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SECTION I: THE COLLEGE

The Board of Trustees shall choose a President and other officers as shall be needed for the operation and control of the College. All such officers shall be directly responsible to the President of the College.

MARIA COLLEGE: AN OVERVIEW

Maria has enjoyed more than five decades of growth due in great part to the success of its graduates, but underlying this success is the delicate balance the College has maintained between its commitment to the liberal arts and the highly contemporary, career-oriented degrees it offers. This balance breathes life into an educational philosophy that seeks to instill in its graduates respect for the dignity of the individual, as well as the ability to transform learned skills into vehicles of service.

The College, a nonprofit, independent, coeducational institution, offers a variety of bachelor degrees, associate degrees and certificate programs. Students can currently pursue the following degrees: Bachelor of Science in Nursing, Bachelor of Science in Psychology, Associate in Applied Science (Accounting, Early Childhood Education, Management, Nursing, Occupational Therapy Assistant and Paralegal); Associate in Arts (Education Transfer Program and Liberal Arts – Concentrations in English, Psychology and Religious Studies/Philosophy); and Associate in Science (General Studies). Because a Maria education has from its founding been grounded in the liberal arts, Maria’s degrees qualify for transfer to four-year institutions — a cost-effective benefit that increasing numbers of its graduates elect. The wide range of associate degree programs is therefore both a gateway to a professional career and preparation for further education. Professional Certificate programs, which are especially attractive to students already in the workforce who wish to advance their careers, are available in the following: Bereavement Studies, Gerontology, Paralegal, Practical Nurse (LPN Training) and Teaching Assistant.

Maria’s commitment to the needs of the individual student is nowhere more evident than in its guidance and counseling programs: academic guidance through a faculty advisor assigned each student; personal counseling through the Counseling Center; spiritual guidance through the Campus Ministry Office; and career guidance through the College’s Office of Career Services, a service that is available to alumni as well. A student/faculty ratio of 14:1 ensures personal attention and meaningful interaction with faculty and staff.

MISSION OF MARIA COLLEGE

The mission of Maria College is to instill in our graduates a respect for the dignity of each person and the ability to transform learned skills into caring service. The ideal of “service to others” is rooted in the Judeo-Christian tradition and the ideals of the Sisters of Mercy, who founded and sponsor the College. The intent of the College is to provide educational programs with high academic standards, convenient scheduling and formats for students of any age who may benefit from small classes and a warm, encouraging environment.
INSTITUTIONAL CORE VALUES
The Faculty and Administration have adopted the following Core Values:

- Scholarship
- Respect
- Integrity
- Compassion
- Community
- Service

INSTITUTIONAL GOALS OF MARIA COLLEGE

- Maria College will provide high quality career and transfer programs for a student population diverse in age and background and will deliver these programs without discrimination at moderate costs, with flexible time scheduling, while maintaining high academic standards.
- Maria College will design methods of instruction that provide a quality education, which includes maintaining an expert faculty and integrating the latest technological developments into the curriculum.
- Maria College will be alert for the needs of the student population that can best be served by a small college with close faculty-student relationships.
- Maria College will deliver all programs in a cost effective, fiscally sound manner.

INSTITUTIONAL LEARNING OUTCOMES
Maria College graduates will be able to:

- Use ethical reasoning and critical thinking to make reflective and discerning decisions in their personal and professional lives.
- Demonstrate career skills supported by a broad general education.
- Speak and write technically correct English and read for meaning in a wide range of materials.
- Demonstrate competency in the use of contemporary forms of technology.
- Obtain, manage and evaluate information effectively using the library and other information resources.
- Synthesize material from multiple academic disciplines, which develops and inspires the desire for life-long learning.
- Analyze scientific, qualitative and quantitative evidence.

AFFIRMATIVE ACTION
By reason of the titles contained in Executive Order 11246, as amended, Maria College is an Affirmative Action employer, having a positive program which covers the recruitment of academic personnel.

In compliance with Title IX of the Education Amendment of 1972, as amended, and the Rehabilitation Act of 1973, the College advertises for all openings in academic and non-academic departments, providing equal employment opportunities all without regard to race, color, national origin, sex, sexual orientation, religion, or disability.
SECTION II: ORGANIZATIONAL STRUCTURE

BOARD OF TRUSTEES
The Board of Trustees is ultimately responsible for the Administration of the College. The Board of Trustees shall choose a President and other officers as shall be needed for the operation and control of the College. All such officers shall be directly responsible to the President of the College. The Board is self-perpetuating and elects its chairperson. As the depository of the legal and financial responsibility of the College, the Board of Trustees determines policy; however, this policy is largely based on recommendations evolved from faculty consideration. Communications with the Board of Trustees are channeled through the President of the College.

THE PRESIDENT
The President is responsible to the Board of Trustees for the general administration of the College. As the chief executive officer, the President serves as liaison and channel of communication between the Board and the College and prepares periodic reports for the Board. It is the responsibility of the President to implement all policies approved by the Board of Trustees.

The President is an ex-officio member of all College committees except the Committee on Faculty Evaluation and the Faculty Affairs Committee. The President delegates to the chairperson of each committee the authority necessary to fulfill the duties of the committee.

ORGANIZATIONAL CHARTS
The Maria College administrative and academic structures are illustrated in the organizational charts presented at the end of this section. The Maria College organizational chart shows all administrative offices and reporting channels associated with each office. The academic affairs organizational chart includes all academic departments and programs as well as academic support offices, associated positions, and reporting channels.

PROGRAM STRUCTURE
Degree programs offered by Maria College include Psychology, Business (Accounting, Management, Paralegal), Education, General Studies, Liberal Arts, Nursing, and Occupational Therapy Assistant. Certificates offered by the College are Bereavement Studies, Gerontology, Paralegal, Practical Nurse, and Teaching Assistant. Each degree program or certificate program is under the direction and supervision of a Program Chairperson or Certificate Coordinator. The instructional faculty members are organized according to the program in which they teach the majority of courses.

DEPARTMENT/PROGRAM CHAIRPERSON
The principal role of the department/program chair is to provide leadership to department/program faculty and students, to be an advocate for the department/program, and to serve as department/program liaison to administration. Chairpersons are appointed by the President in consultation with the Vice President for Academic Affairs. Department/program chairs report directly to the Vice President for Academic Affairs.
Duties:

**FACULTY**
- Evaluate department/program faculty for reappointment and change in rank.
- Involve faculty members in the decision making process of the department.
- Coordinate the search and recruitment of prospective faculty and staff.
- Recognize and communicate with faculty regarding their contributions and service to the department/program.
- Facilitate the flow of information between administration and the department regarding department and college plans and activities.
- Assist in developing teaching schedules by consulting with department/program faculty and providing input to the Vice President for Academic affairs.
- Communicate faculty expectations to the Vice President for Academic Affairs.
- Encourage and support professional activities of department/program faculty.

**STUDENTS**
- Coordinate with department/program faculty to advise students on academic and/or department policy matters and inform students of program requirements.
- Address student concerns and conflicts.
- Maintain and support departmental involvement with students, student groups and clubs.
- Recognize superior academic performance at special events such as awards convocation.

**PROSPECTIVE STUDENTS**
- Coordinate department tours for prospective students.
- Coordinate department participation in student orientation programs, open house, and registration days.
- Coordinate departmental communication with accepted students.
- Assist in the recruitment of students for the department’s programs and course offerings.

**DEPARTMENT**
- Plan and conduct department meetings.
- Keep administration informed of all relevant department matters and events.
- Facilitate the review and revision of academic programs and courses.
- Facilitate the development and discontinuation of programs and courses.
- Assist with the development of departmental public relations and marketing materials related to academic programs and department activities.
- Work with the Assistant Dean of Academic Affairs on the development of articulation agreements.
- Inform administration of department laboratory and/or classroom maintenance and repair needs.
- Supply departmental/program information for accreditation procedures.
- Provide leadership on assessment of department academic programs.
- Certify compliance with college academic policies including utilization of standard syllabus format.

**BUDGET**
- Develop, allocate and maintain the department budget.
- Submit budget requests in a timely manner.
- Approve departmental purchase requests.
• Approve faculty requests for professional development funding.
• Identify facilities and equipment needs.

**COMMITTEES OF THE ADMINISTRATION**
Committees of the Administration are organized to facilitate the functioning of the institution. The committees are comprised of members of the administration and those faculty members appointed by the President or the Vice President for Academic Affairs. See *Organizational Chart of Administration Committee Structure* at the end of this section.

**PRESIDENT’S CABINET**
The President’s Cabinet is comprised of the President, Vice President for Academic Affairs, Dean of Enrollment Management, Chief Financial Officer, Dean of Student Services, Director of Information Technology, Director of Marketing and Communications, and Director of Campus Ministry. Cabinet meetings are called by the President to coordinate ongoing administrative activities, to discuss matters of shared interest and concern, and to insure that all Cabinet members are aware of ongoing issues and activities. The Cabinet meets twice monthly.

**INSTITUTIONAL PLANNING AND STEERING COMMITTEE**
The Institutional Planning Committee is comprised of the President, the Vice President for Academic Affairs, and other college personnel appointed by the President.

*Mission:*
The Institutional Planning and Steering Committee reviews the Institutional Mission, Goals, and Strategic Plan, and coordinates the Middle States accreditation review.

*Committee Charge:*
• To monitor the 5-year Strategic Plan and the Master Plan.
• To coordinate the accreditation review process for Middle States.
• To review program goals and objectives and integrate them into the institutional mission.
• To monitor continuing assessment and strategic planning process, using reports submitted by the Assessment Committee.
• To review and identify critical issues, using previous plans, accreditation recommendations and other outside observations and data.
• To review the mission statement, re-evaluating goals and objectives in light of internal and external changes and critical issues.

**NURSING ADVISORY COMMITTEE**
A committee comprised of nursing professionals appointed by the President, who advise the President in matters relating to the nursing program at Maria College.

**ADVISORY COMMITTEE ON CAMPUS SECURITY AND SAFETY**
The committee, appointed by the President, is comprised of the Director of Information Technology, the Dean of Student Services, two students, and two
members of the faculty who are recommended by the Faculty Affairs Committee. The Advisory Committee on Campus Security and Safety meets to review security policies and procedures and report the findings to the President. The Committee reports to the President.

**Mission:**
The mission of the Advisory Committee on Campus Security and Safety is to ensure Maria College is in compliance with Article 129-A of the Education Law in respect to campus security and to review and propose emergency procedures and safety precautions at the College.

**Committee Charge:**
- Take steps to inform students and prospective students of the existence of the campus crime statistics on an annual basis. (Section 6433.)
- Take steps to inform students and prospective students on campus safety policies and procedures of the school. (Section 6433.)
- Review current campus security policies and procedures and make recommendations for their improvement within the following areas:
  - Educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault pursuant to Section 6432 of State Law Article 129-A.
  - Educating the campus community about personal safety and crime prevention.
  - Reporting sexual assault and working with victims during investigations.
  - Referring complaints to appropriate authorities.
  - Counseling victims.
  - Responding to inquiries from concerned persons.
- Report in writing to the President on its findings and recommendations in May of every academic year. The report will be available upon request.

**PROGRAM CHAIR COMMITTEE**
The Program Chair Committee is comprised of the President, the Vice President for Academic Affairs, the Director of Evening and Weekend College, the Director of First Year Experience, and the Chairs of the degree programs. The committee meetings are scheduled by the Vice President for Academic Affairs.

**Mission:**
The mission of this committee is to facilitate the administration of the academic programs at Maria College.

**Committee Charge:**
- To advise and assist the Vice President for Academic Affairs in building and maintaining a curriculum constructed to attain the objectives of the College and in formulating and implementing academic policies.
- To share events happening at the administrative level.
- To share events happening within each program.
- To provide an avenue for interdisciplinary discussion of issues impacting the programs and an opportunity for input from other chairs as to how they may have dealt with similar issues.
- To allow an avenue of communication between programs whenever a change within one program may have an impact in another program.
INSTITUTIONAL REVIEW BOARD (IRB)
Maria College is committed to the principle that the rights and welfare of human beings participating as subjects in College research, training and other related projects must be protected. This institution complies with federal regulations (45 CFR 46) and New York State Law regarding the use of human subjects. Before any research that has been determined to involve human subjects can be conducted by faculty, staff, or students of the College, or by any person under the auspices of the College, it must be approved by the College’s Institutional Review Board (IRB). Prior approval is required for all research, regardless of the source or amount of funding. The IRB is comprised of the Assistant Dean of Academic Affairs, an additional staff member, and at least three faculty members from different academic disciplines. At least one faculty member must have a history of human subjects research. The IRB chair is appointed by the Vice President of Academic Affairs for a three year term. IRB members are appointed with unlimited reappointments of three years by the Vice President of Academic Affairs.

Maria College IRB members, investigators, and other key personnel involved with human subjects research are required to complete training in the protection of human research participants. This training may be received through nationally accepted processes or another acceptable certification process at an institution. Otherwise, individuals must complete the Maria College IRB training module, available online through the college learning management system (BlackBoard).

In order for the IRB to have adequate information on which to base their review of the proposed research, investigators must submit the Maria College IRB application, which requires the specification of the following:

- The purpose and significance of the project, including a statement of hypotheses to be tested, along with an indication of the theoretical, biomedical and/or social significance of potential findings.
- A description of the population of human subjects that will be used, and a description of the procedures that will be used for recruiting subjects, for obtaining informed consent (a copy of the proposed informed consent form must be attached), for assuring the confidentiality of subjects’ data, and for debriefing them upon conclusion of the project.
- A description of the materials to which subjects will be exposed during the course of the study, procedures for conducting the study, and a description of the independent and dependent variables under study.
- Assurance that the Principal Investigator will take all necessary steps to protect the safety and security of data collected, along with a description of those steps.

COMMITTEES OF THE FACULTY

Participation/Membership:
- Service on college committees is a faculty responsibility.
- A faculty member should not serve on more than two standing committees concurrently.
- On those committees whose purview is campus-wide, membership will include other members of the campus community as deemed appropriate.
Responsibilities:

- Standing committees of the faculty are the means by which the faculty develop proposals and make policy recommendations in different areas of college governance to the President.
- Standing committees, as representative groups of the faculty, have the responsibility for promoting the best interests of their colleagues, the students, and the college.
- Standing committees shall meet at least once per month throughout the academic year with all committee members expected to attend and participate.
- The committee chairperson is responsible for notifying members of pending meetings, for generating meeting agendas, and for facilitating meeting deliberations.
- The meeting scribe is responsible for recording meeting minutes, distributing minutes to committee members, and posting minutes.

Committee Selection Process:

- Election of members to standing committees shall be based on department or program representation or at-large depending on the committee specifications.
- When a department does not have sufficient eligible faculty to meet its membership obligations on committees requiring department representation, the necessary members shall be selected from the faculty at-large.
- The Vice President for Academic Affairs shall notify the faculty of pending committee vacancies by March 1. Election of department/program and at-large representative(s) to elected committees shall be held prior to April 1 by secret ballot. Election results shall be reported to the faculty by April 10. Appointment to appointed committees shall be completed by April 30. Student members shall be appointed by April 30 for terms to begin in the fall semester.
- Faculty and students elected and/or appointed to committees shall be notified by the Office of Academic Affairs by May 15.
- Faculty members and students have the privilege of accepting or declining an appointment to a committee.
- Vacancies on elected or appointed committees for one semester or less shall be filled through appointment by the Vice President for Academic Affairs.
- Vacancies on elected or appointed committees for more than one full semester shall be filled by the procedures described above as if for a full term.

Reports:

- Standing committees are obligated to keep the faculty informed of committee actions and will be required to give one detailed report of its activities to the faculty during each academic year.
- Approved minutes for all committees shall be posted on the campus network within two weeks of committee approval.
Operational Guidelines:
- The committee chairperson in collaboration with committee members establishes the agenda for each committee meeting.
- Any faculty member may discuss an item of concern with a committee member and can request committee consideration of the matter.
- Committees shall select the chairperson and scribe at the first committee meeting of the academic year.
- Faculty may serve for no more than two consecutive two-year terms. Terms of committee service shall be staggered to provide continuity.

**RECRUITMENT COMMITTEE**
The Committee on Recruitment shall consist of the Director of Admission as chairperson, Dean of Enrollment Management, Director of Financial Aid, Registrar, and a faculty member from each program appointed by the Program Chairperson for a one-year term. The Committee shall meet during the academic year as scheduled by the Director of Admissions. The Committee reports to the President.

**Mission:**
The Recruitment Committee provides Maria College, its students, faculty, and administration with advisory support on all matters relating to recruitment of new students. The mission is to continuously cultivate a campus-wide marketing and recruitment philosophy.

**Committee Charge:**
- Evaluate the recruitment practices and policies of the Admissions Office.
- Share ideas and initiate conversations on new recruitment activities and policies.
- Develop new recruitment activities within the various offices and academic programs.
- Identify general and college-specific barriers to recruiting new students.
- Review the standards of admission for each department with consideration toward current trends in education at two-year and four-year colleges and in practical application in the field of study.
- Recommend to the President, Vice President for Academic Affairs and general faculty, changes or modification in admissions standards, policies and procedures.

**ACADEMIC AFFAIRS COMMITTEE**
The Academic Affairs Committee shall consist of one faculty member from each academic department or program and the Vice President for Academic Affairs.

**Mission:**
The Academic Affairs Committee provides faculty the opportunity to participate in shared governance on matters directly involving academic policies, academic processes and curriculum development. Committee members assist the Vice President for Academic Affairs in maintaining a high standard of quality in all academic programs.

**Committee Charge:**
- To advise and assist the Vice President for Academic Affairs in building and maintaining a curriculum that advances the mission of the college and meets strategic plan goals.
- To act on proposals from academic units for new academic programs, new courses, and revisions to existing courses and programs.
To assure universal adoption and utilization of the standard syllabus format and template in all courses.

To submit for approval by Administration recommendations for changes and improvements in testing and grading practices, teaching methods, and other instructional matters impacting the effectiveness of academic programs.

To develop and submit for approval by Administration recommendations for new academic policies and revisions to existing academic policies.

To certify that all proposed new or revised courses conform to the federal and state credit hour regulations and thus comply with the Maria College policy on credit hours.

To examine course syllabi submitted with proposals for new or revised courses for contact time and verify that specified student learning outcomes meet the credit hour standard.

To address matters of concern regarding academic policies and processes.

**ASSESSMENT COMMITTEE**

The Assessment Committee shall consist of five full-time faculty members, one professional staff person, the registrar or designee, and one student.

**Mission:**

The Assessment Committee provides coordination, support and information on best practices of outcomes assessment. The committee is responsible for ensuring ongoing assessment of institutional effectiveness with emphasis on program-specific outcomes. This group responds to assessment results in a constructive manner and ensures that institutional units use assessment results to implement modifications in programs, courses and institutional practices.

**Committee Charge:**

- Communicate sense of importance and value of assessment to the college community.
- Review best practices locally and nationally and provide validated examples for academic and non-academic assessment purposes.
- Inform members of the college community about methods and techniques of assessment.
- Provide guidance to department chairs and program directors in developing, completing and implementing program action plans.
- Gather information on all assessment activities being done on campus and provide support and direction for assessment data collection, analysis and utilization.
- Work with the Academic Affairs Committee to monitor and insure the inclusion of course learning outcomes and direct evidence of mission integration in new course proposals and on syllabi for existing courses.
- Work with the Academic Affairs Committee to insure that assessment findings are used to guide change in academic programs and courses.
- Coordinate and offer professional development workshops to faculty, staff and administrators on assessment tools and methods.
- Gather and submit information on exemplary approaches to assessment in use at Maria College for posting on the college website.
- Inform and consult with the Office of Academic Affairs about institution-wide initiatives to assess student learning outcomes.
- Participate in regional and national conferences on assessment issues as appropriate.
**RETENTION COMMITTEE**
The Retention Committee shall consist of five faculty members with at least one from each academic department and with one directly involved in the First Year Experience, director of advisement, registrar, dean of student services or designee, director of learning center or library or designee, director of online learning, dean of enrollment management, and two students.

**Mission:**
The Retention Committee provides Maria College, its students, faculty, and administration with advisory support on all matters relating to student persistence. The mission is to improve student success by collaboratively exploring, developing, implementing, promoting and assessing student retention initiatives at the College.

**Committee Charge:**
- Establish and promote student retention as a high profile campus issue.
- Share ideas and initiate conversations on issues contributing to retention, such as campus culture, shifting student demographics, etc.
- Review institutional retention and graduation data.
- Identify general and college-specific barriers to student retention.
- Evaluate institutional policies, practices and procedures as they pertain to retention.
- Research best retention practices and model retention programs.
- Analyze and communicate retention data and best practices to college community.
- Set reasonable, data-informed retention and graduation goals for the college.
- Develop retention plan with recommended strategies, programs, services and activities.
- Recommend implementation of programs for identifiable at-risk groups.
- Develop annual progress reports that include evaluations and outcomes of retention related strategies, programs, services and activities.
- Participate in regional and national conferences on retention issues as appropriate.

**COMPUTER ADVISORY COMMITTEE**
The committee consists of faculty representatives from all academic programs, the Director of Information Technology, the Director of the Library, and the Director of Online Learning. Faculty members are to be appointed by each Program Chair. The Director of Academic Computing will serve as Chair of the committee and will schedule meetings. The Committee reports to the President.

**Mission:**
The mission of the Computer Advisory Committee is to discuss and disseminate information about campus wide computer issues by making recommendations to Administration as well as circulating information back to the programs.

**Committee Charge:**
- To bring computer-related needs of the various academic programs to the attention of the Director of Academic Computing.
- To assist the Director of Academic Computing in planning future computer acquisitions, policies and projects, and to make these recommendations to the Administration.
- To plan and help carry out workshops for faculty, staff and student populations.
- To report back to the programs about any hardware & software acquisitions.
• To review computer policy changes.
• To facilitate development of online courses.

**LIBRARY COMMITTEE**
The committee consists of representatives from each of the programs who have been appointed by the Program Chair. The Director of the Library will serve as Chair of the committee and will schedule meetings. The Committee reports to the Vice President for Academic Affairs.

**Mission:**
It is the function of this Committee to carry out the mission of the library by providing faculty and program input into the operation of the library.

**Committee Charge:**
- To make holdings and facilities serviceable.
- To inform the Director of Library needs of students and faculty.
- To communicate instructional services provided by the library.
- To help organize and maintain a collection that supports the various programs of the college.

**FACULTY AFFAIRS COMMITTEE**
The Faculty Affairs Committee is an *ad hoc* committee that consists of five members of the faculty elected by the faculty. No faculty member holding administrative rank may hold membership on or vote for this committee. Terms of appointment will be for two years with no more than 3 consecutive terms possible.

**Mission:**
The mission of the Faculty Affairs Committee is to provide an opportunity for faculty to discuss among themselves matters of faculty welfare and to provide a channel of communication between the faculty and administration on these matters of faculty welfare.

**Committee Charge:**
- To discuss policies regarding salary, promotion and rank and make recommendations to the President.
- To contribute to the growth and well-being of the College with support to the administration in events and/or projects directed to this goal, and to preserve and guarantee academic freedom in accordance with the aims and purposes of the College.
- To hold a faculty forum at least twice a year so that members of the faculty have an opportunity to meet and discuss concerns.
- To bring the concerns expressed at the faculty forum to the attention of the administration.
- To review the Faculty Handbook on a regular basis so that it contains current and accurate information.
- To work with the administration to create and promote faculty development activities.

**COMMITTEE ON FACULTY EVALUATION**
The Committee on Faculty Evaluation is an *ad hoc* committee that consists of four members elected by the faculty. To be eligible for membership on this
Committee, faculty must be full-time with at least four years of service at Maria College. Faculty in administrative positions and Program Chairs are ineligible. Members of the faculty who are to be evaluated in the current year are ineligible.

**Mission:**
The mission of the Committee on Faculty Evaluation is to provide faculty input in the faculty evaluation process.

**Committee Charge:**
- To examine faculty application materials for reappointment and promotion in rank.
- To examine this material in a timely manner after the Vice President for Academic Affairs notifies members of the committee that it is ready for review.
- To formally present to the President recommendations on reappointment or promotion.

**COMMITTEE ON NOMINATIONS**
The Committee on Nominations is an *ad hoc* committee that consists of four faculty members elected by the faculty for a one-year term. No member is eligible for immediate re-election. No faculty member holding administrative rank may hold membership on, or vote for this Committee.

**Mission:**
The mission of this Committee is to maintain the elected committees at the College.

**Committee Charge:**
- To supply slates of nominees for all elective positions.
- To follow the guidelines for each elected committee so that faculty who are nominated are eligible for the committee.
- To meet within the last two weeks of the spring semester to create a slate of candidates.
- To present the slate to the faculty in a timely manner so that faculty committees may begin their duties early in the academic year.

**AD HOC ACADEMIC APPEALS COMMITTEE**
A committee comprised of students and faculty and a chair appointed by the President, who is responsible for organizing the committee and writing any reports. The Ad Hoc Academic Appeals Committee meets to review academic grievances by a student who has not had a satisfactory resolution in Steps 1 and 2 of the Academic Grievance Procedure. The Academic Dean will initiate the convening of the committee.

**Mission:**
In order to insure that a student has access to a just and fair review, the student’s concerns will be reviewed by students, faculty and administration.

**Committee Charge:**
The Committee will meet with all persons involved in the grievance in order to review all issues of the complaint.
The Committee will meet within two weeks after the completion of Step 2. The Committee will make one of the following recommendations for resolution to the Academic Dean within five school days of its first hearing date:

- Acceptance of the student’s recommended resolution by the faculty member and reassessment of the situation with the Academic Dean.
- Rejection of the student’s recommendation but re-examination of the situation by the faculty member based on the findings of the committee. Such re-examination will be conducted in consultation with the Academic Dean.
- Rejection of the student’s grievance.
Maria College Organizational Chart

Board of Trustees

President

Dean of Enrollment Management
- Director of Admissions
- Admissions Counselors
  - HEOP Director
  - Director of Career Services
- Financial Aid Director
  - Assistant Director of Financial Aid

Chief Financial Officer

Director of Information Technology
- Assistant Director
- Business Manager
- Business Office
- Clerical
- Café Operations
- Book Store Manager

Director of Student Services
- Assistant Dean for Student Services & Organizations
- Psychological Counseling Officer
- Disabilities Coordinator
- Affirmative Action Officer

Director of Campus Ministry
- Registrar
- Assistant Registrar
- Director of Learning Center
- Director of Evening & Weekend College

Vice President for Academic Affairs and Academic Dean
- Asst Dean of Academic Affairs
- Asst to the VPAA
- Director of the Library
- Director of On-line Learning
- Department Chairs/Program Directors
- Faculty
- Certificate Coordinators
- Adjunct Faculty

Director of Marketing and Communication
- Graphic Designer

Superintendent of Plant Maintenance
- Plant Staff

Revised 9/2014
SECTION 3: FACULTY

The faculty of Maria College includes all persons with academic rank who serve the program in teaching or administrative capacities. The faculty functions as a group through committees established for special purposes. Only full-time members are eligible to serve on ad hoc and standing committees unless otherwise stated. Faculty members ordinarily serve on two committees one of which may be a standing committee.

OATH OF ALLEGIANCE
All faculty members are required by the State of New York to sign and be bound by a formal statement of allegiance to the Constitution of the United States and the Constitution of the State of New York.

ACADEMIC FREEDOM
The faculty subscribes to the Statement of Principles on Academic Freedom as stated by the American Association of University Professors (AAUP):

- The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial material that has no relation to his/her subject.
- The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. While he/she should be free from institutional censorship or disciplines, his/her special position in the community imposes special obligations. As a man or woman of learning and an educational officer, he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

RESPONSIBILITIES OF FULL-TIME FACULTY

- Teaching
- Advising and mentoring students
- Engaging in Scholarship (See Policy on Scholarship)
- Scheduling office hours so students have access to support outside of class.
- Following the accepted course syllabus format for all courses and providing students within the first week of the semester a course syllabus so they are informed of all policies for attendance, make-up work, and other specific requirements of the course.
- Participating in Open House and other events to promote programs at Maria College.
- Participating in college and department committee work which is focused on formulating academic and administrative policies and in constructive evaluation of the total educational program. A Calendar of Committee Meetings is provided at the beginning of the academic year.
• Notifying the College of activities outside the classroom that will involve the college community & resources by submitting an Events Form for approval.
• Engaging in professional development activities such as membership in associations and attendance at conferences. The faculty members should maintain a contemporary knowledge of their respective fields and be aware of new developments in the field of education.
• Honoring the Code of Conduct for faculty
• Participating in all phases of academic advisement when requested to do so by the College. Instructors should be available for individual student advisement and should make students aware of this availability.
• Submitting to the Registrar’s Office copies of course syllabi, deficiency notifications, midterm grades, semester census reports, and final grades in a timely fashion.
• Securing approval of the Maria College Institutional Review Board before using students as research subjects or engaging in other research associated with the College.
• Acknowledging that all materials produced in order to fulfill the duties required by the contract are property of Maria College unless otherwise stipulated. Regarding development of online courses, please see “Online Education Faculty Policies” below.

**APPOINTMENT OF FACULTY**
The President, subject to the confirmation of the Board of Trustees, shall make all appointments. Faculty will have two classifications: type of appointment and rank. An explanation of appointment, rank and the faculty evaluation process are presented in Section 4.

**ABSENCE OF FACULTY**
A faculty member who is to be absent from a class must notify the Program Chairperson and the Vice President for Academic Affairs as soon as possible. Upon returning to the College, the faculty member shall submit a Faculty Absence Form to the Program Chairperson, Vice President for Academic Affairs and the Business Office. This form is available in the network Activities folder or at the Office of Academic Affairs, and is to be kept on file for a period of one year. Any faculty member who is aware in advance of an absence from a scheduled class meeting must notify the Vice President for Academic Affairs and obtain approval. The Vice President for Academic Affairs will communicate this information to the proper Program Chairperson, the Registrar’s Office, and the Director of Evening and Weekend College, as appropriate. Classes may not be cancelled without such authorization.

**ADVISING STUDENTS**
At Maria College academic advisors play a crucial role in working collaboratively with students to help them pursue and achieve their academic and professional aspirations. Maria’s academic advisors assist students in their academic growth and development by creating meaningful educational plans which are consistent with their life goals. The sensitive and thoughtful support and encouragement provided by academic advisors reflect the nurturing environment that defines the culture of Maria College.
**What is Academic Advising?**

All full time faculty members at Maria College serve as academic advisors who guide students along their academic pathway. All matriculating students are assigned an advisor who is a faculty member in their particular program of study and is thus very knowledgeable about the specific program requirements. Academic advisement is an interactive process that facilitates the development and achievement of the student’s academic goals and prepares the students for eventual transition to a profession of their choice. Advisors work closely with students on matters of course selection, degree requirements, schedule changes, specific educational needs, and career opportunities. Students should consult with their advisors before making any decisions that may affect their academic progress. Together the advisor and the student are expected to maintain a professional and mutually respectful relationship as they collectively review the student’s progress toward the attainment of educational goals. Academic advising thus fosters the development of the whole student who is self-directed, motivated, and a responsible decision-maker and also facilitates the successful completion of degree requirements and timely graduation.

**What is the Role of the Advisor?**

The advisor serves as:

- Facilitator of communication by creating an atmosphere of openness, caring and concern so that meaningful dialogue and trust can occur.
- Source of accurate information about program requirements, college academic policies and procedures.
- Coordinator of academic planning that includes course sequencing, scheduling options, and course adjustments through add/drop and course withdrawal processes.
- Mentor in helping the student identify barriers to academic progress and explore strategies for academic success through conversations about topics such as time management and study skills.
- Agent of referral to other professionals and campus resources such as the Learning Resource Center, library, counseling services, tutoring, and the financial aid office.

**Advisor Responsibilities:**

The advisor is expected to:

- Proactively contact and be available to student advisees on a regular basis.
- Schedule and post adequate office hours for setting appointment times that are reasonable to accommodate student needs.
- Notify all advisees of office hours at the beginning of the semester.
- Keep all scheduled appointments and notify students in advance if it is not possible to keep scheduled appointments.
- Regularly communicate with advisees to monitor academic progress and to remind advisees of scheduled activities such as course selection prior to registration.
- Plan for extended advisement time during course selection periods prior to registration.
- Safeguard confidentiality by meeting with each advisee in private.
• Be very familiar with program and college policies and procedures to facilitate accurate and reliable consultation on degree requirements and professional licensure needs if applicable.
• Maintain a complete, accurate, and confidential file in order to monitor student progress towards academic goals and graduation requirements.
• Assist students in setting and clarifying realistic academic, career, and life goals, and evaluate progress toward those goals.
• Assist students with planning a program of study based on their academic background, course prerequisites, and educational goals.
• Inform and if necessary, refer students to other institutional resources when academic, attitudinal, attendance, or other personal problems appear to require intervention by other professionals.

PROFESSIONAL DEVELOPMENT
Maria College is committed to the importance of professional development for all members of the college community. The College provides coordination and financial support for professional development activities for faculty, staff and administrators to explore pedagogical advancements, enhance performance of professional responsibilities, prepare for academic advancement, and contribute to the body of knowledge in their respective fields. Professional development activities should be guided by annual professional goals established by each employee, the goals of an employee’s department or program area, and the mission and strategic goals of the College. Individual employees should take the initiative in promoting their own professional growth and should discuss opportunities for growth with their immediate supervisors.

PROCEDURE FOR SUBMITTING A PROFESSIONAL DEVELOPMENT PROPOSAL AND REQUEST FOR FUNDING SUPPORT:
1. Discuss and review proposal for professional development activity with immediate supervisor (department chair, program or office director).
2. Develop estimated budget for proposed professional development activity with assistance of administration and immediate supervisor.
3. Complete and submit the Professional Development Request for Approval and Funding form to the Office of the Vice President for Academic Affairs for approval and funding support.
   o Copies of approved request will be provided to applicant, immediate supervisor, and Business Office and the original will be kept in the Office of the Vice President for Academic Affairs.
4. Complete any necessary travel arrangement and registration requirements with assistance of administration.
5. Upon completion of professional development activity, complete the Professional Development Activity Reimbursement Form, attach all receipts for budgeted items, obtain signature of immediate supervisor and the Vice President for Academic Affairs, and submit to the Business Office for processing.
**FACULTY FILE**  
Each faculty member must have a resume and a transcript on file in the President's Office.

**FINANCIAL INFORMATION AND BENEFITS**

**SALARY PERIODS AND APPOINTMENT YEAR**  
The annual salaries of the faculty shall be paid over a period of nine or ten months.

**PAYROLL CHECKS**  
Checks are issued bi-weekly and are distributed at the Business Office. When pay dates fall during holidays, the Business Office will notify faculty of alternate pay dates or other special arrangements. Direct deposit is available. A form may be obtained through the Business Office.

**SALARY SCHEDULE**  
The Board of Trustees reviews faculty salaries annually. Faculty will be notified by the President of increment increases or other changes.

**INSURANCE BENEFITS**

*Workers Compensation:* Injury to a college employee sustained in connection with assigned duties is covered by Workers Compensation Insurance. Any accident in the line of college duties must be reported at the time of the accident to the Director of Business Affairs.

*New York State Disability Insurance:* Faculty members are covered by disability insurance. This becomes effective after seven (7) days of disability. Additional information may be obtained from the Director of Business Affairs.

*Health Insurance:* At the present time, the College pays for individual coverage through Capital District Physician’s Health Plan (CDPHP) at the rate of 100%. If an employee opts for family coverage, the employee pays the difference between the individual coverage and family coverage.

Full time faculty who are participating members of CDPHP will be covered during the summer months if they are renewing their full time contracts for the next academic year.

*Group Life Insurance:* Maria College offers Group Life Insurance to all full-time employees at date of hire. It is a $50,000 policy and all premiums are paid by the college. You must submit your completed application form to the Business Manager.

**RETIREMENT BENEFITS**  
The optional retirement plan of the College is with Teachers Insurance and Annuity of America (TIAA). At the present time, the College matches 5% of an employee's yearly salary to the retirement fund after one year of full-time employment. The employee has a vested interest in this plan, which is considered a tax-sheltered annuity by the Internal Revenue Service.
TUITION WAIVER ELIGIBILITY
Full-time employees may enroll tuition-free in courses at Maria College. Employee’s spouse and qualifying dependent child(ren) (as defined by the IRS) may also enroll tuition-free in courses at Maria College.

All fees must be paid at time of registration. A Tuition Waiver Application form must be completed at the Business Office at time of registration. This form must be completed each semester of enrollment.

In the event an employee separates from employment with Maria College (e.g. resignation, retirement, reduction in force, voluntary termination or termination) the tuition waiver for the employee, his or her spouse and/or his or her dependent child(ren) will remain in effect until the end of the semester/period in which the employment status change occurred.

GRIEVANCE PROCEDURES

Faculty Grievance Procedure
When a faculty member believes that he/she has a grievance of any nature other than sex or disability discrimination the procedure for resolution is as follows:

STEP 1. Try to resolve the matter informally with the Program Chairperson or other immediate supervisor.

STEP 2. If no satisfactory resolution is achieved after five (5) working days, the matter should be put in writing and signed by the grievant and submitted to the Vice President for Academic Affairs.

STEP 3. The Vice President for Academic Affairs then has the responsibility to bring the aggrieved parties together and do whatever he/she can to achieve a resolution satisfactory to the parties within ten (10) working days.

STEP 4. If Step 3 does not achieve a resolution, then the President of the College, who is free to see any parties involved in addition to studying any written documentation concerning the grievance, will review the matter. The President of the College will render a decision in writing to all involved parties within thirty (30) days after failure to resolve the grievance at Step 3.

STEP 5. If the aggrieved parties are still not satisfied, they may appeal the matter to the Board of Trustees through the President of the College. The Board, through its Executive Committee, will then render a final decision within sixty (60) days.

Grievance Procedure 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 faculty complaints alleging unlawful discrimination on the basis of race, color, national origin, religion, age, disability, sex, 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 in the case that the 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.

THE FOLLOWING GRIEVANCE PROCEDURES APPLY TO ALL MEMBERS OF THE MARIA COLLEGE COMMUNITY INCLUDING STUDENTS, FACULTY AND STAFF:

STEP 1. Try to resolve the complaint through an informal discussion with the grievant and the respondent (the person or people against whom the complaint is made).

STEP 2. If no resolution is found after ten (10) working days in Step 1, seek the help of the College's Title IX/Section 504 (Affirmative Action) Coordinator. (Who is this person, and where are they found? Office of Student Services?) The 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 (15) working days, then the grievant can move to Step 3.

STEP 3. The College's Affirmative Action Coordinator will meet with grievant and the respondent before an ad hoc committee who will review the written record and listen carefully to the grievant and respondent. Within five (5) working days, the committee will make a recommendation to the parties, which will be communicated 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 (7) 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 carefully review all information.

The Affirmative Action Coordinator will communicate the President's determination to the grievant and other involved parties within five (5) days after receiving it. Following this, the grievant has five (5) 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 (7) working days from the date of the appeal. This will end the grievance procedure at the College.
Any of the above times may be extended by the mutual agreement of the involved parties, provided that in no case the time is extended beyond thirty (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.

**ONLINE EDUCATION FACULTY POLICIES**

- Courses taught in the online or distance format are subject to the same requirements as face-to-face courses. Pay and load are the same. However, class size will be limited to 25 students for online education courses.
- Intellectual Property Rights – if a faculty member develops an online course without institution compensation or in-kind support, the faculty member retains the intellectual property rights to the course. If a faculty member develops an online course with institution compensation or in-kind support, the institution retains the intellectual property rights to the course. The Instructor and Academic Dean must agree on intellectual property rights prior to the development of a course.
- Faculty must meet certification requirements in order to teach an online course.

**OFFICE HOURS**

Office hours will be maintained by the faculty for the purpose of consulting with students outside of class. Although the exact hours are left to the professional discretion of the individual faculty member, it is expected that at least five hours will be scheduled per week, with those hours clearly posted on the faculty member’s office door.

**OUTSIDE EMPLOYMENT OF FACULTY**

The general policy of the College is that no full-time member of the faculty may be employed in any other occupation that interferes with the efficient performance of the member's duties in the College. However, to further the College's desire to contribute effectively to the community and to serve education, faculty members are encouraged to engage in professional activities on a temporary basis, provided that these activities are related to their work at the College and do not interfere with their responsibilities to Maria.

**POLICY ON RELATIONSHIPS**

Faculty and staff at Maria College will not engage in sexual and/or romantic relationships with any student over whom they have direct authority in terms of employment or educational decisions. Direct authority over a student includes, but is not limited to, the following situations: faculty instructors and the students they teach; supervisors of work study and the students they supervise; academic
advisors and their advisees; counselors and student clients; clinical instructors and the students they supervise. College policy precludes individuals from evaluating the work or academic performance of others with whom they have consensual romantic and/or sexual relationships, or from making hiring, salary, or similar personnel decisions concerning such persons.

**Statement on Consensual Relationships:** Professional risks are associated with consensual romantic and/or sexual relationships where a definite power difference between the parties exists and are prohibited at Maria College. **Conflict of Interest:** Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between faculty or other instructional staff and students, or between supervisors and subordinates. **Abuse of Power:** Although many conflict of interest issues can be resolved in a consensual romantic and/or sexual relationship involving a power differential, the potential for serious consequences for the college and the individual remains. Individuals entering into such relationships must recognize that

- The reasons for entering into such a relationship may be a function of the power differential;
- Even in a seemingly consensual relationship, where power differentials exist there are limited after-the-fact defenses against charges of sexual harassment;
- The individual with the power in the relationship will bear the burden of accountability;
- Such a relationship, whether in a class or work situation, may affect the educational or employment outcome for others by creating an appearance of improper, unprofessional, or possibly discriminatory conduct.

It must be noted that should any complaint be lodged regarding a conflict of interest, abuse of power, or sexual harassment, a “consenting relationship” is no defense, and appropriate disciplinary action, including termination, may follow.

**POLICY OF SCHOLARSHIP: THE SCHOLARSHIP APPROACH TO TEACHING**

It is the mission of Maria College to provide “programs with high academic standards.” Therefore, Maria College views that members of the faculty are scholars in fulfilling their teaching responsibilities. Maria College views that faculty are engaged in scholarly pursuits by continuously expanding their fund of knowledge through the process of active engagement in learning skills and competency-based practice and through contemplation and reasoning, and that this is a scholarship approach to teaching. Faculty demonstrate this scholarship approach in four areas:

- Maria College expects faculty to be aware of and use both the literature of the content-area discipline and the literature of teaching techniques to improve their teaching and student learning.
- Members of the faculty are expected to evaluate and analyze the effectiveness of their instruction critically by applying the awareness of research literature in regards to student outcomes, student evaluations, peer input, and chair/administrative evaluations.
- Members of the faculty are expected to evaluate the effectiveness of their courses in meeting program and institutional learning goals and to share this
information with peers and administration. Teaching and learning within the
discipline must be communicated and made open to discussion and scrutiny.
Teaching is not done in isolation but as part of the larger academic
environment. Each course contributes to fulfilling some aspect of the
Institutional Learning Goals.

- Members of the faculty are expected to use their expertise to make a positive
contribution to the community. It is the College mission to instill in graduates
respect for dignity of each person and the ability to transform learned skills
into caring service. When possible, members of the faculty model this
mission by acting as representatives in the greater community for the College.
And, where appropriate, members of the faculty will share their work with the
larger academic community.

This policy is based on two expert sources on scholarship: Boyer (1990), who
proposes that faculty are engaged in four scholarly areas (discovery, teaching,
integration, and application) that are critical to academic work. The second source is
Glassick, et al (1997) who proposes this definition, “Teaching is a form of action
research where practice and reflection on that practice give way to new knowledge.”
San Francisco.

STUDENT EVALUATION OF FACULTY

Policy

Each semester, faculty are asked by the Office of the Vice President for Academic
Affairs to request that students complete evaluation forms at the end of each
semester for each course taught. Feedback from students is seen as an important
part of the Institutional Assessment Plan in order to determine whether coursework
is meeting the educational needs of students and program objectives.

Procedure

The Student Evaluation of Faculty process is managed through the Blackboard
instructional system by the Office of Academic Affairs. Within the final two weeks of
the semester, the evaluation instrument, provided at the end of this section, is
loaded onto each course page in Blackboard. It is the responsibility of the faculty
member to ensure that the course page in Blackboard is open and available to
students so they may access the evaluation instrument.

- The faculty member informs students that the evaluation is available for
completion, and encourages students to complete the evaluation by the
stated deadline.

- Students are typically given a one-week timeframe in which to complete the
evaluation for each course.

- At the conclusion of the evaluation period, a report of evaluation results for
each course is generated by the Office of Academic Affairs, and reports are
distributed to the appropriate faculty members.

- A copy of each evaluation report is added to each faculty member’s file in the
Office of Academic Affairs.
**TEACHING LOAD**
A full-time faculty member at Maria carries a minimum of twelve and a maximum of eighteen credit hours per semester. Exceptions to this stated policy might be made with the consent of the Administrators and Department concerned. Program Chairpersons may have their teaching loads reduced from the full-time teaching load with the approval of the Vice President for Academic Affairs and the President.

**TERMINATION OF SERVICE**

**TERM OF CONTRACT**
Services of members of the faculty having appointments shall cease automatically at the end of their appointment.

**PHYSICAL OR MENTAL INCAPACITY**
Members of the faculty may be retired and their services terminated by the Board of Trustees after recommendation by the President and upon medical advice, for mental or physical incapacity that prevents adequate performance of duty.

**VOLUNTARY RETIREMENT**
Members of the faculty who wish either to retire at an age earlier than 70 or terminate their services, shall notify the President no later than January 1 of the year in which they wish to terminate such services.

**FINANCIAL EXIGENCY**
Termination of a continuing appointment because of financial exigency of the institution should be demonstrably bona fide.

**TERMINATION FOR CAUSE**
Services of members of the faculty may be terminated by the Board of Trustees after receipts of recommendations by the President for such a cause as misuse of academic freedom, conflict of interest, misconduct, abuse of power, or failure to observe faculty responsibilities as delineated by the Faculty Handbook or as agreed upon contractually.

A faculty member terminated for cause shall have the right of a hearing, the right to assistance by counsel or other advisor, confrontation of adverse evidence and witnesses, appropriate opportunity to cross-examine, to present evidence, to submit argument, to the making of a record, and to decision by an unprejudiced tribunal. For further explanation and procedures, see 1972 RECOMMENDED INSTITUTIONAL REGULATIONS ON ACADEMIC FREEDOM AND TENURE as approved by the AAUP in 1972 AND TERMINATION OF FACULTY APPOINTMENTS BECAUSE OF FINANCIAL EXIGENCY, DISCONTINUANCE OF A PROGRAM OR DEPARTMENT, OR MEDICAL REASONS, as approved by the AAUP in 1975.
SECTION 4: FACULTY APPOINTMENT, RANK AND EVALUATION

APPOINTMENT OF FACULTY
The President makes the appointment for a faculty member depending on the length of time that the faculty member has worked at Maria College or at another post-secondary institution.

TYPES OF APPOINTMENTS

Probationary Appointment
All new faculty will be on a probationary appointment for a minimum of one year to a maximum of three years, and will be subject to a yearly evaluation requiring the following evaluating documents:
- Student Evaluation
- Program Chairperson’s Evaluation
- Vice President for Academic Affairs’ Evaluation
- Evaluation of faculty committee service

Term Appointment
The faculty member, upon successful completion of the probationary period, shall be qualified for a term appointment of one year. Faculty holding term appointments will be evaluated in the first year of term appointment. The following evaluating documents will be required for evaluation at the first year of term appointment:
- Student Evaluation
- Program Chairperson’s Evaluation
- Vice President for Academic Affairs’ Evaluation
- Evaluation of faculty committee service
- Self-Evaluation
- Student Assessment of Advisement

Faculty holding term appointment that successfully complete the first year term appointment evaluation will be evaluated every two years or prior to change of rank. The following evaluating documents will be required for evaluation at the fourth year after the initial evaluation of the first year of term appointment:
- Student Evaluation
- Program Chairperson’s Evaluation
- Vice President for Academic Affairs’ Evaluation
- Self-Evaluation
- Student Assessment of Advisement
- Evaluation of faculty committee service
- Evaluation of faculty department service
- Evaluation of faculty community service

Continuing Appointment
The faculty member to be considered for this appointment must have completed a minimum of seven years of full-time teaching in higher education, including at least four years of continuous service in Maria College. Faculty holding
continuing appointment will be evaluated every four years of this appointment or prior to change of rank. The following evaluating documents will be required:

- Student Evaluation
- Program Chairperson’s Evaluation
- Vice President for Academic Affairs’ Evaluation
- Self-Evaluation
- Student Assessment of Advisement
- Evaluation of faculty committee service
- Evaluation of faculty department service
- Evaluation of faculty community service

**Part-Time Appointment**
The faculty member who holds part-time appointment will be evaluated the first year of employment and every two years if service is continuous. The following evaluating documents will be required:

- Student Evaluation
- Program Chairperson’s Evaluation
- Vice President for Academic Affairs’ Evaluation
- Self-Evaluation *(optional)*

**PERIODS OF APPOINTMENT**
- All contracts shall be granted for a maximum of nine months, except in the case of continuing appointment.
- In the case of continuing appointment, a change of rank and/or salary would necessitate a new contract.

**REAPPOINTMENTS AND CHANGES IN STATUS**
All reappointments and change in appointments are subject to:

- Recommendations of the Vice President for Academic Affairs to the Committee on Faculty Evaluation.
- Recommendations of the Committee on Faculty Evaluation to the President.
- Recommendation by the President to the Board of Trustees for action. *(See Evaluation Process below.)*

**RANK OF FACULTY**
The President grants rank to members of the faculty depending on the number of years teaching at post-secondary institutions and the degrees and/or number of credits earned beyond the bachelor’s level. Changes must follow the progression of ranks with at least two years between changes of rank.

**REQUIREMENTS OF RANK**

**Professor**
Appointment to the rank of Professor requires the following:

- A Master's degree,
- a minimum of five completed years of full-time teaching on the post-secondary level,
• further study with a minimum of 45 hours of credit beyond a Master’s degree, and
• successful evaluation after completion of the first three requirements.

**Associate Professor**
Appointment to the rank of Associate Professor requires the following:
• A Master’s degree,
• a minimum of three completed years of full-time teaching on the post-secondary level,
• further study with a minimum of 30 hours of credit beyond a Master’s degree, and
• successful evaluation after completion of the first three requirements.

**Assistant Professor**
Appointment to the rank of Assistant Professor requires the following:
• A Master’s degree,
• a minimum of three completed years of full-time teaching on the post-secondary level, and
• successful evaluation after completion of the first two requirements.

**Instructor**
Appointment to the rank of Instructor requires the following:
• Either a Master’s degree or completion of 30 post-graduate hours,
• If neither has been accomplished, the faculty member must be a candidate for a Master's degree and have submitted to the President of a plan showing the date for the completion of the Master's work within five years from the date of appointment.

For purpose of calculating further study requirements at the professor and associate professor ranks, a Master's degree is defined as thirty (30) hours.

**REQUESTS FOR CHANGE IN RANK STATUS**
A faculty member must request in writing to the Vice President for Academic Affairs for a change in rank after above requirements have been completed, so that a review of rank may be made by the Committee on Faculty Evaluation and the Vice President for Academic Affairs. (See Evaluation Process below.) The following evaluating documents will be required:

• Student Evaluation
• Program Chairperson’s Evaluation
• Vice President for Academic Affairs’ Evaluation
• Self-Evaluation
• Student Assessment of Advisement
• Evaluation of Faculty Committee Service
• Evaluation of Faculty Department Service
• Evaluation of Faculty Community Service
FURTHER STUDY TO CHANGE RANK STATUS
Further study as applied to change of rank from Assistant Professor to Associate Professor may be completed by earning 30 formal credits or 15 informal credits plus 15 formal credits.

Further study as applied to change of rank from Associate Professor to Professor may be completed by earning 15 additional formal credits or 7 informal credits plus 8 formal credits.

Faculty may meet requirements for further study by:

Formal Credit
Defined as graduate credit granted by an academic institution for a course or workshop. With the approval of the Vice President for Academic Affairs, undergraduate credit may be counted in certain specialized fields where graduate credit is generally not given.

Informal Credit
Defined as credit granted by Maria College to its faculty for work experience, research, non-credit workshops and other professionally enriching experiences while employed as a full-time member of the faculty at Maria College. All activities undertaken to earn informal credit must have prior approval of the College administration.

Not more than half of the total credit required for further study may be fulfilled by informal credits.

GUIDELINES FOR INFORMAL CREDIT
The following guidelines are established for faculty assistance in planning for the earning of informal credit. The guidelines are not a guarantee since recommendation by the Program Chairperson and approval by the Vice President for Academic Affairs and President are required for the actual granting of credit. The form to be used may be found in the Activities folder or at the Office of the Vice President for Academic Affairs. Prior approval is required for all Informal Credit applications except for those conferences and workshops that are traditionally attended by members of the faculty and have been previously approved. If the work experience, workshop or conference does not meet the specifications of the prior approval when concluded, informal credit will not be granted.

Work Experience
- Prior approval must be granted by the Program Chairperson and Vice President for Academic Affairs.
- Normally one-week experience is equal to one informal credit. Time granted for work experience is limited to the time required to learn the skill and/or knowledge. Informal credit will not be granted for accumulated work time performing the same task.
- The experience must be in the professional field or a closely related field.
• Work experience must be beyond that ordinarily obtained in regular professional practice, such as a specialized field of practice or the learning of new methods under specialized instruction of service. It is the faculty member's responsibility when requesting informal credit for work experience to document that it is not identical to the teaching/work responsibilities at Maria College. It must be demonstrated that the work experience provides the faculty member with new skills and/or knowledge that are learned through new, discrete tasks obtained through the work experience and that the experience supplements or contributes to the program at Maria College.

Research
• Credit will be determined by the quality of the research project and the time required to complete it.
• The research must directly relate to the professional field or a closely related field.
• Prior to the research, formal application must be made to the Program Chairperson for the granting of informal credit.

Non-credit workshops
• Three-day workshops are equal to one informal credit.
• Shorter workshops may be accumulated for one informal credit.
• Prior to the workshop, formal application must be made to the Program Chairperson for the granting of informal credit.

FACULTY EVALUATION PROCESS
RATIONALE FOR EVALUATION
One of the most important ongoing aspects of teaching is an effective evaluation process. Maria College, as a two-year college emphasizing the teaching function, has the responsibility to provide students with effective instructors in all programs. Instructor evaluation must, therefore, be an integral part of the overall instructional and Assessment plan of the College.

GENERAL PROCEDURES FOR ALL LEVELS OF EVALUATION
The evaluation process is based upon the fundamental principles of mutual cooperation and trust between all persons acting as evaluators and evaluatees.

Procedure
1) The Vice President for Academic Affairs, who sends a list of faculty to be evaluated to the Program Chairperson, initiates the evaluation process.
2) The Program Chairperson notifies and discusses with each evaluatee the evaluation process.
3) The evaluatee submits to the Vice President for Academic Affairs and to the Program Chairperson his/her schedule of classes. The Vice President for Academic Affairs and the Program Chairperson then make appointments for the class visitation.
4) The Vice President for Academic Affairs will evaluate classroom teaching through a full period using the Maria College Classroom Observation Form, provided at the end of this section.

5) The Program Chairperson or a delegate will evaluate classroom teaching through a full period using the Maria College Classroom Observation Form.

6) Following the class visit, the evaluatee will receive from the evaluators the completed forms, within two weeks after the date of the visit.

7) The Program Chairperson will also receive a copy of all reports.

8) When the Program Chairperson has received all reports, he/she will schedule an appointment with the evaluatee to discuss these reports.

9) Following the meeting, the Program Chairperson submits all evaluation materials to the Vice President for Academic Affairs by December 5, for those evaluated in the fall semester and by April 1, for those evaluated in the spring semester.

10) The Vice President for Academic Affairs will submit the materials with recommendations to the chairperson of the Committee on Faculty Evaluation within one week of receiving all materials.

11) The Committee on Faculty Evaluation will review the material and submit a written recommendation to the President for action by the Board of Trustees.

12) The decision of the Board of Trustees is communicated to the evaluatee with two weeks of the Board action.

13) The evaluatee's file will be kept in the office of the Vice President for Academic Affairs and will be composed of:

   a) Summary of Student Appraisal of Teaching
   b) Vice President for Academic Affairs evaluation of classroom teaching
   c) Program Chairpersons evaluation of classroom teaching
   d) Summary of Student Evaluation of Advisement if pertinent
   e) Summary of committee work if pertinent
   f) Copy of Board of Trustees action

The President shall notify members of the faculty in writing, following confirmation by the Board of Trustees, of their appointments, reappointments, promotions, changes in rank and other changes in the terms or conditions of their contract by May 15.

**SUMMARY OF EVALUATING DOCUMENTS**

**Evaluation of Faculty Holding Probationary Appointment**

The Evaluation Process will include:

- Evaluation of Teaching
  - Student Evaluation
  - Program Chairperson's Evaluation
  - Vice President for Academic Affairs Evaluation

- Evaluation of Faculty Service
  - Committee
EVALUATION OF FACULTY HOLDING FIRST YEAR TERM APPOINTMENT
The Evaluation Process will include:
- Evaluation of Teaching
  - Student Evaluation
  - Program Chairperson's Evaluation
  - Vice President for Academic Affairs Evaluation
  - Self-Evaluation
- Evaluation of Advisement: Student Form
- Evaluation of Faculty Service
  - Committee

EVALUATION OF FACULTY FOR RENEWAL OF TERM APPOINTMENT OR PRIOR TO PROMOTION IN RANK OR PRIOR TO GRANTING CONTINUING APPOINTMENT
- Evaluation of Teaching
  - Student Evaluation
  - Program Chairperson's Evaluation
  - Vice President for Academic Affairs Evaluation
  - Self-Evaluation
- Evaluation of Advisement: Student Form
- Evaluation of Faculty Service
  - Committee
  - Department Service
  - Community Service

EVALUATION OF PART-TIME APPOINTMENT
- Evaluation of Teaching
  - Student Evaluation
  - Program Chairperson.
  - Vice President for Academic Affairs
  - Self-Evaluation (optional)

Where the duties of the part-time instructor are in the laboratory, the evaluation will be in this area.
FACULTY EVALUATION INSTRUMENTS

Student Evaluation of Instructor/Course/Learning

Classroom Observation Form and Mentoring Guide

Faculty Self-Evaluation

Evaluation of Academic Advisement

Evaluation of College Committee Service

Evaluation of Department Service

Evaluation of Community Service
SECTION 5: ACADEMIC INFORMATION

ACADEMIC MISCONDUCT
Academic misconduct includes plagiarism, cheating, forgery or alteration of institutional records, and use of electronic communicative or storage devices during testing. See Conduct Code for Students.

ACCREDITATION DOCUMENTATION
Faculty should retain, for up to ten years, sample copies of student work for each semester and course taught so that accreditation site reviewers have access to the coursework produced by students at Maria College.

ANNUAL CAMPUS SECURITY REPORT

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 from the Maria Business Office.

APA FORMAT
The American Psychological Association research writing style is required of all research papers for all courses at Maria College. Up-to-date guidelines can be found at the Resources link on the Maria College web page.

ATTENDANCE POLICY AND ABSENCES
Instructors are expected to state their attendance policy in their course syllabi and to inform the students of their attendance requirements during the first week of class of each semester and indicate student responsibility for class work or assignments missed. Students are expected to attend all class lectures and scheduled laboratory periods for which they are registered. Instructors should keep an attendance record of students and report excessive absenteeism to the Vice President for Academic Affairs.

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 Vice President for Academic Affairs 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.
CHANGE OF GRADE
Final grades recorded by the faculty are permanent and remain so with the exception of "I" (Incomplete). Except for mathematical errors, the Registrar may alter a final grade only after the Vice President for Academic Affairs has granted approval. The instructor must initiate corrections by submitting, in writing, an explanation for the change of grade to the Registrar.

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.

CLASSEAROOM ENVIRONMENT: STRATEGIES TO MAINTAIN A RESPECTFUL AND CIVIL CLIMATE
- Clarify standards for conduct of your class. For example, if you want students to raise their hands for permission to speak, say so, using reminders as needed.
- Serve as a role model for the conduct you expect from your students.
- If you believe that inappropriate behavior is occurring, consider a general word of caution rather than warning a particular student.
- Attempt informal, non-public resolutions whenever possible.
- If a student’s behavior is irritating, but not disruptive, try speaking with the student after class. It is possible that the student is unaware of distracting habits or mannerisms, and does not have the intent to be offensive or disruptive.
- There may be rare circumstances when it is necessary to speak to the student during class about his or her behavior. Try to do so in a friendly but firm manner, indicating that further discussion can occur after class. Public arguments and harsh language must be avoided at all times. Try to separate the person from the behavior, using appropriate “I” statements rather than accusatory “you” statements.

CODES OF CONDUCT: POLICY AND PROCEDURES
Policy: All members of the Maria College community will respect the Maria College Mission and follow the core values of scholarship, respect, integrity, compassion, community and service. Members of the Maria community will actively work to preserve the learning environment of the College, treat others and the campus facilities with appropriate respect and civility, and comply with the laws of the City, State and Federal governments. Serious infractions may result in dismissal from the College. (For policies related to the Code of Conduct, see the Computer Use Policy and Copyrighted Materials and Peer-to-Peer File Use Policy.)

CODE OF CONDUCT FOR FACULTY
The Maria College Code of Conduct for Faculty reflects the ethical principles found in the Institutional Core Values and promotes the responsible fulfillment of teaching and scholarship duties that are required of Maria College faculty.
With regard to our students, members of the Maria College faculty resolve to:

- provide accurate and relevant academic information in the classes we teach;
- be sensitive to the individual needs of our students, while at the same time bearing in mind the need to maintain the integrity of the courses we teach and the programs those courses serve;
- treat each student as a unique individual deserving dignity and respect;
- maintain a classroom environment that encourages student participation while at the same time recognizing the right of every student to learn without distraction;
- model the behaviors that we want our students to display;
- provide accurate and relevant academic advisement to our advisees; and
- maintain confidentiality regarding student information.

With regard to colleagues, members of the Maria College faculty resolve to:

- accord each other the respect that is deserved by members of the teaching profession;
- be supportive of, and helpful to, each other;
- recognize that individual differences exist, and that these differences can be a valuable resource for professional growth and development;
- resolve differences in a professional, civil manner; and
- maintain confidentiality regarding the personal information of colleagues.

With regard to the College, members of the Maria College faculty resolve to:

- recognize and accept our responsibilities as professional educators and advisors;
- respect the values and traditions of the diverse cultures within the community; and
- appreciate that our conduct, both on and off campus, reflects on the College.

**Procedures for the Code of Conduct for Faculty**

**Issues with students:** A student sometimes comes to the Office of Academic Affairs/Academic Dean to report problems he/she is having with an instructor. The Academic Dean may explain policies or make a referral to counseling or the Learning Resource Center. In addition, the Dean informs the student that he/she must discuss the problem with the instructor first. After this initial meeting with the student, the Academic Dean will contact the instructor to discuss the student’s concerns.

**Issues with other faculty or staff:** When concerns are raised about other faculty or staff, the appropriate supervisor should be informed so that a resolution can be developed.

**Code of Conduct for Students**

Maria College expects that its students will act as responsible, courteous, and law-abiding citizens. 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.

**Procedures for Notifying Students about the Code of Conduct Policies**

- Students will be informed of the Code of Conduct for Students at orientation, where a written statement will be provided with the distribution of the Student Handbook.
- Students not attending orientation will be provided a Student Handbook during program orientation or through the Learning Resource Center.
- Faculty members will include the Code of Conduct for Students on the course syllabus and will review it with students at the beginning of the semester so that faculty expectations of student behavior may be clearly understood by the student.

**Violations of the Code of Conduct**

- **Academic Dishonesty** includes plagiarism, cheating, inappropriate collaboration or interference with another’s work, forgery or alteration of institutional records, and inappropriate use of electronic communicative or storage devices.
- **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.
- **Bullying or harassment behaviors** include derogatory comments or behaviors with respect to race, color, creed, religion, national origin, ancestry, genetic information, sex, age, disability, sexual orientation, marital status, veteran status, political beliefs or any other protected class or status recognized by federal, state or local laws. Threats to intimidate or physically injure another student or anyone affiliated with the College also violate the Code of Conduct. This regulation applies to both online and offline conduct.
- **Inappropriate Social Media Behavior**: While Maria College supports the right of students and faculty to freely express themselves as private citizens on social media sites, certain actions are a violation of the Code of Conduct:
  - Posting College-related pictures of College employees, students or anyone associated with the College without their permission is prohibited.
  - Accessing social media sites for non-school related purposes while participating in a class is prohibited.
- **Prohibited Behaviors** are the violation of College policies and regulations and violation of federal, state and local laws. These include, but are not limited to, irresponsible use of computers and other campus facilities (see computer use policy and peer-to-peer file sharing policy), violence, sexual harassment and abuse, possession of alcoholic beverages or illegal substances, unauthorized possession of firearms, disorderly conduct, and theft.

PLEASE NOTE: Students have the right to disagree with an instructor as long as it is done respectfully and appropriately. College policies on classroom disruption may
not be utilized to punish appropriate classroom dissent. A simple expression of disagreement with a faculty member is not in itself considered disruptive behavior.

**Procedures for Violations of the Code of Conduct**

If a student is suspected of academic dishonesty, the instructor will confront the student (or students) at the time of suspected misconduct and will acquire any available evidence and/or witness statements. No case can be made against the student without proof of misconduct. *Do not suggest to the student you suspect plagiarism or cheating if you do not have the evidence.* The severity of punishment depends upon the policies stated in the course syllabus and the program handbook.

- The instructor will meet with the student suspected of violating the Code of Conduct. If the student admits the violation, the instructor assigns an outcome in keeping with published course policies and notifies the Academic Dean in writing of the allegation, the student’s admission and the sanctions imposed.
- If the accused student disputes the allegation and/or the outcome proposed by the instructor, the instructor shall make a determination as to whether the student did or did not violate the Code of Conduct. If the instructor finds the student was in violation, the instructor shall provide in writing within 72 hours of the violation the following to the student and the Academic Dean: the date and course number, a brief description of suspected violation, the evidence relied upon, such as names of witnesses, the instructor’s conclusions and the sanctions imposed. The Academic Dean will meet with the accused student and the instructor and review the situation. The Academic Dean will determine the merit of the violation and has the right to alter the proposed outcome for the infraction. If the outcome is dismissal from the College, the student has the right to ask that a **Disciplinary Hearing** be conducted. (See **Disciplinary Hearing** below.)

**Procedures for Disruptive Classroom Behavior Problems**

Faculty members are encouraged to deal with non-serious infractions (rudeness, absenteeism, tardiness, cell phone use, talking during class, etc.). Appropriate strategies include modeling by classroom example and private discussions (rather than open confrontation in the classroom). (See Classroom Environment for Strategies to maintain a respectful and civil climate.)

The following addresses three increasingly disruptive confrontations an instructor may experience:

**Level 1:** Speak with the student who has been disrupting class outside of class. If the behavior persists, consult with the Academic Dean. The Academic Dean 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 disruptive behavior may lead to dismissal from the class.

**Level 2:** Ask the student to leave the classroom for the remainder of the class period if the student ignores the instructor’s request to behave civilly. Whenever possible, prior consultation should be undertaken with the Academic Dean or the Director of
Evening and Weekend College, and when relevant, the program chairperson. After the class is over, the faculty member should write a detailed account of the incident and give it to the Academic Dean who will contact the student and warn him/her that continued behavior may lead to dismissal from the class.

**Level 3:** Adjourn class if a disruption is serious and other reasonable measures have failed. Immediately notify security (518-376-0690 for Main Building and Campus School, 518-376-0688 for Marian Hall) or administration (the Business Office, the Academic Dean or the Director of Evening and Weekend College). Faculty must not use force except in immediate self-defense. The accused student will be facing dismissal from the course because of serious disruptive behavior, and will be granted a hearing for Violation of Conduct Code for Students. *(See Disciplinary Hearing below.)*

Once concluded, it is important that the faculty member write a detailed account of the incident. Identify witnesses for the police, as needed. The Academic Dean will begin the process for Violation of Code of Conduct for Students.

**Dealing with Plagiarism**

If a student is suspected of plagiarism, the instructor may wish to create a teaching-learning opportunity rather than a confrontation. In many cases, students commit plagiarism unintentionally and need direction from an instructor regarding proper academic writing.

Ways to avoid plagiarism:

- Notify students in the Course Syllabus about what plagiarism is and your expectations for their work.
- Create assignments that will make plagiarism difficult: assignments that are specific to the course work and audience which require current research. Require revisions and journals in which they discuss how they arrived at their topic and thesis statement.
- Make clear the definition and consequence for plagiarism before the assignment is due. There should be a statement on your course syllabus and assignments that explain the consequences.
- Require students to submit their work electronically and teach them how to use *Safe Assign*.
- Require students to turn in copies of sources along with the final paper so that proper use of sources can be verified.

If you suspect plagiarism:

- The best tip-off for plagiarism is a work produced in a “writing voice” very different from the work the student has submitted to that point.
- Attempt to find the source used in the suspected passage. A Web search may be successful.
- Discuss the questionable passage with the student.

**Disciplinary Hearing for Violation of Code of Conduct for Students**

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.
An investigation of the conduct and a hearing will be scheduled as soon as possible. The President will appoint individuals to conduct the investigation and hearing. During the investigation and until a final decision is rendered, the student may be suspended from classes and from appearing on campus.

At the hearing, the student will have the right to rebut any accusations and dispute evidence or otherwise defend his/her actions. Witnesses who can help with the rebuttal are allowed.

A decision will be rendered within three days after the hearing taking one of the following actions:
- Dismissal of any action against the student and clearing of his/her name.
- A warning to the student to be placed in his/her file.
- Suspension of the student from College for a stipulated period of time not to exceed one academic year with readmission procedures specifically outlined.
- Dismissal of the student from the College.

The written decision of the Disciplinary Hearing Committee is the final decision and no appeal is possible. The outcome of the hearing will be reported to the responsible instructor and chair.

**COPYRIGHTED MATERIALS AND PEER-TO-PEER FILE SHARING POLICY**

Maria College prohibits the unauthorized distribution of copyrighted material. The unauthorized distribution of copyrighted material including peer-to-peer file sharing, may subject a student to civil and criminal liabilities as listed below:

“Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.”

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750.00 and not more than $30,000.00 per work infringed. For “willful” infringement, a court may award up to $150,000.00 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000.00 per offense.

Students who violate the Maria College policy regarding unauthorized distribution of copyrighted material will be subject to the Regulations Concerning Violation of the Code of Conduct as outlined in the Maria College Student Handbook. For more information, please see the Website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.
COURSE SYLLABI
Course syllabi must follow the standard form to be found in Activities folder on the network. Attention should be given to the objectives of the course and the instructional methods used in their attainment. An outline of the content to be covered, evaluation rationale and, when pertinent, a list of readings should be included. Copies of these syllabi are to be given to the Vice President for Academic Affairs, the Registrar and the Student. The instructor shall make academic policies applicable to each course, including learning objectives and methods of assessing student achievement, explicit at the beginning of each semester.

CREATING OR REVISING A COURSE
Policy: To develop or revise college course offerings that project the college mission and meets college educational objective.

Procedure:
1) Review Procedure with Vice President for Academic Affairs and/or Program Chair.
   - If new course, determine program category for course.
   - Determine if lower or upper division course.
2) Create a rationale for the new or changed course to include:
   - Why the course should be added (or changed) to the College Curriculum?
   - Who are the intended students and how will they benefit?
   - How does the course fit within the Mission of the College and the Program?
   - What Institutional Learning Objectives will be covered in the course?
   - What functions does this course fulfill that other courses do not?
   - How will course impact the Program?
   - How will course impact other Programs?
   - How will the course transfer to other institutions?
3) Create a course description to be included in the College Catalog.
4) Create a course syllabus that contains all information found in the recommended Maria College Course Syllabus.
5) Submit proposal to Program for approval.
6) When approved by Program, submit to Academic Affairs for approval.
7) When approved by Academic Affairs, a course number will be assigned by the Registrar’s Office and the Vice President for Academic Affairs.

CREATING AN ONLINE EDUCATION COURSE
Policy: To adapt an existing regular course that is offered at the College in order to use online education technology, the instructor must receive permission from the Vice President for Academic Affairs (VPAA). The Academic Affairs Committee will review the proposal and make recommendations to the VPAA.

TRADITIONAL, WEB-ENHANCED, HYBRID, AND ONLINE COURSE DEFINITIONS

Online courses are those that deliver 80% or more course content online and there are typically no face-to-face meetings. Hybrid courses combine online and face-to-face instruction, delivering at least 30% of the content online, typically requiring scheduled contact time, for example labs, and/or examinations. Web-Enhanced courses use web-based technology to facilitate what is essentially a face-to-face course. Instructors may use a learning management system to post the syllabus, learning materials, and/or discussion boards.

### Procedure:

1. **Review Procedure with Vice President for Academic Affairs and Program Chair.**
2. **Submit a proposal that explains the rationale for adding distance education elements to a preexisting course, addressing the following:**
   - How does adapting the course contribute to the College Curriculum?
   - Who are the intended students and how will they benefit?
   - How does the change fit within the Mission of the College and the Program?
   - Will identical Institutional Learning Objectives will be covered in the adapted course?
   - How will course impact the Program?
   - How will course impact other Programs?
   - How will the course transfer to other institutions?
   - Explain how the students will be evaluated.
   - Demonstrate that the online course will not be different from the course offered in the regular format.
3. **Demonstrate technical competence as the instructor of the course by completing the training program.**
4. **Develop and submit proposal and course syllabus to Program for approval.**
5. **When approved by Program, submit a summary of the Program meeting, the proposal and course syllabi to Academic Affairs for review. The Director of Online Learning will be asked to attend this meeting.**
6. **The Academic Affairs Committee will make a written recommendation to the Academic Dean regarding whether or not to offer the course in an online format.**

<table>
<thead>
<tr>
<th>Proportion of Content Delivered Online</th>
<th>Type of Course</th>
<th>Typical Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>Traditional</td>
<td>Course where no online technology used — content is delivered in writing or orally.</td>
</tr>
<tr>
<td>1 – 29%</td>
<td>Web-Enhanced</td>
<td>Course that uses web-enhanced technology to facilitate what is essentially a face-to-face course. May use Blackboard to post the syllabus and learning materials.</td>
</tr>
<tr>
<td>30 – 79%</td>
<td>Hybrid</td>
<td>Course that blends online and face-to-face delivery. At least 30% of the content is delivered online; typically requiring scheduled contact time, for example labs and/or examinations.</td>
</tr>
<tr>
<td>80+%</td>
<td>Online</td>
<td>A course where at least 80% of the content is delivered online. Typically have no face-to-face meetings.</td>
</tr>
</tbody>
</table>
NEW YORK STATE EDUCATION DEPARTMENT POLICIES

Note that the New York State Education Department does not permit the institution to create distance education courses that are not already offered as regular education courses without the approval of the New York State Education Department. Further, an entire degree or certificate program cannot be offered in a distance education format without the approval of the New York State Education Department.

CREDIT HOUR POLICY

The credit hour policy at Maria College is based on a strict application of the U.S. Department of Education definition of a credit hour and in accordance with New York State Department of Education credit hour regulations and in compliance with the policies set forth by the Middle States Commission on Higher Education.

Specifically, the College applies the federal definition of a credit hour: “the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

- not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

All credit-bearing courses at Maria College must comply with Section 50.1 (o) of the New York State Commissioner of Education Regulations: “Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.”

APPLICATION OF THE CREDIT HOUR POLICY

The Maria College credit hour policy applies to all courses that award academic credit regardless of the mode of delivery including but not limited to lecture, seminar, laboratory, online, hybrid, and self-paced. Academic departments and the Academic Affairs Committee are responsible for ensuring that credit hours are awarded only for academic work that meets the requirements outlined in this policy. The expectation of contact time inside the classroom and student effort outside the classroom is the same in all formats of a course regardless of mode of instructional delivery whether fully online, hybrid of in-person and online delivery, or delivered in lecture or seminar format. Courses that have less structured classroom formats such as independent
study, internships, cooperative learning, practica, clinical, fieldwork or other academic work leading to the awarding of credit hours must clearly state learning objectives and expected outcomes as well as workload expectations that meet the federal and state standards specified above.

**CREDIT HOUR AWARDING AND REVIEW PROCESS**

Maria College follows a semester format with fall and spring semesters having a minimum of 15 weeks with an additional week for final examinations. Summer semester terms consist of fewer weeks of instruction and weekend terms consist of fewer days of instruction but both formats still adhere to federal and state credit hour regulations in terms of instructional time, amount of work required and expected outcomes. The academic calendar for each of these configurations must provide a minimum of 750 minutes of instruction per credit hour. The standard meeting times for courses at Maria College are three 50-minute classes, two 75-minute classes and one 150-minute class per week (170 minutes with breaks included) which over a 15 week semester plus a 120 minute exam period provide at least 750 minutes of instructional time per credit hour. The academic calendar is prepared by the Registrar for approval by the Vice President for Academic Affairs and College President to assure compliance with federal and state credit hour regulations. The academic calendar for 2014-2015 is found at [http://www.mariacollege.edu/sites/default/files/faculty%2014-15%20sched%20final_kb_0.pdf](http://www.mariacollege.edu/sites/default/files/faculty%2014-15%20sched%20final_kb_0.pdf)

The faculty and academic program chairs have responsibility for developing, maintaining and evaluating the curricula comprising specific academic programs. Existing courses are evaluated for adherence to federal and state credit hour regulations on an annual basis with findings reported to the Academic Affairs Committee chaired by the Vice President for Academic Affairs. New courses are developed and approved at the program level and are subsequently submitted to the Academic Affairs Committee for approval or denial. The Committee is responsible for certifying that all proposed new or revised courses conform to the federal and state credit hour regulations. Syllabi submitted with proposals for new or revised courses are examined by the Committee for contact time and verification that the expected student learning outcomes for the courses meet the credit hour standard.

**CREDIT HOUR SPECIFICATIONS**

Courses consisting of lecture or seminar based learning environments have students who meet in person or online to participate in various forms of group instruction provided by a faculty member. For lecture and seminar courses, one credit is awarded for a minimum of 50 contact minutes per week or 750 contact minutes for the entire semester. The minimum out-of-class student work for one credit is 100 minutes per week or 1500 minutes for the entire semester as mandated by federal regulations. There are 2250 minutes or 37.5 hours of total instructional contact time and out-of-class student work per credit for the entire semester.

Laboratory courses involve experiential learning within group settings under direct supervision of a faculty member with students conducting laboratory experiments or studies. The minimum contact time per credit for laboratory courses is twice that of a lecture-based course. For laboratory courses, one credit is awarded for a
minimum of 100 contact minutes per week or 1500 contact minutes for the entire semester. The minimum out-of-class student work for one credit of a laboratory course is 50 minutes per week or 750 minutes for the entire semester. There are 2250 minutes or 37.5 hours of total instructional contact time and out-of-class student work per credit for the entire semester. Clinicals are courses that involve experiential learning under direct supervision of a faculty member with students performing work in a clinical setting. The minimum contact time per credit for a clinical course is three times that of a lecture but may vary depending on the amount of outside work assigned. For clinical courses, one credit is awarded for a minimum of 150 contact minutes per week or 2250 contact minutes for the entire semester. With no out-of-class student work for clinical courses, there are 2250 minutes or 37.5 hours of total instructional contact time and out-of-class student work per credit for the entire semester.

Fieldwork courses involve experiential learning in a professional setting under direct supervision of fieldwork educators who serve as site supervisors and performance evaluators. The total amount of required hours may be mandated by professional accrediting organizations. The minimum contact time per credit for fieldwork courses is 160 minutes per week or 2400 minutes or 40 hours for the entire semester. Similarly, internship courses involve experiential learning under the direct supervision of a site supervisor or preceptor and require a minimum of 160 minutes per week or 2400 minutes or 40 hours per credit for the entire semester.

**DEFICIENCY WARNING**

Students receive a letter from the Registrar’s Office when an instructor reports a deficiency on the web-based Class List. The letter informs the student of the deficiency and suggests contacting the course instructor to clarify the problem and to search for ways to improve performance. It is recommended that all instructors report student deficiencies and to explain the purpose of the deficiency warning letter at the beginning of the semester and in the course syllabi (see Early Warning System).

**DISCLOSURE OF RECORDS**

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 Registrar's Office 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 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, the College 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 United States 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. 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 re-disclosed, 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 are available in the Registrar's Office.

DRUG PREVENTION PROGRAM
Policy: It is the objective of Maria College to maintain a healthy and efficient atmosphere free from the effects of alcohol/drug abuse. Chemical dependency is a disease that can endanger the well being of students, faculty, staff, and the community they serve. Therefore, the Maria College policy states that no person shall 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 an imposition of discipline appropriate to the severity of the violation.

The Director of Counseling will assist individuals who may seek voluntary or mandatory confidential counseling. Individuals from the campus community identified for mandatory referrals shall be those who demonstrate a pattern of poor academic or work performance (such as absenteeism and tardiness), impaired performance at clinical field placement and other acts that violate the College policy as deemed by the Vice President for Academic Affairs.

Procedure for faculty to follow for suspected student substance abuse:
1) An administrator, faculty or staff member will document observation of impaired student performance.
2) The above person should confront the student and coordinate his/her referral with the Counseling Office for possible chemical dependency assessment and referral for treatment, if necessary. 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 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.

Recommended guidelines for alcohol/drug abuse confrontation:
Conditions that help the confronter are caring about the student, being well informed, being confident, being positive, being consistent, being a clear communicator, developing support, and being open to further involvement with the student. When confronting you should:

- Be simple and direct, proceeding openly and smoothly. Rushed interpersonal encounters usually are not conducive to increased awareness.
- Know the FACTS regarding the BEHAVIOR (S) being confronted. Document the first observed behavior(s) noting where and how often observed.
- Be SPECIFIC and CLEAR in confrontation. This is essential when considering the impact of an individual behavioral confrontation.
- Confront BEHAVIOR (S) not VALUES. Selling personal values as the appropriate way to behave probably will not work. SPECIFY what BEHAVIORS are causing others a problem, such as absenteeism, impaired performance at clinical field placement, etc., SPECIFY the BEHAVIORS observed that may be causing a problem such as personal isolation, tardiness, smelling of alcohol, etc.
- At every available opportunity, communicate interest in the student and ask him/her clarifying questions. e.g., How do you view your current behavior? Why are you acting this way?
- Show FEELINGS about the confrontation. If one is ANGRY, check to see if the anger is directed at behaviors or the student. Communicate the distinction to the student. Identify feelings as feelings and facts as facts.
- Focus on the Student's strengths, but do not engage in an on-the-spot counseling session or personality build up session.
- MANDATE a referral to the Maria Counseling Service.

**EARLY WARNING SYSTEM**
Members of the faculty are encouraged to report student deficiencies through web-entry on the class lists. The Codes are the following:

*1 Absences
*2 Late to class
*3 Missing assignments
*4 Late assignments
*5 Failed assignments
*6 Failed tests/quizzes
*7 Missed tests/quizzes
*8 Behavior
*9 Clinical/Competency
*0 Multiple Concerns
*P Plagiarism
**EXCUSED ABSENCE**
An excused absence is one in which the student has had a family or medical emergency that kept the student from attending class. The excused absence counts as an absence from the class and may adversely affect the final grade for the course. A documented excused absence may give the student the right to make-up work or quizzes and exams, depending on the instructor's policy. *See Religious Observation policy.*

**FIELD TRIPS**
Instructors who wish to arrange field trips must plan such excursions for times that will not necessitate absence of the participants from their other courses. The Field Trip Form, (found in the Activities Folder) which includes location, date and time, and educational objective, must be filled out and submitted to the Program Chairperson and the Vice President for Academic Affairs prior to the event. It is required that faculty DO NOT provide transportation for students to field trip locations in order to avoid personal liability.

**FINAL EXAMINATIONS**
At the close of each semester a copy of the final examination should be filed with the Registrar. Instructors should retain student final examinations for one academic year.

**FINAL GRADES**
Final grades must be posted on Web Services within 48 hours after the final examination for each course. No students may be informed of a final grade by an instructor.

**GENERAL EDUCATION COURSE REVIEW POLICY**
*Policy and Rationale:* The general education courses at Maria College are the backbone of the college education that our students receive. They are crucial in helping us meet our mission of graduating adults who respect and serve others. These courses perform multiple functions, such as giving students resources to use throughout their lives as well as the background knowledge to succeed in their programs while students at Maria College. In an effort to both provide our students with the best education we can offer and to document that we consider it important as an institution to do so, general education courses – especially those required in the curricula of programs at Maria College – need to be reviewed at regular intervals in terms of institutional and program expectations.

The Academic Affairs Committee will be responsible for coordinating the efforts to review general education courses. The Assessment Committee will review learning outcomes for general education courses.

**GRADING SYSTEM**
Grades are issued at midterm and at the end of each semester using a letter system and quality point values as follows:
<table>
<thead>
<tr>
<th>Numerical average</th>
<th>Grade</th>
<th>Quality Points*</th>
</tr>
</thead>
<tbody>
<tr>
<td>92.6 - 100 (93 - 100)</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>89.6 - 92.5 (90 – 92)</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>86.6 - 89.5 (87 – 89)</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>82.6 - 86.5 (83 – 86)</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>79.6 - 82.5 (80 – 82)</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>76.6 - 79.5 (77 – 79)</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>72.6 - 76.5 (73 – 76)</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>69.6 - 72.5 (70 – 72)</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>66.6 - 69.5 (67 – 69)</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>62.6 - 66.5 (63 – 66)</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>59.6 - 62.5 (60 – 62)</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>59.5 (59) and lower</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

*Quality points computed by dividing the total number of quality points by total credits completed.

Grade designations are defined as follows:
**A** represents outstanding distinction, superior achievement of learning outcomes, demonstrating comprehensive, in-depth understanding of subject matter

**B** signifies levels of solid accomplishment, very good understanding of subject matter and very good demonstration of learning outcomes

**C** signifies average, adequate demonstration of learning outcomes and satisfactory understanding of subject matter

**D** represents marginal demonstration of learning outcomes, fragmented and mediocre understanding of subject matter

**F** is failure, unacceptable demonstration of learning outcomes, failed understanding of subject matter

**P** is used for acceptable academic work when a course is graded on a pass/fail basis; no quality points are assigned to this grade designation.

**I** designates an incomplete grade and is assigned to a student who for acceptable reasons is unable to complete the course work. In order to receive this grade, a student must be passing the course (grade of D- or higher) and must obtain permission from the instructor and department chair or program director. If work not completed within three months after the end of the semester, the grade will automatically change to a grade of F, unless an extension is granted by the department chair or program director.

**S** is given for satisfactory work comparable to a grade of C or better in developmental courses where no academic credit is assigned.

**U** is given for unsatisfactory work comparable to a grade of C- or lower in developmental courses where no academic credit is assigned.

**W** is used for a student who withdraws from a course within the established timeframe for course withdrawal.

**WS** is used for a student who withdraws from a course and who at the time of withdrawal is performing at the course-specific standard of performance required for an academic program (for example, grade of C or better in BIO 205).

**WU** is used for a student who withdraws from a course and who at the time of withdrawal is not performing at the course-specific standard of performance required for an academic program (for example, grade of C- or lower in BIO 205).
Related Terms:
Fail – strictly limited to condition where student has a final course grade of F (< 60%)
Pass – all conditions where a student has a final course grade of D- or better (60% or higher)
Performance Standard – minimum level of expected academic performance in a specific course or group of courses required for continuing enrollment in a specific academic program, or minimum level of expected academic performance in a prerequisite course.
Met Performance Standard - student has achieved at or above the minimum level of performance required for a specific academic program or in a prerequisite course.
Did not Meet Performance Standard – student has performed below the minimum level of performance required for a specific academic program or in a prerequisite course.

GUEST SPEAKERS
Instructors who wish to arrange for a guest speaker must fill out the Guest Speaker Form (found in the Activities folder), which includes location, date and time, and educational objective, and submit to the Program Chairperson and Vice President for Academic Affairs prior to the event.

INCOMPLETE GRADE
The grade "I" (Incomplete) is assigned to a student who for good reason is unable to complete the work for the course and is passing the course. All work must normally be completed within three months of the end of the semester. With the concurrence of the Vice President for Academic Affairs, the instructor may extend this deadline. Work not completed by the established deadline will warrant the assignment of an "F" for the course. The grade "W" will not be assigned as it is given when a student officially withdraws from a course between the 2nd and 10th week of the semester. It is recommended that the instructor and student agree to a contract that states what work will be completed, the completion date, and the expected grade when the work is satisfactorily completed.

LEARNING RESOURCE CENTER
The Learning Resource Center is a major support service for Maria students. It is the faculty member’s responsibility to give advance notice of any projects to be completed in the LRC.

LIBRARY
Reference materials and current periodicals can be found in the main reading room of the Library.

Bound periodicals and stacks are located in the second and third rooms respectively. Faculty may request materials to be placed on reserve and schedule orientation sessions. All of the Library holdings are available on an open shelf basis. Faculty members may borrow books for an unspecified period, returning books on loan at the end of the semester. Faculty may also request books or periodicals for purchase at any time either through the Library Committee or directly. Interlibrary loans and direct access borrowing privileges are arranged for faculty members and
Students. Two copiers are provided for the use of the students at a nominal fee. Library hours are posted opposite the Library entrance.

**MAKE-UP TESTS**

It is highly recommended that make-up tests not be identical to the original test. All make-up tests should be proctored and are the responsibility of the instructor of the course. Proctoring assistance may be requested from the Director of Evening and Weekend College, but may be beyond the abilities of administration to provide.

**MIDDLE STATES ACCREDITATION REVIEW**

Faculty are expected to participate in Middle States accreditation review activities. Faculty should retain a small sample of student assignments and exams showing a broad spectrum of student achievement for each class taught every semester.

**NEW YORK STATE REQUIREMENTS FOR TOTAL HOURS AND WEEKS FOR MEETING CLASSES**

Faculty must adhere to the scheduled amount of time for classes and may not shorten the length of the semester or class time. Failure to adhere to the Commissioner's Regulations will jeopardize certification of students for financial aid. A specific time allotment is required of all credit courses, according to the Commissioner's Regulations.

"In order to certify students for State awards, an institution must operate on a calendar that conforms to Section 145-2,1(a) of Commissioner's Regulations. This section defines full time study for financial aid purposes as enrollment for at least 12 semester hours in a semester of not less than 15 weeks inclusive of examination periods. An institution that operates on a calendar in which a semester, inclusive of examination periods, consists of fewer than 15 weeks (or in which a quarter/trimester consists of fewer than 10 weeks) is not in compliance with this regulation. In such cases, a college that certifies students for State financial assistance can be held liable for repayment of the funds, which its students received."

Section 50.1(0) of Commissioner's Regulations defines a semester hour as a credit or other unit awarded for the completion of 15 fifty-minute hours of instruction and 30 hours of supplemental assignments. While a semester hour of credit can be awarded for 15 hours of course work offered in a variety of time configurations, only a 15-week semester satisfies the durational requirement of section 145.2,1(a) of Regulations."

**POLICY AND PROCEDURE FOR CREATING OR REVISING AN ACADEMIC POLICY**

**Policy:** To provide faculty and/or programs access to the Academic Affairs Committee in order to make recommendations to administration that would develop or revise academic policies and/or procedures.

**Procedure:**

1. The sponsor of the proposed policy or revision will submit a proposal to his or her program for discussion and concurrence. The proposal will consist of a recommendation for a change in policy and/or procedure and a rationale stating the reasons why the change would benefit the college, the program, and the students.
2. The sponsor of the proposal (either an individual faculty member or a program representative) will then submit the proposal for discussion to the members of the Academic Affairs Committee.
3. Members of the Academic Affairs Committee will distribute the proposal to their programs for discussion.
4. The Academic Affairs Committee will discuss the proposal at its next scheduled meeting and make a recommendation to administration.

**RETENTION OF RECORDS**
Instructors should maintain documents used to evaluate a student’s academic performance for a period one calendar year from the conclusion of the course.

**RETURNING STUDENT WORK**
Since the Family Educational Rights and Privacy Act of 1974 requires that faculty be careful in distributing graded student work so that another person is not allowed access to student grades, faculty may not leave student work in their mailboxes or administrative offices. Similarly, student grades should never be disclosed in an open classroom setting.

**SCIENCE TWO-TIME POLICY**
To be admitted to or continue in nursing, a student may repeat any science course (chemistry, biology, microbiology, and anatomy and physiology) only once. Unsuccessful attempts at another college and withdrawal from a science course with a grade of WU count toward one time.

**OPPORTUNITY TO ASK THAT THE POLICY BE WAIVED**
A student, who wishes to take an Anatomy and Physiology course for a third time and who had extenuating circumstances that kept him/her from being successful the first and second times, may request that the policy be waived. The student must complete a Petition to Waive the Two-Time Policy with an advisor and submit the petition to the Vice President for Academic Affairs for approval.

**SEMESTER CENSUS AUDIT**
Faculty are required to submit a Semester Attendance Audit to the Registrar’s Office at the beginning of each semester. The census report is completed through Web Services and faculty indicate if a student has attended or never attended the course. No one is permitted to attend a course without being registered. Completion of the form is necessary for Financial Aid and Business Office records.

**SERVICES TO STUDENTS WITH DISABILITIES**
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 and equal access for students with disabilities by complying with the American with Disabilities Act (ADA, Section 504) and the Rehabilitation Act of 1973.
The American 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 and 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 by contacting the Dean of Student Services and providing documentation of the disability from an appropriate source. (Additional information is available at [http://www.mariacollege.edu/campus-life/student-support-services/support-students-disabilities.](http://www.mariacollege.edu/campus-life/student-support-services/support-students-disabilities.))

**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 for making a request**
1) Self-disclose to the Director of Admissions or the Dean of Student Services.
2) Register with the Dean of Student Services as soon as possible but definitely by the first week of each semester.
3) Provide the Dean of Student Services with appropriate documentation.
4) Sign a **Release of Information Form** EACH semester with the Dean of Student Services.
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 that a student MAY approach them about recommended accommodations. The Dean of Student Services does NOT share with faculty information about ones 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 learning 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 three (3) years old.
For students with ADD/ADHD documentation must be provided by psychologists, neuropsychologists, psychiatrists, and other relevantly trained medical doctors. (Documentation cannot 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 evaluation include psychologists, neuropsychologists, psychiatrists, clinical social workers, and psychiatric nurse practitioners. (Documentation cannot be more than 6 months old.)

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

Chapter 219 of the New York State Education Law requires textbook publishers to provide students with disabilities access to instructional materials in an alternate format. Instructors are required by the law to “take into consideration the additional time required to obtain alternate format materials” so that students with disabilities may obtain these materials in a timely fashion.

Accommodations available at Maria College

Testing Accommodations
- Extended time to complete tests (time and a half).
- Tests administered in a distraction-reduced location.
- Tests read by proctor upon request.
- Record answers directly on exam rather than Scantron sheet.
- Directions and/or test questions rephrased by a professional/staff proctor.
- Word processor with spell check functions.
- Spell Checker
- Calculator

Classroom Accommodations
- Note taker, tape lectures, adaptive equipment
- Clinical and fieldwork accommodations – see Program policies.

Assistive Devices available at Maria College
- A magnifying reader is located in the Learning Resource Center (LRC). It enlarges a page of text to aid the visually impaired student.
- Read and Write Gold is computer software that reads aloud text information scanned from a book. Its uses are to provide assistance in test taking and studying for students who are visually impaired, learning disabled or ADD. The software is loaded on computers in the LRC and is available for any campus computer.

Alternative Testing Accommodations
If a student needs an alternative testing site, the instructor must provide the Office of Student Services with the test dates and names of students needing alternative testing accommodations as early as possible in the semester. Students must be proctored for all testing. Only students with documented disabilities are eligible for alternative testing. Instructors may not offer alternative testing to non-documented
students. Maria College reserves the right in offering reasonable accommodations to schedule alternative testing dates during business hours.

**TEXTBOOKS**

The chair of the program or the faculty member teaching a course must fill out a textbook order form with sufficient lead-time to enable the bookstore to confirm the availability of the requested materials. The following is the schedule for notifying the bookstore of textbook requests:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>April/May</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>November</td>
</tr>
<tr>
<td>Summer Semesters</td>
<td>March/April</td>
</tr>
</tbody>
</table>

No textbook will be ordered if the form has not been submitted. A form must be filled out every semester, even if the same book is used in consecutive semesters. The bookstore will contact the publisher to insure the textbook is available. In the event a requested book or edition is not available, the bookstore will notify the faculty member in a timely manner. The bookstore will notify the faculty member the estimated cost of the textbook whenever a new textbook has been adopted or if the cost of a textbook has increased substantially from a previous semester.
SECTION 6: GENERAL INFORMATION

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. If a member of the faculty is working in a building that is officially closed to the public, he/she must notify the Business Office or Security. When classes are not in session and the buildings are open, a student must have permission to use any college facility. For security purposes, all doors except one per building will be locked after 4:30 pm.

ACTIVITIES FOLDER
The Activities Folder, which can be accessed by any computer on campus connected to the MariaNet, contains information (such as, calendars, committee lists, forms and handbooks) in Read-Only files for faculty use. To access the Activities Folder, find the Network Neighborhood Folder on a campus computer. (These files are NOT available on home computers.)

All files and forms may be downloaded (copy/paste or F12) to a personal computer. The Business Office requests that the format for the Purchase Requisition/Work Order not be altered in any way.

AUDIO-VISUAL EQUIPMENT
Information concerning the use and the location of this equipment can be obtained from the Program Chairperson. Instructors are requested to plan in advance for the use of this equipment. In the event of mechanical failure, the instructor should make this fact known to the IT Help Desk so that repairs may be made.

BOOKSTORE
The College Bookstore offers textbooks, stationery, supplies and gift items. Bookstore hours of operation are posted outside the door. Faculty members may not personally engage in the sale of books, supplies, or other materials to the students. All such materials are to be purchased from the Bookstore.

BRING YOUR OWN DEVICE POLICY
All faculty, staff, and students are free to bring their own Wi-Fi devices (smartphones, tablets, laptops, etc.) and access the public Wi-Fi network. The college is not responsible for, nor does it provide support for, personal devices. Use of personal devices in classes is at the discretion of the instructor.

COMPUTER CLASSROOMS
The Learning Resource Center (Main 103) and Computer Classroom (Main 105) are available to all students and faculty and are equipped with high-performance desktop computers with the current version of Microsoft Office installed, along with programs that have been specified by instructors as part of classes.
Main 105 is also available to be scheduled for classes that require hands-on computer use during class. All requests for this lab must be made through the Registrar’s Office.

**EMAIL**

All email communications from college administration will be sent to your college email address. Faculty and staff should regularly check their email. All communications to students should be from your college email address and students should be encouraged to use their college email address and to check their email frequently.

Email can be accessed from any computer with Internet access at: www.mariacollege.edu/exchange

**EMERGENCY AND SECURITY POLICY & PROCEDURES**

Since Maria College is a commuter college with no resident students, some of the emergency situations that might arise on many campuses are not likely at Maria College. Nonetheless, emergencies are always possible. It is the purpose of this policy to cite possible situations that require action by Maria College personnel and outline procedures thereof. It is important to emphasize that no one can possibly predict all emergencies. Some situations may occur that are not specifically identified in this policy.

**EMERGENCY POLICIES**

When confronting a serious emergency, the Maria College employee must immediately notify security (518-376-0690 for Main Building and Campus School, 518-376-0688 for Marian Hall) or administration (the Business Office, the Academic Dean or the Director of Evening and Weekend College).

**Incident Report Form:** All emergency situations must be reported in writing to the Business Office as soon as possible. Forms maybe found in departmental secretary offices, administrative offices and the business office. All incidents must be reported – even those not initially reported to the administration.

**Handling the Press:** In the event of a phone call or visit from the media, all inquiries are to be directed to the President’s Office where she or her delegate will handle the matter. No one should give any information to the media other than the President or her delegate.

**Speaking to the Police:** If the Police are summoned in an emergency, the President’s Office should be notified and the information conveyed to the Police should be reported in writing.

**Administrative Ability to locate Students and Faculty:**
In some emergency situations, it may be necessary to locate students and faculty. It is extremely important that all classroom changes be made through the Registrar’s office.

**EMERGENCY PROCEDURES**

As a general guide the following types of emergencies are listed with appropriate action noted after each situation:

**Fire:** In the event a fire is discovered, any responsible person should activate the fire alarm. The alarm will notify all occupants in the building concerned. All Maria College employees should note the locations of fire exits and fire alarms. Faculty should make
students aware of exits. Each classroom has a map designating the nearest exit and location of fire alarm. In case of an alarm, occupants should make an orderly exit out of the building using the nearest exit. No individual should re-enter the building until notified by the Fire Department or Maria College Physical Plant personnel that it is safe to re-enter. Faculty members should make sure all students are out of classrooms before leaving. The elevator in Marian Hall should not be used. **Toxic Fumes:** Persons exposed to the fumes should get into open air as soon as possible, following much the same procedure as for a fire. In case of injury or poisoning, the victims should be sent to St. Peter’s Hospital or in extreme cases, help from 911 should be summoned. **Illness:** If the person is able, recommend he/she go to the Emergency Department of St. Peter’s Hospital. If the person is unconscious or too ill to move, summon 911. **Auto Accident:** Contact Administration. If police are needed, administration will phone them. **Intoxication:** In the event an individual is suspected of being under the influence of drugs or alcohol, Administration should be contacted. If it is determined the individual is impaired and should leave the campus, Administration will arrange safe transportation. If the impaired individual refuses assistance and attempts to drive, the police will be notified. **Violent Situations:** In case of fighting, severe arguments, harassment or the taking of a hostage, immediately notify security (518-376-0690 for Main Building and Campus School, 518-376-0688 for Marian Hall) or administration (the Business Office, the Academic Dean or the Director of Evening and Weekend College). All weapons (guns, knives, rifles, swords or any object that is ordinarily used to harm a person) are forbidden. If someone appears on campus with a weapon, do not risk a confrontation but call the Police immediately.

**MAIL**
Mail is received on the campus daily and is sorted and placed in faculty mailboxes. Outgoing mail may be placed in the box outside the general office. The postage meter is available for official college mail.

**MAILBOXES**
Faculty are provided a mailbox to expedite communication. Mailboxes are not storage containers and should be emptied on a regular basis.

**PARKING**
All faculty at Maria College may park free of charge. However, a parking permit must be obtained and properly displayed. If a parking ticket is received, the parking ticket should be turned into the Business Office as soon as possible to avoid a $10.00 fee.

**PUBLICITY RELEASES**
All materials for publicity releases to be sent out in the name of the College are to be submitted to the President for approval.

**SECRETARIAL SERVICE**
Secretarial service is provided for instructors insofar as budgetary limits allow. Supplies for use in duplicating materials are requisitioned from the Business Office.
SMOKING
Maria College is a Tobacco Free Facility. NO SMOKING is permitted on College property.

SPECIAL SOFTWARE REQUESTS
Every effort will be made to accommodate faculty requests for software needed for their classes. However, some software may not run in the college’s computing environment. In order to have time to test the software and, if necessary, find an alternative, **all software requests must be submitted no later than 30 days before the start of classes.**

TELEPHONES
Faculty are asked to use discretion in making personal calls from College telephones.

WI-FI ACCESS
Wi-Fi access is available throughout the entire campus for student and staff use with their personal devices. Users should take the necessary steps to protect their devices with virus protection software, spam filtering, and anti-phishing software. Please be cautious and use good computer judgment when connected to any network.
Fall 2014 Orientation Dates
May 1, 2014
June 21, 2014
July 31, 2014
August 23, 2014

Faculty Orientation
August 20, 2014

Fall 2014 Session Begins
DAY & EVENING
August 25, 2014
WEEKEND
August 20, 2014

Last Day to Add Classes
September 6, 2014
August 29, 2014

Last Day to Add Classes-Weekend
September 21, 2014
September 1, 2014

Labor Day – No Classes
September 17, 2014

Constitution Day
October 13, 2014

Columbus Day – No Classes
November 26, 27, 28, 2014

Thanksgiving Recess
October 27, 2014

Advisement Begins
October 31, 2014

Last Day to Withdraw
November 3, 2014

Fall 2014 Weekend

Week 1
September 6, 7
October 4, 5
November 1, 2
December 6, 7

Week 2
20, 21
18, 19
15, 16
13, 14
20, 21

Spring 2015 Registration Dates
December 11, 2014
January 6, 2015

Spring 2015 Session Begins
DAY & EVENING
January 12, 2015
WEEKEND
January 17, 2015

Martin Luther King Day No Classes
January 19, 2015

Last Day to Add Classes
January 18, 2015

Last Day to Add Classes-Weekend
February 1, 2015

President’s Day No Classes
February 16, 2015

Spring Break
March 16-20, 2015

Advisement for Fall Begins
March 23, 2015

Last Day to Withdraw
March 27, 2015

Last Day to Withdraw-Weekend
March 27, 2015

Easter/Good Friday No Classes
April 3, 2015

Final Exams
WEEKEND
April 19, 2015
DAY
May 5, 6, 7, 8, 2015
EVENING
May 5, 6, 7, 2015

Spring 2015 Weekend

Week 1
January 17, 18
February 1
March 1
April 11, 12

Week 2
31
14, 15
14, 15
18, 19

Week 3
28
28, 29
25, 26

**snow weekend**
COMMENCEMENT

May 17, 2015  3:30 p.m.

Summer Session I 2015
WEEKEND
DAY 12 week  May 3 - August 2, 2015
EVENING 12 week  May 18 – August 7, 2015

Summer Session II 2015
DAY 6 week  May 18 - June 26, 2015
EVENING 6 week  May 18 - June 26, 2015

Summer Session III 2015
DAY 6 week  June 29 – August 7, 2015
EVENING 6 week  June 29 – August 7, 2015
No Class July 4, 2015

Add/Drop Weekend  May 9, 2015
Add/Drop Session I  May 22, 2015
Add/Drop Session II  May 22, 2015
Add/Drop Session III  July 3, 2015

Last Day to Withdraw Session I 12 week  July 10, 2015
Last Day to Withdraw Session II 6 week  May 29, 2015
Last Day to Withdraw Session III 6 week  July 10, 2015

Summer 2015 Weekend

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<tr>
<th>May</th>
<th>June</th>
<th>July</th>
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# SCHEDULE OF COMMITTEE MEETINGS 2014-2015*

## AUGUST
- **20** Wed. Faculty Meeting
- **22** Fri. Department/Program Meetings
- **25** Mon. Nominating Committee
- **27** Wed. Program Chair Committee

## SEPTEMBER
- **1** Mon. LABOR DAY
- **3** Wed. Computer Advisory Committee
- **8** Mon. Academic Affairs Committee
- **10** Wed. Library Committee
- **15/16** M/T Assessment Committee
- **18** Mon. Department/Program Meetings
- **19** Tue. Student Volunteer Organization
- **20** Mon. Faculty Affairs Committee
- **22** Wed. Program Chair Committee
- **23** Thu. Retention Committee
- **29** Mon. Faculty Affairs Committee
- **30** Tue. Student Volunteer Organization

## OCTOBER
- **1** Wed. Computer Advisory Committee
- **6** Mon. Academic Affairs Committee
- **7** Tue. Student Volunteer Organization
- **8** Wed. Library Committee
- **15** Mon. COLUMBUS DAY
- **18** M/T Department/Program Meetings
- **19** Mon. Recruitment Committee
- **20** Wed. Assessment Committee
- **23** Mon. Faculty Affairs Committee
- **24** Tue. Student Volunteer Organization
- **25** Wed. Library Committee

## NOVEMBER
- **3** Mon. Faculty Forum
- **4** Tue. Special Meeting-Strategic Plan
- **5** Wed. Computer Advisory Committee
- **10** Mon. Program Chair Committee
- **13** Mon. Recruitment Committee
- **17/18** M/T Department/Program Meetings
- **20** Mon. Assessment Committee
- **21** Tue. Retention Committee

## DECEMBER
- **1** Mon. Academic Affairs Committee
- **2** Tue. Faculty Meeting
- **3** Wed. Computer Advisory Committee
- **8** Mon. Faculty Affairs Committee
- **9** Tue. Retention Committee

## JANUARY
- **12/13** M/T Department/Program Meetings
- **14** Wed. Assessment Committee
- **19** Mon. MARTIN LUTHER KING DAY
- **20** Tue. Faculty Meeting
- **26** Mon. Program Chair Committee
- **27** Tue. Retention Committee
- **28** Wed. Faculty Evaluation Committee

## FEBRUARY
- **2** Mon. Academic Affairs Committee
- **4** Wed. Computer Advisory Committee
- **9** Mon. Recruitment Committee
- **10** Tue. Student Volunteer Organization
- **11** Wed. Library Committee
- **16** Mon. Assessment Committee
- **17/18** M/T PARENTS DAY
- **23** Mon. Faculty Affairs Committee
- **24** Tue. Student Volunteer Organization

## MARCH
- **2** Mon. Academic Affairs Committee
- **4** Wed. Computer Advisory Committee
- **9** Mon. Recruitment Committee
- **10** Tue. Student Volunteer Organization
- **11** Wed. Library Committee
- **23/24** M/T Department/Program Meetings
- **30** Mon. Faculty Forum
- **31** Tues. Retention Committee

## APRIL
- **1** Wed. Faculty Evaluations Committee
- **6** Mon. Academic Affairs Committee
- **8** Wed. Computer Advisory Committee
- **13** Mon. Recruitment Committee
- **14** Tue. Student Volunteer Organization
- **15** Wed. Library Committee
- **20/21** M/T Department/Program Meetings

## MAY
- **12** Tue. Faculty Meeting

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*Monday and Wednesday meetings at 3 to 4 p.m. Tuesday meetings at 1 to 2 p.m.
Departments may elect alternate times to meet.*