinary records resulting from enforcement of the Code of Student Conduct.
  9. Collecting and disseminating data concerning student conduct system actions.

## SECTION VII

### STUDENT CONDUCT POLICIES

#### Charges and Hearings

- A. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and sent to the Director of Student Conduct, who is in turn responsible for the administration of the student conduct system.
- B. The Student Conduct Officer and/or his/her designee may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively in a Disciplinary Conference by mutual consent of the parties involved on a basis acceptable to the Student Conduct Officer. If the charges cannot be disposed of through a Disciplinary Conference, the Student Conduct and/or his/her designee may later serve in the same matter as the student conduct body.
- C. If the charges cannot be disposed of through a Resident Director Disciplinary Meeting or a Disciplinary Conference, the Student Conduct Officer shall select one of the following student conduct bodies to resolve the case: College Hearing Panel or Administrative Hearing.
- D. All charges shall be presented to the charged student in written form. A time shall be set for a hearing, the minimum time limit for which is determined by the level at which the case shall be resolved. The Student Conduct Officer may not reduce the minimum time limit without the signed consent of the charged student.
- E. Hearings shall be conducted by either a College Hearing Panel, or Administrative Hearing Panel according to the following guidelines:
  1. Hearings shall be closed to the public.
  2. All cases will be presented by the Office of Student Conduct.
  3. Admission of any person to the hearing shall be at the discretion of the conduct body and/or its Student Conduct Advisor.
  4. In hearings involving more than one charged student, the Student Conduct Officer, at his/her discretion may permit the hearings concerning each student to be conducted separately.
  5. The complainant and the charged student have the right to be assisted by any advisor they choose provided the advisor is not an attorney. The student may, at his/her own expense, be accompanied by an attorney when there is a pending criminal case or when there is a reasonable likelihood that a criminal complaint will be brought against the student arising out of the same facts as the charge(s). In cases where criminal charges are not pending, the Conduct Officer shall be the sole authority responsible for determining whether an attorney may serve as an advisor. Attorneys are subject to the same restrictions as other advisors. Any student who elects to be accompanied by an attorney must notify the Conduct Officer at least three (3) business days in advance of the hearing.
  6. The complainant, the charged student and the student conduct body shall have the privilege of presenting witnesses, subject to the right of questioning by the student conduct body.
  7. Pertinent records, exhibits and/or written statements may be accepted for consideration by a student conduct body at the discretion of the Conduct Advisor.

8. All procedural questions are subject to the final decision of the chairperson of the conduct body, in consultation with its Conduct Advisor. Administrative Hearings may be conducted without a Conduct Advisor.
  9. After the hearing, the student conduct body shall determine (by majority vote if the student conduct body consists of more than one person) whether the student has violated each section of the Code of Student Conduct, which the student is charged with violating.
  10. The conduct body's determination shall be made on the basis of whether or not there is a preponderance of evidence which supports the finding of a violation, indicating that it is more likely than not that the charged student violated the Code of Student Conduct.
  11. At the College Hearing Panel, and Administrative Hearing levels, there shall be a single, verbatim record, such as a CD recording, of all hearings. The record shall be the exclusive property of the College. Upon written request, the Office of Student Conduct shall provide a copy of the recorded proceeding at cost and with a minimum of three (3) business day's notice solely to a charged student who is requesting access to this information for the purpose of filing an appeal.
- F. If a student charged with violating College policy fails to attend a scheduled hearing, the hearing will be held in the student's absence and the student will be assumed to have entered a claim of Not in Violation to each allegation forfeiting his/her ability to present information on his/her behalf. The Conduct Officer shall then investigate to determine why the student did not attend the hearing. If the Conduct Officer determines that the absence is inexcusable, the decision of the hearing shall stand. Otherwise, the Conduct Officer may grant a new hearing.
- G. Except in the case of a student charged with failing to obey the summons of a student conduct body or College official, no student may be found to have violated the Code of Student Conduct solely because the student failed to appear before the student conduct body. In all cases, the information in support of the charges shall be presented and considered.
- H. Formal rules of process, procedure, and/or technical rules of evidence such as applied in criminal court are not used in student code proceedings.

## **SECTION VIII**

### **STUDENT CONDUCT BODIES AND HEARINGS**

The College shall establish appropriate student conduct bodies that may conduct hearings concerning alleged violations of the Code and determine responsibility and appropriate sanctions. These bodies shall include:

#### **A. Resident Director Disciplinary Meeting**

Resident Directors shall be empowered to hear cases of alleged misconduct in and immediately around the residence facilities. Charged students will be notified in writing of the charges and the date and time to meet with the Resident Director ("RD") to discuss the case and either accepts the sanctions imposed by the RD or request a Disciplinary Conference. The student will also be notified of the procedure for submitting a written request for a Disciplinary Conference if the student does not accept the finding of the Resident Director. Should the student accept the finding of the Resident Director, the decision will be considered final, without the right to an appeal.

In sanctioning at this level, Resident Directors will be empowered to impose sanctions up to and including Probation and recommend to the Director of Housing & Residential Life that a student be moved to another resident facility, as well as imposing other educational sanctions. Resident Directors may not impose Disciplinary Probation, nor may they recommend Disciplinary Suspension, Disciplinary Dismissal, Residence Hall Suspension or Residence Hall Dismissal.

If a charged student fails to appear at a scheduled Resident Director Disciplinary Meeting following proper written notification, the designated Resident Director may review the evidence in support of the charges and render a decision. Findings and sanctions, if applicable, will be based on the information, not upon the charged student's failure to appear. The decision rendered by the Resident Director may be appealed in writing to the Office of Student Conduct within three business (3) days of the decision, but cannot be appealed on the basis that the student did not attend the Disciplinary Meeting, as a failure to appear constitutes a forfeiture of the right to present information.

If the Resident Director learns that the student's failure to appear at a scheduled Disciplinary Meeting is for good cause, the Resident Director may reschedule the conference. The Resident Director shall be the sole authority for determining the validity of an absence.

## **B. Disciplinary Conference**

A Disciplinary Conference may be held at any level of the student conduct process if all parties agree to such a resolution and where the charged student acknowledges violations of the Code. In the Disciplinary Conference, the Conduct Officer and/or his/her designee shall review all available information and determine violations of the Code of Student Conduct and appropriate sanction(s).

1. The charged student shall be notified in writing at least three (3) business days prior to the scheduled Disciplinary Conference. The Conduct Officer may withdraw any charge deemed to be without basis. The Conduct Officer may not reduce the minimum notification without the signed consent of the charged student.
2. If the substantive facts and sanction(s) can be agreed upon by the Conduct Officer and the charged student(s), a disciplinary action agreement may be prepared and signed by both. A signed disciplinary action agreement shall constitute an acceptance of the finding and sanction(s). The decision will be considered final; without right to an appeal and/or hearing.
3. If the substantive facts and sanction(s) cannot be agreed upon, the matter shall be referred to a hearing.
4. If a charged student fails to appear at a scheduled Disciplinary Conference following proper written notification, the designated Conduct Officer may review the information in support of the charges and render a decision. Findings and sanctions, if applicable, will be based on the information and not upon the charged student's failure to appear. The decision rendered by the Conduct Officer may be appealed within three (3) business days of the decision, but cannot be appealed on the basis that the student did not attend the Disciplinary Conference, as a failure to appear constitutes a forfeiture of the right to present information.
5. If the Conduct Officer learns that the student's failure to appear at a scheduled Disciplinary Conference is for good cause, the Conduct Officer may reschedule the conference. The Conduct Officer shall be the sole authority for determining the validity of an absence.

### **C. College Hearing Panel**

The College Hearing Panel shall be composed of one- two students and two - three faculty/staff members drawn from a pool of no fewer than seven students and eight faculty/staff members. The composition of the panel will be determined the Conduct Officer based on the gravity of the allegation and the level of potential sanctioning. This panel shall hear cases, which involve allegations of misconduct that occur both on and off campus. A case may be deemed serious if an alleged student has a significant past record or, if found in violation of the charges, the sanctions may result in a recommendation of suspension or dismissal. The sanctioning ability of the College Hearing Panel shall include all sanctions noted in the Code of Student Conduct, including the recommendation of suspension or dismissal to the Suspension Review Panel. In all College Hearing Panel hearings, the charged student shall be notified of the time and place of the hearing at least four (4) full business days in advance. There is no statute of limitations for infractions that would result in a hearing at this level.

### **D. Administrative Hearing Panel**

An Administrative Hearing Panel may be held at the discretion of the Conduct Officer. This panel shall be composed of a minimum of one (1) faculty/staff member and a maximum of three (3) faculty/staff members assigned by the Office of Student Conduct. In these instances, all procedures will be based on hearing level as described above.

## **SECTION IX**

### **STUDENT RIGHTS**

Students should expect that disciplinary proceedings will be handled fairly. All Marist students charged with violating the Code shall be granted the following student rights:

- A. A student has the right to a hearing by an unbiased student conduct body.
- B. A student has the right to have an advisor present at the hearing, provided that the individual is not an Attorney. (Exceptions to this rule can be found in the Code under Section VII, E, 5).
- C. A student has the right to written notice of the charges indicating the time and place of the hearing. Proper written notification shall be defined as the delivery of mail to a student's on-campus mailbox or delivery by the U.S. Post Office (with Certificate of Mailing) to a student's local off-campus address. Students shall be held responsible for the contents of mail for which they have refused receipt.
- D. A student has the right to receive a copy of written report(s) stating the circumstances and allegations involved. This information shall generally be given to the student at the time that they receive notification of the time and place of the hearing.
- E. A student has the right to object to a Board/Panel member or Hearing Officer who is serving in the capacity of student conduct body. The Conduct Advisor will determine the validity of the objection.
- F. A student has the right not to present information against himself/herself.
- G. A student has the right to hear and respond to all information presented against him/her. This includes the right to question all parties through the student conduct body.
- H. A student has the right to present information and witnesses in his/her own behalf.

- I. A student has the right to written notification of the results of a hearing no later than ten business days after the hearing.
- J. A student has the right to appeal the outcome of a hearing, except in cases of accepted Resident Director or Disciplinary Conference decisions. A student must be informed of their right to appeal and the process by which to do so.

## **SECTION X**

### **VICTIM'S RIGHTS**

When a member of the Marist community has been the victim of an alleged act of misconduct which violates the physical and/or mental welfare of an individual, the victim should expect that the student conduct system shall respond in a caring, sensitive manner which allows the victim to utilize the student conduct process unimpeded, while still maintaining the rights of the charged student. In cases including but not limited to sexual misconduct, physical assault, hazing and harassment, the following rights shall be provided to victims of alleged offenses:

- A. A victim has the right to be treated with dignity and compassion by the conduct body and by all persons involved in the disciplinary process.
- B. A victim has the right to information pertaining to the campus conduct process and appropriate referrals for information on the criminal process.
- C. A victim has the right to information pertaining to counseling assistance available to him/her.
- D. A victim has the right to assistance throughout the conduct process, including the right to have an advisor present at all proceedings, provided that the individual is not an Attorney. (Exceptions to this rule can be found in the Code under Section VII, E, 5).
- E. A victim has the right to all student rights and protections provided to charged students, including the right to written notification of a hearing, the right to hear all information presented, the right to present information and witnesses, the right to verbal disclosure of the results of a hearing, and the right to appeal imposed sanctions.
- F. A victim has the right to testify from another location as long as it does not infringe upon the rights of the charged student to have a fair hearing.
- G. A victim has the right to have any unrelated past behavior (including past sexual behavior in cases involving sexual misconduct) excluded from the hearing process. The conduct body shall determine what constitutes unrelated behavior.
- H. A victim has the right to submit a written impact statement to the conduct body which will be considered only in sanctioning, should there be a finding of violation against the charged student.
- I. A victim has the right to privacy throughout the student conduct process in relation to campus and other media and from all other uninvolved parties.
- J. A victim has the right to expect to be free from intimidation and harassment throughout the student conduct process.
- K. A victim has the right to request that campus personnel take the necessary steps reasonably available to prevent unwanted contact or proximity with the charged student(s).
- L. A victim has the right to appeal the sanctions imposed upon the charged student(s). For more information on the appeals process, please see Section XIII.

## SECTION XI

### SANCTIONS

A. The following sanctions may be imposed, by a conduct body, upon any student found to have violated the Code of Student Conduct.

1. **Written Warning.** Written notice to the student that his/her actions are inappropriate and the individual must act more responsibly in the future. A Written Warning also indicates that should the individual again be referred for disciplinary action more serious sanctions will be assigned.
2. **Probation.** A notice to the student that his/her actions are of a serious nature within the College community. Probation shall be for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College policies during the probationary period. For resident students, any violation committed during the probationary period will result in a review of the student's housing assignment. This sanction results in the loss of two (2) priority points.
3. **Disciplinary Probation.** A notice to the student that his/her actions are unacceptable within the College community. This sanction shall be primarily used in cases of serious or consistent policy violations. Disciplinary Probation shall be for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College policies during the probationary period. Any violation committed during the probationary period will result in a review of the student's status at Marist. This sanction results in the loss of three (3) priority points.
4. **Deferred Residence Hall Suspension.** A definite period of observation and review. If a student is again found responsible for any further College policy violations including failure to complete previously imposed sanctions or adhere to previously imposed conditions, restriction from College-operated housing and housing grounds will be immediately imposed for a definite period of time. This sanction results in the loss of four (4) priority points.
5. **Residence Hall Dismissal.** Permanent removal of the student from the residence facility. This sanction most likely will result in permanent ban from all residence facilities. (Please note that students dismissed from the residence facility for disciplinary reasons will not be entitled to any refund of residence fees).
6. **Deferred Suspension from the College.** A definite period of observation and review. If a student is again found responsible for any further College policy violations including failure to complete previously imposed sanctions or adhere to previously imposed conditions, at minimum, the student will automatically be recommended for suspension for a minimum of one semester. This sanction results in the loss of six (6) priority points.
7. **Disciplinary Suspension.** A recommendation to the Suspension Review Panel which calls for the separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. The Suspension Review Panel shall review the recommendation and determine the final sanction, pending appeal. (Please note that students suspended for disciplinary reasons will not be entitled to any refund of tuition or residence fees). Unless otherwise noted, students who are suspended for disciplinary reasons are also banned from all College grounds, facilities, classes and college sponsored activities on or off campus for the duration of the suspension.

8. **Disciplinary Dismissal.** A recommendation to the Suspension Review Panel that calls for permanent separation of the student from the College. The Suspension Review Panel shall review the recommendation and determine the final sanction, pending appeal. (Please note that students dismissed for disciplinary reasons will not be entitled to any refund of tuition or residence fees). Unless otherwise noted, students who are dismissed for disciplinary reasons are also banned from all College grounds, facilities, classes and college sponsored activities on or off campus.
  9. **Loss of Privileges.** Denial of specified privileges for a designated period of time. These include, but are not limited to:
    - a. A restriction from hosting visitors and/or guests.
    - b. A restriction from being a visitor in or entering a specified Residence Facility.
    - c. Restriction from College-sponsored extracurricular activities both on and off campus (including Senior Week and Commencement).
    - d. Other restrictions, as approved by the Student Conduct Officer.
  10. **Substance Education Program.** A workshop, in person or online, addressing substance abuse education issues. Referral to an off-campus education diversion program may also be recommended.
  11. **Restitution.** Compensation for loss, damage or injury. This may take the form of appropriate community service and/or monetary or material replacement.
  12. **Monetary Fines.** The College generally does not impose fines for violations of the Code of Student Conduct. However; fines will be imposed for violations that impact the health and/or safety of members of the Marist Community. Please refer to the Alcohol Policy, Windows/Doors, Walls Policy, and the Fire and Safety Regulations for specific information.
  13. **Mandated Room Reassignment.** A notice that the behavior merits the immediate relocation of the student to another campus residence. This decision will be made in conjunction with the Office of Housing and Residential Life.
  14. **Mandated Counseling Assessment.** The student must attend an assessment and/or session in the Counseling Center or an off-campus licensed facility by a specific date. Unless otherwise stated by the student conduct body, the student is required to follow all recommendations made by the Counseling Center or off-campus licensed facility as a result of the assessment.
  15. **Discretionary Sanctions.** Work assignments, community service, and other related sanctions that meet with the approval of the Director of Student Conduct. Other sanctions include but are not limited to:
    - a. Letters of apology/thank you
    - b. Essay or research paper on assigned topic
    - c. Disqualification from future housing selection process
    - d. Program presentations
- B. PRIORITY POINT LOSS. ANY STUDENTS ON DEFERRED RESIDENCE HALL SUSPENSION OR THOSE THAT LOST SIX (6) HOUSING PRIORITY POINTS OR MORE MAY NOT BE ALLOWED TO PARTICIPATE IN THE HOUSING ROOM SELECTION PROCESS AND MAY NOT BE ELIGIBLE FOR COLLEGE HOUSING.**

- C. More than one of the sanctions listed above may be imposed for any single violation.
- D. Other than Disciplinary Suspension and Disciplinary Dismissal, disciplinary sanctions shall not be made part of the student's permanent file but shall become part of the student's confidential disciplinary record maintained in the Office of Student Conduct as per FERPA requirements.
- E. In some instances, a student conduct body may recommend sanctions to the Conduct Officer, based on a lack of detailed knowledge of how the sanction will be developed and supervised. In those instances, the sanction may be developed by the Conduct Officer, who will determine if the sanction is appropriate, and whether or not to create a new sanction that is directly proportionate to the recommended sanction. The Conduct Officer shall report his/her sanction back to the student conduct body to ensure consistency.
- F. The following terms shall apply to all Disciplinary Suspensions and Disciplinary Dismissals, unless otherwise noted by the Vice President for Student Affairs.
  - 1. The individual is restricted from all College grounds, facilities, classes and college sponsored activities on or off campus for the duration of the suspension.
  - 2. The individual must petition the Assistant Dean for Student Affairs to receive permission for any amendment to the restriction noted in #1 above.
  - 3. At the discretion of the Assistant Dean for Student Affairs, a student who was suspended may be required to meet specific conditions once readmitted to the College.

## **SECTION XII**

### **INTERIM SANCTIONS**

- A. In certain circumstances, the Vice President for Student Affairs, the Assistant Dean for Student Affairs or his/her designee, may impose a Disciplinary Suspension, Residence Hall Suspension, Mandated Room Reassignment or other restrictions prior to the hearing before a student conduct body.
- B. In certain circumstances, the Director of Housing & Residential Life or his/her designee, may impose a Residence Hall Suspension, Mandated Room Reassignment or other restrictions prior to the hearing before a student conduct body.
- C. In all cases, Interim Sanctions will be imposed only:
  - 1. To ensure the safety and well-being of members of the community or preservation of College property; or
  - 2. To ensure the student's own physical or emotional safety and well being; or
  - 3. If the student poses a definite threat of disruption and/or interference with the normal operations of the College; or
  - 4. If the student has violated the Code of Student Conduct or College policies while residing in summer or break housing.
- D. During an Interim Suspension, students shall be denied access to the residence facilities and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs, the Assistant Dean of Student Life & Development or his/her designee may determine to be appropriate.

- E. Whenever an interim sanction is imposed, the Office of Student Conduct shall convene a hearing at the earliest possible time, pending normal student rights requirements. The interim sanction may remain in effect until a final decision has been reached, including any appropriate appeals process, at the discretion of the Vice President for Student Affairs of his/her designee.

## **SECTION XIII**

### **APPEALS**

- A. A decision reached or sanction imposed by a student conduct body may be appealed by the charged students or complainants to the appropriate appeal body within five business days of initial written receipt of the decision. Such appeals shall be in writing and shall be delivered to the Conduct Officer or his/her designee. Complainants may only appeal sanctions imposed for misconduct, not the finding of violations. Appellate bodies shall only consider written information that is available at the time that a request for an appeal is being reviewed.
- B. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the proceedings and/or supporting documents for one or more of the following purposes:
1. **Procedural Error.** To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in conformity with the prescribed procedures giving the complaining party a reasonable opportunity to prepare and present information that the Code of Student Conduct was violated, and giving the charged student a reasonable opportunity to prepare and to present a rebuttal of those allegations. Deprivation of Student Rights shall be considered Procedural Error.
  2. **Unsupported Conclusion.** To determine whether the decision reached regarding the charged student was based on substantial information, that is, whether the facts in the case were sufficient to establish that a violation of the Code of Student Conduct occurred.
  3. **Disproportionate Sanction.** To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Student Conduct which the student was found to have committed.
  4. **New Information.** To consider new information, sufficient to alter a decision or other relevant facts not brought out at the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
- C. The student conduct body reviewing the appeal may, after reviewing all available information, elect to:
1. Affirm the finding and sanction originally determined.
  2. Affirm the finding and modify the sanction. In cases where the charged student is the appealing party, the sanction may be reduced or increased by the conduct body reviewing the appeal.
  3. Remand the case to the original conduct body for a new hearing, except in cases where the complainant is the appealing party.
  4. Dismiss the case, except in cases where the complainant is the appealing party.

- D. Since deference shall be given to the determinations of student conduct bodies:
1. Sanctions should only be increased or reduced if found to be grossly disproportionate to the gravity of the offense, precedent for similar offenses and/or the charged student's prior disciplinary record.
  2. Cases should be remanded to the original conduct body if specified procedural errors were so substantial as to effectively deny the charged student a fair hearing.
  3. Cases should be dismissed only if the finding of the conduct body is held to be arbitrary and capricious.
- E. Generally, the imposition of sanctions will be deferred during the period of appellate proceedings.
- F. Appeals of decisions will be reviewed in the following manner:
1. All appeals will be screened by the Student Conduct Officer to ensure they meet the criteria established above for the filing of an appeal. If the appeal does not meet one of the four criteria it will be denied by the Student Conduct Officer. In cases where the Conduct Officer served in the role of student conduct body, the Assistant Dean for Student Affairs or his/her designee shall appoint another individual to review the appeal.
  2. Decisions of Resident Directors will be reviewed by the Director of Student Conduct or his/her designee.
  3. Decisions of the, College Hearing and Administrative Hearing Panels at this level shall be reviewed by the College Appeals Committee.
  4. Recommendations of Disciplinary Suspension or Disciplinary Dismissal imposed by the College Hearing Panel or Administrative Hearing officer(s) will be reviewed by the Suspension Review Panel.
  5. Suspension/Dismissal decisions of the Suspension Review Panel may be appealed in writing within five business days of initial receipt of the decision to the Vice President for Student Affairs.
  6. If the Suspension Review Panel does not uphold a recommendation for Suspension or Dismissal, the decision may be appealed in writing within five business days of initial receipt of the decision to the College Appeals Committee.
- G. The College Appeals Committee
1. Shall be composed of two faculty/staff members and one student justice who has been assigned on a yearly appointment to the Committee. The Director of Student Conduct or his/her designee shall appoint the justices.
  2. Shall be supervised in its deliberations by the Conduct Officer, unless the Conduct Officer has served in the capacity of student conduct body for the case under review. In such instances, the Assistant Dean for Student Affairs or his/her designee shall select another administrator to supervise the proceedings of the Committee.
- H. The Suspension Review Panel
1. Shall be composed of two faculty/staff members and one student justice who has been assigned to a yearly appointment to the Committee. The Director of Student Conduct or his/her designee shall appoint the justices.
  2. Shall be supervised in its deliberation by the Conduct Officer, unless the Conduct Officer has served in the capacity of conduct body for the case under review. In such instances, the Vice President for Student Affairs or his/her designee shall select another administrator to supervise the proceedings of the Panel.

## **SECTION XIV**

### **INVOLUNTARY LEAVE AND WITHDRAWAL OF STUDENTS FOR MEDICAL REASONS**

A student will be subject to leave/withdrawal for medical reasons if the Case Consultation Team (the Director of Health Services, the Director of Counseling Center, the Director of Housing and Residential Life and/or the Vice President for Student Affairs designee) concludes, on the basis of clear and convincing evidence, that the student is suffering from a medical or mental health disorder, as defined by the current American Psychiatric Association diagnostic manual or its equivalent; and, further, that as a result of the condition, the student engages or threatens to engage in behavior that poses a danger of causing harm to the student or to others, or disrupts the activities of other members of the campus community.

A detailed description of the policy and procedures can be found in the Office of the Vice President for Student Affairs, Rotunda 389.

## **SECTION XV**

### **WINTER AND SUMMER SESSIONS**

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

- A. All reports will be reviewed by the Director of Student Conduct or her designee who will determine whether or not disciplinary charges are warranted.
- B. If the incident under review occurred during the spring semester but was unable to be handled prior to the summer, the Director of Student Conduct will review the complaint and determine what policies have been violated and what sanctions are merited. Notification of the decision will then be sent to the student's permanent address, unless it is known by the College that the student is residing at another location. The charged student shall have the option to accept the decision, or to file notice with the Office of Student Conduct within thirty (30) calendar days of the date of the letter and request a hearing for the alleged violations. Should the charged student accept the finding of the Director of Student Conduct, they will be expected to comply with the sanctions according to the time line established in the letter of notification.
- C. In the event where the Conduct Officer believes that Disciplinary Suspension or Disciplinary Dismissal could be an outcome, an Administrative Hearing will be convened at the earliest possible time, at the discretion of the Conduct Officer. Should it not be possible to resolve the case during the summer, a hearing will be held at the beginning of the fall semester.
- D. If the student is known to be attending Marist during the summer sessions when an incident occurs, the case may be handled under the guidelines that apply during the regular academic year, and the Conduct Officer shall serve as the conduct body. Any appeal of a decision made at this level that does not include Disciplinary Suspension or Disciplinary Dismissal shall be heard at the beginning of the fall semester.

## **SECTION XVI**

### **DISCIPLINARY FILES AND RECORDS**

- A. The Office of Student Conduct shall maintain disciplinary records and a disciplinary tracking system, which shall include, but not be limited to, the charged student's name and related information, description of the incident, parties involved, Code violations, sanctions and other data deemed relevant by the Office of Student Conduct. Such information shall be maintained in accordance with the provisions of the Federal Educational Rights and Privacy Act ("FERPA"). Disciplinary records shall be made available to conduct bodies and College officials designated in the Code of Student Conduct as necessary.
- B. Students may arrange to review their own disciplinary records by contacting the Office of Student Conduct. Except as provided in the Code of Student Conduct and by College policy regarding parental notification or pursuant to a lawfully issued subpoena, the College shall not communicate a student's disciplinary record and related information to any person or agency without the prior written consent of the student.
- C. Student's confidential record may be expunged of disciplinary actions, other than Disciplinary Suspension or Disciplinary Dismissal seven years after the final disposition. All cases in which a student received the sanction of Disciplinary Suspension or Dismissal are permanent and will not be expunged.

## **SECTION XVII**

### **ACADEMIC HONESTY**

The Academic Honesty Policy is administered through the Division of Academic Affairs. Please see the Student Handbook for details regarding procedures for allegations of academic dishonesty.

## **SECTION XVIII**

### **INTERPRETATION AND REVISION**

- A. Any question of interpretation regarding the Code shall be referred to the Vice President of Student Affairs or his/her designee.
- B. The Code shall be reviewed annually under the direction of the Conduct Officer.

## SECTION XIX

### FIRE SAFETY INFORMATION

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

### FIRE RESPONSE PLAN

The following procedures should be followed in case of FIRE:

Rescue and Relocate anyone in immediate danger.

Alert others by activating the fire alarm system and/or call Security at Ext. 5555 from a safe location.

Confine the emergency by closing the doors.

Evacuate immediately. Use stairs, do not use elevators. If in heat or smoke, crawl low. If there is smoke in the corridor, stay in the room, close and seal doors, dial Ext. 5555 for help and then stand by the window.

### FIRE ALARM PROCEDURES

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

## **FIRE EVACUATION PROCEDURES**

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

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

## **FIRE EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES**

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

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

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

## **GENERAL FIRE SAFETY POLICIES**

1. Make a reasonable effort to extinguish small fires by using fire extinguishers or turning off electrically driven equipment.
2. No storage of personal items or placement of furniture or boxes in exits, corridors or stairwells.
3. Do not overload electrical outlets or use extension cords.
4. Handle flammable liquids with care.
5. Do not leave appliances unattended in kitchens.
6. Good housekeeping is essential for a fire safe residence.

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

## **ADJACENT LAND AND WATERFRONT PROPERTIES**

Along the eastern bank of the Hudson River, not all land is owned by the College. The College (with the support of appropriate authorities) does not tolerate the invasion of these lands by members of our community. Any invasion of these private properties will be pursued by the Office of Student Conduct. Therefore, unauthorized gatherings are not permitted along the riverfront, whether on college property or on adjacent land. When alcoholic beverages or illegal substances are discovered, they will be confiscated and appropriate sanctions will be imposed on those found to be in violation of policy. The same policy applies to lands adjacent to campus residence areas such as the railroad tracks by the main campus and next to the lower and upper West Cedar Apartments.

## **PEDESTRIAN AND MOTORIST RESPONSIBILITIES ON ROUTE 9**

Please read the following information carefully and if you have any questions contact the Office of Safety and Security (telephone 845-471-1822; e-mail John.Gildard@marist.edu).

## **ENFORCEMENT BY LOCAL POLICE AND MARIST SECURITY**

The Town of Poughkeepsie Police Department will enforce the laws in regard to both motorists (speeding & no turn on red) and Pedestrians (crossing when the “don’t walk” indicator is displayed or not crossing at intersections). Marist security staff will also monitor Pedestrian activity at the crosswalks. When stopped on campus by Marist Security, students are required to identify themselves and/or produce valid ID.

## **PEDESTRIAN RESPONSIBILITIES**

The New York State Vehicle and Traffic (V & T) Law has been publicized to provide for the safe use of the highways by all our residents and visitors including both motorists and Pedestrians. Both Motorists and Pedestrians, who fail to obey the V & T law, risk not only injury or death but could also receive a traffic ticket. Just as a person who fails to stop at a red light can receive a summons, a Pedestrian can also receive a summons for (a) failure to obey a traffic signal that prohibits them from crossing until the signal light indicates that it is safe to do so; and (b) crossing a roadway in violation of posted signs prohibiting such crossing.

The State Traffic Law regarding Pedestrians who cross at crosswalks regulated by Traffic Lights requires Pedestrians to obey the traffic signals when using crosswalks at intersections controlled by traffic lights. It is a violation of the State Traffic Law for a person to cross when a “don’t walk” signal is displayed and the person can receive a traffic summons (ticket) from the police. This violation is commonly known as “jaywalking.”

It is also unlawful for Pedestrians to walk on the roadway when sidewalks are provided. Pedestrians at uncontrolled crosswalks (no traffic light) are not permitted to suddenly leave the curb/sidewalk so that it is impractical for a motorist to stop.

- Receiving a ticket for “jaywalking” requires the violator to attend a court hearing and if found guilty can result in a fine, possibly as high as \$100.00.
- Students who receive two or more summonses from the Town Police or citations from Marist Security in a semester will face student conduct action and may be placed on disciplinary probation.

## **MOTORISTS RESPONSIBILITIES**

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

## **EMERGENCY CALL BOXES**

Emergency call boxes are located in numerous areas on campus. If you need to reach the Security office, you need only to follow the directions on the box to call the Security Office. These call boxes are located in the following areas on Campus:

**Beck Place - East Lot/Beck Place - West Lot**

**Boat House**

**Fontaine Annex**

**Foy Townhouses**

**Fulton Street Townhouses - Parking Lots and Center Sidewalk**

**Gartland E - North Parking Lot**

**Hoop Lot - Lower/Hoop Lot - Upper**

**Lower West Cedar - P Block/Lower West Cedar - R Block**

**McCann - North side by some emergency doors**

**Riverview**

**Sheahan - bottom of steps in Parking Lot**

**St. Ann’s Garage**

**Steel Plant - North Side, facing Beck Lot**

**Student Center - Rear Loading Dock**

**Talmadge Court**

**Upper West Cedar - T Block/Upper West Cedar - V Block**

**Upper West Cedar - W Block/Upper West Cedar - Laundry Room**

## OFF-CAMPUS STUDENT INFORMATION

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

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

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

### VIOLATION OF LAW AND COLLEGE DISCIPLINE

- A. If a student is charged only with an off-campus violation of Federal, State or local law, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed by the Vice President for Student Affairs or his/her designee for grave misconduct which demonstrates flagrant disregard for the College community.
- B. College disciplinary proceedings may be instituted against a student charged with a violation of a law that is also a violation of the Code, for example, if both violations result from the same factual situation, without regard to the status of civil litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- C. When a student is charged by Federal, State or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also the subject of a proceeding before a student conduct body under the Code, however, the College may advise off-campus authorities of the existence of the Code of Student Conduct and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

### GOOD NEIGHBOR POLICY

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

## **TOWN & CITY OF POUGHKEEPSIE NOISE ORDINANCE**

Between the hours of 10:00 PM and 7:00 AM the noise ordinance for the town and city are in effect, prohibiting “unreasonable noise”. A violation may result from a noisy party or social gathering, screaming, loud music, shouting or taxi cabs honking their horns outside your residence.

In the City, you will have to appear in court with possible fines of up to \$300 and jail time. In the Town, the first violation conviction shall be punishable by a fine of \$250 per resident with repeat violations up to a \$1000 fine.

# RESIDENT STUDENT HANDBOOK

## RESIDENTIAL LIFE MISSION STATEMENT

Residential life can be an integral part of the total educational experience. The residential life program at Marist College is based upon the philosophy of providing students with a safe, healthy, and attractive living environment that supports and supplements the educational mission of the College.

## rites of passage

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

## STAFF IN RESIDENCE

The resident student must bear in mind that residence on campus in a residence facility is not an inalienable right. Therefore, when a student chooses to live on campus, it is assumed that he/she fully accepts the regulations that follow and agrees to the policies and regulations of communal residence on campus.

- A. The Resident Director has the administrative responsibility for the individual residence area and its residents. The responsibilities of the Resident Director include supervision of the Resident Assistants, promoting a safe and productive academic atmosphere in the resident area, and managing disciplinary cases within a value-based community. The Resident Director is assisted in this responsibility by the residents of the facility, the Assistant Resident Director, the Resident Assistants, the First Year Coordinators, and the Resident Student Council.
- B. Assistant Resident Directors and Resident Assistants are upper-class students living in residence areas. Their responsibilities include:
  1. Counseling students on academic, personal or social matters.
  2. Area programming.
  3. Supporting responsible hall governance.
  4. Supervising and enforcing administrative policies and regulations.
  5. Fostering an atmosphere conducive to study and orderly behavior.
  6. Referring students to appropriate student services on campus.
  7. Overseeing and reporting maintenance concerns. The Residential Life Staff operates with delegated authority from the Vice President for Student Affairs in counseling and disciplinary matters and is to exercise leadership in their area.For this reason, refusal to comply with a direction of a Resident Assistant, Assistant Resident Director, Resident Director, Entry Officer or Security Officer is considered a serious matter and a violation of the Code of Student Conduct.
- C. First Year Coordinators in freshmen residence areas provide personal and academic support to students.

- D. The Resident Student Council consists of elected residents of the area, Resident Assistants, and the Resident Director. Responsibilities of Resident Student Council:
1. Monitors good order in the residence area to generate and ensure an atmosphere conducive to the intellectual and social development of the residents.
  2. Provides programs that foster community in the halls.
  3. Communicates student issues and concerns to Student Government Association through the Student Life Council.

## **E-MAIL COMMUNICATION**

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

## **PARTY REGISTRATION POLICY**

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

## **RESIDENTIAL LIFE POLICIES AND PROCEDURES**

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

The College reserves the right:

1. To accept or reject students for residency.
2. To approve, upon request of a resident student, relocation within our residence facility and to relocate resident students without consent for sufficient reason.
3. To have students in residence carry a minimum of 12 credits and be enrolled as a full time undergraduate for the semester in which they are housed. All students living in residence must pay full tuition. Any request for exceptions to this policy must be approved by the Office of Housing & Residential Life.
4. To refuse a student's request for housing because the student's room and/or apartment was left in poor condition at the end of the previous semester or year, because of disciplinary history and/or failure to comply with departure procedures.
5. To plan for the most efficient or effective use of the resident facilities which may entail a change in the following room reservation procedures:
  - A. Concerning the request, occupation and withdrawal from residency, the administration of the College has declared the following:
    1. Room request deposit fee for returning students and for new students is \$200.00.
    2. This deposit assures a new freshman student of space only. Returning resident students who submit their Advance Room Deposit are only ensured of the right to participate in the Housing Room Selection Process.

3. Refund on Residence: Any student who withdraws from college housing but not from the College during the first week of a semester will be charged \$50.00 for the room and will forfeit the room reservation deposit. Should a student withdraw after the first week and before the beginning of the fourth week, a refund of one-half residence charge will be made. For any withdrawal from college housing after the beginning of the fourth week, no refund will be allowed. The dates and amount of refunds posted in the Academic Calendar for tuition refunds apply to residence refunds as well.
  4. Students remaining in a build up situation after the tuition refund date will be eligible for a room credit that will be applied to their student account. However, if a student declines a room build up breakdown offer, then the credit will be forfeited.
- B. Concerning the location and relocation of resident students, the administration of the College has declared the following:
1. Residents are allowed to request their rooms and roommates under certain guidelines established by the Director of Housing & Residential Life.
  2. The College reserves the right to relocate students. Relocation of a resident student, without his/her consent and unrelated to disciplinary and psychological reasons, is sometimes necessary for the good of the community. Due to the inconvenience involved, the Director of Housing & Residential Life or his/her designee will hold such relocations to a bare minimum.
  3. Room changes during the first semester are not permitted until the second week of classes for upper-class students. These changes and all subsequent changes must be approved by the Assistant Director and/or the Director of Housing and Residential Life. All unapproved room changes will result in disciplinary action and the directive for each student to return to his/her approved residence assignment.
  4. It should be noted that as a rule, in the freshman areas, residence changes will not be made in the first semester. Freshmen are strongly encouraged to work out roommate conflicts. Residence changes will only be granted in extenuating circumstances at the discretion of the Resident Director and First Year Coordinator.
- C. All residences must be kept clean, neat and orderly. Students are responsible for providing cleaning supplies and cleaning their own residence. Students living in suites and apartments are responsible for cleaning bathrooms, kitchens, and common areas. The college only provides toilet paper in community residence hall areas.
- D. The College cannot assume responsibility for any loss or damage to personal property of a student. During summer vacations, no articles may be stored in student rooms. The College does not assume responsibility for articles stored elsewhere on campus. Students are encouraged to secure liability/theft insurance through their own family coverage and/or purchase supplemental insurance.
- E. When a student vacates his/her room, or withdraws from housing and/or the College the apartment/room key must be turned in to the Resident Director. For security reasons a vacating student will be charged for a new lock if all keys are not accounted for. All personal belongings must be removed from the room/apartment within 24 hours of vacating the room, or withdrawing from housing/College. Any unclaimed items may be donated to charity.

F. When a student is locked out of his/her room; the following procedures should be followed:

1. Students are required to carry their room keys at all times.
2. Lockouts will be done at the availability of staff as identified below. It may not be possible for a lock out to be done immediately.
3. When a lock-out occurs during the day, it is the responsibility of the student involved to locate his/her roommate in order to gain access to the room.
4. If a roommate is not available, the students should check with each RA in the residence area.
5. Monday to Friday, from 1:30 p.m. - 4:30 p.m., Resident Directors have office hours in their respective areas and are available to assist with lock-outs provided that they have no scheduled appointments.
6. If a lock-out occurs from 7 p.m. - midnight, the student involved should seek the Resident Assistant who is on duty for the area.
7. Students may contact the Office of Safety & Security for assistance at ext. 2282, midnight to 11:00 a.m.

## **REGULATIONS SPECIFIC TO RESIDENCE LIVING**

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

### 1. Noise Policy.

- a. Noise that can be clearly heard outside of one's immediate residence hall room or excessive noise in a common area (e.g., hallways, bathrooms, lounges, etc.) during established quiet hours. Quiet Hours for all residence areas begin at 10:00 pm Sunday through Thursday and end at 8:00 am. Weekend (Friday and Saturday) quiet hours begin at 1:00 am (doors close at 11:00 pm) and end at 10:00 am. The week prior to and during final exams, Quiet Hours will be in effect for twenty-four (24) hours.
- b. At all times, however, respect of others' needs for quiet to sleep and study is expected, also known as Courtesy Hours.

2. Appliances and Cooking. Cooking is not to occur in individual residence hall rooms. Cooking may only occur in areas designated by residence hall staff. All electrical cooking appliances are prohibited. The possession of College-approved microwaves and refrigerators constitute an approved exemption to this policy. Information regarding approved appliances may be found in the Fire Safety section.

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

4. Visitation. Students are expected to comply with the visitation option that has been established for each residence hall room. In all cases, a student's right to have a quiet place to sleep and study takes precedence over utilizing a room for any other reason.
5. Pets. Pets are not allowed in residence areas, with the exception of fish, which are kept in tanks that are 10 gallons or less and do not require filters, heaters or lights.
6. Furniture. Including but not limited to:
  - a. Unauthorized lofts (including bed risers) and waterbeds are not permitted in the residence halls.
  - b. Furniture that is designated as lounge furniture is not permitted in individual student rooms or common rooms.
  - c. Furniture (including loft kits) designated to a specific residence can only be moved out of that room with authorization from residential life staff.
  - d. Non-College furniture items that do not meet fire resistance requirements are prohibited in the residence area. Contact the Office of Housing & Residential Life to determine if additional furniture meets fire safety regulations.
  - e. Painting, use of decals on furniture, walls, mirrors, sinks or windows and contact paper for shelving, lining drawers or covering furniture tops is prohibited.
  - f. When beds are bunked or lofted, the bed ends serve as the bunk bed/loft ladder.
  - g. College furniture is not to be removed from residence areas.
7. Windows/Doors/Walls. In order to protect the safety and right to reasonable quiet of students within the residence areas and to protect the safety of those people who pass by the residence areas, the College has created guidelines for students regarding windows. Any student found in violation of this policy may be issued a \$150.00 fine.

These include but are not limited to prohibitions against:

- a. Sitting or climbing on window ledges.
  - b. Removing screens from windows.
  - c. Excessive noise coming from windows (e.g., speakers on the windowsill or yelling out of the windows).
  - d. Throwing, tossing or dropping items out of windows.
  - e. Placing objects (such as antennae) outside of residence facility windows.
  - f. Propping open external or hallway doors.
  - g. Climbing through windows.
  - h. Nails, tape, posting putty, etc. may not be used to fasten objects to the walls. (Consult Residential Life staff for a listing of approved adhesives).
  - i. Nothing may be mounted on the outside window. This includes decals, flags, signs, posters and electrical advertising.
  - j. No items may be hung from the ceiling, ceiling light fixtures or curtains.
8. Other Resident Policies. Other residence hall policies, as defined by the Director of Housing and Residential Life or her/his designee. These policies shall be properly communicated to the College community in a timely manner.

## RESIDENCE SELECTION PROCESS

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

- A. **Grade Point Average:** Cumulative grade point average may range from 0.00 to 4.00. The scale for points ranges from 0-1.74 (0 points awarded) to 3.75-4.00 (12 points awarded).
- B. **Campus Involvement:** The College Activities Office assigns points based on the level of involvement in college activities, volunteering in the community, teams and clubs, as recommended by the officers, coaches and advisers. The range of points is 0-8.
- C. **Disciplinary History:** The Office of Student Conduct determines point totals in this category. If a student has no disciplinary record, he/she will receive more points than someone who has violated College policies. Range of points varies from no disciplinary incident (6 points awarded) to suspension from the College (0 points awarded). Students who have received the sanction of Deferred Suspension or higher, or has been found in violation of the alcohol or drug policy three (3) or more times may not be eligible for housing the following academic year.
- D. **Residence Area Damages:** Points are awarded to each student for not having any damage to the room or common area of apartment while it is occupied by the student. If walls are defaced and furniture is broken or missing, points are deducted. Students are not held responsible for room damages that were previously noted on their room inspection cards at their time of check-in. (Every resident student is required to review, make comments on, and sign the room inspection form within five business days of the official opening of each semester). Range of points is from 5 points (good condition) to 0 points (poor condition).
- E. **Condition of Residence:** Points are assigned based on the condition of the residence when vacated during college breaks or during periodic health, fire, and safety inspections. This includes such items as cleanliness of residence, lights turned off, windows closed, doors locked during vacation breaks, and no cooking appliances found in the residence. Resident students must appropriately check out of their residence areas at the end of each semester by deadlines set forth by the Office of Housing and Residential Life.

Resident students may be subject to Improper Check out for any of the following reasons including, but not limited to: failure to schedule a check-out appointment/ failure to be present at a check-out appointment with a Resident Director or his/her designee; leaving personal belongings in the residence; and/or failure to conform to cleanliness standards as set forth by Office of Housing and Residential Life. It should be noted that resident students who improperly check out from their respective residences may be subject to a \$25.00 fine in addition to a deduction of priority points. Range of points is from 5 points (good condition) to 0 points (poor condition).

Many factors go into assigning a residence after the freshman year. The important thing to remember is that each student is in control of his/her total points. If the student receives good grades, has no disciplinary history, his/her residence is free from damages, and the student is involved in college clubs and organizations, he/she is more likely to qualify for the residence or area of his/her choice. All resident students are guaranteed housing during their first and second years of college.

Any returning upper-class resident student or returning resident transfer student requiring college housing is eligible to request such housing through the Office of Housing & Residential Life Residence Selection Process. All students housing is assigned using the student's priority point total and the availability of space in the College's residence facilities. Based on the number of students requesting housing for a given semester, some students may not be eligible to receive college housing. Students enrolled in five year academic programs are not eligible for a fifth year of housing.

All resident students requesting college housing for the following year must submit the required residence deposit according to the timelines as stated in the college's residence selection process. You must submit the deposit and housing selection form on time in order to be eligible to participate in the residence selection process. A residence deposit submitted on time does not automatically qualify a returning resident student for housing, unless you are a freshmen returning for the second year. Failure to submit your deposit or housing selection forms on time will result in students being withdrawn from the housing selection process. To this end, it is imperative that students, who leave college housing and subsequently secure their own accommodations within the area, report their local address to both the Registrar's Office and the Office of Student Conduct.

## **BREAK HOUSING POLICY**

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

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

### **A. Early arrival requests**

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

## **B. Requests to stay during breaks**

During short breaks (Thanksgiving and Spring break) students may request to stay for the break. Travel, on campus employment and internships are reasons that are commonly honored requests to stay. Not all requests to stay during break periods will be granted. Requests must be submitted in writing to the Housing Office (Rotunda 387) or via e-mail at [housing@marist.edu](mailto:housing@marist.edu). Requests must be received by the deadline stated in the break housing memo. Requests received after the deadline will be denied. Students requesting break housing for employment purposes must provide written documentation from his/her employer.

## **C. Senior Week housing**

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

## **D. Summer housing**

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

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

## **E. Winter Intersession housing**

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

## **DAMAGES**

A. Residents are not charged for normal wear and tear. Replacement and/or restoration costs for all room/apartment damage will be assessed to the residents of that area. In addition, students will be fined 25% of the cost of the repair and/or replacement for the damage in their area.

B. Posters, signs and/or decorations placed where not allowed by fire safety or by housing regulations will be calculated as damages.

C. Damages to areas and furnishings will be assessed throughout the academic year. Charges will be assigned to individuals for room/apartment damages. Charges

for damages to or defacement of any area in common use, such as corridors, windows, bathrooms, lounges, study areas, elevators, recycling facilities, etc. will be charged to the responsible individual(s). However, when no specific individuals are identifiable, charges may be distributed among residents of the area, as floor charges or house/hall charges.

- D. Final assessment of room damages and charges will be completed by the College after the area is vacated. Any appeals of damages/charges must be in writing and addressed to Housing & Residential Life by the announced deadline.

## **INDIVIDUAL PRIVACY AND INSTITUTIONAL RIGHTS**

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

## **SAFETY AND SECURITY**

### **Personal Safety**

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

## **RESIDENT FRESHMAN PARKING**

- A. Freshman are NOT permitted to have a vehicle on campus. Exceptions to this policy are very limited and rare. Due to the large number of upper-classmen who bring vehicles to campus, we will have no room for Freshmen vehicles. DO NOT ASSUME it is permissible to bring a vehicle to campus and then apply for a parking permit after the vehicle is here. Any student bringing a vehicle to campus without prior approval will be denied a permit and the vehicle will be booted or removed immediately. Vehicles not removed will be towed.
- B. As you plan ahead, be advised that in order to be considered a Sophomore, NYS Education Law requires you to have 30 or more credits. Students without 30 credits are NOT eligible for a parking permit. Bringing a vehicle to campus without the required credits will result in forfeiture of future parking privileges.

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

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

A visitor to a residence area is defined as a Marist College student who is not a registered resident of that facility.

A guest is defined as a Non-Marist person who is visiting a Marist student.

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

- A. Marist students are responsible at all times for the behavior of their guests, and will be held accountable for any of the guest's behavior that is in violation of the Code of Student Conduct.
- B. Resident first year students who would like to host a guest must register them. When possible, students are encouraged to register guests prior to their arrival. Guests are limited to two consecutive night stays per 7 night period.
- C. All campus guests are limited to two consecutive night stays per 7 night period. Students found in violation may incur disciplinary or financial responsibility.
- D. All guests entering first year residence halls must obtain a guest pass to enter the building.
- E. Any Marist student hosting a guest must remain with that person for the duration of the visit.
- F. For the 2011-2012 academic year no guests will be allowed August 21-September 2, 2011; October 9-14, 2011 and March 4-18, 2012. Also, no guests will be allowed and 24-hour quiet hours are in effect December 4-16, 2011 and April 29-May 11, 2012.
- G. Any guest who violates College policy or state and federal laws may be asked to leave the College immediately. Guests removed from campus are responsible for attaining their own transportation off-campus. Any guest not capable of safely operating a motor vehicle must leave by cab or other means of public or private transportation at their own expense. After investigation of the incident the person may be notified in writing that he/she is banned from College property until further notice.

H. Upon the recommendation of the Resident Director, the Office of Safety & Security, or the Student Conduct Office, guests may be banned from visiting the College.

Procedures for Obtaining a Guest Pass from an Entry Officer

A non-Marist guest must present a photo ID that includes their name, address, and date of birth.

The guest must list an Emergency Contact Phone Number.

The guest must sign the Guest Registration Form.

The host and guest must be present when applying for a Guest Pass.

**GUESTS WITHOUT REQUIRED ID WILL NOT BE ADMITTED.**

The Yellow Guest Registration Form must be carried by the guest at all times and shown to any staff member of the College upon request.

A student is allowed only two non-Marist guests at a time.

All guests must park in the Beck Place lot. A temporary parking permit is not required.

Marist students visiting other Marist students must have a valid ID and swipe in before being allowed entry (current process).

All hosts are responsible for the conduct of their guests at all times. Guests may be asked to leave the campus for any breach of security procedures or inappropriate behavior.

**For Residents of Sheahan, Leo, Champagnat and Marian Halls:**

**Friday and Saturday Nights:**

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

**Sunday through Thursday:**

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

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

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

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

## **FIRE SAFETY IN RESIDENCE HALLS**

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

A. Student rooms, corridors, stairwells, common areas and lobbies are:

1. To be clear of any obstructions (examples: trunks, suitcases, ironing boards, athletic equipment, drying wet clothes, furniture, etc.);
2. To be free of any flammable material (examples: decorations, posters, notices, curtains, streamers, etc.)

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

## **DINING PLAN**

- A. All students residing in college housing are assigned a resident dining plan prior to their arrival on campus. Students have the option to change their dining plan selection within certain parameters according to their residence location as determined by the College. Dining Plan changes must be made at the Office of Housing and Residential Life by the second Friday of the semester. Should a student withdraw from resident housing, the cost of his or her dining plan will be refunded accordingly.
- B. If a student on the Resident Dining Plan is sick and/or injured and is unable to eat in the dining hall, a friend will be able to obtain a meal for the student from the dining hall. The friend of the sick and/or injured student must pick up the meal and bring it to the student.

- C. If a student requests to be removed from the College's Dining Plan due to special dietary restrictions, the student must meet with the Director of Housing & Residential Life who will review the request with the student and the General Manager of Dining Services.

### **LAUNDRY FACILITIES**

The Office of Housing & Residential Life is not responsible for items lost or damaged while using laundry machines. Report any non-operating machines to your Resident Director. Any damage to machines from tampering will be billed to all residents of that particular area. To view machine availability, log on to <http://www.laundryview.com>.

### **SUSTAINABLE PRACTICES AT MARIST COLLEGE**

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

### **MAINTENANCE REQUESTS**

The College's Physical Plant Office is responsible for maintaining college facilities. Students are expected to keep their residence areas in good condition. Damages due to neglect or vandalism will cause a delay in allowing the Physical Plant staff to attend to routine maintenance requests. Any student who needs to request maintenance work and resides in a first-year residence area (Leo, Sheahan, and Champagnat) should contact his/her Resident Director or Resident Assistant. Any student who needs to request maintenance work and resides in all other college housing facilities should email the Physical Plant Office at [maintenance@marist.edu](mailto:maintenance@marist.edu). In the event of an emergency call directly at Ext. 2255. During evenings and weekends contact Security at x2282.

### **RESIDENT HALL POSTING AND DISTRIBUTION POLICY**

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