CONTENTS FOR MARIA COLLEGE FACULTY HANDBOOK

INTRODUCTION

MARIA COLLEGE: AN OVERVIEW 1
MISSION 1
INSTITUTIONAL CORE VALUES 2
INSTITUTIONAL GOALS 2
INSTITUTIONAL LEARNING OBJECTIVES 2
AFFIRMATIVE ACTION 2

SECTION 1: ADMINISTRATION

BOARD OF TRUSTEES 3
THE PRESIDENT 3
VICE PRESIDENT FOR ACADEMIC AFFAIRS/ACADEMIC DEAN 3
VICE PRESIDENT FOR INSTITUTIONAL ASSESSMENT 4
DIRECTOR OF STUDENT RECORDS 4
DIRECTOR OF INSTITUTIONAL RESEARCH 4
DIRECTOR OF BUSINESS AFFAIRS 5
CONTROLLER 5
SUPERINTENDENT OF BUILDINGS AND GROUNDS 6
DIRECTOR OF ADMISSIONS 6
REGISTRAR 7
DIRECTOR OF FINANCIAL AID 7
OFFICE OF STUDENT SERVICES 8
DISABILITIES COORDINATOR 8
DEAN OF STUDENT SERVICES 8
PSYCHOLOGICAL COUNSELING OFFICER 8
DIRECTOR OF PLACEMENT SERVICES 8
DIRECTOR OF CAMPUS MINISTRY 8
DIRECTOR OF ALUMNAE/I AFFAIRS 8
AFFIRMATIVE ACTION OFFICER 9
DIRECTOR OF DEVELOPMENT/MARKETING 9
DIRECTOR OF LIBRARY 9
DIRECTOR OF ACADEMIC COMPUTING 9
DIRECTOR OF THE LEARNING RESOURCE CENTER 9
COORDINATOR OF ON-LINE LEARNING 9
PROGRAM STRUCTURE 10
PROGRAM CHAIRPERSON 10
CERTIFICATE COORDINATOR 11
INSTITUTIONAL ORGANIZATIONAL CHART 13

SECTION 2: COMMITTEE STRUCTURE

COMMITTEES OF THE ADMINISTRATION 14
ADMINISTRATIVE COMMITTEE 14
INSTITUTIONAL PLANNING COMMITTEE 14
NURSING ADVISORY COMMITTEE 14
SAFETY COMMITTEE 15
ADVISORY COMMITTEE ON CAMPUS SECURITY 15
PROGRAM CHAIR COMMITTEE 15
CERTIFICATE COORDINATOR COMMITTEE 16
INSTITUTIONAL REVIEW BOARD 16
COMMITTEES OF THE FACULTY 17
COMMITTEE ON ADMISSIONS 17
SECTION 3: FACULTY

THE FACULTY
OATH OF ALLEGIANCE
ACADEMIC FREEDOM
RESPONSIBILITIES OF THE FACULTY
APPOINTMENT OF FACULTY
ABSENCES OF FACULTY
ADVISING STUDENTS
CONFERENCE OR IN-SERVICE WORKSHOPS
FACULTY FILE
FINANCIAL INFORMATION AND BENEFITS
   SALARY PERIODS AND APPOINTMENT YEAR
   PAYROLL CHECKS
   SALARY SCHEDULE
   INSURANCE BENEFITS
   RETIREMENT
   TUITION WAIVER ELIGIBILITY
GRIEVANCE PROCEDURES
   FACULTY GRIEVANCE
   GRIEVANCE OF SEX OR DISABILITY DISCRIMINATION
   OFF CAMPUS RESOLUTION OF GRIEVANCE
LEAVES OF ABSENCE
   EDUCATIONAL LEAVE WITHOUT PAY
   PERSONAL LEAVE
   PREGNANCY LEAVE
   SABBATICAL LEAVE
   SICK LEAVE
ONLINE EDUCATION FACULTY POLICIES
MEMBERSHIP
OFFICE HOURS
OUTSIDE EMPLOYMENT
POLICY ON RELATIONSHIPS
POLICY OF SCHOLARSHIP
STUDENT EVALUATION OF FACULTY
SUBSTITUTES
TEACHING LOAD
TERMINATION OF SERVICE

SECTION 4: FACULTY APPOINTMENT, RANK AND EVALUATION

APPOINTMENT OF FACULTY
   TYPES OF APPOINTMENT
**SECTION 6: GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS TO CAMPUS BUILDINGS</td>
<td>66</td>
</tr>
<tr>
<td>ACTIVITIES FOLDER</td>
<td>66</td>
</tr>
<tr>
<td>AUDIO-VISUAL MATERIALS</td>
<td>66</td>
</tr>
<tr>
<td>BOOKSTORE</td>
<td>67</td>
</tr>
<tr>
<td>BULLETIN BOARD NOTICES</td>
<td>67</td>
</tr>
<tr>
<td>COPY MACHINE</td>
<td>67</td>
</tr>
<tr>
<td>COMMUNICATION PROCESSES</td>
<td>67</td>
</tr>
<tr>
<td>COMPUTER PROBLEMS</td>
<td>67</td>
</tr>
<tr>
<td>COMPUTER CLASSROOMS</td>
<td>67</td>
</tr>
<tr>
<td>COUNSELOR AVAILABILITY</td>
<td>67</td>
</tr>
<tr>
<td>EMAIL</td>
<td>68</td>
</tr>
<tr>
<td>EMERGENCY AND SECURITY POLICY &amp; PROCEDURES</td>
<td>68</td>
</tr>
<tr>
<td>MAIL</td>
<td>69</td>
</tr>
<tr>
<td>MAIL BOXES</td>
<td>69</td>
</tr>
<tr>
<td>PARKING</td>
<td>69</td>
</tr>
<tr>
<td>PUBLICITY RELEASES</td>
<td>70</td>
</tr>
<tr>
<td>SECRETARIAL SERVICE</td>
<td>70</td>
</tr>
<tr>
<td>SMOKING</td>
<td>70</td>
</tr>
<tr>
<td>TELEPHONES</td>
<td>70</td>
</tr>
<tr>
<td>WIRELESS HOT SPOTS</td>
<td>70</td>
</tr>
<tr>
<td>CALENDARS</td>
<td>72</td>
</tr>
<tr>
<td>ACADEMIC CALENDAR 2012-2013</td>
<td>72</td>
</tr>
<tr>
<td>COMMITTEE MEETINGS 2012-2013</td>
<td>74</td>
</tr>
</tbody>
</table>

Addendum — Additional Benefit Information
INTRODUCTION

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 President of the College is the chief administrative officer and is a member ex-officio of all the College committees except the Committee of Faculty Evaluation and Faculty Affairs Committee.

MARIA COLLEGE: AN OVERVIEW

By the fall of 2012, Maria College has been in existence fifty–four years. It began as a liberal arts college with programs in business and Early Childhood added the following year. When St. Peter’s Hospital closed its three-year diploma nursing program in 1968, Maria began a two-year Nursing degree program with the introduction of other allied health programs following. Thus, in the heyday of the 1960’s, when college enrollments everywhere were high, Maria found its niche as a small college for women and gradually became more career oriented than transfer oriented. It became co-educational in 1970.

The College is authorized to grant a Bachelor’s Degree in Nursing and Associate in Arts, Associate in Science and the Associate in Applied Science degrees, as established by the Board of Regents of the University of the State of New York. For the Associate in Arts, Liberal Arts and Education Transfer Programs are registered with the State Education Department. For the Associate in Applied Science, the programs in Nursing, Occupational Therapy Assistant, Early Childhood Education, Accounting, Paralegal and Management are registered. Also registered as an Associate in Science degree is the General Studies program. Certificate programs are in Gerontology, Bereavement Studies, Paralegal, Practical Nurse and Teaching Assistant.

Maria's size makes it possible for the College to be informal and personal. This provides opportunities for smaller classes, for individual contact, advisement and counseling. This environment is better suited to students who prefer a smaller environment than most post secondary institutions can offer.

MISSION OF MARIA COLLEGE

Maria College of Albany is an independent, two-year college offering Associate degree programs in Accounting, Computer Information Systems, Early Childhood Education, General Studies, Liberal Arts, Management, Nursing, Occupational Therapy Assistant, Paralegal and Research Technologist. Its curriculum is grounded in the humanities, seeking to instill in its graduates 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 deliver these programs with high academic standards, convenient scheduling formats for students of any age who will 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
1. Maria College will provide high quality career and transfer programs for a student population diverse in age and background and deliver these programs without discrimination at moderate costs, flexible time scheduling while maintaining high academic standards.
2. 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.
3. 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.
4. Maria College will deliver all programs in a cost effective, fiscally sound manner.

INSTITUTIONAL LEARNING OUTCOMES
Maria College aims to graduate students who are competent in the following ways:
1. Use ethical reasoning and critical thinking to make reflective and discerning decisions in their personal and professional lives.
2. Demonstrate career skills supported by a broad general education.
3. Speak and write technically correct English and read for meaning in a wide range of materials.
4. Demonstrate competency in the use of contemporary forms of technology.
5. Obtain, manage and evaluate information effectively using the library and other information resources.
6. Synthesize material from multiple academic disciplines, which develops and inspired the desire for life-long learning.
7. 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 physical disability.
SECTION 1: ADMINISTRATION

BOARD OF TRUSTEES
The Board of Trustees is ultimately responsible for the Administration 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.

It is the responsibility of the President to:
- Approve all appointments to the faculty on the recommendation of the Vice President for Academic Affairs.
- Issue all contracts to appointees, to the faculty and staff.
- Approve and sign all legal transactions and business contracts on behalf of the College.
- Approve all official publications of the College.
- Represent the College before all educational and government agencies as well as the civic community.
- Initiate and supervise programs of on-going institutional research that help evaluate how well the College continues to achieve its objectives.
- See that the annual budget is prepared for the approval of the Board of Trustees and that it is properly administered.
- Develop and supervise plans for campus improvements, building development, improved use of buildings as well as for maintenance of grounds and buildings.

VICE PRESIDENT FOR ACADEMIC AFFAIRS/ACADEMIC DEAN
The Vice President for Academic Affairs is chief advisor to the President, and discharges the President's duties during any absence, and is an ex-officio member of the faculty committees except the Committee on Faculty Evaluation and the Faculty Affairs Committee. The Vice President for Academic Affairs has the responsibility to plan, organize, supervise and evaluate the total academic program including curriculum development and faculty appointments, library development, and the program for Continuing Education.

It is the responsibility of the Vice President for Academic Affairs to:
- Arrange and control the academic calendar.
- Edit college bulletins with the assistance of the Registrar and Director of Admissions.
• Present regular reports to the faculty and the President evaluating the faculty and the College's total academic program.
• Establish and enforce deadlines for grade reporting and other academic reports.
• Approve the establishment of semester-end examination schedules.
• Insure that all faculty committees are fully operative each year and carry out their assigned responsibilities: to attend scheduled meetings, to prepare minutes of such meetings and to report all committee activities and projects.
• Prepare the schedule of classes with the assistance of the Registrar and the Director of Evening and Weekend College.
• Coordinate the Institutional Assessment Plan.

It is the responsibility of the Academic Dean to:
• Meet with students and/or faculty who are concerned about grades, absences, leave of absence, and withdrawal from college, readmission while on probation, and other situations relevant to the student's continued enrollment.
• Contact students, in coordination with the Registrar, about excessive absences, poor midterm academic performance, meeting graduation requirements, and other areas of academic concern.
• Hire adjunct instructors, in consultation with the Director of Evening and Weekend College.
• Monitor all activities relevant to obtaining funding through grants.
• Meet with and/or prepare reports for NYSED and other outside agencies.
• Approve requests for an Incomplete Grade, Directed or Independent Study and Credit for Life Experience.
• Coordinate Commencement activities with the Registrar and the Dean of Student Services.
• Be informed by faculty of field trips and guest speakers, faculty absences and cancellation of class.

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT
The Vice President for Institutional Advancement, who reports to the President, develops articulation agreements, is the contact with business and community organizations, evaluates trends and recommends development of new programs, and supervises technology at the college.

DIRECTOR OF STUDENT RECORDS
The Director of Student Records is responsible for the Office of Student Records and supervises the positions of the Registrar, the Director of Financial Aid and the Director of Institutional Research. The Director of Student Records is a member of the Admissions Committee and Certificate Coordinators Committee.

DIRECTOR OF INSTITUTIONAL RESEARCH
The Director of Institutional Research reports directly to the President and works with the Vice President for Academic Affairs collecting data to be used in preparing internal and external institutional reports.
Mission:
- To ensure that faculty, staff and administrators at Maria College have access to relevant institutional information to allow them to accurately document reports for internal use and external agencies.
- To provide data so that reasonable forecasting and accurate analyses of data may be made.
- To chair the Institutional Research Board

Goals:
- To conduct internal and external institutional research studies,
- To maintain historical data,
- To assist in the development and implementation of strategic planning,
- To design and implement processes for assessment of institutional effectiveness
- To be responsible for the planning processes at both the strategic and operational levels,
- To consult and collaborate with academic and support units to enhance organizational effectiveness, facilitating the improvement of academic and administrative process through the integration of quality, planning, and assessment.

DIRECTOR OF BUSINESS AFFAIRS
The Director of Business Affairs, who reports directly to the President, is responsible for the staffing and administration of all areas under jurisdiction of office staff, business office, grounds, physical plant, security, auxiliary enterprises, purchasing, maintenance and inventory.

It is the responsibility of the Director of Business Affairs to:
- Exercise control over approved budgetary expenditures.
- Maintain necessary internal controls, keeping exact records of inventories and costs.
- Develop and administer policies regarding non-academic personnel, their hiring and assignments, wages, increases and promotions. The Director of Business Affairs consults with department and office supervisors.
- Supervise purchasing for the College. Develop and carry out procedures for reviewing approved requisitions, placing orders and inspection of materials ordered.
- Responsible for TIAA withholdings and payments.
- Perform all payroll duties
- Perform Human Resource duties.
- Perform all accounts payable duties.
- Execute such specific assignments as may be delegated by the President.
- Oversee all Maintenance projects or needs.
- Exercise control over accounts receivable, and student receivables.
- Maintain bank records.
- Oversee and manage Bookstore operations.

CONTROLLER
The Controller reports to the President of the College and to the Finance Committee of the Board of Trustees. The Controller is responsible for all
accounting functions at the College, including the maintenance of the general ledger and all supporting subsidiary journals, i.e. receipts, disbursements, payroll and revenues/sales. Additional responsibilities include but are not limited to the following:

It is the responsibility of the Controller to:

- Preparation of monthly closing and related reports, as well as year-end closing, preparation of annual financial statements, schedules and work papers for the external auditors.
- Prepare the Annual Budget for the approval of the President and submission to the Finance Committee of the Board of Trustees.
- Prepare or review and supervise the preparation of all required financial reports for the College including form 990, IPEDS and any other reporting that may be required.
- Interface with the College investment managers regarding investment performance.
- Responsibility for maintaining the overall system of internal accounting control.
- Any other financial functions that the President or the Finance Committee of the Board of Trustees may consider necessary.

SUPERINTENDENT OF BUILDINGS AND GROUNDS
The Superintendent of Buildings and Grounds, who reports directly to the Director of Business Affairs, is responsible for the proper upkeep and repair of the College physical plant. The duties and responsibilities of the Superintendent encompass the general areas of the physical development of the campus, operation of buildings, grounds and related services.

It is the responsibility of the Superintendent of Building and Grounds to:

- Oversee the operation and maintenance of buildings.
- Supervise and maintain grounds-keeping functions including the care of roads, parking areas, walks, lawns, and flower beds, trimming of shrubs and trees, trash disposal, landscaping, and snow removal.
- Be responsible for the purchasing of equipment and supplies as needed in any area of jurisdiction with the approval of the Director of Business Affairs.

DIRECTOR OF ADMISSIONS
The Director of Admissions, who has the primary responsibility of recruiting students for the College and of supervising information received by the Office of Admissions, reports directly to the President. The Director of Admissions works closely with the Vice President for Academic Affairs, the Director of Student Records and the Director of Development.

The Director of Admissions informs prospective students of the philosophy, policies and programs of the College through the following activities:

- Visits to area high schools.
- Conferences with guidance counselors and interested students.
- Participation in college nights.
- "OPEN HOUSE" program and campus tours at MARIA.
- Supervision of the preparation of booklets, brochures, posters and other advertising materials used to publicize the College.
Supplying catalogs, brochures, pamphlets and other information to schools, guidance counselors, colleges, applicants and persons requesting such material.

- Promotion of knowledge and interest in MARIA in any possible manner.
- Coordinates the maintenance of records in the Office of Admissions by:
  - Receiving, reviewing, recording and filing all applications.
  - Processing and evaluating transcripts, SAT scores, letters of recommendation, and correspondence related to the application.
  - Administering Admission/Placement tests.
  - Accepting or declining applications and notifying applicants accordingly.

- Cooperates with the Director of Student Records to effect a smooth transition from applicant to registrant.
- Provides statistical studies of applicants and acceptances mandated by the New York State Education Department and requested by the President or Vice President for Academic affairs.
- Conducts and chairs Admissions Committee meetings.

**REGISTRAR**

The Registrar is concerned with the student from the time of acceptance as a student until the student leaves or is graduated from the College. Thereafter, the Registrar is also concerned with graduates or former students whenever there is a request for official transcripts of college records. The Registrar coordinates activities with the Vice President for Academic Affairs.

It is the responsibility of the Registrar to:

- Receive, record, and transmit all student grades.
- Verify for approval of the Vice President for Academic Affairs all candidates for academic action, academic honors and graduation.
- Evaluate transfer credits, supervise the registration of students and plans examination schedules.
- Prepare the official student directory.
- Prepare and issue transcripts, certification of attendance and prepare graduation statistical reports as requested by accrediting and state agencies, the President or Vice President for Academic Affairs in the interest of institutional research.

**DIRECTOR OF FINANCIAL AID**

The Director of Financial Aid, who coordinates activities with the Director of Business Affairs, supervises the activities of all programs involving financial assistance, scholarship, loan and grant programs.

It is the responsibility of the Director of Financial Aid to:

- Coordinate all external and internal activities of the Office of Financial Aid in its interactions with other campus departments, the College, and appropriate Federal, State and private agencies related to student assistance programs.
- Administer Federal, State and private programs/sources of student financial assistance, ensuring compliance with appropriate legislation and program regulations into practices of sound financial aid administration.
- Receive and evaluate all student applications for financial aid.
• Administer the various scholarship and financial aid programs of the College.
• Serve as a resource person in matters of government regulations affecting student aid and advise the College administration concerning compliance with financial aid guidelines.
• Act as a representative of the College in consultation with public and private agencies in the matter of financial aid.
• Serve on the Admissions Committee.

OFFICE OF STUDENT SERVICES
The Office of Student Services includes the following offices: Disabilities Coordinator, Dean of Student Services, Psychological Counseling Officer, Affirmative Action Officer, Director of Placement Services, Director of Alumnae/i Affairs and the Director of Campus Ministry.

DISABILITIES COORDINATOR
The Dean of Student Services coordinates support services for students who identify themselves as having a physical, psychological or learning disability.

DEAN OF STUDENT SERVICES
The Dean of Student Services is responsible for the direction of non-academic student activities. The Dean of Student Services is directly responsible to the President and collaborates and works closely with the Vice President for Academic Affairs.

PSYCHOLOGICAL COUNSELING OFFICER
The Psychological Counseling Officer reports to the President and is available for the personal counseling of students.

DIRECTOR OF PLACEMENT SERVICES
The Director of Placement Services, who reports to the President, provides competent career guidance and job placement assistance to Maria students in career-oriented curricula and to alumnae/i who have graduated from career-oriented programs. The Director also keeps a file of bulletins of four-year institutions and professional schools and is acquainted with the offerings of these institutions to advise students who wish to transfer to baccalaureate or professional programs.

The Director prepares an Annual Placement and Transfer report and provides placement statistics for institutional research activities.

DIRECTOR OF CAMPUS MINISTRY
The Director of Campus Ministry, who reports to the President, has the responsibly to ensure student requests for expressions of worship and to coordinate activities within the framework of individual preferences for worship.

DIRECTOR OF ALUMNAE/I AFFAIRS
The Director of Alumnae/i Affairs is responsible to the Dean of Student Services. Primary duties are maintaining current address and biographical files to facilitate mailings to the alumnae/i.
AFIRMATIVE ACTION OFFICER
The Affirmative Action Officer is appointed by the President and reports directly to
the President. The primary responsibility of this office is to ensure all areas of the
College are implementing the policies and procedures as mandated by the various
civil rights acts.

DIRECTOR OF DEVELOPMENT/MARKETING
The Director of Development is responsible to the President and for the
advancement of the institution in such areas as public relations, publicity and
news, fund-raising, coordinating, planning, and implementing certain special
events and programs and the publication of materials relevant to these areas.

DIRECTOR OF THE LIBRARY
The Director of the Library, who reports directly to the Vice President for Academic
Affairs, is responsible for the organization, operation and development of library
services for the College. The Director consults with the Vice President for
Academic Affairs, Program Chairpersons, and members of the faculty to improve
integration of the library services with curriculum requirements.

It is the responsibility of the Director of the Library to:
- Administer the Library in such a way as to render it a vital part of the
  educational program of the College.
- Keep administration, faculty and students informed of all accessions.
- Prepare the annual budget for the Library.
- Develop the long-range plan for the Library, its staff, its holdings and
  services.
- Cooperate in inter-library projects and assist faculty members in obtaining
  materials on inter-library loan.
- Chair the Library Committee.

DIRECTOR OF ACADEMIC COMPUTING
The Director of Academic Computing, who reports to the Vice President for
Institutional Advancement, is responsible for maintaining the Multimedia Center
Room and Computer Room, ensuring that equipment is operating correctly and
reporting needed repairs. The Director coordinates the training of the faculty and
students on the use of both software and hardware and develops courses to be
taught by the computer instructors. The Director also maintains the campus
network servers, Internet services. The Director chairs the Computer Advisory
Committee.

DIRECTOR OF THE LEARNING RESOURCE CENTER
The Director of the Learning Resource Center reports directly to the Vice
President for Academic Affairs. The Director supervises and coordinates all
activities in the center and works closely with the faculty in obtaining study aids for
student use.

COORDINATOR OF ONLINE LEARNING
It is the responsibility of the Coordinator of Online Learning:
- Training faculty
- Training students
• Create Handbooks for using Blackboard
• Assist the Vice President for Academic Affairs in determining policies
• Report to the Vice President for Institutional Advancement

PROGRAM STRUCTURE
Degree programs offered by Maria College include 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.

PROGRAM CHAIRPERSON
Program Chairperson is the administrator and curriculum leader for a program. Chairpersons are appointed by the President in consultation with the Vice President for Academic Affairs. Chairpersons are immediately responsible to the Vice President for Academic Affairs.

It is the mission of the Chairperson to administer the academic program by working with the students, faculty and administration to uphold and promote the mission of the College and the academic integrity of the program.

It is the goal of the Program Chairperson to
1. Uphold & Promote the Mission & Philosophy of the College.
2. Supervise Faculty
   • Evaluate & recommend for promotion
   • Recruit & select prospective faculty in cooperation with the Vice President for Academic Affairs
   • Appoint to faculty committees
   • Orient new faculty
   • Determine teaching schedule and assign faculty to courses
   • Maintain a current record of faculty licensure and malpractice insurance if appropriate.
3. Supervise Curriculum
   • Initiate curricular changes
   • Develop courses, to review and evaluate them in terms of objectives, content, prerequisites, method, and credit
   • Prepare in consultation with the members of the program teaching schedules
   • Plan with program members the schedule of course offerings for academic year and summer sessions for submission to the Vice President for Academic Affairs.
4. Administer the Program
   • Maintain records
   • Submit textbook orders to Bookstore
   • Maintain inventory
   • Prepare or revise the program section of catalogs
   • Prepare a sound program budget, indicating all financial requirements for the academic year, to submit this budget to the President, and to administrate the Program within the constraints of the approved budget.
   • Coordinate day-to-day operations to provide best possible instruction.
5. Maintain & Develop Relationships with Local, State and National agencies
   • Represent Maria College faculty in community and/or State meetings appropriate to the program
   • Be involved in organizations that relate to the field and/or community needs.
   • Maintain a positive working relationship with the State Education Program

6. Maintain relationships with all college programs and administrative offices
   • Cooperative relationship with Admissions office, Registrar’s office & other student supportive services
   • Attend Chair and Admissions committee meetings
   • Submit class syllabi & final exams to Registrar

7. Provide Academic Leadership for Faculty & Staff in the Program
   • Assume responsibility for program implementation of academic policies and regulations.
   • Ensure academic integrity and professional standards within program.
   • Collect & review objectives, outlines and assignments for all program courses.
   • Conduct monthly faculty and curriculum meetings for discussion and input of the faculty on curricular and/or business matters that apply to the program.
   • Initiate program studies and to encourage scholarly research and/or creative projects within the Program.
   • Hold Program meetings and to submit to the Vice President for Academic Affairs a copy of the minutes of each meeting.

8. Create an Atmosphere that is Conducive for Student Learning
   • Coordinate procedures for the recruitment, admission, retention, advising, supervision, graduation and placement of students who are Program majors.
   • Maintain academic files on students majoring in the Program.
   • In consultation with Program faculty members, to make recommendations for student honors awards.
   • Attempt informally to resolve conflicts between Program faculty/students, faculty/administration, and students/administration, to avoid the necessity of their undertaking the formal Grievance Procedure.
   • Ensure quality of student advisement within program.
   • Monitoring graduates’ performances on licensure examinations and/or post-graduation employment when applicable under the requirements for accreditation.

9. Establish and Supervise Clinical/Fieldwork Learning Sites, if appropriate
10. Identify Trends that will Impact the Program and its Curriculum
11. Teach appropriate courses.
12. Promote Accountability at the State and College levels
   • To prepare annual reports, self-studies, and accreditation reports for submission to the Vice President for Academic Affairs.

CERTIFICATE COORDINATOR
It is the responsibility of the Certificate Coordinator to:
   • Initiate curricular changes in cooperation with the faculty members of each program.
   • Meet periodically with certificate faculty.
   • Supervise and evaluate instructional faculty.
   • Submit textbook orders to the Bookstore manager.
• Meet periodically with the President and Vice President for Academic Affairs.
• Assist in the recruitment and selection of prospective faculty members.
• Participate on the Admissions Committee.
• Prepare a budget in cooperation with program faculty and submit it to the President.
• Orient new faculty.
SECTION 2: COMMITTEE STRUCTURE

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 Chart of Administration Committee Structure, page 22.

ADMINISTRATION COMMITTEE
The Administration committee is composed of the President, the Vice President for Academic Affairs, Vice President for Institutional Advancement, the Director of Business Affairs, the Director of Admissions, the Director of Evening and Weekend College, The Director of Marketing & Development and the Dean of Student Services. The Committee will be scheduled by the President and will meet weekly to coordinate ongoing administrative activities.

Mission:
- To insure that all members of the Administration are aware of ongoing issues and activities.
- To discuss issues and advise the President and Vice President for Academic Affairs.
- To monitor web page content.
- To monitor assessment and outcome activities on campus.

INSTITUTIONAL PLANNING AND STEERING COMMITTEE
The Institutional Planning Committee is composed of the President, the Vice President for Academic Affairs, the Vice President of Institutional Advancement, and other college personnel appointed by the President. The Institutional Planning and Steering Committee reviews the Institutional Mission, Goals, and Strategic Plans, and coordinates the Middle States accreditation review.

Mission:
- To monitor continuing assessment and strategic planning process, using reports submitted by the Institutional 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.

Goals:
- 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.

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.
SAFETY COMMITTEE
The Safety Committee is appointed by the President and meets on a regular basis to review emergency procedures and safety precautions relevant to the Maria College Campus and Community.

ADVISORY COMMITTEE ON CAMPUS SECURITY
The committee, appointed by the President, is composed of the Director of Business Affairs, the Dean of Students, two students who are recommended by the Student-Faculty Committee, and two members of the faculty who are recommended by the Faculty Affairs Committee. The Advisory Committee on Campus Security will meet during the spring semester to review security policies and procedures and report the findings to the President in May. The Dean of Students will chair the meetings and be responsible for writing the report. At least half of the members of the committee shall be female. The Committee reports to the President.

Mission: to insure Maria College is in compliance with Article 129-A of the Education Law in respect to campus security.

Goals:
1. Take steps to inform students and prospective students of the existence of the campus crime statistics on an annual basis. (Section 6433.)

2. Take steps to inform students and prospective students on campus safety policies and procedures of the school. (Section 6433.)

3. 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 dealing with victims during investigations.
   - Referring complaints to appropriate authorities.
   - Counseling victims
   - Responding to inquiries from concerned persons.

4. 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 composed of the President, the Vice President for Academic Affairs, the Director of Evening and Weekend College, and the Chairs of the degree programs. The committee meetings will be scheduled by the Vice President for Academic Affairs.

Mission:
It is the mission of this committee to facilitate in the administration of the academic programs at Maria College.
Goals:
- 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.

CERTIFICATE COORDINATOR COMMITTEE
The Certificate Coordinator Committee is composed of the President, the Vice President for Academic Affairs, the Director of Evening and Weekend College, The Registrar, and the Coordinators of the Certificate programs. The Committee meetings will be scheduled by the Vice President for Academic Affairs.

Mission:
It is the mission of this committee to facilitate in the administration of the certificate programs at Maria College.

Goals:
- To share information and resources.
- To share events happening at the administrative level.
- To share events happening within each certificate program.
- To consult with the Registrar concerning scheduling of classes.
- To advise the Vice President for Academic Affairs regarding the functioning of the certificate programs.
- To allow an avenue of communication between certificate programs whenever a change within one certificate program may have an impact in another certificate program.

INSTITUTIONAL REVIEW BOARD
Policy:
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 Board will be chaired by the Director of Institutional Research and comprised of at least 3 faculty, the Vice President for Academic Affairs and the Dean of Students. The Investigator who plans to conduct projects or activities involving humans as subjects shall follow the procedures that may be obtained from the Director of Institutional Research.
COMMITTEES OF THE FACULTY
Committees are organized to facilitate the work of the faculty. The assigned areas of committee responsibility involve all members of the faculty in the academic governance of the College. The primary responsibilities of the faculty in policy-making are exercised through standing committees. Members usually serve on only one standing committee at a time. Only full-time faculty members are eligible to serve on standing and ad hoc committees. See Chart page 23.

The members of each ad hoc committee elect their own committee chairperson. Committees should meet within 30 days of the beginning of the academic year to elect chairpersons and to submit names to the Vice President for Academic Affairs. Meetings are usually held monthly; all members are expected to attend and participate. Minutes of all committee meetings are distributed to faculty members and are filed with the President and the Vice President for Academic Affairs. The exception to this is the Ad hoc committee on Student Violation of Conduct.

COMMITTEE ON ADMISSIONS
The Committee on Admissions shall consist of the Director of Admissions as chairperson, the Vice President for Academic Affairs, Director of Student Records, Director of Financial Aid, the Director of Evening and Weekend College, Director of Marketing, 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: It is the mission of the Committee on Admissions to provide each academic program an opportunity to participate in the selection process of students who will enter the program.

Goals:
- To formally accept or reject all applicants to the College.
- To delegate to the Director of Admissions certain discretionary powers to accept without formal committee action applicants who definitely meet the stated requirements and to decline applicants who clearly fail to meet these requirements.
- To review standards of admissions for each department with consideration toward current trends in education at two-year colleges and in practical application in the field of study.
- To recommend to the President, the Vice President for Academic Affairs and general faculty changes or modification in admission standards, policies, and procedures.

COMMITTEE ON ACADEMIC AFFAIRS
The Committee on Academic Affairs shall consist of the Vice President for Academic Affairs, as chairperson, the Director of Evening and Weekend College, and one faculty member from each program who represents the faculty of that program. The faculty representative is appointed by the Program Chair for a term of one year.
Mission: It is the mission of this committee to allow faculty to participate in the governance of the College by assisting the Vice President for Academic Affairs in maintaining a high standard of quality in all academic programs.

Goals:
- 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 consider program or faculty recommendations for curricular changes.
- To submit for approval by the Administration, recommendations for changes and improvements in curriculum, testing and grading practices, teaching methods and other instructional matters having a bearing on the effectiveness of the curricula.
- To serve as an Outcomes Assessment Committee, formally reviewing general education courses and making recommendations to the Vice President for Academic Affairs.
- To be responsible for the creation and maintenance of the Advisor’s Handbook.
- To report back to faculty in their program to give them a chance to respond to academic issues brought up at Academic Affairs meetings so that the representative can report the spectrum of faculty opinions.

GENERAL EDUCATION ASSESSMENT SUBCOMMITTEE
A subcommittee of the Academic Affairs Committee which assists the Vice President for Academic Affairs in monitoring the general education courses in order to periodically review student learning outcomes. The Subcommittee reviews general education courses on a 4-year cycle.

ADVICEMENT HANDBOOK REVIEW SUBCOMMITTEE
A subcommittee of the Academic Affairs Committee that develops and maintains the Academic Advisor Handbook.

COMPUTER COMMITTEE
The committee consists of faculty representatives from all academic programs, the Director of Academic Computing, the Director of the Library, and the Coordinator 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 Vice President for Academic Affairs and Vice President for Institutional Advancement.

Mission: It is the mission of this committee to discuss and disseminate information about campus wide computer issues by making recommendations to Administration as well as circulating information back to the programs.

Goals:
- 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.

Goals:
• 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.

STUDENT-FACULTY COMMITTEE
The Student-Faculty Committee is an ad hoc committee that consists of one student from each program and three faculty members elected by the faculty.

Mission: It is the mission of the Student-Faculty Committee to provide an avenue of communication between the faculty, the student body and Administration.

Goals:
• To provide channels of communication between faculty and students.
• To provide students with a vehicle to express their concerns about issues relevant to Maria College.
• To foster a campus atmosphere where students are encouraged to interact better in and out of classes.

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: It is the mission of the Faculty Affairs Committee 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.

Goals:
• 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: It is the mission of the Committee on Faculty Evaluation to provide faculty input in the faculty evaluation process.

Goals:
• To examine faculty data prepared for reappointment and promotion in rank.
• To examine this data in a timely manner after the Vice President for Academic Affairs notifies members of the committee that the data is ready for review.
• To formally present to the President recommendations or oppositions to 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: It is the mission of this Committee to maintain the elected committees at the College.

Goals:
• 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 first two weeks of the fall semester to create a slate.
• 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 who are members of the Student-Faculty Committee 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.

Goal: 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:

1. Acceptance of the student’s recommended resolution by the faculty member and reassessment of the situation with the Academic Dean.

2. Rejection of the student’s recommendation but re-examination of the situation by the faculty member based on the findings of the committee. Such re-examination will be conducted in consultation with the Academic Dean.

3. Rejection of the student’s grievance.
ADMINISTRATION COMMITTEE STRUCTURE

President

Vice President for Academic Affairs

Program Chair Committee

Certificate Coordinator Committee

Vice President for Institutional Advancement

Administration Committee

Institutional Planning and Steering Committee

Nursing Advisory Committee

Safety Committee

Advisory Committee on Campus Security

Institutional Review Board
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 committee 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 (A.A.U.P.).

1. 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.

2. 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.

3. 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 spokesman.

RESPONSIBILITIES OF THE FACULTY

- Teaching
- Advise Students
- Scholarship (See Policy on Scholarship)
- Scheduling office hours so students have access to support outside of class.
- Follow the accepted course syllabi format and provide students within the first week of the semester a course syllabi so that they are informed of all policies for attendance, make-up work, and other specific requirements of the course.
- Participation at Open House and other events to promote programs at Maria College.
- Assistance in an advisory capacity, especially through committee work, in 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.
- Participation in continuing and constructive evaluation of the total educational program of the College.
- Notify the college of activities outside the classroom that will involve the college community & resources by submitting an Events Form for approval.
• Membership in professional associations and attendance at conferences with reasonable limits of time and budget. The faculty members should maintain a contemporary knowledge of their respective fields and be aware of new developments in the field of education.
• Honor the Code of Conduct for faculty
• Participate 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 the students aware of this availability.
• Submit to the Registrar’s Office copies of course syllabi, midterm warnings, semester census reports, and final grades in a timely fashion.
• Receive approval of the Institutional Research Board before using students as research subjects.
• All materials produced in order to fulfill the duties required by the contract are property of Maria College unless other provisions have been made.

**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 in Section 4.

**ABSENCE OF FACULTY**
A faculty member who is to be absent from a class for unexpected illness or other reasons must notify the Program Chairperson and the Vice President for Academic Affairs as soon as possible. Upon returning to the College, the faculty members shall submit a Faculty Absence Form to the Program Chairperson, Vice President for Academic Affairs and the Business Office. These forms are available from each Chairperson and are 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 authorization. The Vice President for Academic Affairs will communicate this information to the proper Program Chairperson and the Director of Evening and Weekend College. Classes may not be cancelled without such authorization. A copy of the form to be used may be found in the Activities Folder or at the Office of the Dean of Academic Affairs.

**ADVISING STUDENTS**
Academic advisement is a continuous, interactive process between an advisor and a student which facilitates the development and achievement of the student’s overall goals. All fulltime faculty members serve as advisors. Each student will have a faculty advisor to advise on matters of course selection and overall guidance from the initial orientation to the completion of degree requirements. Discussions between the student and the advisor should assist in exploring and clarifying educational, career, and life goals. Students should consult with their advisor before making decisions that may affect academic progress and success. Together the advisor and the student are expected to maintain a professional and mutually respectful relationship as they review the student’s progress toward the attainment of educational objectives.
The advisor is expected to:
• develop the knowledge, experience, and interest for successfully communicating with students in a genuine, sincere, accurate and confidential manner.
• know his/her advisees' names and how to contact them.
• contact advisees to introduce oneself and provide contact information.
• maintain adequate office hours and appointment times that are reasonable to accommodate advisees’ needs.
• keep all scheduled appointments and to notify the advisee in advance if it is not possible to keep the scheduled appointment.
• ensure confidentiality by meeting with advisee in private.
• know college/program policies and procedures to effectively and accurately articulate specific degree requirements as well as college curriculum, and licensure requirements, if applicable.
• maintain a complete, accurate and confidential file on the advisee in order to monitor progress towards goals and graduation requirements.
• follow up on deficiencies reported
• assist advisees in setting and clarifying realistic academic, career, and life goals, and evaluate progress toward those goals.
• assist advisees to plan a program of study, designed through personal interaction between the advisee and the advisor which reflects the advisee’s academic background, course prerequisites, and educational goals.
• assist in the process of assignment to another advisor in the event of program change or if requested by the advisee.

CONFERENCE OR IN-SERVICE WORKSHOPS
Full-time members of the faculty are encouraged to attend at least one conference or in-service workshop per year relevant to their particular subject area. For this purpose, the College provides a stipend of $200 per year. This stipend may be used for workshops, conferences and post-Master's degree credit only. Faculty members wishing to avail themselves of this benefit shall follow this procedure.
1. A written request estimating total expenditures is submitted by the faculty member to the Program Chairperson who acts on the requisition and returns the same to the member with a check for the amount estimate. Within five days after attending the conference or workshop, faculty member gives to the Manager of the Business Office an itemized account of the actual amount spent together with the receipts for travel, lodging, meals, etc. If the actual amount is less than the estimated, the member will remit the differences to the Business Office. If the actual amount is greater, the member must submit justification for approval of the difference. The Application for Attendance at Professional Events and Expense Voucher may be found in the Activities Folder or at the Office of the Dean of Academic Affairs.
2. After attendance at the conference or workshop the member must submit a written report in triplicate to the Program Chairperson, who will in turn submit a copy to the Vice President for Academic Affairs and the President. The Convention/Workshop Report form may be found in the Activities Folder or at the Office of the Academic Dean.

FACULTY FILE
Each faculty member must have a resume, a transcript, a faculty data sheet and an oath of allegiance 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 increments or other changes.

Insurance Benefits

WORKMEN’S COMPENSATION: Injury to a college employee sustained in connection with assigned duties is covered by Workmen’s 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 one week’s disability. Additional information may be obtained from the Director of Business Affairs.

HOSPITALIZATION: At the present time, the College pays for individual coverage at the rate of 100%. If an employee opts for family coverage, the employee pays the difference between the individual coverage and the chosen coverage of employment.

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 T.I.A.A., Teachers Insurance and Annuity of America. 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, except for bachelor-level courses. Employee’s spouse and qualifying dependent child (as defined by the IRS) may 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**

1. **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 decision within sixty (60) days which decision will be final.

2. **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 that if 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 PROCEDURES APPLY TO ALL MEMBERS OF THE MARIA COLLEGE COMMUNITY INCLUDING STUDENTS, FACULTY AND STAFF:

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

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

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

The Affirmative Action Coordinator will communicate the President's determination to the grievant and other involved parties within FIVE days after receiving it. Following this, the grievant has FIVE additional working days to either accept the President's decision or appeal it to the President for reconsideration. If the decision is appealed, a final determination by the President communicated to the grievant by the Affirmative Action Coordinator will be made within SEVEN working days from the date of the appeal. This will end the grievance procedure at the College.

Any of the above times may be extended by the mutual agreement of the involved parties provided that in no case can the time be extended beyond 30 working days.

OFF CAMPUS RESOLUTION OF GRIEVANCE

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

LEAVES OF ABSENCE

EDUCATIONAL LEAVE WITHOUT PAY

Educational Leave without pay to members of the faculty who are not eligible for sabbatical leave may be arranged with the President when such leave is in the best interest of the College. The member requesting such leave must present substantial reasons for so doing and shall follow procedures for sabbatical leave. A report of the courses completed must be submitted to the President upon the return of the
member of the College. The member granted such leave should not lose any privileges as to rank and salary increments.

**PERSONAL LEAVE**
Faculty members are allowed three days personal leave. Such leaves shall be with pay; they do not go against accumulated sick leave, and shall not be cumulative from one year to the next.

**PREGNANCY LEAVE**
Pregnancy shall be treated as any other temporary disability for all job-related purposes. The faculty member may opt for a pregnancy leave of absence for a reasonable length of time. This leave shall be without pay and the faculty member shall not lose any privileges as to rank and salary while on leave.

**SABBATICAL LEAVE**
Sabbatical Leaves for faculty members may be available to those with a continuing appointment. Sabbatical Leaves may be granted for formal educational research, writing or other experience or professional work. This type of leave may be granted for periods of one year (two semesters) at half salary, or one semester at full salary. In the event that the individual on sabbatical leave has been awarded any type of grant, fellowship, or other assistance, the President may adjust the leave salary to reflect this additional income.

Application for sabbatical leave shall be submitted in writing to the President by the end of the first semester preceding the year for which it is planned. Each application shall be accompanied by a full description of the program, a statement of any prospective supplemental compensation and declaration of intention to continue as a member of the faculty upon return from such sabbatical leave.

The President, after conferring with the Vice President for Academic Affairs and the Program Chairperson, shall send a recommendation concerning the faculty member's request for sabbatical leave to the Board of Trustees for action. Upon return from sabbatical leave, the faculty member must submit a report of accomplishments to the President.

**SICK LEAVE**
Members of the full-time faculty are entitled to sick leave with full salary at the rate of one day for each month worked. Sick leave may be accumulated from one year to another to a maximum of 90 days. Accumulated sick leave may not be used as additional days nor will a faculty member be compensated for accumulated sick days if said member leaves the employment of the College.

**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 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.

**MEMBERSHIP**
The College allows each full-time faculty member a stipend of $25 for membership in a professional organization germane to the member's discipline.

**OFFICE HOURS**
Office hours will be maintained by the faculty for the purpose of consulting with student 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.

**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**
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 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 continually 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. They do so in four areas: First, 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.

Second, 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.

Third, 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.

Fourth, 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 argues the scholar must step back from research investigations and look for connections between theory and practice and communicate this effectively to students and peers as well as the research community. He proposes 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.”


STUDENT EVALUATION OF FACULTY POLICY AND PROCEDURE

Policy: Faculty will be asked by the Office of the Academic Dean to distribute 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:

- Instructor will plan for a twenty-minute session at the end of class within the last two weeks of the semester for day and evening classes and the last two days for weekend classes.
- Questionnaires and forms will be organized by course and left in instructor’s mailbox by administration.
- Instructor will give an envelope containing instructions, pencils, questionnaires and forms to a student volunteer and make sure the student understands the instructions in distributing and collecting the evaluation forms from fellow students and the process for turning the completed forms to administration.
- Instructor will inform the students that they may leave when they have completed the questionnaire. The instructor will leave the room while students are completing the questionnaire.
- Instructors will be given the forms containing the student responses and a summary of these responses after the end of the semester.

SUBSTITUTES

During the absence or sick leave of members of the faculty, the Vice President for Academic Affairs shall make the necessary and appropriate arrangements for the individual's classes. Such persons on sick leave shall not be required to contribute toward the salary of substitutes during their legitimate absence.

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

1. TERM OF CONTRACT: Services of members of the faculty having appointments shall cease automatically at the end of their appointment.
2. 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 advise, for mental or physical incapacity which prevents adequate performance of duty.
3. 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.
4. FINANCIAL EXIGENCE: Termination of a continuing appointment because of financial exigency of the institution should be demonstrably bona fide.
5. 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.
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
- Self-Evaluation (optional)

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 (optional)
- Student Assessment of Advisement

Faculty holding term appointment who successfully complete the first year term appointment evaluation will be evaluated every fourth year 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 (optional)
- Student Assessment of Advisement
- Evaluation of faculty committee service
- Evaluation of faculty department service
- Evaluation of faculty community service (optional)

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 (optional)
• Student Assessment of Advisement
• Evaluation of faculty committee service
• Evaluation of faculty department service
• Evaluation of faculty community service (optional)

Part-Time Appointment
The faculty member who holds part-time appointment will be evaluated the first year of employment and every four years if service is continuous. A further explanation may be found in the handbook, Policies and Procedures for Adjuncts. 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
1. All contracts shall be granted for a maximum of nine months, except in the case of continuing appointment.
2. 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:
1. Recommendations of the Vice President for Academic Affairs to the Committee on Faculty Evaluation.
2. Recommendations of the Committee on Faculty Evaluation to the President.
3. 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 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 (optional)
• Student Assessment of Advisement
• Evaluation of faculty committee service
• Evaluation of faculty department service
• Evaluation of faculty community service (optional)

FURTHER STUDY TO CHANGE RANK STATUS
Further study as applied to change of rank from Assistant 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 to Professor may be completed by earning 15 additional formal credits or 7 informal credits plus 8 formal credits.

Faculty may meet the requirements for further study by:

FORMAL CREDIT: Defined as graduate credit granted by an academic institution for a course or workshop. Undergraduate credit may be counted in certain specialized fields where graduate credit is generally not given with the approval of the Vice President for Academic Affairs.

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 Academic Dean. 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.

1. Work experience
   a) Prior approval must be granted by the Program Chairperson and Vice President for Academic Affairs.
   b) 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.
   c) The experience must be in the professional field or a closely related field.
   d) 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.
2. Research  
   a) Credit will be determined by the quality of the research project and the time required to complete it.  
   b) The research must directly relate to the professional field or a closely related field.  
   c) Prior to the research, formal application must be made to the Program Chairperson for the granting of informal credit.  

3. Non-credit workshops  
   a) Three-day workshops are equal to one informal credit.  
   b) Shorter workshops may be accumulated for one informal credit.  
   c) 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 eviewees.  

**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 eviewee the evaluation process.  
3. The eviewee 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.  
5. The Program Chairperson or a delegate will evaluate classroom teaching through a full period.  
6. Following the class visit, the eviewee will receive from the evaluators a written report within two weeks after the date of the visit.  
7. The Program Chairperson will also receive a copy of all reports.  
8. The Eviewee will have the designated forms completed as delineated under each type of evaluation. He/she will summarize these forms and submit the forms and summary to the Program Chairperson within two weeks of administration of forms. A copy of the forms to be used may be found in the Activities Folder or at the Office of the Academic Dean.  
9. When the Program Chairperson has received all reports, he/she will schedule an appointment with the Eviewee to discuss these reports.
10. 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.
11. 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.
12. The Committee on Faculty Evaluation will review the material and submit a written recommendation to the President for action by the Board of Trustees.
13. The decision of the Board of Trustees is communicated to the Evaluatee with two weeks of the Board action.
14. 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 Chairperson's 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:
1. Evaluation of Teaching
   a) Student Evaluation
   b) Program Chairperson's Evaluation
   c) Vice President for Academic Affairs Evaluation
   d) Self Evaluation (optional)
2. Evaluation of Advisement: Student Form
3. Evaluation of Faculty Service
   a) Committee
   b) Department Service
   c) Community Service (optional)

EVALUATION OF FACULTY HOLDING FIRST YEAR TERM APPOINTMENT
The Evaluation Process will include:
1. Evaluation of Teaching
   a) Student Evaluation
   b) Program Chairperson's Evaluation
   c) Vice President for Academic Affairs Evaluation
   d) Self-Evaluation (optional)
2. Evaluation of Advisement: Student Form
3. Evaluation of Faculty Service
   a) Committee
   b) Department Service
   c) Community Service (optional)
EVALUATION OF FACULTY IN FOURTH YEAR OF APPOINTMENT OR PRIOR TO PROMOTION IN RANK OR PRIOR TO GRANTING CONTINUING APPOINTMENT

1. Evaluation of Teaching
   a) Student Evaluation
   b) Program Chairperson's Evaluation
   c) Vice President for Academic Affairs Evaluation
   d) Self-Evaluation (optional)
   e) Peer Evaluation (optional)

2. Evaluation of Advisement: Student Form

3. Evaluation of Faculty Service
   a) Committee
   b) Department Service
   c) Community Service (optional)

EVALUATION OF PART-TIME APPOINTMENT

1. Evaluation of Teaching
   a) Student Evaluation
   b) Program Chairperson.
   c) Vice President for Academic Affairs
   d) Self-Evaluation (optional)

Where the duties of the part-time instructor are in the laboratory, the evaluation will be in this area.
SECTION 5: ACADEMIC INFORMATION

ACADEMIC ADVISEMENT
Academic information relevant to the advisement process is explained in the Academic Advisors Handbook (revised 2010).

Academic Advisor’s Responsibilities: Each student is assigned a faculty advisor. All full-time faculty members serve as advisors; part-time faculty may be asked to serve. The advisor is expected to:

- develop the knowledge, experience, and interest for successfully communicating with students in a genuine, sincere, accurate and confidential manner.
- know his/her advisees’ names and how to contact them.
- contact advisees to introduce oneself and provide contact information.
- maintain adequate office hours and appointment times that are reasonable to accommodate advisees’ needs.
- keep all scheduled appointments and to notify the advisee in advance if it is not possible to keep the scheduled appointment.
- ensure confidentiality by meeting with advisee in private.
- know college/program policies and procedures to effectively and accurately articulate specific degree requirements as well as college curriculum, and licensure requirements, if applicable.
- maintain a complete, accurate, and confidential file on the advisee in order to monitor progress towards goals and graduation requirements, including documentation of declination of advisement and acceptance of sequence responsibility should either event occur.
- follow up on deficiencies reported through the Early Warning System/Deficiency Reports.
- assist advisees in setting and clarifying realistic academic, career, and life goals, and evaluate progress toward those goals.
- assist advisees to plan a program of study, designed through personal interaction between the advisee and the advisor which reflects the advisee’s academic background, course prerequisites, and educational goals.
- assist in the process of assignment to another advisor in the event of program change or if requested by the advisee.

Academic Advisement Evaluation: The advisor is responsible for obtaining evaluative responses from students on the Student Appraisal of Advisement form. A copy of the form to be used can be found in the Activities Folder. Faculty will need to submit information from these forms during the evaluation process of reappointment and change of rank.

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**
Retain 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.

**ADMINISTRATIVE WITHDRAWAL POLICY**
A student who has stopped attending all classes at the 10th week of the semester will be academically withdrawn from the College. It is to the benefit of the student and the College that a student receives a “W” grade when he/she has stopped attending classes rather than an “F” grade.

Procedure:
1. The Office of Student Records will contact all faculty who teach a student under consideration of Academic Withdrawal. If all faculty report a student has not recently attended class, the student will be academically withdrawn.

2. The student will be sent a letter at the end of the 10th week indicating he/she has been academically withdrawn from the College because of excessive absences.

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

**ANATOMY & PHYSIOLOGY AND MICROBIOLOGY TIME LIMIT**
For those entering any allied health program, there is a seven-year limit on credit for Anatomy/Physiology and Microbiology. (See catalog pg. 12)

**ANNUAL CAMPUS SECURITY REPORT**
As required by the U.S. Department of Education, the Annual Campus Security Report can be viewed at http://www.mariacollege.edu/STUDENTSERVICES/CampusSafety.htm.

**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.

**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 Academic Dean. Appointments should not be made during times of scheduled classes.

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

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

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.

CLASSROOM ENVIRONMENT: STRATEGIES TO MAINTAIN A RESPECTFUL AND CIVIL CLIMATE
1. 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.
2. Serve as a role model for the conduct you expect from your students.

3. If you believe that inappropriate behavior is occurring, consider a general word of caution rather than warning a particular student (e.g. “We have too many conversations in the room right now. Can we please all concentrate on the same subject?”)

4. Attempt informal, non-public resolutions whenever possible.

5. 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.

6. 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 (e.g. “I am finding it difficult to continue presenting the subject material when you continually engage in side conversations. Could you please discontinue those conversations until after class?”)

Feedback from Student Surveys, Student Course Evaluations, Student Focus groups:
Other students rarely condone rude and disruptive behavior by a fellow classmate. They recognize that it is the instructor’s responsibility to maintain a climate that is conducive to learning and appreciate your efforts to contain the disruptive student. However, they are also sensitive to how the instructor approaches these problems and are disturbed when the instructor displays rudeness, condescension, and sarcasm, and may switch their allegiance to the student because he/she is “being picked on.”

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. They will actively work to preserve the learning environment of the College, will treat others and the campus facilities with appropriate respect and civility, and will 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.
• 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.
• 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.
• 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 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 supervising person should be informed so that a resolution can be obtained.

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

1. 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.

2. 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.

3. Bullying or harassment behaviors are 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.

4. Inappropriate Social Media Behavior: While Maria College supports students 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.

5. 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.

1. 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.

2. 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 are modeling by classroom example and through 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 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 your 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. Notify immediately security or administration (the Business Office, the Academic Dean or the Director of Evening and Weekend College). If a cell phone is available, 911 may be called. 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 as to how to create 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. (Enter suspected sentence with Google.com search engine.)
- Discuss the questionable passage with the student. Possible statements: “I want to ask you about a couple of places in your paper. For instance,
Disciplinary Hearing for Violation of Code of Conduct for Students
1. The student will be notified in writing that he/she has been reported as having violated the Code of Conduct for Students with specific details as to the violation.
2. An investigation of the conduct and a hearing will be scheduled as soon as possible. The 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.
3. 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.
4. A decision will be rendered within three days after the hearing taking one of the following actions:
   A. Dismissal of any action against the student and clearing of his/her name.
   B. A warning to the student to be placed in his/her file.
   C. Suspension from College for a stipulated period of time not to exceed one academic year with readmission procedures specifically outlined.
   D. Dismissal from the College.
   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 filing 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 should follow the form to be found in Activities Folder. Attention should be given to the objectives of the course and the teaching procedures used in their attainment. An outline of the content to be covered, evaluation rationale and, when pertinent, a list of audio-visual materials and readings should be included. Copies of these syllabi are to be given to the Program Chairperson, 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 Academic Dean and/or Program Chair.
   - If new course, determine program category for course.
   - Determine if lower or upper division course with a 100 or 200 number.
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 that would be included in the College Catalog.
4. Create a course syllabi that contains all information found in the recommended Maria College Course Syllabi.
5. Submit proposal to Program for approval.
6. When approved by Program, submit to Academic Affairs for approval.
   - Submission to Academic Affairs should be by these dates:
     - April to be included in Spring semester of following year.
     - December to be included in Fall semester of following year.
7. When approved by Academic Affairs, a course number will be assigned by the Office of Student Records and the Academic Dean.

**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 Academic Dean. The Academic Affairs Committee will review the proposal and make recommendations to the Academic Dean.

Definitions:
- Regular Course – A regular course is a course where enrolled students are expected to attend every day throughout the semester and all course objectives and student evaluations occur through direct face-to-face contact between the student and instructor.
- Online Education Course: Hybrid Course – In a hybrid course, students are not expected to attend every class throughout the semester. A specified portion of the course’s learning objectives and student evaluation occurs through direct face-to-face contact between the student and instructor, while the remainder of the course objectives and student evaluation occurs over the Internet.
- Online Education Course: Internet Course – In an internet course, students are not expected to attend class at the College and all course objectives and student evaluation occurs over the internet.

Procedure:
1. Review Procedure with Academic Dean and/or Program Chair.
2. Submit a proposal that explains the rationale for adding distance education elements to a preexisting course to include
   - 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 meeting with the Director of Online Learning.
4. Create a course syllabi that contains all information found in the recommended Maria College Course Syllabi.
5. Submit proposal and course syllabi to Program for approval.
6. 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.
   - Submission to Academic Affairs should be by these dates:
     - April to be included in Spring semester of following year.
     - December to be included in Fall semester of following year.
7. The Academic Affairs will make a written recommendation to the Academic Dean recommending or not recommending offering the course in an online format.
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 DEFINITION

A credit hour is earned for the successful completion of 15 academic hours of class or 30 hours of laboratory experience or the equivalent amount of work over a different amount of time. While hybrid and online courses at Maria College meet for fewer or no direct faculty instruction, the learning outcomes are identical to face-to-face courses and require the equivalent amount of work.

DEFICIENCY WARNING

Students receive a letter from the Office of Student Records 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. (This letter may be viewed in the Activities Folder.) 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 p.58). The following statement should be added to the course syllabi:

Deficiency Warning letters are sent to students taking this course who have shown a weakness in one or more of the areas of the course that make up the final grade. The intent of this letter is to offer you help to improve your performance in this course. If you receive a Deficiency Warning letter, please talk to me and your advisor about it. It is part of the Maria College mission to provide students with a supportive environment. Please understand that the Deficiency Warning letter is a way that the College is attempting to help you be a successful student.

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

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

The annual notice will contain the following information:

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

**Right of the College to Refuse Access**
Maria College reserves the right to refuse to permit a student to inspect the following records:

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

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

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

**Records Not Considered to be Academic Records**

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

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

Disclosure of Student Academic Records (without written consent of the student)
Maria College will disclose student academic records without the written consent of the student in the following limited circumstances:
• To school officials and to specified agents of the College who have a legitimate educational interest in the records.
• To certain officials in the US Department of Education, the Comptroller General, the Attorney General of the United States, and state and local educational authorities, in connection with certain state or federally supported education programs.
• In situations where a student has sued the College, or the College has taken legal action against a student, as necessary to proceed with legal action as a plaintiff or to defend itself.
• In connection with student's request for, or receipt of, financial aid as necessary to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms or conditions of the aid.
• To organizations conducting certain studies for or on behalf of Maria College. These studies may not permit the personal identification of any student by anyone other than the organizations' representatives. Additionally, all information provided must be destroyed by the requesting organizations when no longer needed for the study's purpose.
• To accrediting organizations to carry out their functions.
• To comply with a judicial order or a lawfully issued subpoena in which case the order or subpoena. Maria College will make a reasonable attempt to notify the student in advance of the disclosure when non-directory information is released in response to subpoenas or court orders.
• To appropriate parties in cases of a health or safety emergency.
• Directory information as designated by Maria College.

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

Maria College designates the following items as directory information:

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

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

**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 (Marian Hall, Room 102, 438-3111 Ex 250) 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:

*Step 1.* An administrator, faculty or staff member will document observation of impaired student performance.

*Step 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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>*1</td>
<td>Absences</td>
</tr>
<tr>
<td>*2</td>
<td>Late to class</td>
</tr>
<tr>
<td>*3</td>
<td>Missing assignments</td>
</tr>
<tr>
<td>*4</td>
<td>Late assignments</td>
</tr>
<tr>
<td>*5</td>
<td>Failed assignments</td>
</tr>
<tr>
<td>*6</td>
<td>Failed tests/quizzes</td>
</tr>
<tr>
<td>*7</td>
<td>Missed tests/quizzes</td>
</tr>
<tr>
<td>*8</td>
<td>Behavior</td>
</tr>
<tr>
<td>*9</td>
<td>Clinical/Competency</td>
</tr>
</tbody>
</table>
**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 Academic Dean or Director of Evening & Weekend College 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 submitted to the Registrar within 48 hours after the final examination for each course. No students may be informed of a final grade by an instructor. It is recommended that students NOT be promised a time when the final grades will be posted.

**GENERAL EDUCATION COURSE REVIEW POLICY AND PROCEDURES**
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. A subcommittee of the Academic Affairs Committee (potentially all members excluding the Vice President for
Academic Affairs) will function as an Outcomes Assessment Committee by reviewing these courses.

Procedure:
1. Identify the course scheduled for review, by name and course number
   - Identify instructors responsible for teaching course.
   - Identify programs and/or courses that either require the course or which are logically dependent on the identified course for teaching prerequisite content.

2. Information Collection
   - Obtain the course description as per the Maria College catalog.
   - Obtain the course syllabi for the course to be reviewed.
   - Obtain the course syllabi(s) for the courses that depend on the identified course (optional).

3. Preparation for the Review Meeting
   - Identify and contact the members of the faculty/staff to attend the review meeting.
   - Identify the date, time, and location of the review meeting.
   - Prepare copies of the above outlines. Distribute to: Academic Dean, General Education Subcommittee chair, Academic Affairs members, and instructors of the courses that depend on the identified course who will be attending the review meeting.
   - Prepare copies and distribute any accompanying materials that relate to the course to be reviewed, such as lab outlines.

4. Conducting the review meeting
   - The subcommittee chair will introduce the visiting instructors to the subcommittee.
   - The purpose of the subcommittee will be stated so that all are clear on the rationale for conducting the meeting. Namely, to act as an advisory group in order to open a dialogue between instructors of certain general education courses and the instructor(s) of the course which rely on them or setting down content that may be prerequisite to certain course(s) which follow the general education course being reviewed.
   - The review will endeavor to discover whether the course being reviewed is fulfilling its goals with respect to other courses as well as its value as an individual course standing on its own merit.
   - The discussion should include reference to the order in which topics are taught and the topic being taught to best fit the needs of the course itself, and any courses, which may depend on it for content.

5. Report to Academic Dean through minutes of meeting.
6. Continue any necessary interaction between general education instructor and any necessary program instructor.

General Education Review 5-year cycle

<table>
<thead>
<tr>
<th>Year Range</th>
<th>Course Description</th>
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</thead>
</table>
| 2011–2012  | Fall – Religions courses.  
|            | Spring – Sociology and Math including Statistics |
| 2012–2013  | Bachelors level nursing courses |
| 2013–2014  | Fall – Biology and Chemistry (credit and non-credit)  
|            | Spring – AnP I and II (lecture and labs) Microbiology |
| 2014–2015  | Fall – English (credit and non-credit, Comp I and II). |
GRADING SYSTEM
Grades are issued at the end of each semester using a letter system and a quality point value to describe the quality of the student’s work.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Quality Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
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<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>C</td>
<td>2.00</td>
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<tr>
<td>C-</td>
<td>1.67</td>
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<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The use of "P" and "F" grades is limited to fieldwork courses and independent study. A grade of "C-" does not meet minimum passing requirements in Nursing, Occupational Therapy Assistant and Early Childhood Programs.

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 Academic Dean 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 one month after the end of the semester. With the concurrence of the Vice President for Academic Affairs, the instructor may extend this deadline. Work, which is 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 and the completion date and the expected grade when the work is satisfactorily completed. An incomplete grade is calculated into the semester GPA as an “F” grade and will lower a student’s GPA so that he/she may not qualify for financial aid the next semester.
LEARNING RESOURCE CENTER
The Learning Resource Center, located in Room 101 of the Administration Building, 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
The Library is situated in the east section of the Administration Building. Reference materials and current periodicals are in the main reading room.

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. Students should not be rewarded for missing a 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 Academic Dean or 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 1452-1(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..."
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. 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. It is recommended that students provide a self-addressed stamped envelope for end of the semester work that they want returned.

**SCIENCE TWO-TIME POLICY**

To be admitted to or continue in nursing, a student may repeat any science course (chemistry, biology and anatomy and physiology) only once. For example, if a student must repeat both AnP105 and Anp106, the student will not qualify for admission into the nursing program as this will be viewed as repeating AnP twice. Unsuccessful attempts at another college and withdrawal from a science course count toward one time.


**Procedure:**

Communicate the policy:

1. The Policy statement is found in the following documents:
   - Course Descriptions for Anatomy and Physiology courses in College Catalog.
   - Student Handbook
   - Anatomy and Physiology course syllabi

2. Notification by the Office of Student Records: Students who fail an Anatomy and Physiology course are notified by the Office of Student Records. Students who failed AnP105 and/or AnP107 are removed from the class lists for AnP106 and/or AnP108. Included in this letter is the following statement.

   Please be aware of the Anatomy and Physiology Two-Time Policy found in the College Catalog and the Student Handbook. By failing an Anatomy and Physiology course last semester, you may be jeopardizing your chance to enter or continue in an Allied Health Program.

**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 Director of Admissions or the Academic Dean for approval.

**SEMESTER CENSUS AUDIT**

Faculty are required to submit a Semester Attendance Audit to the Office of Student Records 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 & safety of others.
- Make substantial change in elements of the curriculum.
• Require substantial alteration to educational opportunities/course objectives.
• Pose undue financial or Administration 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 for the disability from an appropriate source. Once documentation has been approved, the Dean of Student Services, with the student’s permission, will notify faculty in writing or in person. Accommodations may be granted only from the date of documentation disclosure at Maria College. It is then the responsibility of the student to contact faculty members in writing or in person. Accommodations will not be granted until this is done.

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

Procedure to making a request
Step 1. Self disclose to the Director of Admissions or the Dean of Student Services.
Step 2. Register with the Dean of Student Services, Marian Hall, Room 100, (518) 489-7436 ext 250, as soon as possible but definitely by the first week of each semester.
Step 3. Provide the Dean of Student Services with appropriate documentation.
Step 4. Sign a Release of Information Form EACH semester with the Dean of Student Services.
Step 5. Notify instructors within the first week of EACH semester for EACH course that reasonable accommodations are requested for a course. The Dean of Student Services will contact instructors each semester that a Release of Information Form has been signed that a student MAY approach them about recommended accommodations. The Dean of Student Services does NOT share with faculty information about one's disability. Faculty are informed only that a student MAY request accommodations.

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

Eligibility: To be eligible to receive accommodations students must provide recent documentation specifying the nature of the specific 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 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 & ethical consideration even when the family members are otherwise qualified by virtue of training & 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
• Magnifying Reader is located in the Learning Resource Center. It enlarges a page of text to aid the visually impaired student.
• Kurzweil 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 3 computers on campus and is not available through the network. These computers are found in the Library Seminar Room, the Learning Resource Center, and the Marian Hall Conference Room 113.

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 to be followed to notify the bookstore of textbooks requested:

- **Fall Semester**: April/May
- **Spring Semester**: November
- **Summer Semesters**: March/April

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 case 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 the cost of a textbook that 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.) Open the following folders:

- My Computer on Desktop
- Pool on Eve
- Activities

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 and to sign the loan-out sheet located in the faculty-staff room in the Administration Building. In the event of mechanical failure, the instructor should make this fact known to the Director of Business Affairs 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.

**BULLETIN BOARD NOTICES**
Faculty notices and telephone messages are posted on the bulletin board in the faculty lounge and faculty members are urged to check the board periodically.

**COPY MACHINE**
Photocopy machines are available in all buildings. Members of the faculty are asked to use discretion as to the number of copies. Requests of photocopying any document needing more than 40 copies should be made on a requisition through the Offices of the Director of Business Affairs or the Office of the Academic Dean.

**COMMUNICATION PROCESSES**
Faculty and students may access news via Web Services.

**COMPUTER PROBLEMS**
The following procedure should be used if a faculty member has problems with an office or classroom computer:
- Explain the problem on a Computer Work order request form
- Submit to the Business Office

**COMPUTER CLASSROOMS**
The Multimedia Resource Center, located in Room 103, and the computer classroom, located in Room 105 have 14 and 29 computers, respectively and offer instructors an opportunity to incorporate the latest multimedia technology in their labs and lectures.

Students will have access to the room 103 when not in use by classes.

Scheduling priorities will be given to courses requiring computer technology. The Office of Student Records will schedule the computer classrooms. It is recommended that all scheduling be made prior to the beginning of the semester.
Software that must be installed in the computer classrooms must be submitted to the Director of Academic Computing prior to the beginning of the semester.

COUNSELOR AVAILABILITY
In order to reach the Campus Counselor in case of a crisis on campus, a faculty/staff member needs to please call 518-256-5975.

EMAIL
All faculty offices contain networked computers that allow access to the Internet and to the Maria College Web Services. Most communications to faculty from the Office of the Academic Dean and the Office of Student Records will be by email. Also, students will be encouraged to contact their faculty advisors by email. Faculty members are expected to access their email on a regular basis. All faculty will be assigned a Maria College email address that is recommended be used with students and advisees. Email can be accessed off-campus with the following URL: 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, certain 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
Contact 911: When confronting a serious emergency, the Maria College employee must contact 911 for the police, fire department or EMTs.
Contact Administration: In less serious situations, the following chain of command should be used. In all cases, faculty, staff and anyone involved in the situation must use common sense and good judgment.

<table>
<thead>
<tr>
<th>Time</th>
<th>Contact</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>8:00 am – 4:30 pm</td>
<td>Business Office – ext 228</td>
</tr>
<tr>
<td></td>
<td></td>
<td>President’s Office – ext 214</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Dean – ext 222</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office of Student Records – ext 226 – room 100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Superintendent/Plant – ext 210</td>
</tr>
<tr>
<td>Evening</td>
<td>4:30 pm -9:30pm</td>
<td>Security Guards 376-0690 or 376-0688</td>
</tr>
<tr>
<td>Weekend</td>
<td>7:00 am – 7:00 pm</td>
<td>Security Guards 376-0690 or 376-0688</td>
</tr>
</tbody>
</table>

Incident Report Form: All emergency situations must be reported in writing to the Business Office as soon as possible. Forms may be 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. Simply refer all questions to her office.

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.

Administration Ability to locate Students and Faculty:
In some emergency situations, it maybe 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 ring the fire alarm. The alarm will notify all occupants of the building concerned. All Maria College employees should note where fire exits are marked and locations of 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 and taking a hostage, have Administration contact the police. 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 report the matter to the Business Office or call the Police immediately.

MAIL
Mail is received on the campus daily and is sorted and placed in the faculty mailboxes. Outgoing mail may be placed in the box outside the general office. The postage meter is available for official college mail.
MAILBOX
Faculty are provided a mail box so that communication can be expedited. 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.

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

WIRELESS HOT SPOTS
Wireless hot spots are now available in the first floor of the Administration Building and the first and second floors of Marian Hall.

Equipment Recommendations - You can connect to the wireless network at Maria College if you have a wireless enabled laptop computer. To best connect to the wireless network an operating systems of Windows XP or higher is recommended. A laptop computer equipped with a wireless network card and Windows XP or higher will automatically detect MariaNet.

Network Password - The wireless network is password protected and you will need to enter in the password to connect to MariaNet. After the wireless enabled laptop computer detects MariaNet, you will be prompted to enter a password. The password to gain access to MariaNet is merciful. The password must be entered in all lower case letters.

Academic and Student Resources - When connected to MariaNet, a user can connect to all of the academic and student resources available at Maria College. Students can connect to Web Services to view grades, the semester schedule, degree audits, and billing statements. Students can also connect to Blackboard to view web enhanced course content and participate in on-line courses. All of
the off-campus library resources can be accessed through the wireless network. Of course, all other internet resources are also available.

*Be Internet Safe* - Maria College provides these wireless access points as a service to its faculty and students. This service simply provides a wireless connection to the internet. As always, you should take the necessary steps to protect your own computer with your own virus protection software, spam filtering, and anti-phishing software. Please be cautious and use good computer judgment when connected to any network.
MARIA COLLEGE
ACADEMIC CALENDAR
2013-2014

Fall 2013 Registration Dates
May 9, 2013
June 20, 2013
August 1, 2013
August 22, 2013
August 21, 2013

Faculty Orientation
August 21, 2013

Fall 2013 Session Begins
DAY & EVENING
August 26, 2013
WEEKEND
August 30, 2013

Last Day to Add Classes
Labor Day – No Classes
September 2, 2013
Constitution Day
September 17, 2013
Columbus Day – No Classes
October 14, 2013
Thanksgiving Recess
November 27, 28, 29, 2013
Advisement Begins
October 15, 2013

Last Day to Withdraw
November 1, 2013

Final Exams
DAY Students
December 10, 11, 12, 13, 2013
WEEKEND Students
December 15, 2013
EVENING Students
December 9, 10, 11, 12, 2013

Fall 2013 Weekend
September
October
November
December
7, 8
5, 6
2, 3
7, 8
21, 22
19, 20
16, 17
14, 15
21, 22**

Spring 2014 Registration Dates
December 12, 2013
January 7, 2014

Spring 2014 Session Begins
DAY & EVENING
January 21, 2014
WEEKEND
January 18, 2014

Last Day to Add Classes
President’s Day No Classes
January 24, 2014
Spring Break
February 17, 2014
Advisement for Fall Begins
March 17-21, 2014

Last Day to Withdraw
April 4, 2014
Easter/Good Friday
April 18, 2014

Final Exams
WEEKEND
April 26, 2014
DAY
May 6, 7, 8, 9, 2014
EVENING
May 5, 6, 7, 8, 2014

Spring 2014 Weekend
January
February
March
April
18, 19
1, 2
1, 2
12, 13
15, 16
15, 16
26, 27
29, 30

COMMENCEMENT
May 18, 2014 3:30 p.m.
Summer 2014 Registration Dates for Fall

- May 1, 2014
- June 19, 2014
- July 31, 2014
- August 21, 2014

**Summer Session I 2014**

- WEEKEND: May 3 - August 3, 2014
- DAY 6 week: May 19 - June 26, 2014
- DAY 12 week: May 19 - August 8, 2014
- EVENING 6 week: May 19 - June 26, 2014
- EVENING 12 week: May 19 - August 8, 2014

**Summer Session II 2014**

- No Class May 26, 2014
- DAY 6 week: June 30 – August 8, 2014
- EVENING 6 week: June 30 – August 8, 2014
- No Class July 4, 2014

- Last Day to Withdraw Session I 6 week: June 2, 2014
- Last Day to Withdraw Session I 12 week: July 11, 2014
- Last Day to Withdraw Session II 6 week: July 11, 2014

**PNC Certificate Ceremony**

- August 9, 2014

**Summer 2014 Weekend**

<table>
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<th>August</th>
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<tr>
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</tr>
</tbody>
</table>

**SCHEDULE OF COMMITTEE MEETINGS 2013-2014**

Rev 6/2013
2013- Monday

AUGUST

26       Nominating Committee

SEPTEMBER

2       LABOR DAY
9       Faculty Meeting
16      BS Program
23      Academic Affairs/Faculty Affairs
30

OCTOBER

7       Admissions/Faculty-Student
14      COLUMBUS DAY
21      BS Program
28      LA/GS Program

NOVEMBER

4       Faculty Meeting
11      Faculty Affairs/Academic Affairs
18      Faculty Forum
25      LA/GS Program

DECEMBER

2       BS Program
9       Admissions/Faculty-Student

2014

JANUARY

7       No Classes
14      No Classes
20      MARTIN LUTHER KING DAY
27      Faculty Meeting

FEBRUARY

3       Academic Affairs
10      Admissions/Faculty-Student
17      Faculty Meeting
24      Faculty Affairs

MARCH

3       Academic Affairs
10      Faculty Forum
17
24      LA/GS Program
31      Evaluation Committee/Library Committee

APRIL

7       Admissions/Faculty-Student
14      BS Program
21      LA/GS Program
28      Academic Affairs/Faculty Affairs

2013- Wednesday

AUGUST

21      Faculty Meeting
28      Chairs

SEPTEMBER

4       Computer Advisory
11      Library
18      LA/GS Program
25      Chairs

OCTOBER

2       Computer Advisory
9       Academic Affairs
16      Faculty Affairs
23      Chairs/Library
30

NOVEMBER

6       Computer Advisory
13      Library
20      Chairs
27      THANKSGIVING BREAK

DECEMBER

4       Computer Advisory
11      Academic Affairs

2014

JANUARY

9       No Classes
16      No Classes
22      Chairs/Library
29      BS Program

FEBRUARY

5       Computer Advisory
12      LA/GS Program
19
26      Chairs/Library

MARCH

5       Computer Advisory
11      Academic Affairs
21
26      Chairs Meeting

APRIL

2       Computer Advisory
9       Library
16      Chairs

Revised 04/24/2013
Addendum – Additional Benefit Information

Maria College
Benefits Package
June 2013

<table>
<thead>
<tr>
<th>CDPHP</th>
<th>CDPHP premiums change April 1st of each year. If an employee wishes to add any dependent, the prices are as follows</th>
<th>College pays for Employee Employee pays through payroll deduction for: Employee + Spouse Employee + Child(ren) Family Coverage</th>
<th>$553.85/monthly $498.47/monthly $996.94/monthly</th>
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<tbody>
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<td>Coinsurance</td>
<td>PCP Specialist</td>
<td>$25 copayment $40 copayment</td>
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<td>Office Visits</td>
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<tr>
<td>Coinsurance</td>
<td>N/A Single / N/A Family</td>
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</tr>
<tr>
<td>Maximum</td>
<td>Benefit Maximum</td>
<td>Unlimited</td>
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<tr>
<td>Physician Services</td>
<td>PCP office visit illness Specialist office visit illness Physician Hospital stay Well baby checkup Annual adult exam Annual Gynecological exam</td>
<td>$25 copayment $40 copayment covered in full covered in full covered in full covered in full</td>
<td></td>
</tr>
<tr>
<td>Hospital services</td>
<td>Inpatient hospital Outpatient surgery</td>
<td>covered in full $75 copayment</td>
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</tr>
<tr>
<td>Maternity</td>
<td>Physician services Inpatient hospital Newborn nursery</td>
<td>covered in full covered in full covered in full</td>
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</tr>
<tr>
<td>Emergency Room</td>
<td>Worldwide Emergency Care</td>
<td>$100 copayment</td>
<td></td>
</tr>
<tr>
<td>Urgent Care</td>
<td></td>
<td>$35 copayment</td>
<td></td>
</tr>
<tr>
<td>Diagnostic Testing</td>
<td>Outpatient Hospital Lab Outpatient Hospital Radiology Office Lab Office Radiology Mammogram Cytology Screening Prostate Cancer Screening</td>
<td>$40 copayment $40 copayment $40 copayment $40 copayment $40 copayment covered in full covered in full covered in full covered in full</td>
<td></td>
</tr>
<tr>
<td>Physical Therapy</td>
<td></td>
<td>$40 copayment (30 visits per benefit period)</td>
<td></td>
</tr>
<tr>
<td>Speech Therapy</td>
<td></td>
<td>$40 copayment</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Description</td>
<td>Cost/Coverage</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------------------------------</td>
<td>---------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>(20 visits per benefit period)</td>
<td>$40 copayment (30 visits per benefit period)</td>
<td></td>
</tr>
<tr>
<td>Chiropractic Benefits</td>
<td></td>
<td>$40 copayment</td>
<td></td>
</tr>
<tr>
<td>Home Health Care</td>
<td></td>
<td>covered in full</td>
<td></td>
</tr>
<tr>
<td>Skilled Nursing Facility</td>
<td></td>
<td>covered in full (45 days per benefit period)</td>
<td></td>
</tr>
<tr>
<td>Prosthetic Appliances</td>
<td></td>
<td>50% coinsurance</td>
<td></td>
</tr>
<tr>
<td>Diabetic Services</td>
<td>Insulin and oral medications</td>
<td>$15 copayment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Diabetic Supplies</td>
<td>$15 copayment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glucometers</td>
<td>$15 copayment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Diabetic DME</td>
<td>$15 copayment</td>
<td></td>
</tr>
<tr>
<td>Mental health services</td>
<td>Inpatient</td>
<td>covered in full</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outpatient</td>
<td>$25 copayment</td>
<td></td>
</tr>
<tr>
<td>Chemical Abuse</td>
<td>Inpatient detox</td>
<td>covered in full</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outpatient</td>
<td>$25 copayment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inpatient Rehabilitation</td>
<td>covered in full</td>
<td></td>
</tr>
<tr>
<td>Dependent Coverage</td>
<td></td>
<td>Covered to age 26</td>
<td></td>
</tr>
<tr>
<td>Prescriptions</td>
<td>Tier 1</td>
<td>$10 copayment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tier 2</td>
<td>$25 copayment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tier 3</td>
<td>$40 copayment</td>
<td></td>
</tr>
<tr>
<td>Eye Med Vision</td>
<td>Premiums change April 1st of each year.</td>
<td>$3.26/Monthly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If an employee wishes to add any dependent, the prices are as follows</td>
<td>$3.62/Monthly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>College pays for Employee</td>
<td>$7.05/Monthly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employee pays through payroll deduction for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Child(ren)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Family Coverage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Network</td>
<td>Eye exam (every 12 months)</td>
<td>$10 copayment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eyewear – lenses (every 24 months)</td>
<td>Covered in full after $25 co-pay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eyewear – frames</td>
<td>$130 allowance, then 20% of remaining balance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact lenses (elective conventional)</td>
<td>$130 allowance, then 15% of remaining balance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact lenses (non-elective)</td>
<td>COVERED IN FULL</td>
<td></td>
</tr>
<tr>
<td>Out of Network</td>
<td>Eye Exam</td>
<td>Up to $30 allowance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single vision lenses</td>
<td>Up to $25 allowance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bifocal lenses</td>
<td>Up to $40 allowance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trifocal lenses</td>
<td>Up to $60 allowance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Frames</td>
<td>Up to $65 allowance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective Contact Lenses</td>
<td>Up to $104 allowance</td>
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</tr>
<tr>
<td></td>
<td>Non-elective contact lenses</td>
<td>Up to $200 allowance</td>
<td></td>
</tr>
</tbody>
</table>
**Delta Dental**

- Price adjustments will take place July 1st of each year.
- College pays for Employee
- Employee pays through payroll deduction for:
  - Employee + Spouse
  - Employee + Child(ren)
  - Family
- $41.73/Monthly
- $38.21/Monthly
- $83.03/Monthly
- Deductibles
- $25 per person/ $75 per family each year
- Maximums
- $1500 per person per year

<table>
<thead>
<tr>
<th>Participating</th>
<th>Diagnostic &amp; Preventive</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic Restorative</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td>Endodontics</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td>Periodontics</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td>Oral Surgery</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td>Major Restorative</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>Prosthodontics</td>
<td>50%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Participating</th>
<th>Diagnostic &amp; Preventive</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic Restorative</td>
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<td></td>
<td>Major Restorative</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>Prosthodontics</td>
<td>50%</td>
</tr>
</tbody>
</table>

In addition to the benefits listed:

Maria College also offers a life insurance policy at no cost to the employee.

TIAA is also a benefit offered at Maria College. Employees must complete one full year of service before enrolling. The College matches 5% of the employees’ gross salary biweekly.

Tuition remission for employee, spouse and children, all fees must be paid at time of registration. Dependent children must comply with requirements as listed by the IRS.