

MARIA

COLLEGE

Student Handbook 2016 – 2017

(Revised: June 22, 2016)

The most up to date version of the handbook is found online at www.mariacollege.edu

Student Handbook Disclaimer

While every effort is made to provide accurate and current information, the College reserves the right to change, without notice, statements in the Student Handbook concerning rules, policies, fees, curricula, courses, calendar and other matters. The College's rules, policies and other matters stated in this edition of the Student Handbook supersede all prior rules, policies, procedures, terms, conditions, guidelines and services. In the event that a conflict exists between College policies and regulations and a student-generated document, the College policies, rules, guidelines, regulations, terms and conditions shall govern. Maria College reserves the right to change the tuition, fees, room-and-board costs, rules governing admission, granting of degrees, and any other regulation, rule, term, condition, policy or guideline that may affect students. Such changes take effect whenever Maria College authorities deem necessary. Maria College also reserves the right to exclude at any time students whose academic record is unsatisfactory or whose conduct is found to be detrimental to the College community

Student Responsibility

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

Compliance Statement

Maria College is an equal opportunity and affirmative action employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national and ethnic origin, disability, marital status, veteran status, sexual orientation, gender identity, predisposing genetic characteristics, domestic violence victim status or any other status or condition protected by applicable federal or state statutes.

Maria College admits students of any race, religion, color, sex, age, national and ethnic origin, disability, marital status, veteran status, sexual orientation, gender identity, domestic violence victim status or with a predisposing genetic characteristic to all the rights, privileges, programs and activities generally made available to students at the school. It does not discriminate on the basis of race, religion, color, sex, age, national or ethnic origin, disability, marital status, veteran status, sexual orientation, gender identity, predisposing genetic characteristics, domestic violence victim status or any other status or condition protected by applicable federal or state statutes in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs.

In compliance with Title IX of the Education Amendments of 1972 prohibiting sex discrimination in education, and with Section 504 of the Rehabilitation Act of 1973 that prohibiting discrimination on the basis of a disability, the Title IX Coordinator and Equal Opportunity Specialist has been appointed as Title IX and Section 504 Coordinator for Maria College.

Table of Contents

PART 1 – MARIA COLLEGE STUDENT RESOURCE GUIDE	5
Introduction.....	5
Maria College Mission & Values	6
Campus Offices & Hours.....	7
Academic Calendar.....	8
Academic Support	10
Academic Affairs.....	10
Academic Advising.....	10
Evening and Weekend College.....	11
First Year Experience	11
Learning and Resource Center	12
Library.....	13
Peer-Tutoring	14
Registrar	15
Business Services	16
Bookstore	17
Business Office	18
Campus Ministry	19
Enrollment Services	19
Admissions.....	19
Career Services	19
Financial Aid.....	20
Arthur O. Eve Higher Education Opportunity Program (HEOP).....	21
Information Technology	23
Marketing and Communications	25
Student Services	26
Counseling	26
Disability Services	26
Health Services	26
Fitness Center, Lockers, Lost & Found, Lounges	27
Mentoring Program.....	27
Phi Theta Kappa.....	28
Provisions on Demand (POD)	28
Student Activities.....	28
Student Government Association	28
Student ID Cards and Pictures	29
Transportation and Parking.....	29
PART 2 – COLLEGE POLICIES AND PROCEDURES	31
Student Code of Conduct	31
Disciplinary Hearing	33
Appeals Process	34
Student Grievance Procedures	35
Ad Hoc Review Committee	36

Policies and Procedures	37
Communicable Diseases	37
Communications Policy	37
Constitution and Citizenship Day	37
Copyrighted Materials and Peer-Peer File Sharing	37
Drug Free Policy and Procedures	38
Emergency Policy	40
Family Educational Rights and Privacy Act (FERPA)	40
Gender-Neutral Bathroom	42
Immunization Requirement	42
Incident Report	43
Information Systems Use Policy	43
Parking Regulations	43
Re-enrollment Policy	44
Religious Observance Policy	44
School Closing Procedures	44
Security Policy and Procedures	45
Title IX Policy	45
Tuition Liability Policy	46
Refund Policy	46
PART 3 – COMMUNITY RESOURCES	47
PART 4 – CONFERENCE FOR MERCY HIGHER EDUCATION	48
APPENDIX A: Commonly Abused Drugs.....	49
APPENDIX B: Federal trafficking Penalties.....	52
APPENDIX C: Criminal Classifications for Sexual Assault Crimes in NY	55
APPENDIX D: Incident Report.....	56

PART 1 – COLLEGE STUDENT RESOURCE GUIDE

Introduction

The Maria College Student Handbook is a resource guide to College operations, guidelines, terms, conditions and regulations. The handbook supplements the College's Academic Catalog as a source of additional information about Maria. It is not intended to serve as a complete source of College requirements and policies and it does not contain a complete listing of all programs and services. For more on academic programs and policies please refer to the College's Academic Catalog.

Maria is an academic community committed to learning and personal development. Our dedicated faculty and staff work hard to prepare our students to enter the professional work world. We hope and expect that students will embrace both Mission and the Core Values of Maria coupled with learned skills and knowledge are the hallmark of a well-educated person. It gives me great pleasure to welcome you to Maria and I wish you much success as you begin your journey.

Deb Corrigan LCSW
Dean of Student Services

Maria College Mission

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

Our Catholic Values

As a Catholic college, the primary focus is on developing each individual – providing them with the opportunities for growth that will enable them to make meaningful contributions to society. The following six values are integrated into our culture by our founders and sponsors- The Sisters of Mercy – values that have become part of the student experience at Maria College.



CAMPUS OFFICES

General Office/Main	518-861-2500	Main Building, 100AA
Academic Affairs	518-861-2507	Marian Hall, 106A
Admissions Office	518-861-2517	Mercy Hall
Bookstore	518-861-2523	Main Building
Business Office	518-861-2550	Main Building, 100A
Campus Ministry	518-861-2536	Marian Hall, Student Lounge
Catherine's Closet/Food Pantry		Main Building, Basement
Career Services	518-861-2560	Main Building 101A
Copy Center	518-861-2572	Main Building,
Counseling Center	518-861-2550	Marian Hall, room 100
Development/Alumni Relations	518-861-2596	Main Building, 2 nd Floor, 107
Dean of Enrollment Management	518-861-2574	Mercy Hall
Evening Weekend Coordinator	518-861-2533	Main Building, 101A
Financial Aid Office	518-861-2586	Mercy Hall
Fitness Center		Main Building, Basement
HEOP	518-861-2567	Mercy Hall
Human Resources	518-861-2598	Main Building, First Floor
Information Technology/Help Desk	518-861-2590	Main Building, 206
Learning Resource Center	518-861-2521	Main Building, 101
Library	518-861-2515	Main Building
Marketing/Communications	518-861-2506	Main Building, 205
Peer Tutoring	518-861-2502	Marian Hall, room 208
Provisions on Demand (Café)	518-861-2527	Main Building
Office of the President	518-861-2525	Main Building, 100
Registrar	518-861-2524	Main Building, 108
Student Services	518-861-2550	Marian Hall, room 100

CAMPUS HOURS

During the academic year, the typical college word days are:

Monday – Thursday: 7:30 A.M. to 9:30 P.M.*

Fridays: 7:30 A.M. to 4:30 P.M.**

*During the summer the college closes at 9:00 P.M.

**During the summer the college closes at 1:00 P.M.

During weekend classes, the college is open:

Saturday: 7:30 – 4:30 P.M.

Sunday: 7:30 – 4:30 P.M.

Academic Calendar 2016 - 2017

Fall 2016 Semester

Weekend	August 27, 2016
Day & Evening	August 29, 2016
Last Day to Add/Drop Classes	September 2, 2016
Labor Day – No Classes- College Closed	September 5, 2016
Constitution Day	September 17, 2016
Columbus Day – No Classes- College Closed	October 10, 2016
Classes Resume-Follow a Monday class schedule	October 11, 2016
Midterm Grades	October 17, 2016
Midterm Evaluations	October 17, 2016
Advisement begins for Spring	October 24, 2016
Last Day to Withdraw Weekend/Day/Evening	November 4, 2016
Registration for Spring 2017 Begins	November 7, 2016
Thanksgiving Recess– No Classes – College Closed	November 23- 25, 2016

Final Exams

WEEKEND Students	December 4, 2016
DAY/EVENING Students	December 12 – 16, 2016

Fall 2016 Weekend

August	September	October	November	December
27, 28	10, 131 24, 25	15, 16 29, 30	12, 13 19, 20	3, 4 10, 11** **snow weekend

Spring 2017 Session

Weekend	January 14, 2017
Day & Evening	January 17, 2017
Last Day to Add/Drop Day & Evening	January 24, 2017
Last Day to Add/Drop Weekend Classes	January 29, 2017
President’s Day – No Classes – College Closed	February 20, 2017
Classes Resume-Follow a Monday class schedule	February 21, 2017
Midterm Grades	March 6, 2017
Midterm Evaluations	March 6, 2017
Spring Break	March 13-17, 2017
Advisement begins for Summer/Fall	March 20, 2017
Last Day to Withdraw Weekend/Day/Evening	April 1, 2017
Registration for Summer/Fall 2016	April 3, 2017
Good Friday – No Classes – College Closed	April 14, 2017

Final Exams

WEEKEND	April 23, 2017
DAY/EVENING	May 8 – 12, 2017

Spring 2017 Weekend

January	February	March	April	
	14, 15	11, 12	11, 12	8, 9
	28, 29	25, 26	25, 26	22, 23
				29, 30**
				**snow weekend

Commencement **May 21, 2016** **3:00 P.M.**

Summer Session I 2017

WEEKEND May 6 - August 6, 2017
DAY/EVENING 12 week May 22 – August 11, 2017

Summer Session II 2017

DAY/EVENING 6 week May 22 – August 11, 2017

Memorial Day – No Classes – College Closed May 29, 2017

Summer Session III 2017

DAY/EVENING 6 week July 3 – August 11, 2017
Independence Day – No Classes – College Closed July 4, 2016

Important Dates:

Last Day to Add/Drop Weekend May 14, 2017
Last Day to Add /Drop Session I May 26, 2017
Last Day to Add /Drop Session II May 26, 2017
Last Day to Add/Drop Session III July 7, 2017

Last Day to Withdraw Session I 12 week July 14, 2017
Last Day to Withdraw Session II 6 week June 9, 2017
Last Day to Withdraw Session III 6 week July 21, 2017

Summer 2016 Weekend

May	June	July	August
6, 7	3, 4	8, 9	5, 6
13, 14	10, 11	22, 23	
	24, 25		

ACADEMIC SUPPORT

Academic Affairs

Marian Hall, room 106A

518-861-2507

John Kowal, Ph.D., Vice President for Academic Affairs

Amber O'Neil, Ph.D., Assistant Dean for Academic Affairs

Academic Advising

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

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 *advisee* is expected to:

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

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

Evening and Weekend College

Kate McGrath

Coordinator

Main Building, Room 101A

The Coordinator of Evening and Weekend College is available to offer students support and help them comfortably navigate our campus. She shares an office with Career Services in room 101A in the Main Building. She is on campus Monday through Thursday from late afternoon into the early evening hours and on Saturday mornings of Weekend College. The Coordinator welcomes students to campus at the start of the fall and spring semesters and assists them with understanding their schedules and finding their classrooms. She also facilitates communication between students and the various college offices because she is on campus after regular business hours when those offices are closed.

If weekend and evening students are not able to come to campus during regular business hours, they may arrange (ahead of time with the appropriate office) to pick up their IDs and various paperwork in her office. She is not authorized, however, to process any payments. Students are always welcome to stop in with any questions they may have.

First Year Experience (FYE)

Classroom: Campus School, room 2

Barbara Ruslander, Director

The First Year Experience courses are one-credit each and required for new students except transfer students who have successfully completed 24 or more college credits or who have completed a comparable course at another college.

Two First Year Experience courses, taken in sequence with small class sizes for a more personal experience, provide new Maria students with unique and engaging learning experiences, helping students find their place in the Maria community.

The courses are designed to foster connections through shared academic and social experiences, while building the foundations for academic success.

By providing students the opportunity to develop skills and strategies for promoting effective and successful learning, the courses empower students to become active and responsible partners in their own education.

Learning Resource Center (LRC)

Main Building, room 101

518-861-2521

Lisa Tobin, Ed. D. Director

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

Assistance is provided on a drop in, individual basis.

Individual tutoring for Anatomy and Physiology, Biology, Chemistry is available for students with a C grade or below and/or advised by instructor.

Due to the increased number of students using the LRC there is a limited amount of time available for individual assistance. Extension of the time is at the tutor's discretion.

Reading, Writing and Study Skills

- To provide instruction for students who experience problems reading their textbooks.
- To provide assistance with spelling, grammar, punctuation and organization of student papers & following the APA style of writing and documenting.
- To have an assessment of a writing assignment completed, please note that the assessment may take at least 24 hours to review. Length of time is dependent upon how busy the LRC is; the writing assignment must be typed.
- To offer study skills techniques.

Math Skills

- To provide tutoring in arithmetic and basic mathematics.
- To instruct students in using computer software that teaches mathematics.

Content Course

- To assist students in using videos or computer software that offers course content.
- To assist students in accessing the internet so that they may do research for a course.
- Computer use for remedial or course work will have priority over personal Internet usage.
- If the LRC is busy, personal Internet usage may be limited.

Supplemental Materials

- LRC books may not be taken out.
- Additional Texts: Anatomy and Physiology, Biology, Chemistry, Philosophy/Religious Studies, Psychology, Sociology, Gerontology, English, Math, Law, Management, Nursing, Occupation Therapy Assistant.
- Certain material may be photocopied
- Sample assignments & practice examples: when provided by faculty

Handouts:

- APA
- Annotated bibliography
- Outline format
- Essay writing basics
- Summary writing
- Letter/resume writing
- Research writing & Internet

Study skills:

- Time management
- Note taking
- Reading the textbook
- Test taking

Inventories:

- Learning Style Preference
- Learning & Study Strategies Inventories
- Everyday Learning
- Getting the Most from Lectures
- Testing:
 - Purpose of Assessments
 - Before the test
 - During the test
 - After the test

Library

Main Building

518-861-2515

Marissa Gitto, Director

The library, located in the Administration Building, consists of the Main Reading Room, the Stacks, and the Periodical Room. Staff members will assist students in locating materials. One self-service copy machine is available for copying materials at a cost of ten cents per page. Food or beverages are permitted. Library hours are posted on the bulletin board outside the Library and on the Library website.

Circulation:

Books may be borrowed for one month. ID cards are necessary to borrow books. Books are due back the week they are stamped. After one month, overdue notices are sent via e-mail from librarian. A library hold will be put on students' records at the end of each semester for books that are overdue, lost or badly damaged.

Inter-library Loan:

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

Library Orientations:

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

Periodicals:

Current newspapers and periodicals are on display in the periodical area at the rear of the Reading Room. They are filed alphabetically by title. Until they are bound, all issues except the

latest are stacked on shelves under the displayed issues. A list of periodical holdings and their locations, both in print and online, is available at the Reference Desk. Periodicals do not circulate.

Electronic Resources:

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

Reserve Material:

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

Peer-Tutoring

Main Building, room 101

Marian Hall, room 208

518-861-2515

Jon Coller, Peer-Tutor Coordinator

The goal of the Peer Tutoring Program at Maria College is to promote the academic success of students in order to become self-motivated and confident learners. As a free academic resource, tutors can provide you with individual assistance in the following areas:

- Developing critical thinking strategies
- Effective organization practices
- Time management skills
- Alleviating academic anxiety
- Brainstorming and invention techniques
- Practical study methods
- Test-taking tactics
- Locating and using outside resources

Peer tutors will offer you a safe space to explore and develop your personal learning style in a weekly one-on-one session. As peers, your tutor will serve as a model for academic success and can assist you in adapting to the scholarly expectations of Maria College.

If you would like more information about the Peer Tutoring Program, please visit our website (<http://www.mariacollege.edu/campus-life/academic-resources/peer-tutoring-program>) or contact Jon Coller, Peer Tutor Coordinator (jcoller@mariacollege.edu) with any questions you may have.

Registrar

Main Building, room 108

518-861-2524

Kari Bennett, Registrar

The Registrar's Office at Maria College maintains the permanent academic records of all students. The office enables students to register for classes, make address and permanent record changes, provides final exam schedules and maintains student grades. The office also provides resources and services such as the schedule of classes, transcript requests, verification of enrollment and degrees, the release of official academic records and degree clearance.

Change of Status (COS)

Any student who wishes to change their academic major must complete and submit the Change of Status Form. The form requires approval from new major's department. Once approved, the change of major will be official. Some academic programs have additional requirements to complete the change of status form, particularly the Nursing Program.

The Change of Status (COS) form is found online or at the Registrar's Office. Please complete and return to the Registrar's Office.

Change of Status Process for Nursing:

Any student enrolled in the College who intends to change majors to the Associate's Degree in Nursing (ADN) or the Practical Nurse Certificate (PNC), must submit a Change of Status (COS) form with the Director of Pre-Nursing Advisement prior to the following dates:

- Certification in Practical Nursing (LPN): December 15, 2015
- Associate's Degree in Nursing (RN): March 1, 2016

Fees for Copies of Records

The fees for copies at the Registrar's Office 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.

Transcripts

A student must fill out a request to have a transcript sent to another college in the Registrar's Office. This request form may also be obtained from www.mariacollege.edu/academics/registrar.

BUSINESS SERVICES

Main Building, room 101

518-861-2520

John Beckvold, Chief Financial Officer

Bookstore

Main Building, room

518-861-2523

Mary Riker, Director

Hours will be posted in the Bookstore and online.

Maria College maintains an independently operated bookstore. This translates into more savings and more variety for Maria students and alumni! Books and supplies for all Maria courses (including what is required for nursing students) are stocked and available. For your personal shopping and gift giving, we also sell clothing, jewelry, diploma frames, infant clothes, stuffed bears and an unbelievably wide assortment of Maria College gift items.

The bookstore does not have a student charge account service. Cash, check and major credit cards are all acceptable forms of payment. There is a \$25.00 fee for all returned checks.

Purchasing Books:

All sales are final – no exchanges or refunds on books. If in doubt about a book, please check with the instructor at the first class prior to purchase.

Book Vouchers:

Book store vouchers are available by request for students who have financial aid awards pending, are registered for classes and have excess funds available after paying tuition and fees.

Eligibility:

- Students must be matriculated and registered in the term in which book voucher is requested.
- Students must have completed all required documents requested by the Financial Aid Office including a Master Promissory Note and Entrance Counseling (if needed).
- Student must have no outstanding prior balance with Maria College.
- Students must have Title IV, state, institutional aid, scholarships and/or certified loans that exceed their institutional charges.

How to Apply:

- Students are eligible to apply for one (1) book voucher per term. The maximum amount is \$1000.00 per term.*
- Confirm through the Business Office that you meet the eligibility requirements.
- Bookstore vouchers should be requested two weeks prior to the commencement of classes through two weeks into the enrolled term.
- Complete and submit the Book Voucher Request Form to the Business Office.

*Limits can be extended at the discretion of the Chief Financial Officer, or designee, for extenuating circumstances.

Purchasing Books and Supplies:

- Students are eligible to make book purchases after approval and signature from the Business Office.
- Students may only purchase textbooks, paper supplies, and required coursework materials such as software, scrubs, lab/art supplies, calculators, and backpacks that are needed for their own courses. Other bookstore purchases are not permitted.

Additional Information:

After reconciliation, any unused portion of the book voucher will be refunded to the student as part of the college's regularly scheduled disbursement process.

If a student's financial aid eligible decreases or is lost due to a course schedule change, a withdrawal, or for any other reason, the bookstore voucher charges will become the responsibility of the student. The financial responsible by the student will vary based upon multiple factors, including: financial aid eligibility, if a refund had been provided, and the actual amount of the book voucher.

Business Office

Main Building, room 101
518-861-2520
Fran Bernard, Business Manager

All matters relating to tuition, fees, and billing should be referred to the Business Office, Room 100A. An appointment should be made with Frances Bernard, Business Manager, to discuss any financial matters. All accounts must be paid in full before classes begin.

Cash, check, MasterCard and Visa are all acceptable forms of payment. There is a \$25.00 fee for all returned checks.

A late fee of \$25.00 per month is assessed on all accounts not paid by due date.

Mailroom

All mail for the college is coordinated through the mail room, located in Main Building 100AA.

Parking Fines

All matters relating parking fines should be referred to the Business Office, Room 100A. An appointment should be made with Frances Bernard, Business Manager, to discuss any financial matters. Specific parking regulations are listing under College Policies and Procedures.

CAMPUS MINISTRY

Marian Hall, room

518-861-2536

Michelle Thivierge, Campus Minister

The Office of Campus Ministry at Maria serves the pastoral and spiritual needs of the college community and provides a variety of opportunities for service, reflection, prayer, and worship – which both support and reflect the core values of the college; Mercy, Justice, Service and Compassion.

Students are invited to tend to their spiritual well-being as they grow through their academic and personal lives at Maria College. The Office of Campus Ministry provides support and encouragement to students as they face the challenges and joys of life while pursuing their careers and vocations. All students are invited to explore the rich network of opportunities within the Office of Campus Ministry.

You can learn more about the programs, events, retreats, volunteer opportunities, and spiritual resources Maria offers to nurture mind and spirit by visiting Campus Ministry's webpage at <http://www.mariacollege.edu/campus-life/campus-ministry>.

ENROLLMENT SERVICES

Mercy Hall

518-860-2574

Dr. Thomas D. Iwankow, Dean of Enrollment Management

Admissions

Mercy Hall

518-861-2517

John Ramoska, Director of Admissions

The Admissions Office assists all new students who are looking to enroll at the college and any previous students that are interested in returning to Maria.

Career Services

Main Building, room 101A

518-861-2560

Dave Covey, Career Services Specialist

In keeping with Maria College's mission to serve others, we have created a unique service to connect Maria career seekers to organizations with great opportunities. Maria students and alumni have a proven reputation of delivering outstanding contributions to employers and we help facilitate that process to make connections.

We value individuals taking charge of their future and have created tools to enhance the matching process. The Maria College Career Services Office is a full resource center designed to empower both students and alumni throughout their career development and placement. Here are some ways to utilize Career Services:

- New students can engage in their career development by taking career assessments, which evaluate their strengths and weaknesses, and begin planning for their future.
- Undecided students can discuss academic majors and career options.
- Students can learn to network, to identify their transferable skills, and to utilize social media to build their own network and secure a job.
- Graduating students can prepare for the world of work by finalizing résumés, beginning the job search, mock interviewing, and engaging in professional development opportunities.
- Alumni can strategize their job search, smoothly transition in and out of careers, and learn new approaches for their employment search.

College Central Network (CCN)

College Central Network is the College source for jobs, internships and connecting with the local community. Each student is provided with access and an account to CCN upon the start of the schooling. To maximize your opportunities and search for jobs, each student must complete the following students to finish the registration process:

To register:

- Go to www.collegecentral.com/mariacollege
- Click on Students icon
- Click on the Sign In button
- Click "Forgot your Password"
- Enter your Student ID (Maria College Student ID is the Access ID)
- Enter your Maria College email
- Click Find Registration button
- Enter a password and submit

Office of Financial Aid

Mercy Hall

518-861-2586

Donna Myers, Director of Financial Aid

Maria College disseminates financial aid information through an electronic process. Using My Maria, students can regularly check on the status of their financial aid and view and submit their award letter. By clicking on the various tabs at the top of the page, students can obtain valuable information concerning required documents, direct loans history, and scholarship opportunities.

When a student's financial aid information is updated in My Maria, an email message is sent to his/her Maria College email address. Changes and updates to your financial aid are communicated on a regular basis and often within a few days of the revision. Students should regularly check My Maria for financial aid updates.

Click on the Accept My Awards tab to review and submit your financial aid award letter to the Office of Financial Aid. The financial aid award letter will indicate the types and amount of financial aid offered to the student. To determine if additional information or documents are necessary to process your financial aid, check the My Documents tab on My Maria. It is important to check your My Documents regularly to avoid delays in processing your financial aid. Review the My Messages tab for an explanation of documents requested as well as important financial aid announcements.

While most students can expect to be notified of their financial aid award within two weeks of Maria College receiving your Free Application for Federal Student Aid (FAFSA) form, students who complete their FAFSA after July 30 or have to submit additional documentation should not expect to have their financial aid finalized by the beginning of the semester. Installment payments can be arranged through the Business Office.

If a student has any questions about financial aid or the FAFSA, contact the Office of Financial Aid at 518-861-2586 or by email at finaid@mariacollege.edu.

Funding your Education

Below is a listing of a few of programs that might be included in your financial aid package to assist you in financing your education. To be awarded funds from any program, you must meet

the eligibility requirements. You are encouraged to apply early as funding is limited in some programs and it does run out. A more complete list of funding options can be found on our Financial Aid Programs page.

Scholarships

Maria offers various endowed scholarships based on financial need and/or academic achievement. To apply for any of these scholarships, please complete and submit the scholarship application by June 1. The application, list of scholarships and requirements can be found online or at the Office of Financial Aid.

You will be required to complete your FAFSA for the 2016-2017 academic year.

Loans

There are different types of student loans to assist in financing your education. The most common loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is commonly the U.S. Department of Education, though most of the contact will be with Maria College and your loan servicer.

More information on loans can be found at the Office of Financial Aid.

Work Study

Federal Work-Study (FWS) provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Students are paid an hourly rate no less than the current federal minimum wage. Employment is available in various campus departments or in a community service agency. Student working opportunities and hours will depend on the need for services. Please inquire with the Office of Financial Aid for your eligibility.

Arthur O. Eve Higher Education Opportunity Program (HEOP)

Mercy Hall

518-861-2576

Kelli Johnson, Director of HEOP

The Arthur O. Eve Higher Education Opportunity Program (HEOP) at Maria College, in partnership with the New York State Education Department, is designed to enroll first-time; full-time college students who are financially and academically challenged and might not otherwise be accepted into a college degree program. This unique program is carefully designed to assist eligible and accepted HEOP participants succeed at Maria College. Typically, accepted HEOP students are individuals from families with low incomes and possess the desire and aptitude for a successful college experience, but have not yet acquired the verbal, mathematical, and other cognitive skills required.

Full-time tuition and fees, books and other expenses are paid to first time, full-time students meeting the HEOP academic and financial eligibility requirements. In addition, other services to HEOP participants include counseling, tutoring, a peer network and other resources to achieve academic and personal success at Maria College.

INFORMATION TECHNOLOGY (IT)

Main Building, room 206

Phone for support: 518-417-9962

Email for support: helpdesk@mariacollege.edu

Mark Hatlee, Director of Information Technology

On-Campus Computing

Computers for public student use are available in the Library, Student Support Center, and, when available in open computer labs. All computers are Windows based and are either Windows 7, Windows 8, or Windows 10. All computers run Office 2013 Professional, Office 365, and special software that is required for certain classes.

Bring your own laptop, tablet, or smart phone – Maria College supports campus-wide Internet access for your computers. You may download and install a free copy of Office 365 for either Windows or MACS. All college web services (courses, advising, schedules, registration, grades, financial, campus news, campus resources (things like forms), help desk and more will run on any laptop, tablet or phone. We advise you to run the latest versions of Internet Explorer or Apple Safari for best results. We do not support Chrome or Firefox.

All computers must have anti-virus software installed, up-to-date, and running. Users of computers that do not run anti-virus software, may find incoming and outgoing emails and web connections will be blocked by college security devices.

We also offer extremely limited support for your own personal laptop, tablet, or phone. We will show you how to work our software, connect to our network, and help you log on.

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 device 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.

College Email, Calendar and other services.

You must use the email account assigned to you by the college. All faculty and staff email will go to that address. A great deal of email, especially email related to, registration, grades, and alerts from the registrar and finance office are automated and will only go to the college email address.

If you want to forward your email to another account, you are free to do that, but we recommend against it. Our security system may block an unknown address, but will always emails from mariacollege.edu.

“MyMaria”

“MyMaria” is the private website for students, faculty, and staff. When you log in you will receive a personalized Home Page that is private and secure and allows you to see and interact with:

- Alerts
 - Messages from places like the business office, the registrar, and financial aid you need to address
- A link to your Inbox to access new email and write new messages
- My Schedule
 - A link that lets you search for classes, instructors, and grades
- My Grades
 - A link to your current grades and a copy of your unofficial transcript
- Events
 - A link to Campus Events
- My Finances
 - A link to your current financial reports
- Course Search
 - A link to search the entire college catalog
- Help Desk
 - A Link to send a request to Information Technology for computer support and the ability to track the status of your request

MARKETING AND COMMUNICATIONS

Main Building, room 205

Beth Wales, Director of Marketing and Communications

Our goal is to create a robust and rich information network for faculty, staff, students, alumni and community neighbors to share news on how we are living the Mercy mission--educating to serve others. We are highly collaborative and value your input, so we can publish timely, relevant and interesting updates to internal and external audiences via a multi-media platform. Please send us your news, stories, and photos to: communication@mariacollege.edu

Like us on Facebook: [facebook.com/mariacollegealbany](https://www.facebook.com/mariacollegealbany)

Follow us on Twitter: @MariaCollege

Maria Magazine

Twice each year (spring and fall), we will reach out to you via Maria Magazine (MM), a publication designed to keep you connected to the Maria community and informed about the amazing things that are happening at the College these days. If you would like to receive the physical copy in your home mail box, please send your address to: communication@mariacollege.edu

Maria Monday Minutes

Maria Monday Minutes is a weekly news update designed to keep the Maria Community current on all of the wonderful activities; off and on the campus. To be added to the distribution list, please email your email address to: communication@mariacollege.edu.

If you are on the Monday Minutes list and don't receive your emailed issue by Monday morning, please check your spam folder and save this address to your email address book: communication@mariacollege.edu.

If you would like to submit news/events for the Monday Minutes, email communication@mariacollege.edu by the end of the day on Wednesday the week prior.

STUDENT SERVICES

Marian Hall, room 100

Deb Corrigan, Dean of Student Services

Counseling Services

The Maria College Counseling department offers free and confidential crisis and short-term therapy. You can stop by the office to schedule an appointment. Walk-ins and referrals are also acceptable. Hours are Monday-Friday 9a.m.—4p.m. Evening and weekend hours are by appointment only. Please call 518-861-2550 or 518-861-2559.

Outside Counseling Services

- Alcoholism and Substance Abuse Services 518-473-3460.
- Outreach Services: 518-434-6135.
- Four Winds Eating Disorder Clinic: 1-800-888-5448 or 1-518-584-3600.
- HIV/AIDS Counseling/Testing Hotline: support is available for those with HIV/AIDS, their families and significant others, as well as providing confidential testing. 1-800-872-2777, M-F 2-8 p.m. Sat-Sun 10-6 p.m. Deaf and Hearing impaired 1-800-369-2437 TDD. Spanish, 1-800-7432.
- Equinox Domestic Violence Services: Hotline 518-432-7865.
- Signs of Abuse:
 - Does your partner:
 - Hit, punch, kick, shove, or bite you? Threaten to hurt you, your children, or your pet(s)?
 - Become jealous without apparent reason? Prevent you from seeing your family or friends? Destroy your personal property? Insult or put you down? Control finances? Force you to have sex? Humiliate you in front of others? Have sudden outbursts of anger?
 - If you have answered yes to one of these questions you may be a victim of abuse. Equinox can help. 24 hour hotline, emergency shelter, help in knowing one's legal rights, individual counseling, advocacy, help in getting an Order of Protection.

Disability Services

The Disability Services Program at Maria College assists in creating an accessible campus environment where students with disabilities have equal access to educational programs and the opportunity to participate fully in all aspects of campus life. Through partnerships with students, faculty and staff members, the program works to promote students' independence, self-advocacy and development, and ensures that the students are recognized for their abilities—not their disabilities. For more information please refer to the Maria College catalog or visit us online www.mariacollege.edu.

Health Services

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

Fitness Center

Maria College encourages all students to take advantage of the fitness center facilities located on the basement level of the Main Building. Participation is free for all registered Maria students who have signed a Fitness Release Waiver. Students can use the fitness equipment whenever the Main Building is open. In addition to fitness equipment, Maria College, offers various fitness classes, such as; Yoga, Zumba and Circuit Training. A personal trainer is on staff to assist students in learning how to safely utilize the equipment and for free personal training sessions. Maria College requires students to sign in and out of the fitness center and to abide by all posted regulations. For information on fitness classes, personal training and orientation, contact the Assistant Dean of Students, Teri Reinhardt at treinhardt@mariacollege.edu in Student Services.

Lockers

Lockers are available to all students through the General Office for a fee. It is advisable to keep your locker locked at all times. All lockers must be emptied at the end of each semester or withdrawal from the college.

Lost and Found

All found items should be brought to the Business Office. Items are held for 30 days. Items not claimed will be disposed of routinely.

Lounges/Study Areas

There are multiple areas throughout campus for independent and group sessions.

Main Building:

Common Area within the Liberal Art/General Studies Faculty wing
(Must be used with a faculty member)

Learning and Resource Center

Library

POD/Café

Marian Hall:

Fitzgerald Court

Student Lounge on the second floor.

Mentor Program

First-time college students entering in the fall semester are provided with a staff mentor to assist them through their first year of college. The program is designed to provide new college students with additional guidance and support as they begin their next education journey. For more information on the Mentor Program, please contact the Director of Admissions.

Phi Theta Kappa International Honor Society

The Phi Theta Kappa recognizes and encourages scholarship among part-time and full-time two-year college students who possess a 3.67 GPA and have completed at least 12 credits. The Society provides opportunities “for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship among scholars, and for stimulation of interest in continuing academic excellence.” Annual dues are required.

Provisions on Demand (POD)/Campus Café

Need a place to relax, grab a bite to eat, or get together with others before, after or between classes? Try the campus POD (Provisions On Demand) located on the first floor of the Main Building. The POD offers sandwiches, pastries, hot soups, salads, yogurt, popcorn, chips and candy, and a variety of drinks, including hot coffee, tea and bottled cold beverages. There is a student lounge with TV and an internet alcove where you can check your e-mail or catch up on a class assignment. It also has a microwave should you prefer to heat your dish from home.

You will need a credit or debit card or a POD tag to purchase items at the POD. You may add cash to your POPD tag at the kiosk at the check-out counter.

The lounge is open all hours of the academic schedule.

Student Activities

Maria College offers a hub of diverse and interesting activities designed with the student in mind! To learn more about scheduled activities, stop by the Office of Student Services, read the Monday Minutes or visit the home page calendar. Our current listing of clubs includes:

- Art Club
- Fitness Club
- OTA Club
- Phi Theta Kappa
- Psychology Club
- Student Government Association

For information on existing student activities, creating a new club, or scheduling a new one, please contact the Office of Student Services.

Student Government Association (SGA)

The purpose of the Student Government Association is to promote the educational and general welfare of the students of Maria College regardless of sex, age, gender, race, ethnicity, sexual orientation, or creed. The SGA shall provide all members of the student body with a variety of events, community service opportunities and a student voice and serves as the vehicle for student participation and input into policies and decision making within the Maria College community, allowing student opinion to help formulate, along with the faculty and administration, policies and procedures concerning college life all following Maria’s values and mission.

The SGA Executive Board consists of 5 positions: President, Vice President, Treasurer, Secretary, and Social Media Coordinator. Elections are held every Fall for these positions.

For more information, please contact the SGA President, Student Services, or one of the advisors, John Ramoska, jromoska@mariacollege.edu or Teri Reinhardt, treinhardt@mariacollege.edu.

Student ID Cards

Student ID Cards are processed during Orientation or the Registrar's Office and picked up from the Business Office or Evening/Weekend Coordinator Office (Main Building 101A). The initial cost of an ID card is \$2.00 and the cost to replace a lost or broken ID card is \$5.00. An ID card is necessary for borrowing Library books and gaining entry to student clinical facilities.

Student ID Pictures

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

Transportation and Parking

Whether you walk, drive, or take public transportation, you'll find our college location convenient for commuters and residents. Maria College is located at 700 New Scotland Avenue, and is easily accessible by public transportation. The local bus service (CDTA) stops in front of campus on a regular schedule, and for those who prefer to drive, the college provides two large parking lots between the Main building and Marian Hall and behind the Main Building.

Taking the Bus

Maria College has partnered with the Capital District Transit Authority (CDTA) to provide free bus transportation for our students. Over 60 bus routes are included in this partnership, and the area served includes Albany, Troy, and Schenectady, Rensselaer, and Saratoga counties. To ride the CDTA buses for free you will need to be able to swipe your current student ID when you board the bus, so make sure you keep your current student ID handy! A complete listing of CDTA schedules and routes is available on their website at www.cdta.org. A number of their current schedules are also available near the entrances to Marian Hall and the Main Building.

Parking on Campus:

Maria Students who plan on parking their car on campus are required to purchase an annual parking sticker and display it on their vehicle as instructed. These are available through the Campus Bookstore. In order to receive your sticker you will need to present your current student ID along with the auto license plate number and payment of \$30 plus tax. Parking stickers are nonrefundable. After the first two weeks of the semester, anyone parking in the main Maria lot without a parking sticker will be ticketed. A day parking pass can be purchased either in the Business Office or the Bookstore for \$2.00

Overflow Parking

There are certain times during the week when the parking lot fills quickly, so parking in the main lot cannot be guaranteed. Overflow parking for students is available in the parking lot of the Bethany Reformed Church at 760 New Scotland Avenue.

PART 2 – MARIA COLLEGE POLICIES AND PROCEDURES

STUDENT CODE OF CONDUCT

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

The following are considered specific violations of the Student Code of Conduct. Violations of the Student Code of Conduct include, but are not limited to:

1. Academic misconduct including, but not limited to, plagiarism, cheating, forgery or alteration of institutional records, and use of electronic devices during testing. If a student is suspected of serious academic misconduct, such as cheating, the instructor will confront the student at the time of suspected misconduct, confiscate suspected documents and report the misconduct to the Academic Dean.
2. Disruptive classroom behavior or 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. Students who refuse to be civil may be asked to leave the classroom and/or be removed from the course.
3. Prohibited behavior: Violations of College policies and regulations and violations of federal, state and local laws are prohibited. This regulation applies to both online and offline conduct. These include, but are not limited to:
 - a. Use of, or threatened use of abusive, threatening or dangerous behavior, including, but not limited to: arson, physical abuse, verbal abuse, threatening behaviors or statements, conduct which endangers or threatens health, safety or well-being of any person or aspect of the college community. This includes, but is not limited to:
 - i. Engaging in fighting or violent, tumultuous or threatening behavior
 - ii. Using abusive or obscene language, making an obscene or lewd gestures, or using abusive, obscene or lewd chanting in a public place
 - iii. Creating a hazardous or physically offensive condition; public urination
 - iv. Engaging in conduct that has the intent to harass, demean, annoy or alarm another person (including, but not limited to, initiating communication via telephone, telegraph, mail, electronic mail or other form of written or social communication, or by making a telephone call or calls, whether or not a conversation ensues, with no purpose of legitimate conversation)
 - v. Using electronic or photographic means to record another person, without that person's knowledge, when they have a reasonable expectation of privacy
 - vi. Actions or attempted actions which inflict bodily harm upon any person and/or result in unwanted physical contact.

- vii. Stalking in unwelcome communications of any type, including face-to-face, telephone calls, voice messages, email, text messages, social media, written letter or notes, unwanted gifts, etc., use of threatening words or conduct, or pursuing or following.
 - viii. Unauthorized Surveillance or taking photographic images of a person dressing or undressing or of a person's intimate body parts in a place where there is a reasonable expectation of privacy.
4. Possession or storage of any firearms, illegal fireworks, incendiary device, explosives, or any dangerous instrument and/or weapon.
 5. Possession, use, or alcohol; inappropriate and disruptive behavior resulting from the use of alcohol.
 6. Possession, use, or sale of illegal drugs; inappropriate and disruptive behavior resulting from the use of illegal drugs.
 7. Theft, destruction, damage or defacement of college property or the property of others.
 8. Sexual misconduct, as defined in Maria College's Title IX Policy, which includes but is not limited to sexual harassment, sexual violence, dating violence, domestic violence, and stalking.
 9. Computer abuse as defined in Maria College's Information Technology's Acceptable Use Policy.
 10. Falsely reporting an Emergency, including but not limited to: bomb, fire or other emergency in any building, structure or facility on College premises or at any College-related function by activating a fire alarm or by any other means.
 11. Participating in hazing or any other situation that endangers an individual's mental and/or physical health and/or involves the forced consumption of alcohol and/or drugs. A full description of the hazing policy is located later in this section.
 12. Bullying or harassment of another student, employee, or visitor; the use of threats to intimidate, control, humiliate, and/or mentally or physically injure another. This also includes, but is not limited to, derogatory comments or behaviors with respect to race, color, creed, religion, national origin, ancestry, genetic information, sex, age, disability, sexual orientation, marital/familial status, veteran status, political beliefs or any other protected class or status recognized by federal, state or local laws.
 13. Illegal gambling on-campus.
 14. Tobacco use on-campus.
 15. Unauthorized use of emergency or safety equipment: unauthorized use, tampering with or alteration of firefighting equipment, safety devices or other emergency or safety equipment.
 16. Failure to comply with a direction(s) of any College official acting in performance of his/her duty
 17. Violation of any other college policies, regulations or procedures or inciting another person(s) to do so.

Procedures for Notifying Students about the Code of Conduct Policies

- The Students will be informed of the Code of Conduct for Students during new student orientation.
- Copies of the Student Handbook can be found on the College's website or the Office of Student Services.

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

Any member of the College Community may file an Incident Report of an alleged violation of the Student Code of Conduct, which includes time, place, and circumstances surrounding the situation.

Procedures:

1. Incident Report forms should be utilized to report violations of the Student Code of Conduct. Incident Report forms are available in the Dean of Student Services Office and multiple locations throughout campus.
2. The report is reviewed by the Dean of Students Services or designee, who will start the investigation and will either dismiss the case or notify the student of the alleged violation within 7 working days.
3. The student will be notified in writing that he/she has been reported as having violated the Student Code of Conduct with specific details as to the violation.
4. An investigation of the conduct and a hearing will be scheduled as soon as possible. The Dean of Student Services or designee will appoint a three person ad hoc review committee who has not been involved in the situation, 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.
5. If violations involve more than one student, the disciplinary process may be conducted separately.
6. At the hearing, the student will have the right to rebut any accusations and dispute evidence or witnesses or otherwise defend his/her actions.
7. An advisor of the student's choice may be present during hearing. The advisor may not participate directly in the hearing, but may only render advice to the student. The advisor must be a current employee of the college.
8. The committee will recommend a decision, and if appropriate a sanction, to the Dean of Student Services. The Dean of Student Services or designee will render a final decision within five days of the conclusion of the investigation and hearing.
9. The Dean of Student Services or designee will send written notification to inform the student of the decision and the proposed disciplinary action; unless a verbal warning is issued.

In instances where Academic Misconduct has been reported, the Dean of Student Services will defer authority to the Vice President of Academic Affairs.

Should a student's presence on campus create a threat to the safety or well-being of other members of Maria College community, the College reserves the right to immediately suspend that student from campus until the time of a hearing. Additionally, the College reserves the right to resolve a case and sanction a student, including suspension, without a hearing where such action is deemed necessary or appropriate by the President of the College.

Possible Sanctions:

- A. Dismissal of any action against the student and clearing of his/her name.
- B. Verbal Warning: A discussion about the incident with no written follow-up or notification issued.

- C. **Written Warning:** A written notice to the student notifying that his/her conduct is in violation of college regulations and the continuation of said conduct for a stated period of time may be cause for more serious disciplinary action.
- D. **Restitution:** Financial reimbursement for damages to property.
- E. **Community Service:** A stated number of hours of donated service commensurate to the alleged violation.
- F. **Disciplinary Probation:** A stated trial period of time, set in writing, during which the student is expected to demonstrate appropriate conduct as a member of the College Community.
- G. **Disciplinary Suspension:** A stated period of time, not to exceed one academic year, when the student is excluded from classes or activities. Procedures for readmission to the college or activities must be specifically outlined.
- H. **Disciplinary Dismissal from the College:** Permanent termination of status as a student of the College.

Appeals Process:

If the student wishes to appeal the disciplinary action proposed by the Dean of Student Services, or designee, the student must submit a written request to Office of the President within five work days of the date of the written notification. Upon receipt, the President will submit the appeal to the Chairperson of the Appeals Panel for official review.

Appeals Panel Review:

The Appeals Panel is assembled if a student challenges the disciplinary sanctions imposed for a Student Code of Conduct violation by the Dean of Student Services or designee. A student who wishes to challenge the disciplinary sanctions by the Dean of Student Services or designee may request a review by the Appeals Panel. The Appeals Panel's responsibility is to only review the sanctions imposed by the Dean of Student Services or designee. The decision of the Review Appeals Panel is final.

Procedures:

1. If the student wishes to appeal the disciplinary action proposed by the Dean of Student Services, or designee, the student must submit a written request to the Office of the President within five school days of the date of the written notification.
 - a. The appeal must include a written statement of the grounds for appeal, including an outline of the supporting evidence.
2. The Appeals Panel is appointed by the President of the College will consist of the following:
 - a. One Faculty member, recommended by the Academic Affairs Committee
 - b. One Staff member, recommended by the Director of Human Resources
 - c. Chairperson, appointed by the President from the President's Cabinet, excluding the Dean of Student Services or designee.
 - d. A quorum of the Appeals Panel shall consist of three members and a majority vote will be necessary in deciding all cases.
 - e. If there is a conflict of interest, the President will appoint an additional panel member from the campus community.

3. The Appeals Panel will review the case and make a recommendation whose decision is final. A majority vote will be necessary in deciding all cases. The decision will be submitted to the President of the College and appropriate authority, Dean of Student Services, Vice President of Academic Affairs, Title IX Coordinator, or designee.
4. If a hearing is requested by the appeals panel, the student must be notified of the date, time, and location of the review at least two work days in advance. An advisor of the student's choice may be present during the appeal process. The advisor may not participate directly in the hearing, but may only render advice to the student. The advisor must be a current employee of the college.
 - a. The student must submit the name of his/her advisor to the Chairperson of the Appeals Panel at least twenty-four hours in advance of the review.
 - b. If the student charged with misconduct does not appear for the Appeals hearing, then the original sanction will stand.
 - c. Following the presentations, the Appeals Panel shall go into executive session to decide if the student charges with the infraction violated the Student Code of Conduct. The Appeals Panel will find either in favor of the original decision or find in support of the student and reduce or eliminate the sanctions imposed.
 - d. The Appeals Panel cannot increase the severity of the sanctions leveled.
5. The decision shall be in writing from the Chairperson of the Appeals Panel and forwarded to both parties within two working days for the conclusion of the appeal process.
6. The decision of the Appeals Panel is final.
7. All penalties are suspended during an appeal, except in emergency circumstances as where a situation indicates that there is a possible danger involved in order to protect the campus community of a student's physical and/or emotional safety and well-being.

STUDENT GRIEVANCE PROCEDURES

A grievance may involve any area of student life on campus. It is the right of all students to file an incident report with the College if a violation of the code of conduct has occurred. In such incidents, the due process for a violation of code of conduct for students will commence. All grievances involving conduct in violation of sexual misconduct should follow the procedures listed in Title IX Policy.

In many situations, students having a grievance should first request a conference with the member of the Maria College community that the grievance is with. Should no solution be reached, a formal grievance procedure may be initiated.

The following grievance procedures apply to all Maria College Students

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

STEP 2. If no resolution is found after ten (10) working days in Step 1, the student should seek the help of the Dean of Student Services, or Vice President of Academic Affairs when the grievance involves an academic dispute. The Dean or designee will assist the grievant in putting the grievance into writing and will arrange a meeting with the involved parties, which includes

the Dean or designee. If a satisfactory solution is not forthcoming within fifteen (15) working days, then the grievant can move to Step 3.

STEP 3. The Dean of Student Services or designee will meet with grievant and the respondent and appoint an ad hoc review committee.

- A. The Dean of Student Services or designee will appoint a 3 person ad hoc review committee who has not been involved in the situation, to conduct a hearing. The Dean of Students or designee may institute temporary measures during the duration of the hearing process.
- B. At the hearing, the parties will have the right to rebut any accusations and dispute evidence or witnesses or otherwise defend his/her actions.
- C. An advisor of the students' choice may be present during hearing. The advisor may not participate directly in the hearing, but may only render advice to the student. The advisor must be a current employee of the college.
- D. The committee will recommend a decision, and if appropriate a sanction, to the Dean of Student Services. The Dean of Student Services or designee will render a final decision within five days of the conclusion of the investigation and hearing.
- E. The Dean of Student Services or designee will send written notification to inform the student of the decision and the proposed disciplinary action; unless a verbal warning is issued.

STEP 4. If the student wishes to appeal the decision by the Dean of Student Services, or designee, the student must submit a written request to Office of the President within five work days of the date of the written notification. Upon receipt, the President will submit the appeal to the Chairperson of the Appeals Panel for official review. The decision of the Appeals Panel is final.

Ad Hoc Review Committee

A three person committee comprised of students, faculty, and/or staff, including a chair appointed by the Dean of Student Services, or Vice President of Academic Affairs when the grievance involves an academic dispute. The chair is responsible for organizing the committee and writing any reports. The Ad Hoc Review Committee meets to review grievances by a student who has not had a satisfactory resolution in Steps 1 and 2 of the Student Grievance Procedure. The Dean of Student Services will initiate the convening of the committee.

POLICIES AND PROCEDURES

Communicable Diseases

A student is required to report his or her exposure to, signs and symptoms of, and/or diagnosis of communicable diseases to the Dean of Students and Program Chair, regardless of the circumstances, and is expected to take all precautions to prevent further spread of the suspected or real disease. Reportable communicable diseases include but are not limited to, measles, mumps, rubella, chicken pox, hepatitis, influenza, and tuberculosis. The student may be required to seek medical attention and obtain a medical release before being allowed to continue in his or her classroom and clinical sites.

Communications Policy

The Office of Maria College's Marketing and Communications (Maria Marcom) is responsible for telling the college's story and upholding its image and reputation, as expressed in the Maria mission, values and goals. Responsibilities include the coordination and management of editorial content for media relations and marketing communication material to achieve goals in brand positioning and reputation, enrollment, donor development and stewardship, student and alumni engagement. The Communications Policy may be found on the College's website at <http://www.mariacollege.edu/marketing-and-communication>

Constitution Day and Citizenship Day

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

Copyrighted Materials and Peer-to-Peer File Sharing Policy

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

“Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws 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.

Drug Free Policy and Procedures

The objective of a drug free policy is to maintain a healthy and productive environment; free from the effects of alcohol/drug abuse.

Maria College views chemical dependency as a disease that can endanger the well-being of students, faculty, staff, and the community they serve. Therefore, Maria College prohibits the use, possession, selling, or distribution of 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 may be subject to disciplinary action. Violations are considered a serious offense, and disciplinary action may include referral for treatment, disciplinary suspension, dismissal, and/or referral for prosecution. Such violations of the standards of conduct will be dealt with on a case-by-case basis, with imposition of discipline appropriate to the severity of the violation.

Contact the College Counseling Office, Deb Corrigan, LCSW Marian Hall, Room 100, 861-2550.

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

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

- An administrator or faculty member will 1) document observation of impaired student and 2) confront the student and coordinate his/her referral with the Student Services Counseling Office.
- A student who receives a *mandatory referral* must sign a written release form stating the terms of assessment, treatment and completion of a substance abuse program. A student who refuses to comply with the contract requirement may be subject to further disciplinary action up to and including dismissal from the college. Responsibility for any/all costs of evaluation, treatment or aftercare will be borne by the student.

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

Effect Of Drinking Too Much At One Time May Include:

Physical Effects:

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

Mental Effects:

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

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

- Alcoholism
- Damage to brain cells
- Malnutrition (if the drinker doesn't eat a balanced diet)
- Increased risk of cirrhosis, ulcers, heart disease, heart attack and cancers of liver, mouth, throat and stomach
- Degeneration of muscle and bone, blackouts, memory loss, hallucinations, poor concentration, personality disorders, and increased tension, anger, isolation
- "DTs" (delirium tremors) - shaking, hallucinations, etc.--due to withdrawal from alcohol

Alcohol Penalties:

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

Appendixes A and B provides information on the health risks associated with the use of illicit drugs, a listing of drugs, and the federal trafficking penalties.

Emergency Policy

Contact the Business Offices, a security guard, or 911 when confronting a serious emergency. The College Emergency Plan is on file in the Office of the Vice President of Academic Affairs.

Family Educational Rights and Privacy Act (FERPA)

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 ensure the accuracy of their contents. The Act affords students certain rights with respect to their Education Records. FERPA applies to the academic records of persons who are, or have been, in attendance at Maria College. FERPA does not apply to records of applicants who are denied admittance or, if accepted, do not attend Maria College. The act applies to all education records maintained by Maria College, and all parties acting for Maria College, which are directly related to a student. Records containing a student's name, identification number, or other personally identifiable information, in whatever medium, are covered by FERPA unless identified in one of the act's excluded categories.

Enforcement and Penalties

The Registrar is responsible for the College’s 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 Academic Catalog.

The annual notice will include the following information:

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

Right of the College to Refuse Access

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

- The financial statements and tax returns of the student's parents.
- Letters and statements of recommendation that the student has waived his or her right to access, or which were placed in the file before January 1, 1975.
- Records connected with an application to attend Maria College or a component of the College if that application was denied.

- Those records which are not educational records as defined by FERPA.

Refusal to Provide Copies

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

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

Types of Records Not Considered to be Academic Records:

- Records that are made by faculty, staff, administrative, or auxiliary personnel for personal use, 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 are only available to those individuals providing the diagnosis and treatment.
- Alumni records that do not relate to the person as a student.

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 Maria College 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 re-disclosed, and the legitimate interest the party has in requesting or obtaining the information. The record of the request for disclosure may be reviewed by an eligible student.

Directory Information

Maria College designates the following items as directory information:

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

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

Gender-Neutral Restrooms

Maria College offers several restrooms on campus that are gender-neutral. These restrooms are located in the Main Building inside the Business Office, Copy Center, and Library, as well as on the first floor of Marian Hall next to the Counseling Center and next to the handicap-accessible entrance of Marian Hall.

Immunization Requirement

All students attending a New York State post-secondary institution at least half time (6 credit hours) are required to show proof of immunity against measles, mumps and rubella. Proof of immunizations must be presented to the Office of Student Records before students begin classes. Persons born before January 1, 1957 will be exempt from this requirement unless proof of immunity is required by the specific program. Proof of immunity to measles will be defined as two doses of measles vaccine on or after the first birthday and at least 30 days apart (preferably three months), physician documented history of disease, or serologic evidence of immunity. Proof of rubella immunity will mean one dose of rubella vaccine on or after the first birthday or serologic evidence of immunity. Proof of mumps immunity will mean one dose of mumps vaccine on or after the first birthday, a physician documented history of disease, or serologic evidence of immunity. Students may not begin classes until this documentation is on file in the Registrar's Office.

New York State Public Health Law requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, complete and return the Meningococcal Meningitis Vaccination Response Form to the office of student records. Students may not begin classes until this documentation is on file in the Registrar's Office.

Incident Reports

If a misconduct, violation of Maria College's policy, or other type of incident has occurred, an incident report should be filed with the proper authorities on campus. The incident report can be found in various offices on campus, including the Academic Affairs, Business Office, Human Resources, with the Title IX Officers, and at the campus security desk. Anonymous reporting can be made by calling 518-514-7050. A copy of the Incident Report is in Appendix D.

Information Systems Use Policy

In using the campus computer system, students are required to conform to the Information Systems Use Policy, which applies to the entire Maria College community. The entire Information Systems Use Policy is found at the College's website:

<https://www.mariacollege.edu/information-systems-use-policy> .

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

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

Parking Regulations

All motor vehicles parked on campus must be registered with the College. A parking permit is issued to each registered vehicle. Each permit is sold in the Bookstore at \$32.40. The permit is valid for the academic year in which it is purchased. (Sept – Aug)
All permits must be properly displayed in the designated area of your vehicle.

The permit allows parking in the following areas:

AREA 1 - Parking between the Main Building and Marian Hall student spaces.

AREA 2 - Parking lot behind the Main Building

All valid parking spaces are designated as the area between the two yellow lines.

No parking is permitted in the following reserved areas. Parking in these spaces will result in a fine of \$5.00 to \$25.00 per violation.

1. Handicapped Space (\$25.00 fine)
2. Visitor Space

3. Reserved Space
4. Marian Hall Circle
5. Maria College Driveway
6. Grass – or any other spot not designated as a space between two yellow lines

Any car parked on campus without a permit will be looked up through an outside agency at the owner's expense. The additional fee for the service is \$7.00 in addition to the fine of the parking ticket.

The speed limit on campus is 5 MPH.

All fines must be paid at the Business Office.

Re-Enrollment

Any student who had previously attended Maria College in good academic standing and would wish to return must provide a re-enrollment application with the Office of Admissions. Students who wish to re-enroll who were academically dismissed must show successful completion of at least six credit hours at another post-secondary institution with a minimum GPA of a "C" or higher in order to be considered for re-enrollment. All re-enrollment applications must submit official transcripts from any post-secondary institution that they had attending since their previous enrollment at Maria College.

Religious Observance Policy

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

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

School Closing Procedures

If it becomes necessary to cancel classes because of bad weather, students will be informed of the cancellation on the Maria College web home page, a mass email, and the following radio and television stations:

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

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

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

Security Policy & Procedures

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

Concurrently, this committee reviews campus security policies pertaining to criminal activity, crime awareness, and the prevention of sexual assault and bias-related crimes. Crime statistics and procedures for reporting incidents are outlined in brochures, on the web and in this handbook.

Security Procedures

- In the event of any criminal or related incidents on campus, students are advised to report the matter to the Business Office, Room 100A, a campus security officer and/or summon immediate help from the Albany police.
- After 4:30 p.m. evenings and during weekends when College is in session, the Coordinator of the Evening and Weekend College is available at the Office of Career Services in the Main Building, Room 101A.
- Students who desire escort service to their automobiles in the College parking lot should request this from the Coordinator of Evening and Weekend College, Room 101A or with a campus security officer.
- The Albany Police Department will be contacted whenever a violent felony offense occurs at or on the grounds of the Maria College Campus. Maria College will cooperate with the police to the fullest extent legally possible.

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

Title IX Policy – Sexual Misconduct

Maria College is committed to promoting a learning and working environment where sexual misconduct, which includes sexual violence, sexual harassment and other gender-based offenses is not tolerated. The College's Title IX Policy is found at the College's website, <https://www.mariacollege.edu/Title-IX-Policy>.

This policy prohibits sexual violence, sexual harassment, and other gender-based offenses in all College programs and activities. Conduct prohibited by this policy also may violate laws enforced through the public criminal justice system. Individuals may decide to use this policy and the public criminal justice system, simultaneously, to address covered conduct. Maria College proceedings that involve alleged violations of this policy will be conducted through a

prompt and equitable process that provides adequate notice and a meaningful opportunity to be heard. Criminal classifications for sexual assault crimes can be found in Appendix C.

Tuition Liability Policy

Students incur tuition liability at time of registration. All students who intend to withdraw/drop any course must do so in writing and submit this documentation to the Registrar's Office in the Main Building. The date of this transaction will determine if a tuition refund is due. Students withdrawing for medical reasons incur the same liability as those withdrawing for any nonmedical reason.

Non-attendance in a course does not constitute either a drop or withdrawal from the course or limit your financial obligation. It is the student's responsibility to be aware of the tuition refund policy, how to officially withdraw from a course, and the deadlines to add, drop or withdraw from a course. If a student withdraws/drops after Federal financial aid has been awarded, but prior to completing a majority of the course classes, the College may need to refund some of the awarded aid to the government. That amount would then become an obligation of the student.

For all students who withdraw with the approval of the Vice President for Academic Affairs or are dismissed, a refund of tuition will be made accordingly:

Refund Policy

For all students who withdraw with the approval of the Vice President for Academic Affairs or are dismissed, a refund of tuition will be made accordingly:

Day and Evening Students:

Withdrawal during the first week of the semester (the Add/Drop week).....100%
Withdrawal during the second week of semester 80%
Withdrawal during the third week of semester 60%
Withdrawal during the fourth week of semester 40%
Withdrawal after the fourth week of semester no refund

Weekend Students:

Withdrawal before the first weekend session.....100%
Withdrawal before second scheduled weekend 80%
Withdrawal before third scheduled weekend 60%
Withdrawal after third scheduled weekend no refund

Summer Session Students:

Withdrawal during the first week of session 80%
Withdrawal after the first week of session no refund

Community Resources

Bus Schedules

Copies of bus schedules are available in the lobby of the main building. In Marian Hall they are located in the Office of Student Services.

Area Hospitals and Health Centers

St Peter's Hospital Emergency Room, 518-454-1318

Albany Medical Center 518-262-3125

Ellis Hospital 518-243-4000

Samaritan Hospital 518-271-3300

Capital District Psychiatric Hospital, 518-549-6500

Religious Places of Worship in nearby area

Mater Christi 40 Collins Place Albany N.Y. 12208 438-7851

Bethany Reformed Church 760 New Scotland Ave Albany, N.Y. 12208 482-7998

Temple Israel 600 New Scotland Ave Albany N.Y. 12208 438-7851

Restaurants

Provisions on Demand (POD) which is located in the Main building of Maria College.

There are also various restaurants located in the nearby area:

Ragonese Italian Imports	409 New Scotland Ave	482-2358
St Peter's Hospital Cafeteria	315 S Manning Blvd	525-1550
Dunkin Donuts	601 New Scotland Ave	482-3880
Spinners Pizza and Subs	14 Picotte Dr	482-7311 (free delivery over \$10)
Gold Key Chinese Restaurant	579 New Scotland Ave	438-2622
Subway	579 New Scotland Ave	
Anton's Greek	577 New Scotland Ave	453-9191
Fountain Pizza	283 New Scotland Ave	482-9898

Service Stations

Lukeoil 821 New Scotland Ave Albany N.Y. 12208

Stewarts 875 New Scotland Ave Albany, N.Y. 12208

Sunoco 791 New Scotland Ave Albany N.Y 12208

Taxi Numbers

Albany Taxi 888-1096

Capitaland Taxi 453-8888

Conference for Mercy Higher Education

Maria College is a member of an association of sixteen colleges, sponsored by the Sisters of Mercy.

Carlow University

www.carlow.edu

Pittsburgh, PA 15213-3165

College of St. Mary

www.csm.edu

Omaha, NE 68124

Georgian Court University

www.georgian.edu

Lakewood, NJ 08701

Gwynedd-Mercy College

www.gmc.edu

Gwynedd Valley, PA 19437-0901

Maria College

www.mariacollege.edu

Albany, NY 12208

Mercy College of Health Sciences

www.mchs.edu

Des Moines, IA 50309-1239

Mercyhurst University

www.mercyhurst.edu

Erie, PA 16546

Misericordia University

www.misericordia.edu

Dallas, PA 18612-1098

Mount Aloysius College

www.mtaloy.edu

Cresson, PA 16630

Mount Mercy University

www.mtmercy.edu

Cedar Rapids, IA 52402

St. Joseph's College of Maine

www.sjcme.edu

Standish, ME 04084-5263

St. Xavier University

www.sxu.edu

Chicago, IL 60655

Salve Regina University

www.salve.edu

Newport, RI 02840-4198

Trocaire College

www.trocaire.edu

Buffalo, NY 14220

University of Detroit

www.udmercy.edu

Detroit, MI 48221

University of St. Joseph

www.usj.edu

West Hartford, CT 06117

APPENDIX A: Commonly Abused Drugs

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

LSD	<i>lysergic acid diethylamide</i> ; acid, blotter, boomers, cubes, microdot, yellow sunshines	I/swallowed, absorbed through mouth tissues	<p><i>altered states of perception and feeling; nausea; persisting perception disorder (flashbacks)</i></p> <p><i>Also, for LSD and mescaline—increased body temperature, heart rate, blood pressure; loss of appetite, sleeplessness, numbness, weakness, tremors</i></p> <p><i>for LSD —persistent mental disorders</i></p> <p><i>for psilocybin—nervousness, paranoia</i></p>
mescaline	buttons, cactus, mesc, peyote	I/swallowed, smoked	
psilocybin	magic mushroom, purple passion, shrooms	I/swallowed	
Opioids and Morphine Derivatives			<p><i>pain relief, euphoria, drowsiness/nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, death</i></p> <p><i>Also, for codeine—less analgesia, sedation, and respiratory depression than morphine</i></p> <p><i>for heroin—staggering gait</i></p>
codeine	<i>Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine</i> ; Captain Cody, Cody, schoolboy; (with glutethimide) doors & fours, loads, pancakes and syrup	II, III, IV/injected, swallowed	
fentanyl and fentanyl analogs	<i>Actiq, Duragesic, Sublimaze</i> ; Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNT, Tango and Cash	I, II/injected, smoked, snorted	
heroin	<i>diacetylmorphine</i> ; brown sugar, dope, H, horse, junk, skag, skunk, smack, white horse	I/injected, smoked, snorted	
morphine	<i>Roxanol, Duramorph</i> ; M, Miss Emma, monkey, white stuff	II, III/injected, swallowed, smoked	
opium	<i>laudanum, paregoric</i> ; big O, black stuff, block, gum, hop	II, III, V/swallowed, smoked	
oxycodone HCL	<i>Oxycontin</i> ; Oxy, O.C., killer	II/swallowed, snorted, injected	
hydrocodone bitartrate, acetaminophen	<i>Vicodin</i> ; vike, Watson-387	II/swallowed	
Stimulants			<p><i>increased heart rate, blood pressure, metabolism; feelings of exhilaration, nergy, increased mental alertness/rapid or irregular heart beat; reduced</i></p>
amphetamine	<i>Biphphetamine, Dexedrine</i> ; bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	II/injected, swallowed, smoked, snorted	

cocaine	<i>Cocaine hydrochloride</i> ; blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	II/injected, smoked, snorted	appetite, weight loss, heart failure, nervousness, insomnia <i>Also, for amphetamine—rapid breathing/</i> tremor, loss of coordination; irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, tolerance, addiction, psychosis <i>for cocaine—increased temperature</i> /chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks <i>for MDMA—mild hallucinogenic effects, increased tactile sensitivity, empathic feelings</i> /impaired memory and learning, hyperthermia, cardiac toxicity, renal failure, liver toxicity <i>for methamphetamine—aggression, violence, psychotic behavior</i> /memory loss, cardiac and neurological damage; impaired memory and learning, tolerance, addiction <i>for nicotine</i> —additional effects attributable to tobacco exposure, adverse pregnancy outcomes, chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction
MDMA (methylenedioxy-methamphetamine)	Adam, clarity, ecstasy, Eve, lover's speed, peace, STP, X, XTC	I/swallowed	
methamphetamine	<i>Desoxyn</i> ; chalk, crank, crystal, fire, glass, go fast, ice, meth, speed	II/injected, swallowed, smoked, snorted	
methylphenidate (safe and effective for treatment of ADHD)	<i>Ritalin</i> ; JIF, MPH, R-ball, Skippy, the smart drug, vitamin R	II/injected, swallowed, snorted	
nicotine	cigarettes, cigars, smokeless tobacco, snuff, spit tobacco, bidis, chew	not scheduled/smoked, snorted, taken in snuff and spit tobacco	
Other Compounds			
anabolic steroids	<i>Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise</i> ; roids, juice	III/injected, swallowed, applied to skin	<i>no intoxication effects</i> /hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne; in adolescents, premature stoppage of growth; in males, prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females, menstrual irregularities, development of beard and other masculine characteristics
inhalants	<i>Solvents (paint thinners, gasoline, glues), gases (butane, propane, aerosol propellants, nitrous oxide), nitrites (isoamyl, isobutyl, cyclohexyl)</i> ; laughing gas, poppers, snappers, whippets	not scheduled/inhaled through nose or mouth	<i>stimulation, loss of inhibition; headache; nausea or vomiting; slurred speech, loss of motor coordination; wheezing</i> /unconsciousness, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, sudden death

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

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

***Associated with sexual assaults.

Appendix B. Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<p>First Offense:</p> <p>Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual</p> <p>Second Offense:</p> <p>Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual</p>	5 kgs or more mixture	<p>First Offense:</p> <p>Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p>Second Offense:</p> <p>Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment</p>
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual</p>		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount			

Flunitrazepam (Schedule IV)	Less than 30 mgs	<p>First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

Federal Trafficking Penalties - Marijuana

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

Hashish Oil	1 kg or less	<ul style="list-style-type: none">• Fine not more than \$250,000, \$1 million other than individual	<ul style="list-style-type: none">• Fine \$500,000 if an individual, \$2 million if other than individual
----------------	--------------	---	---

**Appendix C. CRIMINAL CLASSIFICATIONS FOR SEXUAL ASSAULT CRIMES IN
NEW YORK STATE**

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

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

Appendix D. Incident Report



Incident Report Form

Return to the form to the appropriate office or to:
Security Officer/Business Office, room 100A in Main Building

Please provide as much information as possible. Complete reports make it more likely that the proper campus office will be able to assist in a timely manner.

PLEASE NOTE THAT IF YOU SHARE INFORMATION REGARDING PHYSICAL ABUSE; SEXUAL ASSAULT; OR ANY VIOLATION OF LOCAL, STATE, OR FEDERAL LAW, THE COLLEGE IS MANDATED TO INVESTIGATE AND/OR REFER THIS INFORMATION TO THE PROPER AGENCY

Background Information:

While anonymous reports are accepted, you are **STRONGLY** encouraged to provide your name and contact information in order to allow us to most effectively address the concerning behavior.

Name: _____ I prefer to remain anonymous.
Position/title: _____
Phone Number: _____ Email: _____
Complete Address: _____

Nature of this report/issue (please select the most appropriate):

Academic Misconduct

(Return to the Office of the Vice President for Academic Affairs, Marian Hall, room 106A)

Sexual Misconduct

(Return to the Title IX Coordinator, Campus School)

General Misconduct

(Return to the Dean of Student Services, Marian Hall, room 100)

Other Incident (Return to a Security Officer or Business Office, Main Building, room 100A)

Duration of the behavior: Single Incident Ongoing

Date of the initial incident: _____ Time: _____

Location: _____

Parties/Individuals Involved:

1. _____
2. _____
3. _____

Witnesses:

1. _____
2. _____
3. _____

Have you notified any law enforcement agency about this individual's behavior?

Yes, whom: _____ No

