



MarymountManhattan

## 2022-2023 Full-Time Faculty Handbook



**Academic  
Divisions**



**Humanities and  
Social Science**



**Fine and  
Performing  
Arts**



**Sciences**



**Communication  
and Media Arts**

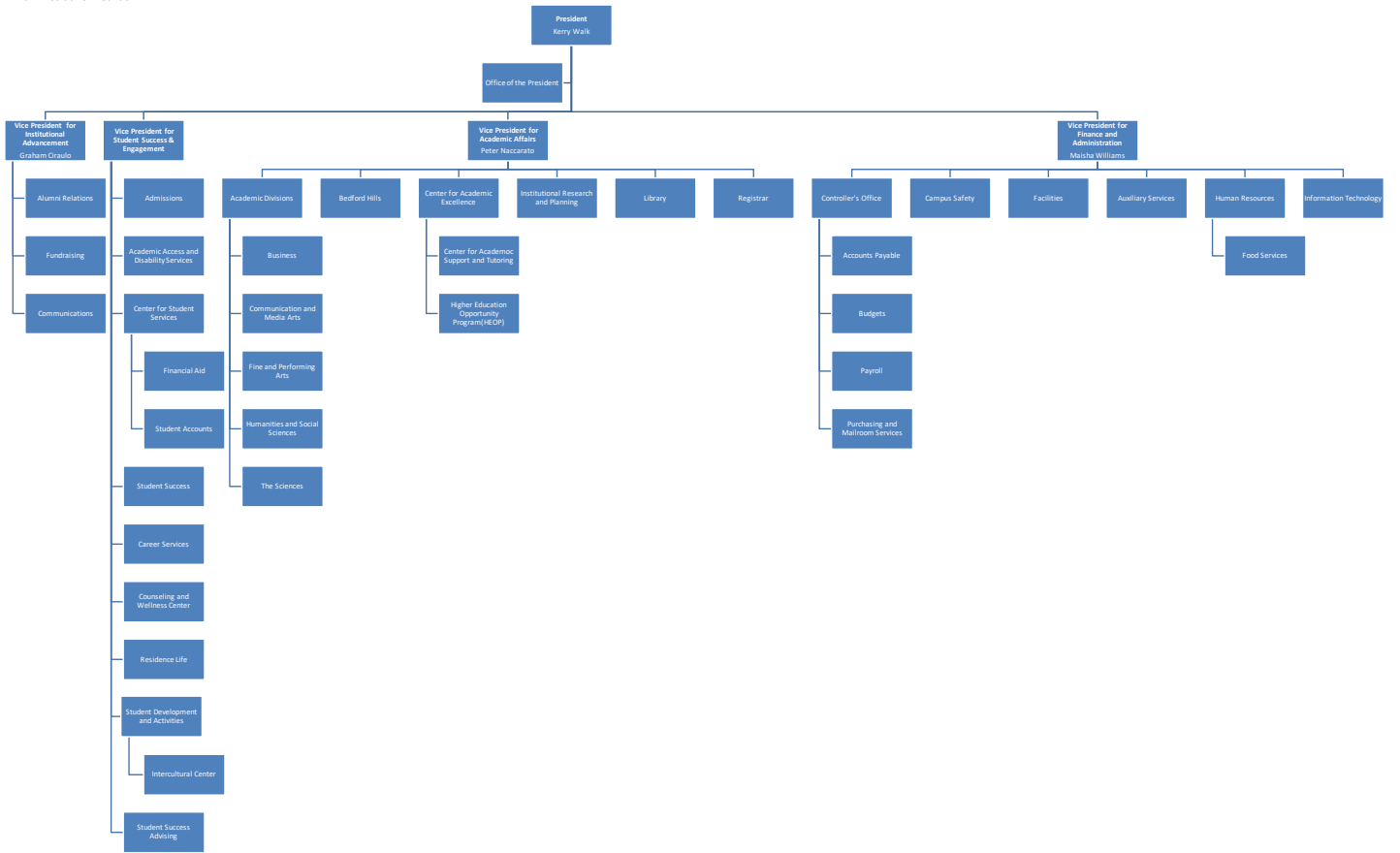


**Business**

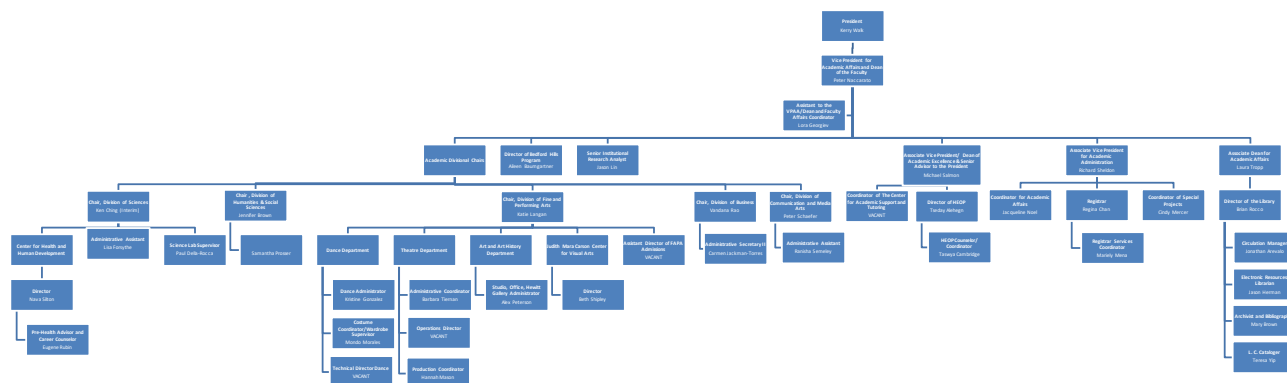
# Appendix A

Document Number	Document	Location
1.00	MMC Organizational Chart	See Below
2.00	AA Organizational Chart	See Below
3.00	Faculty Council Committee Memberships	<a href="https://mmm.app.box.com/file/978306749315">https://mmm.app.box.com/file/978306749315</a>
4.00	MMC Major/Minors	<a href="http://mmm.smartcatalogiq.com/en/2021-2022/Catalog/Academic-Offerings">http://mmm.smartcatalogiq.com/en/2021-2022/Catalog/Academic-Offerings</a>

Administrative Breakdown



## Academic Affairs



# Appendix B

Document Number	Document	Location
1.00	MMC Academic Honesty Policy	<a href="https://www.mmm.edu/offices/academic-advisement/academic-standing-policies.php">https://www.mmm.edu/offices/academic-advisement/academic-standing-policies.php</a>
2.00	MMC Grade Appeal Policy	See Below
3.00	Guidelines for Appropriate Use of Technology	<a href="https://www.mmm.edu/offices/information-technology/technology-use-policy.php">https://www.mmm.edu/offices/information-technology/technology-use-policy.php</a>
5.00	MMC Campus Security Report	<a href="https://www.mmm.edu/live/files/3210-mmc-crime-statistics-2021">https://www.mmm.edu/live/files/3210-mmc-crime-statistics-2021</a>
6.00	MMC Emergency Response Procedures	<a href="https://www.mmm.edu/live/files/2111-mmc-erg-2018-revision-22318">https://www.mmm.edu/live/files/2111-mmc-erg-2018-revision-22318</a>
7.00	User Information for Student Syllabus	<a href="https://www.mmm.edu/live/files/3261-course-syllabus-template">https://www.mmm.edu/live/files/3261-course-syllabus-template</a>
8.00	Faculty-Led Travel Course Waiver	See Below
9.00	End of Term Course Evaluation Form	See Below
10.00	Institutional Review Board FAQ	<a href="https://www.mmm.edu/offices/academic-affairs/institutional-review-board.php">https://www.mmm.edu/offices/academic-affairs/institutional-review-board.php</a>



# MarymountManhattan

**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 VPAA/Dean.

## **Step 6**

### **Notification by the VPAA/Dean**

Within thirty business days of receipt of the decision of the Academic Review Committee, the VPAA/Dean 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 VPAA/Dean 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.



**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

Instructor: Professor Richard Sheldon

Business Management

IT\*330\*BL01 BUS MGMT AND INFORMATION TEC

Number of students: 16


 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

Document Number	Document	Location
B 1.00	Permission Form for Foreign Language Exams	<a href="https://www.mmm.edu/offices/academic-advisement/resourcesforms.php">https://www.mmm.edu/offices/academic-advisement/resourcesforms.php</a>
B 2.00	Permission to Take Course at Another Institution	<a href="https://www.mmm.edu/live/files/1903-permission-to-take-courses-at-another-institutionp">https://www.mmm.edu/live/files/1903-permission-to-take-courses-at-another-institutionp</a>
B 3.00	PLA Application Form	See Below
B 4.00	PLA Credit Submission Form	See Below
B 5.00	Grade Waiver Petition Form	<a href="https://www.mmm.edu/live/files/1121-grade-waiver-petition-form-2015pdf">https://www.mmm.edu/live/files/1121-grade-waiver-petition-form-2015pdf</a>
B 6.00	Grade Change Form	See Below
B 7.00	Hunter Consortium Agreement	<a href="https://www.mmm.edu/live/files/24-hunter-college-consortium-form">https://www.mmm.edu/live/files/24-hunter-college-consortium-form</a>
B 8.00	Pace Consortium	See Below
B 9.00	Independent Study Certification and Contract	<a href="https://www.mmm.edu/live/files/1586-independent-study-certification-and-contractpdf">https://www.mmm.edu/live/files/1586-independent-study-certification-and-contractpdf</a>
B 10.00	Maintenance of Matriculation Form	See Below
B 11.00	Pass-Fail Request	See Below
B 12.00	Pre-Requisite Waiver Form	<a href="https://www.mmm.edu/live/files/500-request-for-waiver-of-prerequisite">https://www.mmm.edu/live/files/500-request-for-waiver-of-prerequisite</a>
B 13.00	Course Overload Request Form	<a href="https://www.mmm.edu/live/files/1136-course-overload-request-form">https://www.mmm.edu/live/files/1136-course-overload-request-form</a>
B 14.00	Faculty Advisor Change Request Form	<a href="https://www.mmm.edu/live/files/495-faculty-advisor-change-request">https://www.mmm.edu/live/files/495-faculty-advisor-change-request</a>



MarymountManhattan

**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

**PLA CREDIT SUBMISSION FORM**

**STUDENT:** \_\_\_\_\_ **MMC ID** \_\_\_\_\_

**ENROLLMENT STATUS:**      ☐ FT              ☐ PT              ☐ MM

**SEMESTER/SESSION:** ☐ Fall    ☐ Spring    ☐ Summer I    ☐ Summer II    ☐ January    **YEAR** \_\_\_\_\_

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*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**



MarymountManhattan

## 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 \_\_\_\_\_

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### **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 \_\_\_\_\_

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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:

Date of Approval : \_\_\_\_\_

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



**Instructions to the Student:**

1. Bring the course description to Prof. Jennifer Brown whose signature is required.  
(255 E. 71<sup>st</sup>, 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 71<sup>st</sup> Street ~ New York, NY 10021 ~ (212) 517-0500 ~ [www.mmm.edu](http://www.mmm.edu)



# MarymountManhattan

## Maintenance of Matriculation Application

SUBMISSION DEADLINE DATE FOR FALL: October 15, 2018

### Student Information

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	MI	Last Name
Student ID: <input type="text"/>		
Student Contact Info: Phone <input type="text"/>		
Email address: <input type="text"/>		

**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

<input type="text"/>	<input type="text"/>
Degree/Major	Concentration or Minor
<input type="text"/>	<input type="text"/>
Catalog Year	Cumulative GPA

I request registration for Maintenance of Matriculation for the ☐ Fall \_\_\_\_ ☐ Spring \_\_\_\_ term(s).

PLEASE CHECK YES OR NO FOR 1 – 5

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. I have a cumulative gpa of at least 2.00   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I have not had any disciplinary action taken against me while in attendance at MMC                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I am a U.S. citizen or legal resident and am not on an F-1 Visa  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I do not plan on transferring to another college/institution while I am maintaining matriculation at MMC | <input type="checkbox"/> | <input type="checkbox"/> |

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_

Date \_\_\_\_\_

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

### Office Use Only

- ☐ Above student satisfies all conditions above and is approved for Maintenance of Matriculation
- ☐ Above student is not approved for Maintenance of Matriculation [ check all that may apply ]
- ☐ Student's cumulative gpa < 2.00.
  - ☐ Student has disciplinary action taken against him/her while in attendance at MMC.
  - ☐ Student is on an F-1 Visa
  - ☐ Student submitted request for Maintenance of Matriculation after the deadline.
  - ☐ Student matriculated at another institution.
  - ☐ Student exceeded two (2) consecutive terms limit.

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_



# MarymountManhattan

## Pass/Fail Option Request

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

MMC ID Number

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

Last Name

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

First Name

--

MI

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.

--	--	--	--	--

Department

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Number

--	--

Section

Title

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Department

--	--	--

Number

--	--

Section

Title

### Note:

1. Only students who have completed 60 credits (including transfer credits) may apply for this grade.
2. Pass/Fail Option is applied to only courses taken as electives and not to courses intended to fulfill degree requirements, including general education, courses in major, minor or a certificate program, independent study and internships.
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 (whichever is fewer) in total can be taken on a Pass/Fail basis.
5. The Registrar has final approval as to whether or not a course can be taken as Pass/Fail. Present this form to the Center for Student Services by the **last day to add a course for the given semester**.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### Office Use Only:

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

☐ Y ☐ N  
☐ Y ☐ N

REGISTRAR APPROVAL

\_\_\_\_\_

# Appendix D

Document Number	Document	Location
D 1.00	Curriculum Forms	<a href="https://mmm.app.box.com/s/cklxb9k915lbq2swzu04733gdemdf9q0">https://mmm.app.box.com/s/cklxb9k915lbq2swzu04733gdemdf9q0</a>

# Appendix E

Document Number	Document	Location
E 1.00	Donaldson Award Guidelines Faculty	See Below
E 2.00	Donaldson Award Guidelines Students	See Below
E 3.00	Donaldson Award Application	See Below
E 4.00	Petty Cash Voucher Form	<a href="http://www.mmm.edu/live/files/309-bopetty-cash-voucherpdf">http://www.mmm.edu/live/files/309-bopetty-cash-voucherpdf</a>
E 5.00	Expense Report Form	<a href="https://www.mmm.edu/live/files/345-mmccexpensereportpdf">https://www.mmm.edu/live/files/345-mmccexpensereportpdf</a>
E 6.00	Employee Cash Advance Request Form	<a href="https://www.mmm.edu/live/files/303-apcash-advancepdf">https://www.mmm.edu/live/files/303-apcash-advancepdf</a>
E 7.00	MMC Requisition Form	<a href="https://www.mmm.edu/live/files/347-mmcrequisitionformpdf">https://www.mmm.edu/live/files/347-mmcrequisitionformpdf</a>
E 8.00	FT Faculty Development Fund Request Form	<a href="https://www.mmm.edu/live/files/342-facultydevelopmentfundguidelinespdf">https://www.mmm.edu/live/files/342-facultydevelopmentfundguidelinespdf</a>
E 9.00	Adjunct Faculty Development Request Form	See Below



# MarymountManhattan

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## 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

<b>Applicant Information:</b>																	
<b>Name:</b>																	
<b>Address:</b>																	
<b>Phone-Home:</b>	( ) -																
<b>Phone-Cell:</b>	( ) -																
<b>Email:</b>																	
<b>Major:</b>																	
<b>Grade Point Average:</b>																	
<b># of Completed Semesters at Marymount:</b>																	
<b>Faculty Sponsor Information:</b>																	
<b>Name/Department:</b>																	
<b>Narrative Description of Project:</b>																	
<b>Dates Attending:</b>	<b>Conference Name:</b>	<b>Conference Location:</b>															
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)																	
<b>Budget:</b>																	
	<table border="1"><thead><tr><th>Item</th><th>Description</th><th>Cost</th></tr></thead><tbody><tr><td>Travel: (Detail each anticipated travel expense)</td><td></td><td>\$ \$ \$</td></tr><tr><td>Hotel:</td><td></td><td>\$</td></tr><tr><td>Registration:</td><td></td><td>\$</td></tr><tr><td></td><td>Total:</td><td>\$</td></tr></tbody></table>	Item	Description	Cost	Travel: (Detail each anticipated travel expense)		\$ \$ \$	Hotel:		\$	Registration:		\$		Total:	\$	
Item	Description	Cost															
Travel: (Detail each anticipated travel expense)		\$ \$ \$															
Hotel:		\$															
Registration:		\$															
	Total:	\$															
<b>Applicant Signature:</b>		<b>Date:</b> / /															
<b>Faculty Sponsor's Signature:</b>		<b>Date:</b> / /															

### Reviews/Approvals

<b>Date Received:</b>	/ /
<b>Director Academic Administration:</b>	Date: / /
<b>Vice-President Academic Affairs:</b>	Date: / /
<b>Amount Awarded:</b>	\$

# 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 15<sup>th</sup> for the Fall Semester and February 15<sup>th</sup> 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 VPAA/Dean (or designee) will review each application. Applicants will be notified of the
- decision to approve or deny in writing.

<b>Name:</b>			
<b>Conference:</b>			
<b>Dates Attending:</b>		<b>From:</b>	<b>To:</b>
<b>Conference Location:</b>			
<b>Budget:</b> Please provide a proposed Budget (in detail)	<b>Item</b>	<b>Description/Detail</b>	<b>Cost</b>
	Travel:		
	Hotel:		
	Meals:		
	Conference Registration:		
	Other:		
		<b>Total Funding Requested:</b>	
<b>Narrative Description of Project:</b> 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

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

September 2015

# Appendix F

Document Number	Document	Location
F 1.00	Faculty Governance	<a href="https://www.mmm.edu/live/files/3253-faculty-governance">https://www.mmm.edu/live/files/3253-faculty-governance</a>
F 2.00	Forms related to Tenure and Promotion	<a href="https://mmm.app.box.com/s/pbtfgb0u3plgnces1v6v9pm6p9pvxavj/folder/101788294233">https://mmm.app.box.com/s/pbtfgb0u3plgnces1v6v9pm6p9pvxavj/folder/101788294233</a>

## **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.”