



Student Handbook

2010-2011

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Section I: Introduction

¡Bienvenidos! Welcome!

¡Están en su casa! We welcome you and hope you will enjoy your time with us. This is your home while you are here. The following information is provided as you arrive so that you may have a comfortable and convenient living and learning environment.

Student Rights and Responsibilities

Students are expected to assume responsibility for his/her conduct. Students are considered to be fully participating members of the MACC community. Students have the responsibility to honor the values of this community and to treat all members with respect and dignity.

In this community, the differences that occur among people, whether cultural, intellectual, geographical, or religious should be seen as opportunities for enrichment and growth. Students are encouraged to interact and share their own experiences and thoughts with each other, providing opportunities for learning and new awareness. All students have the right to express themselves and to be heard. They also have the responsibility for listening to others.

Students are encouraged to participate in the prayer and liturgy dimensions of the campus community as it is an integral part of life and learning at MACC.

Section II: Academic Procedures and Policies

Academic Advising

To ensure that our evaluation of the student is not simply academic, the Mexican American Catholic College will assign a faculty advisor to each student. Each faculty member will meet with advisees as needed but with a minimum of one meeting at the beginning of each academic year. This will aid us in gaining a fuller understanding of the person and their skills in order to succeed both academically and pastorally.

Academic Integrity

The Mexican American Catholic College is strongly committed to the nurturing of academic excellence. The College expects its students to pursue and maintain truth, honesty and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms which define an academic community. The following definitions and guidelines have therefore been established to secure the maintenance of academic integrity at MACC. Academic Dishonesty includes (but is not limited to):

Cheating on tests, examinations, or other class or laboratory work.

Involvement in Plagiarism (appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit).

Counterfeit work - including turning in as one's own, work that was created, researched, or produced by someone else.

Falsification of Academic Records - knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, class reports, projects, or other academically related documents.

Unauthorized Reuse of Work - the turning in of the same work to more than one class without consent of the instructor involved constitutes academic dishonesty.

Theft - unauthorized use or circulation of tests or answer sheets specifically prepared for a given course and as yet not used or publicly released by the instructor of a course, or theft of completed tests.

Collusion - unauthorized collaboration with another person in preparing course work.

Facilitating Academic Dishonesty - intentionally or knowingly helping or attempting to help another to violate a provision of the code of academic integrity.

Instructors who are concerned that some form of academic dishonesty has occurred shall first address the issue directly with the student. The matter may be raised by the instructor to the Academic Dean. Any member of the student body or the staff of the Mexican American Catholic College who is concerned that a student has engaged in some form of academic dishonesty should report the incident to the Academic Dean.

Academic Progress

A full-time student who fails to complete nine semester hours in one semester will be notified in writing by Academic Dean of failure to make satisfactory academic progress. In the subsequent semester, a full-time student who has been notified and who again fails to complete nine semester hours will be placed on academic probation for failure to make satisfactory academic

progress. A full-time student who in three consecutive semesters fails to complete nine credit hours each semester will be placed on enforced withdrawal for failure to make satisfactory academic progress. Appeals will follow the enforced withdrawal procedure.

Attendance

Students are expected to be prompt and regular in attending classes. Students who are unable to attend scheduled classes should contact the instructor with an explanatory notification of the absence. Such notice, however, does not excuse the absence, and the student must arrange with the instructor to make up work missed.

Faculty generally will set their attendance grading policies in the classroom but in no case may a student miss more than the equivalent of two weeks of classes of a standard semester and expect to pass the course. After two weeks of missed classes, the student will be advised to withdraw. If there is not a valid reason for missing the classes and the student chooses not to withdraw or the withdrawal deadline has passed, the student may receive a failing grade for the course.

Students who register for classes and cease attending, without formally dropping the course or withdrawing from MACC, will be charged the tuition for the course(s) and will receive a grade based upon their attendance and all work required.

Students in a degree program are expected to enroll in classes each semester until all courses are completed.

Course Assignments Extension

Extensions throughout the semester for completion of course assignments may be made through the individual professor for emergency reasons unforeseen at the beginning of the semester. When extensions are approved, the duration will be appropriate to the situation, but the college recommends that this extension will not exceed a two-week period from the original due date.

Curriculum

The Academic Dean oversees the curriculum and course sequencing. Only the Academic Dean may grant an exemption from the prerequisites for a course, after consultation with the course instructor.

Dean's List

Admission to the Dean's List is based on achievement during a semester. To qualify for the Dean's List, a student must be enrolled for at least 12 semester hours (or have full-time status). A student needs at least 12 hours of graded coursework, have no IP (Incomplete) grades, and have a GPA of 3.5 or above. A student's name will not be posted on the Dean's List following the completion of an IP.

Degree Plans

The Academic Advisor will prepare an official degree plan on the first meeting with the student. The degree plan will be based on the curriculum in effect at the time of the student's matriculation at the Mexican American Catholic College. The degree plan identifies all of the

courses and requirements for the degree. Once the degree plan is issued, it is the responsibility of the student, in conversation with his/her assigned advisor, to keep the degree plan current. An official degree plan must be on file in the Registrar's Office when the student applies to graduate. Upon application for graduation, the degree plan will be updated by the Registrar's Office and an official degree audit prepared and sent to the student and advisor.

Diploma Replacement Policy

Requests for replacement diplomas should be submitted to the Registrar, who is responsible for processing the order. The Registrar is authorized to order replacement diplomas under the following conditions: (1) the graduate's claim to have received a degree from the school can be verified unambiguously; (2) there are no institutional actions limiting the request (for example, unpaid accounts, library fines outstanding, disciplinary actions pending or taken against the individual, etc.); (3) both the Dean and the President approve, and (4) the circumstances related to the replacement request warrant school action. Graduates must certify in writing the loss of the original and must provide detailed written information about the manner in which the loss was incurred. The Registrar will order replacement diplomas along with the regular graduation order. Persons who request replacement diplomas either before or after the relevant graduation deadlines may have their requests processed if the circumstances seem to justify an emergency order. The graduate will bear all costs involved in processing and printing replacement diplomas. These costs will vary according to the precise circumstances of the request. The school will make a reasonable effort to obtain replacement diplomas, which duplicate the style of the original but not guarantee an exact duplicate of the original diploma. Current officers of the institution will sign for the Academic Dean and for the President. The notation "signed in (current year) for the (Academic Dean/President)" will appear beneath the relevant signature lines. Additionally, the notation "Replacement Diploma" will appear along the bottom border.

Dismissal from MACC

A student may be dismissed from MACC for disregard for the Code of Ethics, smoking in non-smoking areas, alcohol or drug abuse, sexual harassment, or possession of weapons or violence of any type. The President or a delegate will make final decisions regarding dismissal.

Disputing a Grade

All grades assigned by professors are final. A student may dispute a grade only when there is reason to believe that the instructor assigned a different grade than was posted on the student's grade report. In this case, the student has the responsibility of contacting the instructor and requesting the instructor submit a change of grade report (if the instructor is no longer at MACC, the Registrar's office will assist the student in contacting the instructor). A student may contest a grade only when the student has evidence that the instructor is guilty of academic misconduct (e.g. after awarding high grades all semester, the instructor awards an F for the final grade after the professor learns of the student's political views). In this case, the student shall follow the grievance procedures. In no case will a grade be changed after it has been posted for one calendar year.

Grading Rubric

MACC considers it important for students to know what is expected of them and how these expectations translate into grades. Below are grading rubrics that our faculty will employ in determining your grade for each class. More information on the grading system can be found in the academic catalog.

M.A. Program

- A** Student demonstrates mastery of the content, meeting all course based student learning outcomes for this level of work. The student shows the capacity to synthesize the knowledge gained and to critically assess theological propositions. The student also demonstrates the ability to effectively articulate knowledge and understanding both orally and in writing. “A” will reflect exemplary performance in all of these areas. “A-” will reflect excellent performance in all areas except one or two of these areas which will be noted in the student’s record. Course work will be complete and on time. Papers will be very well researched. In general, this grade category will reflect the assessment that the student demonstrates the capacity to do higher level work.
- B** Student demonstrates an understanding of the content at a level that meets expectations and is of a quality that is acceptable and appropriate given the student’s current level of study. Acceptable deficiencies will be in the ability to synthesize knowledge, or critically assess theological propositions, or in written articulation. Course work will be complete and on time. Papers will be well researched. In general, this grade category will reflect a sufficient mastery of the material and ability to articulate such mastery that the student can effectively teach up to the high school level and/or serve the Church in capacities as a catechist, liturgist, etc.
- C** Student demonstrates a minimally satisfactory understanding of the content for the graduate level. Student demonstrates deficiencies in one or more learning outcomes: the ability to synthesize knowledge, the ability to critically assess theological propositions, and/or ability in written and/or oral articulation. Course work will be largely complete and on time. Papers will be satisfactorily researched. In general, this grade category will reflect a minimally adequate mastery of the material but would require additional work in order to effectively teach in this subject at the high school level or higher.
- D** Student demonstrates a limited understanding of content and exhibits little ability to synthesize knowledge, critically assess theological propositions, or articulate such knowledge. Work is incomplete, late and/or of a level that only partially meets expectations and/or is largely unacceptable given the student’s current level of study. In general, while technically passing, the student would be expected to retake the course in order to meet graduation requirements.
- F** Major assignments are missing, incomplete or excessively late without permission of instructor and/or demonstrates lack of effort and/or lack of understanding of course content.

B.A. Program

- A** Student demonstrates mastery of the content, meeting all course based student learning outcomes for this level of work. The student shows the capacity to synthesize the knowledge gained and to critically assess propositions. The student also demonstrates the ability to effectively articulate knowledge and understanding both orally and in writing. “A” will reflect exemplary performance in all of these areas. “A-” will reflect excellent performance in all areas except one or two which will be noted in the student’s record. Course work will be complete and on time. In general, this grade category will reflect the assessment that the student demonstrates the capacity to do higher level work.
- B** Student demonstrates an understanding of the content at a level that meets expectations and is of a quality that is acceptable and appropriate given the student’s current level of study. Acceptable deficiencies will be in the ability to synthesize knowledge, or critically assess propositions, or in written articulation. Course work will be complete and on time. In general, this grade category will reflect a sufficient mastery of the material and ability to articulate such mastery that the student can effectively teach up to the middle school level and/or serve the Church in capacities as a catechist, liturgist, etc.
- C** Student demonstrates a minimally satisfactory understanding of the content. Student demonstrates deficiencies in one or more learning outcomes: the ability to synthesize knowledge, the ability to critically assess theological propositions, and/or ability in written and/or oral articulation. Course work will be largely complete and on time. In general, this grade category will reflect a minimally adequate mastery of the material.
- D** Student demonstrates a limited understanding of content and exhibits little ability to synthesize knowledge, critically assess propositions, or articulate such knowledge. Work is incomplete, late and/or of a level that only partially meets expectations and/or is largely unacceptable given the student’s current level of study. In general, while technically passing, the student would be expected to retake the course in order to meet graduation requirements for the B.A. degree.
- F** Major assignments are missing, incomplete or excessively late without permission of instructor and/or demonstrates lack of effort and/or lack of understanding of course content.

Graduation

Formal graduation ceremonies will be held in May; diplomas and certificates will be awarded at that time. If a student finishes all class work in summer or fall, and requires verification of completion of studies, the Registrar will provide the student with a copy of the permanent record and a letter verifying completion of studies, but the diploma will not be given until graduation in May.

All graduating students will be encouraged to attend their commencement exercises. A graduation fee to cover administrative costs of graduation is charged whether or not students are present for the commencement exercise. (See the MACC website for current fees.)

Grievance Procedures

MACC academic and student life policies are set in place to ensure integrity for the college and program and fairness for all students. For these reasons, we take seriously and will strictly follow

these policies. At the same time, MACC is committed to justice for all students. Every student should be aware of the grievance procedures to be followed if the occasion should arise that one might need to make use of it. There is an informal step, a formal step, and an opportunity for one appeal.

Informal: The first step will be to address the concern directly with the affected faculty or staff member. If this does not resolve the grievance satisfactorily, the student may make a formal grievance.

Formal: The student will submit a written grievance clearly stating the facts of the matter and what the student sees as a satisfactory resolution to the grievance. The student will submit the grievance to the Office of the Academic Dean. The Dean will meet with the student and the faculty member and provide a written resolution which the student will be offered the opportunity to sign as acceptance. If this fails to satisfy the student, the student has the right to appeal the Dean's decision.

Appeal: The student may then make a written appeal to the Academic Committee who will meet to address the issue. The Academic Committee will then provide a recommendation to resolve the grievance to the President. The President will make the final decision for which there is no further appeal.

Incomplete Grades

Course instructors are permitted to enter the grade of Incomplete (Inc) for students in extenuating circumstances (e.g. a family emergency, a prolonged illness, an unexpected demand from one's employer, a request from the Rector of Assumption Seminary, a student has been under tutoring assistance during the semester, etc.). In no case is an Incomplete to be granted due to the student's failure to plan or to take studies seriously enough. All Incompletes must be reconciled with a grade within 4 calendar weeks after the start of the next regular semester. After this time, all Incompletes remaining will become F's. If more time is needed, the student must make a request in writing to the Academic Dean, signed by the student and approved by the faculty member.

Interrupted Degree Program

Any student whose program is interrupted by an absence of one year or more may incur the obligation of meeting changed requirements as printed in the current catalog.

Name Change or Correction

Currently enrolled students who wish to change their names must present in writing to the Registrar the reason(s) for the change and two legal documents (e.g., marriage license or a court document) to substantiate the change. Both the original and the new names will appear on the transcript. Graduates who wish a name change on their diploma must submit a written request to the Registrar. The letter must contain a sufficient reason for the change and be supported by legal documents. The old diploma and an appropriate fee are required before a new diploma may be issued. The change of diplomas will be recorded on the transcript of the student, under his/her original name.

Official Policy Statements

The Mexican American Catholic College operates in accordance with the personnel conduct policies approved by the Board of Directors and by observing the policies of the Archdiocese of San Antonio. These policies are available upon request.

Paper Style Guide

MACC will use the Turabian style as the preferred style guide for academic papers. Students should make themselves familiar with this style guide.

Placement Testing

All students enrolled in the B.A. (124 hour programs) will be tested for general education level placement and language placement at least one week before the start of their first semester.

The language instrument is an MACC developed testing regimen. The language placement exam will be given in each language (Spanish and English) for which the student did not have at least 3 years of formal secondary education. The results of the placement exams will indicate which level of propaedeutic language classes (i.e English or Spanish I, II, III or IV) the student should be enrolled (if any). If after having begun a propaedeutic language class it is determined that the placement may have been too low, a student may challenge the language course (see Course Challenge in the catalog for more information).

The preferred general education instrument is Accuplacer for those with sufficient English language mastery. A MACC developed instrument will be used for those without sufficient English mastery. The results of the exam will determine whether the student can enroll directly in a full load of credit classes or whether the student must first take some or all of MACC's developmental learning curriculum.

Probation and Suspension Policy

Fulltime students who earn a semester Grade Point Average of less than 2.0 for any semester will be placed on academic probation. In order to return to good standing the student must attain, during the succeeding semester, a semester by semester GPA that equals or exceeds 2.0. A cumulative GPA below 2.0 will also be considered as a basis for probationary status.

Full-time students who are placed on probation for the first time, or who are placed on continued scholastic probation, will have their registration limited to 12-13 semester hours. Permission to register for more than 13 hours while on scholastic probation must be obtained from the Academic Dean.

A student who remains on academic probation for more than two consecutive semesters will be suspended from the degree program and the College for one semester. After a suspension of one semester a student may apply for readmission. If readmission is granted, the student will be on scholastic probation, with enrollment limited to 12-13 semester hours for full-time students. After readmission, failure to maintain a semester by semester GPA of 2.0 will result in final dismissal from the degree program and the College. A cumulative GPA of 2.0 will need to be attained by graduation.

Part-time students enrolled for at least six credits and with a cumulative GPA below 2.0 may be placed on probation. Part-time students who fail to earn a GPA of 2.0 in any six semester

hours out of 12 semester hours attempted may be required to withdraw from MACC. Cumulative GPA requirements apply equally for full-time and part-time students.

The following criteria apply to a student who is placed on enforced withdrawal, in special circumstances:

1. He/she may appeal the action and be allowed to register the following semester after appropriate review of the case and approval from the Academic Dean.
2. The Academic Dean may mandate any specific conditions deemed appropriate.
3. If, at any time, during that semester the student has not satisfied the conditions stipulated, he or she may be required to withdraw from MACC.

Student Records

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, (a) establishes a post-secondary student's general right to inspect and review his or her education records, and (b) generally prohibits outside parties from obtaining the information contained in such records without the student's written consent. Students in formal Formation Programs must sign a Release of Information Form to direct that their grades be released to the Rector/Formation Director of their Formation Program.

Directory Information

The law provides that institutions may release directory information without a student's written consent. Directory information is information in a student's educational record that would not generally be considered harmful or an invasion of privacy if disclosed. It includes a student's name, address (including home, mailing, billing, and campus addresses), e-mail address, telephone number (including home and campus), date and place of birth, enrollment status, program of study, dates of attendance, degrees and awards received, photographs, and most recent previous educational agency or institution attended. Students may block the public disclosure of directory information (all or in part) by notifying the Registrar in writing. Such a request will remain in force until removed, in writing, by the student.

Directory information may also be made public by the institution through the publication of a printed directory. A student may have their information omitted from such a directory (without blocking all public disclosure) by notifying the Registrar in writing by the close of registration each semester.

Confidential Student Records

Confidential information is information accumulated in confidence, within limits established by law either upon specific promise of non-disclosure or in the context of a confidential relationship. The law provides that the following items may be included in this category; personal records and notes of administrative officers and faculty; medical and mental health records; financial information from parents of students; letters of recommendation for which a student has waived right of access, confidential letters of recommendation placed in the record prior to January 1, 1975. Items in the category of "confidential information" will not be released to the student; they may be released to non-authorized School personnel or persons outside of the school only with the written consent of the student and the Dean who is in charge of the record, except as required by law. Medical and mental health records may be reviewed by the physician or other appropriate professional of the student's choice.

Restricted Student Information

This category contains the educational records of the student, that is, those records, not included in the two categories above, which contain information directly related to the student and are maintained by the Registrar. Included, for example are: the transcript, courses elected each semester, grades and other evaluations, academic and disciplinary actions, financial arrangements, and letters of recommendation received in the student's record after January 1, 1975 (unless the student has waived the right of access to those letters). With the exceptions noted in "Exceptions to Restrictions on Release of Information," restricted information may be released only at the student's specific written request, which must name the records to be released, the reasons for release, and the persons to whom the release is authorized.

Exceptions to Restrictions on Release of Information

The law authorizes the release of restricted information without the student's written consent as follows: to school officers and faculty with a legitimate educational interest (that is, the individual requires the information to fulfill his or her professional responsibilities with the institution); to individuals and offices as needed in connection with an emergency situation to protect health and safety; and to selected research workers with stated precautions as to confidentiality, information may be released to officers of institutions to which the student is applying for admission if the student is notified that it is being sent and is given an opportunity to review it. The student must also be notified before information is furnished in compliance with judicial order or subpoena except where disclosure is prohibited by law. Except as specified above, release to federal, state, or local officials is limited to information relating to audit or evaluation of federally supported education programs.

Students' Waiver of Access to Confidential Records

A student requesting recommendations in respect to admission to an educational institution or an application for employment or the receipt of an honor may waive his or her right to access to these recommendations. Any student requesting a letter of recommendation may be asked to indicate to the writer whether he or she has waived right of access. The decision whether to write a letter of recommendation is an individual and voluntary one. Faculty and students, however, should be familiar with the provision in the law, which states that "waivers may not be required as a condition for admission to, receipt of financial aid form, or receipt of any other services or benefits from such institution."

Students' Right to Inspect Their Records Within the Limits of the Law

Students may inspect information contained in their restricted records. In accordance with the law, students may not inspect those materials in their confidential records.

Exceptions to Students' Right to Inspect Their Records

If any material or document in the educational record of a student includes information on other students, the college will not supply the actual material or document. Instead, the College will provide only the specific information contained therein which directly relates to the student seeking access.

Procedures for Students' Inspection of Their Records

The procedure by which students and former students may review their restricted records is as follows:

1. The student gives a written request for such a review to the Academic Dean.
2. The Dean will review the file in order to place in a sealed envelope.
3. The student may then review his or her file in the Dean's Office. In no case will access be withheld more than 45 days after proper request has been made. If the student wishes, the School will also supply copies of material in the file. The student will pay for the cost of this copying.

Student Challenge of the Content of Record

A student who questions the content of his or her record should indicate this to the Dean. If the question is not satisfactorily settled, the student may appeal to the Academic committee, which will hold a hearing at which the student may present evidence in support of the contention that the record contains inaccurate or misleading information.

Retention and Disposal of School Records

Records fall into two retention categories: permanent and limited: Permanent Retention Records are those records that the College is obligated to maintain permanently either directly by law or indirectly by the need of supporting documentation. These records are to be maintained in hard copy and in appropriate electronic format. Permanent Records include the following: Mexican American Catholic College transcripts, Class lists, Grade reports, Change of Grade forms, Enrollment reports, Course schedules and addenda, Degree statistics (lists of approved graduates and their degrees, dates of conferral, type, etc.), Catalogs.

Limited Retention Records are those records, which the School is obligated, either directly by law or indirectly by the need for supporting documentation, to maintain on a limited basis. The length of time each type of document is to be retained is as follows:

1. Admissions Documents, to be maintained separately in alphabetical order.

- a. Files of those who applied but did not attend (either because they were denied admission or because they rejected our offer of admission) – three years.
- b. Incomplete admission files – three years.
- c. Files of those who were admitted, granted a loan, and then either withdrew the first semester or did not attend at all – five years.

2. Financial Aid Records, to be maintained separately in alphabetical order.

- a. Files of those who were admitted but did not attend – five years.
- b. Files of those who were admitted, granted a loan, and then either withdrew within the first semester or did not attend at all – either five years, or five years from the date on which the entire amount of the loan has been repaid, or cancelled.
- c. Files of all others including those attending students who were granted loans at any time during their course of studies - five years from the date on which their entire loan amount has been repaid, cancelled, or otherwise lawfully terminated, whichever is greater.

3. Registration Records and Certification Documents, to be maintained separately in alphabetical order.

- a. Files of those who were admitted and attended classes for at least one semester (including those who completed programs and graduated and those who withdrew or are terminated at any point after one semester) – five years from date of departure.

Repeat Course Policy

Courses may be repeated once. When a course is successfully repeated the grade from the first attempt no longer affects the grade point average calculation. Only MACC courses can replace courses previously taken at the Mexican American Catholic College. Transfer work or departmental examinations cannot be used to repeat a course unsuccessfully taken at MACC. The last grade earned will be used in the calculation of the grade point average. Repeated courses must be the exact course (i.e., same course number and title) of the original MACC course. While other courses may substitute for degree course requirements, they will not remove the original recorded grade from the grade point average calculation.

Transferring from One Major to Another Major

To transfer from one major to another the student should submit an updated Statement of Goals and Objectives to the Registrar's Office. The Statement is on the MACC website.

Section III: Student Life Policies and Information

Accidents

MACC is concerned about any accident that occurs on its premises. Please report any occurrences to a staff member immediately. Even if it seems minor, an accident report may be required for insurance purposes. Incident Report forms can be obtained from the Director of Campus Operations Office or at the front desk. If you have an accident and need to see a doctor, please go to Occupational Medicine Southwest (This is the clinic recommended by Catholic Mutual, MACC's insurer).

Occupational Medicine Southwest PA
1831 S. General McMullen
(210) 433-7711

M-F: 8:00 a.m. - 5:00 p.m.

Sat.: 8:00 a.m. - 12:00 p.m.

Please see Addendum "B" (page 18) in case of an emergency.

Bookstore

The Bookstore is located in the administration building, off the main lobby. Textbooks for MACC courses are available in the Bookstore. Services available include: 30-day credit plan, stamps, phone cards, UPS service, and special book orders. A tax-exempt number is needed at the time of purchase. The Bookstore accepts credit cards. For complete information visit www.maccsa.org

Code of Ethics

We firmly believe that our students are entitled to work and study in an environment of respect. With this goal in mind, MACC has developed the following code of ethics to ensure that all concerned clearly understand their rights and responsibilities in fostering this environment where the innate human dignity of each person is affirmed and safeguarded. Students have the right to:

1. A study environment that is free of sexual harassment; drug and alcohol abuse; racial slurs; weapons, or any type of violence.
2. A study environment that is characterized by professional, honest, and cooperative relationships.
3. Confidentiality regarding personal information shared in writing and verbal exchanges.
4. A clear and enforced procedure for presenting grievances, comments, and suggestions without fear of retaliation or ridicule.

Students have the responsibility to:

1. Follow all the policies and procedures as stated in the Student Handbook, especially in regards to Academic Integrity and the prohibition of the following: sexual harassment; drug and alcohol abuse; racial slurs; and weapons or violence.

2. Understand and commit to the goals, objectives, and evaluation methods of their particular programs
3. Complete assignments and projects in a timely manner.

Dress Code

Resident and non-resident students are asked to abide by the following dress code on the MACC campus, including the classrooms, cafeteria and chapel.

- Pants – casual
- Shirts – casual, including polo shirts. *Tank tops are not acceptable.*
- Shoes must be worn at all times in classrooms, chapel, and the cafeteria. Tennis shoes, flats and sandals are acceptable.
- Skirts/dresses – of modest length
- Blouses – casual, appropriate for office. *Tank tops are not acceptable.*
- Proper swimming attire (see Swimming Pool policies).

Note: During the summer sessions walking shorts or Bermuda shorts are acceptable throughout the MACC campus, except in the chapel.

E-Mail

Every student will be assigned a MACC e-mail account. This will be the primary means by which faculty and staff will communicate with students for routine communications, including class meeting time changes. Students are expected to regularly check their MACC e-mail accounts and will be held responsible for these communications.

Fax

Fax service is available for students at the front desk. The MACC fax number for student use is (210) 738-8678. If you receive a fax, it will be placed in your mailbox. If you need to send an International fax, let the front desk know and the receptionist will help you. There is a fee charged for incoming/outgoing faxes.

Finance Office

The Finance Office is opened from 8:00 a.m. to 12:00 noon and from 1:00 to 5:00 p.m. Payments and meal plan arrangements may be made in the Finance Office. Credit cards are accepted.

Faculty and Student Relationships

The student-teacher relationship is an important one. Teachers have the role of spiritual parenthood with their students. This relationship demands a large degree of trust. As such, it is impermissible for faculty (or staff) and students to enter into any sort romantic relationship.

Internet

All dorms are internet accessible. The lobby and reception area of the administration building has wireless accessibility. Please see Appendix D for further internet policy information.

Liturgy and Prayer

Prayer and the liturgy are integral aspects of the Christian life. MACC is a school dedicated to the formation of the whole person and as such, prayer and liturgy are fundamental aspects of campus life. Students are encouraged to participate in campus prayer life to the maximum extent possible.

MACC abides by the liturgical norms of the Archdiocese of San Antonio, TX. Bilingual Morning Prayer takes place at 8:00 a.m. in Our Lady of Guadalupe Chapel. (Linskens Hall, when necessary) Mass is celebrated daily, Monday through Friday. Please check bulletin board for schedule and location.

While full communion among Christian denominations and other faiths is not a reality, MACC encourages ecumenical and inter-faith prayer services when requested and feasible.

MACC adheres to the *Guidelines for the Reception of Communion of the United States Conference of Catholic Bishops (USCCB)*, which are as follows:

For Catholics

As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive communion devoutly and frequently. In order to be properly disposed to receive communion, a student should not be conscious of grave sin and normally should have fasted for one hour. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (Code of Canon Law, canon 916). A frequent reception of the sacrament of penance is encouraged for all.

For Christians of Various Denominations

We welcome our fellow Christians to this celebration of the Eucharist as our brothers and sisters. We pray that our common baptism and the action of the Holy Spirit in this Eucharist will draw us closer to one another and begin to dispel the sad divisions that separate us. We pray that these will lessen and finally disappear, in keeping with Christ's prayer for us "that they may be one" (John 17:21).

Because Catholics believe that celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharistic sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provisions of canon law (canon 844 § 4). Members of the Orthodox Churches, the Assyrian Church of the East, and the Polish National Catholic Church are urged to respect the discipline of their own churches. According to Roman Catholic discipline, the Code of Canon Law does not object to the reception of communion by Christians of these churches (canon 844 § 3).

For Those Not Receiving Holy Communion

All who are not receiving Holy Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.

For Non-Christians

We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and the unity of the human family.

(Note: In the San Antonio Archdiocese, receiving communion by intinction is not permitted.)

Meals

Meals are served in the Cafeteria. Serving hours are posted on the bulletin boards in the student mailroom and in the dormitories. Off-campus students who wish to eat in the Cafeteria must make arrangements with the Director of Campus Operations and the Finance Office.

Notary Public

Notary Public services are available to all MACC students. Please call extension 7101 to make an appointment.

Phone Messages

MACC's daytime telephone number for emergency calls, or for non-resident students only, is (210) 732-2156 from 8:00 a.m. to 5:00 p.m. In case of such a call, students will be notified immediately.

Sexual Harassment

MACC strives to provide a working and educational environment for all students, faculty, administration, and staff that is free of sexual harassment. Sexual harassment in any form is unacceptable and will not be tolerated. Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors or other verbal, physical, or written communication of a sexual nature. It includes any interpersonal attention of a sexual nature that is unwelcome and unwanted. This includes conduct that brings discomfort and/or humiliation to a person toward whom the conduct was directed, including, but not limited to jokes, statements, comments or questions of a sexual nature and inappropriate physical contact.

Any student who feels that s/he is being sexually harassed should immediately report such abuse to a staff or faculty member, to the Academic Dean, and/or the President of MACC, who will then communicate the incident to the Archbishop or his representative if person is a priest or seminarian and if needed to other authorities. MACC adheres to the sexual abuse and sexual harassment guidelines of the Archdiocese of San Antonio (See Appendix A).

Smoke-Free Environment

MACC recognizes the discomforts and health risks associated with "second-hand" smoke and the right of students to study in a smoke-free environment. It is MACC's policy that smoking (cigarettes, cigars, pipes, etc.) is not permitted in any of MACC's facilities, including administrative offices, faculty offices, classrooms, labs, dining and lounge areas, and personal student bedrooms. MACC does allow smoking in the designated outdoor area only. The smoking area is located outside between the Fiesta Room and the Icaza Dorm. Smokers should

be clear about where this area is located since violation of this policy is a serious matter that may lead to prompt disciplinary action, up to and including dismissal.

Students Distributing Unsolicited Material

While at MACC students are asked to refrain from distributing unsolicited material to other students or MACC staff members without the prior permission of the Academic Dean.

Student Safety and Campus Security

To help insure the safety of all students on-and off-campus, MACC recommends the following safety precautions:

- 1. On-campus:**
 - a. Students are expected to wear name tags at all times while on campus.
 - b. If you see someone who appears suspicious, please report it at once to a staff person, or please call (210) 865-1736.
 - c. Entrance codes are provided for your safety and should not be given out to anyone.
 - d. Make sure that doors/gates close securely behind you.
- 2. In the dorms:**
 - a. Keep your bedroom door locked.
 - b. Identify the person before unlocking your door.
 - c. When leaving the room be sure that the door is locked and windows are securely closed.
- 3. In the neighborhood:**

Walks should be made with a partner or a group of people. This includes walks in the neighborhood or around Woodlawn Lake.
- 4. Vehicles:**
 - a. Always remove keys and leave the vehicle locked in the parking lot.
 - b. Do not leave valuables in the car.
 - c. All cars must be registered at the front desk.
 - d. After 5:00 p.m. cars should be parked in the enclosed parking lot.
- 5. Off-campus field trips**

When applicable, MACC requires that students adhere to the above guidelines when traveling off-campus as a part of a MACC course.

Swimming Pool

The swimming pool located behind Assumption Seminary is to be used **ONLY** by MACC college students, language and pastoral students, seminarians, Assumption faculty and MACC staff. For the enjoyment and safety of all, swimmers must observe the following rules:

- Due to insurance liability, family members of students and of MACC staff are **NOT** allowed in the pool.
- MACC's insurance makes it mandatory that **NO ONE SWIM ALONE.**
- The pool is available from 8:00 a.m. to 10:00 p.m. daily.

- The pool key can be found in the student mailroom. Please check it out by signing your name on the sign-out sheet provided and signing it back in when you return it. If you delegate returning the key to another person, you are still responsible for it until it is signed back in.
- Please observe Assumption Seminary's posted rules for use of the swimming pool. Running, rough play, causing undue disturbance or any conduct that may endanger the welfare of self or other swimmers is prohibited.
- Glass containers or breakable objects of any kind are not permitted in the pool area, restrooms, or outside deck.
- Smoking is not permitted in the pool area.
- **Dress code:** Proper swimming attire must be worn in and around the pool. Both men and women are asked to observe modesty in swimming attire in the Seminary environment, e.g. no bikinis or *speedos* allowed. Cut-off shorts or clothing that is not designed for swimming are not allowed.
- All injuries occurring within the pool area or restrooms must be reported to MACC personnel immediately.

St. Mary's University offers MACC students the use of their exercise facility. Their cost per semester is \$50.00. If you wish to use their facilities please see the front desk.

Spiritual Directors

A list of persons who are certified in spiritual direction may be obtained at the front desk.

Photocopies

There is also a copying machine in the library for student use. There is a fee charged for copies.

Appendix A: Statement on Sexual Harrassment

**ARCHDIOCESE OF SAN ANTONIO
2718 West Woodlawn
San Antonio, Texas**

STATEMENT ON SEXUAL HARASSMENT

THE ARCHDIOCESE OF SAN ANTONIO WILL NOT TOLERATE SEXUAL HARASSMENT OF ANY FORM BY ITS PERSONNEL, EMPLOYEES AND VOLUNTEERS. VIOLATIONS OF THIS POLICY WILL LEAD TO DISCIPLINARY MEASURES, TERMINATION OF EMPLOYMENT AND POSSIBLY A CRIMINAL COMPLAINT OR A CIVIL SUIT FOR MONETARY DAMAGES.

DEFINITIONS:

For the purpose of this policy, sexual harassment will be defined as:

- Inflicting unwanted sexual attention on another person, whether verbal, physical or both.
- Creating a hostile, intimidating, or offensive work environment for a person, whether by demeaning a person simply on the basis of his or her gender, or by unwanted sexual attention.
- Causing tangible adverse job consequences on the basis of gender or unwanted sexual attention.
- Sexual harassment is prohibited regardless of the gender of the victim and perpetrator. Sexual harassment can be: male to female, female to male, male to male, female to female.

INFLECTION OF SEXUAL HARASSMENT BY A SUPERIOR OR SUPERVISOR ON A PERSON OVER WHOM HE OR SHE HAS AUTHORITY WILL BE DEALT WITH MOST SEVERELY.

COMPLAINT PROCEDURE:

When an allegation of sexual harassment is made, the following steps must be taken:

NOTIFICATION OF THE ARCHBISHOP – Any employee or volunteer who believes that he or she is or has been the victim of sexual harassment should immediately report such abuse to the Archbishop. His office telephone number is (210) 734-2620. If he is unavailable or cannot be contacted for any reason, or if the victim prefers, such abuse should be reported to any of the following individuals, preference being in the order listed:

An Auxiliary Bishop; the Vicar General; the Chancellor; any Priest serving in the Archdiocese; School Principal; any Agency Supervisor.

IF A SPECIFIC ALLEGATION OF SEXUAL HARASSMENT IS RECEIVED BY ONE OF THE ABOVE-MENTIONED PERSONS OR BY ANY EMPLOYEE OR VOLUNTEER OF THE ARCHDIOCESE, THIS INFORMATION MUST BE REPORTED IMMEDIATELY TO THE ARCHBISHOP, OR IF HE IS FOR ANY REASON UNAVAILABLE, TO AN AUXILIARY BISHOP OR THE VICAR GENERAL OR THE CHANCELLOR.

Appendix B: Emergency Procedures

1. **Medical Emergencies:** If there is a medical emergency call **911** and ask for **EMS**. Tell them that you are at:

3115 West Ashby Place, Administration Building #9

Do not move the sick person until **EMS** comes. Get help from another student. One of you stay with the sick person and one go through the chapel into the Administration Building and wait for **EMS** to arrive. (Ignore the alarm and call: **(210) 342-8900** and tell the Security Company you have set off the alarm and are waiting for **EMS**.)

When **EMS** arrives unlock the door, then push the green button on the far right. Do not go outside. Wait for **EMS** inside. Accompany **EMS** to where the patient is. Notify the staff member on call at **(210) 865-7136**.

Christus Santa Rosa Hospital Emergency:
333 Santa Rosa Street – Phone (210) 705-6300

or

Christus Santa Rosa Hospital Emergency
2827 Babcock Road – Phone (210) 705-6300

2. **Non-emergency medical treatment:** The following are the closest options for non-emergency medical treatment.

Christus Santa Rosa Family Health Center
315 San Saba, 2nd Floor
(210) 704-4130 (Saturday and Sunday closed)

Holy Cross Family Health
1511 W. Bandera Rd.
(210) 433-2334 (Saturday and Sunday closed)

3. **Other Emergencies:** In case of break in, theft or fire, dial **911** and the security company at (210) 342-8900. Please also report it to the front desk during work hours or to the after hours number (see 4. below) after hours. For maintenance emergencies (leaking water, loss of power, etc) during the week from 8:00a.m. to 5:00p.m., please call the Director of Campus Operations at (210) 865-7116. For non-emergency maintenance items, please use the work order system.

4. After hours (weekdays after 5:00p.m. and weekends), if you have called 911 or have a maintenance emergency, please call the staff member “on duty” at **(210) 865-7136**.

Appendix C: Policy on Alcohol

Consumption, possession, sale or purchase of alcohol on MACC's property (which includes MACC's vehicles) is prohibited, with the following exception: Consumption, possession, sale or purchase of alcohol in designated circumstances with prior approval of MACC's President.

Appendix D: Internet and Computer Policies

for MACC Students and Guests

Internet Usage:

MACC reserves the right to monitor access and review usage of MACC Internet's system. Use of this system and hardware constitute consent to having the user's internet usage monitored.

All admitted students will receive an account to access the internet and to access e-mail. Others may request guest account access. Students are expected to check their MACC student e-mail accounts regularly.

Students and guests must not share account/passwords with others. Doing is a violation of MACC internet policies.

Students and guests who access the internet via MACC's community server with their personal computers are required to have active and updated anti-virus software installed. Failure to maintain anti-virus software will be grounds for loss of internet privileges.

Unauthorized usage of MACC's Internet includes accessing inappropriate sites and downloading illicit material, including but not limited to the following:

- ▶ Accessing and/or storing obscene, pornographic, sexually explicit websites and/or material, gambling websites, or illegal web sites
- ▶ File, video, or music sharing
- ▶ Hacking, including installing illicit software using MACC equipment or internet access
- ▶ Physically damaging MACC computers
- ▶ Disruption or obstruction of authorized use of the network
- ▶ Destroying the integrity of computer-based information
- ▶ Engaging in the public display of offensive sexual material
- ▶ Engaging in sexual harassment through the use of Internet sites
- ▶ Infringing copyright or licensing agreements
- ▶ Using the connection with the intention of threatening, intimidating or invading the privacy of others
- ▶ Any other illegal or illicit activity

MACC Computers:

MACC provides some computers for student use. Computers in the language lab are for academic purposes only. Language classes have the first priority, followed by language students doing homework for language classes, and finally all other MACC students doing academic work. These computers will not be used for non-academic purposes (e.g. checking e-mail, social networking, browsing the internet, etc).

MACC computers in the atrium of Our Lady of Guadalupe Student Center are primarily for academic work. However, students may also use them to check MACC and/or personal e-mail accounts provided no other students are waiting to do academic work.

Failure to Comply with Policies and Guidelines:

Violations of this policy shall subject users to the regular disciplinary processes and procedures of MACC, including but not limited to suspension or loss of Internet Access. Illegal acts involving MACC computer hardware or system may also subject violators to prosecution by local, state and/or federal authorities.

Appendix E: Affirmation of Student Policies Acceptance Form

I, _____ affirm that I have read, understand, and accept all of the policies contained in the MACC Student Handbook.

Signature

MACC Student Number

Date