

# SUMMER PRE-COLLEGE

## 2025 COMMUNITY LIFE HANDBOOK



**MARIST**  
UNIVERSITY®









**The Summer Pre-College Program (SPC) is a unique living and learning experience designed to challenge high-achieving high school students.**

Participating in this unique experience, however, requires some responsibilities. As members of the learning community, summer students are expected to meet the challenges of the rigorous academic program and participate with enthusiasm in all community activities. It is also expected that personal integrity and respect for the rights of others combined with a positive attitude will enable students to maintain the highest standards.

The policies provided in the handbook and supplemental materials are intended to promote group cohesiveness and foster an environment conducive to the achievement of the program's goals.

# The Basics

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## Attire

Warm, humid weather is likely to prevail while SPC is in session. Students are urged to dress comfortably. Jeans, shorts, and sneakers or sandals, etc. are typical daily dress. Classrooms may be cool, so bring a sweater/sweatshirt. Some SPC activities require specific dress. Clothing should be appropriate for an academic environment and not contain offensive writing or designs. Please refer to the information provided by your Program Director's welcome letter for program specific clothing needs.

Students should bring rain gear and sneakers.



## Electronic Entertainment Equipment

Small Bluetooth speakers and small TVs are allowed in the residence hall at a volume which respects the rights of others. Earphones are suggested.



## Furnishings and Personal Articles

**Student should bring the following:**

- Note-Taking Materials
- Sheets and Pillowcase  
(The beds are twin extra-long, you can bring twin size flat sheets if you do not have extra-long sheets.)
- Blanket
- Pillow
- Towels
- Clothes Hangers
- Laundry Detergent
- Flashlight
- Alarm Clock
- Sunscreen
- Insect Repellent
- Refillable Water Bottle

**The following items are recommended:**

- Desk Lamp (must not have multiplugs)
- Umbrella
- UL Approved Power Strip with Reset Button

Rooms are furnished with a twin extra-long bed, a chest of drawers, closet, desk and chair. There is a refrigerator in the common room of each apartment.

Please be advised that students and/or their parents are held liable for property that they damage or destroy. The cost of the damaged or destroyed property plus 25% will be charged.



## Laundry

Washing machines and dryers are available in the residence hall free of charge. Students must provide their own detergent.



## Participation Requirements

SPC students cannot be excused from the program at any time for outside events, i.e., workshops, camps, concerts, conferences, or graduations. Attendance at all instructional and residential activities is required. Students failing to attend academic sessions and activities may be dismissed from the program.

SPC seeks to provide meaningful enrichment opportunities in the evenings and on weekends. Summer Pre-College students are expected to remain on campus for the duration of the program. However, students may request to leave campus following the completion of class on Saturday and must return by Sunday NO LATER than 7 p.m. Requests to leave campus MUST be submitted in advance. The process and timeline to submit a request will be provided before the start of the program. Students will ONLY be released to a parent or guardian who is on record with the University. Students MUST be checked in upon return. Failure to return by the 7 p.m. deadline may result in dismissal from the program.



## Personal Property

Neither Summer Pre-College, nor the University can be held responsible for personal property that is lost, damaged, left behind, or stolen. If a student loses an item, staff should be notified.



## Personal Telephone Calls

For emergencies, see “Emergency Messages” in a later section of this handbook. Students may have personal cell phones, but they must be off during classes and select other activities.



## Room Assignments

Students will be assigned to rooms by SPC course. Students will be residing in single rooms within a four-person apartment style residence hall. Room assignments will be available at check-in. Roommate requests are not guaranteed for students participating in different academic programs.



## Room Key and Student ID Card

Each student will receive a room key and student ID card. Only the room key must be returned at the conclusion of the program. Loss of either should be reported to the staff promptly. Failure to return the assigned key at the end of SPC will cost \$50. The ID card is still valid upon matriculation as a Marist freshman. Bring the ID card back if enrolling as a Marist student in the future.



## Smoking and Fire Safety

Smoking or possession of smoking materials by SPC students is prohibited. This includes e-cigarettes, hookah pens, vape pens, and anything resembling these items. In addition, candles, extension cords, and other items that could cause fire safety concerns are prohibited.



## Spending Money

Each student may bring spending money for snacks, supplies, activities, and personal needs.



## Visitation

SPC students are not permitted to have outside visitors or guests at any time during the program. As stated above, students may request to leave the program on Saturday and return on Sunday.

# Safety

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## Fire Regulations

For the students' safety, fire drills will be conducted during the program. At the sound of the alarm, students should close the windows and doors, leave their rooms, and proceed in an orderly manner out of the building to a designated location as directed by the staff.



## Vehicles

Summer Pre-College students are not allowed to bring an automobile or any other motorized vehicle on campus or to have one available for use while attending SPC. Summer students may not ride or sit in any vehicle on campus except when traveling to or from campus under pre-approved conditions.

E-transport devices, bicycles, scooters, skateboards, and rollerblades are prohibited. Students are not permitted to utilize ride-share programs (Uber, Lyft, etc.) or public transportation independently during SPC.



## Security

During SPC, Marist University Campus Safety is available on campus twenty-four hours per day. Entry officers will be present at the front desk of the residence hall during established times. Swipe access to the residence hall is provided.



## Student Emergencies

The SPC staff has designed the program with the safety and well-being of all participants in mind. If parents or guardians expect to be away from home during part, or all, of the program, SPC requires the name, address, and telephone number of a relative or other person empowered to act on behalf of the parent(s) or guardian(s) in the event of an emergency. The appropriate information and authorization for the party who will assume parental responsibility should be provided on the Emergency Contact information. If a student is dismissed from the program, the emergency contact person will assume all responsibility for the student.



## Emergency Messages

Parents wishing to communicate with students concerning emergencies should follow the procedures listed below:

CALL:

**Office of Residence Life:**

(845) 575-3307

MONDAY-THURSDAY: 8:00 A.M. – 4:30 P.M. • FRIDAY: 8:00 A.M. – 4:00 P.M.

AFTER OFFICE HOURS AND ON WEEKENDS CALL:

**Office of Campus Safety:**

(845) 575-5555 (*emergency*) or (845) 575-3333 (*non-emergency*)

or

**Resident Director on Duty:**

(845) 471-1822

## Student Services

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### Food Services

Most meals during SPC will be provided in the main dining hall in the Murray Student Center. Dining Services will be made aware of food allergies that are communicated to the University. Students are expected to go to the dining hall for all their meals.



### Health Services

The Marist SPC health packet, available on CampDoc, must be completed in its entirety and submitted by June 19 for Session 1 programs and June 30 for Session 2 programs. Students will not be allowed to participate in SPC without a completed health/insurance/consent packet.

Any illness or injury should be reported to the Program Director and/or Residence Staff as soon as possible. A serious illness or injury will be reported to the student's parent(s) or guardian(s) by the Resident Director.

Marist Health Services (MHS) will be available to provide limited nursing level clinical services while SPC is in session, for minor medical issues. Students with medical concerns outside MHS hours or scope of services will be taken to one of two places depending on the medical situation and time of day: either the local urgent care, PulseMD, or if the situation is more serious, and/or urgent care is closed, students will be taken to the Mid-Hudson Regional Hospital of Westchester Medical Center across Route 9 from the Marist University campus or other designated health care providers. Any off-campus care will be at the student's expense.

Please note that MHS does not hold or dispense student medications. SPC students who are on medications must be able to store and administer these medications independently.





## Mental Health Procedures

If SPC staff observe, or are made aware of, a health concern that may create a risk to the health or safety of any participant or the University community in general, SPC staff will determine the nature and urgency of the concern.

SPC staff may speak with the student, or the reporting individual, and may consult with Marist Counseling Services (MCS) staff as appropriate. The University may contact the student's parents/guardians at any time. MCS does not provide ongoing counseling for SPC students, but MCS staff are available for emergent concerns. MCS staff may contact and assess the student and recommend further appropriate action.

In the event of an emergency, SPC staff will contact the student's emergency contact and/or local emergency services.



## Recreation

A variety of physical activities will be planned for SPC. A detailed description of these activities will be provided during orientation. Appropriate attire and footwear are recommended.



## Post Office

Students will be able to receive and send mail. *Please send mail to:*

**Student Name c/o Summer Pre-College Marist University  
3399 North Road  
Poughkeepsie, NY 12601**



## Library

The University library is available for use by SPC students. Specific information about the library and its use will be provided during orientation. Students will also have access to computers and other technology appropriate for academic program work.



## Bookstore

A wide range of supplies and materials are available for purchase at the University bookstore. Specific information about the bookstore will be provided during orientation.



## Proofreading

Online proofreading is available through the learning management tool in Brightspace. From the Brightspace Homepage, click on Discover. Click on the site you want to join—Proofreading Summer 2025. Click on Enroll in Course. The course will be accessible in the My Course widget. You can upload papers for proofreading and will work with a proofreader from the Academic Learning Center.



## Writing Center

Writing assistance is available through the Writing Center. To video chat with tutors in real-time make an appointment at: **[marist.mywconline.com](https://marist.mywconline.com)**.

Email draft tutoring is also available through the Writing Center. You can reserve a slot on [marist.mywconline.com](https://marist.mywconline.com), answer a few questions about the assignment, and upload a draft (up to 6 pages). You'll get personalized, written feedback from a tutor on the day of your scheduled slot. Writing Center email: **[Writing.Center@Marist.edu](mailto:Writing.Center@Marist.edu)**



# Campus Life: Community Standards

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Enrollment in Summer Pre-College indicates acceptance of the guidelines, rules, and regulations as provided in this handbook and supplemental material. Enrollment also indicates agreement to be in attendance for the duration of the program.

Summer Pre-College students are expected to exhibit high standards of conduct, including sensitivity to the needs of others, respect for the rights of fellow students, full cooperation with the program staff, and respect for University property.

Most Summer Pre-College students are minors, and therefore, students and parents are responsible for reviewing and understanding this Community Handbook. The University may contact the student's parents/guardians to notify them of alleged violation(s) of these community standards at any time.

**Certain behavior is considered incompatible with participation in Summer Pre-College. Any of the following constitute cause for immediate removal from the program:**

- Leaving the campus without authorized permission from the Program or Resident Director. This includes walking across Route 9 independently or with a group of peers.
  - Failure to Abide by Federal, New York State, and/or Local Laws/Ordinances.
  - Possession, distribution, usage, or being in the presence of alcoholic beverages is not allowed.
  - Manufacture, possession, distribution, or usage of controlled substances (including misuse or sale of prescription medication) drugs, intoxicants, stimulants, or marijuana is not allowed.
  - Engaging in a violation of Federal, New York State, or Local fire policies including but not limited to: intentionally or recklessly causing a fire, failure to evacuate during a fire alarm or drill, tampering with or covering a fire alarm/smoke detector, or smoking in any building/residence hall, all of which are strictly prohibited.
  - Possessing explosives, dangerous chemicals, weapons (including replicas of weapons), firearms or fireworks.
  - Destruction or theft of property (Full compensation will be demanded for acts of vandalism that result in damage to University property or the property of others).
  - No person shall engage in any type of harassment, bullying, retaliation, physical harm or threats of physical harm, or abuse of another individual.
- This includes intolerable bias-related incidents related to race, religion, color, sex, pregnancy, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law.
- No person shall engage in any type of relationship abuse (domestic/intimate partner/dating violence); sexual misconduct, and/or stalking. This includes non-consensual sexual intercourse, non-consensual sexual contact, or sexual exploitation.
  - No person shall engage in behavior that substantially disrupts University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities which occur on campus, off campus, or online, including, but not limited to: A. Disruption or obstruction of teaching, research, administration or other University activities, including its public service functions on or off campus, or online, or other authorized non-University activities when the act occurs on University premises. B. Leading or inciting others to disrupt scheduled and/or normal activities associated with the operations of the University; 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 University premises or at University sponsored or supervised functions. D. Behavior that disrupts the study, sleep, privacy, or safety of the on or off campus community or residence halls.
  - Any actual or attempted unauthorized use of electronic or other devices to make an audio or video recording of any person without prior knowledge or consent is prohibited.
  - No person shall engage in any disorderly conduct regardless of intent, including but not limited to, acts that breach the peace or safety of the University community, or are lewd, indecent, or obscene.
  - Unauthorized entry or use, including but not limited to, a University private room, building, structure, vehicle, or facility is prohibited.
  - Animals are not permitted in any University building, even on a temporary basis, except for service and pre-approved emotional support animals.

- Students are expected to respect University officials and program administrators. Failure to identify oneself, evasion of University officials, failure to comply with a reasonable request of a University official, failure to respond to questions from a University official, harassment and/or belittling of staff performing their duties and disrupting program or University operation or authorized non-University activities occurring on campus are prohibited.

In the residence hall and on campus, students will be under the supervision of the Resident Director and their staff of Resident Assistants. Students are expected to respect the authority of all staff. An 11 p.m. curfew will be in effect throughout Summer Pre-College, which means students must be in their rooms by that time.

Marist University reserves the right to dismiss a student from the Summer Pre-College program if they are in violation of any University policies, and/or New York State and Federal laws. Any student dismissed from SPC must leave the campus immediately and at their own expense. The standard tuition refund policy will apply, which may result in no refund. Arrangements will be coordinated with parents and/or guardians.

## Reporting Community Standards Issues or Seeking Help

Students should promptly report behaviors that potentially violate this Community Life Handbook, or that are otherwise inappropriate, harmful, or disruptive to other students or the Marist community to one of the following:

- Concerns can be reported in-person to the Resident Director or Resident Assistants
- Residence Life, at (845) 575-3307, located in Rotunda 387 (Monday–Thursday 8 a.m.–4:30 p.m. and Friday 8 a.m.–4 p.m.)
- Campus Safety, at (845) 575-5555 (emergency) or (845) 575-3333 (non-emergency), located in Donnelly Hall 201 (24 hours a day, 7 days per week)
- Online reporting is available at the following link: [marist.edu/student-life/community/conduct/report-incident](https://marist.edu/student-life/community/conduct/report-incident).
- Dial 911 if someone is in immediate danger or requires emergency assistance



### WHERE YOU CAN FIND US:

Title IX Office,  
Student Center 352,  
(845) 575-3799  
[TitleIX@marist.edu](mailto:TitleIX@marist.edu)

Online Reporting:  
[Marist.edu/title-ix](https://marist.edu/title-ix)

## MARIST UNIVERSITY TITLE IX OFFICE

### Who We Are

The Marist University Title IX Office coordinates the University's efforts to comply with federal and state laws that prohibit discrimination based on sex and gender. The office includes a Title IX Coordinator, two investigators, and an outreach coordinator.

### What We Do

The Title IX Office administers the University's policy on Discrimination, Harassment, and Sexual Misconduct. The Office's administration of the policy includes receiving and resolving complaints of alleged prohibited sexual misconduct. Examples of prohibited conduct include sexual harassment, dating violence, domestic violence, stalking, and sexual assault. The policy and full descriptions for all prohibited sexual misconduct are on the University's Title IX website: [marist.edu/title-ix](https://marist.edu/title-ix)

The policy on discrimination, harassment, and sexual misconduct requires the University to address certain conduct on the basis of any protected class, including race, religion, color, pregnancy, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, and domestic violence victim status.

**The Title IX office accomplishes its duties under the policy via:**

### TRAINING

Administration of online, live training, and written educational materials like this primer.

### AWARENESS PROGRAMMING

Offering periodic programming to the University community to increase awareness.

### RESPONDING TO REPORTS OF ALLEGED SEXUAL MISCONDUCT WHICH INCLUDES PROVIDING SUPPORT RESOURCES

**Please Note: Access to support resources does not depend on participation in a formal grievance process.**





# Academic Life: Standards of Academic Integrity

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

## 1. Cheating, including:

- Intentionally using or attempting to use any unauthorized assistance, including but not limited to, course materials, sharing answers or test information with another student, notes, study aids, or devices such as cellphones or cameras in an academic exercise. "Academic exercise" includes, but is not limited to, quizzes, tests, examinations, or graded projects and assignments.
- Intentionally copying or attempting to copy from someone else's test, quiz, assignment, data, or lab report.
- Permitting another student to copy from a test, quiz, assignment, data, or lab report.
- Engaging in any behavior specifically prohibited by an instructor in the course syllabus or class discussion.
- No person shall disrupt or obstruct teaching or the educational environment;
- Submitting work that has been purchased, or borrowing from work submitted in a previous or concurrent class, except where expressly permitted by the instructor.
- Permitting another student to substitute for oneself in an academic evaluation.
- Unauthorized communication to another student through written, visual, electronic, or oral means.

## 2. Selling notes, handouts, or distributing other materials without authorization from the instructor or using them for any commercial purpose without the express written permission of the University and the instructor.

## 3. Falsifying or misrepresenting your academic work.

## 4. Knowingly helping another student violate academic behavior standards.

## 5. Gaining unfair advantage, including but not limited to:

- Attempting to influence or change an academic evaluation, grade, or record by unfair means. This would include altering academic work that has been resubmitted without indicating that the work has been altered.
- Marking or submitting an examination or evaluative material in a manner designed to deceive the grader or the grading system.
- Willfully damaging the academic work or efforts of another student.

## 6. Plagiarism: using work not appropriately cited, including but not limited to:

- Using another person's ideas or expressions as if they are your own and/or without properly acknowledging the source, regardless of whether this was an accident.
- Submitting material (in whole or part) that has been prepared by another individual(s) or commercial agency, or organizations, or artificial intelligence.
- Submitting work that has at any time been submitted to fulfill another academic requirement, either at Marist or another institution.
- Referencing material that was not accessed.
- Submitting data that has been altered or contrived in such a way as to be deliberately misleading.

Marist University reserves the right to dismiss a student from the Summer Pre-College program if they are in violation of any of the standards of academic integrity. Any student dismissed from SPC must leave the campus immediately and at their own expense, and the standard tuition refund policy will apply, which may result in no refund. Arrangements will be coordinated with parents and/or guardians.



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