



MarymountManhattan

Griffin Guide

Student Handbook

2021– 2022

From the President

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MarymountManhattan

Dear Students,

Welcome to Marymount Manhattan College, a vibrant, close-knit community of intellectually curious and creative students, faculty, and staff inspired by a city of unlimited inspiration.

The college years are a time of academic and creative exploration, immersion, and enjoyment—a time to pursue current passions and develop new ones, and to imagine different pathways to a future of life and career satisfaction.

As you embark on a new academic year, I encourage you to take advantage of the exceptional opportunities that MMC offers.

At the College, you will discover academic programs led by dedicated faculty that will transform your ways of thinking. You will find caring staff members who will support and motivate you. You will meet friends in our diverse community who will join you on your exciting journey. And you will explore endless possibilities for your intellectual and personal growth, as well as your career development.

MMC offers a college education unlike any other, and I send you all good wishes for an unparalleled educational experience. Get ready to be inspired!

Sincerely,



Kerry Walk, Ph.D.
President



MarymountManhattan

Dear Students,

Welcome to Marymount Manhattan College! Each year we produce this Student Handbook, [The Griffin Guide](#), designed to ensure you learn all about the community we share.

Our staff is here to help you grow and develop as an individual, build a strong, respectful community, and to support your educational experience outside of the classroom. As such, we hope you choose to share aspects of yourself by participating in a variety of experiences and group events- both virtually and in-person. Your college experience can be greatly enhanced by your out-of-classroom and community involvement.

The key to success at MMC is to get involved! The College has over 35 registered student organizations, including our Student Activities Advisory Board (SAAB) that promotes many events, including the popular Heritage Months celebrations. Both the Student Government Association (SGA) and the Campus Activities Board (CAB) provide many opportunities to get involved, have fun, and make new friends.

Our CityEdge program puts you on the path from classroom to career through our New York City Seminars, CareerLabs, and signature CityEdge courses. CityEdge will propel you into internships (even virtual ones!), fieldwork, and networking to prepare you to tackle the challenges and responsibilities in your current and future professional arenas.

We know you will find [The Griffin Guide](#) a valuable resource and encourage you to read it through carefully. We look forward to working with you to enhance your experience as a Marymount Manhattan College student. Here's to a wonderful year!

Sincerely,

Emmalyn Yamrick

Associate Vice President for Student Success and Engagement
Dean of Students



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Updates to the Griffin Guide

As updates are made throughout the year, they will be listed here.

Using the Griffin Guide

The Griffin Guide Student Handbook is designed to help you quickly find the information you need. The table of contents is clickable to get you exactly where you want to go. If you read something that piques your interest, use the contact information and links to learn more, or feel free to print whatever section you need. To search for a particular item, type CTRL+F and utilize the search bar. We encourage you to use The Griffin Guide to become familiar with the various offices that support your education, to learn about opportunities available to you, and to make the most of your MMC experience.

Changes to the Griffin Guide

After the Griffin Guide is published in August, the College may modify, change, delete or add any College policy as deemed necessary by the administration or Board of Trustees. Changes will be listed in this document under *Updates to the Griffin Guide*. Students are responsible for periodically reviewing the Griffin Guide for updates.

College Catalogue

The catalogue provides important information relevant to your educational career at Marymount Manhattan College. This information includes important dates for the upcoming academic year, a brief introduction to the College's mission, policies and regulations, scholarship and financial aid information, and descriptions of all academic programs and requirements. The catalogue can be viewed [online](#).

About Marymount Manhattan College

Mission and Founding

Marymount Manhattan College is an urban, independent, liberal arts college. The mission of the College is to educate a socially and economically diverse student body by fostering intellectual achievement and personal growth and by providing opportunities for career development. Inherent in this mission is the intent to develop an awareness of social, political, cultural, and ethical issues in the belief that this awareness will lead to concern for, participation in, and improvement of society.

To accomplish this mission, the College offers strong programs in the arts and sciences for students of all ages, as well as substantial pre-professional preparation. Central to these efforts is the particular attention given to the individual student. Marymount Manhattan College seeks to be a resource and learning center for the metropolitan community.

Marymount Manhattan College was founded in 1936 by the Religious of the Sacred Heart of Mary (RSHM) as an urban extension of Marymount College in Tarrytown, New York. The College became independent in 1961 and coeducational and nonsectarian in 1971, and currently enrolls approximately 1,900 full- and part-time students.

History and Heritage

Marymount Manhattan College was founded in 1936 by the Religious of the Sacred Heart of Mary as a two-year women's college and a New York City extension of Marymount College, Tarrytown in Tarrytown, New York. In 1948, the College moved to its present location on 71st Street and became a four-year bachelor degree-granting college; the first class graduated from MMC in 1950. In 1961, MMC was granted an absolute charter as an independent four-year college by the Regents of the University of the State of New York.

That same year, the College razed the brownstone between its building and that of the Colonial Dames to the west on 71st Street and used the space to build an extension, giving the building its present entrance. MMC broke ground for

Nugent Hall, named in honor of former Chair of the Board of Trustees Joseph C. Nugent, in 1972. The Thomas J. Shanahan Library, also named for a trustee, opened in 1974, and the College's theatre followed in 1975, which was later named for alumna and trustee Theresa Lang '97, H'08, in 2001. Until 1989, a member of the Religious of the Sacred Heart of Mary served as President of the College. The first lay president, Regina Peruggi, served from 1990 to 2001; MMC's formal parlor, formerly called "the Mezzanine," was renamed in her honor.

Faithful to the vision of its founders, Marymount Manhattan has a long history of reaching out to diverse populations in need of higher education. Originally the College served women, many of whom were commuting students of traditional college age. Over the years, Marymount Manhattan's mission as an urban, independent, coeducational, nonsectarian liberal arts college has expanded to include a greater variety of students, including men, older students, various ethnic and geographic backgrounds, and a diversity of interests. In the past, people chose Marymount Manhattan because they already lived or worked in New York; now, many students choose the College for the opportunity to live in one of the world's great cities.

Inclusivity Statement

Marymount Manhattan College respects and honors the dignity and value of every human being. We aspire to be a diverse, equitable, and inclusive community in which people with different identities- whether based on race, color, class, gender, age, sexual orientation, religion, ethnic or national origin, political viewpoint, disability, physical appearance, or any additional identity- are valued and respected. A place where differences in intellectual interests and personal perspectives are explored and embraced as central to the College's educational mission.

We recognize the regrettable role that higher education has played in reinforcing inequality in our society, and we believe that our College has a special responsibility to prevent those same inequalities from being perpetuated in our campus community. As a College we hold in common a set of core values and beliefs- in the open and free exchange of ideas, celebrating those whose perspectives and experiences may differ from our own, and advancing the cause of social justice. We are dedicated to creating a learning environment free from bias and harassment, one that maximizes each person's capacity to learn, work, and make meaningful contributions both here and beyond.

College Motto

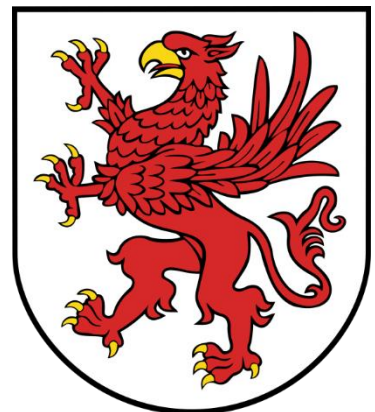
"Tua Luce Dirige," translated from Latin, means "Direct Us By Thy Light."

College Mascot

The College's mascot, the Griffin, is a legendary creature with the head and wings of an eagle, the body of a lion, and occasionally the tail of a serpent. It is the heraldic symbol of agility and eternal vigilance. The Griffin is an inheritance from Marymount College in Tarrytown, the institution that helped to found Marymount Manhattan College. The mascot is pictured on the seal of the College and is in the name of the College's yearbook and Student Handbook.



In 2017, the College introduced Griffy (they, them, theirs) as the friendly embodiment of the Griffin.



Community at MMC

Marymount Manhattan College strives to foster an environment that recognizes the varying beliefs and practices of others, promotes civility and celebrates inclusiveness where students can develop an appreciation of diversity in the community, we recognize Marymount Manhattan College as a microcosm of the world, and adhere to certain values which will sustain a culture of mutual respect. For any questions or to discuss these issues further, please contact the Office of Student Life, studentlife@mmm.edu.

We promote:

- Respectful, open dialogue
- Outreach
- Civil and fair treatment of others

We discourage:

- Discriminatory speech and actions
- Prejudicial statements
- Violent behavior



College Policies

Bias Incident Response Team (BIRT)

Marymount Manhattan College is committed to creating a campus that is both safe and inclusive for students from all social identities. Misconduct that is motivated by intolerance and bigotry has no place in our College community. Students are strongly encouraged to report hate crimes or bias incidents that occur on campus or at College-sponsored activities to the Bias Incident Response Team (BIRT).

The purpose of BIRT is to assess and coordinate the response to bias-related campus incidents. The BIRT will investigate reported incidents to determine whether an incident is bias-related, and recommend appropriate outcomes for the incident, including the necessity of involvement from law enforcement or other outside agencies. The team is comprised of the following members: Chief Equity, Diversity and Inclusion Officer (chair), Division of Student Success and Engagement Representative, Division of Academic Affairs Representative, Human Resources Representative, Campus Safety Representative, Marketing and Communications Representative and a Faculty member selected by the VP for Academic Affairs and Dean of the Faculty.

WHAT IS A HATE CRIME OR BIAS INCIDENT?

A hate crime is an act of violence motivated by intolerance and bigotry. New York state law defines a hate crime as a criminal act involving violence, intimidation and destruction of property based upon bias and prejudice. Victims of hate crimes are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, gender identity or expression, religion, religious practice, age, disability or sexual orientation. Hate crimes are punishable by law and handled by the police, like any other criminal act.

A bias incident is like a hate crime in that it is an action or conduct committed against a person that is also motivated by intolerance and bigotry; however, the conduct may not rise to the level of a criminal act. In addition, a bias incident may include verbal and nonverbal behavior that is threatening, harassing and intimidating. All hate crimes are bias incidents, but not all bias incidents are considered hate crimes, depending on the facts and circumstances involved. Bias incidents are considered violations of the College's Code of Conduct and the Policy Against Harassment and Unlawful Discrimination.

REPORTING A BIAS INCIDENT OR HATE CRIME

Any member of the MMC Community may report a bias incident through the online reporting link. Once reported, an investigation of the incident will be conducted in a timely manner and appropriate actions will be taken. Any hate crime occurring on campus may be reported to Campus Safety at 212-517-0411; if the incident occurs off campus, call 911.

Equal Employment Opportunity and Affirmative Action

It is the policy of the College to provide equal employment opportunities without regard to race, color, religion, gender, sexual orientation, genetic information, gender identity or expression, ethnic or national origin, disability, age, veterans' status or any other protected status. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, upgrading, demotion or transfer, reduction of workforce and termination, rates of pay or other form of compensation, selection for training, the use of all facilities, and participation in all college sponsored employee activities. In addition, our personnel policies and practices, including those relating to compensation, benefits, transfer, retention, termination, training, self-development opportunities, as well as social and recreational programs, are administered without discrimination on the basis of race, color, gender, age, sexual orientation, genetic information, gender identity or expression, religion, ethnic or national origin, disability, veterans' status or any other protected status. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age the company will adhere to limitations where appropriate.

Family Educational Rights and Privacy Act (FERPA)

Annual Notification of Student Privacy Rights under FERPA

MMC is committed to maintaining the privacy and confidentiality of your education records. We want to take this opportunity to give you a brief summary of your rights with respect to your education records under the Family Educational Rights and Privacy Act (FERPA) of 1974. This federal law governs the release of and access to student education records. These rights include:

1. The right to inspect and review your education records within 45 days after the college receives a request for access. If you want to review your records, you may contact the Office of the Registrar or college official that maintains the record in writing to make appropriate arrangements.

2. The right to request an amendment of your education record if you believe it is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA. If you feel there is an error in your record, you should submit a written request to the institution's office maintaining that record, clearly identifying the part of the record you want changed, and specifying why it is inaccurate or misleading. The college official will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.

Note: This does not apply to disputes about grades assigned by faculty.

3. The right to provide written consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. Below are circumstances in which your consent is not required:

- To MMC officials with "legitimate educational interests". – An MMC official is a person employed by Marymount Manhattan College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel, health staff and volunteers) who has a "need to know" about information from your education record in order to fulfill his or her official responsibilities at the MMC.
- A third party or organization whom MMC has contracted as its agent to performing a business function or service on behalf of the institution (i.e. National Student Loan Clearinghouse, collection agent, auditors)
- A person serving on the Board of Trustees
- A student serving on an official committee, such as a disciplinary or grievance committee, assisting another school official in performing his or her tasks.
- Information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as set forth in the Internal Revenue Code.
- Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Disclosure Without Consent

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The college may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the university determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the university's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the university, governing the use or possession of alcohol or a controlled substance if the college determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

Directory Information

Marymount Manhattan College may release directory/public information without a student's consent. Marymount Manhattan College has identified the following as directory information: student's name, home address, telephone/cell number, MMC e-mail, academic program, degree, majors, minors, concentration, anticipated date of graduation, academic level (classification), current enrollment status (full, half, part-time, etc.), dates of attendance, degree received, previous attended institutions attended, and participation in college recognized activities and sports.

You may request to restrict the disclosure of directory information by filing "Request to Restrict Directory Information" form. The form can be downloaded from the following link: <http://www.mmm.edu/offices/center-for-student-services/forms-and-publications.php>

Students may authorize the release of information from their education records to their parents, guardian, or other party by accessing MMC Connect. Under "Academic Profile", students can click on "Add/Update Parent/Guardian/Other" or "Grant Rights to Parents/Guardian". The parent/guardian or other designated individual will be given his/her own login id and password. Access to academic and/or financial information is available online via MMC's intranet system Parent Connect.

For more specific details about FERPA, you may view Marymount Manhattan [FERPA policy](#) or on the [U.S. Department of Education's Family Policy Compliance Office \(FPCO\) website](#).

If you have questions regarding FERPA, you may contact the Office of the Registrar via email at registrar@mmm.edu or the Registrar at 212-517-0501.

Non Discrimination Policy

Marymount Manhattan College policy prohibits discrimination on the basis of race, color, religion, gender, sex, sexual orientation, genetic information, gender identity or expression, ethnic or national origin, disability, age, veterans' status or

any other protected status. For the full policy against harassment and unlawful discrimination, visit <http://www.mmm.edu/nondiscrimination>. For questions regarding this policy, contact: Bree Bullingham, Associate Vice President for Human Resources at bbullingham@mmm.edu.

Policy on Pregnancy or Related Conditions

Marymount Manhattan College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and the student will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Title IX Coordinator (located in the President's Office- Carson Hall 3rd floor), Desiree Sholes at dsholes@mmm.edu or 646-393-4127.

Religious Observance

It is the policy of the College to respect its members' observance of their major religious holidays. Administrators and instructors responsible for the scheduling of required academic activities or essential services are expected to avoid conflict with such holidays as much as possible. Such activities include examinations, registration, and various deadlines that are a part of the Academic Calendar. When scheduling conflicts prove unavoidable, no student will be penalized for absence due to religious reasons, and alternative means will be sought for satisfying the academic requirements involved. If a suitable arrangement cannot be worked out between the student and the instructor involved, students and instructors should consult the appropriate Chair or Director. If an additional appeal is needed, it may be taken to the Associate Dean for Academic Affairs.

Sexual Misconduct Policy

Marymount Manhattan College is firmly committed to learning, living, and working environments that are welcoming, respectful, and inclusive. To that end, the College prohibits sexual misconduct, which includes sex discrimination, gender harassment, sexual harassment, sexual assault, stalking, and dating or domestic violence. This policy applies to all members of the College campus community, including faculty, staff and students, as well as visitors, vendors and contractors.

All students are prohibited from committing sexual misconduct, including sexual harassment, sexual assault, stalking, and relationship violence. Complaints of sexual misconduct, including sexual harassment, sexual assault, stalking, and relationship violence as defined in the College's *Policy on Sexual Misconduct, Sexual Assault, Stalking, and Relationship Violence* are governed by the College's *Sexual Misconduct Policy* and not the Code of Conduct. Complaints that do not constitute sexual harassment as defined in the College's *Policy on Sexual Misconduct, Sexual Assault, Stalking, and Relationship Violence* even if proved, or did not occur in Marymount Manhattan College's Education Program or Activity, or did not occur against a person in the United States will be reviewed under the Student Code of Conduct if applicable.

Students are encouraged to report violations of this policy to the Title IX Coordinator, Desiree Sholes at dsholes@mmm.edu. Sexual misconduct or other discrimination based concerns or complaints, can also be reported [online](#).

The Students' Bill of Rights can be found in the Code of Conduct, and in the College's complete [Policy on Sexual Misconduct, Stalking, and Relationship Violence](#).

Social Media and Internet Guidelines

Marymount Manhattan College strives to foster a community that promotes civility and respect, recognizes the varying beliefs and practices of others, and celebrates inclusiveness where students can develop an appreciation of diversity in the community. Engaging online can be a convenient way to champion MMC's shared values and to connect with others in the MMC community.

When posting on any social media platform, please keep in mind the following:

- MMC policies do extend to social media. We promote respectful, open dialogue and civil and fair treatment of others. The College does not tolerate harassment, derogatory or insulting statements, threatening or intimidating

comments/messages, fraudulent behavior, defamation, discriminatory speech and actions, prejudicial statements, or violent behavior.

- It may be tempting to use social media to air grievances. Before you express negative sentiments publically, take a moment to consider the situation. Can you instead send an email to a professor or ask for a face-to-face meeting with a staff member? If you wouldn't say it to someone in person, don't say it online.
- Disciplinary action will be taken for comments, pictures, videos, posts, statements, information, or other items that reflect poor judgment, choices, or actions inconsistent with MMC's Student Code of Conduct and/or Community Standards.
- Evidence of violations within the residence halls will be referred to the Office of Residence Life.
- Out of care and concern, social media posts that may demonstrate a need for mental health assistance or support will also be addressed.

Students are asked to adhere to the following guidelines regarding social media platforms:

1. Marymount Manhattan College's identity, such as the College name, colors, and emblems (logos, mascot, etc.) cannot be used without written permission from the Office of Institutional Advancement. Students cannot create or develop social media accounts, profiles, or initiatives bearing MMC's name or likeness unless written permission is obtained from the Office of Institutional Advancement.
2. Students are advised to be aware that the information they post/share online or is posted/shared online by others becomes public information that may be viewed by their parents/guardians, relatives, future employers, professors, administrators, media outlets, etc.
3. If the College receives information via social media/internet/online that the law or College policy has been violated/potentially violated by a student, such allegations will be investigated through the student conduct process as outlined in the Code of Conduct.
4. Be mindful of copyright and intellectual property rights of others and the College policies regarding those rights.

MMC Engage

MMC Engage should be used for its intended purpose of having access to campus news, upcoming events, and networking with other students, MMC staff, and faculty right at your fingertips.

- **The Human Element:** It can be easy to forget that behind the screen are real people who view all the comments and photos posted. Before posting anything, ask yourself if it's appropriate, if you would have an issue if someone else had written it, and if you would have made the same comments face to face.
- **Check Yourself:** While social media can feel informal, MMC Engage is still a college-run platform. You should remain professional in your communication.
- **Respect People's Time:** While you might expect instant messaging to result in instant responses, keep in mind that not everyone has access to their MMC Engage app at all times. Some may be in classes or meetings and will need time to respond to messages.
- **Valuable Content:** Before you post, think about the value of your content. Is it beneficial? Would it be considered spam?
- **College Sponsored Space:** Violations of College policies on MMC Engage will be referred through the Code of Conduct.

For more information, please visit: [MMC Engage • Student Development and Activities • Marymount Manhattan College \(mmm.edu\)](http://mmm.edu)

Community Health and Wellness

To ensure the safety of the College community, MMC has determined a set of community health policies and expectations for all community members.

- **Physical distancing:** Unvaccinated community members will maintain at least 6 feet of distance from one another throughout campus, striving to meet virtually instead of in person.
- **Face coverings:** Everyone must wear face coverings when on campus, including in studios and labs.
- **Enhanced cleaning:** The College has increased its cleaning and sanitization regimen. We also urge community members to take responsibility for cleaning their own spaces or work areas.
- **Clear signage:** Signs and posters throughout campus will provide guidance and instruction on hand hygiene, respiratory hygiene, and cough etiquette. Please observe and practice these instructions.
- **Hygiene:** MMC is making available to its community members supplies such as tissues, hand soap, waste receptacles, and CDC-approved hand sanitizer. Practice hand washing and sanitizing efforts as advised by CDC.
- **Screening:** all visitors and guests will need to complete a brief screening quiz prior to being granted access to campus. Those individuals that have been exposed to someone that has tested positive for COVID, or individuals that are feeling ill, should not come to campus.
- By entering any College property, students must:
 - Consent to and cooperate with contact tracing, isolation, and quarantine protocols.
 - Agree to share test results and other necessary medical information with the College and other contact tracers, provided an understanding of patient privacy.
 - Follow the directions of relevant College employees, contact tracers, medical personnel, and other relevant officials.
 - Honor the *Pledge to Keep MMC Healthy*

Pledge to Keep MMC Healthy

In order to protect the health and safety of our MMC community during the COVID-19 pandemic, students are asked to join in the effort and to take the ***Pledge to Keep MMC Healthy***. I agree to:

- Wash my hands frequently for at least 20 seconds or use alcohol-based hand sanitizer with at least 60% alcohol when soap and water are not available.
- Always wear a face covering or mask in shared spaces, especially when in the presence of others.
- Avoid touching my eyes, nose, and mouth, and cover any coughs and/or sneezes with a tissue or inner elbow.
- Maintain six feet of distance from others during all physical activities whenever possible, and prioritize virtual meetings and socializing.
- Regularly disinfect my workspace and personal items. Mitigate the spread of germs on doors, railings, and other high contact areas through frequent cleaning.
- Continuously monitor for symptoms of or exposure to COVID-19 through the MMC Daily Self-Health Monitoring Questionnaire.
- Comply with MMC's screening procedures and remain off campus if I answer "yes" to any of the screening questions.
- Stay home if I feel ill or after having exposure to someone who is ill or has tested positive for COVID-19.
- Notify the College immediately at safety@mmm.edu if I feel ill or have been exposed to someone who is ill or has tested positive for COVID-19, so proper precautions can be taken.
- Actively participate in testing and contact tracing to preserve the wellness of the community.
- Behave responsibly when not on College premises by wearing a mask and practicing social distancing, as well as refraining from engaging in COVID-19 risk-associated behavior.
- Avoid bias discrimination and discriminatory behaviors and treat other students, faculty, and staff with the respect every human being deserves, understanding that the virus does not distinguish on race, ethnicity, national origin, gender, sexual orientation, age, or physical ability.
- Recognize that this is a stressful and overwhelming time and do what I can to remain helpful and attentive to those who may need support.
- Employ patience and understanding, knowing that this is a dynamic situation.

Reports of violations can be submitted directly on [this form](#). Student Life oversees all student disciplinary and follow-ups. Due to the critical compliance of students with these policies, a modified judicial process will be used in regards to Community Health and Wellness violations. This is a progressive documentation system that may result in a Code of Conduct hearing. The College may also determine that certain conduct warrants immediate dismissal from campus without first resorting to the first three levels of discipline.

- First Violation: Compliance warning: Virtual or phone meeting to discuss.
- Second Violation: Formal compliance meeting, and educational sanction: Student meets with Dean of Students or their designee to discuss compliance; it will be made clear that further violations could mean removal from campus activities. Communication will also be sent home as they may be a change in the student's status.
- Third Violation: The student will be referred for a violation of the Code of Conduct, and hearing will be held to determine responsibility and possible sanctions, up to and including restricting student access to College buildings and dismissal from the College.

Helpful Student Information

2021-2022 Academic Calendar

The College Calendar can be accessed online [here](#).

Be a Successful Student

Use these tips and techniques to improve your academic performance and optimize your learning experience:

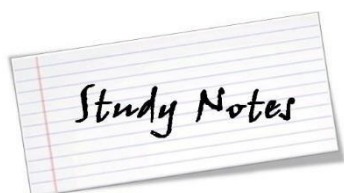
CHECK YOUR MMC EMAIL ACCOUNT REGULARLY. Many campus departments and professors will send important information to your college email.

GET ORGANIZED. In high school, teachers would lead you through all the homework and due dates. In college, the faculty often post the assignments for the entire semester and expect you to organize yourself. Use a planner, notes on your phone, or a big wall calendar to keep track of when assignments are due.



GO TO CLASS. (YES, EVEN VIRTUALLY!) Obvious, right? Maybe, but sleeping in and skipping that 8:30 am class will be tempting. Avoid the temptation. Besides learning the material by attending classes, you will also receive vital information from your faculty about what to expect on tests, changes in due dates, etc. Attendance and participation often factor into final grades.

GET TO KNOW YOUR FACULTY. Introduce yourself and establish direct contact with your instructor so you feel more comfortable approaching them with questions or problems. Know your instructor's office hours and contact information.



TAKE NOTES, AND USE THEM WISELY. In addition to taking detailed notes in class, consider recopying your notes. It is a useful strategy to help fully comprehend the information from each class lecture, fix it firmly in your memory, and explore concepts you did not fully understand.

SCHEDULE ADEQUATE STUDY TIME. Plan to spend a minimum of two hours studying outside class for each hour you spend in class.

FIND THE IDEAL PLACE TO STUDY. It may be your residence hall room, a study lounge, a cozy corner of the library, or your living room; find a place that works best for you.

TAKE ADVANTAGE OF THE STUDY RESOURCES ON CAMPUS. No matter what kind of student you are, you can strengthen your skills. Check out the services offered by the Center for Academic Support and Tutoring ([CAST](#)). You can also consider forming study groups with your classmates.

MAKE CONNECTIONS WITH STUDENTS IN YOUR CLASSES. Ask a classmate to act as a study partner to compare notes and discuss concepts. Agree that if one of you must miss a class, the other will take notes and share them.

SEEK A BALANCE. College life is a mixture of social and academic happenings. Don't tip the balance too far in either direction.



GET INVOLVED ON CAMPUS. One big problem for a lot of new students is feeling like they don't belong. A solution? Consider joining a student organization. You'll make new friends, learn new skills, and feel more connected. The [Office of Student Development & Activities](#) will help you find the right organization.

MAKE TIME FOR YOU. Be sure you set aside some time for activities that help you relax and de-stress. Whether it is practicing yoga techniques, watching your favorite television shows, taking a walk in Central Park, or writing in a journal, be good to yourself.

MEET THE CAREER SERVICES STAFF. Regardless of whether you are uncertain about your major or have your entire future mapped out, seek out the assistance of Career Services in Main 106 and get

started on planning, preparing and acting on your future.

DON'T PROCRASTINATE; PRIORITIZE YOUR LIFE. It may have been easy in high school to wait until the last minute to complete an assignment and still get a good grade, but that approach will not work for you in college. Work steadily. Give yourself deadlines and stick to them.

TAKE CARE OF YOUR HEALTH. Eat well-balanced meals, exercise regularly, and get adequate sleep. Make informed and mature decisions about alcohol, sex and drugs. Visit the Dow Zanghi Student Health Center as needed.

LEARN TO COPE WITH HOMESICKNESS. If you're living on campus this year, it's only natural that at times you will miss your family and pre-college life, even if you were one of those kids who couldn't wait to get away. Usually, homesickness is strongest in the early weeks and then subsides. When you really miss home, consider making a phone call or sending an email or text to your loved ones. A little boost can often go a long way.

SEEK PROFESSIONAL HELP WHEN YOU NEED IT. If you are feeling isolated or depressed, please take advantage of the free services offered by the [Counseling and Wellness Center](#). You don't have to face these issues alone.

BE PREPARED TO FEEL OVERWHELMED. There is a lot going in your life right now, and there will likely be moments where it seems a bit much to handle. The trick is knowing you are not the only one feeling that way, that through your own efforts you will eventually feel better before long, and that there is help if you need it.



Concerns and Complaints

If you have a concern about an experience you have had or observed on campus, please let us know. Issues can be related to bias, discrimination, sexual misconduct, disability accommodations, or really anything you want to share. You can submit the information anonymously or provide your contact information so we can follow up. The form can be found on the Current Students webpage under the "Need to Know" section.

Dining Dollars

Dining Dollars allow residential and commuter students, faculty, and staff to purchase food and beverages at both on and off-campus locations via a declining balance attached to their MMC ID. Dining Dollars can also be used in the Griffin Gear School Store.

Benefits of using Dining Dollars:

- **CONVENIENCE:** As an MMC student, you will always have your student ID with you for building access and library usage, so there is no need to worry about carrying cash or a credit card. You can also track your spending or check your current balance in your [student portal](#).
- **SAVE MONEY:** Purchase most food and beverages with no added sales tax!
- **EASY TO ADD:** Running low on Dining Dollars? It's easy to add (or have your parents add!) Dining Dollars to your account. To add additional Dining Dollars to your account, please visit the Center for Student Services (lower level of Nugent) or go [here](#) to add money online.
- **CARRY-OVER:** Any funds not used by the end of the academic year will be carried over until you graduate or withdraw.
- **HELPS WITH BUDGETING:** The tiered options are offered so that families can better budget for the student's planned Dining Dollars usage. The amount initially selected will be added to the student's billing statement so that it can be included in any e-cashier monthly payment plan budget.

All residential students are required to participate in the Dining Dollars program with a minimum charge of \$1350 for the fall semester and a \$1350 charge for the spring semester. When applying for housing, residents select the desired amount of Dining Dollars. Residents who do not make a selection will automatically be enrolled in the minimum required amount of \$1350 per semester. The Dining Dollars amount the student selects for the fall semester will automatically be charged to the resident's account for the spring semester. Should the resident wish to change his/her spring semester Dining Dollars amount, the student must notify the Office of Residence Life via their MMC email account by February 1. There is no minimum required for commuter students, but the College does encourage all students to maintain a Dining Dollars account because of the benefits (see above).

Residents can choose from three Dining Dollar amounts for each semester:

- \$1350 approximately 12 meals per week + snacks
- \$1850 approximately 17 meals per week + snacks
- \$2300 approximately 21 meals per week + snacks



The College will carry-over any remaining Dining Dollars in a student's account at the end of the fall semester and add it to the required Spring Semester Dining Dollars amount, and at the end of the Spring Semester, any unused Dining Dollars on the card will remain available for future use. Students who remain in housing will continue to be charged the required minimum of Dining Dollars each semester unless the student opts for more Dining Dollars. For all students, balances will continue to carry-over from semester to semester until the student graduates or withdraws from the College at which time any remaining Dining Dollars funds will be forfeited.

The College works with several off-campus vendors who agree to accept MMC Dining Dollars; however, the College reserves the right to change vendors without notice. Dining Dollars cannot be used to purchase alcohol or tobacco products. Spring Dining Dollars will be available on the published check-in date for the residence halls. Should a residential student with a medical condition wish to apply for a reduction or exception, they must contact the Office of Disability Services no later than October 1 for the fall semester or no later than March 1 for the spring semester.

Dining Dollars are non-transferable, and students using an ID or student number that is not theirs will be in violation of the Student Code of Conduct. Students are responsible for all charges to their account, and are encouraged to frequently check their usage and balance. If a student believes their card and/or ID number have been used fraudulently, they should contact the Center for Student Services for a list of charges to review. The report can only be investigated up to 4 weeks after the initial fraudulent charge. MMC will investigate to the best of our ability, but cannot guarantee restitution.

Dining Services

Chartwells Dining Services Office, Carson Hall 415
212-517-0585/ 212-517-0586



THE COMMONS CAFÉ, Carson Hall, 4th floor: 11am-6pm, Monday- Friday

THE C-STORE conveniently located on the 2nd floor of the 55th Street Residence Hall, offers a variety of snacks, beverages, produce, grocery items and even household supplies. The

C-Store is open to all MMC students.

C- Store Hours of Operation: 4pm-11pm Monday-Friday, 11am-6pm Sunday

STARBUCKS is located in the Nugent Lounge. Look for your favorite Starbucks espresso based beverages, Frappuccinos, and more! Starbucks also offers pastries, bagels, breakfast/lunch sandwiches and assorted grab & go items.

Grab & Go Kiosk - Offering Jack & Olive grab & go items (salads, sandwiches, parfaits)

Starbucks and Grab & Go Kiosk Hours of Operation: 8am- 6pm Monday-Friday

Each location accepts cash, credit cards, Dining Dollars, and will be offering Boost Mobile Ordering options. Please visit the MMC Dining Services [webpage](#) for information about hours of operation, special events, and more.

Free Water

Nugent Hall 251
212-774-0788
activities@mmm.edu

{{Fall 2021 Update}} Our Free Water campaign continues to be on hold for reasons related to COVID-19. The program will be reevaluated during the academic year.

The Free Water Campaign was launched as a collaborative initiative between the Student Government Association and the Go Green Coalition. The campaign encourages students, staff, faculty, and friends of MMC to rethink their lifestyle and, whenever possible, use a reusable water container instead of purchasing plastic water bottles. The College no longer sells plastic water bottles on campus. This change encourages members to take advantage of the hydration stations available in The Commons, Nugent Lounge, and Fitness Centers at 55th Street and Cooper Square. These machines offer ice and cold water for easy refills and feature free, filtered New York tap water, one of the cleanest drinking waters in the nation!

SHOW OFF YOUR MMC PRIDE WITH
GRIFFIN GEAR

**Shop Marymount Apparel and Accessories
at the College Store**
with all new styles for fall!



Griffin Gear is located in
The Commons on the
3rd Floor of Carson Hall
Cash, Credit, and Declining Balance accepted



Shop Online
www.mmcgriffingear.com

Follow Us
[@mmcgriffingear](https://www.instagram.com/mmcgriffingear)



Information Technology

Carson Hall 403

Helpdesk: 212-517-0580

usersupport@mmm.edu



The Office of Information Technology oversees the college's computers, software, network, Wi-Fi and telephone systems. All students are assigned network accounts, which are used to access the College's network, email, Blackboard, and many other systems on campus. All student resources are available on the MMC Portal, MY MMC, which can be found on the top of the MMC Homepage.

WIFI

WiFi is available throughout the Main and Nugent Buildings using the College's Network Secure Access Agent and our standard network authentication system. Our access agent protects the MMC network, as well as all connected computers. Every computer and device attempting to connect to the College network must meet specific security checks before it can connect. This is to ensure that our network and your computer remain protected and secure. Due to the infrastructure of the buildings, the signal strength may vary at different locations. For further information on how to access the wireless network, please visit the [MMC](#) website.

Scan this QR Code for instructions on how to:

- Get help from IT
- Connect your device to WiFi
- Get recommendations for Hardware and Software
- Connect to Email
- Sign up to receive emergency announcements and school closings
- Access the MMC Portal
- Register for classes online
- Access Blackboard Training Videos
- Update your local address and parent information
- Grant parents access to financial/academic information
- How to Use Your OneCard



COMPUTER ACCESS

Students who wish to use a computer workstation on campus may do so at the following locations: Carson 410 and 411. These rooms are equipped with Mac-based workstations: Nugent 554, 556, and 559.

The Library offers Windows-based and Mac workstations. In addition, the Jade Room, an editing lab, is located in the library and is equipped with Mac workstations that are fully loaded with design and digital production software. Hours are posted on the door, and it is open to all students when classes are not in session.

DEACTIVATION OF EMAIL AND NETWORK ACCOUNTS

Students will retain their accounts until 6 months after graduation. During the 6-month period after graduation, if they fail to notify the Alumni office that they want to retain their account, their account will be deleted.

In the event a student leaves MMC before graduation, their account will be deactivated as soon as the IT Department is notified.

EMAIL – OFFICE 365



To access your MMC email account you must have a username and password, which is assigned by the Office of Information Technology. Students can log into their email accounts via the MMC homepage or in any browser URL: <https://login.microsoftonline.com>. As long as students are currently enrolled at MMC, they will maintain a College email address.

The College communicates regularly with students via email. In order to stay informed, students are advised to check their MMC email frequently throughout the academic year for important information sent from various offices.

EMAIL ON YOUR CELL PHONE

For email capable phone users, please be aware of the following when attempting to integrate your MMC email into your mobile device. Configuration must be done by the user or an IT technician. As such, the College is not responsible for mobile device damage or misconfiguration. Listed below is the information required for mobile email integration. Go to "Setting" on your device. Choose "Email". Select "Exchange/Active Sync". Type in your email address. When asked for server name, type "Outlook.office365.com". "User Name" is your full email address. Password is your MMC password. If it asks for domain name, type "mmc.mmm.edu". Incoming and Outgoing servers are also "mmc.mmm.edu". Another option is to find the "Outlook" app in your store, download it and follow instructions.

GAMING

Certain external gaming consoles are permitted on the MMC network. Please contact the IT helpdesk to get your console connected.



MMC CONNECT

Students can register, pay a bill, and view information online such as grades and financial aid information through MMC Connect. Your login information is the same as your network login. To access MMC Connect:

- Go to mmconnect.mmm.edu
- In the Username box: your network username (the same username that you use for email)
- In the Password box: your password (the same password that you use for email)

MOBILE ONECARD

Your MMC ID Card is also known as a Mobile OneCard. All MMC students are required to create their Mobile OneCard by creating an account on [OneWeb](#) and then downloading the "TouchNet OneCard" app on their smartphone. If you do not own a smartphone, you can obtain your MMC ID Card from Campus Safety.

MMC PORTAL

The College has created a Student Portal as a one-stop-shop for popular sites students often use. To access the MMC Portal, click on "MyMMC" (by clicking "Inside MMC" on the top of the MMC Homepage). Login with the same username and password you use for email.

MUSIC, MOVIES, VIDEOS, PHOTOGRAPHS AND OTHER IMAGES

The internet provides a variety of services and tools for student enjoyment and education. Many of these services require a fee because they are licensed or copyrighted. MMC does not undertake any responsibility for illegal activities, such as copyright infringement, conducted by the student. If an abuse or a violation of law or College policy is identified, originating from a student's computer or account, MMC may take steps to intercept and/or remove any item illegally obtained. The College may also remove a student's access to the Internet if necessary. Students are not permitted to:

- Illegally download any types of music, movies, videos, and/or photographs that would require payment or written permission for use of such item(s).
- Illegally copy papers, research or other topics without permission of the original author.

ONLINE PRINTING SERVICE

The MMC Online Printing Service allows users to print most documents to select printers. The web printing service is compatible with wireless connections within the MMC network (Main Campus and 55th Street). You do not need to install any print drivers to use this service. For further information, please visit "Inside MMC" on top of the MMC Home Page and click "Online Printing". Click "Print" and then login.

PRINT-ONLY KIOSKS

Print-Only Kiosks are located in the library and Starbucks. The printer in Starbucks requires a login.

RESETTING YOUR NETWORK PASSWORD

The policy below applies to all current students and alumni.

All network accounts, applications, and systems are vulnerable to attack and misuse when passwords are compromised. In accordance with our Network policy, IT has implemented a password reset policy which requires all students to change their password every 90 days. Before you can use the password reset service you must enroll with our password self-service system.

To enroll in the Password Reset service, go to <https://reset.mmm.edu:8443>.

New passwords must contain 8 characters and include a combination of numbers, symbols, lowercase and uppercase characters. Do not include any portion of your username, first name or last name in your password. When choosing a password, try using an event, an expression or phrase you will remember. (For example: · Canadian Vacation August 2009, could become, CanVac_Aug09 · Pay it forward, could become, \$it4ward).

Make sure to following the instructions for [clearing your cache](#) before your password is reset. Please follow [these guidelines](#) for resetting your password.

Any email account with an expired password will be locked and disabled.

If you have set up your cell phone to receive MMC email, you will need to update your phone with your new password every time you perform a password reset.

Remember:

- **Protect your password.**
- **Remember to log off unattended workstations.**
- **Do not share or write down your password.**

If you think your password has been compromised, go to the self-service password reset service and reset your password immediately or contact the IT Help Desk for support.

Jury Duty

Jury service can provide students with a good opportunity to fulfill one of their important civic responsibilities; however, balancing that experience while pursuing an education can be challenging. The courts generally allow for one postponement, and MMC expects students to request a postponement so their service falls during a college break. Should a student be able to provide supporting documentation detailing their postponement requests, but is ultimately required to serve, the student should speak directly with their professors about the impact service would have on their academic progress. Faculty will make their best efforts to work with the student to make it possible for the student to complete the course work to ensure the students' progress will not be compromised. If a student's service is lengthy and requires withdrawing from a course, MMC will, to the best of our ability, work with the student to mitigate any potential academic and/or financial hardship. The student should consult with the Dean of Students or the Director of Academic Advisement.

Lockers

Student Life, Nugent Hall 251
212-774-0750

Student lockers are available free of charge on a first come, first served basis. Some lockers require a heavy-duty padlock and others have a built-in combination lock. During the first week of each semester, locker registration information will be sent to the student's MMC email account. Students can apply via an online form found on the *Current Students* webpage.

Lockers must be emptied and cleaned by students at the end of a student's contracted assignment or when a student withdraws, graduates or fails to register for the next concurrent semester. The Student Life office will make a reasonable effort to contact students who fail to vacate their lockers. If the student cannot be contacted within 48 hours of the initial attempt of notification, the lock will be removed and all contents will be discarded. The storage of illegal item(s) that endanger the health, safety, or welfare of others is prohibited. College personnel may examine lockers at any time during routine inspections or if they have reason to believe that any prohibited items are present.

Lost and Found

Lobby, 71st Street Entrance
212-517-0411

Inquiries relating to lost articles should be directed to the security desk. Found clothing will be held for 10 days, and all other items will be held for 30 days before being discarded.

Fall 2021 Lost and Found Hours: Monday-Friday, 9am-5pm.

Lost ID Cards

If your ID or mobile device is lost or stolen, it is important that you protect your identity and your accounts. As soon as possible, contact the IT Help Desk (Carson Hall 4th floor or techsupport@mmm.edu) to deactivate your Mobile OneCard. For missing MMC ID cards, please contact the Center for Student Services and Campus Safety for replacement.

In the event an MMC ID card is lost or stolen, a replacement must be obtained from the security desk. Lost or stolen ID cards should be reported immediately to Campus Safety. There will be a \$10 fee assessed to replace the first lost card, and a \$25 fee assessed for each additional card. The fee should be paid to the Center for Student Services, lower level Nugent building. Present your receipt of payment to Campus Safety so a new card can be issued.

Senior Awards Ceremony

Nugent Hall 251
graduation@mmm.edu

The Senior Awards Ceremony, held in the spring, celebrates the academic, leadership, and service achievements of our graduating seniors. The following awards of excellence are recognized at this event:

- Awards of Distinction
 - Alumni Association Medal
 - MMC Crest
 - Rowley Founder's Medal
 - Raymunde McKay Award
 - Trustee's Award
- Gold Keys (for academic excellence in majors)
- Certificates in the Minor (for academic excellence)
- College Honors Program graduates
- HEOP award
- Silver M's (for leadership and service to MMC)
- Senior-nominated awards to Faculty and Staff



Click [here](#) to learn more.

Senior Marshals

The Senior Marshals are a select group of graduating seniors who disseminate graduation information and plan celebratory events for the senior class including 100 Nights and the Senior Awards Ceremony. They also choose and raise funds for the Senior Class Gift to give back to MMC upon graduation. As a representative of the senior class before and after graduation, the role of Senior Marshal is a prestigious honor and responsibility.

For more information, please visit: <https://www.mmm.edu/offices/student-development-and-activities/senior-marshals/>.



Student Self-Service

Student Self-Service (SSS), via the National Student Clearinghouse, enables MMC students to perform a wide range of enrollment verification activities via the web at no cost, including:

- Print enrollment certificates
- View enrollment history
- Check enrollment verifications that the Clearinghouse has provided to student service providers on their behalf
- View student loan deferments
- Identify servicers for their private and FFEL student loans
- Order electronic transcripts (Note: there will be a transcript fee for each transcript order)

To access SSS:

- Go to MyMMC to access your student portal
- Enter email and password
- Under "Frequent Links" click on the National Student Clearinghouse (NSC) Self-Service Site
- You will be linked to the NSC secure site
- Enter your MMC Student ID
- Select the Self-Service Option

Sustainability at MMC

Marymount Manhattan College has a long tradition of increasing environmental awareness and engaging in environmentally sustainable practices. Some of the College's efforts and initiatives include:

- **Strategic Plan:** A Strategic Plan Implementation Network (SPIN) Team was created to propel sustainability initiatives.
- **Public Recognition:** In 2021, the Environmental Protection Agency recognized MMC's voluntary participation in the green power market through a Green Power Partnership.
- **Education:** Various additions to the curriculum have been made such as study travel courses focused on eco-tourism, the annual Barry Commoner Lecture on the Environment, and a reimagined major and minor in Environmental Studies.
- **Student Engagement:** Numerous initiatives on-campus support sustainability goals, including the Go Green Coalition, MMC's Free Water Campaign, the Take the Stairs Campaign, and the Student Government Association's Paperless Challenge.
- **Waste Management:** MMC participates in offsite sorting and recycling. Beginning in January 2020, the College qualified to participate in New York City's street trash pickup program, and has begun an on-campus sorting pilot in areas including the Nugent Lounge, the Commons, Terrace, Kitchen, and the Business Office.
- **Building and Grounds:** MMC was a charter member of the American College and University Presidents' Climate Commitment, is enrolled in Bright Power's Mobius program, and has completed several elevator modernization programs.

More programs, initiatives, and information can be found on MMC's [Sustainability at MMC](#) webpage.

Griffy's Grocery: The MMC Student Food Pantry

Carson Hall 200

griffysgrocery@mmm.edu

Stephanie Tovar stovar@mmm.edu

Robin Nackman rnackman@mmm.edu

Griffy's Grocery offers free groceries, limited personal-care items, household and cleaning items to all students in need. The Grocery provides nonperishable food items including pasta, sauce, cereal, granola bars, ready-to-eat meals, soups, canned fruits and vegetables.

The Grocery's hours will be posted on MMC Engage, the Grocery's [webpage](#), and announced via campus wide emails.

Textbooks

Marymount Manhattan partners with AKADEMOS Inc. to provide an online bookstore for students to select and purchase textbooks online and have them delivered to their home or residence hall.

Students can access the MMC textbook and online bookstore [online](#).

From the [MMC web page](#), students can login to the AKADEMOS online bookstore with their Marymount Manhattan username and password, and you will see a personalized page of the courses you are registered for, plus the course materials that the professors have assigned. Students can then select from among the new, used, rental, and eBook options available. Students can also select from Marketplace options, which include textbooks sold by other students from around the country and various third-party sellers at heavily discounted prices.



Voter Registration

Carson Hall 200

(212) 774-0754



Voting is an important right of college students 18 years or older--a right and responsibility we should hold dear. MMC participates in a national non-partisan effort to engage students in voter registration, education, and participation. Each year in NY State the primary elections are usually scheduled for June and/or September. The general elections are held in November. For information about registering to vote, please visit our website [here](#).

Division of Academic Affairs

Townhouse, 5th Floor
212-517-0520

The Division of Academic Affairs oversees all of the College's academic programs and the resources designed to support the achievement of our academic goals and mission. All the academic departments also report to the Division of Academic Affairs. In addition, the Division is responsible for the appointment, mentoring, professional development, and promotion of the faculty, and the management of the academic staff. The Division of Academic Affairs also oversees the Arthur O. Eve Higher Education Opportunity Program (HEOP), Office of Academic Advisement, and the Center for Academic Support and Tutoring (CAST). Resources managed by the Division of Academic Affairs include Institutional Research, the Thomas J. Shanahan Library, Media Center and Archives, The Theresa Lang Theatre, The Theresa Lang Center for Producing, The Ruth Smadbeck Communication and Learning Center, The Hewitt Gallery of Art, and the College Prison Programs at Bedford Hills and Taconic.

Academic Advisement

Lower Level, Nugent 052
212-517-0568

The Office of Academic Advisement is responsible for the coordination and management of the College's academic advisement services. Our primary goals are to assist students in making appropriate academic choices and to provide them with individual guidance to complete their academic course of study in a successful and timely fashion. We consider the process of academic advisement to be an invaluable interaction between students and their faculty advisors. By providing students with information regarding their majors, minors, elective courses, career options, and co-curricular activities, the advisement process allows students to make the best of their college experience. Our faculty-based advisement system enables students to develop meaningful academic relationships with their faculty advisors and provides expert guidance from specialists within their selected area of study.

While every student is assigned a faculty advisor, all students are also welcome to meet with an academic advisor in the Office of Academic Advisement to discuss specific academic issues, declare or change their major, add a minor, clarify program requirements, seek permission to take a course at another college, or ask questions about academic policies, procedures or regulations. To schedule an appointment, call the Office of Academic Advisement at 212-517-0568 or email us at advisement@mmm.edu. In addition, students are also encouraged to visit our [webpage](#) to access advisement forms and information.

Center for Academic Support and Tutoring (CAST)

Nugent Hall 462
212-774-4820
CAST@mmm.edu

The Center for Academic Support and Tutoring offers tutoring in a variety of academic subject areas from your first semester through graduation. Additional services include:

- Polish up your research papers
- Take advantage of in-person and online tutoring
- Get assistance with APA, MLA or Chicago formatting
- Prepare for graduate school admissions exams

Fall 2021 CAST Hours (All Eastern Standard Time)
(Tutoring hours may vary slightly)

Monday: 10:00am-6:00pm

Tuesday: 10:00am-7:00pm

Wednesday: 10:00am-7:00pm

Thursday: 10:00am-6:00pm

Friday: 12:00pm-3:00pm (online tutoring)



Higher Education Opportunity Program (HEOP)

Nugent 350
212-517-0590
heop@mmm.edu

The Arthur O. Eve Higher Education Opportunity Program (HEOP) is a New York State-funded program that supports five years of undergraduate study. It is specifically designed for students who meet both the educational and economic guidelines established by the New York State Education Department (NYSED). HEOP provides supportive services and supplementary financial assistance to students who demonstrate potential for academic success. HEOP has been an integral part of Marymount Manhattan College since 1969. For info on how to apply please visit our [webpage](#).

Library- Thomas J. Shanahan Library

Floors 2 and 3 in Nugent Hall
212-774-4800

Spaces must be reserved in the library for use.

The [Thomas J. Shanahan Library](#) offers facilities, resources and services in support of the instructional and cultural programs of the College. The library is dedicated to providing information and instruction as an integral part of students' total educational experience.



The Library's Online Public Access Catalog and Electronic Resource Management system have many advanced features that allow users to go directly to e-books and full-text journals, on or off campus. Both the catalogue and over 70 full-text databases are accessible through MMC's web pages on the internet. In the past year the library has significantly increased its e-book collection, and now offers over 100,000 e-books that are directly accessible through the library website.

The library houses dedicated PC research workstations, general PC and Mac workstations, and an editing room with Macs fully loaded with design and digital production software. All computers feature the Microsoft programs Excel, Word, and PowerPoint. Printing and copying are available on both floors of the library.

Monday – Thursday 8 am – 11pm (no staff on-site after 8pm)
Friday 8 am – 11pm (no staff on-site after 5pm)
Saturday 11am-11pm (no staff on-site after 5)
Sunday Noon-11pm (no staff on-site after 7)

Media Center

Library, Nugent 252
212-774-4805
mediacenter@mmm.edu

The Media Center, located within the Thomas J. Shanahan Library, houses over 5,000 films and provides access to several video streaming services as well as an extensive audio collection available for borrowing by any member of the Marymount Manhattan community. To find out if the Media Center has a film, TV program or course reserve you might need, check the item's availability via the Library's searchable online [Catalog](#). The Media Center also provides audio-visual hardware, including TVs, LCD projectors, DVD and Blu-Ray players as well as an array of audio technology for any event or person on campus. Requests for equipment must be submitted at least **48 hours** prior to the event date. We are currently working on a new software system to handle requests; please check our [website](#) and your MMC email for updates.

Office of the Registrar and Records

Office of Academic Affairs

registrar@mmm.edu

Students' academic records are maintained by the Office of the Registrar. Most processes/transactions pertaining to registration and the updating of academic records are conducted in the Center for Student Services. Students seeking assistance with any of these matters are directed to the Student Service representatives in the CSS. To protect the health and safety of our MMC community as the COVID-19 pandemic continues, the Center for Student Services and Office of the Registrar staff will maintain required social distancing measures, and reduce population density within buildings and work spaces. In doing so, some operations may be performed remotely to prevent the potential spread of the COVID-19 virus.

Because academic records change continuously throughout a student's progress toward degree completion, the procedures below can now be conducted as follows: online through MMC Connect (see academic calendar for deadline dates), email notification, online webforms, or in-person:

- Registering for courses and making program changes.
- Registration in special courses (e.g. profession immersion, internships, and independent study)
- Withdrawing from courses or from the College after submitting an Official Total Withdrawal Form with the Office of Academic Advisement.
- Obtaining official transcripts via National Student Clearinghouse's Student Self-Service in the student portal.
- Enrollment verification certificates available through Student Self-Service in the student portal.
- Processing official name changes (based upon sufficient documentation) and preferred name changes (first name only).
- Requesting Maintenance of Matriculation.
- Process Hunter or Pace Consortium registrations.
- Process study abroad applications (not available for Fall 2021) and transcripts.
- Process external transcripts for students who receive permission to take courses outside MMC.

Change of Address

Submitting changes of address or contact information- Students may make changes to their mailing address and/or add a local address on [MMC Connect](#).

Access Webadvisor;

Under "User Account," select "Update Mailing Address"/ "Update Local Address."

Study Abroad

Note: Study Abroad has been suspended for the Fall 2021 semester due to the Coronavirus pandemic and its effects on global travel.

The Townhouse 501

212-774-0791

talehegn@mmm.edu

MMC students may spend a semester, a full academic year, a summer, or January session studying abroad. The College offers a number of opportunities and formats to earn academic credits in programs throughout the world. Study abroad is an intellectually stimulating and life-changing experience and enhances learning in several ways: students gain an international perspective on world events, experience and learn to enjoy another culture, and enhance their cross-cultural competency. Students also learn about themselves and boost their self-confidence and independence. Finally, studying abroad can make an impressive addition to students' resumes and help them stand out from the crowd as a job candidate. Interdisciplinary in nature, study abroad prepares students to interact with other peoples and cultures. Information about study abroad is available [online](#).



Division of Student Success and Engagement

Center for Student Services - Student Life - Student Success

Mission

In support of Marymount Manhattan College's academic mission, Student Success and Engagement provides innovative programs and services that inspire and engage students. Through unparalleled care and holistic support, we boldly champion students through their unique educational journeys to ensure the articulation and pursuit of their dreams, continued personal growth, professional and career preparation, and academic success. We foster a community that collaboratively works to create an inclusive space and prepares students to contribute in positive and ethical ways.

Vision

To focus on the preparation, well-being, and development of each student through engaging experiences that guide, support, and challenge them on their path to global citizenship.

The Division of Student Success and Engagement values:

- **Care**: We endeavor to encourage all members of the community to treat everyone with respect and to practice civility, compassion, and care for themselves and others.
- **Inclusion**: We value individuals, and seek to affirm each person's identities in a community that embraces cultural understanding, equity, support, and celebration. We value a community of belonging for all.
- **Engagement**: We are committed to creating a student-centered community where co-curricular opportunities strengthen students' personal growth through learning experiences inside and out of the classroom.
- **Excellence**: We are dedicated to helping students obtain the skills and knowledge necessary to build a foundation that prepares them for personal and professional success.

Divisional Goals:

In the Division of Student Success and Engagement, we strive for every individual to be a passionate, compassionate, and unique person, to be our most authentic selves. To grow, learn, and make one another better every day we work together. We strive to offer a place where every person feels empowered by how we are different, and how we are the same. All of this with the common goal to be a better Division for our current and future students.

We commit:

- To challenge and empower our students to become educated, successful, compassionate, thoughtful, engaged, and responsible global citizens.
- To promote an inclusive community by leading efforts for recruitment and retention of diverse students who are supported and engaged.
- To work together to strengthen connections and relationships that help us respond appropriately to the needs of our students.
- To provide comprehensive resources, services, and a multitude of opportunities from recruitment to graduation that support student development, persistence, and excellence.

Center for Student Services (CSS)

Lower Level, Nugent 052
(212) 517-0500
css@mmm.edu

The Center for Student Services (CSS) provides integrated student service to our students, their families, faculty and staff. The offices of Financial Aid, Student Accounts and International Student Services are located in the Center. As a vital resource to the College's diverse community, the Center strives to offer outstanding customer service to our constituents. Transactions handled by staff in the Center include: processing payments, billing, payment plans, adding funds to Dining Dollars, awarding financial aid, discussing financial issues, F-1 visa processing and questions and paying the fee for replacing a lost ID card. Please visit the Center for Student Services with any questions.

Financial Aid

Center for Student Services, Nugent 052
212-517-0500
financialaid@mmm.edu

Financial Aid Counselors in the Center for Student Services work closely with families to identify resources that help make an MMC education affordable.

The College encourages all current and prospective students to complete a FAFSA form (Free Application for Federal Student Aid) **each academic year** with the US Department of Education. The MMC Federal School Code for FAFSA filing is **002769**.



For full consideration of MMC scholarships, grants, and federal aid programs including student and parent loans, all students must have a FAFSA on file and officially processed by the Department of Education no later than **December 15** each year. For more information on Financial Aid, please consult the [Marymount Manhattan College Catalogue](#).

International Student Services

Center for Student Services Nugent 052
212-517-0500



Marymount Manhattan College welcomes students from all over the world. The College has students from more than 50 countries in any given semester. The International Student Services Office in the Center for Student Services serves as a resource for international students and helps them throughout their time at the College. The ISS Coordinator facilitates international students' adjustment to life in the United States and works with them to maintain their F-1 Student status. Together with the Intercultural Center, the ISS Coordinator facilitates programs to promote cross-cultural and international understanding.

Students on F-1 Visas must report to the International Student Services Office in the Center for Student Services upon arrival at MMC and must attend the International Student Orientation. F-1 students are required to maintain a full course of study (**minimum of 12 credits**) each semester. International students must contact the ISS Coordinator if there are any changes in their F-1 Student status.

Students with lawful F-1 Student status may work on campus provided they receive clearance from the International Student Services Office, who will verify employment and complete the paperwork needed to receive a social security card. Every time F-1 Students travel internationally they must receive a travel endorsement from a Designated School Official (DSO) in the Center for Student Services. Students are advised not to wait until the last minute to complete this

task. All international students are required to participate in the College's health insurance plan, which will automatically be billed to their student account each year. All international students are encouraged to visit or contact Miss Kean Hawker, (Assistant Director for International Student Services/DSO) in the Center for Student Services with their questions or concerns.

Student Accounts

Center for Student Services, Nugent 052
212-517-0500
studentaccounts@mmm.edu

The Student Accounts staff coordinates student billing, bill adjustments, and payment plans for all enrolled students. Students who register for classes at MMC are responsible for satisfying all financial obligations by the designated payment dates. Payment dates are listed for each semester on the [MMC academic calendar](#). All students are bound by the payment due date **whether or not a computerized bill is received**. Students can view their billing statements online through the Student Account Suite.

For more information regarding payment options, tuition and fees, tuition cancellation policy, room and board cancellation policy, and student refund policy, consult the [College Catalogue](#) or visit our [website](#).

Student Life

Nugent Hall 251
212-774-0750
studentlife@mmm.edu

Student Life at Marymount Manhattan College is dedicated to enhancing your college experience. Our co-curricular opportunities and services will complement your academic life and enhance your intellectual, emotional, physical, spiritual, and social development. Our offices offer a wide array of services and support to keep your day-to-day life running smoothly.

We invite you to take advantage of the opportunities and experiences we offer. Whether it's joining one of our many student organizations, running for Student Government, participating in an internship, or becoming a Resident Advisor- whatever you choose to do and wherever your passions lie, we encourage you to get involved during your first year. Genuine involvement outside the classroom brings opportunities for friendship, leadership, personal development, and career direction.



Campus Ministry

Carson Hall 412
212-774-0788

MMC's [Campus Ministry](#) is located within the College's Intercultural Center. Campus Ministry provides opportunities for the expression of all faith traditions. Central to this, is the understanding that religion and spirituality are dimensions of culture. The Campus Ministry Prayer Room is open to all for prayer, mediation, and/or reflection at all times when the Intercultural Center is open.

Career Services

Carson Hall 106
212-517-0599
careerservices@mmm.edu

[Career Services](#) at Marymount Manhattan College offers a full range of career and professional development related programming intended to allow students to define, develop and implement career plans leading to lifelong professional development.

Programming topics include:

- Resumes, Cover Letters, Interviewing skills, and Job/Internship Search Strategies
- Career Exploration
- Networking Like A Pro
- Communicating With Employers
- Learning LinkedIn
- Employer Pop-Ups (On-Campus Recruiting) and Employer Site Visits
- The Emotional Intelligence Symposium (Understanding Emotional Intelligence)
- The Annual Career Summit (a Professional Development day for students)
- Badging and Co-Curricular Transcripts
- ...and other Career Development workshops and events!

Career Counseling

Career Counseling is available to all students throughout the academic year and during the January and summer sessions. Students can schedule an appointment through [MMC Career Connection](#). Counseling appointment types include Resume Writing/Review, Cover Letter Writing/Review, LinkedIn/Digital Portfolio Review, Job Search Strategies/Offer Negotiation, Internship Search, Interview Preparation, Networking, Career Exploration, Mock Interview/Digital Mock Interview, CliftonStrengths Review, Graduate School Preparation, Freelance Work Information, and Informational Interview Preparation.

Career Resources

Career Services provides students with easy access to a variety of career resources including a Resume Guide, Sample Resumes, a Cover Letter Guide, an Interviewing Guide, and a LinkedIn Guide. These resources and others are available on the [Career Resources page](#) of the Career Services website and in [CareerLab](#).

CityEdge

CityEdge is MMC's College-to-Career initiative that combines academic preparation with career development through immersion in New York City. Highlights of CityEdge include NYC Seminars, Signature CityEdge Courses, CareerLab, and the CityEdge Internship Stipend.

CareerLab

CareerLab is an online, interactive, self-guided professional development workshop for students. The Labs are broken down into Know Your Strengths, Build Your Professional Presence, Shape Your Experience, and Find Your Path. Students can learn how to talk about themselves and their strengths professionally, develop a professional social media and LinkedIn presence, prepare career materials and practice interviewing, and understand the job search and to tools needed for life after college. CareerLab is accessible via the [Career Services webpage](#).

CityEdge Internship Stipends

CityEdge Internship Stipends are available to students who have internships at non-profit or governmental agencies. Applicants for the stipend are eligible to earn \$1,000 for their internship work (either for-credit or not for-credit) during the academic semester. Students can apply through the [CityEdge Internship Stipend page](#) of the Career Services website.

Career Launch Academy

Career Launch Academy is a 28-day program that helps students develop strong networking skills. The program will help students develop new connections, reconnect with existing connections, learn how to set up and conduct Career Conversations, and how to turn those conversations into jobs or internships. Students will have access to Daily Online Microlearning Videos, a complete Workbook with templates, strategies, and tips, as well as Weekly Live Group Coaching Sessions with Career Services to provide feedback and answer questions during the program. The program will run in Fall 2021, Winter 2022, Spring 2022, and Summer 2022.

MMC Career Connection

[MMC Career Connection](#) hosts full-time and part-time jobs, on-campus employment opportunities, volunteer opportunities, and internship postings. Listings are tailored for MMC students and include positions in business, media and entertainment groups, cultural institutions, non-profits, schools, and community service agencies. Students can access MMC Career Connection on the [Career Services webpage](#).

Internships

Internships are a great way to build a resume and develop the necessary skills for professional achievement after college. The College has two academic internship programs: On-Campus Internships and External Internships.

On-Campus Internships:

- On-Campus Internships provide educational and experiential opportunities for students to receive hands-on, pre-professional experiences supporting a variety of projects and initiatives in both academic and non-academic divisions and departments across the College. These 1-credit internships provide a valuable tool for students early in their academic careers to build both technical and interpersonal skills in order to prepare them to pursue external internships and job opportunities both during and after college. In addition to learning valuable skillsets from across the range of professional work done within a higher education context, these on-campus internships allow students to make an impact on the College community and to find their unique place at MMC.
- Internships in this program are completed for 1 credit, typically during the fall or spring semester. In order to earn the 1 credit, New York State requires that the student intern completes a minimum of 40 hours of on-site work and 5 hours of coursework over the course of the semester. Coursework is comprised of relevant assignments and activities from CareerLab.
- No more than a total of 3 credits may be earned through on-campus internship throughout the student's years at the College. These credits do not fulfill major, minor, or general education requirements. They also do not limit the number of credits students can earn for off-campus internships.
- The eligibility requirements to enroll in an on-campus internship are as follows:
 - Prior to the start of the internship, the student must have earned a cumulative GPA of 2.0 or above*;
 - Prior to the start of the internship, the student must have earned a total of 12 credits at MMC, either by successfully completing MMC classes or receiving credits in transfer prior to matriculating at MMC*;
 - Prior to the start of the internship, the student must complete the Internship-for-Credit assignment in CareerLab.



External Internships:

- Marymount Manhattan's External Internship Program is administered through the Office of Career Services and allows students to earn academic credit for their internship at an external company or organization. Many students participate in this program and take advantage of the numerous professional opportunities available in New York City. The College has close ties with cultural institutions, businesses, government, and media/entertainment organizations in the city. The internship experience connects the student with the professional world in a unique way and builds networks that will be useful in the job search. Internships are an excellent career development tool because they help students make informed career decisions as they progress through their college years.
- Marymount Manhattan students are eligible to participate in the External Internship Program and take internships for academic credit if they have:
 - completed 24 credits at Marymount Manhattan College (Transfer students are eligible after completing 12 credits at MMC)
 - have a minimum GPA of 2.0
 - have completed the External Internship Learning Agreement
 - found a full-time faculty member to supervise the internship and create a syllabus
 - completed the Internship-for-Credit assignment in CareerLab
- Academic requirements for an internship vary by department and advisor. Students should consult with faculty and then meet with the Internship Coordinator in the Office of Career Services in order to register for the internship. Internships may be obtained through a career counselor, faculty or by the students themselves. Marymount Manhattan students can also take advantage of internships that are not for credit. Career Services will assist students with obtaining an internship using the Office's resources which may include resume drafting and review, cover letter writing, and interview skills.

The On-Campus and External requirements, online applications, and a step-by-step timelines of the process are located on the [Internships Page](#) of the Career Services website.

Badges on MMC Engage

The Offices of Career Services and Student Development and Activities jointly administer the new Badging Program. Badges are virtual representations of skills and accomplishments. They are beneficial for tracking progress in skills development and also provide validation of skills and accomplishments to potential employers. The ability for badges to qualify and quantify skill sets and experiences can benefit an applicant in the job search. Badges are located in [MMC Engage](#) under “My Checklists” and can be earned by actions like completing an activity or attending a workshop.



Career Services Newsletter

The Career Services Newsletter is sent on the first Friday of each month. It contains a variety of career development information and tips, and also includes links to all of the upcoming Career Services events for that month.

Career Contest Series

The Career Contest Series is a chance for students to win prizes while also practicing and honing their career development. Contests include finding the mistakes in resumes and cover letters, completing a digital mock interview, and creating and recording an elevator pitch.

Social Media and MMC Engage

Career Services shares information about upcoming events, workshops, Employer Pop-Ups, and exciting job and internship opportunities on social media and MMC Engage. Students will automatically be added to the Career Services group on MMC Engage, but can follow the office on [Instagram \(@mmccareerservices\)](#) and [LinkedIn \(MMC Career Services\)](#) to stay informed.

Counseling and Wellness Center (CWC)

Nugent, Suite 352
212-774-0700
counseling@mmm.edu

The Counseling and Wellness Center supports students' psychological and personal wellness through the following **free** and confidential services:

- Short-term individual counseling
- Psychiatric evaluations for medication and medication management*
- Referrals for therapists and other psychiatric resources in the community

*CWC does not prescribe certain medications, such as Benzodiazepines and medications for ADHD. Please contact us if you have questions about this or would like a referral to an off-campus provider.

CWC also offers educational programs, events, and workshops, including mindfulness groups, Fall and Spring “Stress Down Days”, the [Relaxation Station](#) and “Mental Health Mondays” on our Instagram [@cwc_mmc](#).

Counseling at CWC can help students with all types of concerns, such as stress, homesickness, anxiety, depression, eating and body image, sex, identity, alcohol and drugs, and relationships. The team is made up of clinical psychologists, clinical social workers, a psychiatric nurse practitioner, and advanced doctoral psychology trainees. Staff are specialists in college mental health and committed to working with all students from our diverse and inclusive community.

During the COVID-19 pandemic, CWC has been offering Telemental Health appointments, including video and phone sessions. Please see our [Telemental Health](#) page for more information. For the Fall 2021 semester, it is anticipated that CWC will provide Telemental Health services as well as in-person appointments on campus.

To schedule an appointment, please contact us at counseling@mmm.edu or 212-774-0700.

If you have an urgent matter to discuss and would like to be seen the same day, please contact us to schedule a brief drop-in appointment with a counselor.

Drop-in hours: Monday- Friday from 2pm-4pm.

Please check our [website](#) for current office hours.

Disability Services

Nugent Hall, Suite 353
212-774-0719

MMC provides accommodations for students with documented learning, physical, and/or psychological disabilities. In order to receive academic accommodations due to a disability, you must register with the Office of Disability Services no later than the **end of the third week of classes**. In order to obtain housing accommodations, you must register with the Office of Disability Services **no later than June 1 for fall semester housing and January 1 for spring semester housing**.

To register and request accommodations, please email disabilityservices@mmm.edu. Accommodations will be provided when all supporting documentation has been submitted and reviewed. Examples of accommodations, depending on the disability, include:

- Student note-takers for applicable classes
- Extended time on exams, to be proctored remotely
- Wheelchair access
- Assistive Technology
- Use of laptop computer to take class notes (when in-person classes resume)
- Housing Accommodations
- Registration of Emotional Support Animals and Service Animals
- Dining Dollars Inquiries

Academic Access Program

Nugent Hall, Suite 353
212-774-0724

Academic Access is a cost-above tuition program for students with documented learning disabilities that is specifically designed to foster academic success. Through accommodations and multifaceted support, students with learning difficulties will be able to manage the MMC curriculum along with their peers and classmates. The Program for Academic Access assists learning disabled students through tutoring services, counseling, advisement, and priority registration. Interested students should contact the program at disabilityservices@mmm.edu.

Dow Zanghi Student Health Center

55th Street Residence Hall, 231 East 55th Street, 1st floor
212- 759-5870
healthcenter@mmm.edu

The Dow Zanghi Student Health Center is committed to providing quality health care to all MMC students. The Health Center provides FREE primary care, including treatment for colds, flu and minor injuries, physicals, STI/HIV testing and women's health care services. Some tests and vaccinations are subject to fees, which the student can submit to their

health insurance provider for reimbursement. Staffed by a physician assistant and a medical assistant, The Dow Zanghi Student Health Center is operated by Mount Sinai Beth Israel Business Health in partnership with the College.

Please note that the Dow Zanghi Student Health Center will not be equipped to perform COVID-19 testing or vaccinations. However, the Health Center will be able to offer antibody testing and provide students with testing and vaccination referrals.

HOURS OF OPERATION**:

Mondays and Thursdays: 10am-6pm (closed for an hour lunch): In-person and Telehealth appointments

Tuesdays: 10am–6pm (closed for an hour lunch), Telehealth ONLY appointments

Please check the [Health Center website](#) for the holiday schedule throughout the year.

****Due to COVID-19, we ask that students contact the Health Center at 212-759-5870 or email healthcenter@mmm.edu to schedule an appointment rather than dropping by the office.****

Fitness Centers

55th Street Residence Hall, 231 East 55th Street, 2nd floor
Cooper Square Residence Hall, 200 East 6th Street, Lounge Level

{{Fall 2021 Update}} Residence Life, in conjunction with the College's Health and Safety team and Facilities staff, will evaluate the possibility of opening the fitness centers to ensure compliance with current health and safety guidelines. Once permitted to reopen, expect additional health and safety protocols to be in place.

The fitness centers, located within the residence halls, are limited to all MMC residential students. They are equipped with treadmills, ellipticals, upright bicycles, a recumbent bicycle, strength trainer, free weights, and a hydration station. The College will follow state, federal, and local guidelines during COVID-19 regarding the operation of the fitness center.

Intercultural Center

Carson 412
646-393-4154
interculturalcenter@mmm.edu

The intercultural Center works to develop a safe and welcoming space through the curation of educational and social experiences that are focused on community building, social support, and social justice competency. The Intercultural Center provides resources and programs that empower systemically minoritized groups across multiple intersecting identities that include race, ethnicity, nationality, sexual orientation, gender identity and expression, religion, spirituality, socioeconomic status, ability, and age.

OFFICE PROGRAMS

The Intercultural Center at MMC hosts a variety of diversity and inclusivity programs throughout the academic year. With speakers, workshops, social, and cultural events, students have ample opportunity to immerse themselves in the college's rich array of activities. The programs offer enhanced student learning and help students develop their sensitivity as citizens of a global society. For additional information please visit our website [here](#) or visit us in Carson Hall 412.



INTERCULTURAL CENTER INITIATIVES

The Intercultural Center is committed to strengthening the diversity, inclusivity, and equity of our campus community. Following the direction of our Inclusivity Statement, the Intercultural Center has launched campus-wide initiatives aimed at promoting and improving equity at MMC:

Inclusivity Welcome Reception: This informal program is hosted in September, and is open to the entire MMC community.

Safe Zone: A three-hour training focused on LGBTQIA awareness and allyship.

Diversity Zone: A three-hour training that takes an in-depth look at race, ethnicity, power, and privilege.

Campus Speaker Series - Monthly speaker series with local New York City based social justice leaders who work across various disciplines. The series will include notable speakers for a large-scale event that will draw members of the MMC and surrounding community.

Anti-Racism Training - Community anti-racism training will be offered in the IC lounge on a semester-by-semester basis. Each semesterly training will require participation from participants for 2 ½ days on a Friday, Saturday and Sunday. Participation is voluntary except when participation is required as a sanction for a violation of MMC's Discrimination Policy.

NYC as Seen by New Yorkers - A monthly series providing opportunities for students to explore the parts of New York that New Yorkers call home. The series allows students the opportunity to connect to cultures through food, music, and visuals while also providing the history and relevance of what they are experiencing. The cost to participate will be covered by the IC so all students are able to participate. 25% of registrants will be reserved for students from New York.

Dish It Up Thursdays - A bi-weekly lunch and chill series providing opportunities for students to discuss contemporary issues happening in the media and in society, as it relates to social justice, diversity and inclusion.

Student Mosaics - A running virtual blog space for students to share publications, poems, or other musings related to social justice, diversity, and inclusion.

International Education Week - International Education Week is a joint initiative of the U.S. Department of State and the U.S. Department of Education to celebrate the benefits of international education and exchange worldwide. During November of every year, the Intercultural Center will arrange events to expand global awareness and promote education abroad.

FIRST GENERATION COHORT PROGRAM

The Intercultural Center supports the First Generation Cohort Program (FGCP). The FGCP is a College-wide initiative aimed at supporting students who identify as first-generation and come from low income backgrounds (or qualify for a Pell Grant). The year-long cohort model program provides opportunities for students to build community with one another, receive academic support, gain access to resources, and work towards their professional development. Additionally, each incoming student in the cohort will be matched with a First Gen Guide who will provide hands on support, direction, and connectivity during their first year at Marymount Manhattan College. To learn more about the First Generation Cohort Program (FGCP), visit our website [here](#), or visit us in Carson Hall 412.

Residence Life

Carson Hall 500
212-774-0740
residencelife@mmm.edu

The Residence Life program at Marymount Manhattan College is committed to the overall growth, development and education of its residents. Our primary goal is to provide a safe, secure, and comfortable educational environment while providing residents the opportunities to become involved, exercise their leadership skills, and be part of a residential community. We seek to promote individual growth by helping residents challenge their values and attitudes and develop qualities of respect for others, intellectual curiosity, social responsibility, cultural awareness, self-discipline, independent judgment, and personal responsibility.

Each resident has a Resident Advisor (RA). The RAs are students who serve as community builders, campus resources, and can assist residents in managing residence hall issues and navigating life at MMC. Residence Directors (RDs), professional staff members who live in the residence halls, are also available to assist students during office hours. The RDs have an on-call rotation, and may be contacted by an RA should a serious situation arise overnight.



HOW TO CONTACT ON-DUTY STAFF

Residents will be provided the Resident Advisor (RA) duty phone number for their assigned hall. This number will reach the on-duty RA from 10:00pm to 8:30 am during the week and 24 hours over the weekends and holidays. In an emergency, if unable to reach the on-call RA, residents should contact the security staff at the front desk of the building and/or call 911.

Security Desk at 55th Street: 212.371.2350

Security Desk at Cooper Square: 646.869.5126

POLICIES AND PROCEDURES

Residents are responsible for knowing and honoring all policies. For more information about residential policies and procedures visit our [webpage](#) or refer to [The Resident's Guide to Community Living](#).



Student Development & Activities

Carson 200
212-774-0788
activities@mmm.edu

The Office of Student Development and Activities (SDA) is an integral part of student life at MMC. SDA provides students with opportunities for meaningful learning experiences outside of the classroom through social, cultural, recreational, and leadership engagement. These experiences are grounded in the following five areas: Leadership, Community Engagement, Student Engagement, Student Involvement and Orientation. Our office is the center of information on student programs, activities, and involvement opportunities. Meaningful involvement on campus aids in creating a more holistic experience for students, fostering leadership skills and development that students will use throughout their academic and professional careers.



WELCOME WEEK AND ORIENTATION

Starting college can be a challenge, but we believe that guidance and support can make the transition a much easier one. To help our incoming students, Student Development and Activities sponsors Welcome Week and Orientation, a week-long program of activities on and off campus led by staff and Peer Leaders to help students adjust to life at MMC. The culmination of Welcome Week and Orientation is our New Student Convocation; approximately 600 new MMC students are expected to attend this ceremonial induction into the College designed to celebrate the start of academic life at MMC. Students will receive a special MMC pin and be welcomed by faculty, staff, and administrators as newly minted Griffins. We look forward to meeting all new students and we will give you insider information on the first year at MMC.

OFFICE PROGRAMS

Student Development and Activities contributes to the overall social life at MMC by hosting several events throughout the semester. Most events are FREE for MMC students. For additional information please visit our website [here](#), or visit us in Carson Hall 200.

LEADERSHIP DEVELOPMENT OPPORTUNITIES

Through various leadership opportunities offered through our office, students will get the chance to enhance their leadership skills throughout the academic year. From our Leadership Immersion Weekend at the beginning of the fall semester and our Leadership Summit at the beginning of the spring semester, to monthly leadership discussions over lunch, to our Emerging Leaders program (offered only to new students) and our Leadership Scholars program (offered to upper-class students) during the spring semester, students have ample opportunities to develop their skills and empower themselves as leaders. At the culmination of each academic year, we bring together student leaders at our Student Leadership Awards to recognize their innumerable efforts and achievements.



REGISTERED STUDENT ORGANIZATIONS

Student Development and Activities seeks to enhance the college experience outside of the classroom by offering Marymount students both curricular and co-curricular opportunities. Students who become involved in Registered Student Organizations (RSO) are more likely to be successful in their first year of college. How? Getting involved on-campus and off-campus enriches your college experience. You have the opportunity to make new friends and establish a network of people who care about you. Registered Student Organizations also help you learn about the College and how it works. MMC offers a variety of clubs and organizations. For more information and RSO descriptions, check the [MMC website](#).

REGISTERED STUDENT ORGANIZATIONS PROGRAMMING

Academic: Some student organizations are affiliated with national organizations for upcoming professionals or honor societies related to specific academic departments or fields of study. Often, their programming is directly related to the field of study or interaction with current professionals.

Cultural: Other student organizations offer programming that recognizes and celebrates various cultural backgrounds. This programming seeks to involve, support, and provide socialization for people of similarly underrepresented backgrounds.

Media: These student organizations include written publications utilized by the MMC campus and community, offering hands-on experience in the media and publication fields.

Performing Arts: These student organizations support the arts: dance, music, theatre, writing, etc. These programs are an open creative outlet for students to share their work and network with fellow artists.

Political: These student organizations are devoted to raising awareness and supporting political and governmental concerns.

Religious/Spiritual: These student organizations assist in spiritual development and instruction, focusing on worship, fellowship, and service.

Service: These student organizations focus on service and community engagement. They invest in outreach efforts on a local and global level.

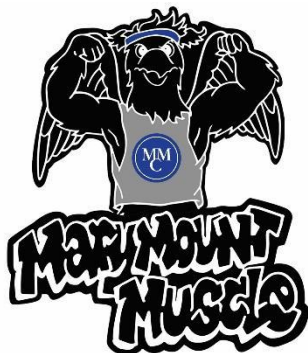
Special Interest: These student organizations focus on topics of interest that do not fit into a previous category. Special Interest programming encourages students to discuss and share information regarding a particular area of interest.

Marymount Muscle Community Engagement

Carson Hall 200

212-774-0754

mmcserves@mmm.edu



Marymount Manhattan College has a rich history of engaging students in service to the community. Marymount Muscle is our community engagement initiative that provides opportunities for MMC students to volunteer at various community-based organizations located throughout NYC. The primary objective of Marymount Muscle is to provide meaningful community engagement opportunities for all MMC students. Marymount Muscle Community Engagement, a program of Student Development and Activities, supports the mission of the College through co-curricular activities, volunteer opportunities, and Alternative Break trips. We provide students with learning experiences through service to others in the neighborhoods surrounding the College and across NYC.

Student Involvement FAQs

How much time do RSOs require?

The time commitment depends on your chosen level of involvement. Our students have many obligations, of course, yet many are still able to enjoy the opportunities we have to offer. Any type of involvement is guaranteed to enhance your college career. It is up to you to choose how much time you can give to co-curricular and extra-curricular activities.

Why join a Registered Student Organization?

Learning does not have to stop once you leave the classroom. Joining a student organization is a great way to supplement academic learning, develop social skills, exchange ideas, become a leader, make new friends, and have fun!

What is a good way to get involved?

There are so many ways to get involved! Attending Apple Fest during the fall semester and Strawberry Fest in the spring is one of the best ways to get involved. You can also explore all of our active RSOs and student organizations on MMC Engage by clicking [here](#). Stop by our office or set up an appointment with Student Development and Activities and we will gladly help you get started!

How do I get in touch with someone from an organization?

Check out our list of active RSOs and student organizations on [here](#). From there, you can access any of the organizations' pages, all which list a brief description of the organization and an email address. If you are interested in a

specific RSO that appears to be inactive, you can contact activities@mmm.edu to find out what steps you can take to reactivate it.

When can I join a Registered Student Organization?

Anytime! Learn about the organizations that interest you and go from there.

How can I start a new Registered Student Organization?

If you're interested in starting an RSO that doesn't yet exist (or restarting an inactive RSO) and have at least nine other students who are interested in joining, you may then start the process of founding your group! You will need to complete the proper forms, which can be found [here](#). For information and assistance, stop by the Office of Student Development and Activities in Carson Hall 200, or set up a time to meet with Danielle Maxson, Assistant Director for Leadership and Involvement.

Is there funding available for Registered Student Organizations?

Yes! After completing RSO training at the beginning of the academic year, active RSOs are able to request funds from the Student Government Association (SGA) on an event-by-event basis. The SGA Treasurer will review all requests according to the current guidelines and allocate funds accordingly. You can learn more about the funding process [here](#).

Please note: If your organization becomes active halfway through the semester or academic year, you are still able to apply for and receive funding from the SGA.

What if I want to suggest an event for the campus?

The best way to suggest an event is to speak to the Student Development and Activities staff. We can help direct you to the appropriate organization, department, or office. Please note individual students cannot sponsor an event or reserve event spaces on campus.



What is the SOS?

The SOS, or Student Organization Suite, is the center of student leadership and involvement on campus. The SOS is the office space from which all recognized student organizations conduct business, utilize computer and printing resources, meet to discuss organization business, and interact with any number of the other organizations on campus. The SOS is located in room 302 of Carson Hall.

Where can I get more information?

If you would like more information about getting involved, stop by and visit us in the Office of Student Development and Activities in Carson 200 or the Student Organization Suite located in Carson 302, or simply email us at activities@mmm.edu.

Office of Institutional Advancement

Townhouse
212-517-0460
development@mmm.edu

The Office of Institutional Advancement collaborates with all members of the Marymount Manhattan College community to promote the mission of the College by cultivating strong, meaningful relationships, communicating achievements and developments, and engaging the broader community to invest philanthropically in the needs and priorities of MMC. Through planning and staffing of large-scale events like Alumni Reunion Weekend and the Annual Scholarship Benefit, the office engages students, alumni, family, and friends to support MMC with their time, talent, and financial resources.

The Office of Institutional Advancement handles various components of development and external affairs including fundraising, communications, public relations, marketing and advertising, parent programs, alumni relations, faculty partnerships, and corporate, foundation, and government relations. These different divisions of the office all contribute to ensure the College's legacy for future generations.



Safety and Security

71st Street Entrance, Lobby
212-517-0411

The Department of Campus Safety works to ensure a safe environment for our students, employees and visitors of MMC. The department's responsibilities are within the framework of College policies as well as local, state, and federal laws. Our security team consists of a Director, an Associate Director and a Supervisor, and both in-house and contracted NYS licensed security guards. Campus Safety maintains an excellent working relationship with the New York City Police Department. The Director and Supervisors are former members of the law enforcement and are well versed in security matters and police procedure.

SECURITY DESK

Security desks are located in the Campus lobby at 71st Street, 72nd Street, the Faculty Center, and in the lobbies of the 55th Street and Cooper Square Residence Halls. Security officers are assigned to the residence halls security desks 24 hours a day, seven days a week.

BUILDING ACCESS

All students, faculty and staff are required to show their MMC ID to security whenever entering the building or upon request by College officials. We encourage students to create their Mobile OneCard by creating an account on [OneWeb](#) and then downloading the "TouchNet OneCard" app on their smartphone, as this has a direct calling feature to Campus Safety. All guests must provide valid photo identification, sign in at the security desk, and be announced. Please note that there are **no guests** allowed in the residence halls for the Fall 2020 semester.

RESPONSE TO INCIDENTS

Security personnel immediately respond to and investigate reported emergencies, injuries, crimes or other incidents, and file reports for incidents occurring on College property. Incidents involving student misconduct are referred to the Office of Student Life. Anyone aware of any of the aforementioned should contact Campus Safety immediately. Additionally, always contact 911 in the event of a serious emergency.

Campus Crime, Reporting, and Statistics

A victim of any crime, especially sexual assault, domestic violence, dating violence, stalking or a hate crime occurring on campus, should immediately report the incident to Campus Safety at **212-517-0411**, or the local police at **911** for any incident occurring off campus. Anyone who wishes to report an incident or provide information anonymously can do so using the Confidential Security Hotline; **212-774-4878** all calls are kept confidential.

The MMC Advisory Committee on Campus Security can provide all campus crime statistics as reported to the United States Department of Education. This information can be found [online](#) or obtained by request from the Director of Campus Safety (**212-517-0685**).

Additionally, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and related amendments of the education laws of New York State, MMC acquaints students and employees with these regulations by way of an [Annual Campus Security Report](#). This report includes statistics for the previous three years concerning reported crimes that have occurred on-campus and in certain off-campus buildings or property owned or controlled by the College and on public property within, or immediately adjacent to and accessible from the campus. Also included are institutional policies concerning campus security, sexual assault and other relevant matters. You may obtain a copy of this report by contacting the Director of Campus Safety at **212-517-0685** or [online](#).

HATE CRIMES AND BIAS INCIDENTS

Any hate crime occurring on campus should be immediately reported to Campus Safety at **212-517-0411**; if the incident occurs off campus, call 911. MMC will assist any student with making notifications to the proper authorities.

Any member of the MMC Community may report a bias incident to the Bias Incident Response Team member either in writing, via email to Desiree Sholes (dsholes@mmm.edu), or via the online reporting [link](#). Once reported, an investigation of the incident will be conducted in a timely manner and appropriate actions will be taken.

For more information on the difference between hate crimes and bias incidents, or to report a bias incident, please see the *Bias Incident Response Team* section in this Griffin Guide.

Crime Prevention

Although the College fosters a strong feeling of community, students should remember that MMC is located in the heart of New York City. If you ever have questions about safety or security issues, please contact the Director of Campus Safety or an MMC Security Supervisor for assistance. The following tips can help protect you on or off campus:

- When traveling to and from campus, always try to travel with a friend or group – especially at night.
- Don't go out alone. Always go and leave with a friend or group.
- Never leave your property unattended, especially laptops, handbags, backpacks, etc.
- Don't leave handbags on the back of your chair when out in public places.
- Notify security officers immediately of any unusual circumstances on campus.
- Always secure your keys, wallet, personal electronic devices and other personal items.
- Stay alert and avoid isolated or poorly lit areas.
- Be alert and careful when using ATM machines.
- Be alert when riding the subway – don't stand near the edge of the platform, display cash, jewelry, cell phones, or portable electronic devices.
- Do not wear or display expensive jewelry or money in public places.
- Always be aware of your surroundings – know where you can go for help.



Important Non-Emergency Telephone Numbers

Campus Security Desk (71 st Street)	212-517-0411
55 th Street Residence Hall Security Desk	212-371-2350
Cooper Square Residence Hall Security Desk	646-869-5126
Faculty Center Security Desk	646-393-4101
Director of Campus Safety	212-517-0685
	212-774-0748
Security Supervisor(s)	212-774-4859
Confidential Hotline (for non-emergencies)	212-774-4878
NYC Police Department 19 th Precinct (for non-emergencies)	212-452-0600
(Covers main campus)	
NYC Police Department 17 th Precinct (for non-emergencies)	212-826-3228
(Covers 55 th Street Residence Hall)	
NYC Police Department 9 th Precinct (for non-emergencies)	212-477-7811
(Covers Cooper Square)	

EMERGENCY RESPONSE

All students, faculty and staff should be familiar with College emergency response procedures, which can be found online within the [MMC Emergency Response Guide](#). If there is an emergency at any Marymount Manhattan College facility notify Campus Safety immediately at ext. 411 and dial 911 if necessary.

EMERGENCY NOTIFICATION SYSTEM – CONNECT-ED

In the event that a significant emergency or dangerous situation occurs involving an immediate threat to the safety of students, MMC will notify the College community without delay. This information will be transmitted utilizing Connect-ED,

the College's emergency communication system, which will allow MMC to send time-sensitive information via voice, email and text messages delivered right to student's cell phones. Connect-ED enhances emergency preparedness and response at the College and enables our community to stay informed in the event of an emergency. All students are **strongly** urged to register with Connect-ED. Sign up through the [MMC Portal](#). Parents can also sign up for Parent ConnectEd.

EMERGENCY SCHOOL CLOSINGS

Weather or emergency conditions may result in a delayed opening or the closing of the College. Information about delays or closings will be available through the following means:

- College Information Line – 212-517-0400
- Connect-ED
- [College Website](#)
- College email system

TELEVISION STATIONS

NBC (Channel 4)

EVACUATIONS

Building evacuations can occur due to fire, smoke, or other conditions. If the fire alarm sounds at the Campus, Faculty Center, or Martha Graham Dance Studio, all persons are required by law to evacuate the building. When evacuating:

- Leave the building by the nearest safe staircase.
- Do not use the elevators.
- Exit calmly and quickly.
- Stay quiet and listen for instructions while evacuating.
- After exiting the building- report to the closest assembly area
- (71st or 72nd Street at the corner of 2nd or 3rd Avenue) and await further instruction.
- Do not re-enter the building until advised to do so by a security officer.

If the fire alarm system is activated at the 55th Street or Cooper Square residence halls, initially the impacted floor and the floors above and below will be evacuated. Be alert and listen for directions from security and building staff. 55th Street assembly areas - E 55th Street at 2nd or 3rd Avenue. Cooper Square assembly areas – E 6th Street and Cooper Square (Cooper Square Park). During an evacuation, security personnel will be in the lobby and outside of the building directing where to go.

Please see the [Resident's Guide to Community Living](#) or [Residence Life's webpage](#) for additional information.

FIRE

If you discover a fire in the building, activate the alarm by pulling the nearest fire alarm pull station. The New York City Fire Department will respond to all alarms at MMC. Exit the building quickly and calmly and alert others as you exit. Notify campus safety as you leave the building.

MEDICAL EMERGENCIES

Contact Campus Safety at 212-517-0411 immediately if anyone is ill or injured.

Community Standards

Violations of Community Standards are considered violations of the Student Code of Conduct.

ALCOHOL

- Individuals under 21 years of age may not possess, consume or purchase alcoholic beverages.
- Individuals over 21 years of age may not furnish alcoholic beverages to those under 21 years of age.
- The College prohibits the unlawful possession, use, manufacture, or distribution of alcohol while on College property, in residence halls, or while participating in College-sponsored activities or conducting College business off-premises.
- Alcoholic beverages are prohibited at all student events sponsored by students

The College provides educational and counseling programs, as well as referral sources, in order to assist members of the community in dealing with alcohol problems and any related inappropriate or unsafe behavior.

COMPUTER USE

Technology plays an important role in the education of students. The College has developed recommended uses and policies related to use of College property, which includes using the College's internet, email system, connecting to the web through a college internet port, or any type of remote access activities sponsored by or through MMC. All users should be respectful of the protection provided by copyright and refrain from transferring copyrighted or licensed software to others and making illegal copies.

Use of the College's computer resources should be primarily for learning and research purposes. Users are responsible for ensuring that the computer resources are used in an effective and lawful manner and in support of the College mission. Use of the College's computer resources is a privilege, not a right. The College's computer resources should not be used for personal gain, personal business, or profit-making activities. Users must not disrupt College operations, the College computer network, or the network of other users.

Material that is fraudulent, harassing, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate is prohibited, and must not be sent by email or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups), displayed on, stored in, transmitted or processed by the College's computer resources. Users encountering or receiving this kind of material should immediately report the incident to their supervisors, or in the case of students to a faculty member or the Office of Student Life.

College campuses like MMC take pride in providing an environment for free speech. The College expects at a minimum that users will respect the privacy of other users and employ appropriate standards of civility when using electronic systems to communicate with other individuals. The College is also responsible for protecting the rights of others in the community by maintaining an atmosphere in which insulting, obscene, or harassing speech is prohibited. All responsibility for statements made in public computer-mediated communication rests with the individual posting the statements. Statements do not represent the opinions of the supervisor or employer of that person or anyone involved with the networks that comprise the MMC network. MMC provides to its faculty, staff, and students the capacity to engage in various kinds of communication that are mediated by computers. This includes the use of bulletin boards, computer lists, email, and the computer servers that provide the basis for such communication. MMC does not undertake any responsibility to review the contents of messages sent and received but, if an abuse or a violation of law or College policy is identified, MMC may take steps to intercept or remove the message, may remove access by the user, and may charge the student to be in violation of College policy.

For the protection of all constituents of MMC, students are not permitted to participate in the following activities as they apply to downloads and messages and communications sent on the MMC network:

- Using foul or obscene language, posting obnoxious or inappropriate announcements, or making defamatory statements.

- Sending “chain letter,” “spam” or “broadcast” messages to lists or individuals, and other types of use which would cause network congestion or otherwise interfere with the work of others.
- Performing repeated, unsolicited and unwanted communication of an intrusive nature. For example, continuing to send email messages to an individual after being asked to stop.
- Cyber harassment including but not limited to the following misuses of technology: embarrassing, harassing, intimidating, threatening, terrorizing and/or targeting another member of the College community by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings.

DEMONSTRATIONS

To protect the rights of the community and the rights of individuals from any infringement, the College prohibits disruptive or non-peaceful actions or participation in a disruptive or non-peaceful demonstration on the grounds of the College. Non-peaceful actions are those actions that endanger or injure, or threaten to endanger or injure any person or property. Disruptive actions are those in which there is a deliberate disruption of regular activities of the College or the community, including those that restrict free movement on campus.

If people in a given area are told by a member of the College staff that their collective actions are judged as being non-peaceful or disruptive at that time, individuals remaining or subsequently joining those in the area may be charged with a violation of this policy.

Individuals alleged to be acting in a non-peaceful or disruptive manner, whether they are acting individually or within a group, may be charged with a violation of this policy on the basis of the individual’s behavior or of the collective behavior.

In an emergency situation, the President or a representative of the President is empowered by the Board of Trustees to take appropriate action including suspension from the College. Any such action taken would be temporary, pending disposition of the matter by the regular disciplinary processes.

GUESTS

All guests to the College must register at the security desk, indicate their destination, and receive a visitor pass. All guests will be announced. If a faculty, staff, or student is hosting a visitor for the day, they are accountable for the behavior of their guest. Persons who are disruptive, abusive, destructive, or potentially dangerous will be asked to leave the College immediately. Failure to leave upon request will result in appropriate legal and disciplinary action.

IDENTIFICATION REQUIREMENT

All MMC students are required to create their Mobile OneCard by creating an account on [OneWeb](#) and then downloading the “TouchNet OneCard” app on their smartphone. If you do not own a smartphone, you can obtain your MMC ID Card from Campus Safety.

Your ID is required for entrance to campus events and facilities, and must be produced as a means of identification when requested by a College security officer or administrator. Dining Services utilizes a Dining Dollars declining balance system that is connected to your ID. IDs are valid only for registered students and are non-transferrable. Using another student’s ID or ID number is prohibited. Students are permitted to maintain only one current ID. Duplicating or tampering with information on the ID is not permitted.

ILLEGAL DRUGS

Marymount Manhattan College is committed to the education of its students about the dangers of drug abuse. We believe that the best way to achieve and maintain this objective is through preventive education about the dangers of drug abuse, compassionate attention to the needs of those who may require help with drug-related problems, and strict adherence and enforcement of the College alcohol and illegal drug policy. To that end, the College provides on-campus support programs, as well as information about related services that are available in the local community. For any members of the

College community who may develop a drug-related problem, suspect they are at risk, or seek information about illegal or controlled drugs, information is available in the Counseling and Wellness Center and Dow Zanghi Student Health Center. Free and confidential services related to the prevention and treatment of alcohol and drug-related problems is available to students through the Counseling and Wellness Center.

In addition to policies and practices that emphasize concern for the welfare of individuals, the College also recognizes the importance of maintaining the community as a whole. The College therefore adheres to the following guidelines concerning the unlawful possession, use, and distribution of illegal drugs (other than alcohol):

- The unlawful possession, use, or distribution of drugs, illegal or unauthorized prescription drugs, or drug paraphernalia will not be tolerated on College premises.
- The unlawful possession, use, or distribution of drugs, illegal or unauthorized prescription drugs, or drug paraphernalia on College premises by any student may result in suspension or expulsion.
- Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription.

Using the Code of Conduct, the College may take disciplinary action, up to and including expulsion, against any student found to be unlawfully using, possessing, or distributing drugs on the premises.

Students should be aware that, in addition to College sanctions, they may be subject to federal and state laws that specify fines or imprisonment for conviction of drug-related offenses. Where appropriate or necessary, the College will fully cooperate with law enforcement agencies.

POSTING

Out of consideration for the right of free expression, for the rights of viewers, and of civility, tolerance and respect, the following guidelines are to be followed when posting flyers and notices:

- All postings must be approved, stamped and dated by the Office of Student Life, Nugent Hall 251.
- Postings may not exceed 11" x 17."
- Postings are allowed only on designated bulletin boards. Student posting is not permitted on departmental bulletin boards, doors, glass, walls or other finished surfaces.
- Postings must be put up using push pins or tacks; no staples, tape, or duct tape. Tacks are available on each board.
- All postings must include the name of the sponsoring department or student organization (if applicable), contact information, location, and date and time of the event. The college name and logo should be included.
- Postings may be up for a maximum of two weeks. Exceptions to this policy include apartment listings, departmental programs that run the entire semester, etc.
- Bulletin board space is available on a first come, first served basis. All users are expected to respect the materials posted by other individuals and organizations. Only one posting may be posted on each board. Postings may not cover or block previously posted materials.
- College personnel clear bulletin boards regularly. The sponsor should remove materials that are time sensitive promptly after the event or deadline. Please DO NOT remove any postings that are not your own.
- Postings that are not in compliance with the above policy are subject to immediate removal.
- At the 55th Residence Hall, students may post on the bulletin boards in the lounges and in the gym without approval. No solicitations.
- Approval for posting in the Cooper Square Residence Hall must be granted by the Office of Residence Life. Contact Residence Life at residencelife@mmm.edu or 212-774-0740.

Questions or concerns about the general posting policy should be directed to the Student Life Office.

DESIGNATED BULLETIN BOARDS

Signs are posted at the top of each bulletin board to indicate its purpose. All other notices will be removed.

- **COMMUNITY ADVERTISEMENT BOARD (NON-MMC EVENTS)** – Open to notices of a commercial nature by local businesses and off-campus groups and organizations, such as restaurants, fitness centers, hairstyling, printing,

resumes, activities, and events. Students may use these boards to post items for sale such as books, furniture, and cars. Located outside of the Admissions Office, 1st floor, Nugent.

- **COMMUNITY BOARD** – Open to all notices. Located outside of the Admissions Office, 1st floor, Nugent.
- **OFF-CAMPUS HOUSING BOARD** – Open to notices of housing and searches for roommates. Located outside of the Admissions Office, 1st floor, Nugent.
- **STUDENT ORGANIZATIONS BOARD** – Open to notices regarding meetings, activities and events sponsored by Registered Student Organizations. Located in the Nugent Lounge.

RESIDENCE HALLS

All students who reside in the College residence hall are expected to abide by all rules, policies and regulations established in the Resident's Guide to Community Living.

RESPECT FOR THE COMMUNITY

MMC strives to create a safe and courteous college community. As members of a large community, it is important for everyone to feel valued and respected, and collectively honor these tenets:

- **Respect for others:** Know that civility, understanding, and mutual respect are not only expected, but are critical to the success of the MMC community.
- **Litter/Damage:** Be sure to clean up after yourself or your group. There are trash and recycling receptacles around campus for your use. If you accidentally damage college property, please let a staff member know so it can be quickly repaired.
- **Elevators:** With frequent usage of the elevators at MMC, it is expected for everyone to share this common amenity:
 - a. Honor the maximum elevator capacity
 - b. Remove your backpack so others can easily fit on
 - c. Try to practice first come, first served to step on the elevator
 - d. If someone on crutches or in a wheelchair is waiting for the elevator, kindly step off so they do not have to wait for the next one.

SMOKING

Marymount Manhattan College is a smoke free environment. Smoking and vaping are not permitted inside any academic or residential buildings, nor on any terrace, and is discouraged at the entrance to the college buildings.

SOLICITATION

No individual or company may solicit or sell on campus for personal gain. Use of campus property to solicit donations, make sales or recruit is restricted to the College, college recognized organizations, departments, and college sponsored programs and activities. Prior approval must be obtained from the office under whose jurisdiction the organization or the department operates. For example, a faculty member working through a department would seek approval from the Vice President for Academic Affairs and Dean of Faculty, and a student working through a Registered Student Organization would seek approval from the Director of Student Development and Activities. This rule is intended to prevent exploitation of students and to promote campus tranquility. Credit card companies and banks are specifically prohibited from soliciting or selling on campus. Soliciting door-to-door in student housing or operating a business on College property is prohibited.

Student Code of Conduct

I. INTRODUCTION

Living in a community as complex as New York City requires policies that are designed to maintain a safe living and learning environment and also to create a community where all members are able to express their points of view. Students enrolling in the College assume an obligation to conduct themselves in a responsible and mature manner on campus and at College-sponsored events occurring off campus. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the College, or with the rights of other members of the College, cannot be tolerated. In order to fulfill its educational function, the College has the authority and responsibility to maintain order within the College and to discipline those who are disruptive of the educational process.

II. SCOPE

The Code of Conduct applies to conduct that occurs (a) on-campus; or (b) off- campus, if (1) in connection with a College program or activity, or (2) involving at least two College students, or (3) the underlying behavior is reasonably believed to pose a threat of harm to an individual or the campus community in general, or (4) the underlying behavior may have the effect of creating a hostile environment for any member of the campus community.

III. Sexual Harassment and Sexual Violence

All students are prohibited from committing sexual misconduct, including sexual harassment, sexual assault, stalking, and relationship violence. Complaints of sexual misconduct, including sexual harassment, sexual assault, stalking, and relationship violence as defined in the [College's Policy on Sexual Misconduct, Sexual Assault, Stalking, and Relationship Violence](#) are governed by the College's Sexual Misconduct Policy and not the Code of Conduct. Complaints that do not constitute sexual harassment as defined in the College's Policy on Sexual Misconduct, Sexual Assault, Stalking, and Relationship Violence even if proved, or did not occur in Marymount Manhattan College's Education Program or Activity, or did not occur against a person in the United States will be reviewed under this Student Code of Conduct Policy if applicable.

Students may contact the College's Title IX Coordinator Desiree Sholes at dsholes@mmm.edu with any questions about or to make a complaint of sexual misconduct, including sexual harassment, sexual assault, stalking, and relationship violence.

Marymount Manhattan College's complete policy on Sexual Misconduct can be found [online](#). For further assistance, or to make a report, contact:

Desiree Sholes
Title IX Coordinator President's Office
Carson Hall 307
646-393-4127
dsholes@mmm.edu

STUDENTS' BILL OF RIGHTS

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;

3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the Reporting Individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a Reporting Individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.
12. Receive resources, such as counseling and medical attention.
13. Confidentially or anonymously disclose a crime or violation to confidential resources;
14. Make a report to an employee with the authority to address complaints, including the Title IX Coordinator or the Director of Human Resources, Campus Security, Local Law Enforcement, and/or Family Court or Civil Court.
15. Receive reasonable accommodations in academic, living, or working environments.

The health and safety of every student at the College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that the Code of Conduct is violated may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report instances of violence, sexual misconduct, domestic violence, dating violence, stalking, sexual assault, sexual harassment, unlawful discrimination, unlawful harassment, and retaliation to College officials. A bystander acting in good faith or an individual who has experienced violence, sexual misconduct, domestic violence, dating violence, stalking, sexual assault, sexual harassment, unlawful discrimination, unlawful harassment, and/or retaliation and reports the incident(s) in good faith to College officials or law enforcement will not be subject to the College's Code of Conduct for violations of alcohol and/or drug use occurring at or near the time of the commission of the violence, sexual misconduct, domestic violence, dating violence, stalking, sexual assault, sexual harassment, unlawful discrimination, unlawful harassment, and retaliation.

In addition, students reporting the presence, possession, storage, or use, including the threat of use, of any weapon such as a firearm, knife, realistic replica of a weapon, bomb, etc., or any item used as a weapon or of such nature that it is intended for use as a weapon while on College property or attending a College-sponsored event, will not be subject to the College's Code of Conduct for violations of alcohol and/or drug use policies.

IV. VIOLATIONS OF THE CODE OF CONDUCT

Disciplinary action may be initiated by the College or by any member of the College community. Sanctions may be imposed upon any student or student organization found in violation of the Code of Conduct. Even the most severe

sanction, including suspension or expulsion, can be imposed for the first violation of any of the following rules and regulations:

1. Violation of any College policy, regulation, or community standard contained in any official publication or administrative announcement.
2. Violation of local, state, or federal law on College property, or off-campus when such violation of the law is a threat to the safety or security of other College community members.
3. Violation of published policies governing College residence halls.
4. Academic dishonesty, including but not limited to, cheating and plagiarism.
5. Unlawful discrimination and unlawful harassment, verbal, physical or otherwise, based on race, color, gender, age, sexual orientation, gender identity and expression, religion/creed, ethnic or national origin, alienage or citizenship status, disability, pregnancy, marital status, partnership status, veteran status, genetic information, or any other protected status that has the purpose or effect of interfering with a person's work or educational performance; creates an intimidating, hostile or offensive working, learning or living environment; or interferes with a person's ability to participate in or benefit from a class, an educational program or activity; or will cause physical or mental injury.
6. Verbal, physical, psychological, or other abuse, including threat of bodily harm to self or any person or conduct that threatens or endangers the physical and/or emotional health or safety of any persons in the College community.
7. Sexual misconduct, including sexual harassment, sexual assault, stalking, and relationship violence that do not constitute sexual harassment as defined in the College's *Policy on Sexual Misconduct, Sexual Assault, Stalking, and Relationship Violence* are prohibited.
8. Retaliating against an individual (treating an individual differently) because that individual complained that a College policy or regulation was violated, served as a witness to the complaint, or otherwise participated in the investigation on a complaint.
9. Disruption of operations of the College community. Disruption is an action or combination of actions by an individual or a group, which interferes with, hinders, obstructs, or prevents the right of others to freely participate in its programs, services, or academic settings.
10. Participating in a campus demonstration that disrupts College operations or infringes on the rights of others, including, but not limited to, inciting a riot.
11. Disrupting or endangering the safety of the community: e.g., tampering with or misuse of fire alarms, fire exits, fire-fighting or electrical equipment, sprinkler systems, and other safety devices, falsely reporting a bomb or fire, or engaging in behavior that creates a fire or safety hazard.
12. Disorderly conduct including, but not limited to, lewd, indecent, or obscene conduct on College property, in College virtual communities, or while attending a College-sponsored event; conduct that is an obstruction or disruption of College-sponsored activities.
13. Subjecting any person to the risk of bodily harm, severe emotional distress, or causing or encouraging any person to commit an act that would be a violation of law or College regulations, for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization. The express or implied consent of the victim is irrelevant in determining whether or not there has been a violation.
14. Both in-person and online, we promote respectful, open dialogue and civil and fair treatment of others, while discouraging harassment, derogatory or insulting statements, threatening or intimidating comments/messages, fraudulent behavior, defamation, discriminatory speech and actions, prejudicial statements, and violent behavior.

15. Possession, storage, or use, including the threat of use, of any weapon such as a firearm, knife, realistic replica of a weapon, bomb, etc., or any item used as a weapon or of such nature that it is intended for use as a weapon while on College property or attending a College-sponsored event. Weapons include any object or substance designed or used to inflict a wound, cause injury, or incapacitate.
16. Use, possession, distribution, and/or being under the influence of alcoholic beverages, except as permitted by law and College policy.
17. Use, possession, distribution, and/or being under the influence of narcotics, drugs, or any illegal or controlled substances, except as permitted by law and College policy. Furthermore, students are prohibited from the on-campus possession of any type of paraphernalia associated with the use of drugs.
18. Theft of, possession of stolen property, or damage to property of the College or to property of any of its members or visitors.
19. Participation in any form of illegal gambling. Gambling refers to unauthorized lotteries, raffles, or other games of chance. These activities are not to be conducted on campus by organizations or individuals.
20. Unauthorized and/or unethical use or misuse of any computer, computer system, platform, service, program, data, network, or communication network.
21. Posting of announcements, messages, and other publicity items at the College or in the College's virtual communities that are not in accordance with the guidelines set forth by the Office of Student Life and/or the Office of Student Development and Activities and/or the appropriate department.
22. Filing and/or furnishing false information to a College official.
23. Identity theft, forgery, alteration, duplication, destruction, or misuse of College documents, records, identification cards, identification numbers, or papers.
24. Failure to comply with directives of College officials acting in the performance of their duties.
25. Abuse or reckless disregard of the disciplinary procedure, including failure to answer an official summons, to comply with sanction terms, disruption of a disciplinary hearing, harassment of any witness, or providing false or inaccurate information at any point during the disciplinary process.
26. Unauthorized entry into or use of College facilities.
27. Smoking or vaping in any non-smoking area.
28. Intentional destruction, damage, misuse or defacing of College property.
29. Littering or endangering the environment.

V. DISCIPLINARY PROCEDURES

A. Reporting an Offense and Deciding on Jurisdiction

Persons with knowledge of a possible violation of the Code of Conduct, as set forth in this Student Handbook, should promptly report such violations to the Office of the Vice President for Student Success and Engagement (VPSSE).

- This does not apply to individuals who have experienced sexual misconduct, sexual harassment, domestic violence, dating violence, and/or stalking and would prefer not to report the situation, as provided for in the [Policy on Sexual Misconduct, Sexual Assault, Stalking, and Relationship Violence](#).
- If the suspected violation happened in the residence halls, the report should be directed to the Office of Residence Life. If there is a Code of Conduct violation in the residence halls, the Residence Life judicial officer may elect to refer the student to the VPSSE) or their designee for disciplinary actions under the Code of Conduct instead of the judicial process as outlined in [The Resident's Guide to Community Living](#).

Upon receiving a complaint of a Code of Conduct violation, the VPSSE or their designee shall:

1. Inform the student of the allegations
2. Determine if any Actions Prior to Resolutions (see Section B below) are needed
3. Undertake an investigation of the matter

Based on the investigation, the VPSSE or their designee will then determine whether there was a violation(s) of the Code of Conduct, and if those violations met the standard of evidence for further action.

1. If the violations do meet the Standard for Violations (see Section C below), the VPSSE or their designee will determine whether the complaint will be resolved through the Informal Resolution process or whether a Formal Disciplinary Hearing will be held.
2. If the violations do not meet the Standard for Violation (see Section C below), the complaint will be closed.

These Disciplinary Procedures set forth in this document refer to investigations conducted under the authority of the VPSSE or their designee.

- For procedures pertaining to the residence halls, consult the handbook [The Resident's Guide to Community Living](#) by contacting the Office of Residence Life.
- For matters of academic honesty, please see Guidelines and Policies for [Academic Honesty](#).

B. Actions Prior to Resolutions

Prior to resolution of the alleged charges, a student's status may be altered and the right to be on campus and to attend classes may be suspended at the discretion of the VPSSE or their designee, such as where the student constitutes an immediate threat to the security or emotional safety and well-being of members of the College community, guests, or College property.

C. Standard for Violations

In determining whether a student violated the Code of Conduct, the College's findings will be made using the "preponderance of the evidence" standard. This standard requires that the information supporting a finding that the Code of Conduct was violated be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in behavior that violates the Code of Conduct unless a preponderance of the evidence supports a finding that such behavior occurred.

Where the College views a student with a disability as a potential threat to others, and the risk of harm to others is not imminent (i.e. not a situation the College deems to be an emergency), the College will make an individualized assessment of the threat the student poses to others and determine whether the student's misconduct is related to the student's disability before taking disciplinary action against the student.

1. The College's determination that a student with a disability poses a direct threat to the health or safety of others shall be based on an individualized and objective assessment of the student and on reasonable judgment that relies on current medical or clinical mental health knowledge or the best available objective evidence.
2. In determining whether a student poses a direct threat to the health, welfare or safety of others, the College shall consider the following factors: the duration, nature and severity of the risk of harm to the health or safety of others; the probability that the potential injury will actually occur; and whether reasonable modifications of the College's policies, practices or procedures, or the provisions of auxiliary aids and services, will mitigate the risks.
3. At least three of the following administrators as designated by the Vice President for Student Success and Engagement, will meet to assess whether a student with a disability poses a direct threat to the health or safety of others:
 - a. Vice President for Student Success and Engagement
 - b. Associate Vice President for Student Success and Engagement
 - c. Dean of Students
 - d. Assistant Dean and Director of Student Development and Activities
 - e. Director of Counseling and Wellness Center
 - f. Vice President for Academic Affairs or their designee
 - g. Director of Academic Advisement
 - h. Director of Disability Services and Academic Access

4. Should the three administrators determine:
 - a. The misconduct is not caused by the student's disability; the student will proceed to the next step in the Code of Conduct.
 - b. The misconduct is caused by the student's disability; the student will be mandated for a referral to the Counseling and Wellness Center for a risk assessment to determine if a Medical Leave of Absence is recommended.

D. Informal Resolutions

Notice of the alleged violation and the informal review process should occur as soon as reasonably possible after the alleged violation. The VPSSE or their designee shall designate a college officer (the Officer) to investigate the alleged violation. The Officer shall then meet with the student face-to-face and give the student an opportunity to explain any facts bearing on the alleged violation, i.e. "their side of the story." The Officer may also interview others who are involved, including anyone allegedly harmed by the alleged violation.

After a fair and impartial assessment, the Officer shall make a determination of whether a Code of Conduct violation occurred using the preponderance of the evidence standard. Once the Officer has determined if the Code of Conduct has been violated, they will prepare an Outcome Letter, which could include one or more of the following:

1. A "No Contact" order;
2. Any appropriate disciplinary sanction(s).

If the Officer determines that the Code of Conduct was violated, the College will act promptly to eliminate the offending conduct, prevent its recurrence, and address its effects, which may include sanctions/discipline, where appropriate.

The Outcome Letter will be sent to the student who is the subject of the investigation and to the VPSSE.

- If the student accepts the disciplinary decision, the student shall adhere to the parameters and/or sanction(s) indicated in the letter. Failure to do so will constitute a separate violation of the Code of Conduct and shall result in further disciplinary review.
- If the student rejects the disciplinary decision, the case will automatically be referred to a Formal Disciplinary Hearing.

Students shall submit their acceptance or rejection of the disciplinary decision in writing to the VPSSE within 7 calendar days of notification of the decision.

E. Formal Disciplinary Hearing

The VPSSE or their designee may initiate a Formal Disciplinary Hearing where (a) a student does not accept the informal disciplinary decision, (b) a student elects not to go forward with the Informal Resolution process, or (c) they initially determine that a Formal Disciplinary Hearing is warranted. In all instances an investigation will precede the convening of the Disciplinary Review Board.

The case is then sent to the Disciplinary Review Board, which consists of a senior administrator designated by the Vice President For Student Success and Engagement, up to two staff members, one member from the faculty appointed by the Vice President for Academic Affairs, and one student representative recommended by the Student Government Association. The Vice President for Student Success and Engagement shall serve as Ex Officio. The senior administrator will serve as the chair.

The following procedures shall be used:

1. The student shall be notified of the hearing time in writing, and be provided with all relevant documents, by the VPSSE or their designee. The student(s) shall report at the designated time or the case may be heard without the student(s) being present. All hearings shall take place within 14 calendar days of notification that a Formal Disciplinary Hearing will take place.

2. All students participating in the hearing shall have the right to be accompanied by a student, faculty or staff member from within the College to act as an advisor and provide guidance and assistance, if necessary. The person chosen to be an advisor may not already be, or reasonably anticipated to be, directly involved in the investigative process (for example, as a reporting individual, responding individual, or witness). This advisor shall not have the right to speak or ask questions during the hearing or investigative process.
3. In cases involving more than one student, a single hearing may be scheduled for all of the students. If any individual requests a separate hearing, or if at the discretion of the VPSSE separate hearings would be beneficial, such shall be provided. Where hearings involving several students are held, individual decisions shall be issued.
4. If the offense was originally reported by another student, that student will be called as a witness. This student will receive only a copy of the notes from their interview during the investigation and they have the option to testify in person, testify via video conferencing (if available), or confirm to the Vice President for Student Success and Engagement that the notes from the investigation are an accurate representation of what occurred. If the student witness chooses to testify, then the charged student has the right to question them as a witness.
5. During the hearing, charges shall be presented, and the student who has been charged shall be asked by the Disciplinary Review Board Chair to submit a plea. The student's plea may take one of the following forms:
 - a. Not Responsible: If the student pleads not responsible, the evidentiary phase of the proceeding shall commence. The Disciplinary Board shall admit and consider all relevant facts, which may be in the form of documents (written, electronic, or otherwise) or testimony from witnesses or evidence presented by witnesses or other appropriate parties. The student charged shall then be allowed to present to the Board any facts, evidence, documents (written, electronic, or otherwise), or testimony from witnesses to the case. Each of the parties shall then be allowed the opportunity for further statements and summarization with the student charged having the final statement. All parties shall then be asked to leave the room and a decision shall be made.
 - b. Responsible: If the student charged pleads responsible, both the student charged and other appropriate parties shall be provided an opportunity to make a statement. All parties shall then be asked to leave the room and a decision shall be made.
 - c. Responsible with Extenuating Circumstances: If the student charged pleads responsible with extenuating circumstances, they shall be provided an opportunity to present facts showing mitigating circumstances.
6. If the student(s) charged wish(es) to present witnesses, he or she may do so in an orderly manner as determined by the chair. Other appropriate parties are allowed to make a statement if needed. After all the facts have been presented, all parties are asked to leave the room and a decision shall be made.
7. Students may provide witnesses on their behalf who may be questioned by the Disciplinary Board. A witness may or may not be questioned by the Board. The Board Chair shall inquire of a witness before he or she speaks as to the nature of the expected testimony. If the Board Chair determines the proposed testimony has already been presented and is merely cumulative or if the proposed testimony is irrelevant, the witness's testimony may be refused. Witnesses may submit a written statement instead of appearing at the hearing unless the Board Chair determines that live testimony is necessary.
8. The Disciplinary Board or student charged may pose relevant questions to all persons appearing as witnesses before the Board. The testimony of any person shall be limited to the incident or alleged violation being considered. Testimony by a witness shall be terminated when it ceases to be relevant.
9. Hearings shall be closed to the public. The only individuals permitted in the Hearing are members of the Disciplinary Review Board, the student accused of violating the Code of Conduct and his/her advisor (if applicable), student(s) who experienced or is reported to have experienced unlawful discrimination, unlawful harassment, or retaliation in connection with the alleged Code of Conduct violation and his/her advisor (if applicable), and relevant members of the College faculty, administration, and/or staff. Witnesses shall be permitted in the hearing room only during their testimony.
10. If the conduct of any person disrupts the hearings, the Board Chair may order that they be removed from the hearing.
11. The Disciplinary Board shall determine the weight of any given evidence submitted. Decisions determining responsibility shall be based on the evidence that is admitted.

12. Pending final decision on the charges, the status of a student may be altered and the student's right to be on campus and to attend classes may be suspended. This action may occur where the person threatens to disrupt or harm others or where the welfare and property or operation of the College may be jeopardized.
13. A student's willful or neglectful failure to appear at the hearing may result in the hearing taking place without the student present. The student shall comply with any imposed sanction issued in his or her absence. A hearing may be postponed or continued if the student provides medical documentation that he/she is unable to attend the hearing.
14. The decision of the Disciplinary Board shall be given in writing within 48 business hours of the hearing. The Disciplinary Board may take one or more of the following actions: find the student not responsible for the charges; find the student responsible and issue sanctions, uphold the original finding and sanction; or issue sanctions different from those originally imposed.

F. APPEAL

The decision of the Disciplinary Board shall be final and binding, subject only to discretionary review by the President of the College. Students wishing to appeal must do so within 7 calendar days of receipt of the disciplinary letter from the Disciplinary Board.

The President will review an appeal only if the student makes a credible showing of the existence of one or more of the following:

1. The resolution failed to comply with the procedures set forth herein and the student was prejudiced as a result thereof.
2. There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation, that could reasonably affect the findings; or,
3. The sanction(s) imposed are disproportionate to the determined violation(s).

If the appeal is accepted, the President shall determine whether to exercise one of the following options:

- i. Uphold the decision.
- ii. Remand the matter to the Disciplinary Board for further review. Upon remand, the Disciplinary Board shall conduct further proceedings or take such actions as the President shall so direct. The decision of the President shall be final and binding and not subject to further review.

The decision of the President shall be final and binding and not subject to further review.

VI. DISCIPLINARY SANCTIONS

Any student of the College found in violation of conduct prohibited under the Code of Conduct shall be subject to any one or more of the following sanctions following the completion of the above Disciplinary Procedures:

1. Oral or Written Notice: An oral or written reprimand which states that a student's conduct is in violation of the Code of Conduct. Subsequent violations may result in the imposition of additional sanctions.
2. Disciplinary Probation: Levied for a specific period of time based on the seriousness of the case. Disciplinary Probation constitutes a loss of good standing at the College, and serves as a warning that any further violation of the Code of Conduct may result in the imposition of additional sanctions, including suspension or expulsion.
3. Restitution: Reimbursement in the amount of the cost to replace or repair stolen or damaged property of the College or property damaged at a College sponsored event. The restitution should not exceed the cost of replacing or restoring the property and/or labor costs of replacement.
4. Imposition of Special Conditions: Assignment of a task appropriate to the circumstances of the case. Special conditions may include completion of service hours on campus or in the community, or compliance with a behavioral contract.
5. Interim Suspension: Levied by the Vice President for Student Success and Engagement or a Designee where she or he is satisfied that the continued presence of the student on campus and/or in the residence hall constitutes a

threat to the security or emotional safety and well-being of members of the College community, guests, or College property.

6. Suspension: A separation of the student from the College for a definite or indefinite period of time or until written specified conditions are met. Conditions may include a ban on visitation on the campus without prior written approval from the VPSSE or their designee.
7. Expulsion: Permanent termination of student status from the College.
8. Other sanctions which are deemed appropriate by the College.

VII. TRANSCRIPT NOTATION POLICY

If a student is found responsible through the College's adjudication process for murder, sex offenses (forcible or nonforcible), robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, or arson, as defined in the Jeanne Clery Act, and the imposed sanction is either suspension or expulsion, then that student's academic transcript will be notated. If the violation results in suspension, the student's transcript shall note, "Suspended after a finding of responsibility for a code of conduct violation." If the violation results in expulsion, the student's transcript shall note, "Expelled after a finding of responsibility for a code of conduct violation."

Should a student withdraw while the investigation of a murder, sex offenses (forcible or nonforcible), robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, or arson complaint is pending, the student's transcript will note, "Withdrew with conduct charges pending."

Notations for expulsion are final and cannot be appealed or removed from a student's transcript. Transcript notations for suspension may be appealed, provided that such notation shall not be removed prior to one year after conclusion of the suspension. In order to appeal a notation for suspension, the student must petition the Vice President for Student Success and Engagement in writing. The determination of whether to remove a transcript notation for suspension lies in the sole discretion of the Vice President for Student Success and Engagement and they may request that the student provide evidence supporting their request for the transcript notation removal. If a finding that the Code of Conduct was violated is vacated, then the notation on the transcript will be removed within 30 days.