Marymount University is a comprehensive Catholic university, guided by the traditions of the Religious of the Sacred Heart of Mary, that emphasizes intellectual curiosity, service to others, and a global perspective. A Marymount education is grounded in the liberal arts, promotes career preparation, and provides opportunities for personal and professional growth. A student-centered learning community that values diversity and focuses on the education of the whole person, Marymount guides the intellectual, ethical, and spiritual development of each individual.
Dear Marymount Student:

On behalf of the Marymount University community, we are excited to welcome all new undergraduate and graduate students, and welcome back all returning students. Marymount University continues to be an excellent place to learn and grow.

This academic year will bring many changes to the Marymount community. In January, we plan to vacate our Ballston Center and move to 4040 Fairfax Drive until the new building is constructed. While the move may be challenging at times, stay on top of what’s going on by reading all emails you receive from Marymount and stopping by administrative offices to ask any questions you may have. The exciting part is that once the project is complete, we will be moving back to a brand new, state of the art building with underground parking that will look amazing on the Ballston corridor!

As a Marymount student, you should familiarize yourself with this handbook, the Academic Catalog, and the MU website because they provide the policies and regulations to which you will be held accountable. This handbook also contains information about offices, services, travel, and entertainment. We hope that you will use your new handbook often, and we welcome your feedback about how we can make it even better for next year.

Best wishes for success,

The Office of Student Development
Marymount University reserves the right to make changes to policies, procedures, and services described in this handbook at any time.

Marymount University does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in any of its educational programs or activities. For inquiries regarding nondiscrimination policies, contact the 504 Coordinator, Gerard Hall, (703) 284-1615, or the Title IX Coordinator, The Lodge, (703) 284-1615, Marymount University, 2807 N. Glebe Road, Arlington VA 22207.
MARYMOUNT UNIVERSITY CODE OF ETHICS

STATEMENT OF COMMITMENT
Marymount University is a Catholic institution of higher education committed to excellence in teaching, learning, scholarship, and service. As such, the university acknowledges specific core values that guide and govern the actions of its community. These values include integrity, responsibility, fairness, respect, and the pursuit of excellence.

The Marymount community is committed to exemplifying these core values through ethical conduct in all endeavors and interactions. By teaching and modeling ethical behavior, Marymount University builds character and citizenship and prepares its graduates for lives of personal and professional success.

APPLICABILITY
This Code of Ethics applies to all members of the Marymount community, including students, faculty, staff, administrators, board members, consultants, vendors, and others engaged in business with the university. Each member of the community is responsible for conducting himself or herself in accordance with this code and other university policies and procedures.

STANDARDS OF CONDUCT
In their actions and interactions, members of the Marymount community will be guided by the highest standards of personal and professional conduct. Specifically, the members of this community agree to:

- comply with all federal, state, and local laws and regulations, and conduct themselves in accordance with the university’s mission and values, policies and procedures, and Code of Ethics;
- strive for quality, efficiency, and effectiveness in all endeavors aimed at achieving Marymount University’s mission and goals;
- act honestly and responsibly at all times, holding themselves accountable for their actions;
- maintain and promote an atmosphere of mutual respect, cooperation, and civility;
- commit to the just and dignified treatment of others, applying policies fairly and making resources and services equally available to all members of the campus community;
- respect the privacy of each individual and preserve the confidentiality of university data and other information that is not a matter of public record;
- steward university resources carefully, ensuring that facilities, equipment, supplies, funds, and personnel time are not misused or misappropriated, but used appropriately in support of Marymount’s mission and goals; and
- avoid conflicts of interest, reject bribery and coercion, and strive to avoid even the appearance of impropriety in connection with their roles and responsibilities at Marymount University.

NONCOMPLIANCE
Commitment to this Code of Ethics includes the responsibility to bring suspected noncompliance to the attention of appropriate university authorities. All reports of possible noncompliance with this Code of Ethics will be investigated and, if the facts warrant, corrective and/or disciplinary action will be taken in accordance with applicable laws and university policies. To the extent possible, the identity of the individual making such a report shall be kept confidential. Retaliation for good faith reports of alleged noncompliance with this Code of Ethics is a violation of university policy and will result in disciplinary action.

COMMUNITY CONDUCT CODE
The Marymount University Community Conduct Code is printed in an abridged format in this Student Handbook for the purpose of widely distributing this information. The text below contains the essential policies and information that a student will need to know on a daily basis. The complete Community Conduct Code policies and procedures may be found on the Student Conduct website at www.marymount.edu/studentsconduct.

The Marymount University Community Conduct Code is based upon the Model Code of NCHERM authored by Brett A. Sokolow, Esq. Rights of use have been granted by NCHERM to Marymount University. No other use is permitted without the express permission of NCHERM.

SECTION 1: INTRODUCTION
Marymount Honor Pledge
I agree to uphold the principles of honor set forth by this community in the Marymount University mission statement and the Academic Integrity Policy and Community Conduct Code. To defend these principles against abuse or misuse, and to abide by the regulations of Marymount University.

Philosophy
The Office of Student Conduct and Academic Integrity is committed to an educational and developmental process that balances the needs of individual students with the needs of the Marymount University community. In order to accomplish this, there are four philosophical tenets of the student conduct program:

- Prevention - The student conduct program educates students about appropriate standards of conduct within a university community through programming and dialogue before issues occur. The program seeks to reduce incidents by educating students about healthy decision-making, constructive discourse, and bystander intervention.
- Retention - The student conduct program focuses on retaining students, when possible, by creating opportunities for students to learn from their experiences and affect positive change in decision-making. By taking an active role in designing conduct outcomes, the student conduct program offers students an opportunity to remain a part of the Marymount University community.
- Harm Reduction - The student conduct program engages students in the examination of the impact of their behaviors on their relationships with the community and community members. After identifying the impact of their behaviors students are guided in repairing these relationships and reducing harm.
- Intervention - The student conduct program identifies the personal, educational, and social influences that result in misconduct on campus and intervenes through diverse methods of resolution that place emphasis on relationships, personal decision making, community obligations, and student learning.

Ultimately, each member of the Marymount University community is expected to assume responsibility for his/her conduct and to assume reasonable responsibility for the behavior of others. The student conduct process at Marymount University exists to protect the interests of the community and to challenge students to embody the values of Marymount University. The process and outcomes are intended to challenge and shape students’ moral and ethical decision making and to help them bring their behavior into accord with the community expectations. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that he/she should no longer share in the privilege of participating in this community.
SECTION 2: JURISDICTION OVER STUDENT CONDUCT

Marymount University distributes the Community Conduct Code in the form of a link on the Marymount website at http://www.marymount.edu/studentconduct. Hard copies are available upon request from the Student Conduct Administrator. Students are charged with the responsibility of having read and agreeing to abide by the provisions of the Community Conduct Code and the authority of the student conduct process. The Community Conduct Code and the student conduct process apply to the conduct of individual students and university-affiliated student organizations. Because the Community Conduct Code is based on shared values, it sets a range of expectations for Marymount University students no matter where or when their conduct may take place; therefore, the Community Conduct Code applies to behaviors that take place on the campus, and at university-sponsored events and may also apply off campus when the administration determines in its discretion that the off-campus conduct affects a substantial university interest. A substantial university interest is defined to include:

a) Any action that constitutes criminal offense as defined by federal or Virginia, Maryland, or District of Columbia law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;

b) Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others;

c) Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder, and/or

d) Any situation that is detrimental to the educational interests of the university.

The Community Conduct Code may be applied to conduct that takes place from the time a person accepts enrollment as a student and continues until the student withdraws or graduates, including periods during semester breaks and between semesters. Further, the Community Conduct Code applies to guests of community members whose hosts may be held accountable for the misconduct of their guests.

Visitors to and guests of Marymount University are also protected by the Community Conduct Code and may initiate grievances for violations of the Community Conduct Code committed against them by members of the Marymount University community.

There is no time limit on reporting violations of the Community Conduct Code as long as the offending student is still enrolled at Marymount University; however, the longer someone waits to report an offense, the harder it becomes for Marymount University officials to obtain information and witness statements and to make a determination regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the university’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Campus and Residential Services, Office of Student Development, Office of Student Conduct and Academic Integrity, and/or Campus Safety.

Marymount University email is the university’s primary means of communication with students. Students are responsible for all communication delivered to their Marymount University email addresses.

SECTION 3: VIOLATIONS OF THE LAW

Alleged violations of federal, state, and local laws are incorporated as offenses under the Community Conduct Code. When an offense occurs over which the university has jurisdiction, the university conduct process will usually go forward, notwithstanding any criminal complaint that may arise from the same incident. Should a student withdraw from the university when a criminal complaint is made, the university may pursue investigation and resolution of campus conduct matters, regardless of the fact that the student has withdrawn.

When criminal charges are pending, the university may be delayed in conducting its own investigation and moving forward with a campus hearing. The university, in consultation with legal counsel and local authorities, will determine a period of time that will be considered a reasonable delay. However, for the good order and safety of the community, the university will move forward with its own investigation to determine if a student is responsible for a policy violation.

SECTION 4: SPECIAL PROVISIONS

A. Attempted Violations

In most instances, Marymount University will treat attempts to commit any of the violations listed in the Community Conduct Code as if those attempts had been completed.

B. Misconduct Online

Students are cautioned that behavior conducted online, such as harassment or bullying via email, can subject them to university conduct action. Students must also be aware that blogs and web page entries on sites such as MySpace, Facebook, Twitter and other similar online postings are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The university does not regularly search for this information but may take action if and when such information is brought to the attention of university officials.

C. University as Complainant

Marymount University reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of the alleged misconduct.

D. False Reports

Marymount University will not tolerate intentional false reporting of incidents. It is a violation of the Community Conduct Code to make an intentionally false report of any policy violation and it may also violate state criminal statutes and civil defamation laws.

E. Group Violations

A student group or organization and its members and membership may be held collectively and individually responsible when violations of this code by the organization or its members take place at organization-sponsored events, have received the consent or encouragement of the organization or of the organization’s leaders or officers, or was known or reasonably should have been known to the membership or its officers. Hearings for student groups or organizations follow the same general student conduct procedures.

In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual.

F. Parental and Departmental Notification

Marymount University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly disciplinary probations, loss of housing, suspension, and expulsion. Marymount University also reserves the right to designate which university employees have a legitimate need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA) and will share information accordingly.

G. Notification of Outcomes

The outcome of a campus hearing is part of the education record of the accused student/respondent and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. In accordance with FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or a forcible or nonforcible sex offense, upon written request of the victim (or next of kin) the university will inform the alleged victim/complainant in writing of the final results of a hearing, regardless of whether the university concludes that a violation was committed. Such release of information may only include the alleged student/respondent’s name, the violation committed and the sanctions assigned (if applicable). In cases of sex offenses, regardless of written request, the above information and rationale for the outcome will also be shared with all parties to the complaint.
FERPA defines ‘crimes of violence’ to include:
- Arson
- Assault offenses
- Burglary
- Criminal Homicide - manslaughter by negligence
- Criminal Homicide - murder and nonnegligent manslaughter
- Destruction/damage/vandalism of property
- Kidnapping/abduction
- Robbery
- Forcible sex acts

H. Defenses
It is common for individuals accused of policy violations to defend their actions with explanations such as, but not limited to, prescription drug interactions, self defense, and disability. The university’s policy is that providing a defense is equivalent to the admission of engaging in a policy violation. Marymount University will take the legitimacy of an individual’s explanation into consideration in the determination of appropriate outcome and sanctioning.

SECTION 5: COMMUNITY CONDUCT CODE

A. Definitions
a) The term ‘the university’ refers to Marymount University.
b) The term ‘student’ includes all persons who have accepted admission to, enrolled at, or are taking courses at, and/or have a continuing relationship with the university, including those who attend full- or part-time at the undergraduate, graduate, doctoral or non-matriculated level.
c) The term “faculty member” refers to any person employed by the university to conduct instructional activities.
d) The term ‘university official’ includes any person employed by the university who is designated as an official or who holds administrative or professional supervisory responsibilities.
e) The term ‘member of the university community’ refers to any person employed by, volunteering for or attending the university as a student, faculty member, administrator, staff member, intern, or volunteer. This term may also be extended to guests, visitors, and neighbors when doing so ensures the health, safety, or effective management of the university community.
f) The term ‘university property’ includes all land, buildings, facilities, and other property in the possession of, owned or controlled, whether leased or rented, by the university.
g) The term ‘organization’ refers to any number of persons who have complied with the formal requirements for university registration, or who are members of university-sponsored groups.
h) The term “Student Conduct Board” or “SCB” refers to a body responsible for assisting the Student Conduct Administrator or a delegated representative to determine whether a student has violated the Community Conduct Code and to impose sanctions. The Student Conduct Board constitutes an Administrative Hearing Officer.
i) The term “Administrative Hearing Officer” refers to any persons authorized by the Student Conduct Administrator or a delegated representative to determine whether a student has violated the Community Conduct Code and to impose sanctions. The Student Conduct Board constitutes an Administrative Hearing Officer.
j) The term “Student Conduct Administrator” refers to the Director of Student Conduct and Academic Integrity, who represents the university by managing the daily operations of the student conduct system and imposing sanctions upon students found in violation of the Community Conduct Code.
k) The term “Chief Conduct Officer” refers to the Dean for Student Development and Engagement, who authorizes the Student Conduct Administrator to organize a student conduct system, assures the essential fairness of the process, and imposes sanctions upon students found in violation of the Community Conduct Code.
l) The term “Appeals Panel” refers to any person or persons authorized by the Student Conduct Administrator to consider a review or appeal of the decisions of an Administrative Hearing Officer, the SCB, and the Student Conduct Administrator.
m) The term ‘illegal drug’ is defined as a substance defined and regulated under the provisions of the Federal Controlled Substances Act, and includes but is not limited to: CNS depressants: CNS stimulants: hallucinogens; or other illegal drugs such as PCP, cocaine, or crack.
n) The term ‘use of drug’ includes: the misuse of prescription or over-the-counter medication; the possession of drug paraphernalia; the use, possession, manufacture, sale or distribution of any one or more illegal drugs while on or off university property; and/or synthetic substances (e.g. K2, Spice) whose common purpose is to replicate the effects of illegal substances while on or off campus.
o) The term ‘will’ is used in the imperative sense.
p) The term ‘may’ is used in the permissive sense.
q) The term ‘policy’ is defined as the written rules of the university found in, but not limited to: the Community Conduct Code, the Classroom Conduct Code, Student Handbook, Course Catalog, Academic Integrity Code, Housing License Agreement, and undergraduate and graduate program handbooks.
r) The term ‘day’ refers to a regular business day when the university is in session.
s) The term ‘position of trust’ refers to a student job or leadership position in which a student has been entrusted with special responsibilities or information within an office, community, team, or organization.

B. Community Values and Behavioral Expectations
Marymount University considers the behaviors described in the following sections as inappropriate for the Marymount University community and in opposition to its core and community values. These expectations and rules apply to all students, whether undergraduate, graduate, doctoral, professional, or non-matriculated. Further additional behavioral expectations may be applied to a student based upon the professional ethics and guidelines of his/her field of study. The university encourages community members to report to university officials all incidents that involve the following actions:
a) Integrity: Marymount students conduct all activities and interactions in an authentic, transparent, and ethical manner. Behavior that violates this value includes, but is not limited to:
   1. Knowingly furnishing false, falsified, or forged information such as falsification or misuse of documents, accounts, records, identification, or financial instruments.
   3. Unauthorized possession, duplication, or use of means of access to any university building (i.e., keys, cards, etc.).
b) Community: Marymount students honor and value their community by promoting the common good. Behavior that violates this value includes, but is not limited to:
   1. Misuse of access privileges to university premises or unauthorized entry to or use of buildings, including trespassing. Only the university may grant access; students may not grant or transfer access rights to another individual.
   2. Remaining in or near a university building while behaving in a manner inconsistent with the intended purpose of that location, such as loitering, sleeping for excessive periods of time, hanging out of or climbing from/on windows, balconies, roofs, etc.
   3. Taking possession of property that is known to be or reasonably should have been known to be stolen.
   4. Intentional and unauthorized taking of university property or the personal property of another.
   5. Intentional and unauthorized destruction of, defacement of or damage to, university property or to the personal property of another.
   6. Violating the Marymount Copyright Policy, found online in its entirety at www.marymount.edu/policies;
   7. Violating the Marymount Computer Policy, found in the Student Handbook and online in its entirety under Technology Services. Find the link at www.marymount.edu/its;
   8. Gambling prohibited by law.
   9. Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, and pellet guns), or other weapons or objects that could be construed as weapons such as arrows, axes, machetes, nunchucks, throwing stars, or knives with a blade of longer than four (4) inches;
   10. Action or inaction by someone in collusion with another or others to violate these rules;
   11. Violations of positions of trust within the community;
   12. Tampering with the election of any university-recognized student organization; or
   13. Misuse or unauthorized use of university or organizational names and images.

ii) The term ‘organization’ refers to any number of persons who have complied with the formal requirements for university registration, or who are members of university-sponsored groups.
j) The term “Student Conduct Board” or “SCB” refers to a body responsible for assisting the Student Conduct Administrator or a delegated representative to determine whether a student has violated the Community Conduct Code and to impose sanctions. The Student Conduct Board constitutes an Administrative Hearing Officer.
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n) The term ‘use of drug’ includes: the misuse of prescription or over-the-counter medication; the possession of drug paraphernalia; the use, possession, manufacture, sale or distribution of any one or more illegal drugs while on or off university property; and/or synthetic substances (e.g. K2, Spice) whose common purpose is to replicate the effects of illegal substances while on or off campus.
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a) Integrity: Marymount students conduct all activities and interactions in an authentic, transparent, and ethical manner. Behavior that violates this value includes, but is not limited to:
   1. Knowingly furnishing false, falsified, or forged information such as falsification or misuse of documents, accounts, records, identification, or financial instruments.
   3. Unauthorized possession, duplication, or use of means of access to any university building (i.e., keys, cards, etc.);
   4. Action or inaction by someone in collusion with another or others to violate these rules;
   5. Violations of positions of trust within the community;
   6. Tampering with the election of any university-recognized student organization; or
   7. Misuse or unauthorized use of university or organizational names and images.

b) Community: Marymount students honor and value their community by promoting the common good. Behavior that violates this value includes, but is not limited to:
   1. Misuse of access privileges to university premises or unauthorized entry to or use of buildings, including trespassing. Only the university may grant access; students may not grant or transfer access rights to another individual.
   2. Remaining in or near a university building while behaving in a manner inconsistent with the intended purpose of that location, such as loitering, sleeping for excessive periods of time, hanging out of or climbing from/on windows, balconies, roofs, etc.
   3. Taking possession of property that is known to be or reasonably should have been known to be stolen.
   4. Intentional and unauthorized taking of university property or the personal property of another.
   5. Intentional and unauthorized destruction of, defacement of or damage to, university property or to the personal property of another.
   6. Violating the Marymount Copyright Policy, found online in its entirety at www.marymount.edu/policies;
   7. Violating the Marymount Computer Policy, found in the Student Handbook and online in its entirety under Technology Services. Find the link at www.marymount.edu/its;
   8. Gambling prohibited by law.
   9. Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, and pellet guns), or other weapons or objects that could be construed as weapons such as arrows, axes, machetes, nunchucks, throwing stars, or knives with a blade of longer than four (4) inches;
I. Use of alarmed doors for entry into or exit from a Marymount University building. Activating an alarmed door may result in a $50 fine.

II. Social Justice: Marymount students exemplify just and equitable treatment of all members of the community in their dealings and interactions. Behavior that violates this value includes, but is not limited to:

- Harassment, bullying, or cyberbullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally that includes, but is not limited to: creating web pages with a negative focus; posting insults or lewd photos on social networking sites; or spreading rumors with malicious intent.
- Violation of university operations, including obstruction of teaching, research, administration, other university activities, or other authorized non-university activities which occur on campus.
- Obstruction of freedom of movement by community members or visitors.
- Abuse of the campus conduct system including, but not limited to:
  - First responding to a letter of notice, or summons letter.
  - Failure to attend meetings scheduled for conduct code administration purposes.
  - Falsification, distortion, or misrepresentation of information.
- Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding.
- Retaliation against a person for filing a complaint within or for participating in any campus conduct proceeding.
- Failure to comply with the sanction(s) imposed by the campus conduct system; or
- Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

III. Discrimination, defined as any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities;

2. Discriminatory Harassment, defined as detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is unwelcome and unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities;

3. Retalatory Harassment, defined as any intentional, adverse action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a grievance or conduct proceeding:

4. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.

5. Stalking, defined as when a person engages in a course of conduct or repeatedly commits acts against another person, including following the person without proper authority, under circumstances that demonstrate either of the following:
   - Placing the person in reasonable fear of bodily injury.
   - Unreasonably causing substantial emotional distress to the person.

6. Sexual misconduct, including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation.

7. Inappropriate conduct which is disorderly, disruptive, obscene, or indecent while on campus or at functions sponsored, or participated in, by the university.

8. Failure to comply with the directives of university officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

9. Use of any tobacco product on the campus of Marymount University.

10. Using a bathroom designated for a person of the opposite gender.

11. Exceeding six people in a traditional residence hall to the following residence hall policies:

- Exceeding six people in a traditional residence hall after posted quiet hours; or
- Creating excessive noise in a residence hall that impedes another's ability to sleep or study no matter the time of day, and/or creating any noise that can be heard outside of a resident's room after posted quiet hours.

12. Storing any item that falls within the category of a weapon in a vehicle parked on university property.

13. Using of narcotic or other controlled substances or drug paraphernalia, except as expressly permitted by law and the university's Drug Policy.

f) Responsibility: Marymount students are given, and accept, a high level of responsibility as role models. Behavior that violates this value includes, but is not limited to:

1. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and the university's Alcohol Policy. Marymount University's Alcohol Policy may be found on the Student Conduct website at www.marymount.edu/studentconduct.

2. Use, possession or distribution of narcotic or other controlled substances or drug paraphernalia, except as expressly permitted by law and the university's Drug Policy.
6. Possession or use of non-approved appliances, appliances in excess of 1000 watts, or oversized/ non-approved refrigerators;

7. Possession or use of items determined to be a fire hazard, including but not limited to two-prong extension cords, halogen lights or lamps, high heat or open coil appliances;

8. Possession or use of an open-flame source or flammable liquid in the residence halls, including but not limited to, oil lamps, candles, incense, gasoline, and lighter fluid;

9. Removing screens from residence hall room windows;

10. Hanging banners, flags, or signs out of a residence hall window or between the window covering and the glass of the window;

11. Covering more than one-third of the wall or door space of a residence hall room;

12. Altering a residence hall room in any way, including but not limited to, painting, drilling holes, removing closet doors, or removing or damaging ceiling tiles;

13. Failing to place trash and/or recycling in designated containers;

14. Using a residence hall room for business purposes;

15. Changing residence hall rooms without approval from the Office of Campus and Residential Services;

16. Improper use and/or removal of university furniture including lounge and residence hall room furniture;

17. Possession of a pet, except for freshwater fish in a small aquarium (10 gallons or less) and service animals for a person with a disability; or

18. Violations of the Marymount University Housing License Agreement.

NOTICE ABOUT ABRIDGED COMMUNITY CONDUCT CODE

The preceding sections are an abridged form of the Community Conduct Code. The full policies and procedures of the Marymount University Community Conduct Code may be found on the Student Conduct website at www.marymount.edu/studentconduct. Students may also obtain a hard copy from the Student Conduct Administrator. Students are advised that they are responsible for the entirety of the Community Conduct Code and are assumed to have read and understood the entirety of the Community Conduct Code.

ACADEMIC INTEGRITY POLICY

Marymount University takes academic integrity seriously and all students should be aware that there is a process by which accusations are adjudicated. All members of the university community are responsible for being familiar with the complete Academic Integrity Policy. Students can obtain the complete policy from the Office of Student Conduct and Academic Integrity, or online at www.marymount.edu/studentconduct.

SUMMARY OF MARYMOUNT’S ACADEMIC INTEGRITY POLICY

Academic integrity requires that all members of the Marymount community pursue learning with honesty, trust, fairness, respect, and responsibility. These five qualities are the basis of the Academic Integrity Policy, governing all academic experiences involving Marymount University students on campus or at host institutions and sites. Members of the Marymount community are expected to foster in their own work the spirit of academic integrity and not to tolerate its abuse by others.

Violations of academic integrity include:

- **cheating** (using or attempting to use unauthorized materials, information, or study aids in any academic exercise)

- **plagiarism** (representing the words or ideas of another as one’s own in any academic exercise)

- **falsification** (falsification or invention of any information or citation in academic exercises)

- **facilitating or soliciting academic dishonesty** (helping or attempting to help another student to commit an act of academic dishonesty; or the solicitation of unauthorized assistance)

Those found responsible for violating the Academic Integrity Policy receive a penalty. Depending upon the seriousness of the offense, the penalty for a first offense ranges from failure for the assignment to expulsion from the university. The mandated penalties for a second offense include suspension or expulsion. Each student is responsible for educating him/herself about this issue. If a student has any general or specific questions about plagiarism or academic integrity, he or she should consult the course instructor or the Office of Student Conduct and Academic Integrity. A student’s claim of ignorance about what constitutes academic dishonesty will be insupportable and invalid. Every Marymount University portal account has a link to a tutorial about avoiding plagiarism.

IF YOU ARE CHARGED WITH ACADEMIC DISHONESTY

- Be aware that this is a serious accusation and may substantially alter your ability to attend Marymount University, so prompt action is imperative.

- You may request to meet with the Academic Integrity Coordinator to review the Academic Integrity Policy thoroughly and hear the details of the charge(s) against you.

- If relevant, assemble any tangible evidence to demonstrate your innocence or documented special circumstances.

- Be certain that you fully understand the Academic Integrity Policy and “academic dishonesty” as defined by Marymount University.

PROCEDURES FOR HANDLING VIOLATIONS

First Offenses

An instructor who thinks a violation has occurred contacts the Office of Student Conduct and Academic Integrity to verify that this is a first offense. The instructor then initiates a conference with the student. By attending a conference, the student is under no pressure, overt or implied, to admit responsibility. At the end of the conference, an outcome can be determined that no violation has occurred, that the student accepts responsibility for the violation, or that the student denies that a violation occurred and requests a hearing process to adjudicate responsibility.

Second Offenses

All findings of responsibility for second offenses result in mandatory suspension or expulsion from the university. In making this recommendation, the panel considers the nature and impact of the violation, the recommendation of the complainant, and the attitude of the respondent.

The Academic Integrity Policy, which can be found on the Marymount University website under the Office of Student Conduct and Academic Integrity, supersedes all other documents, descriptions and summaries of the Academic Integrity Policy.

CLASSROOM CODE OF CONDUCT

Marymount University expects all members of the community to be active participants who learn from others and contribute, in turn, to the learning of others. Therefore, all members of the community agree to work together in every academic activity to create an educational environment of responsibility, cooperation, respect, and civility.

To create such an environment, all members should contribute to the learning environment by arriving on time and leaving when dismissed. Repeatedly arriving late or departing early is not acceptable. Students who must arrive late or leave early to an individual class should notify the professor before the scheduled class and should enter and/or leave class with minimal disruption.

During class, all electronic devices—pages, cell phones, and computers—should be shut off unless required in a class activity. Those whose work or family obligations require them to remain in contact should inform the instructor in advance and use the device’s least intrusive setting.

To contribute to the learning environment, members should respect the educational environment of responsibility, cooperation, respect, and civility by being present and punctual when class is in session and by actively participating in class activities.

Marymount University expects all members of the community to respect and contribute to the learning environment. Therefore, all members of the community agree to:

- Arrive to class on time and leave only when the class is officially dismissed.

- Avoid creating a distraction in the classroom.

- Refrain from using electronic devices unless they are required for class activities.

By adhering to these expectations, all members of the community can contribute to the learning environment.

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The classroom—both face-to-face and virtual—is a professional setting where appropriate behavior is expected. Every participant should focus on the educational activity and contribute to it. Electronic communication among participants should be conducted professionally.

An instructor has the right to uphold these expectations through an attendance policy, a class participation grade, or other mechanism. A student whose behavior disrupts the educational environment can be asked to leave. Rispered and/or serious interruptions may be reported as violations of the Marymount University Community Conduct Code and investigated according to the Code’s procedures.

This policy describes a minimum standard of expected classroom behavior. Individual professors and/or programs may include additional expectations regarding student behavior in class and consequences for failing to meet such expectations. It is the professor’s responsibility to inform students of these expectations at the beginning of the semester, and the student’s responsibility to adapt his/her behavior to specific professors’ expectations.

**SEXUAL MISCONDUCT POLICY**

Marymount University is committed to providing a safe environment, free of discrimination, harassment, and violence. Your health and well-being are our primary concern. The university will take immediate action in all allegations of sexual misconduct to protect the safety of the individuals involved and the community.

The term “sexual misconduct” covers all forms of sexual harassment, sexual violence, and intimate partner violence— including stalking, bullying, and retaliation. It is completely counter to Marymount’s values and mission and is not tolerated. Sexual misconduct is also prohibited by federal Title IX regulations. In accordance with Title IX, Marymount does not discriminate on the basis of sex in any of its programs and activities.

If you have experienced sexual assault in any form, there are many resources to assist you. Know that you have many options, and the university will help you navigate your choices each step of the way.

For the complete policy, as well as resources for support and reporting options, visit www.marymount.edu/sexual-misconduct. The Title IX Coordinator can be reached by calling 703-284-1615.

**MEDICAL LEAVE POLICY**

A student who experiences an extended illness or medical emergency that causes absence from classes for a significant amount of time should contact the Office of Student Development which will notify instructors of the student’s absence. If a student’s condition is serious enough to prevent the student from completing the semester, advice regarding the student’s options should be sought from the Center for Teaching and Learning prior to withdrawing from courses.

A student who cannot continue enrollment may request a medical leave. A medical leave means that the student will be withdrawn from all courses in which he or she is enrolled. If the withdrawal occurs after the deadline to drop, the student receives grades of W on the transcript.

To receive a medical leave, a student must:
- submit a written request (email or letter sent by post) to the Associate Vice President for Academic Affairs (Contact the Center for Teaching and Learning for complete instructions)
- submit typed documentation from a licensed clinician (who is not a family member) which attests to the medical necessity for withdrawal
- submit the request no later than 45 days after the semester to which the request applies
- not have taken final examinations.

A student who receives a medical leave must submit a letter of intent prior to the start of the next semester. The university may require documentation that the illness or emergency has been resolved before allowing re-enrollment.

**RETURN TO THE UNIVERSITY AFTER HOSPITALIZATION**

Marymount University students who are hospitalized as a result of a physical or mental health condition and wish to return to campus must follow the steps outlined in the policy. It is the student’s responsibility to notify the Office of Student Development if he/she is hospitalized for a physical or mental health condition. It is also the student’s responsibility to notify the Office of Student Development of impending release from the hospital. The complete policy and procedures for return are available from the Office of Student Development.

**IN VOLUNTARY WITHDRAWAL POLICY**

Marymount University reserves the right to involuntarily withdraw a student from the university and/or campus housing if the student engages in, or threatens to engage in, behavior that suggests a significant risk of causing harm to self or others, or if the student’s behavior demonstrates that he or she is emotionally, psychologically, or medically incapable of functioning properly in the university and/or residence hall setting.

Permission for readmission will typically be based on the student’s demonstration of a period (at least one semester) of stable behavior outside the university and/or residence halls and shall require a statement from a physician, psychologist, or other qualified professional external to the campus who gives an opinion that the student is ready to return and cope with university and/or residence hall life. Conditions for follow-up services may be required as part of the readmission decision. These conditions shall be established by the Dean for Student Development and Engagement or a designee and approved by the Vice President for Student Development.

The decision to involuntarily withdraw a student from the university and/or campus housing shall be made by the Dean for Student Development and Engagement or her designee. A student subject to involuntary withdrawal shall be given notice of the withdrawal either by personal delivery, by certified mail, or by verbal notice with written confirmation provided within 24 hours. In the event that the student disagrees with the decision to be involuntarily withdrawn from the university and/or campus housing, the student must make a written request within three days to the Vice President for Student Development for an informal hearing. In cases where a hearing is requested, the student will remain withdrawn on an interim basis pending the outcome of the hearing.

**COMPUTER USE POLICY**

All users have the responsibility to use the Marymount University computing services in an efficient, ethical, and legal manner, consistent with the goals of the university. Computer users are expected to abide by the following policies, which are intended to preserve the utility and flexibility of the computer system; protect the work of students, faculty, and staff; and preserve the right to access networks to which the university is connected. These policies operate in conjunction with the university’s Academic Integrity Policy and its Community Conduct Code. These policies are representative but not all inclusive. Individual Marymount University computer laboratories may post additional operational rules and restrictions that are considered part of the Marymount University computer policy. Users are responsible for reading and following these rules.

Marymount University also maintains computerized data on students, personnel, and financial records that are integral to the administration of the university. The university has the responsibility to manage these data and to provide the security necessary for their use.

Users will be assigned a Marymount University account to access Marymount computer facilities. The university reserves the right to access accounts and the system at any time at its sole discretion.
Users’ passwords allow access to their accounts. It is the user’s responsibility to protect his/her account from unauthorized use by changing passwords periodically and by using passwords that are not easily guessed.

Users must identify themselves clearly and accurately in electronic communications. Concealing or misrepresenting a name or affiliation is a serious abuse. Using identities of other individuals as one’s own constitutes fraud.

**GENERAL USE RESPONSIBILITIES**

Accept responsibility for your own work by learning appropriate uses of software to maintain the integrity of what you create.

Keep archives and backup copies of important work. Learn and properly use the features for securing or sharing access to your files on any computers you use.

Any attempt to circumvent system security, guess other passwords, or in any way gain unauthorized access to local or network resources is forbidden. Distributing passwords or otherwise attempting to evade, disable, or “crack” passwords or other security provisions threatens the work of many others and is therefore grounds for immediate suspension of your privileges. You may not develop programs or use any mechanisms to alter or avoid accounting for the use of computing services or to employ means by which the facilities and systems are used anonymously or by means of an alias.

Information Technology Services may impose limitations or restrictions on computing resources, such as storage space, time limits, or amount of resources consumed when necessary.

Computer use for course-related assignments takes priority over exploratory use.

Information Technology Services may restrict access to certain programs for security or administrative purposes.

Users are expected to refrain from engaging in deliberately wasteful practices such as sending chain letters through electronic mail, printing unnecessary listings, printing multiple copies of files, performing unnecessary computations, or unnecessarily holding public terminals or dial-up phone lines for long periods of time when others are waiting for these resources.

Unauthorized transferring of copyrighted materials to or from the Marymount University computer system without express consent of the owner is a violation of federal law. In addition, use of the Internet from an educational site for commercial gain or profit is prohibited.

Use of electronic mail and other network communication facilities to harass, offend, or annoy other users is forbidden. Obscene, defamatory, or any other material which violates university policy on nondiscrimination or the Code of Conduct will not be tolerated on the Marymount University computer system.

A password is private information. Users must never give out their IDs or passwords to anyone. Sharing an ID or password or logging on and allowing another person to access information is a violation of this policy. The user is responsible for all transactions which take place under his or her ID.

**FACILITIES**

Users are expected to take proper care of the equipment in Marymount facilities. Food, drink, and smoking are not permitted in university labs. Report any malfunctions to the lab assistant on duty or send an email to its@marymount.edu. Do not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.

**ENFORCEMENT**

Violations of this policy may be treated as violations of university policy and/or as violations of civil or criminal law. Information Technology Services (ITS) will investigate apparent or alleged violations of these guidelines. The Executive Director of ITS reserves the right to suspend user privileges pending investigation of a suspected violation of this policy. Such action will be taken to protect the security and integrity of all university computer systems and administrative information repositories and will take precedence over its impact on the individual’s work.

When appropriate, at the discretion of the Executive Director, cases of apparent abuse will be reported to the Student Conduct Administrator. The Student Conduct Administrator is responsible for determining any further disciplinary action. Upon finding of a violation, disciplinary measures may include warnings, suspension of user privileges (temporary or permanent), disciplinary probation, suspension, or dismissal from the university. The university may also pursue civil or criminal charges if it deems appropriate.
**ACTING IN AN EMERGENCY**

- The Office of Campus Safety will take the lead in all campus emergency situations. Please listen carefully to information provided by Campus Safety personnel and follow their instructions.
- Remain calm and use common sense.
- Always evacuate the building immediately when you hear an audible alarm or see a visible alarm, when directed by authorities, or when the building conditions appear hazardous (e.g. the odor of natural gas).
- Use the telephone for emergency purposes ONLY.
- Do not enter elevators during an emergency. If stuck in an elevator, do not attempt to force open stalled elevator doors; use the emergency phone, which will automatically contact Campus Safety.
- Keep a flashlight handy if you are in an area that does not have emergency lighting or natural lighting.
- Know the location of all marked exits from your office, classrooms, living area, etc.

**SPECIFIC SITUATIONS**

**FIRES**

**Be Prepared!**
- Know where the fire alarm pull stations are and how to activate them.
- Know your evacuation routes and keep them clear at all times. Never use the elevator to evacuate.
- Know where the nearest fire extinguishers are and review the instructions for their use.

**If Fire or Smoke Is Detected**
- Activate the building alarm system.
- Evacuate the building, moving a distance of at least 100 feet from it. Follow posted building evacuation routes if possible.
- Notify others as you leave the building by shouting "fire" and knocking on doors.
- If possible, close doors and windows as you leave to prevent the fire from spreading.
- If there is smoke in the area, get down on the floor and crawl out of the building.
- Feel all doors before opening them. If a door is not hot, open it slowly. If a door is hot, DO NOT open it. Move to a second exit, or if one is not available, stay in place and try to open a window for fresh air.
- If you are unable to evacuate, call 911 and give your location. Try to do something to help identify your location from the outside of the building (e.g. hang a sheet, blanket, or colorful piece of clothing out the window).
- Once you are outdoors, if you know the specific location or cause of the fire, provide that information to Campus Safety (ext. 1600) or emergency response personnel.

**MEDICAL EMERGENCIES**

- Dial (703) 284-1600 (ext. 1600 from a campus phone) to report a serious illness or injury. If the situation is potentially life-threatening, dial 911.
- Provide the level of first aid for which you are trained and equipped. Generally, do not try to move an injured person; this should be done ONLY when the person's position puts him or her in additional danger.
- When possible, have someone meet the ambulance or Campus Safety officer at a clearly visible location to quickly direct them to the injured or ill individual.
- If sudden cardiac arrest is suspected, use one of the automated external defibrillators (AED) located around campus and identified by AED signs. Dial 911 immediately and bring an AED to the incident site. No previous experience is necessary to operate the device. It will talk the user through its safe application and will not shock someone with a normal heart beat. When a wall-mounted AED case is opened, an alarm will sound to alert others that help is needed.
- Call Campus Safety at (703) 284-1600 (ext. 1600 on campus) immediately.
- Provide the level of first aid for which you are trained and equipped. Generally, do not try to move an injured person; this should be done ONLY when the person's position puts him or her in additional danger.
- If a Tornado/Hurricane Warning Is Issued
  - Immediately move to the lowest interior floors of your building, and into a windowless area (hallway, bathroom). As you leave your room/office, close windows and lock the door behind you.
  - Stay away from windows, doors, and outside walls.
  - Do not evacuate the building unless a fire begins or the building structure is unsafe.
  - If you are outside in your vehicle and see a tornado approaching, do not remain in your car. If there is a sturdy building nearby, go to the lowest level of that structure for protection. If you are out in the open, lay in as low an area as possible, away from cars.

**POWER OUTAGE**

- In the event of a power outage, limited emergency power is supplied to campus buildings to provide for safe evacuation (but not for continued occupancy).
- Power outages should be reported to Physical Plant by calling (703) 284-1529 (ext. 1529 on campus) or Campus Safety at (703) 284-1600 (ext. 1600).
- Use a flashlight, NOT candles.
- Evacuate laboratories immediately, since most fume hoods will not operate when building power is cut off.
- If Campus Safety personnel determine that relocation to a safer area is necessary, they will go from floor to floor to notify students, faculty, and staff in academic buildings. Campus and Residential Services staff will notify students in the residence halls.

**BOMB THREATS**

Take all calls seriously and report them to Campus Safety at (703) 284-1600 (ext. 1600 on campus) immediately.
- Try to obtain as much information from the caller as possible: location of the bomb; detonation time; reason for the threat; information about the caller (age, affiliation with any organization, etc.)
- Do not try to locate the bomb and never touch suspicious objects or packages.
- Do not use portable radios or pull the fire alarm in a facility where a bomb may be located.

**TOXIC ODORS AND SPILLS**

- In the event of a biological, chemical, or radioactive spill or if an odor of gas or a noxious substance is detected in your area, leave the area immediately and call Campus Safety at (703) 284-1600.
- If possible, secure the area to prevent others from entering.
- If the hazard is thought to place all building occupants at risk (e.g. the odor of natural gas), pull the fire alarm to evacuate the building.
- In campus science laboratories, follow the posted instructions.
- Do not re-enter the building/area until it is determined safe by emergency responders.

**ROBBERY/ASSAULT**

- Cooperate, giving the person exactly what he/she is asking for, nothing more.
- Try to notice distinguishing traits: clothing, race, height, weight, age, eye color, facial hair, or other identifying features such as scars, moles, etc.
- Pay attention to the type of weapon used, if applicable.
To shelter in place order to "shelter-in-place" may be given. In the event of a chemical or biological attack, the Shelter in Place personnel or a public safety official. If specific buildings or areas of the campus are known to campus building. the lockdown is announced, take shelter in the nearest "all clear" has been sounded. If you are outdoors when lights, stay away from windows, and remain quiet. No Do not shelter in a hallway; go to an office, classroom, or building within the subject area are to remain inside, or specific buildings are in lockdown, occupants of any campus building. Safety officers and, in the residence halls, by Campus and Residential Services staff. Remain indoors until you are advised that it is safe to leave. Shelter-in-place would likely be needed for no more than a few hours.

PERSONAL PREPAREDNESS

While Marymount is prepared to meet the basic needs of the campus community during an emergency situation, it is still a good idea to be personally prepared. You may wish to assemble a personal emergency kit. Items that the American Red Cross recommends include

- a small first aid kit and extra prescription medications
- emergency contact and medical information
- sanitation and hygiene supplies
- a battery-operated flashlight
- a battery-operated radio
- extra batteries
- a whistle
- a pen or pencil and paper
- several bottles of water
- some food that will stay fresh for a long time, such as granola bars

Information for Persons with Disabilities

All students with disabilities that could affect their safety in an emergency requiring evacuation, lockdown, or shelter-in-place must register with the Office of Campus Safety at (703) 284-1600 upon arrival at Marymount. Those who have a temporary disability, such as a broken leg, should also notify Campus Safety when the disability begins and ends. Campus Safety will refer individuals to the appropriate university official in Student Access Services for help in determining the most effective and efficient emergency plan for them. Campus Safety will also maintain a log of individuals with disabilities, which identifies their needs.

For information on situations affecting Arlington County as a whole, MU students can sign up for the Arlington Alert system. Visit www.arlingtonalert.com to register.
to fulfill his or her professional responsibility. Upon request, Marymount discloses education records without consent to officials of another school in which a student seeks enrollment or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Marymount designates the following information contained in students’ education records as “directory information.” Directory information may be disclosed by the university without the student’s prior consent, pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). However, the university is not required to disclose directory information and, therefore, carefully evaluates requests for information. At Marymount University, directory information includes the student’s name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (undergraduate or graduate), full time or part time, participation in officially recognized activities or sports, height and weight of student athletes, degrees (including Dean’s List), and awards received, and the most recent educational agency or institution attended.

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, students must meet with the university registrar. Marymount University assumes that failure on the part of any student to specifically restrict the disclosure of directory information indicates individual approval for disclosure. Former students may not place a new request to restrict disclosure of directory information on their education records, but they may request removal of a previous request for nondisclosure.

Marymount University may also disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in connection with a health or safety emergency.

Copyright at Marymount University

Copyright law, an area of intellectual property law, exists to balance the property interests of authors and their creative and intellectual works and the rights of the public. The law allows authors to control the use and distribution of their works and to determine how others may or may not capitalize on their intellectual property. This area of the law also defines fair use doctrine and the rights of the general public and academic community.

Marymount University policy requires that all students, faculty, and staff comply with all federal, state, and local laws. While peer-to-peer services and protocols (LimeWire, BitTorrent, etc.) are legal technologies, many of the files shared through these technologies are copyrighted.

The use of these or any other services for the purpose of the unauthorized distribution of copyrighted materials is a violation of federal copyright law and the Marymount University Community Conduct Code, specifically policy section 5, B, a) Integrity, 7. Violating the Marymount Computer Policy. The Recording Industry Association of America, Motion Picture Association of America, Entertainment Software Association and other organizations that represent the intellectual property rights of copyright holders closely monitor the use of peer-to-peer networks for violations of copyright laws. These organizations provide notification to the university of any such violations involving the Marymount University network.

Sanctions issued by Marymount University are based upon the severity of the infraction and may include but are not limited to warnings, educational sanctions, disciplinary probation, loss of housing, and in the most severe cases suspension or expulsion. When Marymount University receives a complaint alleging that a student is in violation of copyright law, Marymount University will suspend that student’s network privileges until the case can be adjudicated. Violations of copyright law can result in criminal and civil penalties in addition to sanctions imposed by Marymount University.
Marymount University expects that all students, faculty, and staff using peer-to-peer file sharing services be fully knowledgeable of the materials they are receiving and distributing on the Marymount University network. If you have additional questions about Marymount University policies, please contact IT or the Office of Campus and Residential Services. The complete Marymount University copyright policy may be found under Academic Matters at www.marymount.edu/students.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Copyright infringement can result in civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or ‘statutory’ damages affixed at not less than $750 and not more than $30,000 per work infringed. For ‘willful’ infringement, a court may award up to $150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

Legal Alternatives to the Unauthorized Distribution of Copyrighted Materials

Pay per Song/Movie/Game Websites:
- iTunes – www.itunes.com
- Amazon – www.amazon.com
- eMusic – www.emusic.com
- Steam – store.steampowered.com

Subscription Services
- Napster – www.napster.com
- Rhapsody – www.rhapsody.com
- Netflix – www.netflix.com

Free Services
- Pandora – www.pandora.com
- Spotify – www.spotify.com
- Hulu – www.hulu.com

For a more detailed list, please utilize the Educause list of legal content located at www.educause.edu/legalcontent.
ACADEMIC AFFAIRS

- Sheri Lind Hughes, Provost and Vice President
  for Academic Affairs and Enrollment Management
- Liane Summerfield, Associate Vice President
  for Academic Affairs
- Francesca Reed, Associate Vice President
  for Enrollment Management
- Michael Schuchert, Associate Vice President
  for Planning and Institutional Effectiveness
- Andrea Saunders, Sr. Administrative Assistant
- Crystal Foley, Administrative Secretary
- Rawley Hall 1004
- (703) 284-1550
- academic.affairs@marymount.edu
- www.marymount.edu/academics

ACADEMIC ADVISING

The academic advising program provides students with access to faculty for assistance in preregistration, change of major, course substitution, approval of courses for transfer credit, and add/drop decisions. Academic advisors also assist students in developing career plans, preparing for internships, and beginning a professional network.

Registration and program changes are preceded by an advising session with a faculty or professional advisor. For information on being assigned to a faculty advisor, students should check their Marynet account, or contact the school office which houses their program.

- Arts and Sciences, (703) 284-1560
- Business Administration, (703) 284-5910
- Education and Human Services, (703) 284-1620
- Health Professions, (703) 284-1580

Undeclared students or those desiring to change majors should contact a professional advisor in the Center for Teaching and Learning.

An advisee and advisor work collaboratively to develop and carry out an academic plan that meets the student’s professional and personal goals. The university values the advising relationship as a continuous dialogue from admission through graduation. This conversation encourages the student’s participation in the university community, the exploration of the Liberal Arts Core, the fulfillment of major requirements, and the development of a career.

FACULTY EVALUATION

Marymount students evaluate faculty through a formal online evaluation at the conclusion of each semester. The information is used by the university to improve teaching and to reward good teaching.

COMPLAINTS AND PROBLEMS

Students who have academic complaints should attempt to resolve them promptly and informally in discussions with the appropriate faculty member or their advisor. Complaints that are not resolved informally between students and faculty members are to be referred in writing (email or letter sent by post) to the appropriate department chair and the school dean. The chair and school dean will adjudicate the complaint and resolve the matter. There is no appeal of the decision of the school dean regarding the issue or issues of concern.

Nonacademic complaints should be addressed first to the office in which the problem originates. Complaints not resolved at this level may be referred in writing (email or letter sent by post) to the supervisor for that office. If the student is not satisfied with the resolution of the problem by the supervisor, he or she may refer the concern to the office of the vice president who supervises the area in which the complaint originated. The decision of the vice president for that area regarding the issue or issues of concern is final. This policy applies to oral and written nonacademic complaints.

REQUESTS FOR EXCEPTIONS TO ACADEMIC POLICIES

In extenuating circumstances, a student may submit a request for an exception to an academic policy, such as withdrawing from all classes after the last day to withdraw, receiving a refund for a class dropped after the last day that refunds are granted, receiving a medical withdrawal from some classes while staying in others, or converting an incomplete to a course in a previous semester to a withdrawal. Requests for exceptions to academic policies must be submitted in writing (email or letter sent by post) to the Associate Vice President for Academic Affairs within 45 days of the end of the term in which the situation requiring an exception occurred. The Academic Enrollment Committee meets regularly to review requests for exceptions.

CLASS CANCELLATIONS DUE TO INCLEMENT WEATHER

Weather-related closings are announced via MU Alerts and area television and radio stations. For the most up-to-date information concerning Marymount weather and emergency closings, call (703) 526-6888 (ext. 6888 on campus) or see the website, www.marymount.edu.

CENTER FOR TEACHING & LEARNING

- Carolyn Oxenford, Executive Director
- Yolanda Barber Gibson, Associate Dean for the First Year Experience
- Susan Connell, Director of Instructional Technology & Design
- Hope Fisher, Director of Student Access Services
- Janae Anderson, Coordinator for Student Support & Success
- TBA, Academic Support Service Coordinator
- Sylvia Whitman, Writing Specialist
- Peter Redding, Tutoring Coordinator
- TBA, Academic Support Service Coordinator
- TBA, Instructional Media Specialist
- TBA, Administrative Assistant
- Rawley Hall 405
- (703) 284-1560
- www.marymount.edu/ctl

The Center for Teaching and Learning provides a variety of workshops for Marymount students and faculty to improve teaching, that are valued by graduate schools and employers. As part of the DISCOVER program, all

DISCOVER PROGRAM

- Liane Summerfield, Associate Vice President for Academic Affairs
- Yolanda Barber Gibson, Associate Dean for the First Year Experience
- Sylvia Whitman, Writing Specialist
- Cynthia Mitchell, Administrative Assistant
- Rawley Hall 405
- www.marymount.edu/discover
- (703) 284-5761
- discover@marymount.edu

The DISCOVER program’s mission is to promote student engagement in the Marymount University learning community, as well as broader national and international communities of learners, through research, creative work, and inquiry learning. Students who participate in research and inquiry learning develop skills, such as critical thinking, independence, and responsibility for learning, that are valued by graduate schools and employers. As part of the DISCOVER program, all
first-year students are required to enroll in DSC 101, a 3-credit first-year seminar, and all transfer students are required to enroll in DSC 201, a 1-credit transfer student seminar. Both courses focus on learning how to ask and answer questions. As students move through their academic majors, they will have opportunities to develop knowledge and skills through conducting creative inquiry in the core curriculum and their major, culminating in their senior capstone course.

DISCOVER promotes integration of research and creativity throughout the curriculum and oversees the first-year and transfer seminars, a funded summer research program for students and faculty mentors, the annual Student Research Conference held each spring, workshops and seminars for students, and a travel fund for students who want to attend conferences. Each spring, workshops and seminars for students, and a travel fund for students who want to attend conferences. The research program for students and faculty mentors, the annual Student Research Conference held each spring, workshops and seminars for students, and a travel fund for students who want to attend conferences.

The Student Access Services office (SAS) supports students with documented, long-term disabilities (physical, learning, psychological, and medical), by facilitating an equitable learning and living environment. SAS can be located in the Center for Teaching and Learning in Rowley Hall.

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SAS readily complies with the Americans with Disabilities Amendments Act (ADAA) and Section 504 of the Rehabilitation Act. The University ADAA/504 Coordinator can be reached at (703) 284-1615.

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The Emerson G. Reinsch Library is an integral part of Marymount University’s learning resources. The collection and services support both the curriculum and the general needs of the university community.

The library offers:
- a collection of more than 390,000 volumes in print or electronic format, plus access to nearly twelve million volumes through the Washington Research Library Consortium;
- more than 200 online information resources available on or off campus 24/7 and access to more than 70,000 mostly electronic journals;
- library research instruction by class, workshop, or individual research appointments;
- reference assistance in person, and by phone, online chat, text, or email;
- Internet access on more than 50 public computers including PCs and Macs;
- group study rooms that may be reserved;
- black and white photocopiers, scanners, and print kiosks;
- laptops, netbooks, USB drives, and headphones that can be checked out for use in the library;
- wireless access to the Marymount network;
- Overdue Brew Coffee bar and vending machines;
- University Archives.

Marymount’s membership in the Washington Research Library Consortium (WRLC) allows students to use the collections of American University, The Catholic University of America, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Howard University, and the University of the District of Columbia.

Loan requests are made via the shared catalog. Books and media are delivered to the student’s home library and articles are generally delivered electronically within 24-48 hours. Interlibrary loan requests can be arranged with other libraries as well.

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**OFFICE OF STUDENT DEVELOPMENT**

- Linda McMurdock, Vice President for Student Development
- Kelly DeSenti, Dean for Student Development and Engagement
- Christina Rajmaira, Dean for Student Services
- Mary Jay Eisenman, Director, Student Development
- Jessica Mokeky, Administrative Assistant
- Gerard Hall 1028
  - www.marymount.edu/studentdevelopment
  - (703) 284-1615
  - studentdevelopment@marymount.edu

The Office of Student Development is a central place for all students to obtain assistance related to nonacademic issues and concerns. Student Development supervises the following departments: Campus and Residential Services, Campus Ministry, Campus Programs and Leadership Development, Campus Safety, Career Services, Community Engagement, Commuter and Graduate Student Services, Counseling Center, International Student Services, Military and Veteran Student Services, New Student Transitions, Student Conduct and Academic Integrity, and Student Health Center.

**ABSENCES FROM CLASS**

When students are absent due to a crisis situation or unexpected, serious illness and unable to contact their individual instructors directly, the Office of Student Development can send out an Emergency Notification.

**What is an Emergency Notification?**
- An email notification from the Office of Student Development to a student’s instructors and university officials. A copy of this message is sent to the student as well.
- An announcement that an emergency situation has occurred and that the student cannot attend class. This can occur by text, email, or phone with his/her instructors directly and may also prevent the student from attending class.
- A source of information so faculty can anticipate the absence and, sometimes, can know when to expect the student to return to class.
- A written reminder that the student should work directly with his/her instructors to determine how to complete any missed coursework during the absence.

Each instructor has the authority to make decisions about students’ absences and how the absence will affect students’ grades. The Student Development staff encourages faculty to keep in mind that students who utilize emergency notification service are typically recovering from a crisis and would benefit from appropriate consideration.

**How to initiate an Emergency Notification**

Contact the Office of Student Development by phone at 703-284-1615 or by email at studentdevelopment@marymount.edu. Be prepared to provide a detailed description of the emergency circumstances, as well as a reasonable explanation as to why the student is unable to contact his/her instructors directly. Documentation supporting the absence is required if possible; please include the length of time the student will be absent from classes.

**Emergency Notification Guidelines**
- An Emergency Notification is **NOT** appropriate for non-emergency situations (e.g. car problems, planned absences, minor illnesses, or a past absence).
- An Emergency Notification is **NOT** a request or mandate to excuse an absence. (This decision is at the sole discretion of the instructor.)
- An Emergency Notification is **NOT** a requirement for students. If a student contacts instructors about an emergency situation directly, it is not necessary to involve the Office of Student Development as arrangements are made to resolve the absence. Instructors are always welcome to share information with the Student Development staff about any student concern.
- An Emergency Notification is **NOT** verification that the information the student has provided is true. However, the Office of Student Development will request documentation of the absence. (Documentation may include letters, notes, or discharge papers from the Student Health Center, physicians, or hospitals; obituaries; or other official documents.)

**THE BARK**

The Bark is a weekly email digest that announces events and opportunities at Marymount. All students receive The Bark during the academic year. Any organization, office, or group related to Marymount may submit items to be included in The Bark through the Office of Student Development website.

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**ROOM RESERVATIONS**

The Office of Student Development reserves several spaces for Marymount offices or groups on campus, including the Lodge kitchen and lounge, and Gerard lobby. The reservation form is located on the office’s website, or reservations can be made by visiting or calling the Office of Student Development.

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**STUDENT CONDUCT & ACADEMIC INTEGRITY**

- Chris Fiorella, Director
- Robert Otten, Academic Integrity Coordinator
- Gerard Hall 1028
  - www.marymount.edu/studentconduct
  - studentconduct@marymount.edu

The Office of Student Conduct and Academic Integrity exists to promote the Marymount University values of excellence, integrity, professionalism, diversity, respect, faith, and service through community accountability and education. This office is entrusted with the administration of the Student Conduct Code and the Academic Integrity Code.

The office serves as a central deaninghouse for all concerns related to student academic and behavioral misconduct. Faculty, staff, and students are invited to confer with the staff of the office when there are questions or concerns about student behavior. Many issues can be resolved through conflict coaching, mediation, and other means of alternative dispute resolution. When the need to move to formal adjudication arises, the office will assist all parties to a complaint in navigating the system.

Additionally, the office provides the following services and opportunities:
The Office of Campus and Residential Services advances the mission and vision of Marymount University by providing residual and university services that empower students, staff, and faculty to value and develop lifelong learning, leadership, and global citizenship.

Guiding Values and Principles
- We work to offer students diverse opportunities to explore and develop their spiritual identity and personal philosophies.
- We work to promote healthy and safe residential facilities.
- We work to provide excellent service to our varied constituents.
- We work to foster a diverse and inclusive community.

RESIDENTIAL SERVICES
- Tina Sheppard, Director of Campus and Residential Services
- Shelley Wald, Assistant Director of Residence Life
- TBA, Assistant Director of Operations
- Ashley Lodyman, Area Coordinator, Berg, Gerard, Butler, and Lee Ostapenko Halls
- Carol Houser, Area Coordinator, Rowley, Butler, St. Joseph Halls, and Graduate Housing
- Gealaine Jones, ID & Parking Coordinator
- Cheryl Smith, Office Program Coordinator
- Berg Hall 1001
- www.marymount.edu/ocs
- (703) 284-4608
- ocs@marymount.edu

RESIDENT ROOMS
Undergraduate room assignments may be made in one of six (6) on-campus residence halls (Berg, Butler, Gerard, Lee Ostapenko, St. Joe’s, or Rowley). Graduate and second-degree nursing student room assignments are made in university-sponsored, off-campus locations.

All on-campus rooms are equipped with local phone service, satellite television access, data access (wired and wireless), and heat and air conditioning.

RESIDENCE INFORMATION
Resident students are required to maintain full-time academic status each semester except during the summer.

Part-time and/or nondegree students are housed on a space available basis. Other students should consult with the Director of Campus and Residential Services or designee concerning the application process. Because academics are a priority at Marymount, students who choose not attend classes on a regular basis may lose housing. For students who are required to reside on campus, this may mean withdrawal from the university.

HOUSING CONTRACT CANCELLATION AND FEES
Housing contracts are made for the full academic year (fall and spring semesters). The housing contract cannot be sold, loaned, subleased, or transferred. Room reservations will be held until 5 pm on the first day of classes and can be reassigned after that time period. To cancel a housing contract, the student must submit a request in writing to the Office of Campus and Residential Services at ocsr@marymount.edu. A request for a cancellation fee waiver for students who have been academically dismissed, are otherwise ineligible, or are unable to return to campus housing may also be submitted in writing to ocs@marymount.edu.

Residents who fail to cancel their housing contract in writing prior to the dates outlined below or who do not take occupancy of their room will have their reservation cancelled and will be charged the following fees.

Returning and New students
For fall semester:
- Cancellation before June 16, 2014 for returning students and July 3, 2014 for new incoming students: Forfeit $300 nonrefundable housing deposit
- Cancellation from June 17, 2014 (returning students) and July 4, 2014 (new students) through the first calendar week of classes: Forfeit 25% of semester room and board charges
- Cancellation during 2nd calendar week of classes: Forfeit 50% of semester room and board charges
- Cancellation during 3rd calendar week of classes: Forfeit 75% of semester room and board charges
- Cancellation during 4th calendar week of classes or after: Forfeit 100% of semester room and board charges

For spring semester:
- Cancellation before November 14, 2014: Forfeit $300 nonrefundable housing deposit
- Cancellation from November 15, 2014 through the first calendar week of classes: Forfeit 25% of semester room and board charges
- Cancellation during 2nd calendar week of classes: Forfeit 50% of semester room and board charges
- Cancellation during 3rd calendar week of classes: Forfeit 75% of semester room and board charges
- Cancellation during 4th calendar week of classes or after: Forfeit 100% of semester room and board charges

FOR YOUR HEALTH
All resident students must submit a medical form to the Student Health Center prior to enrollment. When a student’s illness poses a threat to the health or safety of the student or others, the student may be asked to seek medical treatment as a condition of remaining in the residence hall or returning to classes.

RESIDENTS WITH SPECIAL NEEDS
Students requesting special housing accommodations due to medical condition(s) must submit the the appropriate documentation for approval through the Office of Student Access Services.

STAFF ON CALL
The Office of Campus and Residential Services is open from 9 a.m. to 5 p.m. Monday through Friday. After hours, there are at least two resident assistants (RAs) per side of campus on call from 8 p.m. to 8 a.m. Monday through Friday and 24 hours a day on Saturday, and Sunday. There is a professional staff member on call 24 hours per day every day of the week. If any problems arise, please speak with the staff member on call by contacting an RA, or by contacting one of the 24 hour desks in Lee Ostapenko and Rowley Halls or by calling Campus Safety (ext. 1600).

RESIDENCE HALL FRONT DESK PROCEDURES
For the safety and security of all Marymount University students, the residential sections of buildings are secured 24 hours a day and only accessible by residents of those floors. In addition, Campus and Residential Services desk assistants staff the front desks in the residence halls on a nightly basis from 10:45 p.m. until 7 a.m. in Berg, Gerard, and Butler Halls and 24 hours per day in Lee Ostapenko and Rowley Halls.

Starting at 11 p.m., all persons entering the residence halls are asked to scan their student ID cards in order to gain entry to the building. If the student is a resident of the building, he or she will be permitted entrance. If the student is not a resident, he or she is not permitted to enter the residence hall unaccompanied. The nonresident student/guest may still enter the residence halls, provided he or she is registered as a guest by a residential student. The desk assistants will facilitate this process and ensure that the guest leaves the residence hall by 2 a.m. the end of visitation hours.

CHECK-IN
Check-in dates are published annually in the university catalog, the Student Handbook, and online. Students must check in on the published dates. Early arrivals require special permission and must be authorized by the Office
of Campus and Residential Services. Requests may be emailed to ocrs@marymount.edu.

Upon check-in, residents will receive a Room Condition Report (RCR) that was completed prior to their arrival by a Campus and Residential Services staff member. The RCR describes the check-in condition of each room. Residents are required to document any damages or missing furniture on their RCR at the time of check-in that is not already noted on the report.

It is especially important to note any discrepancies between the condition of the room at check-in and the condition documented on the RCR. Residents are responsible for reporting damages as they occur to fixit@marymount.edu. At the end of the year, residents will be held financially responsible for any damages that are not documented on the check-in RCR.

ROOM CHANGES

Room changes can be made at a specific time early in each semester. If a resident would like to change rooms, he or she must speak with his or her area coordinator (AC) to get the proper forms and instructions. The AC must approve all room changes. Any time a student changes his or her room, he or she must be checked out of his or her old room and checked into the new room. Students who do not officially check out of the residence hall will be charged a fee of $800 for their room. If the resident fails to return his or her room keys to a Campus and Residential Services staff member at the appropriate 24-hour desk at the time of checkout, he or she will be charged a fee of $180 to re-core the lock on the room door.

Students who are checking out mid-semester or at the end of the fall semester also need to send an email from their MU email account to OCRS at ocrs@marymount.edu alerting OCRS staff to their intent to move out prior to the end of their year long contract.

CHECK-OUT PROCEDURES

When a student leaves housing, the student must check out of his or her room with a Campus and Residential Services staff member at the appropriate 24-hour desk for their room assignment. The staff member will collect the student’s keys and assist the student in completing the check-out Room Condition Report. Students who do not officially check out of the residence hall will be charged an improper check-out fee of $80. If the resident fails to return his or her room keys to a Campus and Residential Services staff member at the appropriate 24-hour desk at the time of checkout, he or she will be charged a fee of $800 to re-core the lock on the room door.

Students who are checking out mid-semester or at the end of the fall semester also need to send an email from their MU email account to OCRS at ocrs@marymount.edu alerting OCRS staff to their intent to move out prior to the end of their year long contract.

HAUSING DURING BREAK PERIODS

The residence halls remain open during academic term break periods such as fall break and spring break. For safety and security reasons, during the winter break period, students who wish to stay in residence will be required to sign up for room occupancy during the winter break and pay for room repairs. During the winter break, students who wish to stay in their rooms will be charged a fee of $120 per week for room occupancy during the winter break. The only students allowed to stay in their rooms without applying for winter break are students who reside in university-sponsored, off-campus locations.

ROOM REAPPLICATION

In order to reserve a room for the next academic year, current residents must participate in a room reapplication process. Room reapplication generally occurs in late February through early April each year. Each resident must submit a new housing application form indicating that he or she has read and understands the rules associated with room reapplication and must submit all applicable applications for housing by the posted deadlines. Every resident who submits an application for housing by the posted deadlines will be eligible to participate in the selected room reapplication process and be eligible for university housing. Marymount University reserves the right to change the designations of floors and/or rooms at any time during and after room lottery. Such a change may be necessary to allow all eligible residents to have a space on campus.

MAINTENANCE AND HOUSEKEEPING

The housekeeping staff is responsible for normal cleaning duties in public areas and community bath facilities. Residents are responsible for cleaning their own rooms and private baths if applicable. The housekeeping staff members work hard to make the residence halls clean, comfortable, and pleasant places to live. Resident cooperation in caring for these facilities is necessary and appreciated.

Maintenance and housekeeping concerns should be emailed to fixit@marymount.edu. Please note that residents should never attempt to make room repairs themselves. The maintenance staff is responsible for making repairs, such as plumbing, electrical, heating and air conditioning, and other minor maintenance repairs in the residence halls. Repairs will be made as soon as possible after a request is submitted. If more than four business days have passed since a request was made and the work has not yet been completed, please contact the AC to follow up on concerns.

LAUNDRY

Washers and dryers are located in the laundry rooms of Berg, Gerard, Lee Octapenko, and Bowley halls. A majority of the laundry rooms are equipped with large-capacity and super-capacity washers and dryers. Neither Marymount University nor the laundry company (Caldwell-Gregory) is responsible for lost or damaged clothing. Residents are encouraged not to leave their laundry unattended. If laundry is left in the laundry room for more than 24 hours, it will be considered abandoned and will either be discarded or donated to charity.

SUMMER HOUSING

Summer housing is available to students enrolled in summer session classes, internships, or working on campus for a university office. Applications for housing will be made available in the Office of Campus and Residential Services following the Room Reapplication process during the spring semester. If the number of students desiring summer housing is deemed not significant, housing may not be offered. The Director of Student Conduct and Academic Integrity will review the disciplinary records of applicants and make a determination as to the applicant's eligibility for housing, taking into account the number and nature of violations, as well as the length of time since the most recent violation.

The cost for summer housing includes room and board. Rooms are assigned on a first-come, first-served basis and space is limited. Single-room requests will be accommodated, space permitting, for an additional fee.

PERSONAL PROPERTY INSURANCE

Marymount University does not assume responsibility for damaged or lost personal property. Resident students are encouraged to obtain insurance coverage for their personal belongings. This is often available through their parents' or guardians' homeowner's insurance policies.

DAMAGE ASSESSMENT

When students arrive, their rooms will be clean and ready for occupancy. Students must leave their rooms in the same condition at check-out. During check-out, rooms are evaluated by the resident and a member of the Campus and Residential Services staff. Damages that are identified during check-out will be documented on the Room Condition Report. The costs associated with damages will be charged to the resident’s student account. If neither resident damns responsibility for the room damages, the costs associated with the damages will be split evenly between the residents of the room and will be charged to each resident’s student account.

If lounges, hallways, or other public areas are damaged, the cost is assumed by the student who damaged the property. If the person(s) responsible for the damage are not identified, the floor or building residents are charged as a community for the cost of the damage.

Common area damages are not appealable. Charges can be reversed if student(s) responsible for common area damage are identified at a later time.

Damage charges that are not paid promptly may result in the loss of the privilege of campus housing. Also, unpaid charges will result in a hold being placed on the student’s records, which means that the student may not register for classes.
BUNKING BEDS
Students may not bunk/de-bunk beds on their own and should not have anyone except maintenance staff members do it for them. Maintenance staff members will facilitate all requests during a specified period at the beginning of each semester. Submit all requests via email to fixit@marymount.edu at the beginning of the semester. Bed rails for bunked beds are available for safety purposes. Submit an email to fixit@marymount.edu to request a bed safety rail.

GUEST POLICY
All guests who are not Marymount students must be escorted at all times by a Marymount University student. Students should not escort individuals who they do not know. Students are responsible for the conduct of their guests and must remain with their guests at all times. Guests are not allowed to be alone in resident rooms, public areas, lounges, laundry rooms, hallways, or stairwells. Guests left unattended or unescorted will be asked to leave the building. All guests arriving after 11 p.m. must sign in at the front desk.

Overnight Guests
- Overnight guests are defined as individuals at least 18 years of age who reside overnight in a Marymount University residence hall at the invitation of a resident student.
- Only the resident of a room can check out a spare key for his/her room. If OCRS staff see what looks like excessive use of spare key check outs that indicate the possible loss of a room key, staff will consult with the student doing the check outs to see what is actually occurring to ensure that no loss of key has occurred.

LOST KEYS
If a room key is lost, the resident must notify a member of the Campus and Residential Services staff immediately so that a replacement can be provided. For security purposes, when a key is lost, the resident room door lock must be changed. The cost of a lock core change is $180. This charge will be billed to the student’s account.

QUIET HOURS
Quiet hours are 10 p.m. to 10 a.m. Sunday through Thursday, and midnight to 10 a.m., Friday and Saturday. During final exams, 24-hour quiet hours are in effect to provide the most conducive atmosphere for study. During quiet hours, the noise level should be low enough that it cannot be heard in other rooms or hallways. Courtesy hours are 24 hours per day.

COHABITATION
Cohabitation is not permitted in the residence halls. The right of a student to live in reasonable privacy takes precedence over the right of a roommate to entertain a guest in the room. Any activity in a residence hall that impedes a student’s ability to have a positive living-learning experience can be grounds for student conduct action.

LOCK OUTS
Students who get locked out of their room may gain access to it with the assistance of the staff at one of the 24-hour residence hall desks. Students living in Berg, Gerard or Lee Ostapenko halls should go to the desk in Lee Ostapenko Hall while students living in Butler, Rowley or St. Joe’s halls should go to the desk in Rowley Hall. A spare key to the room will be checked out to the student to get back into his/her room. The spare key must be returned promptly, as instructed by the desk staff at time of check-out.

CENTER FOR CAREER SERVICES
- David Wilmes, Dean for Career Services and Professional Development
- TBA, Assistant Director
- TBA, Assistant Director
- Jessica O’Donnell, Coordinator
- TBA, Administrative Assistant
- Rowley Hall 1005
- M-F 9 am–5 pm
- www.marymount.edu/careerservices
- (703) 284-5960
career.services@marymount.edu

The Center for Career Services supports students and alumni by assisting them throughout the career development process and by connecting them to a wide variety of job opportunities in the local area and beyond. Current students are encouraged to take advantage of Career Services’ offerings regardless of major or year. Specifically, Career Services addresses the following areas:
- Career Exploration: The CCS provides individual and programmatic support designed to introduce students to the career development process, allows for opportunities to explore careers and industries, and develops strategies for achieving their career goals. Students are encouraged to reflect upon their skills, interests, and values and how those impact career choice and success. The Center for Career Services assists with researching occupations and majors as well as the steps to pursuing graduate study. In addition, the CCS encourages students to pursue experiential learning opportunities that allow students to explore careers and industries first-hand in a professional setting.
- Professional Preparation: In order to be successful in the job market, students must have the proper tools and knowledge. The Center for Career Services provides direct assistance with each stage of the job search process, including resume and cover letter writing, networking, interviewing, and evaluating and negotiating job offers. In addition, the CCS provides guidance on professionalism and professional behavior in the workplace.
• Career Opportunities: The Center for Career Services connects students to experiential and full-time work opportunities in the DC metro area and beyond. Each year, the CCS presents a number of events designed to connect students with local employers and professionals. In addition, the office manages an online job posting system which allows students to apply directly to current openings. Students conducting a national or international job search are encouraged to meet with a staff member, who can provide them with support and guidance and connect them to a variety of online and print resources.

CAREER COACHING

Students can meet individually with a trained career coach who can assist with career exploration, help students build their professional skills, or connect them to career opportunities. The CCS offers a number of career assessments that can help define students' occupational interests and skills. In addition, the staff is available to review resumes, cover letters, and other job application documents. The CCS also offers mock interviews and advice on every step of the job search.

EXPERIENTIAL LEARNING

The Center for Career Services strongly encourages students to take advantage of numerous experiential learning opportunities during their time at Marymount. Experiential learning is a broad term used to describe a variety of experiences that can enhance one's understanding of a career field or assist with building professional skills and abilities. Though most often associated with an internship, experiential learning can also take place through a part-time job, volunteer work, externship, student teaching, research, or clinical experience. All Marymount students are required to complete an internship for credit during their junior or senior year. Many students, however, opt to have multiple internships or experiential learning opportunities in order to broaden their professional skills and enhance their prospects for employment after graduation.

The Center for Career Services assists students with both the required internship component and pursuing additional experiential learning opportunities. Not only does the CCS connect students with local employers who are seeking job candidates, but they also assist with preparing students with the search and application process.

ON-CAMPUS RECRUITING

Marymount Student can connect directly to a wide range of employers looking to fill internships, part-time positions, or full-time opportunities. The online campus recruiting software, Jobs4Saints, allows students to search and apply for jobs at their convenience. In addition, many organizations choose to visit campus to conduct informational sessions, participate in job fairs, and conduct interviews. All recruiting events are posted on Jobs4Saints and advertised throughout campus.

ON-CAMPUS EMPLOYMENT & WORK STUDY

The Center for Career Services also connects students to part-time jobs located on campus in various offices and departments. Full-time undergraduate and graduate students are eligible to work on campus and are paid a competitive, hourly wage. Working on campus is a great way to build marketable experience in an environment that is flexible to class schedules and other academic commitments. Some positions are set aside exclusively for those who have received Federal Work-Study (FWS), which is funded by the federal government and awarded through the Financial Aid Office. Other campus positions are open to all full-time students regardless of financial aid status. Detailed information, including eligibility for on-campus employment and FWS, can be found on the Center for Career Services website.

PROFESSIONAL WORKSHOPS

Throughout the year, the Center for Career Services presents workshops and events designed to expose students to a variety of career paths, as well as polish their professional skills. Alumni and employer representatives are regularly invited to speak about their industry or field, allowing students the chance to network with experienced professionals. In addition, the CCS offers a variety of workshops on topics such as resume writing, interviewing skills, and job search strategies. Students are encouraged to take advantage of these offerings which will enhance their ability to land an internship and/or full-time job after graduation.

COUNSELING CENTER

Natalie Mitchell, Director
J. Megan Telfair, Assistant Director
Nicole L. Fischer, Psychological Counselor
Kara King, Psychological Counselor
Berg Hall 1014
www.marymount.edu/counseling
(703) 520-6661
counselingcenter@marymount.edu

The mission of the Counseling Center is to support the healthy academic, emotional, and social growth of Marymount University students. Licensed and trained counselors are available to provide psychological counseling services in a safe and confidential setting to all actively registered Marymount students.

Students come to the Counseling Center to discuss a wide variety of concerns, including adjusting to college, making friends, managing anxiety, strengthening self-esteem, and improving interpersonal relationships. The Counseling Center staff are also experienced in working with students who are coping with depression, eating disorders, substance abuse, sexual assault, and grief.

A board-certified psychiatrist, employed by the Student Health Center, provides medication evaluations and other psychiatric services to resident students and student-athletes, and consults regularly with Counseling Center staff members.

Professionals may meet with counselors for initial assessments and short-term counseling. Students seeking more intensive, specialized, or long-term mental health treatment can work with counselors to locate referrals for mental health providers in the local area.

Counselors are also available to present workshops on psychological issues to a variety of university audiences, including classes, clubs, residence halls, administrators, and faculty. Please contact the center to make arrangements. Counseling Center staff members also provide training to university paraprofessionals, including Resident Advisors and Orientation Leaders. As part of its educational mission, the Counseling Center provides training and supervision to social work and counseling interns and psychology externs from local universities.

In addition, if anyone affiliated with Marymount is concerned about a student's well-being or behavior, Counseling Center staff members are available to assist with setting appropriate limits, clarifying the seriousness of the problem, planning effective ways to express concern to the student, developing a referral plan, and learning more about university and community resources.

All Counseling Center services are provided on a private and confidential basis. Within the legal and ethical limits of confidentiality, without written permission from the student, no information about his or her treatment may be disclosed to any person, including family members and university faculty or administrators. A student's use of counseling services does not become a part of his or her academic record.

In general, Counseling Center services are available by appointment. Students are encouraged to call or email the center to make an appointment. However, for students who are unable to wait until the next available appointment, walk-in periods are scheduled each day (Monday-Friday), from 2 to 3 p.m. when classes are in session. During these walk-in periods, a counselor is available to meet with students for a brief period on an unscheduled, first come, first served basis. Please call the center for more details.

For students experiencing mental health crises, the Counseling Center staff works with the Student Health Center, the Office of Campus and Residential Services, and the Office of Student Development to provide assistance. During Counseling Center office hours (Monday-Friday, 9 a.m.-5 p.m.), students in crisis should call or come directly to the Counseling Center and inform the receptionist that there is an urgent need to speak with a counselor. After office hours, on-campus students should contact the Student Health Center (ext. 1610), Campus Safety (ext. 1600), or the Office of Campus and Residential Services (ext. 1608). Off-campus students experiencing crises after hours should call 911 or go to their nearest emergency room.
HEALTH EDUCATION

The Health Center staff believes in preventive health care, wellness promotion, and educating students in personal health matters. Nurses are available to answer questions and provide up-to-date information to encourage good health practices. Visit the website for periodic health education updates.

Drug and alcohol educational materials are provided in the lobby. An array of programs and clinics are scheduled on campus throughout the academic year. A Flu Immunization Clinic is scheduled each year.

MEDICAL RECORD

The Marymount confidential Student Health Form must be submitted to the Student Health Center with all information properly reported before a student registers for classes. The form is required of all undergraduate students, whether full or part time, degree or nondegree, regardless of age, and all graduate students who reside in university-sponsored housing. Medical records are kept strictly confidential. The form can be downloaded from the SHC website.

MEDICATIONS

Prescription medications should be registered in the student’s medical record. Resident students should keep only those amounts of any medications that are consistent with medical needs.

ILLNESS/INJURY AND HOSPITALIZATION

In the event of illness or injury, resident students should come directly to the Student Health Center. When hospital treatment is required for a resident student, Marymount normally uses the facilities of Virginia Hospital Center, located less than two miles from campus.

If a serious accident or injury occurs off campus and the resident student seeks medical assistance at a hospital, the student should report the incident to the Student Health Center to arrange for proper follow-up care.

If a student is transported to the hospital by cab for an emergency, Marymount will pay for the cost of the fare. Students who need to be transported to the hospital or a doctor’s office by cab for routine visits or healthcare that is deemed non-emergency will be responsible for their own fare. Cab vouchers may be used so cash is not needed at the time of the cab ride, but the student’s account will be charged the amount of the fare.

In circumstances where any student’s condition is deemed to pose a direct threat to the health and safety of the student or others, the student may be asked to seek medical treatment as a condition of remaining in the residence hall or attending class. The university may wish to place conditions on a student to ensure that he/she can safely return to residence hall living or the Marymount University community. The university will provide reasonable accommodations to assist the student in meeting his/her requirements for return to residential living or the Marymount University community.

The Student Health Center does not provide individual notes for students’ class absences and strictly enforces the “no note” policy. If a student is absent from a given class due to illness, the student is responsible for communicating with his/her professor and adhering to the class syllabus standards. In specific circumstances, verification of absence with an individual professor can be arranged for students under the care of the Student Health Center, with the student’s written permission.

Should a student have an extended absence of more than three consecutive class days, a formal absence letter can be obtained, with appropriate documentation, through the Student Development Office.

SCHEDULE OF OPERATIONS

The Student Health Center is open Monday–Thursday 8 a.m.–8 p.m. and Friday 8 a.m.–5 p.m. The Health Center is open limited hours during university breaks. During the summer months, the Health Center is open Monday–Thursday 9 a.m.–4 p.m. and Friday 9 a.m.–noon.

STUDENT HEALTH INSURANCE

All full-time Marymount students are required to have health insurance. The university offers a comprehensive health insurance plan in accordance with the Affordable Care Act, which students may waive if they have adequate coverage in the Commonwealth of Virginia. Please refer to the Student Health Center website for specific student health insurance information and requirements.

OFFICE OF FINANCIAL AID

The Financial Aid Office provides financial and debt management counseling, coordinates financial aid awards, and makes applications and program information available to all students. Aid awards are made by the director in accord with federal, state, and university guidelines. Approximately 86% of full-time undergraduates currently receive some type of financial aid.

KINDS OF AID

Three types of financial aid are available:

1. Grants and scholarships, which do not have to be repaid. Virginia residents who are enrolled full-time for graduate or undergraduate study can receive the Tuition Assistance Grant (TAG), if application is made before the deadline. Graduate students must be enrolled in a health-related program.

2. Loans, which are available to eligible students at lower interest rates than commercial bank loans and are generally repaid following graduation. Information on applying for student loans is provided with a student’s financial aid award.

3. Employment programs, which provide paychecks in return for hours worked. Employment is offered through the Federal Work-Study program (a form of need-based aid awarded by the Financial Aid Office) or Campus Employment (available to all students, regardless of need). All full-time students are eligible.
to apply for on-campus jobs. Students may view current vacancies and apply for jobs online by visiting www.marymountjobs.com.

Off-campus job information is available in the Center for Career Services. Students are urged not to allow employment to interfere with their academic performance.

HOW TO APPLY FOR FINANCIAL AID

1. Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 for the following fall semester.

2. Apply for state grants, such as the Virginia Tuition Assistance Grant, DC State Incentive Grant, and the Pennsylvania Higher Education Assistance Grant. Other places that have grants that transfer to Virginia for study include Rhode Island, Vermont, and Delaware. Contact the Financial Aid Office for additional information.

STUDENT EMPLOYMENT

The Center for Career Services coordinates on-campus student employment. The office serves students seeking employment through both the Federal Work-Study Program (FWS), which is funded by the federal government and awarded by the Financial Aid Office, and through Campus Employment (CE), which is funded by the university.

Eligibility criteria for all student employment jobs include full-time undergraduate or graduate status, good academic standing, and authorization to work in the United States. Domestic and international students (visa permitting) are eligible to work on campus at Marymount.

For detailed information about student employment, visit www.marymount.edu/careerservices. You must know your status, either Federal Work-Study or Campus Employment, in order to apply for the correct jobs. Once hired, students will receive notification and information about next steps via email. Jobs are posted throughout the year, though the majority of positions are available in September.

In order to work on campus, student employees must complete paperwork including tax I-9 Work Authorization, and optional direct deposit forms. Students must present, in person, a passport or a driver’s license and a Social Security card, or a driver’s license and birth certificate.

Students are paid an hourly wage according to the type of position held. Benefits to working on campus include flexible hours that fit the student’s class schedule, the ability to work between classes, an opportunity to get to know faculty and staff, and an opportunity to build marketable resume experience.

Balance is crucial, and student workers are students first. Thus, students are limited to working one 10-hour-per-week campus job during the academic year. Students are urged not to allow employment to interfere with their academic performance.

INTERNATIONAL STUDENT SERVICES

Aline Orfali, Director
Elliot Uhl, Assistant Director
Gerard Hall 1031
www.marymount.edu/iss
(703) 526-6922
iss@marymount.edu

WELCOMING STUDENTS FROM AROUND THE WORLD

International students are an integral part of Marymount University, providing the campus community with an opportunity to learn about the richness of different cultures around the world. Approximately 8% of Marymount University’s student body comes from overseas; these students represent nearly 70 countries.

Marymount’s International Student Services Office (ISS) is dedicated to providing students with a comfortable and supportive environment that facilitates adjustment and promotes personal growth and academic success. ISS strives to promote global awareness through a wide variety of intercultural and educational programs for the university community.

SERVICES

Orientation programs
• introduction to the American higher education system
• immigration information
• adjusting to a new culture
• banking and financial issues
• university registration processes
• health care concerns and health insurance

Cultural and educational programs
• receptions
• presentations on immigration topics
• International Thanksgiving Dinner
• International Banquet
• International Education Week
• weekly coffee hour/discussion groups

Academic support
• time management
• test-taking skills
• study skills
• help alleviating test anxiety
• stress reduction techniques

Confidential cross-cultural counseling
• adjustment issues
• relationships
• grief
• family issues

Immigration advising and assistance
• F-1 visa regulations
• immigration transfer
• work permission
• travel
• extension of stay
• dependents
• Social Security
• special registration
• change of status
• SEVIS and SEVIS fee

You can also pick up brochures and information about the following in the International Student Services office:

• cross-cultural adjustment
• Academic Integrity Policy
• health insurance
• taxes
• driver’s licenses
• Social Security
• immigration-related topics
STUDY ABROAD — CENTER FOR GLOBAL EDUCATION

The Marymount University Global Thinkers (MUGT) floor is a residential community for both U.S. and international students. This community focuses on diversifying students’ global competence and enhancing mutual respect and understanding among students of different backgrounds.

Members are engaged in a number of cross-cultural programs and experiences, which will enhance their sensitivity to diversity and the promotion of social justice across borders. In addition, this floor serves as a support system to help orient new students from abroad to the Marymount and United States cultures.

Capitalizing on the diversity of the Marymount community, this floor provides a more formal and centralized place where students can engage with one another and share their cultures.

The floor takes the lead in spearheading new programs, including but not limited to, coordinating awareness and emergency response to international disasters. In addition, the floor helps facilitate cooperation between other groups on campus, which already strive to promote tolerance and cultural understanding.

Students interested in applying to be part of the MUGT residential community should fill out the application on the Housing or ISS website.

WHY STUDY ABROAD?
Thousands of students who study abroad return home and say, “It was a life-changing experience.” Living and learning in another culture helps students become more self-confident and self-reliant and see the world from a new perspective. More and more employers are looking for future employees who have a global view and broader understanding of the complex world in which we live. Studying abroad can help students gain these valuable assets and enable them to:

- experience another culture firsthand;
- gain skills that make a more marketable employee;
- gain a global outlook and develop new perspectives;
- enhance their educational experience;
- become independent thinkers and develop a deeper intellectual maturity;
- foster personal growth and build self-confidence;
- learn about themselves;
- build life skills such as decision making and budgeting;
- travel.

FAST FACTS AND REQUIREMENTS

- GPA of at least 2.75
- Open to second-semester sophomore, junior, or first-semester senior students
- Depending on the program, financial aid/loans may be transferred
- Classes transfer back for credit toward a MU degree
- Foreign language skills are not needed to go abroad. The programs offer courses in English.

HOW TO GET STARTED

Attend a Group Information Session – Usually offered at the beginning of the semester; these meetings provide information on selecting the right program, credit transfer, course selection, financial aid, living arrangements, etc. Graduate students should consult with an academic advisor. Check with the Center for Global Education for upcoming sessions.

Visit the Study Abroad website for detailed information about study abroad, financial aid, and programs.

Complete the International Goal Inventory Sheet – This can be found online or outside the Center for Global Education office.

Meet with the Center for Global Education – Schedule an appointment with the Center for Global Education Office to discuss options and get more detailed information on procedures. Former participants in the Study Abroad program are often on site as well to help with your questions.

Meet with an academic advisor – Selecting a Study Abroad program is an important academic decision and one that should be discussed with an academic advisor. It is essential that advisors are able to consider student’s plans when helping with course selections. The application of credits toward major requirements is a departmental decision.

Talk with others – Students need to consider their motivation for studying abroad and their goals. Students should discuss their plans with parents/guardians and friends. Talk with former Study Abroad participants or contact the Center for Global Education to meet with program alumni.

Read about the host country – Look at books, magazines, and Web pages with information about the potential host country. Talk with the Center for Global Education and past students for their impressions. Pick up a phrase book or download some language lessons to an iPad.

Apply to a program – Marymount offers a variety of semester and summer Study Abroad opportunities to challenge student’s worldviews and broaden perspectives. To enroll in any of these programs, complete the application and required paperwork, and submit by the application deadline. START EARLY; recommendations and transcripts may take time to reach the Center for Global Education.

Application Deadlines

- Summer: February 1
- Fall: March 1
- Spring: October 1

NOTE: Some programs may have different deadlines.

Get a passport – A current passport from the applicant’s country of residence is required to enter a foreign country. U.S. resident students applying for a new passport or to renew a passport can download the application from the U.S. State Department’s website. http://travel.state.gov/passport

Due to lengthy processing times for the U.S. passport, students should apply as early as possible in the study abroad process.

Apply for financial aid – Contact a counselor in the Office of Financial Aid to discuss the procedures for applying financial aid toward study abroad program costs. There are a limited number of scholarships through partner organizations and for students who have a Pell Grant. Please see the CGE webpage for more information.

Apply for a visa – Some study abroad host countries may require a visa. It is important to have a current passport as early as possible to give plenty of time to apply for the visa.

Pack – There are certain essentials that should be taken along, but students should avoid taking too much. Lots of luggage will become cumbersome. Be sure to bring any medications needed during your time abroad.

HEALTH & SAFETY

Read carefully any information about health and safety provided by the program. Check out www.cdc.gov/travel, and get any required/recommended vaccinations. Students can check with Marymount’s Student Health Center to determine any needed vaccinations.

HEALTH INSURANCE

Marymount University offers a Student Health Insurance Plan to all Study Abroad participants. Students are automatically enrolled in the plan for their semester abroad, and the insurance cost is included as part of the program.
POLICIES, REGULATIONS, AND PROCEDURES

Students participating in Marymount University-sponsored programs are expected to adhere to the guidelines and community conduct policies of Marymount University, the host institution, and the host country at all times. The Community Conduct Code and Academic Integrity Policy are included in this Student Handbook.

Students are held responsible for their actions and conduct at all times. If any student violates the program’s policies, or faces any disciplinary actions while attending any of the programs, he or she will be subject to the Marymount University disciplinary process.

PARTNER PROGRAMS

There is a huge world out there! From studying interior design and business in Dubai, to culture and politics in China, to biology in South Africa, or American studies in Scotland - there are multiple Partner Program opportunities available to Marymount students.

Partner Programs involve partnerships with specific universities and organizations. For these programs, most of an MU financial aid package can be applied toward the program cost.

Stop by the Center for Global Education to learn more about locations available through Partner Programs.

SUMMER INTERNSHIP PROGRAMS

Students interested in gaining work experience abroad should consider doing an internship overseas! London internships are offered year-round, with a combination of courses and internships during the fall and spring semesters. Other internships in locations such as Ireland, Italy, and Mexico are offered during the summer.

There are some major differences between an internship in the U.S. and one abroad. Before coming to the center to discuss options, complete the “Is an International Internship right for me?” form, found on the Global Education Web page. Also, plan early for this program, as the overseas internship is not an option in the final semester before graduation. Please note, students who would like to do an internship in a country whose citizens do not naturally speak English will need to show at least one year of instruction in that language and take intensive language classes as part of the program.
ATHLETICS

COACHES:
- Baseball: Frank Leani
- Basketball (M): Chris Rogers
- Basketball (W): Ashlee Courter
- Cross Country (M&W): Zane Castro
- Golf (M): Stephen Moskal
- Golf (W): TB4
- Lacrosse (M): Jon Reynolds
- Lacrosse (W): Jamie Reynolds
- Soccer (M): Keith Moser
- Soccer (W): Gage Wilson
- Swimming (M&W): Mike Clark
- Triathlon (M&W): Zane Castro
- Volleyball (M): Huston Bates
- Volleyball (W): Beth Ann Wilson
- Athletic Trainers: Matt Shepard, Stephanie Symons, Scott Bardsgraf

The Rose Benté Lee Center
- www.marymountsaints.com
- (703) 284-1619
- athletics@marymount.edu

Marymount is a Division III member of the National Collegiate Athletic Association and a founding member of the Capital Athletic Conference. Marymount follows the rules of the NCAA to initiate, stimulate, and improve our intercollegiate athletics programs and to develop educational leadership, physical fitness, and athletics excellence. As an integral part of campus life, athletics promotes the academic success of student-athletes, collaborates with other departments for leadership opportunities, and fosters school pride and spirit. The university fields 16 varsity teams including men’s and women’s basketball, cross-country, golf, lacrosse, soccer, swimming, triathlon, and volleyball, and men’s baseball. Students interested in playing on a varsity team should contact the coach.

INTRAMURALS

Intamural sports are offered on a pick-up, as well as an organized basis and may be single-gender or co-ed. Programs may include basketball, flag football, volleyball, dodgeball, swimming, and a variety of other sports. Intramural events are coordinated by the coaches. Schedules are posted in the Lee Center. Please contact Jon Reynolds or Keith Moser for more information.

Students and university community members participating in intramural sports or utilizing recreational facilities do so at their own risk. The university advises all such individuals to have appropriate medical/hospitalization insurance.

CAMPUS MINISTRY

Fr. Brian Bashista, Chaplain
- and Director of Campus Ministry
Fr. Jack Peterson, V.A. Assistant Chaplain
Ashton Mallon, Assistant Director of Campus Ministry
- Eric Becker, Assistant Director of Campus Ministry
- Jared Tafida, Coordinator of Music Ministry / Director of the University Chapel Choir
- Susan Welch-Paris, Administrative Assistant

The Lodge 1001
- www.marymount.edu/campusministry
- (703) 284-1607
- campus.ministry@marymount.edu

The chaplains of Campus Ministry are available for spiritual direction, confessions, religious instruction, and referrals.

RELIGIOUS SERVICES

Mass is celebrated on main campus daily at 7:30 a.m. and at 12 noon on Monday, Tuesday, Wednesday and Friday, as well as Thursdays at 9:30 p.m. Thursday noon mass is celebrated at the Ballston Center chapel. Sunday Masses are at 10 a.m. and 7 p.m. Students are encouraged to participate as lectors, servers, ushers, greeters, singers, and instrumentalists. Special liturgies to mark significant events are held throughout the academic year.

The Sacrament of Reconciliation is offered at scheduled times each week and by appointment; Penance Services are conducted during Advent and Lent. Adoration with praise and worship is on Thursdays at 8 p.m.

All students are invited to participate in our Roman Catholic services, as well as the many ecumenical and interfaith activities on campus. Information concerning nearby religious services for other major faiths and denominations is published by the Office of Campus Ministry and is available in the office and online.

In addition, Community Engagement collaborates with other university departments to offer one-time service projects throughout the year for individuals, residence halls, and student organizations and works with faculty to incorporate service into the curriculum. Some of these opportunities include the annual March for Life, a community service day, and participation in the Special Olympics Basketball Tournament in April. These events are open to the entire university community.

OFFICE OF COMMUNITY ENGAGEMENT

Meg Dalmut, Associate Director of Community Engagement
- The Lodge 1004
- www.marymount.edu/communityengagement
- (703) 284-1604
- communityengagement@marymount.edu

The Office of Community Engagement offers students diverse opportunities to volunteer in groups or individually at area agencies and schools and within the university. Through volunteering, students explore the community while making a difference in other people’s lives. Some of these opportunities include being the mentor and tutor of an at-risk grade school or middle school student, providing companionship and recreational activities for the elderly; and cooking a meal for persons who are mentally handicapped.

The Men of Virtue and the Women of Faith programming invites students to a deeper faith, particularly focused on living virtuous lives.
All commuter students are automatically members of CAB. In consultation with the CAB advisor, CAB holds meetings to discuss current concerns of commuters and develop potential solutions; plans events and activities at commuter-friendly times; and supports commuters by directing them to services on campus and putting them in touch with one another. CAB also serves as the official commuter voice on the Co-Curricular Council. To become involved or get more information, contact cab@marymount.edu.

Graduate Student Council (GSC) is an organization created to communicate the concerns of graduate students and help to advocate for their needs. In addition, the GSC holds a variety of social, educational, and networking events in collaboration with academic departments, the Alumni Association, and the CGSS. For more information about how to get involved or a list of upcoming events please contact the Coordinator of Commuter and Graduate Student Services or email gsc@marymount.edu.

The Office of Commuter and Graduate Student Services also provides a variety of resources for students. Stop by the office to learn about different ways to travel to Marymount University and the many ways to get involved. You can also stop by the CGSS office or the Berg Student Lounge to pick up a copy of the Commuters Survival Guide. This booklet contains information about campus services and resources and how to make the most of your time at MU.

CGSS also wants commuter and graduate students to know that the resources available on campus are open to all students, and encourages students to take advantage of them. Examples include the fitness centers, dining halls, and computer labs. Marymount also offers a number of services specifically for commuters. The Lodge kitchen is available for commuter students to store, prepare, and eat meals; lockers are available for free and can be reserved from the Lee Center manager. Dining Services offers a commuter meal plan; and the ID and Parking Office can help students acquire a parking pass. In the Ballston Center there is a student lounge on the lower level (B). Please contact the departments mentioned above for additional information, or stop by the CGSS office for assistance.

NEW STUDENT TRANSITION SERVICES

Cori Sullivan, Director for New Student Transitions
Gerard Hall 1021
(703) 284-5706
www.marymount.edu/orientation
orientation@marymount.edu

Peer Mentors
www.marymount.edu/peermentors
(703) 284-1615
mupeermentors@marymount.edu

ORIENTATION PROGRAMS

Orientation programs assist new students in making the transition to Marymount. Specialized programs are offered for first-year, transfer, international, and graduate students.

All first-year students enrolling for the fall semester participate in a two-part orientation experience. The first part, a New Student Orientation (NSO), is a two day overnight program held during the summer to introduce students to academic and campus life. During NSO, students participate in academic and social events and finalize their course schedules. Students return in August for Welcome Weekend, a program that provides more information about life on campus and offers many social activities and community service opportunities.

For first year students beginning in January there is a one day orientation program. Parents and family members are welcome to attend orientation sessions. Specific programs have been developed to meet their needs.

Transfer students have their own orientation programs, scheduled throughout the summer. These four-hour programs include information on resources and services and give students an opportunity to meet with an academic advisor and confirm their schedule of classes. International students participate in an orientation program sponsored by the Office of International Student Services. The program is designed to address issues of cultural transition, campus resources and services, placement testing and advising, and much more. There is a two-day program offered in August for students enrolling in the fall and a one-day program in January for students enrolling for the spring.

Graduate students participate in a school or department orientation program to learn more about their specific graduate academic program. Open house and welcome sessions are also hosted by the Office of Graduate Admissions to acquaint students with the many resources and services on campus.

PEER MENTOR PROGRAM

Marymount’s Peer Mentor Program is designed to provide all first-year and transfer students with a mentor, who serves as an additional resource for new students. Mentors are specially trained upper-class students who co facilitate activities in DISCOVER 101 and 201 classes with a course instructor. Mentors meet with their first-year and transfer students to answer questions, assist them in finding resources, and talk about their new life at Marymount. Mentors also plan social activities, giving students additional opportunities to meet one another and enjoy the many things to do on and off campus. To learn more about the Peer Mentor Program, contact the New Student Transitions Office.
New student organizations are welcome and may be formed at any time during the year by 1) presenting a written constitution consistent with the university mission, 2) having the required minimum number of 10 student members, and 3) engaging the commitment of a qualified advisor. New Student Organization Recognition Packet Forms can be found online on the CPLD website.

Marymount University student organizations include in their constitutions a statement of compliance with the university’s mission, policies, and procedures, and with the Student Government Association and Co-Curricular Council constitutions. Officers of organizations must be full-time Marymount students in good standing. Student organizations provide cultural, social, humanitarian, academic, or professional development. Please contact the CPLD for more information.

ASSOCIATION FOR CAMPUS EVENTS (ACE) plans and implements a variety of events such as comedy nights, movies, theme parties, dances, concerts, coffee houses, day trips to off-campus activities and places of interest, Family Weekend entertainment, and the annual semi-formal ball. Students can obtain up-to-date event information by joining the ACE Facebook group. ace@marymount.edu

AFRICAN CARIBBEAN STUDENT ASSOCIATION enables the student body at Marymount to explore the diversity of African and Caribbean culture. acsa@marymount.edu

THE BANNER is the university’s student newspaper that covers campus, national, and international news and events. banner@marymount.edu

BLACK STUDENT ALLIANCE plans and organizes programs that promote awareness of Black history and culture and promotes interests of minority students. bsa@marymount.edu

BLUE CREW promotes good sportsmanship and increases school spirit by supporting Marymount University athletics through participation in a variety of skits and cheers. bluecrew@marymount.edu

BLUE HARMONY performs a variety of music including pop, jazz, a cappella, classical, blues, gospel and show tunes. Auditions are held in the early fall and spring semesters. blueharmony@marymount.edu

BLUEINK LITERARY ARTS MAGAZINE is the annual publication that features student writing, art, and photography. blueink@marymount.edu

CHEERLEADING TEAM promotes and upholds team spirit for Marymount University by performing at sporting events and competing in national competitions. cheerleading@marymount.edu

CO-CURRICULAR COUNCIL includes a representative from each student organization and represents the extracurricular interests of the student body. Members of the Co-Curricular Council also help plan major campus events such as Club Fairs, SpringFest, and participate in events such as HalloweenFest. cccd@marymount.edu

COMMUTER ACTIVITIES BOARD (CAB) provides a voice for commuter students’ needs and interests on campus. (See “Commuter Student Services” in this handbook) caboard@marymount.edu

COUNCIL FOR EXCEPTIONAL CHILDREN seeks to advance the education of individuals with exceptionalities and to promote related educational, scientific, and charitable purposes.

CRU is a non-denominational Christian community where the Gospel captures hearts, transforms lives, and launches men and women into a life-long adventure with Christ. cru@marymount.edu

CYBERSECURITY CLUB promotes awareness about cyber and physical security through security awareness training sessions, cybersecurity competitions and attending conferences. cybersecurity@marymount.edu

DANCE TEAM is dedicated to supporting athletic programs and campus activities by performing and spreading MU spirit. danceteam@marymount.edu

FANDOMS UNITED harnesses creativity in the mind and life of students. This will be accomplished through discussions, activities, field trips, and other creative pop culture means. fandoms@marymount.edu

FASHION CLUB networks with industry professionals and work metropolitan fashion events throughout the school year. fclub@marymount.edu

FULL SPECTRUM promotes an atmosphere of respect and education about the lesbian, gay, bisexual and transgender community. fullspectrum@marymount.edu

HUMANITIES CLUB promotes awareness and understanding of the humanities and the liberal arts through social, cultural, educational, and research activities. humanities@marymount.edu

INTELLIGENCE TEAM performs a variety of music including pop, jazz, a cappella, classical, blues, gospel and show tunes. Auditions are held in the early fall and spring semesters. blueharmony@marymount.edu
GAMING CLUB encourages all students with an interest in video games to participate in an interactive gaming experience. gaming@marymount.edu

HEALTH COALITION brings health promotion and educational awareness in a fun and interactive way through speakers and activities to Marymount University. healthcoalition@marymount.edu

HISTORY AND POLITICS CLUB encourages students to take advantage of Marymount’s proximity to the richness of historical locations in the area. historyclub@marymount.edu

INTERNATIONAL CLUB promotes cross-cultural understanding by planning social, cultural, and educational activities, including International Week. internationalclub@marymount.edu

INTERIOR DESIGN ASSOCIATION (IDA) enhances the professional development of Interior Design students. IDA@marymount.edu

LADIES INSPIRING STRENGTH FOR TOMORROW (L.I.S.T.) encourages young women and men to develop the useful skills and confidence to assist in all future endeavors on the collegiate and professional level. LIST@marymount.edu

LATINO STUDENT ASSOCIATION familiarizes the campus community with the Latino culture through special programs, engages in service projects within the DC metropolitan Latino community, and strengthens ties between Latino students and Marymount University. iass@marymount.edu

MARYMOUNT ACTOR’S GUILD is a theatre group, performing everything from professional main stage productions to improvisation shows. The club and its members are involved in every aspect of production from lights, sound, and set construction to directing and publicity. theatre@marymount.edu

MARYMOUNT UNDERGRADUATE ECONOMICS ASSOCIATION provides a forum for undergraduate students interested in Economics. Its activities include regular meetings, seminars, discussions with professional economists, peer advising, closer interaction with the Economics department faculty and other relevant programs. mueoa@marymount.edu

MARYMOUNT STUDENT ASSOCIATION supports Muslim students on campus and provides the overall Marymount community with educational programming regarding the Islamic faith. The Muslim Student Association is an affiliate of a national organization. mso@marymount.edu

PRE-LAW SOCIETY unites students and teachers of the law in a fraternal fellowship designed to advance the ideals of liberty and equal justice under law. plss@marymount.edu

PSYCHOLOGY CLUB broadens the student body’s awareness of psychology and mental health issues and provides networking opportunities for undergraduates interested in psychology careers. pclub@marymount.edu

RESIDENCE HALL ASSOCIATION advocates for residential students and plans programs to build campus-wide community. rha@marymount.edu

RESPECT LIFE CLUB works with Marymount students and the Arlington community to raise awareness on life issues from conception to natural death. Also serving the community with reminders that life is precious. respectlife@marymount.edu

SAUDI STUDENT ASSOCIATION promotes interest in history and culture, provides fellowship among students and faculty and provides a forum of understanding of between the US and Saudi Arabia to enhance university community. sas@marymount.edu

SAINT VIRGINIA EDUCATORS ASSOCIATION provides students the opportunity to explore education as a profession and to evaluate their own aptitudes, capabilities, and interests as prospective educators, and seeks to interest others in education as a profession. svea@marymount.edu

SCIENCE CLUB serves as a support system for future scientists by inviting speakers to campus, traveling to science institutions, and having monthly meetings. science@marymount.edu

SCIENCE TECHNOLOGY ENGINEERING AND MATH CLUB (STEM) promotes interest in STEM related fields, connects students with similar interests, and explores the applications of technology in everyday life. stem@marymount.edu

SOUTH ASIAN SOCIETY (SAS) seeks to meet the social, cultural and educational needs of all those with interest in South Asia. sas@marymount.edu

STUDENT GOVERNMENT ASSOCIATION (SGA) serves as the official representatives of the student body. sga@marymount.edu

STUDENT NURSES ASSOCIATION plans activities that enhance the professional development of nursing students. sna@marymount.edu

STUDENT VIRGINIAN EDUCATORS ASSOCIATION provides students the opportunity to explore education as a profession and to evaluate their own aptitudes, capabilities, and interests as prospective educators, and seeks to interest others in education as a profession. svea@marymount.edu

VICTORY GARDEN COALITION establishes a campus based Victory Garden to enhance Marymount’s involvement in the community. The food will provide a greener footprint on campus, and will be donated to local charitable organizations. victorygarden@marymount.edu
SCHEDULING OF EVENTS
Student groups and individuals may reserve the use of facilities for meetings and other events through various departments on campus. Classroom space is reserved through the Registrar's Office; Gerard Lobby and The Al-Shathry Fitness Center are reserved through the Office of Student Development; the Gerard cafeteria, certain library spaces and the Ballston auditorium and conference space are reserved through the Conference Center, and space in the Lee Center can be reserved through the Lee Center main office. Use of facilities must be consistent with the mission of the university.

SPEAKERS AND PERFORMERS
All speakers and performers sponsored by student organizations or individual students must be approved in advance by the CPLD. Details governing speaker and performer selection are available from the CPLD, and are open to construction or extended invitations to speakers. Only authorized university employees may enter into verbal or written contracts for services.

POSTERS AND FLYERS
The CPLD assigns bulletin board space for student groups, approves notices and posters, and oversees the removal of outdated or unapproved material. Student groups must submit posters and flyers to the CPLD for approval. Posters and flyers may be posted only in approved locations. A complete poster policy is included in the CPLD Manual and is available in the CPLD and on the website.

SIDEWALK CHALK AND WINDOW PAINT/MARKER POLICY
Chalk or window art writing publicity must be approved through the Office of Student Development.

Chalking Guidelines:
- Chalking may be done up to 6 days prior to an event (i.e. if the event is on Wednesday chalking can begin the Thursday before).
- Chalking may be done on concrete and asphalt walkways and road areas in such a manner that does not inhibit traffic patterns or traffic rules. Chalking cannot be done on the Plaza between Caruthers and Lee Ostapenko Hall or on any campus surface that has pavers, brick, or slate.
- Chalking should be in good taste with appropriate spelling and grammar.
- Chalking should be legible.
- Chalking should be in locations that will be affected by weather and will naturally dissipate and vanish.
- Chalking may not be done on vertical surfaces or any surfaces that are under cover.
- Chalking should be removed (by nature or human) no later than 3 days after the event being advertised. This may require a brush and bucket of environmentally safe soap to remove dated information. If students need these materials for cleaning, they can contact the Office of Student Development for assistance.

Window Art and Writing Guidelines:
- Windows that can be accessorized with art or writing about events include the following:
  - Lee Center lower level main entrance
  - Berg Lobby
  - Glass in the Dining Hall Landing
- Window graphics must be done with water-based, removable ink/paint, which is intended for such use.

Approval Process:
University offices may contact the Office of Student Development for approval to use chalk or window art.

Student Groups may contact the CPLD to forward requests to the Dean.

In order to gain approvals please send the following information to the CPLD:
- Name of office or registered student organization
- Title, date and time of event being advertised
- Name and phone number of contact person in charge of and responsible for chalking

LEADERSHIP DEVELOPMENT
The mission of the CPLD is to provide educational and experiential opportunities to help students develop leadership skills that can be used beyond their college years. Leadership development goals are to reach out to students who are not elected or appointed to a formal leadership position (i.e. club officer); to encourage students to think and reflect on their leadership experiences and to see how those experiences fit into and work with their plans and goals for the future; and to develop reflective, committed, civic-minded, ethical leaders for today and tomorrow.

The CPLD organizes events and programs that are open to the entire student body, including student clubs and organizations. Past programs have included one-day Leadership Conferences and semester-long Leadership Workshop Series.

It is important to get involved! Students who become involved in their campus community are more successful and satisfied with their college experience and gain valuable skills that they can use throughout their lives. Students who cultivate leadership skills are able to make significant contributions, serve as visionary thinkers, and work interdependently in a global community.

There are also a number of leadership positions that are available through an application process. Visit the CPLD, located in The Lodge, to learn more about these opportunities.

AWARDS
On Recognition Day, the university acknowledges the achievements of graduating students who have held leadership positions and/or have made a significant contribution to campus life through campus programs. Award eligibility and criteria are described in the CPLD Manual.

SURVEYS
Authorization must be obtained from the Office of Student Development to conduct a survey anywhere on campus, including residence halls.

RECREATIONAL FACILITIES
The Rose Bente Lee Center includes a 1000 seat sports arena, recreational gym, aquatic center, fitness center, and Bernie’s Cafe. The Lee Center also houses the bookstore, student mailboxes, and commuter lockers. For more information, call (703) 284-6920.

Aerobics classes, intramural sports, and fitness and recreational programs are offered in the Lee Center.

Bernie’s is a great place to see popular films, as well as local and nationally known performers, comedians, and bands. It’s also the place to meet friends for drinks, lunch, or snacks.

All members of the university community are invited to use the Lee Center. However, priority access for facilities use is given to Marymount students.

Approvals to distribute materials, set up information tables, and provide space for vendors can be obtained by contacting the Lee Center manager.

The Aquatic Center is available for use by students, faculty, and staff during regularly scheduled recreational swim hours. Marymount identification is required. Marymount students and personnel may bring one guest and must accompany that guest while he/she is using the Center.

The Fitness Center in the Lee Center and the Al-Shathry Fitness Center in Lee Ostapenko Hall are available during regularly scheduled hours for use by students, faculty, and staff only. Marymount identification is required. Guests are not permitted to use the Fitness Centers. The equipment is never to be used when a Lee Center employee or assigned student employee is not present in the room. Use of the Fitness Centers and equipment is at your own risk. To avoid injury, students are encouraged to seek assistance while using weights and equipment. The university is not liable for any injuries incurred or from misuse of equipment.

The Recreational Gym is available for exercising, aerobics, running, basketball, etc. When the facility is not being used for scheduled events. Students/faculty/staff sign in at the main information desk to use the gym. Athletic shoes are required.
The Student Government Association (SGA) is made up of the elected class Senators and an Executive Board of elected members. With the motto “Working for Students” as its guide, the SGA exists to serve as the official representation of the undergraduate student body; to provide a balanced forum for communication between students, faculty, and administration; to advance student opinions and concerns through legislative action and policy recommendations; and to ensure a fair and representative judicial process. Members serve on university and faculty committees to provide a student perspective on various issues impacting Marymount students. SGA efforts are supported by the Student Activities Fee, paid by all full-time undergraduate students, and funding may be requested by university-recognized groups for events and activities that will benefit the entire Marymount community. Developing leadership and communication skills and a sense of duty along with promoting student involvement and advocacy are some of the intended outcomes of participation in SGA activities.

You, our current students, are our future alumni. We encourage you to tap into the resources of the Office of Alumni Relations and learn about the Alumni Association – a volunteer network of 31,000 alumni who stay connected to Marymount through local, regional, and international events.

The Alumni Association sponsors alumni networking events, an alumni career mentoring program, and hosts a graduation gathering, A GOLD Affair, so graduating students can meet with fellow young alumni.

Look for important benefits and services that will be available to you after graduation, such as a free lifetime email account (your name@alumni.marymount.edu). Other benefits include membership with NAPUS Federal Credit Union, special offers for GEICO auto insurance, MJ bookstore discounts, access to the fitness center, and Career Services (i.e. career coaching, professional development workshops, and more). Stay involved by participating in the Saints Being Saints Program which is an opportunity for you to volunteer your time as an alumni ambassador, campus ministry volunteer, class agent, or an alumni network leader. Enjoy gatherings sponsored by our young alumni program and other interesting activities in cities from DC to Boston to Palm Beach and beyond to help stay connected to your Marymount friends and network with alumni in a city near you!

Your affiliation with Marymount University continues long after graduation! In the meantime, stay involved, be informed, and be thinking about how your class will be remembered on campus through your Senior Class Gift — a longstanding Marymount tradition.
CAMPUS SAFETY

Eric Hals, Director of Campus Safety
and Emergency Management
Mark Tessner, Assistant Director
Barbara Stock, Administrative Assistant
Ireton Hall 1018
M-F 9 am–5 pm
www.marymount.edu/safety
(703) 284-1601
Safety Escort, (703) 284-1600 (24 hours daily)
campus.safety@marymount.edu

Main Campus
(703) 284-1600
(24 hours daily)
Ballston Center
(703) 284-5900
M-F 8 am-11 pm, Sat. 8 am–5 pm, Sun. closed

Security personnel on Main Campus are on duty 24 hours a day. Students may report a crime, attempted crime, suspicious activity or persons, or any other matter that may endanger members of the campus community by calling Campus Safety at ext. 1600 or contacting a Campus and Residential Security staff member. Members of the Marymount community are encouraged to sign up for MU Alerts to receive email and text messaging about campus emergency situations, as well as weather-related delays, cancellations, and closings.

ESCORT SERVICES

Security guard escort service is available to any student on the Main Campus by calling ext. 1600 or by stopping in at the main security station. Escort service is also available at the Ballston Center.

SAFE PRACTICES

Students are urged to use the lighted main walkways of the campus at night and to walk with others. Some doors of the campus buildings are alarmed at certain hours. Propping doors open, tampering with locks, and parking in unauthorized areas may result in a disciplinary fine ($80) and may lead to additional disciplinary action. A ringing alarm should be reported to Campus Safety (ext. 1600) immediately so that the door can be secured and the area surveyed if necessary.

Campus Safety personnel may ask anyone for identification at any time and may refuse admittance to the campus or specific buildings when appropriate identification is not presented. Campus Safety personnel are employed to assist members of the Marymount community and should receive cooperation and courteous treatment.

CAR SEARCH

Cars parked on campus may be searched when there is a good reason to believe that civil law or major university regulations are being violated. When a search is necessary it will be conducted by at least two university officials. Prior to the search, the Dean for Student Development and Engagement or someone appointed by the Vice President for Student Development will authorize the search. He/she will prepare or dictate a written statement that specifies the reason for the search, the car to be searched, and the objects being sought. Only personal property that a student apparently possesses illegally or property that threatens the health, safety, or ability of any member of the Marymount community to reasonably pursue his/her studies will be confiscated.

CAR SAFETY

Lock your car and do not leave valuable objects in view. Marymount University does not assume responsibility for items stolen from, or damage done to, cars while parked on campus.

Campus Safety officers are authorized to request identification from people entering campus and to determine whether and/or where they may park. Marymount University reserves the right to restrict any car from campus.

SHUTTLE SERVICES

Shuttle service is provided free of charge to all Marymount University students, faculty, and staff. The buses travel between the Main Campus, university-sponsored, off-campus parking lots, some university-sponsored, off-campus housing, the Ballston Center, and the Ballston/MU Metro Station. They run seven days a week and some holidays. Riders must carry a valid Marymount ID card and present it to the driver upon boarding.

Bus stops are at rental locations on the Main Campus, in the parking lot of the Ballston Center, and directly in front of the Ballston/MU Metro Station on Fairfax Drive.

Shuttle bus timetables are available on the MU website the Transportation Shuttle Office, the Main Security Station, the Lee Center, the Ballston Center security desk, and from shuttle bus drivers.

ID & PARKING OFFICE

TBA, Assistant Director for Operations
Gerardine Jones, ID/Parking Administrator
Ireton Hall 1019
www.marymount.edu/students, under Campus Services
(703) 284-5700
parkingpermits@marymount.edu

IDENTIFICATION CARDS

The Marymount ID card has multiple uses and is called the “Blue Card.” Students must carry their Blue Card when on campus, and it must be presented to authorized personnel upon request. A current Blue Card is required to obtain a parking pass.

The Blue Card serves as a residence hall access card, campus meal card, and library card, and can be linked to your PNC Bank account. Your Blue Card will also be needed when purchasing tickets from the Campus Programs office; utilizing the pool, gym, and fitness facilities; accessing the Main Campus garage; and riding the Marymount shuttles.

Blue Cards are issued at orientation and during regular business hours. The cost of your first card is included in the new-student fee. Replacement cards cost $35 each.

PARKING

Because parking at Marymount is limited, students are encouraged to use the Metro and free MU shuttles for commuting to and from campus. Parking regulations may be obtained at the ID & Parking Office: the Main Security Station; and the main desks in the Gerard, Rowley, Butler, and Ballston lobbies.

Resident freshmen and sophomores are not eligible to have a vehicle on campus.

Eligible students parking vehicles on campus must obtain and display a current Marymount parking pass in their vehicle. Parking passes can be obtained from the ID & Parking Office. Students with parking passes may park only in their assigned lot while attending class or conducting other Marymount business.
DINING SERVICES

Marymount Dining Services venues include the Gerard Dining Room, Ballston Cafe, Bernie’s Cafe in the Base Bentle Lee Center, and Lola’s Cafe in Caruthers Hall. Meal plans are available for residents and commuters. Students will receive information on their meal plan chances prior to the beginning of each semester. Commuter students may purchase meal plans through the Campus and Residential Services Office in Berg Hall during business hours. For information on commuter meal plans, see the Dining Services website. For current dining hours, please visit the website at www.marymountdining.com

MEALS TO GO
Students on a meal plan who know that they will miss a lunch or dinner may stop by the Gerard Dining Hall and request a “meal to go” – a boxed meal prepared with your day in mind.

For students who don’t have enough time to sit down and eat in Gerard Dining Hall or Ballston Cafe, there is a quick solution. OCFRS sells a reusable to-go-box that can be used in the Gerard Dining Hall and the Ballston Cafe for meals to go. After purchasing the to-go-box for $5 (a one-time charge), simply take it to one of these dining locations, purchase a meal and then exchange the current to-go-box for a cleaned and sterilized to-go-box. Students may then fill the to-go-box with the food they want to take with them.

LOST AND FOUND
All articles should be turned in at the ID and Parking Office in Ireton Hall or the main security station. Items found at the Ballston Center should be given to Campus Safety personnel on site.

BALLSTON CAFE
Ballston Cafe is a quick service operation that offers a “Grab and Go” option as well as daily specials cooked to order. The cafe also offers a made-to-order salad bar and grill menu with daily specials. Ballston Cafe is available to all students with resident or commuter meal plans, or at a guest rate.

BERNIE’S CAFE
WOW Cafe at Bernie’s offers counter service options along with ‘Grab and Go’ items. Bernie’s also features a convenience store offering a variety of goods at retail prices.

LOLA’S CAFE
Lola’s includes ZBi’s Café, which offers sandwiches, paninis, flatbread customizable salads, and wraps. If you are looking for something to warm up your insides, the house-made soups and signature macaroni and cheese are the perfect fit. ZBi’s also serves the perfect cup of coffee. offering the Asprett’s ethical coffee and tea brand. Asprett’s fundamental objective is simple: to deliver great quality coffee and excellent tea to consumers with founding principles of freedom, care, respect, and support.

Hours of all dining facilities are subject to change and vary throughout the year.

Those with special dietary needs are encouraged to contact the general manager and/or executive chef to discuss their needs.

Information Technology Services (ITS) provides technology resources and support for students, faculty, and staff. ITS is a service provider, a technical support provider and a consulting resource for those seeking technical assistance.

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WIRELESS ACCESS
The wireless network (muwireless) is available in all academic spaces and residence halls on Main Campus, the Ballston Center and the Reston Center.
COURSE REGISTRATION

Students may register for classes each semester through Marynet. Preregistration takes place in March and April for the fall semester and October and November for the spring and summer semesters. Each student is required to register at the time and in the manner designated by the Registrar. Students are required to seek the academic guidance of a faculty advisor in developing a schedule of classes. No credit will be granted for any course, including independent study, unless registration is completed within the prescribed time at the start of a semester. Responsibility rests with the student to register for the necessary courses in the proper sequence to meet the requirements of the chosen curriculum.

During the first nine calendar days of the fall or spring semester, unregistered students, including newly admitted students, may enroll or add classes. During a summer session, a student must add a class before the second class meeting. Classes may not be added after the late registration and add/withdrawal period has ended.

Students can add or withdraw from courses online or in person up to the last day specified in the Academic Calendar. To withdraw from a class or classes, a student should complete an “Add/Drop” form found on the Registrar’s website or in the Registrar’s Office or access his or her class schedule via Marynet.

After the last day to drop a class without record, all course drops must be done in person at the Registrar’s Office. Students cannot drop a course online during this period.

HOLDS

Holds can be placed on a student’s account for many reasons, including an outstanding balance owed to the university for tuition, parking or library fees, an incomplete health form, or failure to meet with an academic advisor. Holds can only be removed by the office that assigned them (i.e., only the Student Health Center can remove a Health Form Hold). Students may not be able to register until their holds are removed so it is a good idea to take care of holds as soon as possible to avoid delays in registering. In addition, students and alumni may not obtain a transcript if there are outstanding financial holds on their account.

Students with a financial hold(s) on their account are prohibited from requesting transcripts and having their academic records verified to outside sources.

TRANSCRIPTS

The Registrar issues official transcripts for current students and alumni by request. Current students may view and print their academic record online through Marynet. The university will not, under any circumstances, fax out a transcript nor can the university accept email requests for transcripts. Complete details on how to request a transcript are listed on the Registrar’s website.

GRADUATION

Marymount University confers degrees in May, August, and December, with one formal Commencement ceremony in May. In order to graduate from Marymount University, students must file a Graduation Petition form by the deadline indicated on the form and online.

The completion of a Graduation Petition does not guarantee that a student will graduate. The degree audit will be completed by the school in which the student matriculated once the petition is received. The degree audit will determine eligibility to graduate.

Information about the May Commencement ceremonies will be available online.

CARSHARE PROGRAM

(ZIPCAR)

Marymount has negotiated a great deal on a carshare program available to the entire university community. Students may join Zipcar by visiting www.zipcar.com/marymount to complete the member application. In order to join, students must be at least 18 years of age, and have a current driver’s license with at least one year of driving history. First year membership fee is $15 (and $25 after). A wide variety of vehicles can be reserved by the hour (starting $7.75) or by the day. Your Zipcar membership includes:

- Gas
- Insurance, including coverage for the vehicle
- Direct access to on-campus Zipcars
- In-vehicle audio adaptor (Auxiliary Cord)
- 24-hour Roadside Assistance
- Parking in DC, covered by Zipcar
- Member benefits and discounts to numerous local businesses.

CLASSROOM RESERVATIONS

Classroom space on campus is reserved by the Registrar’s Office. Space is reserved on an as-available basis, and academic activities have first priority. Other spaces are reserved by the Conference Center, Lee Center, and Student Development.

CONSORTIUM

Marymount University is a member of the D.C. Consortium of Universities (www.consortium.org). Students have the option of taking courses at these institutions. Special registration forms are located at the Registrar’s Office. Completed forms must be returned to the Registrar’s Office at least one week before the start of the semester.

NATIONAL STUDENT LOAN CLEARINGHOUSE

Student verification reports are transmitted to the NSLC four times during the semester. Based on this report, the student’s lenders are notified of attendance.
COPY & MAIL SERVICES

COPY TURNAROUND TIMES
Whenever possible, we try to have copy requests completed on the same day, but ask that requests are made 24 hours before the copies are needed. Complex or high volume jobs may take 48-72 to complete.

SUBMITTING A JOB REQUEST
Submit your print/copy requests in person or by sending an attachment to copycenter@marymount.edu. Please include “Student Copies” in the subject line and your printing preferences in the message. We can print Microsoft Office, PDF and JPEG formats.

SCAN/FAX SERVICES
Students may access scan and fax services at the Copy Center in Berg (fax: 703-284-1693). The cost is 50¢ per page for domestic faxes and $1.00 per page for international.

COPYRIGHT
The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under this law, a copy or reproduction of copyrighted material (including written, video, or audio material from books, publications, the Internet, etc.) is not to be “used for any purpose other than private study, scholarship, or research.” Other people may not profit from someone else’s copyrighted material. If a user makes a photocopy or reproduction for purposes in excess of “fair use,” the user may be liable for copyright infringement. Students will be held liable for their violation of the copyright laws using Marymount copier equipment.

MAIL SERVICES
Resident student mailboxes are located on the 2nd floor of the Lee Center and in Rowley, Lee Ostapenko, and Berg halls. Each resident student obtains an assigned box number and lock combination or key by presenting a current Marymount ID at the mailroom, located in Berg Hall G103. Mail is delivered to student mailboxes Monday through Saturday when the residence halls are open.

RECYCLING
Marymount University encourages the campus community to go green! We offer the following programs to help facilitate recycling on campus:

Single-stream recycling is easily accessible throughout campus in all residential and non-residential areas (including classrooms). Please recycle the following:

- Paper - newspaper, white, mixed, file folders, etc. (but NOT tissues, napkins, or paper towels)
- Cardboard - even pizza boxes & milk cartons! (flatten large boxes and stack next to bin)
- Books - soft cover and hard cover: telephone books
- Plastic bottles and recyclables 1-7 (see number on bottom of item)
- Glass bottles, jars, and drinking glasses
- Aluminum cans, foil, and trays
- Wire hangers (fasten together and place next to bin)

For a full list, go to www.marymount.edu/recycling. Items are sorted after collection.

Toner cartridges and cell phones can be recycled in Caruthers 1002, Berg ground floor, Gailhaç 2nd floor, Rowley Hall G1, Butler Hall, and Ballston Center 511. Please support Marymount technology by using these drop off areas. You may also drop off household batteries at these locations.
**STUDENT ACCOUNTS**

- TBA, Bursar
- Anantha Garti, Associate Bursar
- Marlene Hetzel, Collections Manager
- Valerie Armbright, Nancy Clovel, & Allen Penn, Student Accounts Representatives
- Ashleigh Holmes & Emma Mikael, Cashiers

Rowley Hall 1011
- M-F 9 am–5 pm
- www.marymount.edu/studentaccounts
- (703) 284-1490
- student.accounts@marymount.edu

The Cashier’s Office, located in the Rowley Hall Lobby, is where payments can be made. Payments may be made by cash, check, Visa, MasterCard, or American Express. There is a $55 service charge for each check returned by the bank. A Credit Card Authorization form is available on the Student Accounts website for payment by fax.

Billing Statements are based on the information in the university’s system as of the date the statement is generated. This information is subject to change as students add and drop classes. Students may request a revised Billing Statement reflecting these changes from the Student Accounts Office. Additionally, students may view their balance or make payments online. Log in to Marynet, select “Marynet for Students,” and click “Pay on My Account.” Information about tuition payment plans is also available on the Student Accounts website.

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**BOOKSTORE**

- Kandice Large, Manager
- Ethan Chance, Assistant Manager
- Rose Benté Lee Center
- M-Th 9:30 am-7 pm, F 9:30 am-5 pm
- Sat. 11 am-2 pm
- [http://marymountu.bncollege.com](http://marymountu.bncollege.com)
- (703) 284-1614

The bookstore, managed by Barnes & Noble, rents select textbooks and sells new, used and digital textbooks, school supplies, art supplies, reference materials, trade books, clothing, gift items, greeting cards, and snacks.

Bookstore services include selling and renting textbooks to customers via the website or in person, for easy pickup at the bookstore or mailing directly to the customer’s home or office.

Rental textbooks are due back after finals and may be underlined or annotated, as long as there are no food or liquid marks. Contact the bookstore for more information.

Full refunds for textbooks are made within the first week of classes with a receipt, and within the first 30 days of classes with a receipt and proof of schedule change. Books must be in original, “like-new” purchase condition and must be accompanied by the original form of payment.

The bookstore buys back used books on a daily basis. Peak buyback time is during Finals week.

The bookstore is open extended hours at the beginning and end of each semester, as well as for special events. Hours are posted monthly on the bookstore website.

The Marketplace, located at the front of the bookstore, offers candy, snacks, bottled soft drinks, and personal items for sale.
**BANKING SERVICES**

Marymount is affiliated with PNC Bank. ATM machines are located in the lobbies of the Lee Center, Gerard, and Ballston.

Area banks include:
- Arlington Community Federal Credit Union
  2301 North Globe Road
- Bank of America
  5236 Lee Highway
- BB&T
  4707 Lee Highway
- BB&T
  701 Pennsylvania Ave. N.W.
- Capital One Bank
  4700 Lee Highway
- PNC Bank
  4401 Wilson Blvd
- SunTrust Bank
  4710 Lee Highway
- TD Bank
  900 N. Stuart St.
- Wells Fargo
  2231 N. Glebe Road

**CONCERTS, SPORTING EVENTS & THEATRES**

**VIRGINIA**

- The Birchmere
  (703) 549-7900
  7900 Cellar Door Dr. Neboy
  www.thebirchmere.com
- Jiffy Lube Live
  (703) 754-6400
  7800 Cellar Door Dr. Neboy
  www.jiffylivelive.com
- Patriot Center, GMU
  (703) 993-3000
  4400 University Dr. Fairfax City
  www.patriotcenter.com
- The State Theatre
  (202) 234-0300
  220 N. Washington, Falls Church
  www.thestatetheater.com
- Wolf Trap
  (703) 255-1900
  1645 Trap Rd, Vienna
  www.wolftrap.org

**WASHINGTON, DC**

- TicketPlace
  (202) 993-1010
  407 7th Street N.W.
  www.ticketplace.org
- Arena Stage
  (202) 488-3100
  1106 7th St. S.W.
  www.arenastage.org
- Constitution Hall
  (202) 628-4780
  1776 O St. N.W.
  www.conthall.org
- Folger Shakespeare Theatre
  (202) 544-4600
  201 E. Capitol St. S.E.
  www.folger.edu
- Ford’s Theatre
  (202) 347-4833
  511 10th St. N.W.
  www.fords theatre.org
- Kennedy Center for the Performing Arts
  (202) 416-8000
  2700 F St. N.W.
  www.kennedy-center.org
- Lisner Auditorium, GWU
  (202) 994-6800
  771 21st St. N.W.
  www.lisner.org
- Lisner Center
  (202) 994-6800
  771 21st St. N.W.
  www.lisner.org
- Studio Theatre
  (202) 232-7267
  1501 M St. N.W.
  www.studiotheatre.org
- Washington Performing Arts Society
  (202) 785-9272
  2010 L St. N.W., Ste. 510
  www.wpas.org
- 9:30 Club
  (202) 265-0100
  815 V St. N.W.
  www.930.com
- Music Center at Strathmore
  (301) 581-5100
  5301 Tuckerman Lane, Bethesda
  www.strathmore.org
- Ford’s Theatre
  (202) 347-4833
  511 10th St. N.W.
  www.fords theatre.org
- Folger Shakespeare Theatre
  (202) 544-4600
  201 E. Capitol St. S.E.
  www.folger.edu

**MARYLAND**

- Constitution Hall
  (202) 628-4780
  1776 O St. N.W.
  www.conthall.org
- Lisner Auditorium, GWU
  (202) 994-6800
  771 21st St. N.W.
  www.lisner.org
- Verizon Center
  (202) 628-3200
  601 F St. N.W.
  www.verizoncenter.com
- National Theatre
  (202) 628-6161
  601 F Street N.W.
  www.nationaltheatre.org
- The Shakespeare Theatre
  (202) 547-1122
  450 7th St. N.W.
  www.shakespearetheatre.org
- FedEx Field
  (301) 726-6200
  Landover, M.D.
- Merriweather Post Pavilion
  (410) 795-5550
  1347 Little Patuxent Pkwy.
  Columbia, M.D.
  www.merriweatherpost.com
- Music Center at Strathmore
  (301) 581-5100
  5301 Tuckerman Lane,
  North Bethesda, M.D.
  www.strathmore.org

**COLLEGES & UNIVERSITIES**

**AMERICAN UNIVERSITY**
- Main (202) 885-1000
- Library (202) 885-1221

**CATHOLIC UNIVERSITY**
- Main (202) 319-5000
- Library (202) 319-5070

**GALLAUDET UNIVERSITY**
- Main (202) 651-5000
- Library (202) 651-5217

**GEORGE MASON UNIVERSITY**
- Main (703) 993-1000
- Library (703) 993-2243

**GEORGE WASHINGTON UNIVERSITY**
- Main (202) 994-1000
- Library (202) 994-6558

**GEORGETOWN UNIVERSITY**
- Main (202) 687-0100
- Library (202) 687-7607

**HISTORIC LANDMARKS**

- FDR Memorial
  www.nps.gov/fdrm
- Jefferson Memorial
  www.nps.gov/jfje
- Korean War Veterans’ Memorial
  www.nps.gov/kwoa
- Lincoln Memorial
  www.nps.gov/lmnc
- Library of Congress
  (202) 707-5000
  101 Independence Ave. S.E.
  www.loc.gov
- Martin Luther King Jr Memorial
  www.nps.gov/mlkm
- Mount Vernon
  (703) 780-2000
  1201 Mt. Vernon Memorial Highway, Mt. Vernon, VA
  www.mountvernon.org
- National World War II Memorial
  www.nwiiimemorial.org
- United States Capitol
  (202) 224-8900
  First St. & Independence Ave. S.W.
  (Tour Ticket Kiosk)
  www.visitthecapitol.gov
- United States Supreme Court
  (202) 479-3211
  First St. & East Capitol St., N.E.
  www.supremecourt.gov
- Washington Monument
  www.nps.gov/wamo
- Vietnam Veterans Memorial
  www.nps.gov/vive

**LIBRARIES**

- Arlington County Central Library
  (703) 228-9990
  2255 N. Quincy St.
- Library of Congress
  (202) 707-5000
  101 Independence Ave. S.E.
  www.loc.gov
- Consortium Libraries
  See Emerson & Rains Library and Colleges & Universities

**PARKS & RECREATION**

Marymount is ideally located for access to both the “hustle-and-bustle” of the city and the peaceful tranquility of the country, with mountains, rivers, and streams nearby. For information on parks, playgrounds, tennis courts, biking and hiking trail, bike rental, sled and ski slopes, picnic grounds, and recreational centers, visit area park websites.

- Arlington Parks & Recreation
  www.asingtonoma.us
  (Pick up Parks & Recreation)
- DC Parks
  dcparks.gov
- Northern Virginia Regional Park Authority
  www.nvra.org
- Constitution Gardens
  www.nps.gov/congo
- The Kenilworth Park & Aquatic Gardens
  1550 Anacostia Ave., N.E.
  www.nps.gov/kpaga
## FALL SEMESTER ’14

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug 22</td>
<td>New resident students arrive</td>
</tr>
<tr>
<td>Aug 23-24</td>
<td>Returning resident students arrive</td>
</tr>
<tr>
<td>Aug 25</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Sep 1</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>Sep 2</td>
<td>Last day to late register or add a class</td>
</tr>
<tr>
<td>Sep 3</td>
<td>Mass of the Holy Spirit</td>
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<tr>
<td>Sep 16</td>
<td>Last day to withdraw from a class without academic record</td>
</tr>
<tr>
<td>Oct 13-14</td>
<td>Fall Break</td>
</tr>
<tr>
<td>Oct 17</td>
<td>Midterm grades due</td>
</tr>
<tr>
<td>Oct 24-26</td>
<td>Family Weekend</td>
</tr>
<tr>
<td>Oct 31</td>
<td>Last day to withdraw from a class with a grade of W</td>
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<tr>
<td>Nov 26-30</td>
<td>Thanksgiving Holidays</td>
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<tr>
<td>Dec 1</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Dec 8</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Dec 9-13</td>
<td>Final exam period</td>
</tr>
<tr>
<td>Dec 16</td>
<td>Final grades due</td>
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## SPRING SEMESTER ’15

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Jan 12</td>
<td>Classes begin</td>
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<tr>
<td>Jan 19</td>
<td>Martin Luther King Jr. Holiday</td>
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<tr>
<td>Jan 20</td>
<td>Last day to late register or add a class</td>
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<tr>
<td>Feb 6</td>
<td>Last day to withdraw from a class without academic record</td>
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<tr>
<td>Mar 7</td>
<td>Midterm grades due</td>
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<tr>
<td>Mar 9-14</td>
<td>Spring Break</td>
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<tr>
<td>Mar 16</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Mar 20</td>
<td>Last day to withdraw from a class with a grade of W</td>
</tr>
<tr>
<td>Apr 6</td>
<td>Easter Holidays</td>
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<tr>
<td>Apr 22</td>
<td>Student Research Conference—no classes</td>
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<tr>
<td>May 2</td>
<td>Last day of classes</td>
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<tr>
<td>May 4-9</td>
<td>Final exam period</td>
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<tr>
<td>May 12</td>
<td>Final grades due</td>
</tr>
<tr>
<td>May 16</td>
<td>Recognition Day, Baccalaureate Mass, and Graduation Reception</td>
</tr>
<tr>
<td>May 17</td>
<td>Commencement</td>
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</table>

The most up-to-date calendar information can be found on the Registrar’s website.
• When using a university extension to make an on-campus call, dial the four-digit extension directly.
• From off campus, dial 703–284 plus the four-digit extension for 1000, 3000, and 5000 series numbers.
• Dial 703–526 plus the four-digit extension for 6000 series numbers.
• Dial 703–522–5600 to reach the switchboard for general info & to reach 2000 and 4000 series numbers.

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<thead>
<tr>
<th>OFFICE</th>
<th>LOCATION</th>
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<tr>
<td>Academic Affairs</td>
<td>Rowley Hall</td>
<td>1550</td>
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<tr>
<td>Admissions, Undergraduate</td>
<td>Butler Hall</td>
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<tr>
<td>Admissions, Graduate</td>
<td>Ballston Center</td>
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<tr>
<td>Alumni</td>
<td>Main House</td>
<td>1541</td>
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<tr>
<td>Arts &amp; Sciences (School of)</td>
<td>Gaithac Hall</td>
<td>1560</td>
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<tr>
<td>Athletics</td>
<td>Rose Benté Lee Center</td>
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<td>Bernie's</td>
<td>Rose Benté Lee Center</td>
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<td>Bookstore</td>
<td>Rose Benté Lee Center</td>
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<tr>
<td>Business Administration (School of)</td>
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<tr>
<td>Campus and Residential Services</td>
<td>Berg Hall</td>
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<td>Lee Ostapenko Hall</td>
<td>2648</td>
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<tr>
<td>Butler/Rowley/Graduate Area Coordinator</td>
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<td>Campus Ministry</td>
<td>Lodge</td>
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<tr>
<td>Campus Programs &amp; Leadership Development</td>
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<td>Campus Safety</td>
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<td>Center for Career Services</td>
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<tr>
<td>Center for Teaching and Learning</td>
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<td>Computer Labs, Ballston</td>
<td>Ballston Center</td>
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<td>Counseling Center</td>
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<td>Education/Human Services (School of)</td>
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<td>Emergencies</td>
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<td>Financial Aid Office</td>
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<tr>
<td>Health Professions (Malek School of)</td>
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<td>Honors Program</td>
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<td>Parking</td>
<td>Ireton Hall</td>
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<td>Payroll</td>
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<td>President's Office</td>
<td>Main House</td>
<td>1598</td>
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<td>Registrar</td>
<td>Rowley Hall</td>
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<td>Security–Main Campus</td>
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<td>Student Access Services</td>
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<td>5761</td>
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<td>Student Accounts</td>
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<td>Student Development</td>
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<td>Student Employment</td>
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<td>Student Government</td>
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<td>Transportation</td>
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<tr>
<td>Vice President for Academic Affairs</td>
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<tr>
<td>Vice President for Advancement</td>
<td>Main House</td>
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<tr>
<td>Vice President for Student Development</td>
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<tr>
<td>Vice President for Financial Affairs</td>
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