STUDENT POLICY MANUAL

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MISSION OF THE COLLEGE

Marygrove College, an independent, Catholic, liberal arts college sponsored by the Sisters, Servants of the Immaculate Heart of Mary, is committed to fostering Christian values, to educating students from diverse backgrounds, and to serving the people of Metropolitan Detroit and beyond. The fundamental purpose of Marygrove College is to educate each student toward intellectual and professional competence; toward career flexibility through grounding in the liberal arts; and toward active compassion and commitment. To this end, Marygrove provides a personalized learning environment which, through excellent teaching in its undergraduate, graduate, and continuing education programs, sets for its students these goals:

COMPETENCE, the ability to understand and participate effectively in the promise of our evolving world.

COMPASSION, the capacity to care about and respect the worth and dignity of people.

COMMITMENT, the will to act responsibly based upon one's beliefs and to contribute to the building of a more just and humane world

IHM CONGRETIONAL BELIEFSTATEMENT On SPONSORSHIP

The Sisters, Servants of the Immaculate Heart of Mary (IHM), work in partnership with the administration, faculty, staff, and boards to uphold the integrity of the IHM mission in the schools, maintains academic excellence, and keep tradition alive in each of the schools for future generations. The mission of the IHM sponsored educational institutions includes personal and social transformation, which bear witnesses to the liberating mission of Jesus. Sponsored schools, faithful to the mission of the IHM Congregation, educate in an environment permeated by the Gospel values of love, compassion, justice, reconciliation, and concern for the poor.

Success Center

Madame Cadillac Hall, 1st Floor

The Success Center's mission is to develop competent and effective urban leaders by providing services that direct, inspire, and inform students to optimize their experience at Marygrove, assist students to excel academically, and prepare students for meaningful and impactful careers through success coaching, experiential learning, and skills development.

Academic Information

Information regarding academic credit, credit hours, course loads, add/drops, withdrawals, student classifications, course information, the grading system, and grade point average (GPA) can be found in the Marygrove College undergraduate and graduate catalogs.

http://www.marygrove.edu/academics/course-catalog.html

Degree Requirements

In order to receive a bachelor's or an associate's degree from Marygrove College: See the Degree Requirements section of the College catalog for college-wide degree requirements. Specific information regarding major and minor requirements can be found in the Department section of the catalog.

http://www.marygrove.edu/future-students/registrar/degree-requirements.html

Grade Point Average

To remain in *Good Standing*, students must maintain a 2.0 (C) cumulative grade point average. **Some majors/minors have more stringent GPA requirements**.

Credit Hours

Bachelor's Degree – 120 Credits for students under the 2015 catalog.

128 Credits for students under catalogs prior to 2015.

Last 30 credit hours must be taken at Marygrove

36 hours must be taken at the upper division (300-400 level)

Associate's Degree - 64

Last 15 hours must be taken at Marygrove

Good Standing

Undergraduate students must be in good standing with the college (no current disciplinary sanctions and have a minimum GPA of 2.0) in order to participate in any student organization, be an official representative of the college, and attend college sponsored trips or conferences, etc. Please note: For some programs, organizations, and activities, the minimum GPA requirements may be higher than 2.0, which would take precedence.

Developmental/Foundational Requirements

Any developmental and/or foundational studies courses required by competency testing must be completed. For new students with less than 12 transfer credits, all required courses must be completed within the first 48 credit hours taken at Marygrove. Students who transfer 12 or more credits must complete such courses within the first 36 hours at Marygrove. It is recommended that students complete these requirements within their first three terms at Marygrove, since they serve as prerequisites to many other courses.

General Education Requirements

In order to receive a bachelor's or an associate's degree from Marygrove, students must complete the general education requirements. Marygrove's general education curriculum provides exposure to a wide variety of disciplines and opportunities to develop essential intellectual abilities. The program seeks to develop oral and written communication skills; knowledge of arts, sciences and technology; understanding of the distinctiveness and interrelationship of all academic fields; critical thinking skills; ability to access, evaluate, and use information effectively; appreciation for the value of diversity; and active promotion of the values of social justice. Problem solving, decision-making, leadership, and lifelong learning are emphasized.

NOTE: Some majors have specific requirements for general education courses. Please refer to the Departmental section of the catalog before selecting general education courses. If there are no specific general education courses listed for a program, then you may select any course listed in the General Education section of the catalog for that area.

Area Requirements (General Education)

Students will select a minimum of one 3-4 hour course in each of the following nine areas. Courses must be distributed across at least seven different liberal arts disciplines and may not be counted towards credit hour requirements for both General Education and a single discipline major.

- □ **Historical and Cultural Traditions .....3 hrs**
  Explores the heritage of diverse peoples and the impact of change over time.
- □ **Literature and Languages.....3 hrs**
  Emphasizes the powers and uses of words.
- □ **Scientific Inquiry (laboratory science).....4 hrs**
  Introduces modern concepts of investigating the natural world.
- □ **Social Environment.....3 hrs**
  Examines the dynamics of human communities and societies.
- □ **Religious and Philosophical Traditions .....3 hrs**
  Explores systems of belief and the pursuit of wisdom.
- □ **Creative Expression .....3 hrs**
  Examines the creative process in the context of studio or workshop experience.
- □ **Global Perspectives .....3 hrs**
  Investigates the world beyond our borders
- □ **Interdisciplinary Studies .....3 hrs**
  Investigates a single topic from interdisciplinary perspectives

Please see your advisor with any questions you may have regarding this information.

Common Experience Requirements- Courses

Communications

ENG 312: (Advanced Writing) is required for all candidates for bachelor's degrees. Students must complete English 312 before taking Senior Seminar.

Interdisciplinary Studies

Investigates a single topic from an interdisciplinary perspective.

Liberal Arts Seminar

IS 100: This first-year seminar is a required course for newly enrolled first-year students and transfer students with fewer than 32 transfer credits.

Senior Seminar

Oral and written communication skills must be consistent with College objectives. The director of each major program verifies that this objective is met through the senior seminar experience.

Writing-Intensive course in Major

Students must take one writing-intensive course in the major to learn the specific stylistic expectations in each field of study.

AMERICANS WITH DISABILITIES ACT (ADA)

Marygrove College maintains a supportive academic environment for students with disabilities. To ensure equal access to all educational programs, activities and services, students with disabilities should notify the College, provide documentation, and request reasonable accommodations. If you require academic accommodations in this course, you must contact Disability Support Services at dss@marygrove.edu to establish an accommodation plan.

A qualified student with a disability is an individual who, with reasonable accommodation, meets the essential eligibility requirements for participation in opportunities and services. Although the disabilities regulations do not specifically impose a limitation of reasonableness on the scope of the duty to accommodate in educational programs/services, that concept has generally been adopted into case law under the disabilities regulations. The basic principles of accommodation obligates educational institutions to provide assistance to those only if the institution is made aware of the disability; requires that the accommodation be effective to enable the student to attain an acceptable level of performance or comparable benefits and privileges of education; limits accommodation obligation to barriers related to a disability; and supports efforts on the part of the institution to provide effective, not necessarily the best available accommodation to meet the purpose.

An individual with disabilities is defined as a person who:

- Has a physical and/or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment (includes those who have recovered in whole or in part from a disability, such as cancer or mental illness); or
- Is regarded as having such impairment (if the educational institution or its agents treat the impairment as imposing greater limitations on the individual's activities than it does in fact).

The College will make accommodations for the known disability of a qualified applicant or student if it does not impose an "undue hardship" on the operation of the College, and only after the student specifically requests such accommodations in writing. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as the institution's size, financial resources and the nature and structure of its operation.

Marygrove College is not required to lower quality, requirements or performance standards to make accommodations, nor is the College obligated to provide personal use items such as glasses or hearing aids. Students engaging in illegal use of drugs are not covered by the ADA when the College acts or renders sanctions on the basis of such use. Drug testing is not subject to ADA's restrictions on medical examinations. The College will hold those who imbibe and abuse illegal drugs and alcohol to the same performance standards as other students (See policy on Alcohol and Drug Use and Abuse).

The Nancy A. McDonough Geshke Library

Contact information: Main telephone 313 927 1355 (x1355); additional staff information at http://research.marygrove.edu/about-the-library/staff-a-faculty.html

Location: The Geschke Library is located in the east wing of the Liberal Arts Building.

Hours off operation: The Geschke Library's hours change throughout the academic year; current hours are posted on the Library's website at http://research.marygrove.edu/about-the-library/location-a-hours.html

Resources: The Geschke Library is a five floor facility which includes a Research and Technology Commons (RTC) with 50 public computer workstations (MS Office and a wide range of electronic and internet resources), two help desks (Research and Information Technology), an excellent academic reference collection and print format scholarly journals. Other areas of the Library include group study and social spaces, individual study carrels, 2 conference/seminar rooms, a Children's Literature Collection, a Quiet Room and 3 computer labs located on the ground floor. Our newest facility is a digital media maker-space, where students can do hands-on exploration/experimentation with new technologies.

Services: In collaboration with classroom faculty, Marygrove's instruction librarians provide training on the online library catalog and the approximately 100 periodical databases accessed through the Library's web pages. The Geschke Library staff also offer workshops on MS Office and other computer applications as well as one-on-one drop in sessions. Our reference librarians are available in person, by phone, text and chat and by appointment for extended, in-depth research assistance. Our Circulation staff oversees course reserves, inter-library loan and a large collection of video and DVD recordings. We also circulate headphones and USB battery chargers.

Our mission: The Nancy A. McDonough Geschke Library intends to be the most welcoming and user friendly library you will ever experience. Marygrove graduates have library privileges in their own right, and we know that many of them still consider us their library of choice.

Campus Safety Office

The primary function of the Campus Safety Office is to protect the welfare of students, staff and visitors. Uniformed safety officers patrol the campus 24 hours a day. The Campus Safety Office provides assistance with routine campus safety requests, emergencies, campus identification cards, parking decals, and requests for escort service.

Liberal Arts Building, Lower Level, Room 003
Phone (313) 927-1401/1411

Emergency number (313) 927-1411
Hours: 24 hour service

Safe Walk Program

The Safe Walk Program provides escorts on campus during evening class hours. You may request escort service anywhere on the Marygrove campus and to the bus stop in front of the College on McNichols Road. This service is available from 6:00 p.m. to 10:00 p.m., Monday through Friday. Additional hours may be scheduled as necessary. For an escort, call (313) 927-1666.

Student Identification Card (ID)

All Marygrove students are required to have a student identification card (ID). Students and staff are **strongly** encouraged to wear this ID card on their outer clothing when on campus. This card serves as official identification of the student's status at Marygrove. The ID card is also necessary for borrowing books from the library and in some cases at other libraries from Detroit-area colleges. In addition, the ID card can be used for making copies on campus and for student discounts at area movie theaters, museums, etc. ID cards can be picked up during registration times and non-registration times at the Campus Safety Office. Proof of registration must be provided before an identification card is issued. Cards must be renewed every semester by obtaining a current semester sticker. There is a $35.00 fee to replace a lost or stolen card. The fee must be paid at the Business Office during normal business hours. After payment has been made, the receipt should be taken to the Campus Safety Office to obtain a new card.

Appeal and review procedures

Student appeals fall into one of five categories: academic, discrimination, sexual assault and sexual harassment, student affairs, and administrative.

If the decision or action being appealed pertains to a class, e.g., a grading or academic honesty issue, the student should follow the Academic Appeal Procedure.

If the action deals with discrimination or racial harassment, the student should follow the discrimination/racial harassment procedure, and should contact the Title IX Coordinator or Student Affairs Designee.

If the action deals with sexual harassment, sexual assault, sexual misconduct, relationship (dating) violence and stalking, the student should follow the Policy and Reporting Procedures for Allegations of Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking. The student should contact the Title IX Coordinator or Student Affairs Designee.

If the decision or action being appealed pertains to the residence halls or student conduct, the student should follow the Student Affairs Appeal Procedure.

If a student decision or action being reviewed pertains to matters regarding withdrawal/refund policies and financial services issues, the student should follow the Administrative Review Procedure.

If a student is unsure of which procedure to follow or, in the case of the Administrative Review procedure, to whom to appeal, s/he should consult the Chief Academic Officer whose decision will be final.

ACADEMIC APPEAL PROCEDURE

I. Type of Appeal

A student shall appeal only academically related grievances to this board. Areas subject to the Academic Appeal Procedure are:

- Final course grades
- Admission into a program, major or department
- Cases of academic dishonesty

The Academic Appeal Procedure is the exclusive remedy for academic grievances.

II. Procedure for Appeal

1. If the student wishes to appeal a matter subject to the Academic Appeal Procedure, he/she must first contact the instructor or person directly responsible for the matter being grieved and discuss the matter. Whenever possible, grievances should be resolved at this level.
2. If no agreement is reached at this level, the student should contact the program coordinator and/or department chairperson to discuss the matter.
3. If no agreement is reached at this level, the student should contact the chairperson of the division involved to discuss the matter.
4. If no agreement is reached at this level, the student, if he/she wishes to pursue the grievance, must file a written grievance with the Dean of Academic Programs documenting that the above steps were taken. No appeal will be considered unless:

a) The student making the appeal files the grievance in writing, stating the specific complaint, reasons for the complaint and remedy suggested.
b) The written request to the dean is made within 45 calendar days following the incident or notice upon which the alleged grievance is based, or in case of a contested grade, within 45 days following the end of the tern in which the grade in question was received.

III. Composition of the Board

The Appeals Board shall be composed of five (5) members. Two (2) students shall be appointed by the Student Affairs Appointee, two (2) faculty members shall be appointed by the Faculty Assembly Officers, and one (1) academic administrator shall be appointed by the Chief Academic Officer. The students and faculty appointed will be from a discipline different from that of the student submitting the appeal.

IV. Hearing Procedure

The Dean of Academic Programs will initiate the convening of the Academic Appeals Board and explain the process. The Appeals Board shall select a chair and a recorder from among their number. The Appeals Board will review the documents presented, interview the parties concerned and others deemed necessary, render a judgment and notify the parties involved.

Within the hearing, the following minimum protections will be guaranteed:

1) A record shall be kept of the hearing. The extent of the record shall be at the discretion of the board.

2) Each principal shall be permitted one advisor, who shall be a member of the College community (i.e., student, faculty or staff member).

3) Principals, advisors and Board members shall be permitted to question all witnesses.

4) Deliberations of the committee shall be in executive session.

5) In order to consider and /or render a decision on a particular grievance, the Board must have the same five members in attendance at all hearings and votes on the grievance.

6) The Chair of the Board will send a letter to the involved parties, with a copy to the Chief Academic Officer, indicating the decisions of the Board based on a vote of the members.

The decision the Board renders will be made on both the merits of the grievance and the remedy to be applied. The Chief Academic Officer will accept as final the result of a simple majority vote of the Appeals Board.

DISCRIMINATION AND RACIAL HARRASSMENT PROCEDURE

It is the policy of Marygrove College that no one shall be discriminated against or excluded for any benefits, activities, or programs on the grounds of race, gender, religion, ethnic group identification, age, sexual orientation, or physical or mental disability.

Discrimination as identified above is illegal under Michigan Compiled Laws 37.2102-37.2210, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. In addition to any sanctions that may be imposed by Marygrove College as a result of this policy, individuals who engage in unlawful discrimination may be held personally liable to their victims and subject to additional legal sanctions.

Racial harassment means unwelcome, race-based conduct that is sufficiently severe or pervasive to alter the terms and conditions of one's education or employment thereby creating a hostile educational or work environment. While the conduct does not have to be so egregious to cause economic or psychological injury, conduct is not illegal simply because it is uncomfortable or inappropriate.

Confidentiality and Non-retaliation

1. To the extent possible, Marygrove College will make every reasonable effort to conduct all proceedings in a manner which will protect the confidentiality of all parties. All parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved. If it is impossible to resolve the complaint while maintaining such confidentiality, the parties will be so informed.

2. Retaliation against an individual for reporting discrimination or racial harassment or for participating in an investigation is strictly prohibited by Marygrove College. Such retaliation shall be considered a serious violation of this policy and shall be independent of whether a charge or complaint of discrimination or racial harassment is substantiated. Encouraging others to retaliate also violates this policy.

REPORTING PROCEDURES

Please refer to the Marygrove College website for a complete description of Marygrove's Discrimination and Racial Harassment Policy and the Reporting Procedure, including the Informal and Formal Complaint Process.

This is how the reporting process begins:

1. Complaints may be initiated by a party (the "complainant") who believes s/he has experienced unlawful discrimination, racial harassment and/or retaliation or by an individual who has learned of unlawful discrimination, racial harassment and/or retaliation

in his or her official capacity.

2. Where verbal complaints, or generalized complaints are submitted, the complainant will be provided with the College's standard form, asked to complete it and submit it to the designated Title IX Coordinator or Student Affairs Designee (if the complainant is a student). At the beginning of each academic year, the designated representatives—the Title IX Coordinator or Student Affairs designee and the Human Resources Office—will be published through the customary means of College communication including the Marygrove College Blackboard portal and website.

3. The Title IX Coordinator will be responsible for overseeing the investigation and resolution of discrimination and racial harassment complaints involving students in their academic roles.

Please see the Marygrove website for the more complete description of the policy and procedure for allegations of discrimination and racial harassment.

Sexual Assault and Sexual Harassment

Marygrove College prohibits sexual assault and sexual harassment in employment and education programs and activities. This policy applies to all students and employees and to conduct on campus, at College-sponsored activities, and through technology resources provided by or used at Marygrove on or off campus.

Title IX protects all persons from sexual harassment, sexual assault, sexual misconduct, relationship (dating) violence and stalking. Marygrove will process all complaints it receives, regardless of where the conduct occurred, to determine whether the conduct occurred in the context of an employment or education program or activity, or had continuing effects on campus. If alleged off-campus sexual harassment, sexual assault, sexual misconduct, relationship (dating) violence and stalking occurred in the context of an education program or activity or had continuing effects on campus, the complaint will be treated the same as a complaint involving on-campus conduct. This includes complaints of sexual assault or harassment by students, employees, and third parties.

REPORTING PROCEDURES

Please refer to the Marygrove College Sexual Misconduct website (http://www.marygrove.edu/sexual-misconduct.html)

for a complete description of Marygrove's Policy and Reporting Procedures for Allegations of Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking. Complaints prohibited under this policy and inquiries concerning the application of Title IX and its regulations should be directed to Marygrove's Title IX Coordinator.

Where to report: Allegations of Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking should be reported to the Title IX Coordinator. A complaint or report may be verbal or written and does not need to take a particular form. The Complaint Form can be located on the Sexual Misconduct Website. Students, staff and faculty may notify the head of their department or unit, their supervisor, or any member of the administration with whom they are comfortable. Students may notify a faculty member if they prefer. Any faculty or other employee receiving such a report is responsible for reporting it to the Title IX coordinator. Failure to comply shall be grounds for disciplinary action.

STUDENT AFFAIRS APPEAL PROCEDURES

Preserving the College Community and Maintaining Campus Order

The trustees, administrators, faculty, staff and students make up the academic community of Marygrove College. As a member of the community, each has a common loyalty to cooperate responsibly in maintaining the educational mission of the College. While the vast majority of the community are law abiding and contribute to the peace and order that the College has been proud of, others fail to realize the seriousness and impact of their actions. In keeping with Marygrove's educational mission, any member of the community who violates campus policies and regulations outlined in the Student Handbook or civil law may be subject to disciplinary action.

The following are examples of violations of campus order. These examples are intended to be illustrative rather than an exhaustive list of unacceptable behaviors:

Sex discrimination, i.e., Sexual harassment, sexual assault, sexual misconduct, relationship (dating) violence and stalking
Alcohol use and abuse
Dishonesty
Forgery
Harassment, assault, abuse (physical or psychological) of staff or students at the College
Fraud
Any violations of the College's Computer Usage Policy (http://www.marygrove.edu/current-students/resources/it-department/computer-usage-policy.html)
Gambling
Theft
Violence and destruction
Firearms and deadly weapons on campus (registered or not)
Using, possessing, or distributing of any controlled substance or illegal drug on college premises or at college-sponsored activities. Public appearance on campus or at any college-sponsored event while under the influence of illegal drugs will be considered a violation.
Failure to comply with reasonable directions and requests of campus personnel
Being convicted of a felony while enrolled as a student
Engaging in the unauthorized entry to, use or occupancy of College premises, facilities or properties
Issuing a bomb threat
Refusing to show or surrender College identification upon request by a College official
Misusing or interfering with fire equipment and failure to follow a fire drill or other emergency procedures
Obstruction of normal College functions and activities
Endangering the welfare of others in the College community
Hazing, which is defined as any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm.
Disruption of the teaching/learning environment (any circumstance or behavior caused by a student to alter the in- or out-of classroom activity originally developed by a faculty or staff member of the College)
Engaging in criminal activity
Failure to follow College policy and/or federal, state, county or municipal laws
Harassment of students, faculty or staff involved in the adjudicative process
Violation of any agreement made during the adjudicative process, including but not limited to, no-contact orders. Perjury or retaliatory or disruptive behavior will also be grounds for further disciplinary action.
Refusal to desist from prohibited conduct
Intentionally making false charges against another member of the college community to harass, harm, defame and/or intimidate that individual.

Sanctions

The primary aim of disciplinary action is to help facilitate the growth of students by helping them deal maturely with the questions of personal responsibility. These sanctions are intended as guidelines which may be modified based on the circumstances and developmental or other needs of the student. The sanction rendered is based on the seriousness of the situation and the impact the situation had or could have on the community.

Reprimand: A written or oral reprimand is an official statement from the Student Affairs Designee. This reprimand officially advises the student of a violation and warns that further violations may result in a more severe disciplinary action.

Reprimand with Conditions: Where appropriate, this level of written reprimand may include any or all of the following conditions:

- Educational program or task - Assignment of educational program and/or appropriate task.
- Loss of privileges: Removal of privileges or restriction of activities for a designated period of time
- Trespass: A permanent action that restricts an individual's access to a specified location, campus or college sponsored event
- Restitution: Reimbursement by the student to cover the cost of damage or loss of property or services. Reimbursement may be partial or complete depending on circumstances, e.g. number of people involved or degree of responsibility.
- Referral: A student may be referred for counseling or other appropriate professional help if it is believed that this can assist in avoiding further violations.

Probation: Loss of good standing as a member of the college community for a specified period. This is an official written notice that advises that the student may risk separation from the college if there are any further violations. Where appropriate, probation may include any or all of the previously-listed conditions.

Registration Record Hold: If a student fails to complete the conditions of a judicial sanction (e.g. College Service Hours, etc.), a Registration Record Hold may be placed on his or her registration account. With this hold in place, the student is prohibited from participating in registration and course adjustment, requesting transcripts, and from receiving a diploma. The Student Affairs Designee will remove the hold after the student has met the conditions of the sanction.

Temporary Suspension: The Student Affairs Designee may suspend a student immediately, before their case has been reviewed and a sanction is rendered. Under these circumstances, the judicial process would be expedited and additional resources and consultants would be utilized to render the most fair and prudent judgment on behalf of the student, in an effort to protect the well-being of those within the College community. In some instances, the Student Affairs Designee, in consultation with a mental health professional, may require a student to undergo an examination by a licensed mental health professional (at the student's expense). Based on the recommendation of the student's licensed health care professional or, in instances when the student refuses to obtain the examination, the student may be suspended from the College. All conditions, if any, necessary for readmission to the College, will be stated in the suspension documentation.

Suspension: Temporary separation from the College for a specified period. At the end of the specified period the student may apply for readmission to the College. Special conditions affecting eligibility for readmission or special conditions to be in effect upon readmission may be designated. Restitution, where appropriate, may be required of a suspended student. Suspended students may not visit the campus unless prior permission by the Student Affairs Designee has been granted.

Dismissal: Permanent separation from the College. Dismissed students may not visit the campus unless prior permission by the Student Affairs Designee has been granted. Dismissed students will not receive academic credit for the semester in which the dismissal occurred.

Medical Suspension: To help students perform at their best, Marygrove College provides counseling. On occasion, however, some students' medical and psychiatric needs are beyond that which the College can be reasonably expected to provide. When a student's medical or psychiatric condition threatens his or her welfare, disrupts or threatens the campus community or makes excessive demands on its staff, the Student Affairs Designee, in consultation with the Director of Athletics, Wellness and Recreation

and the Director of Counseling, may request that the student undergo an examination by a medical doctor and/or a psychiatrist at the student's expense. Based on the recommendation of the student's licensed health care professional or, in instances when the student refuses to obtain the examination, the student may be separated from the College on medical or psychiatric grounds.

Referral to Counseling:
In certain circumstances, aside from disciplinary measures, the College may refer a student to the Director of Counseling for assistance. Referrals are made when students are involved in disciplinary cases that manifest behaviors and/or attitudes which prevent their ability to function effectively, or when a student's behavior becomes a threat to himself/herself or other students.

In suspension and dismissal, fees will be refunded in accordance with regular College procedures. The grades, which would be appropriate if the student withdrew voluntarily, would be assigned. In the case of a medical suspension, students would not be held responsible for fees.

Judicial Procedure
Step I : Initiating an Investigation
An allegation of a violation of the Principles of the Student Code of Conduct can be made by any member of the campus community (faculty, staff, or student). Allegations should be directed to the College's Judicial Officer or Student Affairs Designee (SD). The Judicial Officer will have the responsibility of adjudicating issues of student conduct in violation of the code.

The Judicial Officer or Student Affairs Designee may decide to initiate a formal College investigation of an allegation. When initiating a formal College investigation, the Judicial Officer or Student Affairs Designee shall conduct the investigation and shall notify in writing the student of: a) the alleged infraction, b) the investigating officer of the College, and c) the College's judicial procedure and potential sanctions.

The Judicial Officer or Student Affairs Designee may seek to resolve the incident through an Informal Hearing, Administrative Hearing, or Judicial Board Hearing.

The Informal Hearing (held between the Judicial Officer or Student Affairs Designee and Student) resolution could be to increase awareness of the principles and importance of the Student Code of Conduct but may not result in a written finding or sanction.

The Formal Administrative Hearing (held between Judicial Officer or Student Affairs Designee and Student) is an option only if the student admits guilt. Resolution could be a written reprimand or other disciplinary action directly related to the Student Handbook code of conduct. In addition, the student forfeits his/her rights to the appeals process.

The Judicial Board Hearing (held between Judicial Board and Student) is made up of faculty, staff, and students of the Marygrove College Community who have been trained in the College's Judicial Process. Resolution could be a written reprimand up to dismissal from the institution.

Step II: Investigation, Finding, and Sanction
The Judicial Officer will gather whatever information necessary to determine the veracity of the allegation. Information gathering may include the following, among others: soliciting written statements from the student and/or witnesses, interviewing the student and/or witnesses, collecting any corroborating evidence, etc.

The Judicial Officer will write the College's official finding and sanction. The College's official finding and sanction, to be sent in writing to the Student Affairs Designee, should state: a) the finding (what violation, if any, occurred), b) the reasoning used in reaching the finding and sanction, c) any extenuating circumstances that influenced the investigation, the finding or the decision regarding sanction. A separate letter, stating the finding and the sanction (if any), will be sent to the student. If a violation is found to have occurred, a copy of the student's letter is placed in the student's official file and the sanction is binding unless the student follows the College's Appeal Procedure.

Appeal

A student may request an appeal in writing to the Student Affairs Designee, postmarked within 48 hours of the letter of disciplinary action. An appeals committee, composed of 2 faculty members (appointed by Faculty Assembly Officers), 2 students (appointed by Student Affairs Designee) and 1 administrator (appointed by the Chief Academic Officer) will be assembled to review the complaint and determine whether there is a basis for appeal.

By virtue of filing an appeal, the accused student agrees to allow the committee permission to review confidential records as relevant. If the committee will hear the appeal, the student has a right to the following during the hearing:

- Be assisted by an advisor from within the College
  (advisor cannot be present in hearing with the student, however)
- Present evidence and witnesses on his or her behalf
- Question and challenge statements made on behalf of the complaining party
- Be informed of all witnesses
- Refuse to answer questions
- Refuse to attend the hearing.

For sanctions other than suspension or dismissal, the Student Affairs Designee has the final say unless judicial procedures were not followed accurately.

All appeal letters must include a copy of the sanction letter sent to the student by the College officer who rendered the sanction, and a clear statement of the basis of the student's appeal (i.e., student feels that proper procedures were not followed or student is seeking a reversal on new or overlooked evidence that could exonerate him/her from the charges).

If the review committee decides to hear the case (for all suspensions and dismissals or in procedural oversights), their decision will be final. The student will be informed in writing of the committee's appeal decision at the conclusion of the review. A copy will be sent to Student Affairs Designee and a copy will be placed in the student's file.

Until the appeal has been ruled on by the Disciplinary Appeals Committee, the imposed sanction(s) will take immediate effect. The Student Affairs Designee or Director of Judicial Affairs will notify the student in writing regarding continuance of classes and other activities

Discipline records are kept on file for two years after a student graduates or five years after the student's last semester of attendance, if the student did not graduate. Cases involving felony crimes and acts of severe destruction and violence will be kept on file indefinitely.

During the summer session, student members will be appointed by the Judicial Officer. A student member will have:

- no record of disciplinary action:
- at least a 2.50 cumulative grade point average;
- Current status as an enrolled full-time student.

The Student Affairs Designee or the Judicial Officer may handle all cases during the summer administratively.

ADMINISTRATIVE REVIEW PROCEDURE

Students should follow the policies regarding Withdrawals/Refunds and Financial Information found in the Undergraduate Catalog*, the Marygrove website and the* Student Handbook.

If a student has a dispute in one of the above areas, the student submits the specific issues(s) in writing including facts, dates,

student actions, forms and a request for a specific resolution to the appropriate director of the department governing that policy (I.e., Financial aid awarding to the Director of Financial Aid and Scholarships; Registration issues to the Registrar; Financial Statement charges and issues to Financial Services). In some cases, more than one department will be involved in the decision.

The department (s) will review all documents, a decision is rendered and the student is notified in a letter and through their Marygrove email student account. Whenever possible, the issue should be resolved at this level.

Procedure for Review

If a student disagrees with the resolution, the student may request an administrative review with due cause and/or additional documentation. A student can only request a review of administrative issues to the Administrative Review Board.

A student submits in writing a request for an administrative review of the department(s) decision, including the reason for the review, and additional documentation to the Registrar. The Registrar will collect all relevant information and actions from the appropriate department(s), and will retain the original file.

Composition of the Board

The Administrative Review Board shall be composed of three members: an administrator, a representative from academic affairs and a representative from student affairs.

Hearing Procedure

The Registrar will initiate the convening of the Administrative Review Board. The Board shall select a chair and a recorder from among their number. The Board will review the written documentation presented, interview parties concerned and others deemed necessary, render a judgment and notify the parties involved.

The Chair will send a letter with the final decision of the Board to both the student and the Chief Academic Officer. The decision the Board renders will be a final decision on both merits of the issue and the remedy applied.

The Academic Review Board

Marygrove undergraduate students are considered to be in good academic standing at the College if their cumulative GPA is 2.0 or better and if they are making Satisfactory Academic progress toward a degree (SAP). SAP is defined as the completion of two-thirds of the credit hours for which a student registers at the beginning of the semester. In the event a student falls below the 2.0 GPA requirement, specific guidelines exist to determine the action to be taken on behalf of the student. Such action is directed by the academic review board following the policies listed in the catalog pertaining to probation and dismissal.

- 12 hours have been attempted at Marygrove by a first year student, or
- A sophomore, junior, or senior has completed at least one semester at Marygrove.

The academic review board is a committee of faculty and academic administrators who are responsible for reviewing matters relating to academic requirements. The academic review board meets twice a year, in December and May.

ALCOHOL, DRUG USE AND ABUSE

Marygrove abides by the goals of the Drug-Free Schools and Communities Act of 1986, as amended, and the Drug-Free Workplace Act of 1988. The College accepts the responsibility for providing a drug-free learning environment and does so through education, providing counseling and/or referral services, and protecting the rights of all members of the College community. **Marygrove College is an alcohol free campus.**

If you have any personal concerns or questions about drug or alcohol use, contact the office of Student Counseling at (313) 927-1474, or visit the office in the Student Center Building, room 103.

Violators of state law and College policy regarding illicit drugs or alcohol are subject to College disciplinary and/or criminal or civil court action. Possession, use, manufacturing or distribution of illicit drugs on campus may lead to immediate dismissal from the College and/or criminal prosecution.

Medical Use of Marijuana

As a recipient of federal funds, Marygrove College is governed by the federal statute that classifies marijuana as a controlled substance. Therefore, even though the st**ate of Michigan has legalized the use of marijuana for** medicinal purposes, Marygrove College will NOT permit the use or possession of marijuana on campus (includes buildings and grounds).

Health Risks

Improper use of any drug or alcohol can seriously affect the health of students, impair their academic performance and endanger the well-being of others. Various health risks are associated with the use of illicit drugs and the abuse of alcohol. Addiction to alcohol or other drugs is a progressive disease which, if untreated, is fatal. Medical consequences of alcohol abuse include the following: liver damage and disease, gastrointestinal problems and brain damage. Abuse of alcohol and marijuana during puberty can result in an imbalance of sex hormones, resulting in reduced muscle mass and shrinkage of testicles in males and menstrual difficulties and infertility in females. One out of every 500 babies born has fetal alcohol syndrome, a form of mental retardation, caused by use of alcohol during pregnancy. The use of cocaine and amphetamines can result in heart attacks. Use of hallucinogens, especially PCP, can result in an irreversible drug-induced psychotic state and/or delusions that can be life threatening. Substance abusers often experience feelings of depression, anxiety, low self-esteem, guilt and loneliness.

Support, Counseling, Treatment

Students who need help in dealing with drug and/or alcohol abuse problems, personally or in their household, are encouraged to contact the campus Counselor(927-1474).While these departments provide counseling, assistance and workshops throughout the year, the following community agencies are at your disposal, as well. Some services are free, based on a sliding scale, or covered by your insurance. If you are enrolled in an insurance plan, please review your policy for information on coverage. Marygrove does not endorse the use of any of the facilities listed below. A doctor's recommendation should be taken when making a decision pertaining to health care provisions.

Al-anon Family Groups
26150 5 Mile Rd., Suite 19, Redford, MI 48239
(313) 242-0300

Alcoholics Anonymous
(313) 831-5550

Catholic Social Services of Wayne County
9851 Hamilton Avenue, Detroit, MI 48202

(313) 883-2100
Services: individual, group and family therapy for alcohol and drug abuse, and children of alcoholics

Eastwood Clinic
11542 Connor, Detroit, MI 48205
(313) 923-6830

Henry Ford Health System Centers for Chemical Dependency
6773 West Maple Road, West Bloomfield, MI 48322
(248) 661-6100

National Council on Alcoholism and Drug Dependence
(313) 342-3606

Sacred Heart Rehabilitation Center
220 Bagley St. # 326, Detroit, MI 48226
(313) 961-6190

CHILDREN ON CAMPUS

Marygrove College promotes a family-oriented community and cares about the safety of children on our facilities. To protect their safety and avoid potential conflicts, children are not allowed on campus unless they are being supervised by an adult. The unfortunate reality is that children, particularly those under the age of 12, are victims of many forms of crime and accidents. In instances where children are participating in formal College activities, including tutoring sessions or group instruction, an adult is expected to drop the child off at the appropriate activity site no sooner than 10 minutes prior to the start of the activity, and retrieve the child no later than 10 minutes following the conclusion of the activity. Any child who is left unsupervised on the campus will be escorted by campus safety to the Campus Safety Office after reasonable attempts to locate the parent or guardian on campus have been made. After an appropriate length of time, the local police department will be called to retrieve the child. Children defined as 0-18 years of age are prohibited from the residence hall. No exceptions.

CHILDREN IN THE CLASSROOM

The faculty, administration and staff of Marygrove want students to be successful. We know that many students are parents and are under extreme pressure to find childcare during class time. Taking children to class, however, can be distracting to the student as well as his or her classmates. So that the teaching/learning environment is not compromised, children are not to be brought to class.

CLEAN AIR POLICY

As part of the College's effort to ensure a safe, healthy and comfortable learning environment, all campus buildings are smoke free.

This policy affects students, staff, faculty, and visitors to Marygrove's premises. Smoking outside of buildings is not allowed except in designated smoking areas, which are as follows:

- Back area of the Liberal Arts building -- Loading dock location
- Southwest outside corridor of the Madame Cadillac Building between Alumnae Hall and the Main Dining Room
- Outside the rear entrance of Florent Gillet Hall. Back parking area, close to the computer room and loading area.

Enforcement

The College's goal is to encourage voluntary compliance of this policy. Campus safety officers are expected to remind students about the policy and enforce the smoking regulations. Smokers are to put litter, created as a result of smoking, into trash receptacles. Persistent violators are to be referred for corrective action. Smoking in violation of this policy will result in disciplinary action.

Student Assistance

If you do smoke, we encourage you to think about quitting. Your body will immediately reap the benefits. For more information about smoking and health, contact Athletic and Wellness Services at (313) 927-1391.

COMPUTER USAGE POLICY

This policy establishes a code of conduct appropriate to the use of computer, network and Internet resources at Marygrove College (the "College").

Computer, network and Internet resources are provided for the College's students, faculty, and staff (the college community) for a wide variety of purposes. These resources are limited, and how each individual uses them may impact the work of other members of the community, and beyond, as our campus network is connected (through the Internet) to other networks worldwide. It is important that everyone using these resources be aware of what constitutes proper use and behavior.

The following are appropriate behavior for the use of the College's computer, network and Internet resources:

- The College computer, network and Internet resources are provided for College business, only.
- The use of computer, network and Internet resources should be consistent with the instructional research, communications or university related activities and objectives of the College.
- Ownership of intellectual and creative property within the College's network or on the Internet (including data and ideas) must be honored in accordance with relevant state and federal laws, including the United States Copyright Act of 1976.
- Access to the College computers, network and the Internet is limited to members of the College community. Individuals within the College community are not permitted to provide privileged access to the campus network to those outside this designated community.
- The College-network is not to be used for private or financial gain or for-profit activities.
- Having access to a College computer account means that you have responsibility for the computing activity which takes place in that account. The College's connection to the Internet does not allow you to abuse that connection. You are responsible for any files stored in your accounts and for all computing activity generated from those accounts, including all content posted in newsgroups, bulletin boards or chat rooms.

The following are violations of the College's Computer, Network and Internet Usage Policy:

- Annoyance: Items such as electronic chain letters, games, bulk mailing of e-cards, jokes, etc. which can severely disrupt computing and network performance, may not be distributed.
- Break-ins: An attempt to gain access to computer systems (on or off campus) for which one has not been granted access or an attempt to exceed one's authorized access.
- Forging, Spoofing, Phishing, and Password Sharing: Attempts may not be made to impersonate another individual or entity by sending forged information, such as e-mail; passwords are not to be shared.
- Harassment, Illegal Acts: Computer, network and Internet resources cannot be used to violate the standards of conduct

established by the College. This includes using any of these resources to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family or making or republishing defamatory statements against another person or entity. Users may not use network/Internet access to engage in any illegal act, to solicit others to engage in any illegal act, or for any illegal purpose, including arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, etc.

- Tampering: A deliberate attempt to disrupt the performance of a computer system or a network, on or off campus, including a denial of service attack or an attempt to "break" system security. Any attempt to breach the College's system security or firewall is prohibited.
- Viruses: Intentional release or creation of viruses, worms, bots, self -replicating code or other computer program that could cause harm or destruction of another's files, data or information is prohibited. In addition, the College encourages responsible behavior and recommends scanning all executable programs. Virus scanning software is available on all machines on campus.
- Theft, Copyright Infringement: By the copyright laws of the United States, and most other nations, virtually all information in computer files is copyrighted. Users of the College's computer, network and Internet resources are strictly prohibited from downloading copyrighted content from the Internet without permission from the copyright owner. Users are also prohibited from republishing content from the College's network without express permission from the copyright owner.
- Violations of the acceptable usage policies of the College's Internet Service Providers
- Lab Environment – Each user has the right to a reasonably quiet environment in designated computing labs. Each user is expected to exercise good judgment regarding noise levels in considerations of others. Lab assistants and consultants are responsible for maintaining the appropriate environment.
- Export Restrictions. Because of United States export restrictions, programs or files containing encryption technology are not to be placed on the Internet via access through the College network or using College computers.

The following information is focused on the privacy of files and e-mail:

- Electronic mail is inherently insecure. Mail messages may be passed through many systems, which are not under the control of the college on the way to their destination. Messages may be intercepted and read by third parties during the process of delivery.
- The content of e-mail or other files is generally considered confidential, and the system administrator will not look at user files unless requested by the user, required as a result of a system problem, in connection with a possible infraction of a College policy, procedure, a legally required investigation, or as otherwise required by law.
- The College has possession of e-mail and other files, data and information. Review and/or disclosure of files, data and information may be required by the Freedom of Information Act and may be subject to release pursuant to a subpoena. The ability to retrieve specific mail that has been deleted varies with the location where the mail is stored and deletion is not guaranteed. Use of e-mail for confidential transmission is at the user's risk, and the user should not assume that e-mail is private.

Violations and Sanctions

Users who violate the policies outlined in this document and/or the code of student conduct are subject to sanctions. If a user is found in violation of a these policies, Technology Services will notify the appropriate supervisor (Assistant Dean of Student Development for students) for suitable action. The supervisor must report back to Technology Services (and for employees, the Director of Human Resources) the remedy for the violation. Users should also be aware that they may be subject to prosecution according to Michigan law and legal action by the owners and licensors of proprietary software for violation of copyright laws and licensing agreements.

The College will not be responsible to any user or third party, for any damages, direct or indirect, arising out of the use of

the College computers or network.

DIVERSITY

The College has adopted the following policy on diversity because of the importance of diversity in the contemporary life of Marygrove. It has been prepared in consultation with faculty, staff and administrators, and approved by the college-wide diversity committee. This policy relates directly to the mission of the College and guides student life at Marygrove. As with the College mission, all members of the College community are expected to actively embrace the principles implicit in this policy.

Marygrove College values the dignity and worth of all individuals, and seeks consciously to develop a campus environment where people of different ethnicity, gender, age, sexual orientation, physical disabilities, and cultural and religious backgrounds can work together as a learning community. Faculty, staff and students are expected to be aware of and sensitive to the many forms of discrimination which continue to plague American society, and to counteract such discrimination by showing respect to each member of the College community.

The Marygrove community is committed to implementing policies, procedures, and programs which support equitable access to opportunities for all members of the college community. Therefore, any action which is discriminatory in nature, whether deliberate or unintentional, denies the values inherent in that commitment. Individuals should be especially diligent about language, behavior and mannerisms which have been traditionally employed to exclude or demean others. Such language or discussion is unacceptable except in an academic context, such as historical or literary review, and then should be approached only with sensitivity. Unfair treatment or harassment in any form and against any individual, group or class of people will not be tolerated at Marygrove College.

EMERGENCY SCHOOL CLOSING PROCEDURE

The following are the procedures for closing the College in the event of a power failure, security risk, or weather emergency.

1. During the Day:

   The Vice Presidents will consult with the Director of Security and the Facilities Manager to determine the current situation.

   After 5:00 p.m.:

   The on-campus situation will be assessed by Facilities and Campus Safety personnel. After consultation between the Facilities Manager and the Director of Campus Safety, the Vice President, Academic Affairs will be apprised of the situation.
2. The President (or the appropriate administrator-in-charge) of the College will be contacted by the Director of Campus Safety and informed of the situation. The President will make the final decision to close or keep the College open.
3. The Director of Campus Safety will contact the Law Enforcement Information Network (LEIN) **after 9:00 p.m. the night before closing and prior to 7:00 a.m. on the day of closing.** The LIEN system will distribute this information to all TV and radio stations for broadcast to the general public.

   In the event that the College has to cancel classes outside of the time when the LEIN system is in operation, Communications and Marketing personnel will contact the following radio and TV stations:

   WWJ (950) Radio

   Channel 4

Channel 7

Students should listen to WWJ Radio station 950 or watch Channel 4 and 7 for information regarding class cancellations or College closure.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (F.E.R.P.A.)

ANNUAL NOTICE TO STUDENTS

Annually, Marygrove College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records.

These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or parents or legal guardians of dependent students. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The following is considered "Directory Information" at Marygrove College and will be made available to the general public unless the student notifies the Registrar's Office in person or in writing before the last day to add classes.

  Student's name, telephone numbers, all addresses, e-mail address, place of birth, college, major, honors, awards, enrollment status, classification, dates of enrollment, degrees conferred, dates of conferral, graduation distinctions and the institution attended immediately prior to admission.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Marygrove College 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 20202-4605.

FERPA Annual Notice Addendum

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller Gen-

eral, the U.S. Attorney General, the U.S. Secretary of Education, or state and location education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research: Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Last updated: 5/15/13 Source: AACRAO

HARASSMENT

Marygrove College is committed to providing a campus environment that is comfortable, healthy, pleasant, and free from intimidation, hostility, or unlawful pressure which might interfere with your academic performance. Harassment of any sort including sexual, racial, ethnic and religious (communicated verbally, physically, visually or written) is reprehensible behavior and will not be tolerated.

Please refer to, http://www.marygrove.edu/faculty-staff/resources-faculty-staff/file-archive/item/discrimination-policy.html, for the full policy.

HAZING STATEMENT

Hazing is considered by the Fraternity Executives Association to include any action which produces mental or physical discomfort, embarrassment, harassment, or ridicule. The harassment statement in this handbook states that no member of the College community may harass, threaten, coerce, abuse or harm any person. Student organizations and their member recruitment, development and activities, are not excluded from these policies regardless of their own organization policies. At the same time, the College may support and act upon hazing policies of each organization. Thus, student organizations are bound by both College and its own policies regarding hazing. Hazing policy statements are a required part of files of all Greek social and service organizations, and any other organization engaging in pledging potential members. Hazing allegations will be investigated and followed up by the College quickly and aggressively.

STUDENT LEAVE OF ABSENCE POLICY

(Undergraduate and Graduate Degree Students, as applicable)

A student in an undergraduate or graduate program may request a temporary Leave of Absence when life events make continued participation in the program especially difficult or improbable for a time. An approved Student Leave of Absence allows a student to not register during a Fall, Winter or Summer term and yet remain in compliance with College enrollment requirements. A Leave of Absence may have implications for financial aid and loans. Students who are eligible for an Emergency Leave of Absence must consult with the Office of Financial Aid as soon as possible to determine how the Leave affects their aid and eligibility to defer loan repayment. A copy of the undergraduate or graduate policy can be found in its entirety in the Student Development Office.

STALKING

Michigan penal law defines stalking as "a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested."

Forms of Stalking

Under this law, assailants could be charged with stalking if they are found to be:

- Following or appearing within sight of another
- Approaching or confronting another individual in a public or private place
- Appearing at the workplace or residence
- Entering or remaining on an individual's property
- Contacting the individual by phone
- Sending hard copy or electronic mail

Penalties for stalking

Legal action will be taken against those found guilty of stalking. Stalking is a misdemeanor offense. Upon conviction, a person will receive:

- Up to one year of imprisonment, or
- Up to $1,000 in fines or both
- Up to five years' probation

Aggravated Stalking

Aggravated stalking is a felony and can result in a convicted person being imprisoned for up to five years and/or being fined up to $10,000. Aggravated stalking involves at least one of the following:

- One or more threats to kill or physically harm an individual that causes the person hearing the threat to fear for their safety or that of another.
- The violation of a condition of a pre-trial release or condition of probation or bond for stalking.
- The violation of a restraining order.

STUDENT CODE OF CONDUCT

Principles of the Student Code of Conduct

A student who enrolls at Marygrove College accepts responsibility to comply with the college's policies and behavioral expectations. Students are responsible for becoming familiar with these policies and the Student Code of Conduct. Failure to be informed will not excuse inappropriate behavior, as it relates to these policies. The Student Code of Conduct shall apply to inappropriate student behavior on college premises and at college events. It may also apply to conduct occurring off campus that adversely affects the college community and/or educational goals and objectives. The Col-

lege has primary interests with or in:

1. Matters which impinge upon the learning environment, academic achievement of campus community members, and personal integrity.
2. Conduct which breaches the peace, causes disorders, and/or substantially interferes with the rights of others. This includes frequent or repetitive behavior such as threats to others, threatening or attempting suicide, repeated unwelcome contacts in person, by telephone, through email, or through other means. A person's repeatedly being in an emergency health situation which causes disruption to others or to College functions may also constitute violation of this provision.
3. Behavior which threatens the physical, spiritual, mental health or safety of members of the College Community, and one's self.
4. Protection of College property and the property of its community members from theft, damage, destruction, or misuse.
5. Fulfillment of contractual agreements.
6. Its obligations to support and be guided by the regulations of the College Board of Trustees, and the laws of the local, state, and federal government.

Marygrove College is a zero-tolerance campus for alcohol, drugs and violence. Zero tolerance policies are intended to set the standards of behavior and clear expectations to those who are participating in behaviors that are counterproductive to the safety and well- being of the campus community.

Any student whose conduct causes reasonable apprehension of a serious risk of harm to the faculty, staff, students or guests of the College, by the student acting in a violent, dangerous, threatening or intimidating manner, shall be subject to discipline, up to and including suspension or expulsion from the College.

Marygrove College recognizes both the legal and social consideration relative to personal behavior and habits. Any activity that violates state, federal or local law is prohibited at Marygrove College. This includes possessing or drinking alcoholic beverages; the possession of, trafficking in any narcotic, dangerous of unlawful drugs in any college building or on college grounds, as well as harassment, retaliation and abuse of any kind. Sanctions could include fines, mandatory drug/alcohol counseling, probation, suspension, expulsion and referral to civil authorities. Students who are legally of age to smoke may do so if it does not infringe upon the rights of non-smokers. Smoking is permitted on college grounds, but not in college buildings.

Preserving the College Community and Maintaining Campus Order

The trustees, administrators, faculty, staff and students make up the academic community of Marygrove College. As a member of the community, each student has a common loyalty to cooperate responsibly in maintaining the educational mission of the College. While the vast majority of the community are law abiding and contribute to the peace and order that the College has been proud of, others fail to realize the seriousness and impact of their actions. Therefore, in keeping with Marygrove's educational mission, any member of the community who violates campus policies and regulations outlined in this handbook or civil law may be subject to disciplinary action.

The following are **examples** of violations of campus order. These examples are intended to be illustrative rather than an exhaustive list of unacceptable behaviors:

- Alcohol use and abuse
- Dishonesty
- Forgery
- Harassment, assault, abuse (physical or psychological) of staff or students at the College
- Fraud
- Any violations of the College's Computer Usage Policy
  http://www.marygrove.edu/current-students/resources/it-department/computer-usage-policy.html

- Gambling
- Theft
- Violence and destruction
- Firearms and deadly weapons on campus (registered or not)
- Using, possessing, or distributing of any controlled substance or illegal drug on college premises or at college-sponsored activities. Public appearance on campus or at any college-sponsored event while under the influence of illegal drugs will be considered a violation.
- Failure to comply with reasonable directions and requests of campus personnel
- Being convicted of a felony while enrolled as a student
- Engaging in the unauthorized entry to, use or occupancy of College premises, facilities or properties
- Issuing a bomb threat
- Refusing to show or surrender College identification upon request by a College official
- Misusing or interfering with fire equipment and failure to follow a fire drill or other emergency procedures
- Obstruction of normal College functions and activities
- Endangering the welfare of others in the College community
- Hazing- which is defined as any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm.
- Disruption of the teaching/learning environment (any circumstance or behavior caused by a student to alter the in or out of classroom activity originally developed by a faculty or staff member of the College)
- Engaging in criminal activity
- Failure to follow College policy and/or federal, state, county or municipal laws
- Harassment of students, faculty or staff involved in the adjudicative process. Violation of any agreement made during the adjudicative process, including but not limited to no-contact orders. Perjury or retaliatory or disruptive behavior will also be grounds for further disciplinary action.
- Refusal to desist from prohibited conduct
- Intentionally making false charges against another member of the college community to harass, harm, defame and/or intimidate that individual.

Judicial Procedure

Step I*: Initiating an Investigation*

- An allegation of a violation of the Principles of the Student Code of Conduct can be made by any member of the campus community (faculty, staff, or student). Allegations should be directed to the Colleges Judicial Officer or Assistant Dean of Student Development. The Judicial Officer will have the responsibility of adjudicating issues of students conduct in violation of the code
- The Judicial Officer or Assistant Dean of Student Development may decide to initiate a formal College investigation of an allegation. When initiating a formal College investigation, the Judicial Officer or Assistant Dean of Student Development shall conduct the investigation and shall notify in writing the student of: a) the alleged infraction, b) the investigating officer of the College, and c) the College's judicial procedure and potential sanctions.
- The Judicial Officer or Assistant Dean of Student Development may seek to resolve the incident through an Informal Hearing, Administrative Hearing, or Judicial Board Hearing.

- The Informal Hearing (held between the Judicial Officer or Assistant Dean of Student Development and student) resolution could be to increase awareness of the principles and importance of the Student Code of Conduct but may not result in a written finding or sanction.
- The Formal Administrative Hearing (held between Judicial Officer or Assistant Dean of Student Development and student) is an option only if the student admits guilt. Resolution could be a written reprimand or other disciplinary action directly related to the Student Handbook code of conduct. In addition, the student forfeits his/her rights to the appeals process.
- The Judicial Board Hearing (held between Judicial Board and student) is made up of faculty, staff, and students of the Marygrove College Community who have been trained in the College's Judicial Process. Resolution could be a written reprimand up to dismissal from the institution.

Step II: *Investigation, Finding, and Sanction*

- The Judicial Officer will gather whatever information necessary to determine the veracity of the allegation. Information gathering may include the following, among others: soliciting written statements from the student and/or witnesses, interviewing the student and/or witnesses, collecting any corroborating evidence, etc.
- The Judicial Officer will write the College's official finding and sanction. The College's official finding and sanction, to be sent in writing to the Assistant Dean of Student Development should state: a) the finding (what violation, if any, occurred), b) the reasoning used in reaching the finding and sanction, c) any extenuating circumstances that influenced the investigation, the finding or the decision regarding sanction.
- A separate letter, stating the finding and the sanction (if any), will be sent to the student. If a violation is found to have occurred, a copy of the student's letter is placed in the student's official file and the sanction is binding unless the student follows the College's Appeal Procedure.

Appeal Procedure

The request for an appeal must be made in writing to the Disciplinary Appeals Committee within forty-eight hours (48) or two business days after the date of notification of the Sanction resulting from the action of the college Judicial Board Committee. An appeal may be granted if one or more of the following reasons are justified in the written request:

- New evidence or witnesses;
- Improper trial procedures;
- Sanctions too punitive for offense; and
- Bias of hearing body.

The Disciplinary Appeals Committee will inform the student of their decision to grant an appeal within forty-eight hours (**48**) or two business days of receipt of request. The student will be permitted to attend the Appeals Committee Hearing. The Disciplinary Appeals Committee's recommendation may be one of the following:

- Sustain the action of the Judicial Board Committee
- Determine alternative or reduced sanction, to include exoneration from charges if new evidence is produced that would warrant such action(s).
- Reduce the sanction based on "too punitive for offense."

Students may request an appeal through the Judicial Office. However, until the appeal has been ruled on by the Disciplinary Appeals Committee, the imposed sanction(s) will take immediate effect. The Assistant Dean of Student Development or Director of Judicial Affairs will notify the student in writing regarding continuance of classes and other activities. Neither the student nor the college may have legal counsel present at the hearing. Following the procedures listed above, a second appeal may be made to the Assistant Dean of Student Development *only* in cases where suspension and expulsion are the pending sanctions, whose decision, in consultation with the President, is final.

Disciplinary Appeals Committee

The Disciplinary Appeals Committee will review and decide on all previously ruled disciplinary cases brought before the committee on appeal. This committee will be composed of five members of the Judicial Board Committee, who did not participate in the hearing and ruling of said appeal case.

- A minimum of two students shall make up the committee;
- One faculty and/or staff member will serve as chairperson
- Each member will have one vote and decisions will be by plurality vote;

The Chairman must decide if a quorum is present (five members) and that quorum should be voted upon by the committee members gathered.

Committee Appointments and Eligibility

The faculty, staff, and student members and chairperson will be selected by the Judicial Officer or Assistant Dean of Student Development to serve for not more than two years. Students must be approved by the Assistant Dean of Student Development/Judicial Officer. All committee persons must note that all information shared is confidential.

During the summer session, student members will be appointed by the Judicial Officer. A student member will have:

- No record of disciplinary action:
- At least a 2.50 cumulative grade point average;
- Current status as an enrolled full time student.

The Assistant Dean of Student Development or the Judicial Officer may handle all cases during the summer administratively.

- Referral - A student may be referred for counseling or other appropriate professional help if it is believed that this can assist in avoiding further violations.

SANCTIONS

The primary aim or disciplinary action is to help facilitate the growth of students by helping them deal maturely with the questions of personal responsibility. These sanctions are intended as guidelines which may be modified based on the circumstances and developmental or other needs of the student. The sanction rendered is based on the seriousness of the situation and the impact the situation had or could have on the community.

Reprimand

A written or oral reprimand is an official statement from the Assistant

Dean of Student Development or the Judicial Officer. This reprimand officially advises the student of a violation and warns that further violations may result in a more severe disciplinary action.

Reprimand with Conditions

Where appropriate, this level of written reprimand may include any or all of the following conditions:

- Educational program or task – Assignment of educational program and/or appropriate task.
- Loss of privileges – Removal of privileges of restriction of activities for a designated period of time

- Trespass – A permanent action that restricts an individual's access to a specified location, campus or college sponsored event.
- Restitution – Reimbursement by the student to cover the cost of damage or loss of property or services. Reimbursement may be partial or complete depending on circumstances, e.g. number of people involved or degree of responsibility
- Referral – A student may be referred for counseling or other appropriate professional help if it is believed that this can assist in avoiding further violations.

Probation

Loss of good Academic standing as a member of the college community for a specified period. This is an official written notice that advises that the student may risk separation from the college if there are any further violations. Where appropriate, probation may include any or all of the previously-listed conditions.

***Registration Record Hold*:** If a student fails to complete the conditions of a judicial sanction e.g. College Service Hours, etc., a Registration Record Hold may be placed on his or her registration account. With this hold in place, the student is prohibited from participating in registration and course adjustment, requesting transcripts, and from receiving a diploma. The Assistant Dean of Student Development will remove the hold after the student has met the conditions of the sanction.

***Interim Suspension*:** The Assistant Dean of Student Development may suspend a student immediately, before their case has been reviewed and a sanction is rendered. This would occur in circumstances where the College office has determined that the student's behavior or circumstances pose a clear and present danger to himself/herself or the College community. In some instances, the Assistant Dean of Student Development, in consultation with a mental health professional, may require a student to undergo an examination by a licensed mental health professional (at the student's expense). Based on the recommendation of the student's licensed health care professional or, in instances when the student refuses to obtain the examination, the student may be suspended from the College. All conditions, if any, necessary for readmission to the College, will be stated in the suspension documentation.

***Suspension*:** Temporary separation from the College for a specified period. At the end of the specified period the student may apply for readmission to the College. Special conditions affecting eligibility for readmission or special conditions to be in effect upon readmission may be designated. Restitution, where appropriate, may be required of a suspended student. Suspended students may not visit the campus unless prior permission by the Assistant Dean of Student Development has been granted.

***Dismissal*:** Permanent separation from the College. Dismissed students may not visit the campus unless prior permission by the Assistant Dean of Student Development has been granted. Dismissed students will not receive academic credit for the semester in which the dismissal occurred. Students should be aware that while the judicial actions are listed in order of severity, they are not necessarily applied in that order. All judicial actions are communicated to the student in writing. A copy of all correspondence is placed in the student's judicial file. In the event that a student is found responsible, a copy of the written notification is sent to appropriate college personnel. If a student is found responsible for violating a college regulation pertaining to violence or non-violent sex offenses, the following information will be released upon request: name of student, offense, sanction imposed.

NOTE: In suspension and dismissal, fees will be refunded in accordance with regular College policies and deadlines, i.e., no refunds will be provided when suspensions or dismissals occur after refund deadlines. The grades, which would be appropriate if the student withdrew voluntarily, would be assigned.

Marygrove College, in addition to imposing its own sanctions, may refer any violation of federal, state or local law to the proper authorities.