

MARIA COLLEGE

STUDENT HANDBOOK 2006-2007



Student Handbook Disclaimer

Each student at Maria College is responsible for reviewing, understanding, and abiding by the College's regulations, procedures, requirements, and deadlines as described in the College Catalog, Student Handbook, and Departmental Student Handbook.

Notwithstanding anything contained in this *Student Handbook*, **MARIA COLLEGE** expressly reserves the right, wherever it deems advisable, (1) to change or modify its schedule of tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirement in connection with the foregoing, and (3) to change or modify any policy. Please be advised that, due to printing deadlines, information in this *Student Handbook* may be outdated. It is the responsibility of each student to ascertain current information that pertains to the individual's program, particularly with regard to satisfaction of degree requirements, by consultation with the student's advisor, the office of the Academic Dean and other appropriate offices such as the Registrar or Financial Aid. In preparing this Handbook, efforts are made to provide pertinent and accurate information; however, **MARIA COLLEGE** assumes no responsibility for Handbook errors or omissions.

Student Responsibility

The student is responsible for being aware of the information provided in this **Handbook**.

Non-Discrimination Policy

Maria College is a non-profit, independent, co-educational institution which does not discriminate in its enrollment or employment practices for any reason including race, sex, color, national origin, creed, sexual orientation, mental or physical disability. Information about the services, activities and facilities accessible to the handicapped may be obtained in the Office of Student Services, Marian Hall. For further information regarding Title IX and 504, contact Deb Corrigan, Title IX Coordinator, 518/438-3111, ext. 250.

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MARIA COLLEGE STUDENT HANDBOOK

Introduction

The goal of Maria College is to provide high quality programs for a student population diverse in age and background and to deliver these programs without discrimination while maintaining high academic standards. Maria College will work to insure students are allowed their rights as citizens or visitors of the United States to freedom of expression, that they have access to courses that meet high standards of education, that they are treated equitably and fairly in their dealings with college policies and procedures, and that they are protected against improper academic evaluation and improper disclosure of confidential information. Maria College is committed to creating and maintaining positive learning and working environments both in and out of the academic classroom. To make this learning environment possible, it is necessary for all members of the Maria College community to work together with civility and respect, regardless of factors such as opinions or views, institutional role, race, religion, ethnicity, disability, gender, sexual orientation or age.

This Student Handbook is prepared for students so that they may understand their rights and responsibilities as members of the Maria College community and to be aware to the resources that are available to them. It is the students' responsibility to know and abide by the requirements for their programs and courses as published in the college publications, program student handbooks and course outlines. Further it is the students' responsibility to utilize the college environment, resources, and professionals therein to meet requirements that shall assist them in both their academic and personal growth. The educational philosophy of the College and faculty is that successful learning is a two-way process: the faculty work to provide the information to be learned; the students work to learn that information. Maria College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, Phone: 267-284-5000.

Academic Policies and Procedures

Please refer to the **Maria College Catalog** for a complete reference to Academic Regulations.

Administrative Drop Policy

Students who have been reported by faculty as "Never Attend" in a course will be administratively dropped from the course and will be considered to have never enrolled in the course. Students reported as non-attending will be notified in writing by the Office of Student Records that this has occurred. Advisors of students who have been administratively dropped will be notified. Students requesting to be readmitted to a class for which they have been administratively dropped must follow the procedure for Late Admittance to a Course.

Administrative Withdrawal Policy

A student who has stopped attending all classes at the 10th week of the semester will be academically withdrawn from the College.

Procedure:

The Office of Student Records will contact all faculty who teach a student under consideration of Academic Withdrawal. If all faculty report a student has not recently attended class, the student will be academically withdrawn. The student will be sent a letter at the end of the 10th week indicating he/she has been academically withdrawn from the College because of excessive absences. The student will be offered an opportunity to appeal the decision.

- Must respond within 5 business days to the Academic Dean.
- Must provide documentation from at least one instructor that there is a possibility that he/she can pass the course.
- If the student successfully appeals the withdrawal, the student will be allowed to stay in the course he or she has some possibility of successfully completing.

Anatomy and Physiology Two-Time Policy

Students wishing to be considered for a health-related program may only repeat Anatomy and Physiology lecture (AnP105, 106) and Labs (AnP107, 108) once. A request to waive this policy must be discussed with the Academic Dean or the Director of Admissions prior to enrolling for the third time. Note: To be admitted or continue in any Allied Health Program, Anatomy/Physiology and Labs can be repeated only once. This includes transfer credits and withdrawal from an AnP course.

APA Format

The American Psychological Association research writing style is required of all research papers for all courses at Maria College. Guidelines can be found in the Learning Resource Center (Room 101 and on-line).

Change of Intent

Students who wish to change their program of intent must fill out a form with their advisors.

Change of Program

Students who intend to pursue a different degree program as freshmen are required to submit a Letter of Intent to the Admissions Office. See the section on Letter of Intent for guidelines.

Students, who want to change programs and have completed some coursework requirements of the new program, must obtain the approval of the Program Chairperson and Academic Dean for permission to change programs. The student must be in good standing and meet all prerequisites for the desired program. Forms for requesting changes may be obtained from the Program Chairperson or the Academic Dean. Following a change of program, all previous Maria College coursework that is applicable to the new program will be reflected in the student's audit. Maria College coursework that is not applicable will appear in the "Taken but not Used" section of the audit. Students who wish to re-enter a program should contact the program chair and follow the program re-admission procedures.

Course Adjustment

Adding and Dropping Courses - Students may add or drop courses without academic penalty during the first five days of a semester with the permission of their academic advisors. Students must complete a *Program Adjustment Form* available in the Office of Student Records, Room 100. Program adjustments must be done in writing and cannot be completed over the telephone. Students may incur financial liability for dropping or adding courses and should contact the Business Office about their financial obligation. The Financial Aid Office should also be consulted in case the ability to acquire further aid will be affected.

Course Withdrawal – Students may withdraw from a course and receive a 'W' grade up to the end of the tenth week of classes. If students wish to withdraw from a course after the tenth week of class, they will receive an 'F' grade. To withdraw from a course, students must complete a Program Adjustment Form available in the Office of Student Records, Room 100 or online at

www.mariacollege.edu . Course withdrawal must be done in writing and cannot be completed over the telephone. If a student stops attending and does not officially withdraw from the course, the student will receive an ‘F’ grade. Students may incur financial liability for withdrawing from courses and should contact the Business Office about their financial obligation. The Financial Aid Office should also be consulted in case the ability to acquire further aid will be affected. To withdraw from all courses, see **Withdrawal from College**.

Credit by Examination

College Level Examination Program (CLEP) is a nation-wide credit-by-examination program that offers students an opportunity to obtain recognition for college-level achievement. Maria College grants credit for CLEP when these examinations cover material comparable to that given in courses at the College in areas that can be applied to the Associate Degree. CLEP exams are computer-based exams offered throughout the year by the Office of Student Records for students enrolled in programs at Maria College at a cost of approximately \$75.00 per exam. CLEP credits are treated as transfer credits and must be completed the semester prior to when a course is required. If credit has been granted through examination prior to applications to Maria, an official transcript must be sent to the Registrar. It is recommended that students consult with their advisors or with the Academic Dean before applying for CLEP exams. Students should register early for these exams since they can fill up quickly.

The following are CLEP exams that Maria College currently accepts for credit:

<u>CLEP EXAMINATIONS</u>			
<i>Subject Examinations</i>	<i>Min. Score</i>	<i>Maria Course</i>	<i>Credits</i>
American Government	50	POL101	3
History of the United States I to 1877	50	HIS104	3
History of the United States II to Present	50	HIS105	3
American Literature	50	ENG204	3
Analysis and Interpretation of Literature	50	ENG200	3
Information Systems and Computer Applications	50	CSC100	3
Educational Psychology	50	PSY201	3
Freshman College Composition (essay at Maria)	50	ENG111	3
College Algebra	50	MAT106	3
Calculus with Elementary Functions	50	MAT202, MAT203	6
Pre-calculus	50	MAT110	3
Biology	50	BIO101	3
Chemistry	50	CHM100	3
Introductory Psychology	50	PSY100	3
Human Growth and Development	50	PSY200	3
Introductory Accounting	50	BUS202	3
Introductory Business Law	50	BUS204	3
Introductory Macroeconomics	50	ECO100	3
Introductory Microeconomics	50	ECO101	3
Introductory Sociology	50	SOC101	3
Introductory Marketing	50	BUS213	3
Principles of Management	50	BUS219	3
Western Civilization I	50	HIS101	3
Western Civilization II	50	HIS102	3

Excelsior College Examinations offer a student the chance to earn college credit without attending college classes. Maria College grants credit for Excelsior College Examinations when these examinations cover material comparable to that given in courses at the College in areas that can be applied to the Associate Degree. Information about signing up for these examinations may be obtained in the Office of Student Records. Excelsior College Examination credits are treated as transfer credits and must be completed the semester prior to when a course is required. If credit has been granted through examination prior to applications to Maria, an official transcript must be sent to the Registrar. It is recommended that students consult with their advisors or with the Academic Dean before applying for Excelsior College Examinations. The following are Excelsior College exams that Maria College currently accepts for credit.

<i>Subject Examinations</i>	<i>Min. Score</i>	<i>Maria Course</i>	<i>Credits</i>
Abnormal Psychology	50	Psy 204	3
*Anatomy and Physiology	50	AnP 105,106	6
Afro-American History	50	Elective	3
American History	50	Elective	3
Foundations of Gerontology	45	Grn 101	3
Religions of the World	C	ReS 104	3
Statistics	45	Mat 200	3
Shakespeare	50	Eng 209	3
Human Resource Management	P	Bus 225	3
Introductory Accounting	45	Bus 202	6
Principles of Marketing	45	Bus 213	3
Fundamentals of Nursing	58	Nur 120	6

*Students will be required to take AnP Lab 107 & 108.

Challenge Examinations offer an opportunity for students to waive a course requirement and to receive credit for a course based on a proficiency examination. A fee may be charged for testing and for credits earned. Challenge examinations are available in a limited number of courses in Nursing. Students should request information from these programs for further information.

Cross Registration

Full-time students may enroll in courses at another college, which sponsors a cross registration program. See the College Catalog (page 11) for guidelines.

Honors

Any student who earns twelve or more degree credits during a semester is eligible if a 4.0 average is attained and no grade other than an “A” is received or a 3.2 average and no mark less than a C is eligible for the Dean's List.

Late Admittance to a Course Policy:

Students will be allowed into a course after the drop/add period only if it is possible for the student to catch up with the course content and the classroom environment will not be disrupted. Students who wish to be admitted late to a course must petition the Academic Dean for permission to do so. The petition must be in writing and state why the student was unable to register for the course on time and why the student should be allowed into the course. The Academic Dean will determine whether the student can enter the course late without jeopardizing the course content and the classroom environment by contacting the course

instructor. The Academic Dean will notify the student of the decision. If the student is allowed to be admitted to a course, the student must complete the Course Adjustment Form and submit it for approval by the Academic Dean and the Business Office. The form must be turned in to the Office of Student Records before the student may be admitted to the course.

Letter of Intent

Students intending to pursue a different degree at the beginning of the next semester are required to submit a Letter of Intent to the Admissions Office. The Letter of Intent forms can be obtained from the Admissions Office or from the Director of Evening and Weekend College. The form is also available at www.mariacollege.edu. Individuals wishing to be considered for a non-health related program such as Early Childhood Education, Business or Liberal Arts are eligible to file a **Letter of Intent** form by November 1st to be considered for the Spring semester. Those having intent for the Nursing Program (PNC or ADN) or the Occupational Therapy Assistant program must submit this form by March 15th. Students filing after these dates incur the risk of acceptance to a Wait List. Students enrolled in General Studies, who intend to enroll in another program, are expected to meet a minimum criteria of “C” or better in all coursework during the academic year. Acceptance to the Associates degree Nursing Program will require a 2.3 GPA.

Life Experience Credit

Maria College recognizes that adult students may have gained valuable knowledge from their life from diverse experiences. Some of this learning experience may qualify as college-level work. The guidelines for obtaining life experience credit are available from the Academic Dean.

Prerequisite for Anatomy and Physiology

If a course is to be used as a prerequisite for Anatomy and Physiology and/or a health-related program, a grade of ‘C’ or better is required. These courses are (Bio101) General Biology I, (Bio102) General Biology II, (Bio103) Human Biology, and (Chm100) General Chemistry I. A “S” grade is required for Basic Chemistry (Chm 001).

Probation and Academic Dismissal

Probation: Students who have a cumulative average less than 2.0 at the end of a semester are placed on academic probation. During the probationary period of the following semester, students are expected to raise their cumulative average. The College will inform them of services that can contribute to better performance.

Academic Dismissal: Students who fail to raise their cumulative average by the end of the probationary period may be subject to academic dismissal.

- Students who have earned a GPA that is lower in the probationary period than the GPA of the previous semester will be subject to dismissal from the College.
- Programs will review the progress of students who are subject to dismissal and may recommend that a student not be dismissed.
- Students who have raised their GPAs but remain on academic probation are not dismissed from the College.

Reinstatement after Academic Dismissal

A student is academically dismissed from Maria College because he/she fails to maintain an adequate grade point average of 2.0 or better. Often the student has had health, family or life issues that have lead to absences and an inability to learn course content, and these factors made

it impossible for the student to successfully complete the semester. In these cases, a student may request to be reinstated at the College.

A student who has been academically dismissed must request of the Academic Dean in writing that she/he be reinstated to the College. The letter should contain the following:

- Explain the problem that led to poor academic performance.
- Document the problem. Relevant paperwork must be attached.
- Explain how the problem has been solved and how similar problems in the future are to be avoided.
- Propose an Academic Improvement Plan

The decision of the Academic Dean will be announced within 10 business days of receiving the request. A request for reinstatement does not automatically qualify the student for reinstatement. If a student is reinstated, the following conditions will apply:

- If approved, the student may return and enroll in part-time study with a maximum of 6 credit hours during the Reinstatement Semester, the first semester after returning.
- The Academic Dean will be the student's advisor during the Reinstatement Semester.
- If the student completes the Reinstatement Semester with a satisfactory grade average, the student will be allowed to continue as a full-time student.

If the student decides to wait out a semester, the student must reapply to the College through the Admissions Office (See Resumption of Study).

Registration

Students register for courses officially with the Office of Student Records. No one is permitted to attend a course without being registered. No credit is given for a course for which a student has not registered. Registration cannot be completed until approval is received from the student's advisor and the Business Office. Registration may be completed by paper or online through Web Services.

Resumption of Study

A student who resumes his/her educational objective after an absence of at least one semester must meet one of the following criteria for resumption of study:

1. Reactivate – any student wishing to resume his/her studies at Maria College can be reactivated in the previously admitted program of study if he/she was in good academic standing when he/she left the College. For some programs of study, the permission of Program Chairperson will also be required. Good academic standing is defined as having a cumulative grade point average of 2.0 or better.

2. Reapply – any student wishing to resume his/her studies at Maria College who left the College not in good academic standing must reapply for admission and again meet the criteria for acceptance to the College. Not in good academic standing is defined as having a cumulative grade point average of less than 2.0.

Services for Students with Disabilities Policy

The Dean of Student Services coordinates support services for students who identify themselves as having a physical, psychological, or learning disability. Maria College is proud to be an educational institution that welcomes and supports a diverse student body. Maria College is committed to providing a supportive environment for students with disabilities. The American with Disabilities Act (ADA) and The Rehabilitation Act of 1973 have helped students to become

more aware of their needs and their rights. Therefore, request for accommodations are on the increase. Given the pressures on both faculty and staff to deal with these requests, it is important that students be aware of our policies and procedures to handle these requests in an effective and fair manner. The Americans with Disabilities Act focuses on an accommodation being reasonable. Accommodations are NOT reasonable if they do the following:

- Pose a direct threat to the health or safety of others.
- Make substantial change in elements of the curriculum.
- Require substantial alteration to educational opportunities/course objectives.
- Pose undue financial or administrative burden.

Policy for Requesting Accommodations:

Students who seek “reasonable accommodations” under the ADA or Section 504 are responsible for notifying the College of their disability and for documenting the disability. Once documentation has been approved, the Dean of Student Services, with the student’s permission, will notify the faculty, instructor and advisor in writing or in person. Accommodations may be granted only from the date of documentation disclosure at Maria College. It is then the responsibility of the student to contact faculty members in writing or in person.

Accommodations will not be granted until the student has discussed accommodations with the faculty member.

Confidentiality: Disability-related information will be treated as medical information and handled under the same strict rules of confidentiality, will be kept in secure files with limited access, and will be shared only on a limited basis of a compelling reason within the institutional community.

Procedure to making a request

Step 1. Self disclose to the Director of Admissions or the Dean of Student Services.

Step 2. Register with Deb Corrigan, the Dean of Student Services, Marian Hall, Room 100, (518) 489-7436 ext 250, as soon as possible but definitely by the first week of each semester.

Step 3. Provide the Dean of Student Services with appropriate documentation (See Eligibility).

Step 4. Sign a *Release of Information Form* EACH semester with the Dean of Student Services.

Step 5. Notify instructors within the first week of EACH semester for EACH course that reasonable accommodations are requested for a course. The Dean of Student Services will contact instructors each semester that a *Release of Information Form* has been signed and that the student MAY approach them about recommended accommodations. The Dean of Student Services does NOT share with faculty information about one’s disability. Faculty are informed only that a student MAY request accommodations.

Please Note: Instructors are NOT obligated to provide reasonable accommodations unless these steps have been followed.

Eligibility: To be eligible to receive accommodations students must provide recent documentation specifying the nature of the specific disability, (e.g., ADD, physical, psychological or other impairment) for which the student is requesting accommodations.

- The following documentation is required for Learning Disabilities: a recent WAIS-R with sub list scaled scores, a psycho-educational evaluation specifying the nature of the learning disability, individually administered achievement test scores in reading skills,

comprehension, math and spelling with grade equivalents and percentiles or IEP (Individualized Education Plan). Documentation cannot be more than 3 years old.

- For students with ADD/ADHD documentation must be provided by psychologists, neuro-psychologists, psychiatrists, & other relevantly trained medical doctors. (Documentation can not be more than 3 years old)
- For students with psychiatric disabilities it is essential that documentation must be provided by those individuals holding appropriate licensure/certification. Qualified evaluations include psychologists, neuro-psychologists, psychiatrists, clinical social workers, and psychiatric nurse practitioners. (Documentation can not be more than 3 years old)

Diagnoses of the above mentioned disabilities documented by family members will not be accepted due to professional & ethical consideration even when the family members are otherwise qualified by virtue of training & licensure.

Transcripts

A student must fill out a request to have a transcript sent to another college in the Office of Student Records. This request form may also be obtained from www.mariacollege.edu.

Warning Letter

The Academic Dean sends warning letters to students who have shown a weakness in one or more areas of a course that contribute to the final grade. The intent of this letter is to offer help to improve performance in the course. If a student receives a warning letter, the student should talk to the instructor and the advisor about the warning.

Withdrawal from College

Students who find it necessary to withdraw from all courses before the conclusion of the semester must complete a withdrawal form with the Academic Dean. If a student leaves the College without following this procedure, the student will be marked as having failed in all courses for the semester. Students may incur financial liability for withdrawal from college and should contact the Business Office about their financial obligation. The Financial Aid Office should also be consulted in case the ability to acquire further aid will be affected.

Academic Resources and College Services

Admissions

The Admissions Office aids matriculated students at Maria College who wish to enroll as a freshman in another program at the College at the beginning of the next semester.

Students are required to submit a Letter of Intent to the Admissions Office. The Letter of Intent forms can be obtained from the Admissions Office or from the Director of Evening and Weekend College. The form is also available at www.mariacollege.edu.

Advisor/Advisement

Each matriculated (enrolled in a program) student is assigned a faculty advisor who will give assistance with academic concerns, such as course selection, program planning, etc. Students should meet periodically with their advisors. An advisor's approval is necessary to complete registration (by paper or online) and to add, drop or withdraw from a class.

The *advisee* is expected to:

- learn the name and office location of the advisor early in his/her first semester.

- schedule appointments with his/her advisor and to keep them. If the advisee finds that it is not possible to keep the scheduled appointment, the advisee will notify the advisor before the appointed time.
- understand program and college policies, procedures and requirements as listed in the catalog, student college handbook, student program handbook and accept the responsibility for fulfilling them.
- be responsible for requesting transcripts to be sent to the Office of Student Records, in a timely manner, so that the advisor may assist the advisee in course selection based on transfer credits.
- consult with the advisor on a regular basis, for course selection, when in academic difficulty, prior to changing majors, prior to making changes in an approved schedule, prior to transferring to another college, or withdrawing from college.
- take responsibility for decisions made. The advisee will seek assistance with the decisions to be made rather than expect the advisor to make the decisions.
- take responsibility for a decision to NOT take a course in the sequence suggested by the advisor.
- follow through with appropriate action after the advising session in a timely manner.
- clarify personal values and goals in advance of the advisement session and will be prepared. The advisee will have an idea of the kind of courses required and list of alternatives.
- to request a change in advisor in the event of program change.
- complete advisor evaluation forms for the faculty evaluation process when requested to do so.

The academic advisor will advise the student on all matters related to his or her program of study and will aid the student in interpretation of policies whenever necessary. However, it is ultimately the student's responsibility for meeting all stated requirements for the degree and related policies.

Bookstore

Hours will be posted in the Bookstore, Room 101A. The following can be found: course books, supplies, jackets, sweatshirts, etc. Payment for books is cash, check, MasterCard or Visa. The Bookstore does not have a student charge account service. **FEE FOR A RETURNED CHECK IS \$25.00.** All sales are final - **NO EXCHANGES OR REFUNDS ON BOOKS.** If in doubt about a book, please check with the instructor at the first class prior to purchase.

Business Office

All matters relating to TUITION, FEES AND BILLING should be referred to the Business Office, Room 100A. An appointment should be made with Frances Bernard, Business Manager, to discuss any financial matters. All accounts must be paid in full before classes begin. Checks should be made payable to MARIA COLLEGE and should be sent to the Business Office. **FEE FOR A RETURNED CHECK IS \$25.00.** MasterCard or Visa credit cards are accepted. **A LATE FEE OF \$25.00 PER MONTH WILL BE ASSESSED ON ALL ACCOUNTS NOT PAID BY DUE DATE.**

Campus Minister

The campus minister offers psycho-spiritual guidance, grief counseling, guest lectures, weekly rituals and retreats for faculty or students upon request. Students may use the services of the Campus Minister for assistance with academic and personal concerns at no charge. Contact

Sister Jean Roche at 438-3111 ext 233, in Marian Hall, Room 108. *Hours:* Walk-in or by appointment, Monday – Friday 9:00 – 4:00, Evening Hours By Appointment Only. All information is kept strictly confidential and does not become a part of a student’s college record.

Computer Facilities

Computers allocated for general student use can be found in the Computer Room (Room 105) and the Multimedia Resource Center (Room 103). These computers run Microsoft software for word processing and are equipped with complete Internet access. Laser printers are available for printing valid school assignments. It is requested that students supply their own paper.

Counseling Services

The Maria College confidential counseling services provide crisis and short-term for students on a walk-in, appointment, or referral basis. The Maria College Counseling Center office is located on Marian Hall's first floor, Room 100. *Hours:* Monday – Friday 9:00 A.M. to 4:30 P.M. (Evenings & Weekends by appointment only.) *Appointments:* If these hours are inconvenient or if a student wishes to schedule an appointment, please call 438-3111, ext 250.

OUTSIDE COMMUNITY COUNSELING SERVICES

- HIV/AIDS COUNSELING/TESTING hotline: support those with AIDS, their families and significant others, as well as providing confidential testing. 800-962-5065
- ALCOHOLISM & SUBSTANCE ABUSE SERVICES OF NYS: 518-473-3460
- EATING DISORDERS, CAPITAL REGION ASSOCIATION: For information and referral on bulimia, anorexia nervosa and compulsive eating. 518-464-9043
- EQUINOX DOMESTIC VIOLENCE SERVICES: Hotline 432-7865, Office 434-6135
Signs of Abuse: Does Your Partner: --Hit, punch, kick, shove or bite you? --Threaten to hurt you or your children?
--Become jealous without reason? --Prevent you from seeing family or friends? --Destroy your personal property?
--Insult you or put you down? --Control finances? --Force you to have sex? --Humiliate you in front of others?
--Have sudden outbursts of anger?
If you have answered YES to ONE of these questions you may be a victim of abuse. Equinox can help. 24 hour hotline, Emergency shelter, Help in knowing one's legal rights, Individual Counseling, Advocacy, Help in getting court orders.

Financial Aid

Information regarding financial aid is available in the Financial Aid Office, Room 100 at <http://www.mariacollege.edu/ADMISSIONS/FinancialAid.htm>. Questions about financial aid can be directed to (518) 438-3111, extension 229 or to finaid@mariacollege.edu.

Health Services

The facilities of St. Peter's Hospital are available in case of an emergency. The college is not responsible for medical costs incurred. Call St. Peter's Hospital Emergency Room at 454-1318.

Learning Resource Center

The Mission of the LRC is to provide academic support to students enrolled in all options and all programs at Maria College so that they can successfully complete their course work.

Assistance is provided in the following:

1. Reading, Writing and Study Skills

- To provide instruction for students who experience problems reading their textbook.
- To provide assistance with spelling, grammar, punctuation and organization of student papers.

- For the LRC personnel to assess a writing assignment please allow at least 24 hours for the review and the writing assignment must be typed.
 - To assist in meeting the College's requirement in following the American Psychological Association [APA] style of writing and documenting.
2. Math Skills
 - To provide tutoring in arithmetic and basic mathematics.
 - To instruct students in using computer software that teaches mathematics.
 3. Content Course
 - To assist students in using videos or computer software that offers course content.
 - To assist students in accessing the internet so that they may do research for a course.
 - To allow computer usage for remedial or course work. CAI will have priority over Internet usage. If the LRC is busy, personal Internet usage may be limited.
 - Individual tutoring for AnP, Biology and Chemistry (limited to 30 minutes).

To fulfill the mission the LRC environment should be distraction and noise free as is possible. Therefore the LRC requests students adhere to the following conditions:

Not permitted	Permitted
Food and or beverage	Options: cafeterias, picnic tables
Cell phone	Option: away from classrooms & LRC (for privacy)
Personal belongings (clothes, books)	Option: rent a locker
Playing games on computer	Option: open computer room
Guests (of students & children)	Options: guests may wait in lounge areas, cafeterias (no children may be left unattended)
Social gatherings	Options: lounges, cafeterias
Group study (3 or more students)	Options: library, lounges, cafeterias
Long term study hall	Options: library, lounges, cafeterias

Library

The library, located in the Administration Building, consists of the Main Reading Room, the Stacks, and the Periodical Room. Staff members will assist students in locating materials. Two self-service copy machines are available for copying materials at a cost of ten cents per page. Food or beverages are not permitted. **LIBRARY HOURS ARE POSTED** on the bulletin board outside the Library. Hours are also located on the Maria College website under Library.

Circulation: Books may be borrowed for two weeks. ID cards are necessary to borrow books. Books are due back the week they are stamped. This may be extended for an additional two weeks at the end of the loan period. Normally, overdue notices are not sent out, but students must pay for lost or damaged books before final grades are released.

Inter-library Loan: Students may use most of the libraries in the Capital District through inter-library loan or "direct access." CaDiLaC on-line, on the library web page, gives the locations of all books and periodicals owned throughout the capital district libraries. Using a "direct-access card" which is available upon request, a student may borrow directly from other libraries. Otherwise, the Librarian will borrow the material for the student on interlibrary loan and have materials delivered to the college.

Library Orientations: Library orientations may be requested by faculty for classes. Individual and/or small group orientations are given by appointment.

Periodicals: Current newspapers and periodicals are on display in the periodical area at the rear of the Reading Room. They are filed alphabetically by title. Until they are bound, all issues except the latest are stacked on shelves under the displayed issues. Noncurrent periodicals are bound and filed by title in the Periodical Room. A list of periodical holdings and their locations is available at the Reference Desk. Periodicals do not circulate.

Electronic Resources: Electronic resources are available both on and off campus through the Maria College homepage. The directions for accessing each database are also located on the homepage. Pamphlets are available near the main door of the library, which give detailed lists of all currently held databases and passwords for off campus to access.

Reserve Material: Required reading for a class is usually placed "on reserve" at the Circulation Desk. Unless the instructor specifies, this material does not circulate. A list of instructors with their reserve material is kept at the desk.

Lockers

Lockers are available to full-time day students through the General Office (Room 100AA) for a fee. It is advisable to keep the locker locked at all times. Locker use is terminated either upon a student's withdrawal from college or at the end of the academic year. All lockers must be emptied annually by the end of the Spring or Summer semester. Locks and contents remaining after this date will be discarded.

Lost and Found

Lost articles should be returned to the General Office (100AA). The College is not responsible for lost articles.

Lounges

Lounges are available for the use of students for study and quiet conversation. **Administration Building** – on the first floor past the Bookstore. **Marian Hall** - Room 203. **No** smoking or eating is permitted in the Student Lounges.

Lunch Rooms

Administration Building - basement - vending machines and microwaves. Marian Hall - ground floor - vending machine and microwave. If there are any problems with these machines, it should be reported to the Business Office, Room 100A. **No** eating or drinking is allowed in classrooms, library, corridors, student lounges, rest rooms, or computer rooms.

Maria Messenger Newsletter

The Maria Messenger Newsletter is published two times a year by the Student-Faculty Committee.

Offices

Offices located in the Administration Building: President, Vice President for Academic Affairs, and Academic Dean (100B), Registrar (100), Admissions (206), Financial Aid (100), General Office (100AA), Business office (100A).

Offices located in Marian Hall: Development (102), Counseling Services (100), Placement (103), Occupational Therapy Assistant Department (101), Office of Evening and Weekend College

(106B), Nursing Department (221/223), Receptionist (106A), Campus Ministry (108), Gerontology (236).

Placement Office

The Placement Office is located in Marian Hall, Room 103. Students and alumnae/i may receive assistance in career development, in obtaining employment or in transferring to four-year colleges. Students may call for an appointment, 438-3111 Ext. 258.

Scheduling Options

Maria College offers programs of study in the traditional day option as well as the evening division and the weekend college. A student may take courses in any of the options during a semester.

Scheduling of Evening Classes: During the Fall and Spring semesters, evening classes generally meet one evening a week, Monday through Thursday for fifteen weeks. During Summer Sessions 1 and 2, classes usually meet two evenings a week, Monday – Thursday, for 6 weeks.

Scheduling of Weekend Classes/Academic Year: Classes normally meet every other Saturday and Sunday in 2 ½-hour time blocks. The academic year is broken into three terms rather than semesters: September through December, January through April, and May through August. Note: Summer weekend courses begin prior to the end of the Spring Semester for Day and Evening options.

Summer Session - Day and Evening: The college offers two Summer Sessions for day and evening courses.

- Summer Session I, evening classes, begin in May, the Monday following commencement, and run for six weeks. Evening classes run two evenings each week from 5:30 – 9:00 pm.
- Summer Session I, day classes, begin the first week in June and run for four weeks. Day classes run Monday through Thursday, from 9:30-11:30 am or from 12:30 – 3:00 pm.
- Summer Session II, evening classes, begin the last week of June and run for six weeks. Evening classes run two evenings each week from 5:30 – 9:00 pm.
- Summer Session II, day classes, begin the last week of June and run for four weeks. Day classes run Monday through Thursday, from 9:30-11:30 am or from 12:30 – 3:00 pm.

Summer Weekend Session: The college offers a Summer Weekend Session. The weekend session runs from the first weekend in May until the first weekend in August (a total of 8 weekends), normally every other weekend. However, since the summer includes Memorial Day weekend and the Fourth of July holiday, there may be some consecutive weekends scheduled. It is important to note that the Summer Weekend Session will begin before the end of the regular Spring day semester. Classes will not be cancelled on July 3 or July 5 when these dates occur Monday through Thursday.

Student Governance

All constituents of the College community are free, individually and collectively, to express their views on issues of College policy and on matters of interest to the student body. The President shall provide clearly defined means for student expression on all College policies affecting academic and student affairs. On questions of educational policy, students are entitled to a participatory function. Student-Faculty Committee exists to consider questions of and to make

recommendations concerning policy directly affecting student life. Advisory Committee for Campus Security exists to allow students to participate in monitoring the information provided students concerning their safety on Campus. Students are encouraged to participate in program student councils.

Web Services

The Maria College Web Services allows a student to view important records when it is convenient for the student, any time of the day or night. A student can view the class schedule including the days, time, room, and instructor for each registered class. Tuition and other charges, as well as, any financial aid a student is eligible for may be viewed through Web Services. A Student can register for courses and view the following: each registered course, transfer credit, the grade earned for each course, and semester and cumulative grade point averages. A student can also view the degree audit to determine which courses apply to degree requirements and see which courses are required for the admitted program of study.

Because semester grades can be viewed using the Maria College Web Services for Students, paper grade reports will not be sent unless requested in writing. The Maria College Web Services for Students will allow a student to access grades as soon as they are made available without waiting for them to arrive in the mail. If a student does not have access to the Internet or needs a paper copy of the grade report for employer reimbursement, the Office of Student Records will be happy to provide this for the student. Submit a written request to the Office of Student Records and a paper copy of grades will be mailed at the end of the semester.

Grievance Procedures

Academic Grievance

Both faculty and students have joint responsibilities in maintaining academic integrity. Conducive to learning is a precept of fair evaluation of academic work and a concern for human dignity. The student initiating a complaint should first request a conference with the instructor and attempt to resolve the grievance. If the complaint is not resolved within five school days, the student should proceed to the first step of the Academic Grievance Procedure.

Allowable areas appropriate for an academic grievance: An academic grievance is a complaint by a student that

1. There has been a violation, misinterpretation or inequitable application of the academic regulations of the College, faculty or program policies as found in the course handouts and/or syllabus, the College Catalog and/or Student Handbook, or program student handbook, or
2. The student has been treated unfairly or inequitably by reasons of any act of condition, which is contrary to the College's established academic policy or practice governing or affecting students.
3. A grade may be grieved only when the student alleges that the instructor has been acting arbitrarily or maliciously by giving the grade for reasons unrelated to the quality of the work in question. Under no circumstances may a grade be grieved if the student simply disagrees with an instructor about the quality of the student's work.
4. In any grievance alleging discrimination based on race, color, creed, national origin, marital status, sexual orientation, disability, sex, age, veteran's status, or religion, the student should pursue the Grievance Procedure for Discrimination.

Requirement for a grievance: To substantiate the existence of an academic grievance, the student must demonstrate the presence of an academic inequity or injustice. The student must establish that the specified alleged incident caused the academic inequity or injustice and the student must recommend a resolution of the grievance.

Academic Grievance Procedure:

STEP 1. The student has the right to appeal to the chairperson of the program in which the faculty member involved is located. The complaint must be submitted in writing to the chairperson and faculty member within ten school days after the initial appeal to the instructor. The written complaint must clearly and concisely state the facts that initiated the complaint and must also recommend a solution to the grievance. A conference, with a decision rendered, should be held no longer than one week after receipt of the written request. A copy of the written summary and subsequent decisions should be given to all the involved parties within seven days after the conference. If the grievance is with the Program Chairperson, this step is omitted and the student should proceed to step two.

STEP 2. If a resolution is not reached to the mutual satisfaction of the parties involved in Step 1, the student should submit to the Academic Dean the following: A written statement of the grievance, a written summary of previous conferences, and a request for a conference. These documents will be presented to the Academic Dean within five days of the conference in Step 1. Upon receipt of all data, the Academic Dean will call a conference with all parties involved within one week.

STEP 3. If a satisfactory resolution is not reached after Step 2, a hearing initiated by the Academic Dean will be held within two weeks before an Ad Hoc Academic Appeals Committee consisting of the members of the Student-Faculty Committee and the Dean of Students. Only individuals involved in the grievance will attend. The student will present his/her case to the Committee. After reviewing all issues, the Committee will make one of the following recommendations to the Academic Dean:

1. Acceptance of the student's recommended resolution by the faculty member and reassessment of the situation with the Academic Dean.
2. Rejection of the student's recommendation but re-examination of the situation by the faculty member based on the findings of the committee. Such reexamination will be conducted in consultation with the Academic Dean.
3. Rejection of the student's grievance.

The committee shall present its recommendation for resolution of the grievance to the Academic Dean within five school days of its first hearing date. The Academic Dean will review the recommendation and make a final and binding decision so informing all parties involved, in writing, within three school days.

Grievance for Discrimination

Grievance Procedures for Adjudication of Allegations of Discrimination based upon sex (Title IV) or Disability (Section 504)

The grievance procedure is provided for the prompt and equitable resolution of allegations of discrimination based upon sex (Title IV) or disability (Section 504) for any student or employee complaints alleging unlawful discrimination on the basis of race, color, national origin, religion, age, disability, sexual orientation, or marital status in any education or employment program, policy, or practice of Maria College. It does not supplant or duplicate any existing grievance procedures. Neither does it deprive a grievant of the right to file with outside enforcement agencies, such as the New York State Division of Human Rights, the Equal

Employment Opportunity Commissions, the Office of Civil Rights of the Department of Health, Education and Welfare, or the Wages and Hours Division of the Department of Labor.

This procedure may not be used if a formal complaint with a State or Federal agency or a court action has already been filed by the grievant on the same complaint. Any investigation underway will terminate without conclusion at any time a formal complaint is filed with a State or Federal agency or a court action is initiated on the same grievance, except if that internal investigation is prolonged to the point that the statute of limitation for filing with outside agencies may be exceeded (180 days for Equal Employment Opportunity Commission and Office of Civil Rights complaints; 365 days for Division of Human Rights complaints), in which case a charge may be filed with the appropriate agency without interruption of the internal procedure.

Procedures for Processing Sexual Discrimination or Disability Discrimination Grievances:
These procedures apply to all students, faculty and staff of Maria College.

STEP 1: Try to resolve the complaint by an informal discussion with the grievant and the respondent (the person(s) against whom the complaint is made).

STEP 2: If no resolution is found after TEN working days in Step 1, seek the help of the College's Title IX/Section 504 (Affirmative Action) Coordinator, Deb Corrigan, LCSW. This Coordinator will assist the grievant in putting the grievance into writing and will arrange a meeting with the involved parties. If a satisfactory solution is not forthcoming within FIFTEEN working days, then the grievant can move to Step Three.

STEP 3: The Vice President for Academic Affairs and the Affirmative Action Coordinator will meet separately with the grievant and respondent. Within FIVE working days they will make a recommendation to the parties, which will be communicated to them by the College Affirmative Action Coordinator.

STEP 4: If the grievance is not resolved at Step 3, the President will review the entire record including the recommendation of the ad hoc committee. Within SEVEN working days, the President will decide either to dismiss the grievance for lack of evidence or recommend appropriate redress if unlawful discrimination is found. In all cases, the President will review carefully all information.

The Affirmative Action Coordinator will communicate the President's determination to the grievant and other involved parties within FIVE days after receiving it. Following this, the grievant has FIVE additional working days to either accept the President's decision or appeal it to the President for reconsideration. If the decision is appealed, a final determination by the President communicated to the grievant by the Affirmative Action Coordinator will be made within SEVEN working days from the date of the appeal. This will end the grievance procedure at the College. Any of these steps may be extended by the mutual agreement of the involved parties. In no case can the time be extended beyond 30 working days.

Off Campus Resolution of Grievance:

If the grievant is dissatisfied at any point in this grievance procedure or with the President's response, either because of a negative finding or disagreement over what constitutes appropriate redress, the grievant may file a formal complaint with the appropriate State or Federal Agency. The College Affirmative Action Coordinator will provide information on State and Federal guidelines and laws as well as names and addresses of enforcement agencies.

Grievance for Sexual Harassment

Informal Procedure for Dealing with Sexual Harassment Grievance:

The College is aware that sexual harassment is a sensitive subject for which few students or staff members will want to directly confront their offender. Accordingly, in order to provide a readily accessible and flexible means of dealing with situations of sexual harassment, the following is suggested:

Step 1. In circumstances where students think they will not be jeopardizing their personal safety, their job, or their academic status, talk to the offending professor or staff person. Communicate clearly that the behavior is not considered humorous or welcome and should cease immediately. Regard this meeting as a kind of consciousness-raising session where students can help him/her understand how they feel.

Step 2. In the event you perceive yourself to be a victim of sexual harassment, keep a record of what happened and when it took place. Should there be any witnesses to the events, ask for their name to include in your documentation of the incident. Find out if other students or co-workers also have been harassed, as more than one complainant are in a stronger position to cope with the situation and the offender.

Step 3. Seek advice on how to deal with the sexual harassment from the Academic Dean. Students need not make a written complaint or lodge a formal grievance in order to seek informal advice. Strict confidentiality will be observed to protect both your right and the rights of the person against whom the complaint is being made.

Sexual Harassment: The United States Equal Employment Opportunity Commission, Title VII of the Civil Right Act of 1964, as amended, and recent court decisions have defined sexual harassment of employees or students at the College as unwanted sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature. Some examples include pressure for sexual activity, verbal or written sexual abuse disguised as humor, obscene gestures, and physical aggression such as unnecessary touching, pinching or fondling of body.

Sexual harassment is a form of sex discrimination, which, for employees, is prohibited under Title VII of the Civil Rights Act. Of 1964 and under Title IX of the Education Amendments of 1972 for students. The New York State Human Rights Law also prohibits sex discrimination. Sexual harassment offenders shall be subject to disciplinary action, which may include but is not limited to oral or written warnings, demotion, transfer, suspension, or dismissal for cause. No faculty or staff member, applicant for employment, student or member of the public may be subject to restraint, interference, coercion, or reprisal for seeking information about sexual harassment, filing a sexual harassment complaint or serving as a witness. It is also the policy of the College that willful false accusations of sexual harassment shall not be condoned.

Formal Grievance Procedures for Adjudication of Allegations of Harassment:

Should students or staff seek formal action on a complaint of sexual harassment, the following steps must be utilized for the prompt and equitable resolution of such complaint.

Step 1. The student should request in writing a conference with appropriate college personnel. The nature of the grievance should be included in this request, and the instructor or staff involved should be informed of this action by the coordinator. The conference should be held no

longer than one week after such request is made. A copy of the written summary and subsequent decisions should be given to all the involved parties, within seven days after the conference.

Step 2. If a resolution is not reached to the mutual satisfaction of the parties involved, the student should submit a written statement of the grievance, a written summary of previous conferences, and a request for a conference to the Academic Dean. Upon receipt of all data, a conference with all parties involved will be called by the Academic Dean within one week.

Step 3. If a satisfactory resolution is not reached after step two, a hearing initiated by the Academic Dean will be held within two weeks before a committee consisting of the members of the Student-Faculty Committee and the Academic Dean. All persons involved in the grievance shall also be present. After reviewing all issues, a recommendation will be made to the President of the College. All parties involved will receive copies of the recommendation.

Step 4. If a resolution is not reached to the mutual satisfaction of all parties concerned, the student may submit the grievance in writing to the President and request a conference. Summaries of previous conferences shall also be submitted to the President. Within one week after receipt of all data, a conference will be held between the student and President. Subsequent conferences will be held between the President and all other college personnel involved in the issue.

Step 5. The President shall inform, in writing, all parties involved as to the decision reached.

College Policies and Regulations

Access to Campus Buildings

Buildings are secured fifteen minutes after the end of the last class in the evening. For example, if a class is scheduled to be over at 9:00 pm, all students and faculty must leave the building by 9:15 pm. When classes are not in session and the buildings are open, a student must have permission to use any college facility.

Advisory Committee on Campus Security

The Advisory Committee on Campus Security is composed of students, faculty and staff. The committee reviews current campus security policies and procedures and makes recommendations for their improvement.

Annual Campus Security Report

As required by the U.S. Department of Education, the Annual Campus Security Report can be viewed at <http://www.mariacollege.edu/STUDENTSERVICES/CampusSafety&Parking.htm> or contact Office of Student Records 438-3111 extension 224.

Annual Public Safety Report

As required by the New York State Education Department, the Annual Public Safety Report is prepared by the Advisory Committee on Campus Security and is available on request.

Attendance/Absences Policy

Students are expected to accept full responsibility for meeting all the academic requirements for every course in which they are enrolled. Each program will state clearly its attendance policy in writing to the student at the beginning of each semester. Therefore, an unexcused absence for any reason is handled between the student and the instructor.

The coursework at Maria College is such that student participation is necessary in order to successfully complete the curriculum for each program at the College. For this reason, course grades may be lowered for students who have a number of absences (excused as well as unexcused) from the class. The only exception is when students cannot attend on certain days because of religious beliefs. Students may be excused from classes because of family or medical emergencies. Acceptable documentation must be presented to the instructor or Academic Dean within five days of returning to campus. Students with excused absences will be given the opportunity to make up quizzes and exams. The instructor will determine arrangements for make-up coursework. The student is responsible to make arrangements with the instructor for any missed work, quizzes, or exams.

Bias-Related Crime Prevention

Bias-Related Crimes defined: Bias-Related Crimes, also called hate crimes, are criminal acts such as aggravated harassment, arson, assault, criminal mischief, or murder committed by an individual(s) motivated by a bias against the victim's age, ancestry, color, disability, gender, national origin, race, religion, religious practice, or sexual orientation.

Bias-Related Crimes Laws: According to the New York State Penal Code Sec. 240.30, subdivision 3, aggravated harassment in the second degree reads: "Strikes, shoves, kicks, or otherwise, subjects another person to physical contact, or attempts or threatens to do the same because of the race, color, religion or national origin of such person." Aggravated harassment in

the second degree is a Class A Misdemeanor. According to New York Penal Code, sec. 240.31, a person is guilty of aggravated harassment in the first degree when, with the intent to harass, annoy, threaten or alarm another person, because of race, color, religion or national origin of such person, he/she damages the premises primarily used for religious purposes, or commits the crime of aggravated harassment in the first or second degree within the preceding ten years. Aggravated harassment in the first degree is a Class E Felony.

Maria College Policy on Bias-Related Hate Crimes:

It is the policy of the College to ensure that the rights guaranteed by New York State Law and the U.S. Constitution are protected for all citizens, regardless of race, color, religion or national origin. Infringements of these rights are not tolerated, and the Albany Police will be contacted immediately so that the perpetrator(s) can be identified, arrested and brought to trial.

Reporting a bias-related crime on Maria College campus:

Immediately report the incident to a campus administrator or security staff who will contact the Albany Police Department. If a cell phone is available, 911 should be called. Should you become a victim of a bias-related crime, remember that all incriminating materials must be preserved, documented and reported immediately to the police. All bias-related crimes are reported to the Division of Criminal Justice Services in Albany and are monitored independently.

Prevention of Bias-Related Crimes:

As Maria College is an institution whose goal is to provide high quality programs for a student population diverse in age and background, it is assumed that there will be many differences among students. These differences, as well as similarities, need to be discussed so that all can learn to appreciate the uniqueness of every group. The curricula at the College are designed to recognize and appreciate these differences so that an open and receptive environment is a prerequisite for all courses. The Counseling Office and the Campus Minister coordinate workshops and social events with program coursework so that differences can be celebrated.

Services Offered for Victims of Bias-Related Crimes:

Student Services: Bias based on race, sex, religion or sexual orientation has no place on the Maria College campus. Allegations and accusations of such behavior should be brought to the attention of the Dean of Students. Contact Deb Corrigan, 438-3111 extension 250.

Counseling Center: The Counseling Center provides professional guidance and counseling to the entire student body. Contact Deb Corrigan, 438-3111 extension 250 or Teri Reinhardt, 438-3111 extension 259.

Community Resources:

Crime Victims Board: 457-8727; 800-247-8035.
24-Hour Hot Line: 271-3257.

Campus Crime Reporting

Federally required campus crime reporting statistics may be obtained through U.S. Office of Postsecondary Education Campus Security Statistics Website at <http://ope.ed.gov/security> or by submitting a request to the Director of Student Records at (518) 438-3111 or at registrar@mariacollege.edu .

Cell Phone Policy

Cell phones should be turned off while students are in all College learning environments, such as classrooms, the Library, the Learning Resource Center, and the Computer Room. Cell phone use is permitted in halls, the cafeteria, and lounges providing that the conversation does not disturb others. Students are not excused from class to complete a cell phone conversation except in case of an emergency.

Children on Campus Policy

Children will not be allowed in class or any campus location (science laboratories, the Library, the Learning Resource Center, etc.) where other students may be disturbed or a child may be endangered. Children may not be left unattended on campus, including the grounds and parking facilities. The College assumes no responsibility for the safety of unsupervised children or those in restricted areas on campus.

Code of Conduct for Students:

Maria College expects that its students will act as responsible, courteous, and law-abiding citizens and will treat others and the campus facilities with appropriate respect and civility. Further, as members of an intellectual community, students are expected to maintain standards of personal and academic honesty in all coursework and examinations and to refrain from behaviors that are disruptive to the teaching and learning of others in the classroom.

Regulations Concerning Violation of Code:

Academic misconduct: Academic misconduct includes plagiarism, cheating, forgery or alteration of institutional records, and use of electronic communicative or storage devices (cell phone, two-way pager or PDA) during testing. If a student is suspected of serious academic misconduct, such as cheating, the instructor will confront the student at the time of suspected misconduct, confiscate suspected documents and report the misconduct to the Academic Dean. The accused student will be asked to attend a disciplinary hearing for Violation of Conduct Code for Students.

Disruptive Classroom Behavior: Disruptive classroom behavior is the refusal to behave civilly so that teaching and learning within the classroom are obstructed. Disruptive classroom behavior may be physical or verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that prevents other students from learning and the instructor from teaching. The following addresses three increasingly disruptive confrontations an instructor may experience:

- The instructor asks a student to stop disrupting class. The instructor may report the incident to the Academic Dean who will meet with the student in a non-disciplinary situation to clarify guidelines about what behaviors are expected and warn the student that continuing the behavior may lead to dismissal from the class.
- The instructor may ask the student to leave the classroom for the remainder of the class period if the student ignores the request to behave civilly. The instructor will report the incident to the Academic Dean who will contact the student and warn him/her that continued behavior may lead to dismissal from the class.
- The instructor will adjourn class and call College security if a disruption is serious, and other reasonable measures have failed. If a cell phone is available, 911 may be called. The instructor will report the incident to the Academic Dean who will ask the student to attend a disciplinary hearing for Violation of Code of Conduct for Students.

Prohibited behavior: Violations of College policies and regulations and violations of federal, state and local laws are prohibited. These include, but are not limited to irresponsible use of computers and other campus facilities, violence, sexual harassment and abuse, possession of alcoholic beverages or illegal substances, unauthorized possession of firearms, disorderly conduct, and theft.

Disciplinary Hearing: Due Process for Violation of Code of Conduct for Students:

1. The student will be notified in writing that he/she has been reported as having violated the Code of Conduct for Students with specific details as to the violation.
2. An investigation of the conduct and a hearing will be scheduled as soon as possible. The Dean of Students will conduct the investigation and hearing, and such other designees as the President may appoint. During the investigation and until a final decision is rendered, the student may be suspended from classes and from appearing on campus.
3. At the hearing, the student and any legal representative may be present. The student will have the right to rebut any accusations and dispute evidence or otherwise defend his/her actions.
4. A decision will be rendered within three days of the hearing taking one of these actions:
 - A. Dismissal of any action against the student and clearing of his/her name.
 - B. A warning to the student to be placed in his/her file.
 - C. Suspension from College for a stipulated period of time not to exceed one academic year with readmission procedures specifically outlined.
 - D. Dismissal from the College.

Computer Use Policy

In using the campus computer system, students must conform to the Responsible Computer Use Policy, which applies to the entire Maria College community.

- Use of the Maria College computers must be confined to college-related research or college-related business.
- No computer activities are allowed that are of a criminal nature, are morally questionable, and can potentially be interpreted as fraudulent, involving abuses of minors, or violating the rights and privacy of any individual.

Any legal actions or consequences that may arise from a student's violation of any of the above-proscribed activities are solely the responsibility of the student and not that of Maria College. Use of the College's computing facilities is a privilege and not a right. The privilege may be withdrawn at any time by the sole discretion of the President of the College with or without cause.

Constitution Day and Citizenship Day

September 17 of each year has been designated as Constitution Day and Citizenship Day by the federal government. On this day, faculty and students of Maria College engaged in educational activities focusing on the United States Constitution. If September 17 falls on a Saturday, Sunday, or holiday, the educational activities will be scheduled on the Friday prior to September 17.

Drug Free Policy and Procedures

The objective of a drug free policy is to maintain a healthy and efficient atmosphere free from the effects of alcohol/drug abuse.

It is the position of Maria College that chemical dependency is a disease that can endanger the well being of students, faculty, staff, and the community they serve. Therefore, Maria College policy states that no person shall use, possess, sell, or give away alcohol/drugs on campus property. The College holds each person responsible for his/her conduct at all times, including behaviors which occur under the influence of alcohol/drugs, and any person violating these policies is subject to disciplinary action. Violations are considered a serious offense, and disciplinary action may include referral for treatment, disciplinary suspension, dismissal, and/or referral for prosecution. Such violations of the standards of conduct will be dealt with on a case-by-case basis, with imposition of discipline appropriate to the severity of the violation.

Contact the College Counseling Office, Deb Corrigan, LCSW Marian Hall - Room 100, 438-3111, Ext. 250.

This policy outlines the procedures by which an individual may seek confidential assistance, either *mandatory or voluntary* from the counseling office.

Individuals from the campus community identified for *mandatory referrals* shall be those who demonstrate a pattern of poor academic performance (such as absenteeism and tardiness), impaired performance in the classroom and/or at the clinical field placement, or other acts that violate the College policy as deemed by the Academic Dean. Maria College has adopted the following *mandatory* procedures.

An administrator or faculty member will 1) document observation of impaired student and 2) confront and coordinate his/her referral with the Counseling Office.

A student who is of *mandatory referral* status is required to sign a written release form stating the terms of assessment, treatment and completion of a substance abuse program. A student who refuses to comply with the contract requirement may be subject to further disciplinary action up to and including dismissal. Responsibility for any/all costs of evaluation, treatment or aftercare shall be borne by the student.

Due to the nature of the disease of chemical dependency and the course of treatment needed, counseling services involving substance abuse violations at Maria College are limited to assessment and referral for treatment.

Effect Of Drinking Too Much At One Time May Include:

Physical Effects:

- increased heart rate and skin temperature, loss of muscle control leading to slurred speech, poor coordination, etc.
- hangover miseries: fatigue, nausea, headache, etc.

Mental Effects:

- impaired judgment (of space, time, etc.); impaired thinking and reasoning processes; poor concentration
- loss of inhibitions: exaggerated feelings of anger, fear, anxiety, etc.

Frequent drinking to intoxication over an extended period can have serious consequences. For example:

- ALCOHOLISM
- DAMAGE to brain cells
- MALNUTRITION (if the drinker doesn't eat a balanced diet)
- INCREASED RISK of cirrhosis, ulcers, heart disease, heart attack and cancers of liver, mouth, throat and stomach
- DEGENERATION of muscle and bone, BLACKOUTS, memory loss.
HALLUCINATIONS, POOR CONCENTRATION, PERSONALITY DISORDERS and increased tension, anger, isolation
- "DTs" (delirium tremors) - shaking, hallucinations, etc.--due to withdrawal from alcohol

Alcohol Penalties:

1. Unlawfully Dealing With a Child: It is unlawful to give or sell alcohol (or cause it to be given or sold) to a person under the age of 21. This is a Class B misdemeanor. The penalty could be up to three months imprisonment and a \$500 fine.
2. DWI: Driving While Intoxicated (by drugs or alcohol) is a misdemeanor punishable by up to a year imprisonment and up to a \$500 fine.
3. DWAI: Driving While Ability Impaired by Alcohol is a violation punishable by up to 15 days imprisonment and up to a \$350 fine.
4. Liability of One Serving a Person Under Age 21: Anyone who furnishes or assists a person under 21 years of age in procuring alcoholic beverages is liable for any damages caused by that underage person while under the influence.
5. DRAM Shop Liability: Any person who sells alcoholic beverages or unlawfully assists an intoxicated person to procure alcoholic beverages is liable for any damages caused by that person while under the influence.

The following pages provide information on the health risks associated with the use of illicit drugs, a listing of drugs, and the federal trafficking penalties.

Commonly Abused Drugs

Substance: Category and Name	Examples of <i>Commercial</i> and Street Names	DEA Schedule* / How Administered**	<i>Intoxication Effects</i> /Potential Health Consequences
<i>Cannabinoids</i>			<i>euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination/cough, frequent respiratory infections; impaired memory and learning; increased heart rate, anxiety; panic attacks; tolerance, addiction</i>
hashish	boom, chronic, gangster, hash, hash oil, hemp	I/swallowed, smoked	
marijuana	blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, sinsemilla, skunk, weed	I/swallowed, smoked	
<i>Depressants</i>			<i>reduced anxiety; feeling of well-being; lowered inhibitions; slowed pulse and breathing; lowered blood pressure; poor concentration/fatigue; confusion; impaired coordination, memory, judgment; addiction; respiratory depression and arrest, death</i> <i>Also, for barbiturates—sedation, drowsiness/depression, unusual excitement, fever, irritability, poor judgment, slurred speech, dizziness, life-threatening withdrawal.</i> <i>for benzodiazepines—sedation, drowsiness/dizziness</i> <i>for flunitrazepam—visual and gastrointestinal disturbances, urinary retention, memory loss for the time under the drug's effects</i> <i>for GHB—drowsiness, nausea/vomiting, headache, loss of consciousness, loss of reflexes, seizures, coma, death</i> <i>for methaqualone—euphoria/depression, poor reflexes, slurred speech, coma</i>
barbiturates	<i>Amytal, Nembutal, Seconal, Phenobarbital;</i> barbs, reds, red birds, phennies, tooies, yellows, yellow jackets	II, III, V/injected, swallowed	
benzodiazepines (other than flunitrazepam)	<i>Ativan, Halcion, Librium, Valium, Xanax;</i> candy, downers, sleeping pills, tranks	IV/swallowed, injected	
flunitrazepam***	<i>Rohypnol;</i> forget-me pill, Mexican Valium, R2, Roche, roofies, roofinol, rope, rophies	IV/swallowed, snorted	
GHB***	<i>gamma-hydroxybutyrate;</i> G, Georgia home boy, grievous bodily harm, liquid ecstasy	I/swallowed	
methaqualone	<i>Quaalude, Sopor, Parest;</i> ludes, mandrex, quad, quay	I/injected, swallowed	
<i>Dissociative Anesthetics</i>			<i>increased heart rate and blood pressure, impaired motor function/memory loss; numbness; nausea/vomiting</i> <i>Also, for ketamine—at high doses, delirium, depression, respiratory depression and arrest</i> <i>for PCP and analogs—possible decrease in blood pressure and heart rate, panic, aggression, violence/loss of appetite, depression</i>
ketamine	<i>Ketalar SV;</i> cat Valiums, K, Special K, vitamin K	III/injected, snorted, smoked	
PCP and analogs	<i>phencyclidine;</i> angel dust, boat, hog, love boat, peace pill	I, II/injected, swallowed, smoked	
<i>Hallucinogens</i>			<i>altered states of perception and feeling; nausea; persisting perception disorder (flashbacks)</i> <i>Also, for LSD and mescaline—increased body temperature, heart rate, blood pressure; loss of appetite, sleeplessness, numbness, weakness, tremors</i> <i>for LSD —persistent mental disorders</i> <i>for psilocybin—nervousness, paranoia</i>
LSD	<i>lysergic acid diethylamide;</i> acid, blotter, boomers, cubes, microdot, yellow sunshines	I/swallowed, absorbed through mouth tissues	
mescaline	buttons, cactus, mesc, peyote	I/swallowed, smoked	
psilocybin	magic mushroom, purple passion, shrooms	I/swallowed	

Opioids and Morphine Derivatives		
codeine	<i>Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine;</i> Captain Cody, Cody, schoolboy; (with glutethimide) doors & fours, loads, pancakes and syrup	II, III, IV/injected, swallowed
fentanyl and fentanyl analogs	<i>Actiq, Duragesic, Sublimaze;</i> Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNT, Tango and Cash	I, II/injected, smoked, snorted
heroin	<i>diacetylmorphine;</i> brown sugar, dope, H, horse, junk, skag, skunk, smack, white horse	I/injected, smoked, snorted
morphine	<i>Roxanol, Duramorph;</i> M, Miss Emma, monkey, white stuff	II, III/injected, swallowed, smoked
opium	<i>laudanum, paregoric;</i> big O, black stuff, block, gum, hop	II, III, V/swallowed, smoked
oxycodone HCL	<i>Oxycontin;</i> Oxy, O.C., killer	II/swallowed, snorted, injected
hydrocodone bitartrate, acetaminophen	<i>Vicodin;</i> vike, Watson-387	II/swallowed
Stimulants		
amphetamine	<i>Biphedamine, Dexedrine;</i> bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	II/injected, swallowed, smoked, snorted
cocaine	<i>Cocaine hydrochloride;</i> blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	II/injected, smoked, snorted
MDMA (methylenedioxy-methamphetamine)	Adam, clarity, ecstasy, Eve, lover's speed, peace, STP, X, XTC	I/swallowed
methamphetamine	<i>Desoxyyn;</i> chalk, crank, crystal, fire, glass, go fast, ice, meth, speed	II/injected, swallowed, smoked, snorted
methylphenidate (safe and effective for treatment of ADHD)	<i>Ritalin;</i> JIF, MPH, R-ball, Skippy, the smart drug, vitamin R	II/injected, swallowed, snorted
nicotine	cigarettes, cigars, smokeless tobacco, snuff, spit tobacco, bidis, chew	not scheduled/smoked, snorted, taken in snuff and spit tobacco

pain relief, euphoria, drowsiness/nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, death

Also, for codeine—less analgesia, sedation, and respiratory depression than morphine

for heroin—staggering gait

increased heart rate, blood pressure, metabolism; feelings of exhilaration, nergy, increased mental alertness/rapid or irregular heart beat; reduced appetite, weight loss, heart failure, nervousness, insomnia

Also, for amphetamine—rapid breathing/ tremor, loss of coordination; irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, tolerance, addiction, psychosis

for cocaine—increased temperature/chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks

for MDMA—mild hallucinogenic effects, increased tactile sensitivity, empathic feelings/impaired memory and learning, hyperthermia, cardiac toxicity, renal failure, liver toxicity

for methamphetamine—aggression, violence, psychotic behavior/memory loss, cardiac and neurological damage; impaired memory and learning, tolerance, addiction

for nicotine—additional effects attributable to tobacco exposure, adverse pregnancy outcomes, chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction

Other Compounds			
anabolic steroids	<i>Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise</i> ; roids, juice	III/injected, swallowed, applied to skin	<i>no intoxication effects</i> /hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne; in adolescents, premature stoppage of growth; in males, prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females, menstrual irregularities, development of beard and other masculine characteristics
inhalants	<i>Solvents (paint thinners, gasoline, glues), gases (butane, propane, aerosol propellants, nitrous oxide), nitrites (isoamyl, isobutyl, cyclohexyl)</i> ; laughing gas, poppers, snappers, whippets	not scheduled/inhaled through nose or mouth	<i>stimulation, loss of inhibition; headache; nausea or vomiting; slurred speech, loss of motor coordination; wheezing</i> /unconsciousness, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, sudden death

*Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use; Schedule II drugs are available only by prescription (unrefillable) and require a form for ordering. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Most Schedule V drugs are available over the counter.

**Taking drugs by injection can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms.

***Associated with sexual assaults.

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		

PENALTIES

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual
Flunitrazepam (Schedule IV)	1 gm or more	Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
Flunitrazepam (Schedule IV)	30 to 999 mgs	Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Emergency Policy

Contact Maria College Offices or 911 when confronting a serious emergency. The College Emergency Plan is on file in the Office of the Academic Dean.

FERPA Policy

The Family Educational Rights and Privacy Acts of 1974 (commonly referred to as “FERPA” or the “Buckley Amendment”) is designed to protect the confidentiality of the records that educational institutions maintain on their students and to give students access to their records to assure the accuracy of their contents. The Act affords students certain rights with respect to their Education Records. FERPA applies to the academic records of persons who are, or have been, in attendance at Maria College. FERPA does not apply to records of applicants who are denied admittance or, if accepted, do not attend Maria College. The act applies to all education records maintained by Maria College, and all parties acting for Maria College, which are directly related to a student. Records containing a student's name, Identification number, or other personally identifiable information, in whatever medium, are covered by FERPA unless identified in one of the act's excluded categories.

Enforcement and Penalties

The Director of Student Records is responsible for College compliance with this policy. Responsibility for administering the act by the federal government has been assigned to the Family Policy Compliance Office within the United States Department of Education. This office reviews and investigates complaints and attempts to bring compliance through voluntary means.

Annual Notification Required

Maria College will provide an annual notification to currently enrolled students concerning their rights under FERPA by publication in the appropriate catalog.

The annual notice will contain the following information:

- The right of the student to inspect and review academic records.
- The right of a student to petition Maria College to amend or correct any part of the academic record believed to be inaccurate, misleading, or in violation of the privacy rights of the student.
- The right of the student to control the disclosure of personally identifiable information contained in the student's educational records, except as otherwise authorized by law.
- The right of any person to file a complaint with the Family Policy and Regulations Office, US Department of Education, Washington DC, 20202, if Maria College violates this law.
- The right of the student to obtain a copy of this policy.

Right of the College to Refuse Access

Maria College reserves the right to refuse to permit a student to inspect the following records:

- The financial statements and tax returns of the student's parents.
- Letters and statements of recommendation that the student has waived his or her right to access, or which were placed in the file before January 1, 1975.
- Records connected with an application to attend Maria College or a component of the College if that application was denied.
- Those records which are not educational records as defined by FERPA.

Refusal to Provide Copies

Maria College reserves the right to deny access to students' academic records in any of the following situations:

- The student is in default under any federal loan program.
- The student has an unpaid financial obligation to the College.
- There is an unresolved disciplinary action against the student.
- There is an unresolved litigation between the student and the College.
- Other cases as determined by College policy on registration and academic holds or as determined appropriate by the College.

Records Not Considered to be Academic Records

- Records that are made by faculty, staff, administrative, or auxiliary personnel for personal use, which are unavailable to any other individual. These personal notes are to be referred to in departmental and administrative records policies as "sole possession" records.
- An employment related record that does not result from student status.
- Parents' confidential financial statements, income tax records, and reports received by the College.
- Records maintained by Maria College counseling services, available only to those individuals providing the diagnosis and treatment.
- Alumni records that do not relate to the person as a student.

Fees for Copies of Records

The fees for copies at the Office of the Registrar will be \$.50 per page unless otherwise specified. Maria College will not charge for search and retrieval of the records; however, it may charge for copy costs and postage.

Disclosure of Student Academic Records (without written consent of the student)

Maria College will disclose student academic records without the written consent of the student in the following limited circumstances:

- To school officials and to specified agents of the College who have a legitimate educational interest in the records.
- To certain officials in the US Department of Education, the Comptroller General, the Attorney General of the United States, and state and local educational authorities, in connection with certain state or federally supported education programs.
- In situations where a student has sued the College, or the College has taken legal action against a student, as necessary to proceed with legal action as a plaintiff or to defend itself.
- In connection with student's request for, or receipt of, financial aid as necessary to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms or conditions of the aid.
- To organizations conducting certain studies for or on behalf of Maria College. These studies may not permit the personal identification of any student by anyone other than the organizations' representatives. Additionally, all information provided must be destroyed by the requesting organizations when no longer needed for the study's purpose.
- To accrediting organizations to carry out their functions.

- To comply with a judicial order or a lawfully issued subpoena in which case the order or subpoena. Maria College will make a reasonable attempt to notify the student in advance of the disclosure when non-directory information is released in response to subpoenas or court orders.
- To appropriate parties in cases of a health or safety emergency.
- Directory information as designated by Maria College.

Record of Request for Disclosure

The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party has in requesting or obtaining the information. The record of the request for disclosure may be reviewed by an eligible student.

Directory Information

Maria College designates the following items as directory information:

- Name
- Address
- Major/minor fields of study
- Participation in officially recognized activities
- Pictures
- Academic Honors and Class standing
- Enrollment status (full-time, part-time, less than half-time)
- Degrees/awards received

Any student who does not wish to have designated directory information disclosed may file a written notification with the Registrar's Office on or before the tenth day of a semester, or the sixth day of a term. Forms for this purpose will be made available at that office on request.

ID Cards

A student may purchase an ID card at the beginning of the semester at the Business Office. The initial cost of an ID card is \$2.00 and the cost to replace a lost or broken ID card is \$5.00. An ID card is necessary for borrowing Library books and gaining entry to student clinical facilities. ID cards are valid for two academic years.

ID Pictures

It is the policy of Maria College will take an identification picture of every student for safety and security purposes. The ID picture will be available to faculty and advisors on the class roster, advisee listing, and student contact information through web services. According to the FERPA Policy of Maria College, the student ID picture is considered directory information.

Immunization Requirement

All students attending a New York State post-secondary institution at least half time (6 credit hours) are required to show proof of immunity against measles, mumps and rubella. Proof of immunizations must be presented to the Office of Student Records before students begin classes. Persons born before January 1, 1957 will be exempt from this requirement unless proof of immunity is required by the specific program. Proof of immunity to measles will be defined as two doses of measles vaccine on or after the first birthday and at least 30 days apart (preferably three months), physician documented history of disease, or serologic evidence of immunity. Proof of rubella immunity will mean one dose of rubella vaccine on or after the first birthday or

serologic evidence of immunity. Proof of mumps immunity will mean one dose of mumps vaccine on or after the first birthday, a physician documented history of disease, or serologic evidence of immunity. **STUDENTS MAY NOT BEGIN CLASSES UNTIL THIS DOCUMENTATION IS ON FILE IN THE OFFICE OF STUDENT RECORDS.**

New York State Public Health Law requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, complete and return the Meningococcal Meningitis Vaccination Response Form to the office of student records. **STUDENTS MAY NOT BEGIN CLASSES UNTIL THIS DOCUMENTATION IS ON FILE IN THE OFFICE OF STUDENT RECORDS.**

Parking Regulations

The driveway along the Administration Building is restricted to DELIVERIES and CAMPUS SCHOOL traffic only. All others must enter and exit through the parking lot.

ALL MOTOR VEHICLES parked on Campus must be registered. A permit for these registered vehicles is available in the Bookstore for a fee of **\$30.00 + tax** per academic year.

A PARKING PERMIT DOES NOT GUARANTEE THE DRIVER A PARKING SPACE BUT PERMITS THE DRIVER TO PARK IN A LEGALLY DESIGNATED PARKING SPACE. THE SPEED LIMIT ON CAMPUS IS 5 MPH.

Parking permits are issued on the vehicle and NOT the driver. Individuals who drive more than one vehicle should obtain a permit for each vehicle. Each permit is \$30.00+ tax. All permits are to be placed on the **left side of rear passenger window**. Tickets will be issued to those vehicles with permits in places other than this location.

The permit allows parking in the following areas:

AREA 1 - Parking lot between Administration Building and Marian Hall

AREA 2 - Parking lot behind the Administration Building

NO PARKING IS PERMITTED in the following reserved areas. Parking in these spaces will result in a fine of \$5.00 to \$25.00 per violation.

1. Handicapped Space (\$25.00 fine)
2. Visitor Space
3. Reserved Space
4. Marian Hall Circle
5. Maria College Driveway

ANY CAR PARKED ON CAMPUS WITHOUT A PERMIT WILL BE LOOKED UP THROUGH AN OUTSIDE AGENCY. THE OWNER WILL BE CHARGED AN ADDITIONAL \$7.00 IN ADDITION TO THE FINE FOR EACH TICKET.

All fines will be turned over to the Business Office for collections. All transcripts will be held until all fines are paid.

Refunds

The refund policy for courses taken day, evening, and weekend students is described in the College Catalog. **All Fees Are Nonrefundable.**

Religious Observance Policy

In order to accommodate various religious observance beliefs, Maria College has adopted the following procedures:

1. Students must notify their instructors in writing, no later than the fifteenth day after the first day of the semester, of each class scheduled for a day on which they will be absent because of religious obligations and practices.
2. Students will not be penalized in any way for absences due to religious obligations and practices.
3. Students may make up any examinations, study or work requirements that they have missed because of such absence on any particular day or days.

School Closing

If it becomes necessary to cancel classes because of bad weather, students will be informed of the cancellation by the following radio and television stations:

Radio Stations: WROW 50 AM, WGY 810 AM, WPTR 1540 AM, WFLY 92.3 FM, WABY/KLITE, WYJB 95.5 FM, WAJZ 96.3 FM

Television Stations: Channels 6, 9, 10 & 13.

If classes are **not** cancelled, students living a distance should use discretion regarding travel safety.

Security Policy

Any action or situation that recklessly or intentionally endangers the mental or physical health of any member of the Maria College community is prohibited. Maria College will work with faculty, students and staff in order to maintain an overall safe environment conducive to teaching and learning. An Advisory Committee on Campus Safety has been established to include faculty, students and staff, who will work to identify health and safety concerns on campus and strive to raise the consciousness of the campus community about safety.

Concurrently, this committee reviews campus security policies pertaining to criminal activity, crime awareness, and the prevention of sexual assault and bias-related crimes. Crime statistics and procedures for reporting incidents are outlined in brochures, on the web and in this handbook. Contact Ken Clough in the Office of Student Records for more information on crime statistics at 518-438-3111, extension 226.

Security Procedures

- In the event of any criminal or related incidents on campus, students are advised to report the matter to the Administration Office, Room 100B and/or summon immediate help from the Albany police.
- After 4:30 p.m. evenings and during weekends when College is in session, the Director of the Evening and Weekend College is available at the Registrar's Office in the Administration Building, Room 100.
- Students who desire escort service to their automobiles in the College parking lot should request this from the Director of Evening and Weekend College, Room 100.

- The Albany Police Department will be contacted whenever a violent felony offense occurs at or on the grounds of the Maria College Campus. Maria College will cooperate with the police to the fullest extent legally possible.

A special pamphlet is issued each year to inform and update students about safety and security.

Sexual Assault Policy

CRIMINAL CLASSIFICATIONS AND PENALTIES FOR SEXUAL ASSAULT CRIMES IN NEW YORK STATE: It is a sex crime to engage in any sexual contact with a person who does not consent, or to engage in sexual intercourse, deviate sexual intercourse, or sexual abuse if it is accomplished by forcible compulsion. New York law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless.

RAPE: Rape in the first degree occurs when a person engages in nonconsensual sexual intercourse with another by physical force, coercion, or threat, or with a person who is incapable of consent by reason of being physically helpless or underage. Sexual intercourse is defined as vaginal penetration. Rape in the first degree is a class B felony, punishable by up to 25 years in prison. Related offenses are: rape in the second degree, class D felony, punishable by up to 7 years in prison; rape in the third degree, a class E felony, punishable by up to 4 years in prison.

DATE OR ACQUAINTANCE RAPE: The most common form of sexual assaults on college campuses is date/acquaintance rape. Date rape occurs when your date forces you to have unwanted sexual activity. This may include touch, penetration, forcing you to touch him/her or being forced to pose for sexually explicit photos. While date rape involves sexual activity, it is used as a means to gain power and control. If you find yourself in a situation that is making you uncomfortable, listen to your instincts. Get to a safe place right away.

SODOMY: Sodomy in the first degree occurs when a person engages in nonconsensual deviate sexual intercourse with a person by physical force, coercion, threat, or with a physically helpless or underage person. Deviate sexual intercourse is defined as oral or anal sexual contact. Sodomy in the first degree is a class B felony, punishable by up to 25 years in prison. Related offenses are sodomy in the second degree, class D felony, punishable up to 7 years in prison; and sodomy in the third degree, class E felony, punishable up to 4 years in prison.

SEXUAL ABUSE: Aggravated sexual abuse in the first degree occurs when a person inserts a foreign object into the vagina, urethra, penis or rectum of another person by physical force, coercion, or threat, or does so to a person who is physically helpless or underage. It is a class B felony, punishable by up to 25 years in prison. Aggravated sexual abuse in the second degree occurs when a person inserts a finger into the vagina, urethra, or penis of another person by physical force, coercion or threat, or does so to a person who is physically helpless or underage. It is a class C felony, punishable by up to 15 years in prison. Sexual abuse in the first degree occurs when a person subjects another person to nonconsensual sexual contact by physical force, coercion, or threat, or when the other person is physically helpless or underage. Sexual contact is defined as any touching of the sexual or other intimate parts of another person, whether directly or through clothing. Sexual abuse in the first degree is a class D felony, punishable by up to 7 years in prison. Related crimes: sexual abuse in the second degree, class A misdemeanor, punishable by up to 1 year in jail; sexual abuse in the third degree, class B misdemeanor, punishable by up to 3 months in jail; and sexual misconduct, class A misdemeanor, punishable by up to 1 year in jail. (Source: New York Penal Law Article 130)

CRIMINAL CLASSIFICATIONS FOR SEXUAL ASSAULT CRIMES IN NEW YORK STATE

Nature of Intercourse	Age of Complainant	Age of Defendant	Classification
Sexual Intercourse			
By force	No limitation	No limitation	Rape 1 – Class B, Violent Felony
Physically Helpless Person	No limitation	No limitation	Rape 1 – Class B, Violent Felony
With consent	Under 11 years	No limitation	Rape 1 – Class B, Violent Felony
With consent	Under 14	18 or over	Rape 2 – Class D, Felony
With consent	Under 17	21 or over	Rape 2 – Class E, Felony
Mentally Incapacitated Person	No limitation	No limitation	Rape 3 – Class E, Felony
With consent	No limitation	No limitation	Sexual Misconduct
Sodomy			
By force	No limitation	No limitation	Sod.-1 Class B, Violent Felony
Physically Helpless Person	No limitation	No limitation	Sod.-1 Class B, Violent Felony
With consent	Under 11 years	No limitation	Sod.-1 Class B, Violent Felony
With consent	Under 14	18 or over	Sod.-2 Class D, Felony
With consent	Under 17	21 or over	Sod.-3 Class D, Felony
Mentally Incapacitated Person	No limitation	No limitation	Sod.-3 Class E, Felony
With consent	No limitation	No limitation	Sexual Misconduct Class A Misdemeanor
Sexual Contact			
By Force	No limitation	No limitation	Sexual Abuse-1 Class D, Violent Felony
Physically Helpless Person	No limitation	No limitation	Sexual Abuse-1 Class D, Violent Felony
With consent	Under 11 years	No limitation	Sexual Abuse-1 Class D, Violent Felony
Mentally Incapacitated Person	No limitation	No limitation	Sexual Abuse-2 Class A, Misdemeanor
With consent	Under 14	No limitation	Sexual Abuse-2 Class A, Misdemeanor
With consent	14 - 17	5 years older	Sexual Abuse-3 Class B, Misdemeanor
With an Animal or Dead Body	No limitation	No limitation	Sexual Misconduct, Class A, Misdemeanor
With a Foreign Object	*	No limitation	Aggravated Sexual Abuse-1, Class B Violent Felony
With a Finger	*	No limitation	Aggravated Sexual Abuse-2, Class C Violent Felony

*Under 11 or any age if force is used or complainant is physically helpless

Procedures at Maria College for Dealing with Sexual Assault

Campus rape, including sodomy, sexual abuse and oral copulation, is both a criminal violation of state sexual assault laws and a violation of student conduct. Thus, the offense can lead to two proceedings: (1) a criminal court case against the assailant which is filed by the District Attorney's office; and (2) an administrative proceeding initiated by the College, often referred to as a "disciplinary hearing."

In criminal proceedings, the same criminal laws and penalties apply to sexual assault by a stranger as by an acquaintance of the victim. The standard of proof in a criminal case is higher than that of an administrative proceeding. In a criminal case, the prosecutor must convince 12 jurors of the guilt of the defendant "beyond reasonable doubt." In an administrative proceeding or "disciplinary hearing," guilt or innocence is established by a "preponderance of the evidence." Thus, if a victim decides not to file a campus sexual assault case in criminal court, it is still possible that the alleged perpetrator might be found guilty at an administrative proceeding where the standard of proof is less stringent.

The College disciplinary proceedings of this nature constitute an informal trial in front of faculty and student representatives who comprise the sexual assault committee. The hearing committee listens to both sides of the case, decides whether the code of student conduct has been violated, and recommends a penalty if the alleged perpetrator is found guilty. The college

president generally makes the final determination based on the evidence. Penalties include expulsion with no option to return to campus, suspension for a specified time, exclusion from certain areas of campus, and/or mandatory counseling.

To encourage reporting of such assaults and to ensure fairness for the victim/survivor throughout the disciplinary process, the following rights are secured.

1. The right of a survivor to have a person or persons of her/his choice accompany her/him throughout the disciplinary hearing.
2. The right to remain present during the entire proceeding.
3. The right, as established in state criminal codes, not to have his/her past sexual history discussed during the hearing.
4. The right to make a "victim impact statement" and to suggest an appropriate penalty if the perpetrator is found guilty.
5. The right to be informed immediately of the outcome.

Sex Offenders Registry:

The Federal Campus Sex Crimes Prevention Act, was enacted on October 28, 2002, regarding sex offender, on college campuses. The Law requires institutions of higher education to issue a communiqué advising the campus community where such important information may be obtained. "It also requires sex offenders to provide notice, under state law, to each institution of higher education in the State where the person is employed, carries on a vocation, or is a student."

The New York State Registry can be accessed at the following link:

<http://criminaljustice.state.ny.us/nsor/index.htm>

For information on sex offenders in Albany County, contact the Albany Police Department at 438-4000 or visit: www.apdonline.org/police/pages/sex-offenders/sexoffl.htm

Sexual Harassment/Gender Discrimination

The United States Equal Employment Opportunity Commission, Title VII of the Civil Right Act of 1964, as amended, and recent court decisions have defined sexual harassment of employees or students at the College as unwanted sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature. Some examples include pressure for sexual activity, verbal or written sexual abuse disguised as humor, obscene gestures, and physical aggression such as unnecessary touching, pinching or fondling of the body.

Sexual harassment is a form of sex discrimination, which, for employees, is prohibited under Title VII of the Civil Rights Act. Of 1964 and under Title IX of the Education Amendments of 1972 for students. The New York State Human Rights Law also prohibits sex discrimination. Sexual harassment offenders shall be subject to disciplinary action, which may include but is not limited to oral or written warnings, demotion, transfer, suspension, or dismissal for cause. No faculty or staff member, applicant for employment, student or member of the public may be subject to restraint, interference, coercion, or reprisal for seeking information about sexual harassment, filing a sexual harassment complaint or serving as a witness. It is also the policy of the College that willful false accusations of sexual harassment shall not be condoned.

Smoking

Smoking is not permitted in campus buildings in compliance with the New York State Clean Indoor Air Act.

Tuition Liability

By registering for courses, the student incurs tuition liability. Non-attendance in a course does not constitute either a drop or a withdrawal from the course or limit the student's financial obligation. It is the student's responsibility to be aware of the tuition refund policy, how to officially withdraw from a course, and the deadlines to add, drop, or withdraw from a course.

Community Resources

Bus Schedules

Copies of bus schedules are available in the lobby of the Administrative Building.

Religious Places of Worship in Nearby area

St. Teresa of Avila Church	435 New Scotland Avenue	438-7851
St. Catherine of Siena Church	40 Collins Place	489-3204
Bethany Community Reformed Church	760 New Scotland Avenue	482-7998
Temple Israel	600 New Scotland Avenue	438-7858

Restaurants

There are also various restaurants located in the nearby area:

Gold Key - 579 New Scotland Avenue - 438-2622

Mr. Subb - 579 New Scotland Avenue - 438-8326

Dunkin Donuts - 601 New Scotland Avenue - 482-3880

The Pantry - 577 New Scotland Avenue - 438-7073

Fountain Pizza - 283 New Scotland Avenue - 482-9898

Spinners Pizza/Subs - 14 Picotte Drive - 482-7311 (free delivery over \$10)

St. Peter's Hospital - Manning Blvd. - cafeteria is located on the ground floor

Gallo's Deli - 605 New Scotland Avenue - 482-2248

Service Stations

AAA - Hudson Valley Auto Club - 482-3321

Getty - 821 New Scotland Avenue - open 24 hrs.

Stewarts - 875 New Scotland Avenue

Mobil - 791 New Scotland Avenue

Taxi Numbers

Pine Hills 463-4455

OK Taxi of Albany 465-5555

MARIA COLLEGE
ACADEMIC CALENDAR 2006-2008

SUMMER 2006

Summer 2006 Registration Dates for Fall

May 16, 2006
June 29, 2006
August 10, 2006
August 24, 2006

Summer Session I 2006

Session A WEEKEND

Session B DAY

Session C EVENING

Summer Session II 2006

Session D DAY

Session E EVENING

May 6 - August 6, 2006
June 5 - June 28, 2006
May 22 - June 28, 2006
No Class May 29, 2006
July 3 - July 27, 2006
July 3 - August 10, 2006
No Class July 4, 2006

Summer 2006 Weekend

May	June	July	August
6, 7	3, 4	8, 9	5, 6
13, 14	17, 18	22, 23	
	24, 25		

FALL 2006

Fall 2006 Registration Dates

May 11, 2006
June 22, 2006
August 10, 2006
August 24, 2006
August 23, 2006

Faculty Orientation

Fall 2006 Session Begins

DAY & EVENING

WEEKEND

Last Day to Add Classes

Labor Day – No Classes

Columbus Day – No Classes

Thanksgiving Recess

Advisement Begins

Last Day to Withdraw

August 28, 2006
September 9, 2006
September 1, 2006
September 4, 2006
October 9, 2006
November 22, 23, 24, 2006
October 16, 2006 **Week 8**
October 27, 2006 **Week 10**

Final Exams

DAY Students

WEEKEND Students

EVENING Students

December 12, 13, 14, 15, 2006
December 17, 2006
December 11, 12, 13, 14, 2006

Fall 2006 Weekend

September	October	November	December
9, 10	14, 15	4, 5	2, 3 16, 17
23, 24	28, 29	18, 19	9, 10 **

SPRING 2007

Spring 2007 Registration Dates

December 14, 2006
January 5, 2007

Spring 2007 Session Begins

DAY, EVENING

January 8, 2007

WEEKEND
 Last Day to Add Classes
 Martin Luther King Day-No Classes
 Winter Recess
 Advisement Begins
 Last Day to Withdraw
 Easter/Spring Recess
Final Exams
 WEEKEND
 DAY
 EVENING

January 6, 2007
 January 12, 2007
 January 15, 2007
 February 19-23, 2007
 March 2, 2007 **Week 8**
 March 16, 2007 **Week 10**
 April 2-6, 2007

 April 15 or 22, 2007
 May 8, 9, 10, 11, 2007
 May 7, 8, 9, 10, 2007

Spring 2007 Weekend

January	February	March	April
6, 7	3, 4	3, 4	14, 15
20, 21	10, 11	17, 18	21, 22
** snow weekend	24, 25**		

COMMENCEMENT

May 20, 2007 **3:30 p.m.**

SUMMER 2007

Summer 2007 Registration Dates for Fall

May 10, 2007
 June 21, 2007
 August 9, 2007
 August 23, 2007

Summer Session I 2007

Session A WEEKEND
 Session B DAY
 Session C EVENING

May 5 - August 5, 2007
 June 4 - June 28, 2007
 May 21 - June 27, 2007
 No Class May 28, 2007
 July 2 - July 30, 2007
 July 2 - August 8, 2007
 No Class July 4, 2007

Summer Session II 2007

Session D DAY
 Session E EVENING

PNC Certificate Ceremony

August 11, 2007

Summer 2007 Weekend

May	June	July	August
5, 6	2, 3	7, 8	4, 5
12, 13	16, 17	21, 22	
	23, 24		

Fall 2007 Registration Dates

May 10, 2007
 June 21, 2007
 August 9, 2007
 August 23, 2007
 August 22, 2007

Faculty Orientation

Fall 2007 Session Begins

DAY & EVENING

WEEKEND

Last Day to Add Classes

Labor Day – No Classes
 Columbus Day – No Classes
 Thanksgiving Recess
 Advisement Begins

August 27, 2007
 September 8, 2007
 September 1, 2007
 September 3, 2007
 October 8, 2007
 November 21, 22, 23, 2007
 October 15, 2007 **Week 8**

Last Day to Withdraw

October 29, 2007 **Week 10**

Final Exams

DAY Students
WEEKEND Students
EVENING Students

December 11, 12, 13, 14, 2007
December 16, 2007
December 10, 11, 12, 13, 2007

Fall 2007 Weekend

September	October
8, 9	13, 14
22, 23	27, 28

November	December
3, 4	1, 2 15, 16
17, 18	8, 9 **

Spring 2008 Registration Dates

Spring 2008 Session Begins

DAY, EVENING
WEEKEND
Last Day to Add Classes
Martin Luther King Day-No Classes
Winter Recess
Advisement Begins
Last Day to Withdraw
Easter/Spring Recess

December 13, 2007
January 3, 2008

Final Exams

WEEKEND
DAY
EVENING

January 7, 2008
January 5, 2008
January 11, 2008
January 21, 2008
February 18-22, 2008
March 3, 2008 **Week 8**
March 24, 2008 **Week 10**
March 17-21, 2008

April 20, 2008
May 6, 7, 8, 9, 2008
May 5, 6, 7, 8, 2008

Spring 2008 Weekend

January	February
5, 6	2, 3
19, 20	9, 10 23, 24**

** snow weekend

March	April
1, 2	5, 6
29, 30	19, 20

COMMENCEMENT

May 18, 2008 3:30 p.m.

Summer 2008 Registration Dates for Fall

May 8, 2008
June 19, 2008
August 7, 2008
August 21, 2008

Summer Session I 2008

Session A WEEKEND
Session B DAY
Session C EVENING

May 3 - August 10, 2008
June 2 - June 26, 2008
May 19 - June 25, 2008
No Class May 26, 2008
June 30 - July 24, 2008
June 30 - August 5, 2008
No Class July 4, 2008

Summer Session II 2008

Session D DAY
Session E EVENING

PNC Certificate Ceremony

August 16, 2008

Summer 2008 Weekend

May	June	July	August
3, 4	1	12, 13	9, 10
10, 11	14, 15	26, 27	
31	28, 29		