

Marygrove College Office of Student Development 2013-2014

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School Datebooks

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FORWARD:

This student handbook is a means of facilitating communication among the members of the college community. The materials contained in this book have been developed through a blending of ideas with students, faculty, staff, and administrators. The Student Handbook should serve as a source of necessary and useful information that will help students understand their privileges, rights, and responsibilities. It is expected to contribute significantly to the continued high level of cooperative and constructive relationships between students and the various departments of the college. Such relationships help develop positive and responsible leadership, citizenship, deepened loyalty, and promote high morale.

All students, by accepting admission to Marygrove College, agree to abide by all regulations and policies published in the Student Handbook, the College Catalog, college bulletins and other college publications, as well as federal, state, and local laws. In addition, students are expected to exercise appropriate taste and apply reasoning during their tenure at the College. Students are expected to respect the rights and welfare of all members of the college community and their guests. They recognize that a thoughtful and reasonable search for truth can be conducted only in an atmosphere that is free of intimidation and coercion.

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and Marygrove College. We have attempted to present information about the College as accurately and completely as possible. However, the College reserves the right to change any provisions or requirements at any time without notice.

Marygrove College does not discriminate on the basis of sex, age, race, national or ethnic origin, religion or handicap in its educational or financial aid programs.



MISSION OF THE COLLEGE

Marygrove College is an independent, Catholic, liberal arts college 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 CONGREGATIONAL SPONSORSHIP STATEMENT



The Congregation of the Sisters, Servants of the Immaculate Heart of Mary works in partnership with the administration, faculty, staff, and boards to uphold the integrity of the IHM mission in the schools, maintains academic excellence, and keeps tradition alive in each of the schools for future generations. The mission of the IHM sponsored educational institutions includes personal and social transformation which 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.

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LETTER FROM THE PRESIDENT

August, 2013

Dear Students:

We have all heard the phrase "it takes a village to raise a child." The underlying sentiment in this expression calls upon each of us to be responsible for the experiences, growth, and protection of the young people in our community. Similarly, at Marygrove College, no matter the student's age, we believe that it takes a strong learning community to educate a student. We are each responsible for ensuring the intellectual, cultural, spiritual, and professional growth of each other.

Each Marygrove student brings something unique to our learning community. Each student has the opportunity and the responsibility to share their talents with the campus community. Everyone has the obligation to create a positive learning environment for the growth and development of the student body. Our values as a college mandate that we help each other, respect one another, explore together, and think broadly about ways in which we might create a more just and humane world.

As a Marygrove College student, you have an opportunity to participate in a wide range of activities and programs. I hope that you will do so and in the process transform yourself into that person that you have always wanted to be. The faculty, staff and administration are here to support you in this transformation. Have a great year.

Sincerely,

Dr. David J. Fike

President

LETTER FROM THE ASSISTANT DEAN OF STUDENT DEVELOPMENT

August, 2013

Dear Marygrove Students:

As one voice for Student Development, faculty and staff, we want to welcome you and thank you for selecting Marygrove College. We are ready and waiting to serve you through the multiple resources that are identified in your handbook. Knowledgeable and dynamic faculty and staff are here for you and want to assist you to be successful as a college student. We want to make your time at Marygrove one of the most memorable experiences in your life. Ultimately, we desire to help you create your future from the many Marygrove moments you will have over the next four to five years.

Marygrove College wants to uncover the unique talents of each student and transform each of you into learners and leaders who will become change agents and lead the way in your community and in the workplace. While on our campus, you will participate in the gift of learning your profession, a profession that has the potential to be your passion and to change the world.

With your commitment to learning, you will become a community of learners. Lasting friendships and partnerships will be established. Most importantly, you will attain personal growth and develop intellectually, spiritually and emotionally.

Don't hesitate to contact me or others, if you need assistance. We are here as your educators, mentors and guides. We hope that you will take advantage of the awesome and life-changing experience of earning a Marygrove College degree.

Sincerely,

Dr. Carolyn A. Roberts

Assistant Dean of Student Development

Carolyn a. Robert

Assistant Professor of Leadership Studies

JULY 2013 {MONDAY} {TUESDAY} {WEDNESDAY} {FRIDAY} {SATURDAY & SUNDAY} {THURSDAY} Independence Day Ramadan begins at sundown

AUGUST 2013 {TUESDAY} {WEDNESDAY} {SATURDAY & SUNDAY} {MONDAY} {THURSDAY} {FRIDAY} Laylat al-Qadr begins at sundown Eid al-Fitr begins at sundown

SEPTEMBER 2013 {MONDAY} {TUESDAY} {WEDNESDAY} {THURSDAY} {FRIDAY} {SATURDAY & SUNDAY} Rosh Hashanah begins at sundown Prayer for the Opening of School, Noon @ Our Lady of Marygrove Statue (front of Liberal Labor Day 2 Classes begin 3 5 6 7 8 9 Welcome Back Festival, 4-6 p.m. 10 Patriots' Day 11 Yom Kippur begins at sundown 13 14 @ Alumnae Hall HIV/AIDS Walk 15 Opening Liturgy-Mass of the Holy Spirit@ Noon, Sacred Heart Alumni Reunion Weekend Constitution Day Alumni Reunion Weekend Alumni Reunion Weekend 18 21 Chapel, followed by Lunch of the Lawn (front of Madame Cadillac First Day of Autumn 22 Alumni Reunion Weekend U.N. General Assembly -International Day of Peace Vigil (9/21) 23 24 25 Servant Leadership Seminar, Part I 26 30 29

OCTOBER 2013 {MONDAY} {TUESDAY} {WEDNESDAY} {THURSDAY} {FRIDAY} {SATURDAY & SUNDAY} Study Abroad Reflections - Denk 4 1 2 3 5 Champman Hall 6 7 8 Study Abroad Fair - Madame 9 10 11 12 Cadillac Foyer Focus:HOPE Walk (Focus:HOPE 13 - 1355 Oakman Blvd., Detroit, 48238) Servant Leadership Seminar, Part II 19 Columbus Day (Observed) 14 St. Teresa of Avila Mass @ Noon, 15 16 17 Eid al-Adha begins at sundown Annual Business Lecture, 7-9 p.m. Student Center Chapel in Denk Chapman 20 Great Lakes Bioneers' Detroit Conference @ Marygrove Make a Difference Day of Service -21 22 Great Lakes Bioneers' Detroit 23 25 26 Conference @ Marygrove Invisible Children Presentation Great Lakes Bioneers' Detroit 27 Conference @ Marygrove 28 29 30 Halloween 31

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NOVEMBER 2013 {MONDAY} {TUESDAY} {WEDNESDAY} {THURSDAY} {FRIDAY} {SATURDAY & SUNDAY} All Saints Mass Thursday @ Noon, Student Center Chapel Standard Time returns 3 Muharram begins at sundown 4 Election Day 5 6 7 8 9 10 Veterans Day 11 12 Founder's Day 13 14 15 16 17 18 19 International Table - Alumnae Hall 20 22 23 24 International Day for the Elimination of Violence Against Women Deliver Thanksgiving Baskets 26 Hanukkah begins at sundown Deliver Thanksgiving Baskets 27 Thanksgiving 28 29 30

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DECEMBER 2013 {MONDAY} {TUESDAY} {WEDNESDAY} {THURSDAY} {FRIDAY} {SATURDAY & SUNDAY} Busy Person's Retreat Session 1@ Service Learning Reflection Days 3 5 6 7 Noon, Student Center Chapel Service Learning Reflection Days 8 Busy Person's Retreat Session 2 @ 11 Deadline for Collection of Angel 9 10 Finals Angel Tree Children's Party @ 13 Finals 14 Tree Gifts Noon, Student Center Chapel Alumnae Hall 6 - 8 p.m. Immaculate Conception Mass @ Noon, Student Center Chapel (Actual Finals Finals feast-Sun, 12/8) Last Day of Classes Finals 15 Finals Delivery of Angel Tree Gifts Finals Busy Person's Retreat Session 3@ 18 Delivery of Angel Tree Gifts First Day of Winter 16 17 21 Official End of Semester Noon, Student Center Chapel 22 Christmas Holiday Break - School Christmas Kwanzaa begins Christmas Holiday Break - School Christmas Holiday Break - School Christmas Holiday Break - School 24 25 27 28 Closed Christmas Holiday Break - School Closed Closed Closed Closed Christmas Holiday Break - School Christmas Holiday Break - School New Year's Eve 29 Closed Christmas Holiday Break - School Closed Closed

JANUARY 2014 {MONDAY} {TUESDAY} {WEDNESDAY} {THURSDAY} {FRIDAY} {SATURDAY & SUNDAY} New Year's Day Christmas Holiday Break - School Closed Mawlid al-Nabi begins at sundown Beginning Semester/New Year's Prayer @ Noon, Student Center Chapel Classes begin Martin Luther King, Jr. Day Marygrove MLK Convocation @ Noon, Marygrove Theater (Observed) Martin Luther King Day of Service Chinese New Year

FEBRUARY 2014 {MONDAY} {TUESDAY} {WEDNESDAY} {THURSDAY} {FRIDAY} {SATURDAY & SUNDAY} Groundhog Day Community Engagement Institute, Grand Rapids, MI 2 Community Engagement Institute, Grand Rapids, MI Mass-Mother Mary Lange (Obiates of Providence) @ Noon, Student Center Community Engagement Institute, Grand Rapids, MI 4 5 Lock-In Overnight Retreat, Student 7 Lock-In Overnight Retreat, Student Center Center 9 10 11 Lincoln's Birthday 12 13 Valentine's Day 14 15 16 Presidents' Day Washington's Birthday 17 18 20 19 22 23 24 25 26 27 28

MARCH 2014 {MONDAY} {TUESDAY} {WEDNESDAY} {THURSDAY} {FRIDAY} {SATURDAY & SUNDAY} 2 Alternative Spring Break 3 Alternative Spring Break 4 Ash Wednesday 5 Alternative Spring Break 6 Alternative Spring Break 7 Alternative Spring Break 8 Alternative Spring Break Ash Wednesday Mass @ Noon, Student Center Chapel Daylight-Saving Time begins 9 10 11 Lenten Soup & Spiritual Cinema 12 13 14 15 1 @ Noon, Student Center, Green & Gold Room 16 St. Patrick's Day Lenten Soup & Spiritual Cinema 17 First Day of Spring 20 Academic Symposium 18 19 21 22 2 @ Noon, Student Center, Green & Gold Room Honors Convocation 23 24 Lenten Soup & Spiritual Cinema 3 @ Noon, Student Center, Sigma Tau Delta Coffeehouse 25 26 28 29 Green & Gold Room 31 30

APRIL 2014 {MONDAY} {TUESDAY} {WEDNESDAY} {THURSDAY} {FRIDAY} {SATURDAY & SUNDAY} Lenten Soup & Spiritual Cinema 4 @ Noon, Student Center, Green & Gold Room April Fools' Day 2014 Contemporary Author's 4 5 Lecture Series 6 Service Learning Reflection Days Study Abroad Reflections Luncheon - Main Dining Room 8 Service Learning Reflection Days 9 Honors Forum, Denk Chapman Hall 11 12 Palm Sunday 13 Passover begins at sundown 14 15 16 17 Good Friday 18 19 Service Learning Luncheon Easter 20 Earth Day 22 23 24 25 26 27 Last Day of Classes 28 29 Finals 30

MAY 2014 {MONDAY} {TUESDAY} {WEDNESDAY} {THURSDAY} {FRIDAY} {SATURDAY & SUNDAY} Finals Finals 2 Finals 4 Senior Service Day Baccalaureate Mass, Sacred Heart Chapel Cinco de Mayo Finals 6 7 9 Commencement Day 10 Finals Official End of Semester Mother's Day 11 Relay for Life Relay for Life 12 13 14 15 16 17 18 19 20 Color Purple Garden Prayer 22 21 23 24 25 Memorial Day (Observed) 26 27 28 29 30 31



"Failures are divided into two classes – those who thought and never did, and those who did and never thought." – John Charles Salak

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"If you think you can, you can. And if you think you can't, you're right." - Mary Kay Ash

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"Only those who dare to fail greatly can ever achieve greatly." – Robert F. Kennedy

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"One of the secrets to life is to make stepping stones out of stumbling blocks." – Jack Penn	AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 SEPTEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	August — 29 - THORS
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"Great spirits have often encountered violent opposition from mediocre minds." – Albert Einstein

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"You may have to fight a battle more than once to win it." – Margaret Thatcher

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"Your success and happiness lie in you." - Helen Keller

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"If you look at what you have in life, you'll always have more. If you look at what you don't have in life,

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you'll never have enough." – Oprah Winfrey	17 18 19 20 21 22 23 24 25 26 27 28 29 30
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"In three words I can sum up everything I've learned about life: It goes on." – Robert Frost

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"Kind words can be short and easy to speak, but their echoes are truly endless." – Mother Teresa

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-	- 15	 St. Teresa of Avila Mass @ Noon.
4		 St. Teresa of Avila Mass @ Noon, Student Center Chapel
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Servant Leadership Seminar, Part II	
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	"Happiness is a direction, not a place." – Sydney J. Harris	17 18 19 20 21 22 23 24 25 26 27 28 29 30
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Great Lakes Bioneers' Detroit		— October — 26	()
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"No great thing is created suddenly." – Epictetus

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"The only way to enjoy anything in this life is to earn it first." – Ginger Rogers	15 16 17 18 19 20 21 22 23 24 25 26 27 28	-	_
is to earn it first." – Ginger Rogers	29 30 31	-	_
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"There are no secrets to success. It is the result of preparation,

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"It is difficult to say what is impossible, for the dream of yesterday is the hope of today and the reality of tomorrow." – Robert H. Goddard

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"Don't wait for extraordinary opportunities. Seize common occasions and make them great." – Orison Swett Marsden

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occasions and make them gre	eat." – Orison Swett Marsden 22 23 24 25 26 27 28 29 30 31
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"The more I traveled the more I realized that fear makes trangers of people who should be friends." – Shirley MacLaine	JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	
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— December ————————————————————————————————————	Service Learning Reflection Days	 December
— Q	Busy Person's Retreat Session 1@ Noon, Student Center Chapel Service Learning Reflection Days	

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"The mind is not a vessel to be filled but

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a fire to be kindled." – Plutarch	19 20 21 22 23 24 25 26 27 28 29 30 31
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Angel Tree Children's Party @ Alumnae Hall 6 - 8 p.m.	13	J
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"Go confidently in the direction of your dreams. Live the life you have imagined." – Henry David Thoreau

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Busy Person's Retreat Session 3@ Noon, Student Center Chapel

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"Nothing in life is to be feared. It is only to be understood." – Marie Curie	JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
-23 December		Christmas Holiday Break - School Closed	
- 24	Christmas Holiday Break - School Closed	Christmas Holiday Break - School Closed	
December - 25	Christmas Christmas Holiday Break - School Closed	Christmas Holiday Break - School Closed	

Kwanzaa begins Christmas Holiday Break - School Closed – December – December —— - December ---

December —



"Small opportunities are often the beginning

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		of great enterprises." – Demosthenes	16 17 18 19 20 21 22 23 24 25 26 27 28
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	"Luck is what happens when preparation meets opportunity." – Elmer Letterman	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		
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"Your future depends on many things, but mostly on you." – Frank Tyger

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	mostly on you." – Frank Tyger	23 24 25 26 27 28
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		of my soul." – William Ernest Henley	9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
MONDAY	- January - 20		Martin Luther King, Jr. Day (Observed) Martin Luther King Day of Service
	- January		
TUESDAY	- 21		
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WEDNESDAY	- 22		Marygrove MLK Convocation @ Noon, Marygrove Theater
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moments." – Rose Kennedy	16 17 18 19 20 21 22 23 24 25 26 27 28
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"I don't know the key to success, but the key to failure is trying to please everybody." – Bill Cosby

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February 4	Community Engagement Institute, Grand Rapids, MI

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"From what we get, we can make a living; what we give, however, makes a life." – Arthur Ashe

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"A bird does not sing because it has an answer; it sings because it has a song." – Maya Angelou	MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		
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T G R O L	FEBRUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22	February — 27 -
"Challenges are what make life interesting; overcoming them is what makes life meaningful." – Joshua J. Marine	MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	
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- February - 25		March
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"Nurture your mind with great thoughts, for you will never

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	go any higher than you think." – Benjamin Disraeli	20 21 22 23 24 25 26 27 28 29 30
MONDAY	- March	Alternative Spring Break
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TUESDAY	4	Alternative Spring Break Alternative Spring Break Alternative Spring Break Alternative Spring Break Alternative Spring Break
WEDNESDAY	- March	Ash Wednesday Alternative Spring Break Ash Wednesday Mass @ Noon, Student Center Chapel

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"In the confrontation between the stream and the rock, the stream always wins – not through strength but by perseverance." – H. Jackson Brown March 10	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	March - 14
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March — 12 — — — — — — — — — — — — — — — — —	Lenten Soup & Spiritual Cinema 1 @ Noon, Student Center, Green & Gold Room	March

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"There is no witness so terrible, no accuser so powerful

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	as conscience which dwells within us." – Sophocles	20 21 22 23 24 25 26 27 28 29 30
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	"The only limit to our realization of tomorrow will	30 31 APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19		_
	be our doubts of today." – Franklin D. Roosevelt - March	20 21 22 23 24 25 26 27 28 29 30		
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"Don't be afraid to give up the good to go for the great." – John D. Rockefeller	MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
March - 31		2014 Contemporary Author's Lecture Series	Api
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April — — — — — — — — — — — — — — — — — — —	Lenten Soup & Spiritual Cinema 4 @ Noon, Student Center, Green & Gold Room		Ap. 6

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"The poor man is not he who is without a cent, but he who is without a dream." - Harry Kemp

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"Optimism is essential to achievement, and it is also the foundation of courage and of true progress." – Nicholas Murray Butler

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	progress. – Nicholas Murray Butte	25 26 27 28 29 30 31
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"Above all, challenge yourself. You may well surprise yourself at what strengths you have, what you can accomplish." – Cecile M. Springer April 21	MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		April — 25 -
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"If there is to be any peace it will come through being, not having." – Henry Miller

Last Day of Classes

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"Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it." – Lou Holtz

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determines how well you do it." – Lou Holtz May	22 23 24 25 26 27 28 29 30
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"The man with confidence in himself gains the confidence of others." – Jewish proverb

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"No one can make you feel inferior without your consent." – Eleanor Roosevelt	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 JUNE S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	
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"I have found that if you love life, life will love you back." – Arthur Rubenstein	JUNE S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	
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JUNE 2014 {TUESDAY} {WEDNESDAY} $\{MONDAY\}$ {THURSDAY} {FRIDAY} {SATURDAY & SUNDAY} Flag Day Father's Day First Day of Summer Ramadan begins at sundown

JULY 2014 {TUESDAY} {WEDNESDAY} {SATURDAY & SUNDAY} {MONDAY} {THURSDAY} {FRIDAY} Independence Day Laylat al-Qadr begins at sundown Eid al-Fitr begins at sundown

AUGUST 2014 {FRIDAY} {TUESDAY} {WEDNESDAY} {THURSDAY} {SATURDAY & SUNDAY} {MONDAY}

CAMPUS DIRECTORY

FG=Florent Gillet LA=Liberal Arts MC=Madame Cadillac SC=Student Center *All extensions can be dialed on campus using the last four digits and are in the 313 area code.*

Office	Building/Floor	Extension
Academic Advising – NEW Student Advising & Registration	LA 117	927-1240/1424
Academic Affairs, Vice President	LA 107	927-1207
Admissions, Graduate	LA 117	927-1240
Admissions, Undergraduate	LA 117	927-1240
Alumnae Hall	MC 103	927-1438
Alumni Relations	MC 280	927-1443
Art Program	LA 414	927-1538
Arts and Sciences	LA 104	927-1402
Athletics and Wellness	MC 012	927-1391
Biology Program	LA 303	927-1328
Bookstore, Barnes & Noble	LA 1st Floor	927-1279
Business Program	MC 202	927-1383
Cafeteria	MC 1st Floor	
Campus Ministry	SC 229	927-1404
Campus Safety	LA 003	927-1401/1411
Career Services	MC 301 & 302	927-1844
Central Information	LA 003	927-1200
Chemistry Program	LA 324	927-1321
Copy Center	LA 003	927-1268
Communications & Marketing	MC 279	927-1446
Computer Assisted Instruction Lab	MC 022	927-1567
Conference Center	MC 112/104	927-1409
Conference Room A	MC 116	927-1151
Continuing Education	MC 115	927-1230
Criminal Justice	MC 127	927-1420
Denk Chapman Hall	MC 102	
Education Department	MC 215	927-1459
English Department	MC 259	927-1383
Environmental Sciences	LA 301	927-1319
Extended Learning, Dean	MC 310	927-1502
Finance & Administration, Vice President	LA 132A	927-1226
Financial Aid Department	LA 120	927-1692
Financial Services	MC 4th Floor	927-1226
Fitness Center	MC 012	927-1494
Forensic Science Room	MC 308	927-1333
Gerontology Certificate Program	MC 338	927-1488
Geschke Writing Center	LA 028	927-1278
Health Care Certificate Program	MC 338	927-1488
Health Science Room	MC 307	927-1333

History Program	LA 107A	927-1520
Honors Program	MC 287	927-1452
Human Resource Management Graduate Program	MC 259	927-1383
Humanities Program	LA-LLH207	927-1352
Institute for Art Infused Education	LA 414	927-1538
Institutional Advancement, Vice President	LA 129	927-1447
Learning Clinic		927-1469
Library	LA 102	927-1300
Main Dining Room	MC 1st Floor	
Masters in the Art of Teaching Program	MC 314	927-1518
Mathematics Program	LA 327	927-1318
Mathematics Lab/Tutoring	LA 331	927-1316
Mission Integration	SC 232	927-1301
Modern Languages	LA 357	927-1363
Music Department	MC 252	927-1255
Office of Urban Leadership (OUL)	MC 123/124	927-1829
Payroll	MC 355	927-1203
Pharmacy Technology	MC 115	927-1434
Philosophy Program	MC 350	927-1351
Political Science Department	LA 205B	927-1294
President's Office	LA 130	927-1373
Psychology Program	LA 205C	927-1293
Registrar's Office	LA 102	927-1727
Religious Studies Program	LA 350	927-1351
Residence Life	FG 101	927-1601
Service Learning	SC 227	927-1403
Social Sciences	LA 205C	927-1293
Social Work Program	MC 345	927-1482
Sociology Program	LA 205D	927-1288
Student Development/Assistant Dean	SC 232	927-1258
Student Counseling	SC 106	927-1474
Student Services Center (SSC)	LA 120	927-1698
STICC(Student Technology Instruction and Collaboration Center)	LA 011	927-1582
Study Abroad	MC 358	927-1485
Teacher Certification	MC 223	927-1457
Technology Services	SC 201	927-1368
Teacher Support Lab (TEAS)	LA 006	927-1603
Theater Box Office	LA 1st Floor	927-1545
Visual and Performing Arts	LA 107B	927-1336
Wellness Services	MC 012	927-1391
Women's Center	LA 030	927-1274 or 927-1402
Work Study Program	LA 120	927-1552

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FACULTY DIRECTORY

All extensions have the prefix 927 and are in the 313 area code

Name	Extension	Name	Extension
Abolins, Jana	1323	McMillan, Diane	1486
Alcser, George	1351	Mickels-Burns, Leona	1338
Alhamisi, Judy	1463	Okezie, Chukwunyere	1794
Andreoli, Jeanne	1328	Orban, Catherine	1288
Becker, Audrey	1272	Panek, Susan	1568
Boron, James	1298	Patterson, Steven	1539
Bowles, Steffanie	1456	Pichurski, Patricia	
Brandel, Darcy	1447	Powell, Denise	1460
Byrnes, Mary E.	1289	Rashid, Frank	1448
Clark, Joanne	1255	Read, Cynthia	1368
Crane, Charles B.	1324	Rivard, James J.	1548
Davis, Karen	1352	Samantray, A.K.	1297
Duncan, Ellen	1254	Scher, Dena	1303
Ebeling-Brown, Karen	1293	Scribner, Steven	1321
Erickson-Ivanov, Jordeen	1307	Seebaldt, Dorothy	1488
Godboldo, Penny	1304	Sievers, Tara	1312
Gold, Judith	1305	Shaw, Eugene	1317
Greene, Mary Lou	1853	Stone, Carl	1310
Hamilton, Mary Katherine, IHM	1362	Suminski, Michelle A.	1839
Hanselman, Debra	1357	Torres, Lourdes	1363
Heinen, Judith	1256	Tracy, Karen	1325
Hoge, Jann	1473	Tsui, Jennifer J.	1322
Ivory, Ellis	1294	Van Rossum, Jerry	1218
Johnson, Kalimah	1484	Vanderbeck-Lenz, Sue	1253
Johnson, Vivian	1384	Welch, Sally	1319
Klug, Thomas	1520	White-O'Hara, Anne	1287
Kwasek, Patricia	1296	Williams, Kenneth	1318
Levin, Donald	1205	Williams, Theodora	1572
Levy, Tal	1295	Woodard, Loretta	1452
Lutomski, James	1337	Yang, Li-Hsuan	1286
Martin, Michael	1278	Zhang, Chenfeng	1381

QUICK REFERENCE TO SERVICES AND RESOURCES

All extensions have the prefix 927 and are in the 313 area code.

Add/Drop Form	Student Services Center	Extension 1692
	(Also refer to WebAdvisor)	
Admission to the College	. Office of Recruitment & Admissions	Extension 1240
Balance Inquiries	. Student Services Center	Extension 1692
Campus Housing	. Residence Life	Extension 1601
Career Counseling	. Career Services	Extension 1844
Changing Advisor	. Academic Advising Ext	ension 1481/1423
College Catalog	Office of Recruitment & Admissions	Extension 1240
Co-op/Internship	. Career Services	Extension 1844
Community Service/Volunteerism	. Campus Ministry/Service Learning	Extension 1404
Credit for Prior Learning	. Dean of Arts and Sciences	Extension 1402
Drug and/or Alcohol Problems	. Student Counseling	Extension 1474
Emergencies/Security Concerns	. Campus SafetyExt	ension 1401/1411
Enrollment Verification	. Registrar's Office	Extension 1578
External Testing	. Assessment Center	313-664-5585
	Student Services Center(Also refer to WebAdvisor)	Extension 1692
Geschke Writing Center		Extension 1278
Graduation Applications & Degree Audits	. Registrar's Office	Extension 1727
Graduate Admissions Information	. Office of Recruitment & Admissions	Extension 1513
Graduate Registration	. www.marygrove.edu/commencement	WebAdvisor
Graduation Honors	. Registrar's Office	Extension 1263
Guest Student Forms	. Registrar's Office	Extension 1263
Health Matters	. Wellness Services	Extension 1391
Honors Program	. Undergraduate Studies	Extension 1452
ID Cards	. Campus SafetyExt	ension 1401/1411
Incomplete Forms	. Registrar's Office	Extension 1238
Independent Study Forms	. Dean of Arts and Sciences	Extension 1402
International Student Information	. Study Abroad	Extension 1485
Job Listings	. Career Services	Extension 1844
Library		Extension 1355
Loan Deferment Information	. Registrar	Extension 1727
Locker Assignments	. Student Development	Extension 1258
Mail	. Central Information	Extension 1200
Master in the Art of Teaching (MAT)	Extension 1501
Name/Address Change	. Registrar's Office	Extension 1263
NEW Student Advising	Office of Recruitment & Admissions	Extension 1240
Personal/Family Concerns	Student Counseling & Enrichment Campus Ministry	
Refund Checks	Business Office	Extension 1229

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Religious Activities on Campus	. Campus Ministry	Extension 1404
Reports of Academic Progress		
	Advisors	Advisor List
Service-Learning	. Campus Ministry	Extension 1403
Sports	. Athletic Programs	Extension 1391
STICC Lab		Extension 1582
Student Concerns	. Student Development	Extension 1258
Student Online Accounts		http://support.marygrove.edu/
Student Organizations and Clubs	. Student Engagement & L	eadershipExtension 1210
Study Abroad	. Study Abroad	Extension 1485
Transcript Requests		
	(Also refer to WebAdviso	or)
Transfer Credit Information	. Academic Advising	Extension 1481
Registrar's Office		Extension 1259
Tutorial Services	. Academic Advising	Extension 1423/1481
Updating Files	. Registrar's Office	Extension 1263
Veteran Administration (VA)	. Registrar's Office	Extension 1263
Withdrawal from Class Form	. Registrar's Office	Extension 1263
Withdrawal from College	. Academic Advising	Extension 1481/1427

OFFICES AND SERVICES

ACADEMIC ADVISING & SUPPORT SERVICES

Madame Cadillac Building
Room 018
Phone (313) 927-1481/1423
Hours: Monday - Thursday
9:00 a.m. - 8:00 p.m.
Friday
9:00 a.m. - 5:00 p.m.
Saturday
10:00 a.m. -2:00 p.m.
*hours may change to accommodate students

The Marygrove College Office of Academic Advising & Support Services provides varied academic support programs to all students. The staff is dedicated to assisting all students to realize their overall goal at Marygrove College—graduation. The following services are offered:

Academic Advising

Academic Plan of Work Freshmen Retention Program

· Academic Skills Workshops

Math English Note-taking and Study-skills

Disability Resource Services

Adaptive Technology Audio Textbooks Agency Referrals Note-takers, scribes, and readers

· Personal Development/Leadership seminars and forums

Personal Counseling
Peer Mentoring
Male Empowerment Series
Leadership Development Conferences
Social Development Excursions

Tutoring

Individual Group

In support of the Marygrove College mission of competence, compassion, and commitment, the department of Student Services and Advising vows to educate each student toward intellectual, personal and professional growth. It is our goal to provide students with a comprehensive plan designed to broaden their exposure to ideas and experiences and to ensure preparation for success in higher education and beyond. We are committed to empowering our students by providing information, careful planning and access to quality academic support and guidance. The overall goals and objectives of the department are to provide students with academic support and to develop a climate of satisfaction amongst students and alumni. We offer personalized academic supportive services, including advising, tutoring, peer mentoring, disability resource services and personal/professional development opportunities to enhance the student's educational experience. Student Services and Advising staff are available to:

- Assist students in developing a plan of work
- Assist students in selecting classes, setting up a class schedule and meeting all their degree requirements
- Help students clarify personal values and goals for a better understanding of oneself

- Provide accurate information about educational options, requirements, policies and procedures
- Assist students in understanding the expectations of higher education
- Assess and plan an educational program that matches the students' interests, needs and abilities
- Monitor and evaluate student's educational progress
- Integrate the many resources at Marygrove to help students meet their educational needs and goals.
- Students should meet with their advisor on a regular basis, not just during registration.
 Academic advisors can assist students through difficult situations or they will refer them to someone who can.
- · Faculty advising training.

Students' Academic and Advising Responsibilities

All Marygrove students are responsible for compliance with the contents of the Marygrove College catalog including requirements, procedures and regulations. A student should follow the degree requirements in effect at the time of his/her first registration at the College, provided the student attains a degree within six years. The student may, however, apply for graduation using the requirements of any catalog under which he/she attended the College, provided it is no more than six years old.

Advisors assist students by explaining requirements and procedures, but ultimately it is the responsibility of the student to know and follow any requirements, policies and procedures that govern their academic program. Marygrove College expects students to:

- Read the College catalog and comply with all policies, procedures, and requirements.
 Students should follow the degree requirements in effect at the time of their first registration at Marygrove, as long as they earn their degrees within six years
- Review the course schedule online each semester and review possible course options before meeting with an advisor
- Contact their advisor in a timely fashion for advising or other necessary appointments
- Keep appointments and arrive on time
- Know and follow all College requirements for obtaining a degree. These include, but are
 not limited to placement testing requirements, general education requirements and major/
 minor departmental requirements
- Obtain, complete and process all forms needed for registration, course changes, graduation, and related affairs, according to the specified deadlines
- Contact their advisors immediately with concerns about academic progress in a particular class or their degree program.

Class Registration

Registering for classes at Marygrove is an online process. The first part involves selecting courses online or with an advisor. Students should review the online schedule of classes for the term on the Marygrove website; www.marygrove.edu. The academic advisor will assist students with selecting classes. The student then registers through the Web Advisor function via the Marygrove Web site. SEE THE STUDENT SERVICES CENTER FOR ASSISTANCE WITH ONLINE REGISTRATION.

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.

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.

Major

A major for a bachelor's degree requires a minimum of 30 semester hours of credit in a single academic discipline or a minimum of 36 semester hours of credit in a specified group of interrelated disciplines, an individualized major, or an interdisciplinary major. Fifteen credit hours in the major area of study must be taken at Marygrove College. Students are also required to take a writing-intensive course in the major as well as a senior year experience course.

The number of credit hours in the major concentration for an associate's degree varies by department. See college catalog for specific details.

Minor

A minor for a bachelor's degree requires a minimum of 20 semester hours of credit in one discipline or a minimum of 24 semester hours of credit in a specified group of interrelated disciplines. A minor is not required for an associate's degree, or interdisciplinary majors, which consist of 50 or more hours. It is required for single discipline majors, such as History.

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 – 128

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

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.

General Education Components

Basic Educational Proficiency Requirements

□ Reading at College level

ACT or SAT score / college course/ test

☐ Mathematics proficiency to Math 100 or equivalent

ACT or SAT score/ college course/ test

□ Writing proficiency to ENG 108

ACT or SAT score/ college course/ test

□ Computer competency

Certified through STIC and verified through the major

□ Oral communication

Verified through the major

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 Studies3 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)

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).

Inquiries regarding compliance with the disabilities regulations may be directed to the Director of Academic Advising &Support Services, Madame Cadillac Building on the lower level room 020. Students who are aware of a disability that may impede their progress at Marygrove should register with the Office of Student Services and Advising. Students will receive guidance and support from the Director who coordinates Disability Supportive Services.

OFFICE OF RECRUITMENT & ADMISSIONS

Liberal Arts Building Room 117

Phone (313) 927-1240

Hours: Tuesday, Wednesday & Friday

9:00 a.m. - 5:00 p.m. Monday & Thursday 9:00 a.m. - 6:00 p.m.

The Office of Recruitment & Admissions attends college fairs, provides tours, answers prospective student questions about the College, and accepts applications for admission. Additionally, the Office of Recruitment & Admissions facilitates academic advising, course scheduling, and registration for NEW undergraduate freshman and transfer students.

ATHLETICS & WELLNESS

Facilities:

Fitness Center

Madame Cadillac Building, Room 012

Phone: (313) 927-1494

Hours: M-Th. 7:30AM-10PM, Fri. 7:30AM-6PM, Sat. 9AM-1PM

The Marygrove College Fitness Center is located in the lower level of the Madame Cadillac Building. It is equipped with free weights, universal machines, cardiovascular equipment and a walking track. The fitness center is open to all Marygrove students, faculty, and staff. Patrons must register in the Fitness Center and have a current Marygrove ID to use the facilities. Children are prohibited from entering the Fitness Center at any time.

Home Games

For outdoor sports, the Mustang Athletic Program hosts home contests at our outdoor facility on the east side of the campus. Indoor sport locations vary and can be found by visiting www.marygrovemustangs.com

Intramurals/Campus Recreation

Madame Cadillac Building, Room 044

Phone: (313) 927-1419

Marygrove College provides intramural opportunities to students, faculty, staff and alumni. The program provides recreational activities in individual and team sports. Activities run throughout the academic year and are posted on www.marygrovemustangs.com.

Mustang Athletic Program

Madame Cadillac Building, Room 012

Phone: (313) 927-1391

The Marygrove College Mustang Athletic Program offers students an opportunity to participate in intercollegiate varsity athletics and club sports. The Mustang Athletic Program is a member of the Wolverine-Hoosier Athletic Conference (WHAC) within the National Association of Intercollegiate Athletics (NAIA). The Mustang Athletic Program is also a member of the United States Collegiate Athletic Association (USCAA), as part of their dual-affiliation that provides more opportunities for Mustang student-athletes. Currently, intercollegiate varsity sports offered for men include basketball, cross country, golf, soccer, lacrosse, indoor & outdoor track and volleyball. Varsity sports offered for women include basketball, cross country, golf, soccer, indoor & outdoor track and volleyball. For more information on the Mustang Athletic Program visit www.marygrovemustangs.com. The Department also offers co-ed cheerleading as a club sport.

Northwest Activities Center (NWAC)

18100 Meyers Road Detroit, MI 48235 Phone: (313) 578-7500

Marygrove Contact: (313) 927-1391 Hours: Contact Northwest Activities Center

Students have access to NWAC during the academic year, September through April. The NWAC is located approximately 1.5 miles from campus and offers free weights, cardiovascular equipment, an indoor pool, and two gymnasiums. Students must present a current Marygrove ID upon entering the facility.

Wellness Services

Wellness Services operates out of the College's Department of Athletics & Wellness. The primary goal of Wellness Services is to serve students and the College community by providing information and resources pertaining to health and wellness education. Wellness Services offers a range of educational opportunities and programs that expand awareness about healthy living and issues that affect the College community.

Individual counseling is available to those who have concerns about health and wellness issues. Wellness Services maintains a list of health care providers offering free or sliding scale services. Additionally, workshops and programs are offered throughout the year on various topics including reproductive health, AIDS, substance abuse, nutrition, and exercise.

OFFICE OF MISSION INTEGRATION

CAMPUS MINISTRY & SERVICE LEARNING

Student Center Building

Mission Integration - Room 232 - (313) 927-1301

Campus Ministry Service Learning/Campus Minister

Room 229 Room 227

Phone: (313) 927-1404 Phone: (313) 927-1403

Hours: Monday - Friday 9:00 a.m. - 5:00 p.m.

Campus Ministry Mission Statement

Campus Ministry seeks to be an extension of Christ's love offered indiscriminately to the entire student body, faculty, and staff of Marygrove College. We are committed to collaborate with the administration and academic staff in order to provide an education based on the best of Catholic traditions and values. This commitment is rooted in the core beliefs of our sponsors and founders, the Sisters, Servants of the Immaculate Heart of Mary, which ask that:

- We continue the liberating mission of Jesus, especially with those who are poor, abandoned or oppressed;
- We develop Christian community which witness to a profound respect for each human being and an acceptance of all persons;
- We challenge students to make decisions in light of Gospel values and global realities;
- We encourage students to act on behalf of justice
- We eradicate the causes of oppression and injustice through a feminist perspective that empowers all;
- We help develop an ecological consciousness that fosters an interdependence of all nature, nurturing relationships that will enhance the well-being of the Earth and all persons;
- We foster excellence in education;
- We provide a holistic education of persons, fostering self-motivation, flexibility, and openness to change.

The events, activities and services in which Campus Ministry is involved seek to help all function and grow as a community rooted in faith and committed to service.

Ministry -Services offered through Campus Ministry

- Personal Counseling: Campus Ministers actively reach out to students, faculty, and staff
 through availability for conversation, pastoral counseling, spiritual direction, and to discuss
 various personal issues or simply to offer encouragement.
- Interfaith Prayer Experiences: Small group or college-wide prayer opportunities are coordinated through this office.
 - Lenten Soup and Spiritual Cinema allows for a thought-provoking short film, reflection and sharing over homemade soup.
 - Development of an Interfaith Prayer Room (SC225)
- Retreat Experiences: Retreats help students focus on their relationship with God, critique
 their values and become more aware of the needs of others
 - An annual women's retreat may be offered during spring break for students, faculty, and staff.
 - A student overnight "Lock In" Retreat culminates in a Service Project.
 - The "Busy Persons Retreats" during Advent allows the community to "take time and make time" in the day's busy schedule for some prayer and reflection.
- Interdepartmental Collaboration: The Campus Ministers address classes as invited guest speakers, serve on various committees such as Mission Integration, Service Learning and Academic Events. Campus Ministry also worked with the Athletic Department to help coordinate the NCCJ Walk. The Service Learning Coordinator works interdepartmentally on programs to facilitate Service Learning opportunities to the student body.
- Campus Events: Major campus celebrations coordinated by the Office of Mission Integration: Opening Mass of the Holy Spirit, Founders' Day, and the IHM Fireside Chats. In conjunction with the Offices of Campus Ministry and Service Learning students are encouraged to participate in: Make a Difference Day, International Table, Thanksgiving Basket Drive, Angel Tree Gifting and Family Party, Ash Wednesday Mass, Dr. Martin Luther King Day of Service, liturgy/prayer that are rooted in the IHM tradition, Senor Service Day and Baccalaureate Mass.
- Memorial Service: An annual prayerful gathering at the Color Purple Garden draws
 together members of the college community who have lost a loved one through death within
 the course of the calendar year. It provides a supportive environment enabling persons to
 grieve, to share about their loved ones, and to write their names in the Book of Life.
- Request for Prayer: At times prayer requests for healing and email notification of the death of loved ones is a significant function of campus ministry. When possible they attend wake services and funerals.
- Response to Global Community Needs: The desire of the campus community to respond to local, national or global crisis is often coordinated through the Campus Ministry Office. Campus Ministry coordinated the International Day of Peace Vigil, the "Make A Difference Day," Focus: HOPE Walk, HIV-AIDS Walk and the Marygrove International Table. The office also co-sponsored the service learning trip to Honduras and was involved in the planning and implementation of "A Conversation on Race: Beyond Black and White, Exploring and Addressing the Assumptions."

• Service-Learning Program

The Service-Learning Program is curricular and co-curricular in nature and provides an opportunity for students to crystallize their learning experiences while living out the College's mission and commitment to social justice. Curricular service-learning involves students in some form of required community service and uses that service as a means of understanding course concepts and personal intervention when addressing social issues. Co-curricular service-learning is any service experience in which students have intentional learning goals and actively reflect on what they are learning throughout the experience. The focus on servant leadership within the program promotes the development of community

connections, encouraging students to initiate and lead in opportunities to serve. Annual co-curricular service programs include Make A Difference Day, Martin Luther King, Jr. Day of Service, Alternative Spring Break, and Senior Service Day.

CAREER SERVICES

Madame Cadillac Building Rooms 301 & 302

Phone - (313) 927-1844

careerservices@marygrove.edu

Marygrove offers career counseling, career assessment, employer recruitment, and placement services through Career Services. Career Services supports the mission, academic programs, experiential learning, and advancement of the institution by promoting student learning and development. Students can obtain help with resume writing, interview preparation and securing both part-time and full-time employment. Both e-resources and advising are available with information on specific industries, companies, and occupations through our webpage or on the Marygrove Job Board. In addition, CRC provides the use of computers for contacting employers, navigating the Internet and other resources to assist students with their career goals.

Services

Individual Career Advising/Counseling Group Career Development Workshops Coop, Internship and Job Placement Services Graduate School Planning Experiential/Co-curricular Engagement Opportunities

Resources

Career Assessments

Computer Lab w Fax Machine

E-Advising Web Resources @urbanleadership.marygrove.edu

Marygrove Job Board https://marygrove.-csm.symplicity.com/

Regional Job Fair Information

*Individual career assistance can be obtained by appointment only. Please contact Career Services at (313) 927-1844 or email careerservices@marygrove.edu.

Cooperative Education and Internship Programs

The Cooperative Education Program (Co-op) is designed to assist students in coordinating classroom studies with related experience in business, industry, and public service. Cooperative education occurs when the classroom and laboratory instruction are combined with practical hands-on experiences in a real work environment. Co-op applications are available upon request. To be eligible for Co-op placement, students must meet the following requirements:

- Complete 50 credit hours
- Complete 12-15 hours at Marygrove College in major
- Accumulate an overall GPA of 2.5 and 3.0 GPA in major
- Complete employability workshops successfully.

Internships provide students with practical work experience in their chosen fields. Internships may be one semester, a summer or an agreed-upon length of time between the student, employer and college. Internships are primarily individually-planned educational experiences. Students may or may not receive academic credit (check with your academic program) and internships may be paid or unpaid depending upon the employer. To be eligible for Internship placements, students must meet the following requirements:

- Students must be attending Marygrove College full-time and making satisfactory progress in a degree program.
- Students must possess a 2.7 GPA. However, employers may place emphasis on academic achievement, therefore, grade point average requirements may vary.

- Students must have attained junior status.
- Completion of employability workshops are highly encouraged and preferred.
- Transfer students must successfully complete one semester prior to admission into the program, in addition to the above requirements.

Co-op and Internship Advantages

- Apply classroom theory to real work situations
- Test out career interest and develop short-and long range goals.
- Increased marketability in a highly competitive economy
- Increased academic performance
- Competitive earnings that help pay for college expenses
- Academic credit
- Develop human relationship skills and overall maturity

For more information regarding co-ops and internships please contact academic department faculty advisors or Career Services @ (313) 927-1844.

ENROLLMENT SERVICES & FINANCIAL AID

Student Services Center

· Liberal Arts Building

• Room 120

Phone (313) 927-1692 or 1-866-903-3033

Email: ec@marygrove.edu

Monday - Friday Hours: 8:30 a.m. - 6:00 p.m.

Saturday

9:00 a.m. - 1:00 p.m.

*Office hours during registration time periods will be posted on campus bulletin boards, Marygrove website and student portal Blackboard.

Current students can visit or call the Student Service Center for:

- General information regarding the admissions process.
- Financial Aid assistance
- Course Schedule and Registration assistance
- Continuing Education Registration
- Balance Inquiries

Students have online access to their own academic and financial information through WebAdvisor. Questions about tuition, account balances, monthly statements of account activity, and financial aid loan check endorsements should be answered at the Student Services Center.

Office of Scholarships and Financial Aid Office

And Campus Switchboard 313-927-1200

Liberal Arts Building

Room 120 (Student Service Center)

Phone (313) 927-1692 or 1-866-903-3033

Email: ec@marygrove.edu Hours:

Monday - Friday

8:30 a.m. - 6:00 p.m.

9:00 a.m. - 1:00 p.m.

The Financial Aid Office provides financial aid awards to eligible Marygrove applicants. Information about sources of financial aid is available including Marygrove scholarships and grants, federal grants and loans, state grants and scholarships, and other agency and private funds. A complete listing of sources and eligibility requirements is available. Students can also get assistance with completing the Free Application for Federal Student Aid (FAFSA) through the Enrollment Center.

Student Employment Program (On-Campus)

The Financial Aid Office offers assistance with employment opportunities to students interested in working on and off -campus through the Federal College Work Study Program. Inquiries about the program can be made in Room 120-Liberal Arts Building. The hours of service are listed above.

FAO's about the program:

What are the steps that I need to take in order to receive Federal Work Study?

- 1. Submit a FAFSA. Remember to check YES for work study consideration as part of your entire financial aid package.
- 2. Once you've been awarded, the Financial Aid Department will send you an email to view your award via Marygrove College Web Advisor. Please view your award, decide which aid offers you would like to accept or reject and click on Submit. Follow all other instructions.
- 3. Note If a Federal College Work Study award was not offered to you, please contact your Financial Aid Counselor for a review and potential revision of your award package.
- 4. PLEASE Check the Federal CWS Informational Board located in the Liberal Arts Building, 1st Floor, near Room #106. This board will provide updates, job postings, first stage information and other details to begin your search for a FCWS position.
 - a. The SWS Mandatory Orientation Job Fair/Same Day Hire Program is held in early September for students with a work-study award.
 - b. Details about the Orientation/Hire Program will be posted on Black Board under the student tab in early August.
 - c. Because the program is competitive, interested students must attend the single day program.
 - d. Students should bring a resume, have their class schedule, know available work schedule, and bring driver/s license, student identification, passport, social security card or birth certificate to complete the Federal I-9 form and hire documents. You will be provided information and materials, which completes the process for actually beginning your work/study position and being placed, or continuing on the payroll system.

How many hours can I work per week?

While we try to provide a working environment which allows students to work 15 hours per week (30 per the 2-week pay period), there may be fluctuations based on special circumstances. Please note that students cannot work during class hours nor more than 15 hours per week during any time that class is in session.

How much will I be paid?

The Federal Work Study program allows for various pay rates depending on the position level. The Federal CWS Information Board provides information on these items. Normally, the hourly rates range from \$7.85 to \$10.00 per hour.

How do I receive my earnings/pay for the FCWS position?

Students are paid bi-weekly via direct deposit or may have earnings placed on the Marygrove College ADP Pay Card – which is selected during the hire process. Students must sign-in each day on the Daily Sign-in/out Tracking Form in the Department where employed. Both the student and supervisor must sign the time sheet at the end of each 2-week pay period. All legibly and fully completed time sheets are due as directed (which will be explained during orientation.)

Will my supervisor work around my classes and other obligations?

During your interview with your potential supervisor, you should be prepared to talk about your work schedule for the semester, potential leave time to prepare for mid-terms and finals, as well as any other issues which you feel may require an adjustment in your work schedule.

Please note that the Financial Aid Department does not offer job placement services. Returning Students must also sit for an interview and complete all steps during the CWS Orientation Job Fair/Same Day Hire Program.

OTHER ENROLLMENT SERVICES

Business Office (Division of Finance and Administration)

Liberal Arts Building

Room 120 (Enrollment Center)

Phone (313) 927-1229

Hours: Monday, Tuesday, Thursday and Friday

8:30 a.m. - 6:00 p.m.

Wednesday

8:30 a.m. - 7:00 p.m.

Saturday

9:00 a.m. - 1:00 p.m.

The Business Office handles payment of tuition and fees to complete student registration. It's also where students go to pay any special fees like drop/add fees, graduation fees, transcript fees, etc. Information regarding the amount and types of fees and charges can be found in the Marygrove College undergraduate, graduate catalogs and the Marygrove website.

The Bursar is the liaison between the College and Tuition Management Systems (TMS). TMS is one of two options for students to pay their student account charges by offering a payment plan. The other option is to pay the entire balance up front before the end of the add/drop period.

Registrar's Office (Division of Academic Affairs)

Liberal Arts Building

Room 102

Phone (313) 927-1260

Hours: Monday – Friday

9:00 a.m. – 5:00 p.m.

The Registrar's Office houses the students' official records. In the Registrar's Office students can get information about:

- · Enrollment Verification
- Incomplete forms
- Graduation Application
- Graduation Honors
- Guest Student Forms
- Leave of Absence, Withdrawal from College
- Loan Deferments
- · Name/Address Changes
- · Updating student files
- Veteran's Administration (VA)
- Withdrawal from class

Information on class schedules and requests for transcripts can be found on the student portal WebAdvisor (http://webadvisor.marygrove.edu).

RESIDENCE LIFE

Florent Gillet Hall

Room 101

Phone (313) 927-1380/1650 or 927-1601

Hours: Monday - Friday

9:00 a.m. to 5:00 p.m.

Marygrove's residence hall, Florent Gillet, is a diverse living and learning community that provides opportunities for students to engage in the Catholic liberal arts experience. As a resident of Florent Gillet, you will not only receive meals and convenient housing, you will also be surrounded by social and educational opportunities that promote growth and self-fulfillment.

Resident students are governed by the provisions of the Student Handbook, and the Residence Life Handbook. Violation of residential regulations, College policy, and federal, state and local laws are considered violations of the student code of conduct. Failure to comply with the aforementioned governing bodies may result in removal from the residence hall and/or judicial action. Please see the Residence Life Handbook for all rules and regulations pertaining to Residence Life at Marygrove College.

Each student will be given a copy of the Residence Life Handbook upon moving in. The handbook will also be available online for college officials, or if a student should lose their copy. Students are responsible for reviewing and practicing the information in the handbook. Marygrove College reserves the right to deny housing to students who have violated College policy, who have damaged College facilities, or who have displayed behaviors that pose a risk to themselves or others in the residence hall community.

All residence hall students are required to complete a Health Insurance Waiver form available on the Residence Life webpage.

STUDENT COUNSELING AND THE WOMEN'S LEADERSHIP INSTITUTE

Student Center Building

Room 106

Phone (313) 927-1474

Student Counseling

The Counseling office offers confidential short-term individual or group counseling, and/or outside referrals. Students seeking help with personal or family problems or who need to vent some frustrations should contact the office director. This service is free and for any Marygrove student. Office hours are based on the scheduling needs of the students. Call (313) 927-1474 to schedule day or evening appointments.

The Women's Leadership Institute

Each year, from September - April, the Women's Leadership Institute offers 15 women a series of curricular and co-curricular activities designed to build their leadership skills. To take part in this program, the women are recommended by staff, and faculty or they contact the program director directly for information on other ways to participate in the program. Once selected, women leaders in the community mentor the women. They also attend bi-weekly workshops exploring essential skills for the 21st century leader. Finally, the women in the institute present a series of workshops to an identified group of women in the community to assist them in their growth and development. Completion of the activities culminates in a leadership certificate. Contact the program director at (313) 927-1474 for more information.

STUDENT INVOLVEMENT. LEADERSHIP & GREEK AFFAIRS

Student Center

Room 109

Phone (313) 927-1210

The Student Involvement & Leadership Office develops co-curricular, personal and professional student-oriented activities, programs, and services that are available to individual students and student organizations. This office also collaborates with other departments on cultural and diversity issues. Students contact this office to find out about leadership opportunities, social activities, student organizations, student policies and procedures, campus postings, orientation programs and recruitment and training of student programs.

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ACADEMIC RESOURCES AND PROGRAMS

LABORATORIES AND LEARNING CENTERS

Computer Labs

There are several computer labs on campus. Each lab was set up to serve students in particular departments, but they are open to all students unless otherwise indicated.

Computer Lab Policies

Use of the resources and an account on the computer system are privileges, not rights. Misuse of the resources may result in a loss of your computer privileges. Specific misuse includes:

- Copying copyrighted software
- Disturbing another person's account and/or files
- Downloading, viewing or distributing offensive material (for example pornography, profane language, etc.)
- Removing hardware, software, or manuals from the Computer Lab without authorization In addition, the following is a list of guidelines for students to follow in the lab:
- You must sign in/out at the lab assistant's desk to use the computer lab
- Do not move equipment
- Do not connect or disconnect cables
- Report problems to the lab assistant
- NO OPEN food or drinks are allowed in the computer lab
- NO children are allowed on computers
- NO game playing and chatting on computers
- · Work quietly and do not disturb others
- Lab assistants reserve the right to request to see your Marygrove student I.D. (The lab assistant may not know you as a student)
- Clean up the area around your workstation before leaving
- Read the printing limit that is stated near printer
- Conserve paper and toner by printing final versions or when you absolutely need a print
 out
- Leave promptly when announced that the lab is closed
- DO NOT turn computers off when leaving the lab

Computer Graphics Lab

Liberal Arts Building

Fourth Floor

Phone: 313-927-1361

Hours: Check posted schedule.

This lab is available in the Art Department to studio artists. It is equipped with state-of-the-art software and computers.

Computer Resource Center

Liberal Arts Building

Room 243

Lab Hours:

Academic Year:

Monday-Thursday: 10:00 a.m. - 8:00 p.m.

Friday: 10:00 a.m. – 4:00 p.m.

Saturday: 9:00 a.m. – 1:00 p.m.

Winter and Spring Breaks:

Monday-Friday: 10:00 a.m. – 4:00 p.m.

Saturday & Sunday: Closed

Holidays:

Closed on the Holiday

Travel Days: Scheduled based on worker availability. Posted one week in advance.

Summer

Monday-Friday: 10:00 a.m. - 4:00 p.m.

Saturday: 9:00 a.m. – 1:00 p.m.

Sunday: Closed

The Computer Resource Center provides students access to a wide variety of software used in many of the College courses. This lab is for Marygrove students, alumni, and students of the consortium. It is designed for basic computing and email.

Student Computer Lab

Student Center Building

Room 100

Lab Hours: Monday - Saturday: 8:00 a.m. - 11:00 p.m.

Sunday: 8:00 a.m. – 9:00 p.m.

Foreign Languages Laboratory

Madame Cadillac Building, Room 303.

It is an audio-visual room equipped with multi media PC's used to help students and instructors with Foreign Language courses.

The Math and Science Group Study Room

Liberal Arts Building

Room 315A

This room is available for math and science students to do their homework and to study in a group setting.

The Mathematics Laboratory

Liberal Arts Building

Room 331

Phone (313) 927-1316

Hours: Monday

10:00 a.m. - 5:30 p.m.

Tuesday – Thursday

10:00 a.m. - 8:30 p.m.

Friday

10:00 a.m. - 4:30 p.m.

Saturday

12:00 p.m. - 4:00 p.m.

* Closed during holidays, winter and spring breaks. Summer hours may vary from the fall and spring semesters.

The math lab provides individualized self-study materials for all students enrolled in Math 099, 100, and 105. All chapters testing and retesting for these courses occurs in the Mathematics Laboratory. The laboratory also houses video tapes and booklets that can be used for self-study and is staffed by a mathematics supervisor with assistance from student and staff math tutors.

The Math and Science Rec Room

Liberal Arts Building Room 314A

Math and science students have a place to relax and socialize.

STICC - Student Technology Instruction and Collaboration Center

Liberal Arts Building, Lower Level

Room 011

Hours during Fall & Winter semesters		Hours during Summer semester	
M-Th	9:30-8:30	M-Th	9:30-8:30
F	9:30-5:30	F	9:30-5:30
Sat	9:30-3:30	Sat	Check schedule
Sun	Closed	Sun	Closed

The Student Technology Instruction and Collaboration Center, referred to as the STIC, is a multifunction technology center providing a variety of services to Marygrove students. It is a drop-in lab, a technology instruction center, a presentation practice area, and a collaborative work area.

The Science Laboratories

Liberal Arts Building

Third Floor

The science laboratories located on the third floor of the Liberal Arts Building include one faculty/student research laboratory, two chemistry labs, two biology labs, the physics/earth science lab and a computer lab.

Student Academic Enrichment (SAE) Center For Science And Mathematics

Liberal Arts Building

Room 332A

Phone 313-927-1821

The SAE Center is located on the third floor of the Liberal Arts Building. The purpose of the center is to assist students in attaining their educational goals. The center houses computers with internet capability for students who are enrolled in science and mathematics courses. The program is designed to provide at no additional cost, one-on-one tutoring, group tutoring, and computer assisted learning with interactive software geared to subject matter. The center also houses audio and video tutorial tapes, math supplies and handouts. Periodically, workshops are offered and guest speakers are invited to come and talk to the students.

Teacher Education Academic Support (TEAS) Lab

Liberal Arts Building

Room 006

Phone 313-927-1603

The TEAS Lab provides resources and support for teacher candidates preparing for certification tests such as the MTTC. For information about preparation classes contact Sr. Judy Eliassen at jeliassen@marygrove.edu.

Geschke Writing Center

Liberal Arts Building

Room 028

Phone (313) 927-1278

Hours: *Monday - Thursday

9:00 a.m. - 7:00 p.m.

Friday

Closed

Saturday

10:00 a.m. - 3:00 p.m.

*Hours of operation are subject to change.

The Writing Center offers free writing consultation to students enrolled in required writing classes. The Writing Center also offers writing assistance to students across the curriculum. Students may obtain assistance in all facets of the writing process, from idea generation to first draft revisions to final product. The Writing Center houses computers for students working on writing or research assignments in all disciplines. The Center's staff offers assistance in basic word processing skills as well as more sophisticated discipline-specific formatting.

CONTEMPORARY AMERICAN AUTHORS LECTURE SERIES

Since 1989, capacity crowds have filled Alumnae Hall to hear well known guest writers Gloria Naylor, Mary Helen Washington, Paule Marshall, John Edgar Wideman, Sherley Anne Williams, Octavia E. Butler, Jamaica Kincaid, Rita Dove, Virginia Hamilton, Ernest J. Gaines, Merle Collins, Lucille Clifton, Toi Derricotte, Edwidge Danticat, Cornelius Eady, Pearl Cleage, Edward Jones, Charles Johnson, Marilyn Nelson, Samuel R. Delany, and Elizabeth Alexander. In April, 2013 Marygrove heard from author Terrance Hayes. In addition to giving the Lillian and Donald Bauder Lecture, the featured speaker meets in a class session with students from Marygrove and area high schools. Before the lecture, the College honors student writers and the guest author at a dinner hosted by Marygrove's president. The English and Modern Languages Department sponsors this series.

GRADUATION AND COMMENCEMENT

Undergraduate Graduation Meeting

Student Development coordinates one graduation meeting per academic year in May. The graduation meeting is very important to those students participating in Baccalaureate, Alumni Association Induction Luncheon, and/or Commencement.

Graduating seniors receive information on the various commencement activities, important dates and deadlines, graduation memorabilia, caps and gowns, and the graduation process. Contact the Student Development Office at (313) 927-1258 for more information.

Graduation Application

Candidates for graduation must apply one semester prior to the actual completion date. To make sure everything is in order, graduates should begin the application process one semester prior to the semester in which they plan to graduate. The deadlines are generally as follows:

- The last week of August for December graduation
- The last week of November for May graduation
- · The last week of April for August graduation

Specific deadlines are posted on the board next to the Registrar's Office and throughout the campus. Students can pick up graduation applications in the Registrar's Office. The application form must be typed **or printed** and filled out completely and accurately. The graduate's legal name must be indicated exactly as it will appear on the diploma. Major(s) and minor(s) must be correctly specified and the exact catalog (not more than six years from date of graduation) should be specified. Completed graduation applications are returned to the Registrar's Office along with the student's Summary of Credits.

Summary of Credits

A completed Summary of Credits form must be turned in with the graduation application. Advisors will review the Summary of Credits with the student by using the appropriate catalog. After the review, the advisor signs the form, indicating that all requirements for graduation have been met. The Registrar, who notifies both the student and the advisor if there is a problem, conducts a final review of the Summary of Credits.

If students are unclear whether they have completed all academic graduation requirements, they should contact their advisors immediately. Questions regarding applying for graduation and whether credits have been applied appropriately should be directed to the Registrar.

Graduation Fees

Marygrove charges a fee to all graduating students to cover graduation costs such as the Baccalaureate Ceremony and Grad Gala. The graduation fee also covers all the College expenses associated with commencement like diploma cases, diplomas, chair and equipment rental, etc.

Graduation fees must be paid prior to graduation in the Business Office. Students not participating in the commencement activities are still required to pay the fee.

Graduation Honors

Graduation honors are determined by using the last 64 credit hours taken at Marygrove College. These include any approved consortium credits students take in their last 64 hours. Transfer students must complete 64 credit hours at Marygrove to be eligible for graduation honors. The grade point average criteria for graduation honors are as follows:

 Summa cum laude
 3.95 - 4.00

 Magna cum laude
 3.75 - 3.94

 Cum laude
 3.50 - 3.74

*Graduation honors are reserved for those receiving bachelor's degrees.

Undergraduate Commencement

Graduation ceremonies are held once per academic year on the second Saturday in May. For students completing requirements in December or August, the actual date of completion will appear on the student transcript and diploma. Students completing requirements in August normally participate in the following May Commencement. Students completing requirements in December participate in the following May Commencement. All diplomas will be mailed at the end of each semester after degrees are conferred.

Each prospective graduate will receive information on Baccalaureate and Commencement ceremonies, caps and gowns, invitations, class pictures, class rings, Commencement videotapes, Grad Gala Reception, and Alumni Association Induction Luncheon. Undergraduate commencement activities are coordinated through the Student Affairs Division and overseen by the Campus Events Committee.

Graduate Commencement

Graduation ceremonies for students receiving master's degrees are held once per academic year. Commencement ceremonies for students completing their requirements in August, December, April or May are typically held on the second Saturday in May. The actual date of completion will appear on the transcript.

Each prospective graduate must submit a complete application for graduation and must pay a graduation fee. Students will receive a postcard indicating the web site they should go to register for various honors and commencement related activities, and must RSVP as indicated in the information packet in order to participate. Information about placing orders for photos, regalia, announcements, rings, and diploma frames will be available online.

THE HONORS PROGRAM - SPECIALIZED ACADEMIC TRACK

The Honors Program at Marygrove College offers highly motivated and academically talented students opportunities for enhanced intellectual experiences and cultural and social exchanges. In and out of the classroom, the Honors Program challenges students to work at the highest standard of excellence. It rewards personal initiative, promotes creativity and generosity, and supports collaborative learning. It also provides exceptional preparation for graduate and professional study. With its range of academic benefits, the Honors Program enriches the College's total learning environment, including teaching, research, and service.

Honors Convocation

In March, the faculty and administration gather in formal academic attire to recognize those students who have distinguished themselves in academic performance, leadership or service to the College. Attended by family and friends, as well as other students, the Honors Convocation is a chance for Marygrove departments and academic programs to honor student achievement.

Two of the major student awards given at the Honors Convocation are the Distinguished Student Award and the St. Catherine Medal. The Marygrove Distinguished Student Award is given to an outstanding senior, chosen on the basis of academic excellence, leadership ability and service to the community. The St. Catherine Medal is awarded to a junior who has rendered a specific outstanding service to the College or established the best record for progressive achievement.

PERFORMING ARTS OPPORTUNITIES

The Marygrove College Chorale and Chamber Singers give numerous concerts for the pleasure of the Marygrove community and the general public. Marygrove students are welcome to audition for any performing music group sponsored by the Music Department. More than 30 programs and recitals are given annually on campus. The Music Department, in conjunction with the Dance and Art Departments, also stages musical productions.

STUDY ABROAD - (TRAVEL SEMINARS)

Madame Cadillac Building

Room 358

Phone - (313) 927-1485

http://www.marygrove.edu/study_abroad/

Students have the opportunity to spend the summer, semester, or academic year studying at a variety of colleges and universities overseas. Students have the opportunity to combine oncampus study with international travel while fulfilling the General Education Global Awareness requirement. Accompanied by a faculty member, students spend spring break experiencing first-hand locations as diverse as England, Italy, Greece, Brazil, Spain, France and Costa Rica. The cost is reasonable and financial aid is available to qualified students. Students can also gain hands-on experience by participating in internships or volunteer experiences abroad, or by taking part in a travel seminar.

Freshman Travel Seminars

Enhance your first year experience at Marygrove by spending a weekend discovering Toronto with other freshmen students. Marygrove will offer a mini-travel seminar to Toronto, Canada for freshmen and transfer students only. As a part of this program, you will travel by train to Toronto and have the chance to experience another culture first-hand. Sip a coffee in Kensington Market. Explore Cabbagetown or Little Italy. Walk down Yonge Street, the longest street in the world. Take a trip to the top of CN tower, one of the world's tallest buildings and much more.

Travel Seminars

Travel seminars offer students an introduction to what it is like to live overseas while earning Marygrove College credit. Each spring, students have the opportunity to participate in faculty-led travel seminars abroad. As a component of an on-campus course, students spend spring break or two weeks at the end of the semester traveling overseas. Travel seminar destinations vary from year to year and have included such diverse locals as England, France, China, Spain, Ecuador, South Africa and Brazil.

Semester or Academic Year Programs

With early planning, students can spend one or two semesters studying at a foreign institution. Students who decide to study in a country where English is the primary language can choose from the full range of classes offered by the host institution, including courses in business, computer science, literature, natural sciences, and education. Those students wishing to learn a new language, or perfect their existing language skills, can attend language schools abroad. Specialized programs in areas such as art, environmental science and dance are also available overseas.

Summer Sessions

Students with very structured academic schedules or personal commitments can still enjoy a study abroad experience by participating in short-term summer session programs. Summer sessions vary in length, typically from three to ten weeks, and allow students to choose courses from a wide range of disciplines.

Internships and Volunteer Experiences

Marygrove offers a variety of internship and volunteer experiences in various countries around the world. Students may combine a practical experience with academic studies abroad, or spend a summer interning full time. Credit is possible with many programs. Volunteer opportunities are numerous and allow students a low-cost way to gain experience while living overseas.

Program Highlights

- Choose from a variety of programs that complement your academic and personal objectives
- Apply your financial aid toward your overseas experience
- Previous foreign language experience is not necessary for most programs
- Scholarship and grant opportunities are available for study abroad
- · Earn Marygrove College credit while abroad
- Overseas study can be incorporated into almost any major program

"This whole experience has gotten me thinking that I've got to branch out more, both educationally and culturally, to learn more about people and where they come from. There is so much more out there in the world than what we see on a day-to-day basis. The world is so much bigger than Detroit and the U.S."---Kenita Harris (Paris, London & the English Countryside Travel Seminar)

STUDENT SUCCESS TIPS

Maxims for Student Success

- Attend class. Eighty percent of success is showing up for class. Never miss the first or last class in a course, or the class before a test.
- Turn in every assignment on time, even if you are not sure of what you are doing.
- Engage with class buddies to talk about assignments, share notes, etc. Exchange phone numbers.
- Talk to your professors. Ask questions privately if you are reluctant in class. Talk to other students in your classes and students who have previously taken the class.
- Learn about and use campus resources. Academic Advising & Support Services, Academic Advising; Counseling, Student Development and the Women's Leadership Institute, the Geschke Writing Center, Career Services, Co-op, the Library, Student Affairs, etc., are all here for you.
- Get involved in campus life. Join a club, participate in student government, or help someone
 else. It will help you.
- Do whatever you can early: register for classes, apply for financial aid, get notebooks, pencils, pens, etc. If you are having problems in class, get help early. Talk to the instructor, get a tutor, form a study group, etc.
- Know the facts about the College, your course of study, and your classes. This means obtaining and reading the College catalog and following course syllabi.
- Use a calendar. Write down your schedule and check it daily. Develop a "to-do" list.
- Be realistic-set achievable goals. Plan a schedule that is right for you.

CO-CURRICULAR ORGANIZATIONS, PROGRAMS, RESOURCES, AND ACTIVITIES

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.

ALTERNATIVE SPRING BREAK (ASB)

Marygrove's Alternative Spring Break (ASB) program offers students the chance to actualize the segment of the College's mission statement, which emphasizes the attainment of competence, compassion and commitment as hallmarks of a Marygrove education. ASB is a living and learning experience for students during the week officially recognized by the College as spring break. Marygrove's ASB program strives to create a setting resulting in reciprocal service, meaningful action, critical reflection, and commitment building. As students participate in this experience, they will learn to appreciate the strengths of a community while addressing challenges through personal intervention. A domestic and/or international experience is traditionally offered each year. Contact the Service Learning Office at (313) 927-1403 for additional information.

STUDENT INVOLVEMENT, LEADERSHIP & GREEK AFFAIRS

According to The Study Group on Conditions of Excellence in American Higher Education (1984), student involvement is perhaps the most important condition for the improvement of the undergraduate student's educational experience. This study states that the more time and effort students invest in the learning process and the more intensely they engage in their own education, the greater will be their growth and achievement, their satisfaction with their educational experiences, and their persistence in college, and the more likely they are to continue their learning.

Co-curricular activities provide opportunities for development of leadership skills such as teamwork, decision-making and planning. These skills, as well as others, are easily transferable to the work place, family responsibilities, community and civic obligations, and social commitments. Student involvement at Marygrove College consists of, but is not limited to, students participating in campus events, student government, student organizations and clubs, volunteer work in the community, student activities, peer mentoring, tutoring programs, and honors programs. Our student organizations service over 300 students. There is always a place for YOU to grow and network here at Marygrove College, including honor societies, black Green-lettered fraternities, sororities, student-run clubs and organizations. For further information, contact the Coordinator of Student Involvement, Leadership & Greek Affairs Office located in the Student Center Building, room 109, at (313) 927-1210.

Student Experience Board (SEB)

The goal of SEB is to enhance the quality of student life at Marygrove. SEB plans, supports and promotes student activities, and represents the student body. SEB also brings together representatives of all organizations on campus to plan activities; share in decision-making related to student activities and concerns. For more information about joining the Student Experience Board, contact the Coordinator of Student Involvement, Leadership & Green Affairs at (313) 927-1210.

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Student Organizations

The Office of Student Development assists Marygrove students, organizations and clubs and their advisors in developing, meaningful personal, cultural, social, recreational, professional, and organizational growth experiences.

All student groups must register their organization/club each fall semester through the Office of Student Development in order to be officially recognized by the College. Updated information about club officers, members and advisors must be submitted, with a copy of the organization's bylaws and constitution. Students interested in starting a new organization or club should also contact the Coordinator of Student Involvement, Leadership & Green Affairs for the necessary forms for approval.

Current Roster

Student Experience Board (SEB)

Amnesty International

Genesis Dance Team

Golden Glamour Dance Team

K.I.N.G.Z. Fraternity, Inc. (Alpha Chapter)

Latino Student Union

Alpha Phi Alpha Fraternity, Inc. (Pi Upsilon Chapter)

Luxor Belly Dancing Club

Marygrove Cheer Team

Alpha Kappa Alpha Sorority, Inc.

Multicultural/Diversity Club

Sigma Gamma Rho Sorority, Inc. (Xi Upsilon)

National Association of Black Social Workers (NABSW)

Phi Alpha (Social Work Honor Society)

Project Outpour

Sigma Tau Delta Fraternity, Inc. (English Honor Society)

Sigma Zeta Natural Science Honor Society (Beta Upsilon Chapter)

Student Networking Ambassador Program (SNAP)

Take the Lead

Nu Delta Alpha Fraternity, Inc. (The National Dance Honor Society)

The Association of Dramatic Artists (TADA)

Omega Psi Phi Fraternity, Inc. (Chi Gamma Chapter)

Phi Beta Sigma Fraternity, Inc. (Rho Nu Chapter)

Iota Phi Theta Fraternity, Inc. (Eta Eta Chapter)

Sigma Alpha Pi Fraternity, Inc. (National Society of Leadership and Success (Honor Society)

Marygrove College Honor's Program

Marygrove College Black Student Association

Phi Chi (Psychology Honor Society)

Health Science Student Association

Resident's Hall Association

Delta Sigma Theta Sorority, Inc. (Delta Psi Chapter)

Formation of Student Organizations

Purpose

To standardize the formation, registration and recognition of organizations that utilize the Marygrove name, facilities and other resources to pursue activities and interests pertinent to the purpose of the organization.

Scope

All currently registered undergraduate and graduate Marygrove College students.

Statement of Policy

The purpose of student organizations at Marygrove College is to provide opportunities for students to develop leadership skills, explore new interests, understand and appreciate differing styles, cultures and values, to learn new information and to develop critical thinking, organization, communication, delegation, decision-making and planning skills. Additionally, student organizations should provide personal support to students in an effort to create an all-inclusive College community experience.

Student organizations that are approved must meet an obvious or expressed need by Marygrove students. Such needs must be clearly articulated and supported by written documents upon application. The student organization constitution, statement of mission and program activities must coincide with and support the ideals, values and stated purpose(s) outlined in the College's statement of mission, diversity statement and student policies and procedures statements. Activities developed by, or participated in, by organization members using the official student organization name and/or student engagement funds, must be in direct alliance with institutional policies, the College's statement of mission, local, state and federal laws and with the approved mission and by-laws of the organization's constitution. Organization members, who see a need to deviate from the original purpose of the organization, may choose to revise the group's constitution following the approved College process.

General Guidelines (Procedures)

Groups wishing to form an official College student organization must follow the procedures that are listed and available in the Office of Student Involvement & Leadership. Once application materials are complete and returned to the Office of Student Involvement and Leadership, organizing members must meet before the Director of Student Engagement and Leadership who will determine whether or not the group meets an expressed need as well as the criteria for formation. Groups who are approved are eligible for all rights and resources afforded to student organizations at Marygrove.

Groups must be active and in good standing with the institution in addition to meeting the following criteria to be considered for approval:

- State their mission and define their purpose and goals for the organization.
- Abide by all Marygrove College policies and procedures.
- Support the Marygrove College mission statement of Competence, Compassion, and Commitment.
- All organization members must maintain a 2.0 accumulative GPA / Officers must maintain
 a 2.5 cumulative GPA and be a currently enrolled student of Marygrove College. All
 Greek lettered social organizations must maintain a cumulative 2.5 GPA to remain active.
 All Greek lettered academic organizations must adhere and abide by their respective
 organizational GPA standards.
- Must have at least three (3) currently registered Marygrove students in membership.
- Must have a full time/adjunct, Marygrove-Employed, Faculty/Staff advisor. It is the
 recommendation of the institution that faculty/staff advisors only advise one student
 organization at a time. Advisors may advise up to 2 organizations if they can successfully
 adhere to all policies and procedures of more than one organization.

- Must obtain and complete the Petition for New Student Organization form. Upon approval, the organizational group will receive additional application materials to complete the approval process. (Obtain/return all forms to the Office of Student Involvement and Leadership)
- All student organizations must complete one (1) community service project per semester.
- Presidents and/or Vice Presidents are required to attend the Council of Student Organization meetings to remain an active student organization on campus.
- New Organizations and their Advisors must attend the Annual Training Workshop. (Held in the fall semester)
- All Student Organizations are eligible to petition to the Coordinator of Student Involvement & Greek Affairs Funding.
- Groups must exist and function in a manner consistent with Catholic values, Marygrove College's mission, policies, Urban Leadership Initiatives, and local, state and federal laws.
- Organizations must not discriminate against any person because of race, color, religion, creed, gender, sexual orientation, national origin or ancestry.
- Student organization members must use student organization resources responsibly, legally, ethically and within the parameters of the organization's constitution. It is, therefore, not permissible for organizations to exist for the purpose of furthering the private financial gains of an individual or individual's within the group.
- Each organization is responsible for an end-of-the-semester summary report which must include highlights of events, programming, meetings, community service events and a financial summary. April's summary report must include officers for the next academic year. Reports are to be submitted to the Coordinator of Student involvement, Leadership & Greek Affairs at the end the December and April of the academic year.
- Returning Student Organizations are required to submit a Student Organization Status Report Constitution and membership list two (2) weeks after the start of the fall semester.
- Failure to adhere to the policies and procedures set for student organizations could result
 in one or all of the following: being placed on probation, being sanctioned, being placed
 on an inactive list which disqualifies you from current and future funding consideration,
 and or being banned as a student organization of the college.

Prospective organizations will be notified, in writing, within five (10) business days of their approval or denial by the Office of Student Development. Groups that are denied may appeal, in writing, within five (5) business days to the Assistant Dean of Student Development. A decision will be provided to the applicant (student representative) within five (5) business days after receipt of the appeal letter.

EMPLOYEES AND STUDENT ORGANIZATIONS

Due to the potential conflict of interest, employees who are also students of Marygrove College (with the exception of work-study students) are not eligible to hold executive board positions in College student organizations (clubs) or any elected position in the College's student governing body. Marygrove College employees are encouraged, however, to seek opportunities to further develop leadership skills through membership in professional associations and other community offerings. Furthermore, College employees are encouraged to assist students in developing leadership skills through a staff/faculty advising role at the invitation of that student organization.

Contact The Student Involvement, Leadership & Greek Affairs Office at (313) 927-1210 for more information about student organizations, fraternities and sororities and honor societies on campus.

CONCERTS

Every year the Music Department holds two major concerts featuring the Marygrove College Chorale and Chamber Singers. In addition, there are a number of faculty and student recitals throughout the year. Once a year, a nationally known artist comes to campus to serve as clinician for the Music Department's high school choral workshop. Previous guest artists have included Andre Thomas, composer and conductor, and Moses Hogan, director and conductor of the Moses Hogan Chorale.

DR. MARTIN LUTHER KING, JR. MEMORIAL CELEBRATION

The Dr. Martin Luther King, Jr. Celebration is one of the most inspirational events on campus during the academic year. A ritual that has come to be the symbolic beginning of the second semester, the celebration brings together Marygrove's best student speakers, dancers and musicians along with faculty, staff, students, board of trustees, and guests from the wider civic community.

FOUNDERS' DAY CELEBRATION

The Founders' Day Convocation commemorates the founding and establishment in Detroit of Marygrove College by the Sisters, Servants of the Immaculate Heart of Mary (IHMs). The celebration engages the Marygrove College Community with IHM Sisters and their ministries, and it highlights the mission and values of the College.

SPIRIT WEEK

Held each fall during mid-term, the Fall Festival and Spirit Week brings together students, faculty, staff, and administrators for food and games. Marygrove "spirit clothing" is the attire and fun is the agenda.

NEW STUDENT ORIENTATION (NSO)

Marygrove offers a number of orientation sessions each year for students new to the College which includes the Fall semester New Student Orientation. These orientation

sessions provide students with an opportunity to get acquainted with administrators, faculty, staff, fellow students and campus resources and services, as well as to receive important

information that will help to make for a smooth transition into the College setting. Students will learn about the wonderful traditions of the "green and gold," while also preparing for the rigors of college life on the campus of Marygrove.

Orientation leaders are charged with helping to assist new and incoming students as they transition into Marygrove College. These students are hand-selected for their commitment to providing a positive and enriching experience during orientation as they answer questions, facilitate small groups, guide students on tours of the campus and provide useful information and resources on life as a Marygrove Mustang.

WELCOME WEEK ACTIVITIES

Each year, the Marygrove community welcomes its newest members during the Opening Mass/ New Student Welcome in the chapel. Traditionally held the second Wednesday in September, this incorporation ceremony features a welcome from the President, music, dance and symbolic rituals that introduce new students to the people of the College.

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GATHERING PLACES

CAFETERIA

Madame Cadillac Building West end. Main Hall

Hours: Monday - Friday

Continental Breakfast: 7:30 a.m. – 8:00 a.m.

Hot Breakfast: 8:00 a.m. – 9:30 a.m.

Lunch: 11:30 a.m. – 2:00 p.m. Closed 2:00 p.m. – 3:00 p.m.

Dinner: 4:00p.m. – 6:30 p.m. Late Night Snack 7:30 p.m. – 10:00 p.m.

Saturday & Sunday

Brunch 11:00 a.m. – 12:30 p.m. Dinner 4:00 p.m. – 5:30 p.m.

*Hours are during fall/winter semesters, while classes are in session.

The Marygrove cafeteria offers well-balanced meals at reasonable prices. Sandwiches, soup, and salads are part of the menu selection with lunch and dinner specials daily.

THE GALLERY

Liberal Arts Building

Fourth Floor

Phone (313) 927-1370

Hours: Check posted schedule.

Marygrove College has its own art gallery for students to enjoy. *The Gallery* is known as one of Detroit's most beautiful and spacious art galleries and features works by Marygrove students, faculty, and guest artists. A distinguishing feature of *The Gallery* is the solid bronze grillwork at the entrance of the exhibit space. Jim Lutomski is Gallery Director.

WOMEN'S CENTER

Liberal Arts Building Lower Level – LA 030

Phone: (313) 927-1274 or (313) 927-1474

The Women's Center, a welcoming communal space committed to inclusivity and equality, provides services and information about women's issues; encourages the ongoing development of Women's Studies curricula, events and programs; and promotes the present and future success of women as urban leaders.

(For detailed information about ongoing programs and events, please contact Dr. Carolyn Roberts at (313) 927-1474 or via email at croberts@marygrove.edu.)

ART EXHIBITIONS

The Gallery holds a minimum of three professional art exhibitions and two student exhibitions per year. For many years, The Gallery has presented important visual, sound and performance art from Detroit area and nationally recognized artists. Recent past exhibitions have included word from Sergio De Giusti, Sue Carmn Vian, Scott Hocking, Charles McGee, Al Hinton, Carla Harryman, Holly Hughes, Stephanie Dinkins, and Melanie Manos among others. Art is also exhibited throughout the year in the Beyond Words Gallery, located in the lobby of the library.

LIBERAL ARTS STUDENT LOUNGE

Liberal Arts Building Lower Level

The Student Lounge is located on the lower level at the east end of the Liberal Arts Building. This student space has comfortable lounge furniture for students to relax before, after and between classes. It is a wonderful gathering spot for students. Workshops and student activities also take place in this lounge. Students can grab a snack from the vending machines, watch TV, meet friends and talk about classes in this area. Just beyond the student lounge is a study room for individual and/or group studying.

STUDENT CENTER STUDENT LOUNGE

Student Center Building

Green and Gold Lounge (1st Floor)

Our green and gold decorated Student Lounge is located in the Student Center and provides a fun but relaxing environment for meeting with friends, studying, checking your email or watching TV. Lockers are also located here for students to use.

STUDENT SERVICES

BOOKSTORE

Liberal Arts Building First Floor Phone (313) 927-1279 Hours: Monday-Thursday 10:00 a.m. - 6:00 p.m.

Friday

10:00 a.m. - 5:00 p.m.

Saturday

10:00 a.m. - 2:00 p.m.

*These hours are subject to change during slow periods and high peak periods.

The bookstore is owned and operated by Barnes and Noble College Bookstores, Inc. The bookstore is a one-stop purchasing shop. The store has a wide selection of snack foods, juices & pops, supplementary paperback materials, health and beauty aids, Marygrove t-shirts, sweatshirts, mugs, caps and gowns and professional reference materials.

CAMPUS SAFETY OFFICE

Liberal Arts Building Lower Level, Room 003 Phone (313) 927-1401/1411 Emergency number (313) 927-1411 Hours: 24 hour service

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.

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.

Personal Safety Tips

Marygrove is proud to be a campus with a very low level of crime. Generally, such incidents involve the theft of purses, books, and small personal items. We encourage students to follow these precautions:

Safety Tips

- · Lock your vehicle
- Do not leave valuables of any kind unattended, especially purses, tape recorders, book
- Store books and items not needed for class or study in secured lockers
- At night, travel with a friend or in a small group. Do not walk alone on campus or on W. McNichols Road (Six-Mile) after dark
 - After dark, request a campus safety escort if walking to a distant parking lot or to the
- Report any suspicious activity immediately to Campus Safety
- Notify the Campus Safety Office when working after hours in a lab or office.

Parking

- Faculty, staff, students and visitors may park in designated areas
- Vehicles illegally parked will be ticketed.
- All vehicles must be registered with the campus safety department.

*The fines for violations will vary.

The fines will be charged to the student's account. If a student feels that the Marygrove ticket was issued without cause, he/she has 10 days to appeal the ticket by calling the Director of Campus Safety at (313) 927-1555 to schedule a hearing. A panel consisting of three members from the Safety Committee will hear the student's appeal. The committee has the authority to dismiss the ticket, or forward it to the Business Office for payment.

The Detroit Parking Enforcement Unit will issue tickets to chronic violators of Marygrove's parking policy. Payment for these tickets should be sent to the City of Detroit.

Lost and Found

Lost or found articles may be claimed or turned in at the Campus Safety Office or at Central Information. Report any loss of money or valuables to the Campus Safety Office.

CENTRAL INFORMATION OFFICE

Liberal Arts Building

Room 003

Phone (313) 927-1200

Hours: Monday, Tuesday, Thursday and Friday

9:00 a.m. - 6:00 p.m.

Wednesday

9:00 a.m. - 7:00 p.m.

Saturday

9:00 a.m.-1:00 p.m.

*These hours are subject to change during holidays and summer.

The Central Services Department encompasses the Central Information Office (CIO), Campus Copy Center. CIO provides basic mail service to the College community. The staff in the Central Information Office handles interoffice mail, mail for student mailboxes, U.S. postal mail for the college, and maintains departmental mailboxes, posts mail, and stores packages for pickup. Mailboxes for students living in the residence hall and student organizations are assigned through this office. The Campus Copy Center delivers high quality professional reproduced documents for its customers. The college switchboard handles the telephone and voice mail system for the college. Messages for campus personnel can be left with CIO when using their voice mail is not possible.

COMPUTING ON CAMPUS

Information Technology Services

Marygrove College provides students with access to the following online accounts: email, WebAdvisor and Blackboard. Blackboard is Marygrove's portal website where students can access their online courses along with important links such as Email and WebAdvisor.

Logging In

- To obtain your username, go to http://webadvisor.marygrove.edu and click on the 'What's my user ID' link. Follow the prompts to obtain your username.
- Your initial password is your Student ID number.
- Your username and password will work for Blackboard, Email and WebAdvisor.

Blackboard - http://blackboard.marygrove.edu

Blackboard is Marygrove's Web-based course-management system, designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. Blackboard enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, and more. The degree to which Blackboard is used in a course varies; your instructor will provide you with more information.

- For additional help with Blackboard, go to the Help link on the website and view the online support center.
- You can find the 'Change Password' link in the upper right-hand corner of Blackboard. It
 is highly recommended that you change your password.

E-mail - https://email.marygrove.edu/exchange/

- Your e-mail address is your username and the last 4 digits of your student ID number@marygrove.edu (i.e., rsmith1234@marygrove.edu)
- You can access your e-mail through the 'Marygrove email' link in Blackboard or by going directly to the website.
- Keep the total size of all your messages within your quota (currently 100MB).
 - □ You will be unable to send e-mail if you have exceeded your quota.
 - □ You must empty your Deleted Items folder to permanently purge them.

WebAdvisor - http://webadvisor.marygrove.edu

WebAdvisor is Marygrove's online tool that allows students to perform many different functions online at their convenience.

- Make a payment with a credit card
- Print a registration statement
- Accept/Reject Financial Aid awards
- View Financial Aid documents
- · Register for classes
- View grades
- Access transcripts
- · Access account information
- Name changes

Freshmen are not allowed to register via WebAdvisor; you will need to contact your advisor to register.

- You can access WebAdvisor through the 'WebAdvisor' link on the portal website or by going directly to the website.
- Click on Log In (Upper Right Corner of Screen)
- Enter your username and Password. Please note: Your username is all lower case.
- Click on the Students link found on the right side of the page.

Registration Process

- · Click on the Register/Add Classes link
- · Once you complete that form scroll down and click submit.
- Select the course/courses you wish to take and then scroll down to click the submit button.
- The classes you have selected will be displayed and need to be confirmed. Choose the appropriate action and click the Submit button to confirm the registration.
- You can use the Browser print button to print a copy of your schedule. You can also choose
 to make a payment on your account at this time. You can also drop or add classes to your
 schedule.
- To view your registration charges click on "Registration Statement".
- To make a payment on your account click on "Make a Payment". You will then be able to view your current balance and make a payment by credit card.

If you have a financial hold you will not be able to register. Please contact the Student Services Center at (313) 927-1692 during normal business hours and ask to speak with a Financial Aid Officer.

Printing

When using campus computers in computer labs or the library, students will be required to login with their own username and password. Each student is allowed 100 pages of free printing per semester. If needed, additional funds can be added to a student's printing account by visiting the Business Office. The charges for printing are as follows:

Black and White 10 cents per sheet Color 15 cents per sheet

Please remember to logoff when you finish using campus computers so people cannot use up all of your printing funds on your account.

Getting Help:

Students can receive Internet support for Email, Blackboard and WebAdvisor 24 hours a day, 7 days a week at http://support.marygrove.edu.

Please note policies on computer usage in the Campus Policies and Procedures section at the back of this handbook.

CONTINUING EDUCATION AND CAREER ENHANCEMENT

Madame Cadillac Building

Room MC 125

Phone (313) 927-1261

Hours: Monday through Friday

8:30 a.m. – 5:30 p.m.

Saturday

9:00 a.m. – 1:00 p.m.

Do you need to brush up on your basic math skills? Are you interested in learning how to write grants? Are you a teacher seeking professional development recertification classes? Do you have children or grandchildren who are struggling with math or reading? The Division of Continuing Education and Career Enhancement offers credit and non-credit career enhancement, professional development and basic skills classes for adults, including Marygrove students and staff at very reasonable rates. Many classes are available online. A variety of children's programming is available every semester, and during the summer through our Kids' College Program. For details, check the brochure, available at the CE office, the Student Services Center and on the Marygrove website. Most continuing education classes are not eligible for financial aid.

LIBRARY

Liberal Arts Building, East Wing Phone: (313) 927-1300

Hours: Monday–Thursday 9:30 a.m. – 9:00 p.m.

Friday

9:30 a.m. – 6:00 p.m.

Saturday

8:00 a.m. - 4:00 p.m.

Sunday

1:00 p.m. - 5:00 p.m.

*summer and intersession hours vary

The Library is a pleasant and complete student resource center that features a beautiful oak paneled group study room, spacious computer-equipped reference/reading room, four floors of stacks, individual study carrels, electronic classroom, Student Technology Instruction and Collaboration Center (STICC), meeting rooms, media viewing facilities, *Beyond Words* gallery, and photocopiers.

Student Collaboration and Instruction Center (STICC)

Liberal Arts Building, East Wing

Phone: (313) 927-1582

Hours: Monday – Thursday 9:30 a.m. – 8:30 p.m.

Friday

9:30 a.m. - 5:30 p.m.

Saturday

8:00 a.m. – 3:30 p.m.

Sunday

*Summer and intersession hours vary

Some of the services and resources that students especially appreciate are:

- Warm, friendly, and service-oriented atmosphere
- 7-days-a-week, day and evening hours, during the Fall and Winter semesters; slightly modified schedule for the Spring/Summer semester.
- Convenient location in an air-conditioned wing of the Liberal Arts Building
- Research assistance for on-campus and distance learners from helpful professional librarians in person, online, via chat, email, telephone, and fax
- Online access from the library or home to the library's catalog, electronic books and databases, and other resources
- Extensive print, electronic, microform, and audiovisual learning resources, carefully selected to support course-related endeavors
- Internet access
- 2 computer labs in the STICC: one, a drop-in lab; the other, an instruction lab
- Specialized library instructional group sessions in all disciplines and at all levels of study conducted in an electronic classroom setting
- In-depth individualized information counseling appointments
- Access to the materials of other libraries through reciprocal borrowing agreements and interlibrary loan
- An assistive-technology-equipped computer workstation in the reference room for students with special needs
- STICC is located in the lower level of the Library, Room L011. It contains a drop-in lab
 and an instruction lab

LOCKER ASSIGNMENTS

Lockers are available to all Marygrove students on a first-come, first-served basis. Student lockers are located in the lounge on the lower level of the Liberal Arts Building and the main floor of the Student Center Building. Lockers are assigned to students during regular registration times in the Liberal Arts Building and anytime during the year until all lockers have been assigned.

Students are responsible for purchasing a lock and for maintaining the interior and exterior of the lockers during the semester. Lockers must be cleared and locks removed at the end of the academic year (*September-April*). Notices will be posted in the locker room areas and throughout the College to inform students when lockers must be cleared. If students fail to meet the deadline to remove locks and clear lockers, the Student Development Office will have the locks removed and discard the contents. The Student Development Office will not be responsible for items left in lockers after the deadline.

ORIENTATION

Marygrove offers a number of orientation sessions each year for students new to the College which include the fall semester New Student Orientation. These orientation sessions provide students with an opportunity to get acquainted with administrators, faculty, staff, fellow students, and campus resources and services, as well as to receive important information that will help to make for a smooth transition into the college setting. Students will learn about the wonderful traditions of the green and gold, while also preparing for the rigors of college life on the campus of Marygrove.

Orientation Leaders are charged with helping to assist new and incoming students as they transition into Marygrove College. These students are hand selected for their commitment to providing a positive and enriching experience during orientation as they answer questions, facilitate small groups, guide students on tours of the campus, and provide useful information and resources on life as a Marygrove Mustang.

WELCOME ACTIVITIES

The fall term begins the academic year for new and returning students, staff and faculty. From its origin in 1927, the Mass of the Holy Spirit is celebrated has been a rich Catholic tradition at Marygrove. The mass includes asking the blessing of the Holy Spirit on all involved in the mission of education at Marygrove College during the coming year. All are invited to attend, bringing with them the tradition of their own religious faith. This Mass is celebrated in the Sacred Heart Chapel in the Liberal Arts Bldg.

Marygrove has several events scheduled in September to welcome students to the fall semester and a new academic year. The kickoff begins with Welcome Week which offers a wonderful opportunity for students to get engaged through introductory sessions, activities, and games. See calendar in handbook and postings around campus for more information regarding other activities and events.

Each year, the Marygrove community welcomes its newest members during the Opening Mass and Lunch on the Lawn.

New Student Welcome in the chapel. Traditionally held the second Wednesday in September, this incorporation ceremony features a welcome from the president, music, dance, and symbolic rituals that introduce new students to the people of the College.

VISUAL AND PERFORMING ARTS FACILITIES

THE ART DEPARTMENT

Liberal Arts Building Fourth Floor Phone (313) 927-1538

Studio artists have access to a computer graphics lab, printmaking facilities and equipment, a photographic laboratory, a woodshop, and a ceramic studio. Contact the Art Department for additional information.

THE THEATRE

Liberal Arts Building West wing, First Floor Phone (313) 927-1522

The newly renovated Marygrove College Theatre is an intimate 392-seat facility. With its classic design, the theatre is a first class venue for the arts. While the theatre is an ideal space for music, dance, art and theatre programs; it is also an excellent venue to host lectures, colloquia, conferences, and small graduations. Located in the west wing of the Liberal Arts building; the Marygrove College Theatre has a proscenium stage with a sprung floor. Additional features include five dressing rooms with full amenities, a stage manager's room, a fully equipped green room, rehearsal studio, box office, and central air conditioning.

THE MUSIC DEPARTMENT

Madame Cadillac Building Back-chapel area, Second Floor Phone (313) 927-1383

The Music Department has its own library of study scores for music students, and a collection of recordings, tapes, books, and periodicals maintained by the Marygrove Library. A three-manual, forty rank, Casavant pipe organ is available in Sacred Heart Chapel for instruction, student practice and public performance. The College maintains pianos for teaching, practice and performance, as well as an electronic music lab for classes and student use.

CAMPUS POLICIES AND PROCEDURES

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 program, major or department
- · cases of academic dishonesty

In the event of a disagreement regarding whether or not an appeal is academically related, the academic deans will refer the question to the Dean's Council whose decision in the matter is final. The Academic Appeal Procedure is the exclusive remedy for academic grievances.

II. Procedure for Appeal

- If the student wishes to appeal a matter using The Academic Appeal Procedure, he/ she must first contact the instructor or person directly responsible for the matter being grieved and discuss with him/her. Whenever possible, grievances should be resolved at this level.
- 2. If no agreement is reached at this level, the student should contact the department coordinator/program coordinator and discuss the matter with him/her.
- 3. If no agreement is reached at this level, the student should contact the chairperson of the department involved and discuss the matter with him/her.
- 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 appropriate academic dean 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 term 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 Assistant Dean of Student Development, two (2) faculty members shall be appointed by the Faculty Assembly Officers, and one (1) academic administrator shall be appointed by the Assistant Dean of Student Development. The students and faculty appointed will be from a discipline different from that of the student submitting the appeal.

IV. Hearing Procedure

The appropriate academic dean will initiate the convening of the 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:

- 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 Vice President for Academic Affairs, indicating the decisions of the Board based a vote of the members.

The decision the board renders will be a decision on both the merits of the grievance and the remedy to be applied. The Vice President for Academic Affairs will accept as final the result of a simple majority vote of the appeals board.

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 state 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 Director of Counseling and Student Development (SC 232) or the Director of Athletic and Wellness Services (MC 049). 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 General, 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.

What is harassment?

Harassment consists of unwelcome conduct, whether verbal, visual or physical, which objectively creates, or has the purpose of creating, an offensive, intimidating or hostile academic environment which adversely affects a student's academic performance. Such harassment includes, but is not limited to, activity which occurs in the context of a person's protected status as a female, regarding gender, or membership in a minority, ethnic or disabled group. The College also prohibits any harassing behavior based on a person's religion or sexual orientation.

Sexual harassment consists of overt activity of a sexual nature. It can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, gestures, or violence (assault). Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other verbal and graphic communication and/or physical contact of a sexual nature when the conduct creates an intimidating environment for students or employees; when it prevents an individual from effectively performing the duties of his/her position; or when such conduct is made a condition of employment, promotion, compensation, or grades, either implicitly or explicitly.

Student Responsibility

Marygrove College students are responsible for assisting in College efforts to keep the campus environment free of all harassment, including sexual harassment. Students may do so, first, by refusing to participate in conduct that constitutes sexual harassment as defined above. Further, any student who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it immediately, either verbally, or in writing, to the Assistant Dean of Student Development or any officer of Marygrove College with whom the student feels comfortable.

When Marygrove College becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the College to do so. To the extent it can, Marygrove College will keep matters related to a harassment report confidential.

Consensual dating between students, faculty or staff

Marygrove College prohibits consensual dating relationships between students and faculty or staff on campus; such relationships are strongly discouraged off campus as well. Intimate relationships should involve equal partners who have equal power in the relationship. There are real and implied power differences between students and faculty, and staff. Relationships of this nature have the potential to be viewed as exploitative and in violation of the College's harassment policy as well as state sexual harassment laws.

Reporting Harassment

If you feel that you have experienced harassment, report the incident immediately to the Assistant Dean of Student Development or any senior administrator of Marygrove College with whom you feel comfortable. All reports will be promptly investigated, with due regard for the privacy of everyone involved, while maintaining due process. Appropriate care will be taken to ensure no one is falsely accused. Any student found guilty of harassment will be subject to severe disciplinary action or possible dismissal. Marygrove College will also take any additional action necessary to appropriately correct the situation. The College will not retaliate against any student who makes a good faith report of alleged harassment, even if the charges are found to be in error. Students will, however, face disciplinary action if they are found to accuse someone of harassment when they know that the claim is false.

Marygrove College accepts no liability for harassment of one student by another student or employee. The individual, who makes unwelcome advances, threatens or in any way harasses another student or employee is personally liable for such actions and their consequences. In cases where criminal charges are filed, Marygrove will cooperate with law enforcement to the fullest extent. A complete copy of the legal definition for sexual harassment may be obtained in the office of the Assistant Dean of Student Development.

Process for handling harassment complaints:

- Persons accused of harassment will be notified in writing within two (2) business days after
 the original complaint is made. The letter will include a date for an informal interview with
 the Assistant Dean of Student Development or his/her designee and others as appropriate.
 The purpose of the interview is to give the accused person an opportunity to present his/
 her facts.
- The accused person must attend the informal interview and may present information and/ or outside witnesses from the Marygrove College community at that time. Legal counsel and/or outside representation will not be allowed at the informal hearing.
- At the conclusion of the informal interview, the Assistant Dean of Student Development or her/his designee, in consultation with appropriate administrators, will attempt to determine the validity of the complaint and will, if appropriate, make a recommendation to refer the case for formal review.
- Recommendations for disciplinary action may include, but are not limited to, verbal or written warning, mandatory education, unpaid service to the College, suspension and/or dismissal from the College.
- 5. Recommendations for disciplinary action or a formal hearing will be made to one of the following:

Director of Human Resources, if the accused person is a staff member or administrator.

Vice President of Academic Affairs, if the accused person is a faculty member.

Assistant Dean of Student Development, if the accused person is a student. The Identified Administrator will convene a hearing within ten (10) business days to decide the validity of the appeal.

6. The accused person has the right to appeal the disciplinary action in writing within five (5) business days of notification to the Director of Human Resources, the Vice President, Academic Affairs or the Assistant Dean of Student Development. This individual will refer the appeal to a committee comprised of faculty, staff and students to review and render judgment on the appeal.

In extraordinary circumstances, the timeline for step five (5) may be extended, upon request of either party.

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.

POSTING FLYERS/ADVERTISING

To publicize events, advertise products or services, or to sell tickets and raise funds on campus, individuals must have the written permission of the Coordinator of Student Involvement & Leadership Anyone is welcome to post materials at the College. However, all forms of written materials intended for posting on campus must be reviewed and receive stamped approval in the Student Development Department, Student Center Room 109. Approval involves a review of the material to ensure that the message is not lewd, discriminatory or otherwise blatantly offensive. Individuals will be expected to post fliers on approved bulletin boards only. Unstamped fliers and posters, or information affixed to windows, doors or walls will be removed. Handbills, fliers, and other forms of advertisement must not be placed on vehicles. All posters and fliers must be removed from bulletin boards within 48 hours after the activity. Individuals or groups who are found in violation of all or part of this policy may lose their on campus posting privileges.

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.

Complete information regarding laws and sanctions pertaining to stalking is in the office of Student Development, Student Center Building, Room 101.

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STUDENT CODE OF CONDUCT

I. 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 College 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 collegesponsored 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 <u>may</u> 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 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.