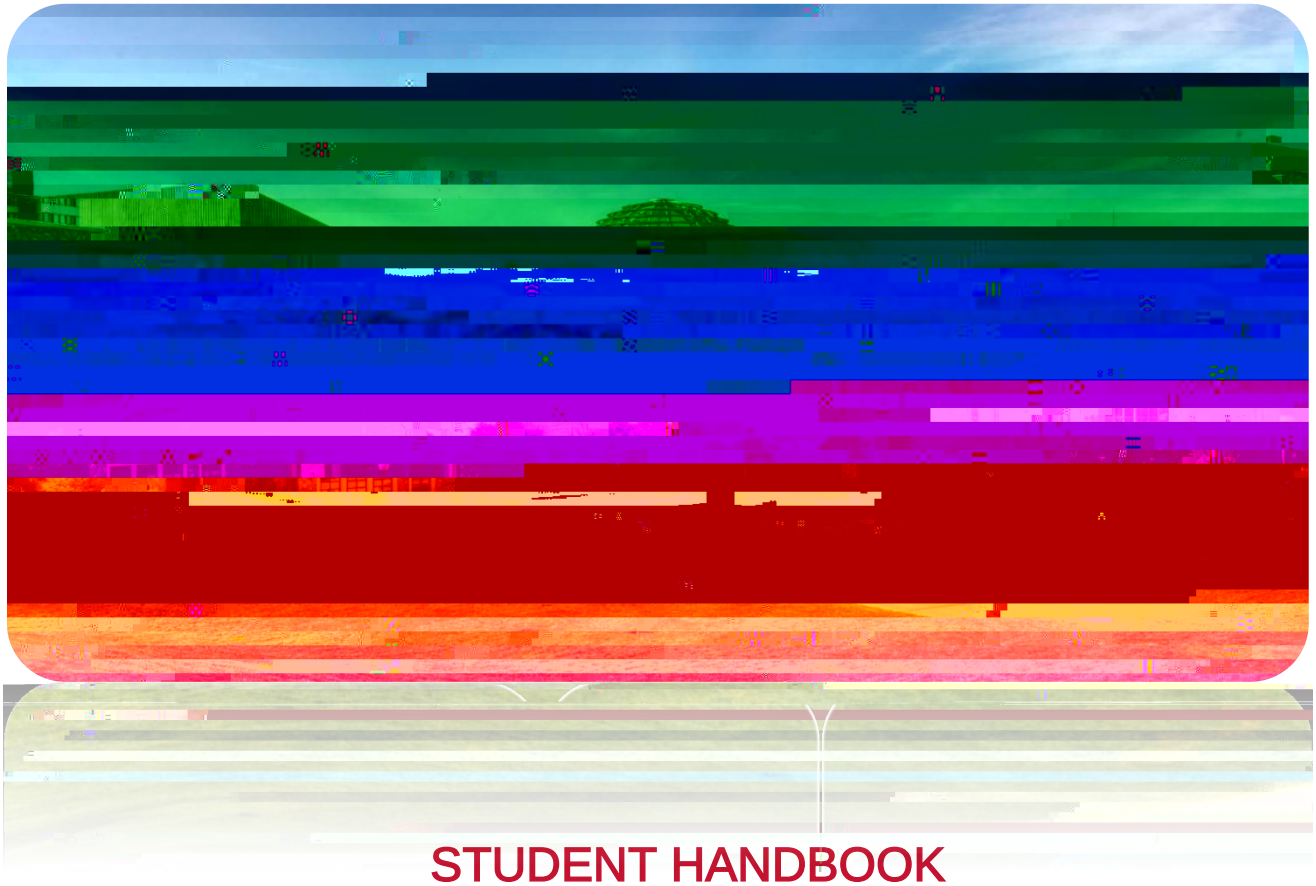
# Marist College
## 2021-2022



## STUDENT HANDBOOK

CAMPUS SERVICES
SAFETY AND SECURITY
ATHLETIC PROGRAMS
CODE OF STUDENT CONDUCT
RESIDENT STUDENT HANDBOOK

The Marist College Student Handbook, and abiding by these standards, as well as accepting responsibility for his/her actions. These policies have been established to provide a safe and comfortable community for all Marist College community members.

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Marist College Heritage

# MARIST COLLEGE HERITAGE

Our story begins in 1905 when the Marist Brothers, a congregation of Catholic Teaching Brothers, purchased the McPherson Estate, just north of the city of Poughkeepsie. The property was renamed Saint Ann's Hermitage. Three years later, in 1908, the Beck Estate, contiguous to the southern border of the McPherson property was also purchased. These 110 acres form what is now the west side of the Marist College Campus.

This property served until 1952 as the headquarters of the Marist Brothers in the USA. By 1929, The Brothers Training Center evolved into a junior college affiliated with Fordham University and Catholic University. In 1946, the New York State Board of Regents chartered Marian College as a Catholic College for the training of Marist Brothers. This charter was amended in 1947 to allow lay men to pursue degrees and again in 1966 to admit lay women.

In 1960, Marian College changed its name to Marist College. Ownership of the college was transferred in 1969 from the Marist Brothers to the Marist College Educational Corporation with an independent Board of Trustees, making it an independent liberal arts college. Nonetheless, the spirit of Saint Marcellin Champagnat, founder of the Marist Brothers, and the legacy of the Brothers continues to inspire and enrich the academic life of the College. Eight Marist Brothers currently work at the College.

# MARIST COLLEGE MISSION

Marist is dedicated to helping students develop the intellect, character, and skills required for enlightened, ethical, and productive lives in the global community of the 21st century.

## VALUES STATEMENT

The College fulfills its mission by pursuing three ideals: excellence in education, a sense of community, and a commitment to service. These ideals were handed down to us by the Marist Brothers who founded the College. Now an independent institution governed by a lay board of trustees, Marist continues to embrace the three ideals as integral part of the College mission.

## EXCELLENCE IN EDUCATION

Marist achieves its ideal of excellence in undergraduate, graduate, and professional education by actively engaging each student through exemplary teaching and distinctive learning opportunities.

At the undergraduate level, this begins with a firm foundation in the liberal arts and sciences. Through the core curriculum and major fields of study, students learn to think logically and creatively, to synthesize and integrate methods and insights from a variety of disciplines, and to express themselves effectively orally, in writing, and through media. Students consider the ethical dimensions of the subjects they study and become more aware of their own values, the values of others, and the implications of the choices they make in their public and private lives. They explore diverse cultures through coursework, extracurricular programs, international study, internships, and service opportunities. Students in all programs learn critical thinking and problem-solving skills requisite for effective leadership in a complex and diverse society.

The Marist ideal of excellence in education finds distinctive expression in programs tailored for the graduate and adult learners the College has long served. Study at the graduate level emphasizes breadth and depth of knowledge for career development. In a climate of collegiality, students refine the intellectual and personal qualities they need to contribute to their fields. Graduate, undergraduate degree completion, professional programs are designed to accommodate the needs of adult students to balance education with work and family responsibilities. Marist is dedicated to the high standards that characterize all educational offerings, 1 Tw 0.24 0004 Tw Tj on
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## ACTIVITIES & HAPPENINGS

Interested in what's happening on campus? Each semester, the Student Activities Office, located in the Murray Student Center 3115, publishes a semester brochure highlighting various campus events sponsored by academic and administrative offices, student government and clubs. In addition, the Office promotes events via a large screen television outside of the Student Activities Office. Any organization interested in having their programs listed in these publications should contact the Student Activities Office.

The institutional calendar may be accessed through the Marist web page by clicking on Events Calendar.

## ADDRESS CHANGE

Marist students are responsible for providing a current local address to the College. Addresses can be updated in person at the Registrar's office, by sending a letter, or by printing, completing and mailing the Student Address Change Form at http://www.marist.edu/academics/registrar/student-directory.

## ARMY ROTC

Located at St. Ann's, Ext. 2591, AROTC is a program of study that is independent of an undergraduate's major at Marist. The program teaches cadets the leadership skills and knowledge they will need to be commissioned officers in the Active Army, Army Reserves, or Army National Guard. Tuition scholarships are available if the student meets the enrollment criteria.

## ATHLETIC PROGRAM

See page 20.

## BOOKSTORE

The Marist College Bookstore is located on the lower level of the Student Center and is run by Barnes and Noble. For hours of operation and details about textbook orders, visit the Bookstore website at https://marist.bncollege.com/shop/marist/home. The Bookstore is the only approved business entity to conduct textbook buyback on the college campus and no other business enterprise is allowed to operate at the College.

## CAMPUS CRIME STATISTICS

The Office of Safety and Security will provide all campus crime statistics as

- Questions on academic policies;
- Report absence of four or more days;
- Report academic difficulty;
- Request advisor change;
- Request credit overage;
- Request registration change after deadline; and
- Withdraw/leave of absence from the College.

## CENTER FOR CAREER SERVICES

The Marist College Center for Career Services, located in Cannavino Library 332, offers a variety of programs and information to assist students with professional development activities. Students are encouraged to begin exploring potential career areas early and often. Resources the Center for Career Services includes offers:

- Career coaching to assist students in implementing four-year career plans
- Individual assessments utilizing online resources to explore majors and career paths
- Internship and full-time job search and preparation
- Exploration of career goals via competitive internships
- LinkedIn profile setup and review
- Career-related workshops and alumni networking events
- Road to the Workplace – Networking opportunities with Marist alumni and other industry professionals. Students get an introduction to an organization's culture and work environment and learn about available internship/job opportunities.
- Career Connections Series – Sessions that feature Marist alumni speakers who work at high profile companies. Students get advice from the alumni on various professional development topics and learn about a specific fie or company.
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attendan Activities Fair held every September and January, where all campus clubs and organizations are represented.

a resident student withdraw from campus housing, the cost of his or her dining plan will be refunded accordingly. Commuter and off-campus students may also enroll in any dining plan.

A dining plan can be modified by visiting the MyHousing page on My.Marist.edu and clicking My Meal Plan. Dining plan changes are made online and can take up to 10 business days to process. Any meal swipes remaining in an account on any Dining Plan do not transfer from the fall to spring semester. Questions? Visit our Frequently Asked Questions page or contact the Office of Housing & Residential Life by calling (845) 575-3307 or via email at housing@marist.edu.

Thrifty Cash is the debit portion of your dining plan that can be used in any dining service location. Account balances sh7003 Tc 0.00 actscctc20 (y)20 ( c)-6 ( ID 6 >>a)4 (i)-2 (10 (&)8 ( Rt)-2 (10 (&(@)1 ,a)4 (in-2 (f)-7 (e)

## IDENTIFICATION CARDS

As a Marist College student, you are required to possess a valid Marist identification card. Your Marist ID card is the property of Marist College and must be surrendered to any College official upon request. ***All photos in the campus ID system are under Marist College ownership. By taking your photo ID, you understand and consent that the photo of yourself for your Marist College ID card may be kept by Marist College and used for educational and other college related purposes only.***

Student identification cards are made in the Marist Card Services Office, located in Donnelly 241. There is no charge for your first ID. Your Marist ID Card is non-transferable. It:

- is your personal College identification card;
- is your College library card;
- grants you admission to College activities and events;
- grants you check cashing privileges at Marist College;
- enables access to Marist Money services;
- is your Dining Service card; and
- secures residence hall access.

A lost or stolen Marist ID Card should be reported immediately to the Office of Safety and Security. Once the card is reported lost, the account is frozen and protected. The next business day, during office hours, the cardholder should have a new ID card processed at the Marist Card Services Office. Service v-5 Td [(S)-8 (ca)-16 4 (c 0)-1 Twki)-6 4 T4j9Tc, (14(c 0)-1 (e

wide variety of postal services for mailing letters and shipping packages.

Service counter hours for mail and package pickup:

Monday- Thursday.....9:00 AM to 6:00 PM

Friday.....9:00 AM to 5:00 PM

Saturday.....9:00 AM to 1:00 PM

Service hours are reduced during winter and summer breaks.

## MARIST ABROAD

For over 50 years Marist Abroad has offered students the opportunity to enhance their studies through engagement with international issues and diverse cultures around the world. Marist Abroad offers a variety of study abroad experiences that support a broad range of educational objectives, with program offerings at dozens of sites around the globe. We offer semester, full academic year, and short-term study abroad programs, enabling Marist students of any major to study abroad and graduate according to their planned schedule. Participation in a study and/or internship abroad broadens horizons and helps to prepare students for a life and career in an increasingly globa society.

For information on study abroad call

Peer Mentors are sophomores, juniors and seniors who are actively involved as student leaders and have extensive knowledge of the various resources available. In conjunction with the Office of First Year Program your Peer Mentor is dedicated to walking you through your first year as a member of our community. There are different programs for First-Year and Transfer students to address their differing needs and experiences. The Marist Peer Mentor Program is offered at no additional cost to students.

## RADAR TEAM

Students experience a wide range of challenges and adjustments while attending college. As students are adapting to these changes there are times when severe stress may result in distress or disruptive behavior. The Radar Team serves as a point of referral for students, faculty, staff and administrators to report student behaviors that they believe are concerning or worrisome. Once a student has been referred, the team works to find the person(s) at College best positioned to reach out, talk to, and assist the student. This outreach may include referrals to camp

Solicitation door-to-door in residence halls or office-to-office in campus facilities is rarely, if ever, permitted. Specific guidelines for student solicitation may be obtained from the Activities Office located in the Murray Student Center 373.

## SECTION 504 OR ADA GRIEVANCE PROCEDURE

If any student believes that his or her rights under Section 504 or the ADA have been violated, he or she may bring forward a complaint. Issues that can be the subject of a complaint in accordance with this policy include, but are not limited to, a denial of a requested accommodation, the inadequacy of an accommodation, the inaccessibility of a program or activity due to disability, or discrimination or harassment based on disability.

Students seeking additional information on Section 504 or ADA grievance procedures should contact the Office of Accommodations and Accessibility, in Donnelly Hall 226, at accommodations@marist.edu, 845-575-3274, or visit them on the web at https://www.marist.edu/student-life/community/accommodations-accessibility/disability/section-504.

## STUDENT AUDIT

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regulations at 34 C.F.R. Part 106, the College's Title IX Coordinator has primary responsibility for coordinatin the College's efforts to comply with and carry out its responsibilities under Title IX. Title IX prohibits sex discrimination in all programs and activities that receive federal funds over which the college exercises substantial control, and also prohibits retaliation for the purpose of interfering with any right or privilege safeguarded under Title IX. The College considers non-consensual sexual intercourse in addition

- Evacuate immediately. Use stairs, do not use elevators. If in heat or smoke, crawl low. If there is smoke in the corridor, stay in the room, close and seal doors, dial 845-575-5555 or Ext. 5555 for help and then stand by the window.

## FIRE ALARM PROCEDURES

1. All students, staff and faculty are required to evacuate the building during a fire alarm.
2. If a fire alarm sounds, immediately proceed to the nearest exit. The last person out should close the doors. If smoke hampers your means of evacuating, find an alternative route.
3. DO NOT use the elevator to evacuate the building, CRAWL low in a smoky condition. Use the stairs in order to evacuate safely.
4. Always know two ways out and familiarize yourself with the escape routes in the event of an emergency.
5. If you observe other people in the building who may be unfamiliar with the alarm, advise them of the alarm and

4. Handle flammable liquids with care.
5. Do not leave appliances unattended in kitchens.
6. Good housekeeping is essential for a fire safe residence.
7. If your clothes catch fire, stop-drop-roll.
8. The doors within a building, especially in stairways and in corridors, are required to meet state and local fire codes. Doors in stairwells must never be propped open. Open doors will allow the spread of smoke and fire to the exits, rendering them useless.
9. Identify and walk through your emergency escape routes so that you will be familiar with them in the event of a fire.
10. Know where the building meeting location is in the event of an emergency evacuation.
11. All buildings on Marist College property are smoke free. Smoking outside is permitted, however, you must b at least 25 feet from the building.

## EMERGENCY CALL BOXES

Emergency call boxes are located in numerous areas on campus. If you need to reach the Security Office, follow the directions on the box.

## ENFORCEMENT BY LOCAL POLICE AND MARIST SECURITY

The Town of Poughkeepsie Police Department will enforce the violations of the campus laws. When stopped on campus by Marist Security, students are required to identify themselves and/or produce valid ID.

## STUDENT NIGHTTIME AUXILIARY PATROL (SNAP)

Under the sponsorships of the Office of Safety and Security, SNAP is a student-run on-campus walking escort service available to students upon request. SNAP can be reached by calling Ext. 7 0 T 14 0 20 0 8 9 0 7 T 0 (33 T
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# ATHLETIC PROGRAMS

Athletics at Marist College play a vital role in the life of the College, its students and area community

## ATHLETICS

Athletics at Marist College are an extracurricular activity and secondary to any student's college education. Marist offers a three-tiered sports program: varsity, club, and intramural. Athletics at Marist College reflect the College objectives and are a means to attain educational goals.

The varsity program offers the most advanced level of competition. Marist is a member of the National Collegiate Athletic Association and subscribes to the Division I philosophy. Marist belongs to the Metro Atlantic Athletic Conference and the Pioneer Football League. Sports at the Varsity level are the most competitive and include:

Men: Baseball, Basketball, Cross Country, Football, Lacrosse, Rowing, Soccer, Swimming & Diving, Tennis, and Indoor and Outdoor Track.

Women: Basketball, Cross Country, Lacrosse, Rowing, Soccer, Softball, Swimming & Diving, Tennis, and Indoor and Outdoor Track.

authority to establish or change policy. The Student Athlete Advisory Committee meets monthly, September through May.

## MCCANN CENTER EMERGENCY PROCEDURES

In case of fire, vacate building immediately. Use the closest exit and walk 50 feet from building. Fire alarms and extinguishers are posted conspicuously throughout the building. Do not use the elevator in an emergency. Members and users must obey the directions of the Center staff. Lack of cooperation may result in loss of membership and/or privileges. For additional fire safety information and annual fire statistics, you can visit http://www.marist.edu/security/fire-response

## INJURIES

If any injury occurs, please see the supervisor on duty or Control Desk attendant. Limited first aid supplies are available and will be dispensed upon notification of injury. An accident report on each injury MUST be completed by the injured individual and the supervisor on duty.

## SCHEDULE OF EVENTS

A monthly schedule of the McCann Center is available at the Front Desk in the lobby of the McCann Center. For further information call 575-3699 (FOXX) and press appropriate number.

# GUIDE FOR STUDENT CONCERNS

| SITUATION | REFER TO |
|---|---|
| Concerns about students | Student Affairs<br>Assistant Dean for Student Affairs Matthew McMahon<br>3399 North Road RO 389<br>Poughkeepsie, NY 12601-1387<br>845-575-3515 |
| Concerns about staff members | Human Resources<br>3399 North Road DN 120<br>Poughkeepsie, NY 12601-1387<br>845-575-3000, ext. 3349<br>Student Affairs<br>3399 North Road RO 389<br>Poughkeepsie, NY 12601-1387<br>845-575-3515 |
| Discrimination complaints based on religion, race, age, disability, sexual orientation, etc. | Title IX Coordinator Kelly Yough<br>TitleIX@maTitleIX@maTitleIX@@Kg]TJ 0 itle-maTf 12601 |

# PROBLEM SOLVER AT A GLANCE

| For | Office | Where | Ext. |
|---|---|---|---|
| Absence – four or more consecutive days | Advising & Academic Services and Instructors | Donnelly 224 | 3500 |
| Absence – less than a week | Individual Instructor | ---------- | ----- |
| Academic Issues | Academic Advisor or Advising & Academic Services | Donnelly 224 | 3500 |
| Adding a Course | Academic Advisor | -------- | |

| | | | |
|---|---|---|---|
| | | Center 3123 | |
| Part-Time Jobs (On or Off Campus) | Director of Student Employment | Donnelly 200 | 3181 |
| Safety/Security | Office of Safety & Security | Donnelly 201 | 2282 |
| Student Conduct | Office of Student Conduct | Rotunda 386 | 3514 |
| Student Government | SGA Officers | Murray Student Center 3123 | 2206 |
| Summer Classes NOT at Marist (permission only) | Registrar's Office | Donnelly 203 | 3250 |
| Title IX Coordinator | HumanResources | Donnelly 120 | 3799 |
| Transcripts | Registrar's Office | Donnelly 203 | 3250 |
| Tutoring | Academic Learning Center | Library 331 | 3300 |
| Veterans Information | Registrar's Office | Donnelly 203 | 3250 |
| Withdrawing from College | Advising & Academic Services | Donnelly 224 | 3500 |
| Withdrawing from a Course | Registrar's Office | Donnelly 203 | [redacted]rawing |

# MARIST

## CODE OF STUDENT CONDUCT

## AND

## RESIDENT STUDENT HANDBOOK

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# MARIST COLLEGE: CODE OF STUDENT CONDUCT

## PREAMBLE

Application to Marist College indicates a free choice to become part of the College community, to participate in its programs and to accept the responsibility of membership therein. The College's acceptance of the student in turn represents the extension of the privileges of community membership to the individual and the right to remain a member of the community by meeting the entire academic, financial and behavioral expectations of the College.

Marist College is committed to providing an environment that promotes and values academic honesty; institutional and personal integrity; and justice and equality. The College considers all Marist students as its partners in the responsibility of creating and maintaining that environment.

The Code of Student Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, including adult students, professional programs, abroad programs, and all College affiliated student organizations. For the purposes of student conduct, the College considers an individual who has been accepted for admission and thereafter as long as the student has a continuing educational interest in the College.

Each student and/or organization at Marist agrees to be governed by the Code of Student Conduct. The College, through the Office of Student Conduct, [(Sac (on)]TJ 0 Tc 0 Twd ( )Tj 0.02 Tc (t0.01 Tc 0.01 Tw 0 0.14 0 Td [(fo 0 Tc 0 Tw (

College Hearing Panel - A hearing body comprised of students, faculty and staff established to hear and resolv
a case.

College Official - Includes any person

College website. Hard copies are available upon request from the Office of Student Conduct. Students are responsible for having read and abiding by the provisions of the Code of Student Conduct.

The Code of Student Conduct and the student conduct process apply to the conduct of individual students, both undergraduate, graduate, adult, including professional students, and all College-affiliated student organizations. For the purposes of student conduct, the College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational relationship with the College.

The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. A hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree.

The Code of Student Conduct

give assigned residence keys to other students or guests.

9. Safety Regulations: Violation of local, state, federal or campus fire policies including, but not limited to:
   a. Intentionally or recklessly causing a fire which damages College or personal property or which causes injury;
   b. Failure to evacuate a College-controlled building or other structure in a timely fashion during a fire alarm or drill;
   c. Improper use of College fire safety equipment; at304 Tc 0.104 Tw -50 g 4d1.34 Td (b.)Tj /TT3 1 Tf 0 Tc 0 Tw 0.5

f. Attempting to influence the impartiality of a member of a conduct body prior to, and/or during the course of, th student conduct proceeding;

g. Harassment (verbal or physical) and/or intimidation of a member of a conduct body prior to, during, and/or after a student conduct proceeding;

h. Failure to comply with the sanction imposed under the Code; and

i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

3. Alcohol Policy:

All members of the Marist College community are considered adults and are thus expected to comply with the laws (local, state and federal) regarding alcoholic beverages, and to take personal responsibility for their cond Students who have a guest on campus or in College buildings are responsible for the conduct of the guest, and for advising them of the applicable laws

contractual and host liability). The event sponsors are required to verify that the venue

Amnesty protection and campus conduct processes will be initiated. Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the College are offered amnesty for their minor violations and educational options may be explored.

Application to Student Organizations: In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol Policy or Drug Policy. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations of the Alcohol Policy or Drug Policy.

- Participation at a party or presence in a room where a drug policy violation is taking place.

Any student who is struggling with an addiction to any narcotic or controlled substance may seek help at the College's Health & Wellness Center located on the third floor of the Murray Student Center (Ext. 3314). Possession with the intent to sell or distribute narcotics or other illegal drugs may likely result in expulsion from the College.

9. Failure to Comply: Failure to comply with reasonable and/or lawful requests or directives of College officials (e.g., RD, RA, Security) or emergency personnel officers acting in performance of their duties and/or interference with faculty, staff, or student staff acting in the performance of their official duties.

10. Student Identification: Marist College identification cards and the privileges included therein are the property of Marist College and are non-transferable. The following acts are a violation of College Policy:

a. Failure to show proper student identification or other identification to any faculty, staff or student staff in the performance of his/her official duties. All students are required to carry their own college issued identification card with them at all times;

Note: Student may not produce an electronic picture of their Marist ID to gain access into a residence hall facility.

b. Loaning or using a College issued identification card for the purpose of accessing services. This includes, but is not limited to, dining facilities, ticket sales, [illegible]

3. Harassment. In general, harassment is unwelcome verbal (electronic or written) or physical conduct based on actual or perceived status.

a. Attempting or threatening to subject another person to unwelcomed physical contact and/or persistent/pervasive harassment.

b. Pursuing or following another person in or about a public place(s) or through physical, electronic, written, or telephone means.

c. Unwelcomed communication, including, but not limited to: initiating or attempting contact by any means with no purpose of legitimate conversation; written letters; social media, e-mail; text messaging; instant messaging; voicemail; unwanted gifts; surveillance or other types of photographing or observation, trespassing, and/or vandalism.

d. Directing obscene or offensive language, gestures or abusive conduct, including verbal abuse, threats, intimidation, coercion, or other conduct which has caused a person substantial emotional distress and where the circumstances would cause a reasonable person to suffer substantial emotional distress.

e. Directing verbal abuse at another person because the individual is carrying out duties and responsibilities associated with his/her role as faculty, staff or student staff at the College.

f. Distributing private information about another individual without their consent. Examples include but are not limited to: on-line journals, blogs, instant messages, text messages, and digital (t)-2 Tc -0.002ace 0 T (t)-2n(e)

5. Physical Harm: Marist College does not tolerate any form of physical harm

h. Nails, tape, posting putty, etc. may not be used to fasten objects to the walls. (Consult Residential Life staff for a listing of approved adhesives);

i. Nothing may be mounted on the inside/outside of the window. This includes decals, flags, signs, posters and electrical advertising; and

j. No items may be hung from the ceiling, ceiling light fixtures or curtains.

## E. CONDUCT ASSOCIATED WITH ACADEMIC INTEGRITY

Statement on Academic Integrity

Marist College is a learning community dedicated to helping students develop the intellect, character, and skills required for enlightened, ethical, and productive lives in the global community of the 21st century. Students are expected to pursue excellence in their education while being honest about their work and fair to other members of the learning community. All work presented to instructors for evaluation must reflect their own ideas and effort, and must properly acknowledge any contributions of others. Students should expect this honesty and fairness in others as well. As members of the Marist learning community, all students should adhere to the following principles of academic integrity outlined below.

Standards of Academic Integrity to effect all 5-4 (yes) Sec. 11 (Ref) 6 (0) 124 (0)

5. Submitting data that have been altered or contrived in such a way as to be deliberately misleading.

Additional Expectations:

The following statements also apply:

1. An arrangement by which work is to be submitted for credit in two or more courses must have the prior approval of the instructors involved.
2. A student who cooperates with one or more other students in an act of academic dishonesty is subject to the same penalties.
3. Those students who witness an act of academic dishonesty are expected to report it to the proper college official.
4. Acts of academic dishonesty may result in penalties up to and including a grade of “F” for the course and/or suspension or expulsion from the College.

## SECTION 5: THE OFFICE OF STUDENT CONDUCT

The Office of Student Conduct has been delegated the responsibility to administer the student conduct system. The operations of the Office will be the responsibility of the Conduct Officer. Responsibilities of the Office include but are not limited to:

1. Reviewing allegations and determining if a Notice of Allegation will be filed pursuant to the Code of Student Conduct
2. Investigating allegations and conducting conferences.
3.

for a formal hearing.

The Office of Student Conduct or designees may determine that action needs to be taken at the time of the incident or during an investigation. When this situation arises, a No Contact Order will be issued between the students or groups of students involved. By copy of this order, students are not permitted to contact each other via verbal, written, or electronic means, or through a third party person. Students seeking court issued restrain orders, or protections off campus should contact a police agency. The Office of Student Conduct will review al

Student Conduct. At least two panelists will be full-time faculty members. Cases not involving suspension/expulsion from the institution are appealed to an Appeals Panel. Those involving suspension/expulsion are appealed to the Vice President for Student Affairs or designee. As needed, the Vice President for Student Affairs may consult with the Vice President of Academic Affairs.

If the institution allows for students to serve on panels they must:

1. Be in academic good standing a

## A. COLLEGE AS CONVENER

The College is the convener of every action under this Code. Within that action, there are several roles. The responding party is the person who is alleged to have violated the Code. The party bringing the allegation who may be a student, employee, visitor, or guest, may choose to be present and participate in the process. There are witnesses, who may offer information regarding the allegation. There may be an investigator(s) whose role is present information and share the evidence that the College has obtained regarding the allegations.

## B. STUDENT AND ORGANIZATION RIGHTS

Students/Organizations should expect that conduct process will be handled fairly. All Marist students/organizations alleged to have violated the Code will be granted the following student rights during the conduct process:

Students and Organizations participating in the conduct process a have the following rights:

- To receive a notice of allegation. Once mailed, emailed, communicated and/ or received in person, notice will be presumptively delivered.
- The right to respond to the allegation and charges.
- The right to present information and hear information in support of the allegations.
- To access campus support resources (such as Counseling, Health Services, and Chaplain's Office).
- To experience a safe living, educational and work environment.
- To be treated with respect by College officials.
- To be free from retaliation.
- To be heard in substantial accordance with these procedures.
- To be informed of the outcome/resolution and sanctions when permissible.
- The responding party may elect to waive some or all of these procedures and rules. If waived, the student/organization may not file an appeal based on the grounds that the waived right was not provided.
- Students with disabilities who believe they may need accommodations in the conduct process should contact the Office of Accommodations and Accessibility at (845) 575-3274, Donnelly Hall 226. Since accommodations may require early planning and are not provided retroactively, students should make a request as soon as possible to better ensure that such accommodations are implemented in a timely manner.

Students/Organizations participating in a formal hearing shall have additional rights:

-

submitted within five (5) business days of receiving a decision.

## C. GROUP VIOLATIONS

A student group or organization and its officers and membership may be held collectively and individual responsible when violations of this Code by the organization or its member(s):

- Take place at organization-sponsored and/or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders, officers, or
- One or more officers or members of an organization have knowledge of or should have known an incident, behavior, etc., by any individual at an organization-sponsored, financed, or otherwise supported activity and fails to take corrective or prohibitive action before such incident behavior, etc. occurs or fails to stop such incident, behavior, etc. while it is occurring;
- A violation occurs on premises and/or transportation owned, operated, or rented exclusively by a student organization;
- A pattern of individual violations has occurred and/or continues to occur without adequate (0) Tu 0 0 Tc -0.02

1. The Responding Party is Found “Not Responsible”

   Where the responding party is found not responsible for the alleged violation(s), the investigation will be closed.

2. The Responding Party Accepts Responsibility”

a. The Responding Party Accepts a Finding of “Responsible” and Accepts the Recommended Sanctions.

   Should the responding party accept the findings that they violated College policy and the recommended sanctions, the sanctions are implemented

3.

D. Once a hearing is initiated, the responding party and instructor will receive a Notice of Hearing as described the Panel Hearing Procedures of the Code of Student Conduct

E. The responding party will be provided with information (available at the time) presented in support of the alleged allegation during a meeting with the instructor or prior to the AIP.

F. The three-member AIP will hear the case and make a determination of whether there is a preponderance of evidence to find the student responsible for violating the Standards of Academic Integrity. In addition to the responding party,

to -6 (r)-7 to (t)-2(nda)4 (r)3 (ds)]TJ 4.54 0 Td(t)(g)-3.0w 29.-61 (r)-7 (t)-421 (nc)-6 (e)]T23

a. Letters of apology/thank

of a hearing regardless of whether the College concludes that a violation was committed. Such release information may only include the alleged student's/responding party's name, the violation committed, and t findings and sanctions assigned (if applicable).

In cases where the College determines that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense, the College may also release the above information publicly and/or to any third party. FERPA defines "crimes of violence" to include:

1. Arson.
2. Assault offenses (aggravated assault, simple assault, intimidation).
3. Burglary.
4. Criminal Homicide—manslaughter by negligence.
5. Criminal Homicide—murder and non-negligent manslaughter.
6. Destruction/damage/vandalism of property.
7. Kidnapping/abduction.
8. Robbery.
9. Stalking.
10. Domestic Violence.
11. Dating Violence.
12. Forcible sex offences (rape, sodomy, sexual assault with an object, and forcible fondling).
13. Non-forcible sex offences.

## P. FAILURE TO COMPLETE CONDUCT SANCTIONS

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the Director of Student Conduct or designee. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions, a hold and/or suspension from the College. G4 (l)-6 (t)]TJ 4.27 0 Td s

3. The sanctions imposed are substantially outside the parameters considered reasonable by the

The presumptive stance of the College is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Director of Student Conduct (or designee), implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead,

to accept the decision, or to file notice with the Office of Student Conduct within thirty (30) calendar days of the date of the letter and request a conference/hearing for the alleged violations. Should the responding party accept or fail to respond in thirty (30) days the finding of the Director of Student Conduct, they will be expected to comply with the sanctions with no right to request a conduct conference, hearing, or appeal.

C. In the event where the Conduct Officer believes that Suspension or Expulsion could be an outcome, a Conduct Conference and/or Hearing will be convened at the earlie (n)-14 (g)]TJ 0 Tc 0 ecepto4

# RESIDENT STUDENT HANDBOOK

## RESIDENTIAL LIFE MISSION STATEMENT

Housing and Residential Life is an integral part of the total educational experience. The residential life progra at Marist College is based upon the philosophy of providing students with a safe, healthy, and attractive living environment that supports and supplements the educational mission of the College. Marist College provides housing for over 3,450 undergraduate students in corridor, suite, apartment, and townhouse style residences Marist recognizes that a student's developmental stage should be supported by his/her their living environme Therefore, first year students are housed in residence halls designed to promote social interaction, and are staffed by student and professional staff trained to work with first year students and their specific adjustment As students move from their first year to senior year they are housed in more independent living environment (suite style, apartments, and townhouses) which helps to prepare them for their eventual move out into the world following graduation. Along the way they acquire certain freedoms and responsibilities that will help them develop into mature and responsible citizens. When a student chooses to reside in college housing they become part of a larger community and are responsible for adhering to the norms and standards of that community.

## STAFF IN RESIDENCE

Every residence hall on campus is supported by a highly trained staff who are qualified and excited to make each student's living experience at Marist the best it can be. More information about the staff can be found by visiting https://www.marist.edu/student-life/campus/h

3. To relocate resident students without consent for sufficient reason.
4. To have students in residence carry a minimum of 12 credits and be enrolled as a full time undergraduate the semester in which they are housed. All students living in residence must pay full time student tuition. A request for exceptions to this policy must be approved by the Office of Housing and Residential Life.
5. To refuse a student's request for housing because the student's room and/or apartment was left in poor condition at the end of the previous semester or year, because of disciplinary history and/or failure to comply w residence exiting procedures.
6. To plan for the most efficient or effective use of the resident facilities which may entail a change in the following room reservation procedures:

A. Concerning the request, occupation and withdrawal from residency, the administration of the College has declared the following:

1. New and returning students must pay a room request deposit fee.
2. This deposit assures a student of an on campus space only. Returning resident students who submit

to the room or use other campus facilities until the roommate makes contact.

2. When school is in session, Sunday-Thursday, RD or RA staff will handle lockouts from 7:00 p.m. until 1:00 a.m., lock

| | |
|---|---|
| 2.50 – 2.74 | 6 |
| 2.25 – 2.49 | 5 |
| 2.00 – 2.24 | 4 |
| 0.50 – 1.99 | 1 |
| 0.00 – 0.49 | 0 |

is restricted to prevent fires and to avoid overload within any facility that may cause the loss of power to the entire facility or some portion thereof. Violations of this policy will result in disciplinary action and confiscation of the appliance. However, a single serve brewer is permitted in the residence halls.

1. Students are permitted one refrigerator (no larger than 3.6 cubic feet and UL rated with reset fuse) in each room.
2. Students in residence halls are permitted one microwave (no larger than 700 watts and UL rated) per room.
3. Appliance use in apartments and townhouses are restricted to the kitchen areas only with the exception of approved refrigerators and microwaves.

D. All electrical equipment, when being used, may only plug directly into a wall outlet or a UL rated surge protector with a reset button which is plugged into a wall outlet. Possession of extension cords is not allowed.

E. The use of combustible fabrics such as room ordj 0.22 0 Td [(r)3 (oom)1p (or)3 la 0 Tw 0.6J 4.89 0 Td .13 0 Td [(A

The following char

## INDIVIDUAL POLICY AND INSTITUTIONAL RIGHTS

A. The student's right to privacy will be respected at all times. However, duly authorized representatives of t College have the right to enter student rooms for the purpose of inspections related but not limited to fire, safety, health, and the condition of facilities and furnishings. Students will be notified before normal announce inspections. Unannounced inspections may occur during emergency situations, when conditions warr intervention, or during vacation periods within or following the academic year.

accessibility.

## RESIDENT STUDENT PARKING

The most up to date parking information can be found on the Department of Safety and Security parking webp

For Residents of Sheahan, Leo, Champagnat, Marian and first year students in Midrise Halls: Friday and Saturday Nights:

Guest Passes will be given out between 7:00 p.m. and 2:00 a.m. only at the following locations: entry desks Leo, Sheahan, Champagnat, Marian, Midrise, and the Security Desk in Donnelly Hall between 3:00 p.m. and 2:00 a.m.

Sunday through Thursday:
Guest Passes will be issued at the Security Desk in Donnelly Hall between 8:00 a.m. -12:00 a.m. and/or at the Entry Desks from 7:00 p.m. to 12:00 a.m. All guests must leave by 1:00 a.m.

Exceptions to this will only be granted for College offices sponsoring individuals for official College visits.