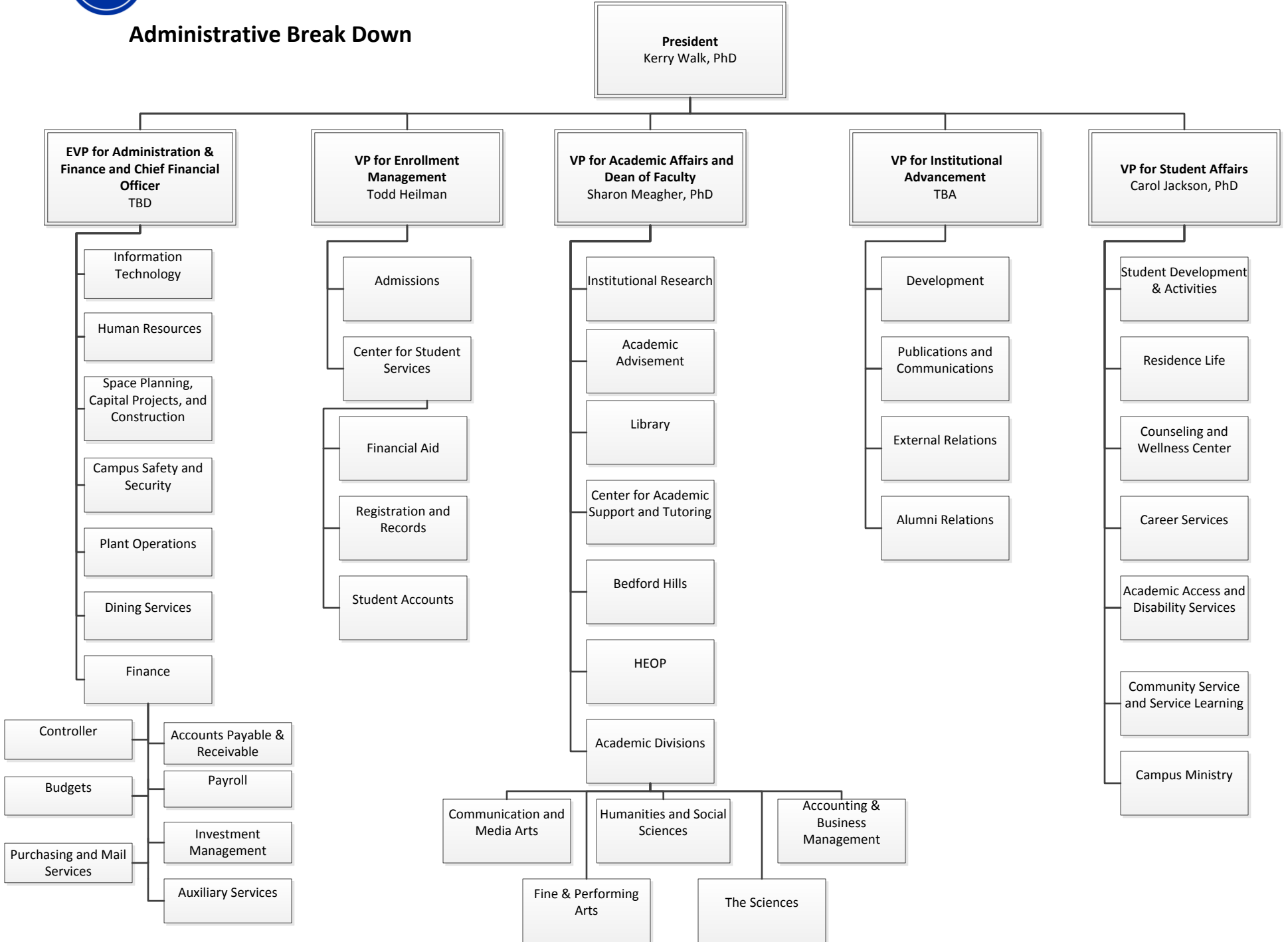


Appendix A

Location	Document Number	Document
APPENDIX A	1.00	MMC Organizational Chart
APPENDIX A	2.00	AA Organizational Chart
WEB LINK	3.00	Faculty Council Committee Memberships
WEB LINK	4.00	MMC Major/Minors

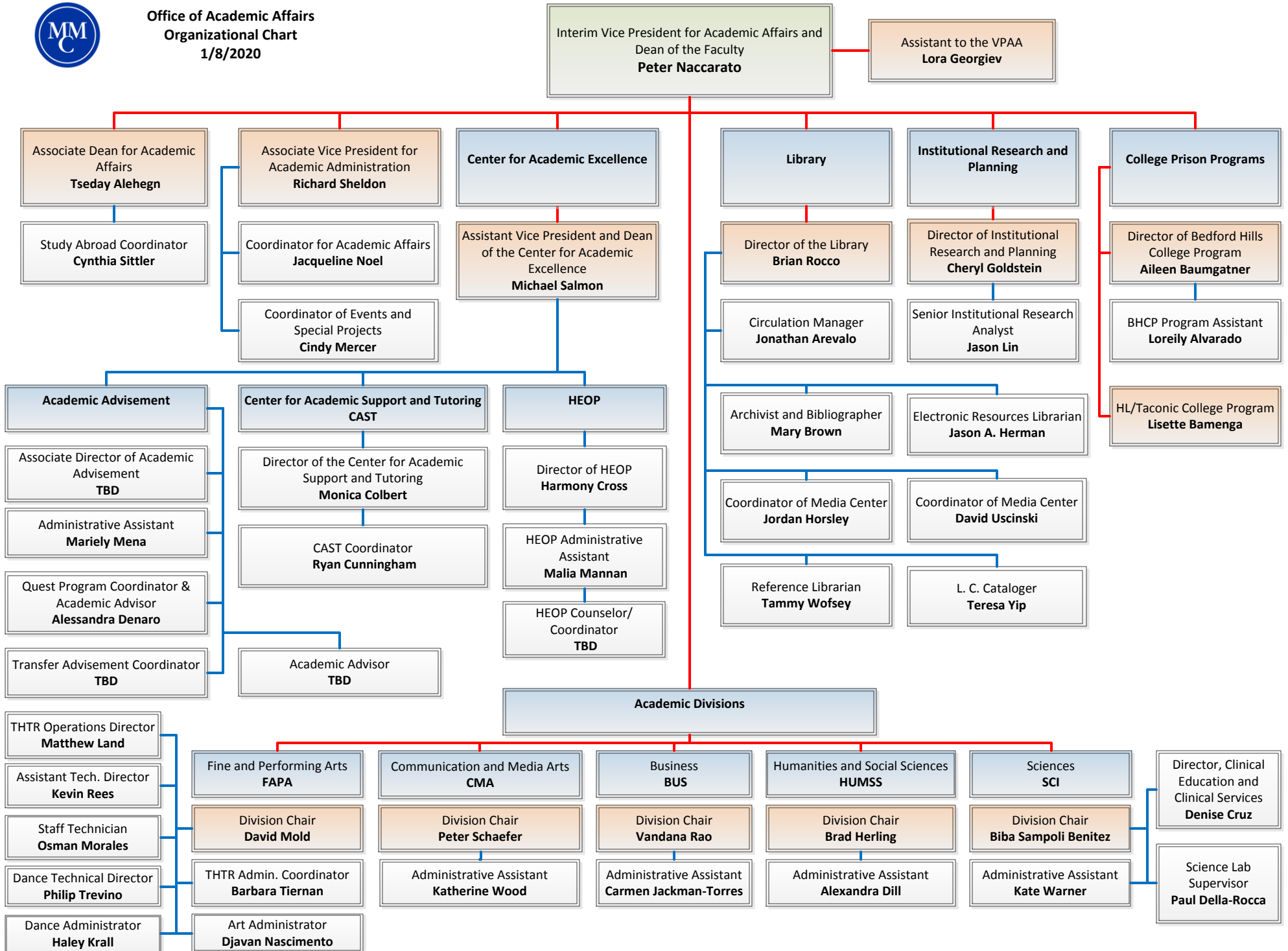


Administrative Break Down





**Office of Academic Affairs
Organizational Chart
1/8/2020**



Appendix B

Location	Document Number	Document
WEB LINK	1.00	MMC Academic Honesty Policy
APPENDIX B	2.00	MMC Grade Appeal Policy
WEB LINK	3.00	Guidelines for Appropriate Use of Technology
WEB LINK	5.00	MMC Campus Security Report
WEB LINK	6.00	MMC Emergency Response Procedures
WEB LINK	7.00	User Information for Student Syllabus
APPENDIX B	8.00	Domestic Waiver and Release Form
APPENDIX B	9.00	End of Term Course Evaluation Form
WEB LINK	10.00	Institutional Review Board FAQ
WEB LINK	11.00	Special Events Procedures



MarymountManhattan

a college of the liberal arts

November 7, 2011 Marymount Manhattan College Grade Appeals Policy

One of the most essential assets of our higher education system is the imaginative and resourceful atmosphere encouraged by the existence of academic freedom on campus. As part of such freedom, faculty members have accepted the responsibility, in concert with their colleagues, to design and approve the curriculum. They have selected instructional materials, elucidated course goals, and determined the method of evaluation of student performance in their classes. Therefore, faculty should be afforded the highest degree of autonomy possible in instruction, including grading.

As an institution, Marymount Manhattan College asserts that grades earned by a student reflect the quality of his/her academic performance, as judged by the instructor of the course; in the spirit of academic freedom, the course instructor should have sole responsibility for determining all academic grades.

The institution recognizes that, though rare, a student may feel that his/her work has been graded unfairly, or that his/her grade is based on some standard other than academic performance in the course in question. In such cases, the Grade Appeal Procedure offers the student a vehicle by which to seek clarification and/or resolution. Only instructors have the authority to change a grade unless a review and change of grade determination occurs through the Grade Appeal Committee.

Steps for the Grade Appeal Process

Step 1

Student meets with Course Instructor

A student who questions his/her final grade in a course (or the process by which it was determined) is responsible for seeking initial clarification and/or a resolution by communicating directly with the course instructor within 30 business days of final grade submission. Once such a request is made, it is the responsibility of the course instructor to make a good faith effort to meet with the student within 30 business days of the request at a mutually agreed upon time and place, or to arrange for a telephone or email correspondence in lieu of an in-person meeting.

In cases where:

- the student is unable to see her/his posted grades because of a hold on her/his records, the student will have the right to communicate with her/his instructor within 30 business days of the release of the hold.
- the student cannot reach the instructor, the student can speak directly with the Department or Division Chair, whom s/he must contact within 35 business days of final grade submission for the course in question.
- the course instructor and the Department Chair are the same person, the student may request a meeting with the Division Chair.
- the course instructor and the Division Chair are the same person, the student may proceed directly to Step 3, as described below.

Step 2

Student meets with Department or Division Chair

A student may request a formal meeting with the Department or Division Chair when, having met with his/her course instructor, the student still believes that the grade is unfair, and can provide evidence to support that claim. The student must request in writing to meet with the Department or Division Chair within seven business days of the formal meeting between the student and the course instructor. The request for an appointment must include a written statement asserting the basis for the appeal and a summary of efforts made thus far to seek to clarify or resolve the grade in question.

Step 3

Student meets with Associate Dean for Academic Affairs

A student may not move to Step 3 without having completed Steps 1 and 2 except in cases wherein the course instructor and the Division Chair are the same person. Upon having met with the course instructor and/or the Department or Division Chair without resolution, the student may request a meeting with the Associate Dean for Academic Affairs. To meet with the Associate Dean, the student must make a request in writing within seven business days of the formal meeting between the student and Department or Division Chair. The faculty member will receive a copy of this documentation. The request for an appointment must include a written statement asserting the basis for the appeal and a summary of efforts made thus far to seek to clarify or resolve the grade in question. The Associate Dean will gather all pertinent facts from all parties concerned, including the student, the course instructor and the Department or Division Chair with whom the student had previously met. The Associate Dean will attempt to resolve the dispute and will notify the student, the faculty member, and the Department or Division Chair of her/his decision within seven business days of meeting with the student.

Step 4

Student requests review by Academic Review Committee

If the student is still dissatisfied after all previous meetings and feels that his/her case has merit, s/he may request a hearing and review before the College's Academic Review Committee by submitting in writing such a request to the Associate Dean of Academic Affairs within seven business days of the Associate Dean's notification of her/his decision. To request an appeal of a grade, the student must demonstrate in a statement that accompanies the request, by clear and convincing evidence, that his/her final grade

was entirely or in part calculated in a manner inconsistent with the grading procedures as described in the syllabus for the course. It will be the responsibility of the Associate Dean to ask the Chair of the Academic Review Committee to hold a formal review of the case as soon as possible thereafter but no later than fifteen business days into the following semester (excluding January and Summer sessions.)

Step 5

Hearing and Review by the Academic Review Committee

The Academic Review Committee, consisting of five voting members of the faculty*, must review all facts gathered by the Associate Dean and may choose, if appropriate, to hear testimony from each party involved. The manner in which the formal grade dispute hearing is conducted remains at the discretion of the Committee. The Committee reserves the right to request documents from any parties involved or to request those involved in the case be interviewed by the Committee.

If the Academic Review Committee reaches the conclusion that a mistake or incorrect determination in the grade was made or that the student was graded improperly and all prior attempts at negotiation have been unsuccessful, the Committee may decide the case has merit and re-calculate the grade, if necessary.

All final decisions rendered by the Academic Review Committee will be made in writing within seven business days of the conclusion of the review to the Vice President for Academic Affairs (VPAA).

Step 6

Notification by the Vice President for Academic Affairs

Within thirty business days of receipt of the decision of the Academic Review Committee, the Vice President for Academic Affairs will communicate the decision in writing to the student, the faculty member involved in the case, the Department or Division Chair, and the Associate Dean for Academic Affairs. In the case of a recommendation of the grade change, the VPAA will issue a memorandum to the Registrar. The decision of the Committee is considered final and no further appeals will be considered. Neither the student nor the faculty member will receive information about vote deliberation.

***Academic Review Committee Membership**

The Academic Review Committee consists of five voting members of the faculty. An alternate member will be appointed by the Vice President for Academic Affairs if a committee member needs to recuse him/herself due to conflict of interest or is not available for a deliberation. In each case, all members participating in this process are expected to maintain the highest level of discretion and confidentiality regarding all proceedings and findings.

Faculty-Led Travel Course

Approval Procedures/Process/Timelines

Overview

Marymount Manhattan College encourages faculty to design and implement Faculty Led Travel Courses (FLTC), both domestic and abroad, across the breadth of the curriculum. Marymount recognizes that these courses provide opportunities for student to link course content with travel for an invaluable educational experience.

In designing and planning a FLTC, the faculty should try to ensure that:

1. the proposed structure of the program, as measured by timing, length and program cost, is in the best interests of the participants;
2. the program is academically sound and will provide each participant significant opportunities for learning.
3. all internal approvals, including the curriculum committee (if needed), the Divisional Chair and the Vice-President for Academic Affairs are obtained
4. the program will allow the participants opportunities to explore the cultural, intellectual and social features of the location(s) visited.
5. the location of the program will not pose unreasonable threat or jeopardize the safety and well-being of the participants.

Careful planning for these courses is important to not only provide a rewarding academic, cultural, and social experience for the participants but also to avoid the risk of liability to Marymount Manhattan College and its employees. The Office of the Vice-President of Academic Affairs works closely with the Division Chair and the Coordinating Professor(s) to plan these programs in order to provide students with the opportunity to participate and succeed in FLTC.

Faculty-Led Travel Courses can last anywhere from 2 days to up to 3 weeks. They are distinguished from field trips in that they typically involve planning for both transportation and lodging. The policies and procedures contained within this document have been designed to provide clear and consistent procedures for all MMC faculty planning a Faculty-Led Travel Course.

Proposal Review Process

The Coordinating Professor(s) are required to submit a Program Proposal prior to the course being placed in Colleague for student registration. The procedure for submitting the proposal is outlined below:

1. The program proposal should be prepared and submitted to the Division Chair where the course is housed at least 10 months prior to the start of the session/term when the course will run.
2. The proposal will include:
 - a. Name of the course
 - b. Course description

- c. Draft of course syllabus
 - d. Semester in which the course will be offered
 - e. Travel location(s)
 - f. Tentative travel dates
 - g. Names of coordinating professors
 - h. Credit-structure
 - i. Preliminary budget data
3. After reviewing the FLTC Proposal, the Division Chair may elect to meet with the faculty member to further refine the proposal or forward the proposal directly to the Director of Academic Administration (DAA) for review and approval
 4. The Assistant Dean for Academic Administration will review the proposal for logistical, legal, and budgetary issues. The Assistant Dean may consult with other College administrators where necessary when reviewing the proposal. If the trip will involve international travel, the DAA will ask the MMC Study Abroad Coordinator review the proposal. If additional clarifications are needed, the Assistant Dean will coordinate a meeting with the Coordinating Professor and the Divisional Chair.
 5. Upon review and approval by the Assistant Dean, the proposal will be forwarded to the VPAA for review and approval.
 - a. If approved, the VPAA (or designee) will inform the faculty member of such approval and copy the Divisional Chair.
 - b. If the proposal does not meet the established criteria, recommendations will be made for changes and the proposal will be sent back to the Coordinating Professor(s) and Divisional Chair for modification.

Faculty-Led Travel Course: Process Timeline

Step	Time Frame
Submission of Proposal Division Chair for approval	At least 10 months prior to start date of the session within which the travel will occur
Division review of the proposal	Up to 1 month
VPAA Office review of the proposal	Up to 2 weeks
Approval/Denial of the proposal the VPAA	Up to 6 weeks after receipt of proposal
Student Application for FLTC Available	Start of registration period for session within which the travel course will take place
Selection of travel agency and on-site coordinator vendors	6-8 months prior to start date of session within which the travel course will occur
Student Application deadline	End of formal registration period for that session
Faculty member advises student they are approved to register for the course	No later than two (2) weeks after the application deadline
Faculty member provides CSS with a list of students approved for the FLTC	No later than two (2) weeks after the application deadline
In-person Registration for FLTC, with 50% of course fee due at registration – paid at Center for Student Services (CSS),	Must be before any MMC payments due to vendors
Final payment (50% remaining balance) due – paid at CSS	Must be before any MMC payments due to vendors

Distribution of Final Itinerary and course syllabus to students	1 month prior to departure date
Conduct student orientation	1 month prior to departure
Finalize travel roster and distribute with contact information to key parties	1 month prior to departure date
Issuance of MMC credit card for faculty use	2 weeks prior to departure date

Policies

1. Each Faculty-Led Travel Course must be led by at least one Coordinating Professor who is a full-time member of the MMC faculty and who will remain with the program throughout its duration.
2. **Faculty-Led Travel Courses that will travel to international destinations must have two (2) Coordinating Professors who will remain with the program throughout its entire duration.**
3. Program participants must be at least 18 years of age and be full-time MMC students.
4. Spouses and children (who must be at least 18 years of age) of Coordinating Professors may travel with the program on a voluntary basis and will have no responsibility on behalf of MMC other than # 8 below. Marymount Manhattan College will not be responsible for any of the travel and/or other costs associated with these individuals.
5. Minor children of Coordinating Professors may not travel with the group.
6. All students who participate in international programs must have health, medical evacuation insurance and repatriation insurance that covers them while in a foreign country. All students who do not have adequate health coverage that covers them outside of the United States must purchase the study abroad group health insurance policy offered by MMC's student health insurance provider.
7. All students enrolled in a FLTC will pay the current MMC tuition rate and the specified course fee. Students may not register for the course for 0 credits.
8. Non Students who enroll in a FLTC are required to pay for at least 1 credit of tuition at the prevailing MMC per/credit tuition rate for the semester within which the course will be offered.
9. MMC Alumni who enroll in a FLTC are required to pay for at least 1 credit of tuition at the prevailing MMC per/credit tuition rate for alumni for the semester within which the course will be offered.
10. Fees for program expenses will be established when the proposal is submitted.
11. All payments to agency vendors will be collected by MMC. MMC will then pay these vendors.
12. Coordinating Professors are required to work with commercial travel agency or program providers in making travel and logistical arrangements for the duration of the course.
13. Advertising and marketing for all FLTC will emphasize the instructional nature of the program.
14. The Office of the Vice-President for Academic Affairs, in consultation with other key MMC offices and the Coordinating Professor(s) will decide if any FLTC shall be cancelled or terminated early because of a crisis or emergency.
15. All existing MMC student policies and procedures apply for the duration of the FLTC. The Office of the Vice-President for Academic Affairs, in consultation with the Divisional Chair, Department Chair, and Coordinating Professor(s) may require that a student return home before the scheduled end of the program for good cause such as illness, disruption of activities, alcohol or drug use, involvement in illegal activities or violation of other MMC student policies.

16. In the event of any emergency or crisis situation that arises during the trip, the Coordinating Professor(s) will first attempt to notify the Divisional Chair for the sponsoring department as soon as reasonably possible. In the event the Divisional Chair cannot be contacted, the Director of Academic Administration should be notified. The emergency notification chain for FLTC programs is as follows:
 - a. Division Chair
 - b. Assistant Dean for Academic Administration
 - c. Vice-President for Academic Affairs
 - d. College President (if warranted)

17. All contracts and agreements for services, equipment, lodging and other program-related expenses must be reviewed and approved by an MMC employee with appropriate contracting authority and must be processed based on current MMC policies and procedures.

Budget Planning

Note: To assist the Coordinating Professor(s) in developing the budget, the FLTC Template contains a budget worksheet template (See Tab-4).

The program budget is an indicator of the feasibility and affordability of the program. Coordinating Professors are responsible for identifying all obvious participant costs and for developing the highest quality program at the lowest possible cost to the students. In planning a FLTC, Coordinating Professors should take into consideration the costs that a student will incur in the course of the trip. They will include tuition, transportation and lodging, meals and in all likelihood spending money.

Budget planning is critical to the success of the program and requires sufficient lead time to obtain approval. Once a Course Fee has been established and associated to the course in Colleague, it cannot be increased to cover enrollment shortfalls or other unanticipated costs. MMC policy does not permit the use of College funds to meet any revenue shortfall. As such, budget planning must be completed at the time the FLTC Proposal is submitted for approval. The Director of Academic Administration (and the MMC Study Abroad Coordinator for international programs) will work with each Coordinating Professor to develop a budget viable for the program.

Developing the Course Fee

All funds relating to any aspect of the FLTC must be handled in a manner consistent with MMC policies and procedures. Using the worksheet provided, the program budget must include all obvious travel course expenses so that an accurate course fee can be established. Program budgeting will be completed for the following:

- **Tuition:** Monies collected from tuition (based on the number of credits each students registers for) will be collected as per existing MMC registration and student finance policies

- **Course Fee:** All non-tuition costs for each FLTC will be paid for using a course fee. Students registered for the FLTC will be assessed a course fee to cover all non-salary related MMC expenses. This can include transportation and lodging costs, site and event fees such as entrance to

museums and other cultural venues visited by the class. Course fees will also cover all Coordinating Professor(s) expenses for the duration of the trip. Course fees should also include a 10%-25% contingency fee, payable by all students that will assist MMC in addressing any unforeseen expenses.

- After the conclusion of the FLTC, and after a final accounting reviewing any unused course fees will be refunded to the participants based on existing MC policies for the semester within which the FLTC ran.

Determining Tuition Costs

The tuition cost for each student will be determined by multiplying the number of credits registered for by the student times the prevailing MMC per credit tuition charge

Determining the Course Fees

In determining Course fees, Coordinating Professors must set the fee with the understanding that **(a) once established it cannot be increase and (b) MMC cannot cover any expense-related shortfalls**. If after completion of the course, additional funds remain in the program account, MMC will recalculate the course fee and refund any surplus to the students.

In calculating the course fee, the Coordinating Professor(s) should include:

1. Student Costs:
 - a. All airfare and airport transfers to and from each destination location
 - b. All lodging costs at each point of stay for the duration of the trip
 - c. All cultural and other excursion admissions and ticket costs cost that the Coordinating Professor(s) will pay for as a group
 - d. All meal costs that the Coordinating Professor(s) plans to pay for as a group
 - e. All in-country transportation costs the Coordinating Professor(s) plans to pay for as a group
2. Coordinating Professor Costs (for each coordinator)
 - a. All airfare and airport transfers to and from each destination location
 - b. Local transportation/parking cost incurred for travel to/from the airport, including mileage, if personal automobile is used
 - c. All lodging costs at each point of stay for the duration of the trip
 - d. Cultural/excursion admissions and/or ticket costs for each Coordinating Professor
 - e. Meal costs for each Coordinating Professor

Financial Controls/Accounting Policies

Authority to Sign Contracts

Contractual agreements will be required for travel, lodging and tour guides. Some of these may be for large amounts of money. All contractual agreements and or other financial commitments must follow established MMC procedures. Additionally, contractual agreements will require review and approval by

the Director of Academic Administration, the VPAA and the Controller before they will be finalized. Coordinating Professors are not authorized to sign any contractual document.

Collection of Course fees

Coordinating Professors *are not permitted* to collect any course fees directly from students. Additionally, students may not pay any travel, lodging, or other expenses directly to 3rd-party vendors. All course fees must be collected by the Center for Student Services (CSS) based on the timeline established in the FLTC proposal submitted by the Coordinating Professor and approved by MMC.

Pre-Payment of Program Costs

In most instances, it will be the desired policy of MMC to pay all program-related costs in advance of the trip's departure date. All airfare and lodging costs must be contracted, approved and be fully paid prior to the trip's departure using both purchase orders and check requests and in accordance with MMC policies and procedures.

Cash Advances

Where budgeted program costs cannot be pre-paid prior to the trip's departure, the Coordinating Professor(s) may request a cash advance. The advance must be approved by the Divisional Chair, the DAA and the VPAA. Coordinating Professors will be responsible for collecting all receipts while traveling and for the reconciliation of all accounting related to any cash advance upon return. The cash advance must be fully accounted for within ten (10) business days after the course has concluded following existing MMC procedures.

MMC-Issued Credit Card

For international trips, MMC will issue a time-limited credit card for use by Coordinating Professors in the event an emergency situation arises. Coordinating Professors will be responsible for accounting for all expenses charged to this card within ten (10) business days after the date of return. Coordinating Professors are responsible for collecting all receipts and invoices for charges made to this card during the trip.

**Marymount Manhattan College
Acknowledgement, Waiver and Release Policy**

College Policy: MMC requires a student to sign a liability waiver when attending college sponsored activities where transportation is provided or other activities deemed appropriate by the College. Such activities might include, but are not limited to, off-campus trips, sporting events and overnight activities.

Student Name: _____

Date of Event: _____

Event: _____

The undersigned, a student at Marymount Manhattan College (the "College") in consideration of the opportunity to participate in the above-captioned Event for which the College has arranged, hereby acknowledged, certify and agree:

1. I am over eighteen (18) years of age.
2. I am attending the Event voluntarily.
3. I understand and agree that although faculty and staff of the College may be attending the Event, they have no obligation to supervise my activities and have no responsibility for the same.
4. Students are expected to adhere to all College policies and procedures as set forth in the College Catalogue and the Student Handbook.
5. TO THE FULLEST EXTENT PERMITTED BY LAW, I HEREBY RELEASE THE COLLEGE, ITS FACULTY, STAFF AND EMPLOYEES, FROM ANY AND ALL LIABILITY, LOSSES, COSTS AND EXPENSES FOR INJURY OR DAMAGE TO PERSONS OR PROPERTY THAT I MAY SUFFER OR INCUR AS A RESULT OF MY PARTICIPATION IN THE EVENT AND WAIVE ANY RIGHT TO MAKE ANY CLAIM AGAINST THE COLLEGE FOR DAMAGES OR OTHERWISE BASED ON, ARISING OUT OF OR RELATED TO THE EVENT OR MY PARTICIPATION THEREIN, EXCEPT FOR ACTS ARISING OUT OF THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE COLLEGE.
6. I understand that my signing this Release is a material inducement to the College to permit me to attend the Event.

Signature: _____

Print Name: _____

Date: New York, New York, as of _____

17/FA
 Business Management
 Number of students: 16

Instructor: Professor Richard Sheldon
 IT*330*BL01 BUS MGMT AND INFORMATION TEC



Mark as shown: Correct Way - Mark A Single Box with X

Correction: To change your answer: Completely fill in the incorrect box, and then mark the correct box with X

1. Course Evaluation Questions

A = Completely, Very Satisfying, Just right | B = Largely, Quite Satisfactory, About right
 C = Average, At a Satisfactory level | D = Somewhat, Partially Unsatisfactory | E = Not at all, Unsatisfactory, Poor

		A	B	C	D	E
1.1	Have you been intellectually and/or creatively challenged by this course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Were the learning goals of the course clearly stated on the syllabus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Were course requirements and grading procedures clearly defined on the syllabus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Were the learning goals reflected in class work and assignments throughout the semester?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Did in-class learning activities provide useful preparation for papers, exams, projects or performances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Were your expectations for this course fulfilled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Did the instructor communicate concepts effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Does this instructor respond well to student questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Was the instructor open to student viewpoints and ideas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Did the instructor provide timely feedback about your work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Did the instructor provide useful feedback about your work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Did the instructor provide individual attention when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Did the instructor make effective use of class time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Did you find the level of difficulty in the course appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.15	Did you find the workload of the course appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.16	Did you make serious efforts to meet the demands of this course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.17	What grade do you expect to receive (Use Letters to right; E equals F)	<input type="checkbox"/> A <input type="checkbox"/> D	<input type="checkbox"/> B <input type="checkbox"/> E			<input type="checkbox"/> C
1.18	Answer A if the course is a Major Requirement; B if Other Requirement; C if Elective	<input type="checkbox"/> A	<input type="checkbox"/> B			<input type="checkbox"/> C
1.19	Answer A if you have earned 0-30 credits; B if 31-60 credits; C if 61-90 credits; D if over 90 credits to date	<input type="checkbox"/> A <input type="checkbox"/> D	<input type="checkbox"/> B			<input type="checkbox"/> C

Please go to back Page for course comments



1. Course Evaluation Questions [Continue]**1.20 What aspects of the course were of particular benefit to you? Which aspects would you change?****1.21 Please comment on course materials, for example, textbooks, primary sources, case studies, videos, software.****1.22 Comment on the instructor's overall level of effectiveness. Were you inspired to learn? Was the instructor's responsive to your needs and abilities?**

Thank you for completing this survey!



Appendix C

Location	Document Number	Document
WEB LINK	1.00	Permission Form for Foreign Language Exams
WEB LINK	2.00	Permission to Take Course at Another Institution
APPENDIX C	3.00	PLA Application Form
APPENDIX C	4.00	PLA Credit Submission Form
WEB LINK	5.00	Grade Waiver Petition Form
APPENDIX C	6.00	Grade Change Form
WEB LINK	7.00	Hunter Consortium Agreement
APPENDIX C	8.00	Pace Consortium
WEB LINK	9.00	Independent Study Certification and Contract
APPENDIX C	10.00	Maintenance of Matriculation Form
APPENDIX C	11.00	Pass-Fail Request
WEB LINK	12.00	Pre-Requisite Waiver Form
WEB LINK	13.00	Course Overload Request Form
WEB LINK	14.00	Faculty Advisor Change Request Form



Marymount Manhattan

a college of the liberal arts

PRIOR LEARNING ASSESSMENT (PLA) APPLICATION FORM

STUDENT: _____ MMC ID _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

ENROLLMENT STATUS: FT PT MM

SEMESTER/SESSION: Fall Spring Summer I Summer II January YEAR _____

I hereby submit this application for the consideration of Prior Learning Assessment (PLA) equivalent credits to be granted for the following MMC course (s):

DEPT	COURSE	TITLE	CREDITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student Signature _____ Date _____

The above application has been approved for consideration. This form will be used to register the above student in to PLA 001.01 for _____ Semester _____ Year.

Sponsoring Faculty Member Date

Division Chair Date

Dean of Academic Advisement and Student Retention Date

Registrar Date



MarymountManhattan

a college of the liberal arts

PLA CREDIT SUBMISSION FORM

STUDENT: _____ **MMC ID** _____

ENROLLMENT STATUS: FT PT MM

SEMESTER/SESSION: Fall Spring Summer I Summer II January **YEAR** _____

Based upon the successful completion of the requirements for Prior Learning Assessment (PLA), the above student is hereby awarded equivalent MMC credits for the following course (s):

DEPT	COURSE	TITLE	CREDITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Sponsoring Faculty Member

Date

Division Chair

Date

Dean of Academic Advisement and Student Retention

Date

Registrar

Date



OFFICIAL CHANGE OF GRADE

Academic Year _____ Semester (circle one): Fall January Spring SumI SumII

Student's Name _____ ID# _____

Instructor's Name _____

Course Number _____ Credits ____ Course Title _____

Please complete A or B

A To resolve an INC grade

Deadline information:

Must be submitted by October 1 of the subsequent semester for Spring and Summer INC grades

Must be submitted by March 1 of the subsequent semester for Fall and January INC grades

INC grade to be changed to _____

Instructor's Signature _____ Date _____

Division Chair's Signature _____ Date _____

Associate Dean's Signature _____ Date _____

B To alter a final letter grade

Please be advised: All final grades are considered permanent and may not be changed unless serious extenuating circumstances apply. Administrative grades of W, WF, UW may never be changed.

Deadline information:

May not be submitted beyond the end of the semester following that in which the original letter grade was given.

Grade to be changed from _____ to _____

Reason: (Be specific.)

Instructor's Signature _____ Date _____

Division Chair's Signature _____ Date _____

Associate Dean's Signature _____ Date _____

Submitted to Registrar on _____ Received by _____



MarymountManhattan

Pace University Cooperative Program/Consortium

--	--	--	--	--	--	--	--	--	--	--	--

Student ID No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

--

MI

TERM/YEAR: Fall _____ Spring _____

Current Major: Business Management Communications Arts English & World Lit
(Please check one box)

The above named student has permission to attend Pace University for the indicated term. The student must be registered for a total of 12 to 15 credits with a maximum of 6 credits at Pace University and a minimum of 6 credits at Marymount Manhattan College

PACE UNIVERSITY

MARYMOUNT MANHATTAN COLLEGE

A. To Be Completed by Student –Enter Pace University Course Information below				B. To Be Completed by Department and/or Division Chair			
Dept	Course #	Course Title	Credits	MMC Course Number*	Department Chair Approval	AIP Designation (CP, EP, IP, NP, REP, UP)	If AIP Substitution, Division Chair Approval

PERMISSION TO TAKE THE ABOVE-LISTED COURSES

CHECK

- | | |
|--|--|
| 1. Is currently enrolled as a junior or senior at Marymount Manhattan College | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Has achieved a cumulative GPA of 3.0 or better | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Is a Business Management, Communications Arts, or English Major | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Expresses desire to continue studies at Pace University in the Master of Science in Publishing degree program | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Signature:

Jennifer Brown, Coordinator of the MMC-Pace Joint Program in Publishing

Date of Approval : _____

Instructions to the Student:

1. Bring the course description to Prof. Jennifer Brown whose signature is required. (255 E. 71st., Room 300).
2. Obtain validation from the Center for Student Services.
3. Leave one form with the Center for Student Services and bring one form to Pace University.
4. It is your responsibility to have your transcript from Pace University sent to the Center for Student Services at Marymount Manhattan College when you have completed your course(s).

STUDENT RELEASE STATEMENT

By taking part in the cooperative program with Pace University, I understand that I must maintain full-time status at Marymount Manhattan College and any adjustment to my schedule from the approved courses may result in the loss of institutional and Federal financial aid.

I hereby grant permission to Pace University to release any information regarding my account, including registration status, academic progress, and a copy of my official transcript of coursework, to an authorized representative from the Registrar’s Office at Marymount Manhattan College.

I understand that it is my responsibility to request an official transcript of my coursework to be sent to the Center for Student Services at Marymount Manhattan College immediately following the completion of my studies at Pace University. If I fail to provide an official transcript to Marymount Manhattan, I understand that my registration for future terms will be impeded.

Student Signature

Date

PACE UNIVERSITY

This is to certify that this student will be enrolled full-time at Marymount Manhattan College with the additional course(s) listed on the reverse side of this form (limit 6 credits). This student may register for the approved course(s) at Pace University. Pace will send a tuition invoice to MMC with the discounted tuition rate for the above student. Marymount Manhattan College will reimburse Pace University.

STUDENT SERVICES VALIDATION

Registration in CONS 990-01

Date

Initial

Tuition Paid in Full/Financial Aid Certified

Date

Initial

Center for Student Services Stamp:

CENTER FOR STUDENT SERVICES
221 East 71st Street ~ New York, NY 10021 ~ (212) 517-0500 ~ www.mmm.edu



Maintenance of Matriculation Application
SUBMISSION DEADLINE DATE FOR FALL: October 15, 2018

Student Information

Form with input fields for First Name, MI, Last Name, Student ID, Student Contact Info: Phone, and Email address.

Special Note: If you are pre-registered for the subsequent term or currently registered for the term you wish to maintain matriculation, you are required to contact the Office of Academic Advisement to officially withdraw from MMC. Filing for maintenance of matriculation is not an official withdrawal for the term.

Education Information

Form with input fields for Degree/Major, Concentration or Minor, Catalog Year, and Cumulative GPA.

I request registration for Maintenance of Matriculation for the [] Fall [] Spring term(s).

Table with 4 rows of questions and Yes/No columns for matriculation conditions.

Student Signature _____ Date _____

Dean's Signature _____ Date _____

NOTE: IF YOU CHECKED "NO" IN ANY BOXES ABOVE, YOU CAN NOT MAINTAIN MATRICULATION

Office Use Only

- Checkboxes for approval status and reasons for non-approval: cumulative gpa < 2.00, disciplinary action, F-1 Visa, deadline, other institution, consecutive terms limit.

Processed By: _____ Date: _____



Pass/Fail Option Request

Grid for MMC ID Number

MMC ID Number

Grid for Last Name

Last Name

Grid for First Name and MI

First Name

MI

TERM/YEAR:

Form for selecting term/year: Fall, January, Spring, Summer I/II

I request permission to take the following course(s) on a Pass/Fail basis. I understand that in order to receive the grade of P (Pass), I must satisfactorily complete all course requirements.

Grids for Department, Number, Section and Title

Department Number Section Title

Grids for Department, Number, Section and Title

Department Number Section Title

Note:

- 1. Only students who have completed 60 credits...
2. Pass/Fail Option is applied to only courses taken as electives...
3. Students on probation may not apply for this option.
4. No more than one course in a term and no more than 4 courses or 12 credits...
5. The Registrar has final approval as to whether or not a course can be taken as Pass/Fail.

Student Signature

Date

Office Use Only:

Student has at least 60 cumulative credits
Student is not on probation

Form for Office Use Only checkboxes

REGISTRAR APPROVAL box

Appendix D

Location	Document Number	Document
WEB LINK	D 1.00	Curriculum Forms

Appendix E

Location	Document Number	Document
APPENDIX E	E 1.00	Donaldson Award Guidelines Faculty
APPENDIX E	E 2.00	Donaldson Award Guidelines Students
APPENDIX E	E 3.00	Donaldson Award Application
WEB LINK	E 4.00	Petty Cash Voucher Form
WEB LINK	E 5.00	Expense Report Form
WEB LINK	E 6.00	Employee Cash Advance Request Form
WEB LINK	E 7.00	MMC Requisition Form
WEB LINK	E 8.00	FT Faculty Development Fund Request Guidelines
WEB LINK	E 9.00	FT Faculty Development Fund Request Form
APPENDIX E	E 10.00	Adjunct Faculty Development Request Form
WEB LINK	E 11.00	MMC Request for Approval of Grant Applications



Donaldson Award: Faculty Guidelines

Overview

In October 2004, the Oliver and Jennie R. Donaldson Charitable Trust provided Marymount Manhattan College with a generous gift to help student's present scholarly research at conferences around the country and the world. From this gift Marymount Manhattan established the Donaldson Awards.

The general guidelines for application require current students to have been at Marymount for at least two semesters and have a cumulative GPA of 3.0 or higher. Faculty sponsorship is required. Also, as the Donaldson is a restricted fund, there are limitations on what the award can be used for. Students may apply the award to conference registration fees, transportation/travel and hotel related expenses only.

Faculty Information

When a faculty member meets with a student to discuss a potential application they should make sure the student is aware of the following:

- That they must apply in advance for funding from this program.
- Applications submitted for funding, after the participants have attended the event, will not be processed.
- The faculty sponsor must sign off on the completed application packet prior to the student submitting it to Academic Affairs.
- ***The Donaldson Award is a restricted fund which means that only conference registration fees, transportation/travel and hotel related expenses are covered. Expenses for other items cannot be reimbursed.***

Student Application Procedures

1. Applications for Donaldson Awards must be submitted to Academic Affairs at least 2 weeks prior to the scheduled conference.
2. Applications must include a copy of the abstract that will be submitted to the conference organizers.
3. Applications for Donaldson Awards require a review by the Director of Academic Administration and the approval of the award by the Vice-President for Academic Affairs.
4. The following must be submitted with the application form for the review to be completed:
 - A copy of the Flyer/Brochure from conference showing date of conference and registration fee.
 - A Copy of email or letter to you or your faculty sponsor informing you of your acceptance to attend and present at the conference.
 - Approval by your faculty sponsor as evidenced by their signature on the Application Form.
 - A copy of estimated or actual round trip airfare/train or if driving mileage from travel website
 - A copy of estimated or actual hotel rate from travel website
 - A copy of estimated inner city transportation, if necessary (cabs to/from airport, etc.)
5. **Application Forms submitted without the above documentation will not be reviewed.**

6. The applicant and the faculty sponsor will be notified of the approval or denial of the application via letter. The approval letter will specify the amount awarded, and any restrictions (other than those specified above) on the use of the approved funding.

Reimbursement Procedures for Donaldson Award Expenses

In order to receive reimbursement for an approved Donaldson Award the student must:

1. Submit all **original** receipts (airline tickets, train tickets, cab receipts etc...) using the Marymount Manhattan approved Expense Report Form.
2. The Expense Report Form should be submitted to Academic Affairs within 5 business days after your return from the conference.
3. You can only be reimbursed for the actual receipts submitted to us as follows:
 - If your receipts are under the amount awarded you will only be reimbursed for actual total of the receipts.
 - If your expenses exceed the amount you have been awarded, you will only be reimbursed for the amount of the award.
4. Attach a copy of your award letter to the Expense Report Form.



Student Guidelines: Donaldson Award Application and Reimbursement Procedures

In October 2004, the Oliver and Jennie R. Donaldson Charitable Trust provided Marymount Manhattan College with a generous gift to help student's present scholarly research at conferences around the country and the world. From this gift Marymount Manhattan established the Donaldson Awards.

The general guidelines for application require current students to have been at Marymount for at least two semesters and have a cumulative GPA of 3.0 or higher. Faculty sponsorship is required. Also, as the Donaldson is a restricted fund, there are limitations on what the award can be used for. Students may apply the award to conference registration fees, transportation/travel and hotel related expenses only.

If you are interested in applying for a Donaldson Award, please follow the steps outlined below. Application must be submitted at least two weeks prior to the date you intend to travel to your conference.

Indicated below are the procedures that are to be followed when applying for a Donaldson Award, and when requesting reimbursement. Please note that you must apply **in advance** for funding from this program. Applications submitted for funding after the participants have attended the event will not be processed. *Please note that the Donaldson Award covers only conference registration fees, transportation/travel and hotel expenses. The maximum amount that can be awarded is \$500*

Applying for a Donaldson Award

1. Applications for Donaldson Awards must be submitted to Academic Affairs at least 2 weeks prior to the scheduled conference.
2. Applications must include a copy of the abstract that will be submitted to the conference organizers.
3. Applications for Donaldson Awards require a review by the Director of Academic Administration and the approval of the award by the Vice-President of Academic Affairs.
4. The following must be submitted along with the Application Form for the review to be completed:
 - A copy of the Flyer/Brochure from conference showing date of conference and registration fee.
 - A Copy of email or letter to you or your faculty sponsor informing you of your acceptance to attend and present at the conference.
 - Approval by your faculty sponsor as evidenced by their signature on the Application Form.
 - A copy of estimated or actual round trip airfare/train or if driving mileage from travel website
 - A copy of estimated or actual hotel rate from travel website
 - A copy of estimated inner city transportation, if necessary (cabs to/from airport, etc.)
5. **Application Forms submitted without the above documentation will not be reviewed.**

6. The applicant and the faculty sponsor will be notified of the approval or denial of the application via letter. An approval will specify the amount awarded, and any restrictions (other than those specified above) on the use of the approved funding.

Requesting Reimbursement for Donaldson Award Expenses

In order to receive reimbursement for your approved Donaldson Award expenses you must:

1. Submit all **original** receipts (airline tickets, train tickets, cab receipts etc) using the Marymount Manhattan approved Expense Report Form.
2. The Expense Report Form should be submitted to Academic Affairs within 5 business days after your return from the conference.
3. You can only be reimbursed for the actual receipts submitted to us as follows:
 - If your receipts are under the amount awarded, you will only be reimbursed for actual total of the receipts only.
 - If your expenses exceed the amount you have been awarded, you will only be reimbursed for the amount of the award.
4. Attach a copy of your award letter to the Expense Report Form.



Donaldson Award Application Form

Applicant Information:			
Name:			
Address:			
Phone-Home:	(____) _____ - _____		
Phone-Cell:	(____) _____ - _____		
Email:			
Major:			
Grade Point Average:			
# of Completed Semesters at Marymount:			
Faculty Sponsor Information:			
Name/Department:			
Narrative Description of Project:			
Dates Attending:	Conference Name:	Conference Location:	
Please provide a detailed narrative description of the project, its goals and your timeline. Please attach this narrative as a separate page to this application form. (not to exceed 1 page)			
Budget:			
	Item	Description	Cost
	Travel: (Detail each anticipated travel expense)		\$ _____ \$ _____ \$ _____
	Hotel:		\$ _____
	Registration:		\$ _____
		Total:	\$ _____
Applicant Signature:	_____		Date: ____/____/____
Faculty Sponsor's Signature:	_____		Date: ____/____/____

Reviews/Approvals

Date Received:	____/____/____
Director Academic Administration:	_____ Date: ____/____/____
Vice-President Academic Affairs:	_____ Date: ____/____/____
Amount Awarded:	\$ _____



Adjunct Professional Support and Development Request Form

Eligibility Guidelines

- An adjunct faculty member may apply for one (1) or a combination of three (3) grants per year from the fund, but not to exceed on an individual or cumulative basis \$750.
- To be eligible, the adjunct faculty member must have taught at least one (1) Fall or Spring semester at the College in each of the five (5) years immediately prior to a given semester.
- The funds may be used for research in his/her field, travel, room, board or other expenses incurred for verifiable active participation at an academic or professional conference or meeting.

Application Process

- Applications are reviewed and approved at the start of the Fall and Spring semesters. The Adjunct Faculty member must submit this application and supporting documentation to the Office of the Vice-President of Academic Affairs by no later than September 15th for the Fall Semester and February 15th for the Spring Semester.
- The Adjunct Faculty member may apply for funding for a conference they previously attended up to 3 months prior to the semester due date, but they should be aware that the availability of funds are limited.
- The Vice President for Academic Affairs (or designee) will review each application.
- Applicants will be notified of the decision to approve or deny in writing.

Name:		
Conference:		
Dates Attending:	From:	To:
Conference Location:		

Budget:	Item	Description/Detail	Cost
Please provide a proposed Budget (in detail)	Travel:		
	Hotel:		
	Meals:		
	Conference Registration:		
	Other:		
			Total Funding Requested:

Narrative Description of Project: Please attach supporting documentation describing the conference and the scope of your participation and how it will enhance your professional development and scholarly research. Appropriate documentation should include conference flyer, web page, etc.

Reviews/Approvals

Division Chair:	_____ Date: ____/____/____
Director Academic Administration:	_____ Date: ____/____/____
Vice-President Academic Affairs:	_____ Date: ____/____/____
Amount Awarded:	\$ _____

Appendix F

Location	Document Number	Document
WEB LINK	F 1.00	Article II of the College Bylaws Faculty Governance
WEB LINK	F 2.00	Self-Assessment for Tenure-Track Faculty
WEB LINK	F 3.00	Application for Tenure and Promotion
WEB LINK	F 4.00	Application for Promotion (Without Applying for Tenure)
WEB LINK	F 5.00	Official Record Certification Form
WEB LINK	F 6.00	Departmental Chairperson's Assessment of Candidate for Tenure and/or Promotion
WEB LINK	F 7.00	Divisional Chairperson's Assessment of Teaching of Candidates for Tenure and/or Promotion
WEB LINK	F 8.00	CoPT Recommendation Form for Tenure and/or Promotion
WEB LINK	F 9.00	VPAA/Dean's Recommendation Form for Tenure and/or Promotion
WEB LINK	F 10.00	Candidate's Optional Response to CoPT or VPAA/Dean Recommendation
WEB LINK	F 11.00	Letter of Recommendation/ External Evaluator
APPENDIX F	F 12.00	Tenure and Promotion Criteria
WEB LINK	F 13.00	First-Year Goals for Tenure-Track Faculty
WEB LINK	F 14.00	Divisional Chairperson's Year-End Assessment of Tenure-Track Faculty
WEB LINK	F 15.00	VPAA/Dean's Year-End Assessment of Tenure-Track Faculty
WEB LINK	F 16.00	Faculty Teaching Observation Form
WEB LINK	F 17.00	Third-Year Review for Tenure-Track Faculty
WEB LINK	F 18.00	Third-Year Review Copt Response
WEB LINK	F 19.00	Post Third-Year Review Development Plan
WEB LINK	F 20.00	Divisional Chairperson's Certification of Need of Tenure-Track Line
WEB LINK	F 21.00	VPAA/Dean's Certification of Need of Tenure-Track Line

Tenure and Promotion Criteria

(from *Faculty Governance*, approved by MMC Faculty Council 4/21/2014, approved by MMC Board of Trustees 5/6/2014)

General:

“Length of service and adequate performance of regular duties do not, of themselves, constitute a sufficient basis for the granting of tenure.”

“A Candidate for tenure is assessed in the areas of teaching, scholarly/artistic/professional achievement, and service. Of these three areas, teaching is primary and therefore receives highest priority. While teaching is prioritized, faculty members must also meet the criteria for scholarly/artistic/professional achievement and service as defined in this document.”

“All Candidates for tenure must demonstrate excellence in teaching, scholarly/artistic/professional achievement, and service. While the term “excellence” applies in specific ways to each of the areas of evaluation, it is taken first and foremost to reflect work that is “pre-eminent; extremely good” (*Oxford Modern English Dictionary*, 1996). One’s work in each of the areas of evaluation is deemed excellent insofar as it is of distinguished quality.”

“It is recognized that the degree of intersection among faculty members’ teaching, scholarly/artistic/professional achievement, and service varies. While faculty members may choose to highlight such connections in applying for tenure, they are not required criteria for granting tenure.”

“Assistant Professors may not apply for tenure without simultaneously applying for promotion to the rank of Associate Professor.”

Scholarly and/or Creative Achievement:

“During the years prior to tenure, the Candidate must demonstrate sustained scholarly/creative/professional activity as well as promise of future accomplishment. There is no quantity of scholarly publication, artistic production, or professional achievement that defines “excellence.” Candidates for tenure are required to have produced a quantity of scholarly/artistic/professional product that is in line with the mutually agreed upon goals articulated during annual reviews and the third-year review. Emphasis is placed on scholarly/creative/professional products that have been disseminated outside of the College and are deemed to be of high quality. It is understood that criteria for judging productivity and accomplishment may vary from discipline to discipline.”