Revised October 2019

The Handbook is periodically updated. For the most current version, please refer to our website:
www.MarymountCalifornia.edu

The provisions of this Handbook are subject to change without notice and do not constitute an irrevocable contract between any student and Marymount California University.

Marymount California University
30800 Palos Verdes Drive East
Rancho Palos Verdes, CA 90275
Welcome to Marymount California University!

Dear Marymount California University Student,

Welcome to the 2019-2020 academic year! For our new students, we are excited to have you join the Marymount family and welcome you as members of our community of learners. For returning students, we are looking forward to embarking on a new academic year with you.

At Marymount, we seek to provide you with opportunities to engage in real world education, embrace our Catholic tradition, and create a strong sense of community among fellow students, faculty and staff. Further, we are committed to providing you an education where small means more. Smaller classes so MORE interaction with faculty and classmates, earlier career preparation in each program, more personal attention, and an amplified student voice. If you ever find yourself feeling this is not your experience, please reach out and let me know.

You are Mariners! As Mariners, we seek for you to not only be outstanding learners at Marymount, but outstanding alumni in the community. This requires you as a student to become fully engaged in your academic experience, bringing your classroom learning to life. Part of that journey is providing robust opportunities for students to practice service and develop your leadership skills. As a Catholic institution, we embrace the rich diversity of our students and provide a quality, value-based education, so these responsibilities of community and service carry additional meaning. You must also challenge yourself to hone your leadership skills throughout your education at MCU. Activities in residential life, athletics, student government, student organizations, study groups, study abroad, internships, classroom discussion, and research...these are all experiences that will help you grow and prepare you for your voyage beyond Marymount.

The Anchor, as the official student handbook of Marymount California University, provides an overview of the University’s expectation of you and our commitment to your success—it’s your responsibility to read it. In addition to outlining our Student Code of Conduct, expectations for academic integrity, and other important campus policies and procedures, you will also find essential information about campus services, resources, and operations. These services and resources are available to help you be successful throughout your time at Marymount. The policies included in The Anchor apply to all Marymount California University students.

Throughout the year, when you have questions about University policies, academic dates, services, student activities or the Student Code of Conduct, you will want to refer to The Anchor, as well as the University Catalog. It is important to keep in mind that ignorance does not excuse the violation of any policy or procedure. The University reserves the right to change any provision or requirement at any time. During the course of the year, updates may be found on the University website, www.marymountcalifornia.edu. At Marymount, we are committed to your success. I hope you will embrace all the opportunities available to you as a student. If I can be of assistance to you while you are a student at Marymount, please do not hesitate to contact me.

Go Mariners!

Ryan E. Alcantara, Ph.D.
Vice President of Student Affairs
and Dean of Students
Marymount California University
Mission Statement

Marymount California University is a Catholic institution that welcomes students of all faiths and backgrounds into a quality, values-based education. We foster a student-center approach to learning that promotes the development of the whole person. In the spirit of our founders, the Religious of the Sacred Heart of Mary, we challenge our students to pursue lives of leadership and service.

About the University

In 1932, the Religious of the Sacred Heart of Mary established a two-year college on Sunset Boulevard in Westwood. Marymount was the first Catholic junior college in California and began as a liberal arts college for women. In 1947, the College received accreditation as a four-year college.

In 1960, the College moved to Palos Verdes. In addition to its academic buildings, the new campus included an auditorium, dining facility, a library and a chapel.

Marymount moved to its present site in Rancho Palos Verdes in 1975. The college received accreditation to offer bachelor’s degrees in 2010, and the first class of seniors graduated in 2012. In 2013, Marymount College officially became Marymount California University and received accreditation to offer graduate degrees. The first cohort of master students graduated in 2015.

The spirit of its founding order, the Religious of the Sacred Heart of Mary, guides the University to cultivate integrity, respect for human dignity and commitment to justice as a Catholic institution.

Marymount offers Associate degrees; Bachelor of Arts degrees in Biology, Business, Criminal Justice, Multidisciplinary Studies and Psychology; Bachelor of Science degrees in Accounting, Biology, Digital Communications and Management; and a Master of Business Administration.

Family Educational Rights and Privacy Act (FERPA) of 1974

At Marymount California University, all academic records of students who enroll are kept in accordance with the provisions of the Family Educational rights and Privacy Act of 1974, as amended. Copies of this Act are available to students in the Academic Affairs Office, Office of Student Affairs, and the Registrar’s Office during normal working hours. FERPA policy is also located on page 46 of this Handbook and on the website of the Office of the Registrar.

Campus Non-Discrimination Policy

Marymount California University does not discriminate on the basis of race, color, national origin, ancestry, sex, age, marital status, religion, creed, disability, medical condition (cancer related or genetic characteristics), genetic information, veteran’s status, citizenship status, sexual orientation, gender, gender identity, gender expression or other characteristic protected by federal, state or local law. This non-discrimination policy covers admission, employment, and University programs and activities. For
Drug-Free Campus and Workplace Policy
The unlawful possession, manufacture, distribution, use, sale or gift of alcohol or other illicit drug is prohibited in and on any Marymount property, or as part of any University activity. This includes being under the influence of alcohol and/or any illicit drug. Illicit drugs include (but are not limited to) marijuana, cocaine, heroin, amphetamines, barbiturates, LSD, PCP and substances typically known as “designer drugs” or “club drugs.” Illicit drugs also include prescription drugs, except for the use of medication in accordance with the instructions of a licensed physician. Possession of paraphernalia associated with the use, possession or manufacture of illicit drugs is also prohibited. Any employee or student who violates this policy is subject to disciplinary action up to and including termination of employment, expulsion from the University, referral for prosecution, and/or referral to an appropriate evaluation or rehabilitation program.

Information regarding the health risks associated with the use or abuse of drugs and/or alcohol, or assistance dealing with these issues is available from Health Services, the Human Resources Department or the Marymount Intranet. Additionally, educational programs are offered during the academic year by the Office of Student Affairs. The full text of the Drug-Free Campus and Workplace policy is available from the above sources.

ADA/504 Policy
Marymount California University is committed to making all programs and services accessible to qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Marymount California University prohibits any discrimination on the basis of disability. This applies to any aspect of the University’s operation including but not limited to admissions, academic requirements, financial aid, housing or any other school-administered program or service.

Any individual who has questions or concerns regarding accessibility to any facility, program or service should contact:

Laura Niemiec ADA/504 Coordinator; Cecilia Hall 218
30800 Palos Verdes Drive East, Rancho Palos Verdes, CA 90275
(310) 303-7367 Iniemiec@MarymountCalifornia.edu

Marymount California University has a process for addressing issues regarding the requirements of Section 504 of the Rehabilitation Act and the ADA. For further information, please contact the ADA/504 Coordinator.
Individuals are encouraged to attempt to resolve grievances using the University process. However, individuals have the right to file any grievance directly to the Office for Civil Rights (OCR). Complaints filed with the OCR must be filed within 80 days from when the incident occurred.

**Title IX**

Title IX of the Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. For inquiries related to gender discrimination, including sexual harassment, sexual assault, domestic violence, stalking, and dating violence, please contact the University’s Title IX Coordinator:

Karen Thordarson, Title IX Coordinator and Coordinator of Equity and Compliance
30800 Palos Verdes Dr. East, Rancho Palos Verdes, CA 90275
(310) 303-7225  Kthordarson@marymountcalifornia.edu

You may also contact the U.S. Department of Education’s Office for Civil Rights at 1 (800) 421-3481 or at ocr.sanfrancisco@ed.gov. Refer to page 52 of this Handbook for more policy information.

**Definitions:**

Unless otherwise indicated, the following terms have these meanings:

A. The term “University” means Marymount California University.
B. The term “student” includes all persons taking courses at the University, both full-time and part time, pursuing undergraduate and graduate studies.
C. The term “faculty member” means any person hired by the University to conduct classroom activities.
D. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
E. The term “Member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. The Dean of Students shall determine a person’s status in a particular situation.
F. The term “University premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the University, including adjacent streets and sidewalks.
G. The term “organization” means any number of persons who have complied with the formal requirements for University recognition/registration.
H. The term “Judicial Board” means any person or persons authorized by the Dean of Students consistent with the provisions of this document to determine whether any student has violated the Student Code of Conduct or other University policy and/or procedure and to recommend the imposition of sanctions.
I. Sanctions: A penalty imposed in an effort to educate and/or enforce compliance with policy.
J. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Conduct Code, The Anchor, the Resident Review and catalogs.
K. “Charged student” shall mean any student formally accused of violating any policy and/or procedure of the University.
L. “Accused student” shall mean any student who has been named in an incident report alleging a violation of the Student Code of Conduct or any policy or procedure of the University.
M. “Quorum” means the minimum number of members of the judicial body who must be present for the valid transaction of business.

N. “Preponderance of evidence” means such evidence, when compared to counterevidence, is weightier and more compelling and has the greater probability of truth.

O. “Hearing/Judicial Officer/University Official” shall mean any member of the faculty, staff or student body who is elected and trained to hear charges and/or conduct a hearing.

P. The term “shall” is used in the imperative sense.

Q. The term “may” is used in the permissive sense.

R. The term “must” is used in the imperative sense.
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# ACADEMIC CALENDAR

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<td>26</td>
<td>Monday</td>
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<td>Sept.</td>
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<td>2</td>
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<td>Oct.</td>
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<td>7-11</td>
<td>Mon-Fri</td>
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<td>11</td>
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<td>11</td>
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<td>14</td>
<td>Monday</td>
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<td>15</td>
<td>Tuesday</td>
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<td>Nov.</td>
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<td>8</td>
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<td>15</td>
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<td>25-26</td>
<td>Mon-Tues</td>
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<td>27-29</td>
<td>Wed-Fri</td>
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<td>9-13</td>
<td>Mon-Fri</td>
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<td>Friday</td>
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<table>
<thead>
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<th>Spring Semester 2020</th>
<th>Number of Instructional days, including finals</th>
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<tr>
<td></td>
<td>13 Mon</td>
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<tr>
<td>January</td>
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<tr>
<td>12</td>
<td>Sunday</td>
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<td>13</td>
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<td>21</td>
<td>Friday</td>
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<td>March</td>
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<td>2-6</td>
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<td>Friday</td>
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<td>9-13</td>
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<td>1</td>
<td>Friday</td>
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<td>4-8</td>
<td>Mon-Fri</td>
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<td>Friday</td>
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<td>8</td>
<td>Friday</td>
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<td>9</td>
<td>Saturday</td>
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<tr>
<td>9</td>
<td>Saturday</td>
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</tbody>
</table>

**Fourteen Week Summer Session**

<table>
<thead>
<tr>
<th>May</th>
<th>11</th>
<th>Monday</th>
<th>First day of 14-week summer session</th>
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<tr>
<td>22</td>
<td>Friday</td>
<td>Last day to add or drop a 14-week summer session class</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Monday</td>
<td>Memorial Day observed - University is closed</td>
<td></td>
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</tbody>
</table>

| June  | 26   | Friday | Last day to add or drop an Internship or practicum |

**July**

| 3    | Friday | Independence Day Observed - University is closed |
| 17   | Friday | Last day to withdraw from a 14-week summer session class |

**August**

| 14   | Friday | Last day of 14-week summer session |

**Twelve Week Summer Session (Graduate)**

<table>
<thead>
<tr>
<th>May</th>
<th>25</th>
<th>Monday</th>
<th>Memorial Day observed - University is closed</th>
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<tbody>
<tr>
<td>25</td>
<td>Monday</td>
<td>Residential Move-in for Summer classes starting 5/26</td>
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<td>26</td>
<td>Tuesday</td>
<td>First day of 12-week graduate summer session</td>
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<tr>
<td>29</td>
<td>Friday</td>
<td>Last day to add or drop a 12-week graduate summer session class</td>
<td></td>
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</tbody>
</table>

| June  |        |        |                                    |

**July**

| 3    | Friday | Independence Day Observed - University is closed |
| 24   | Friday | Last day to withdraw from a 12-week graduate summer session class |

**August**

| 14   | Friday | Last day of 12-week graduate summer session |
| 14   | Friday | Residential Move-out for Summer classes ending 8/14 |

**Eight Week Summer Session**

<table>
<thead>
<tr>
<th>June</th>
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<td>22</td>
<td>Monday</td>
<td>First day of 8-week summer session classes</td>
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<tr>
<td>23</td>
<td>Tuesday</td>
<td>Last day to add or drop an 8-week summer session class</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>July</th>
<th>3</th>
<th>Friday</th>
<th>Independence Day Observed - University is closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>Friday</td>
<td>Last day to withdraw from an 8-week summer session class</td>
<td></td>
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</tbody>
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**August**

| 14   | Friday | Last day of 8-week summer session |
| 14   | Friday | Residential Move-out for Summer classes ending 8/14 |

04/02/2019
CAMPUS DEPARTMENTS

ACADEMIC AFFAIRS

Provost and Executive Vice President of Academic Affairs: Dr. Ariane Schauer
Assistant to the Provost: Tammy Rusznak
Chair of Behavioral Sciences: Dr. David Draper
Chair of Business and Economics: Dr. Ariane Schauer
Chair of Multidisciplinary Studies: Blue Wade
Chair of Natural and Health Sciences: Dr. John Alexander
Assistant Dean of Curriculum: Susie Martin
Academic Coordinator: Claudete Marques

Location: Office of Academic Affairs, Cecilia Hall, Room 207 (CEC 207)
Monday – Friday, 8:00 am – 5:00 pm

The Provost is the chief academic officer of Marymount California University. The Provost works closely with the Vice President of Student Affairs and Dean of Students. They are responsible for all student academic matters. The Provost’s office is located in the Academic Affairs Office in Cecilia Hall (CEC 207). The Vice President of Student Affairs and Dean of Students is located in the Office of Student Affairs (CEC 208).

Faculty Offices
Faculty office locations are found on the faculty location maps posted outside the Academic Affairs Office in Cecilia Hall and by the Receptionist's desk in the Administration Building. Full-time faculty members also post office hours at their office entrances.

Academic Regulations, Policies, and Procedures
The Provost is charged with the authority to determine policies and procedures on academic standards and to take or approve appropriate action in the interest of the campus community. Students following up on policy issues are directed to the Vice President of Student Affairs and Dean of Students.

The academic requirements and policies of Marymount California University are published in the official Catalog and in The Anchor, the student handbook. It is the student’s responsibility to understand and act in accordance with these requirements and policies. The student’s advisor and other campus personnel will make every effort to assist students in compliance with campus regulations, but the ultimate responsibility lies with the student.

Academic Calendar
The Academic Calendar at Marymount is comprised of two 15-week terms, fall and spring, and varying length Summer Sessions. Fall term begins in late August and ends before the Christmas break. Spring term starts in early January and extends until early May. Some classes are offered in accelerated or expanded term lengths. Academic Advisors and the Registrar’s Office can help students interpret the class schedule.

Summer Sessions are an excellent opportunity for regularly enrolled university students, high school graduates, high school students who have completed their sophomore year, students from other colleges and universities, and community residents to gain university credit in a nurturing atmosphere that is unique among institutions of higher learning.

Graduate programs are year-round. The graduate year is comprised of three terms: fall and spring terms are 15-weeks each; summer terms are 12 weeks. Some graduate classes are offered in accelerated term lengths. Graduate students may enter the program in fall, spring, or summer. Take particular note of the modality, as some classes are face-to-face while others are online or hybrid.

Academic policies are outlined in the Academic Policies section of The Anchor and in the Catalog.

**ADMISSION AND ENROLLMENT MANAGEMENT**

Interim Director of Admissions: Ryan O’Connell  
Location: Administration 107  
(310) 303-7282  
Monday - Friday 8:30am-5:00pm

The Interim Director of Admissions has administrative responsibility for Admissions. The Office of Admission embraces and supports the University’s commitment to maintain access for the quality of students who are able to matriculate, graduate, and successfully meet their educational goals whether they are to transfer to other four-year baccalaureate degree granting institutions, or to complete the Bachelor’s degree programs at the University, and continue on to graduate school, further education or careers.

**ATHLETICS**

Director of Athletics: Courtney Thomsen (TDW228)  
Assistant Athletic Director/ Head Athletic Trainer: Cathy Clarke (Bldg. 4, Athletics)  
Head Women’s Soccer Coach: Anton Arrache (Bldg. 2, Arts 4)  
Head Men’s Soccer Coach: Joe Flanagan (Bldg. 2, Arts 4)  
Head Women’s and Men’s Golf Coach: Rory DeWand (Bldg. 2, Arts 4)  
Head Women’s and Men’s Cross Country/Track & Field Coach: Kirsty Shapiro (Bldg. 2, Arts 4)  
Head Softball Coach: Shane Schumaker (Bldg. 2, Arts 4)  
Head Baseball Coach: TBD (Bldg. 2, Arts 4)  
Head Men’s and Women’s Tennis Coach: Jamie Sanchez (Bldg. 2, Arts 4)
Head Women’s Indoor/Beach Volleyball Coach: Chrissie Courtney (Bldg. 2, Arts 4)
Head Surf Coach: Lazlo Egeto (Bldg. 2, Arts 4)
Head E-Sports Coach: James Neiditch (Admin - 101)
Sports Information: Joe Alvarez (Bldg. 3, AD 2)
Athletics Academic Advisor: Trenna Hill (Bldg. 13, Learning Center)
Faculty Athletic Rep: Trenna Hill

Marymount California Athletics goal is to recruit, develop, and graduate individuals who will contribute to the Mariner family through athletic and academic achievement. We strive to enhance campus life through Mariner pride, and facilitate a way to connect to alumni, fans, and community, while generating exposure for the institution. MCU Athletics upholds the NAIA five core values of Respect, Responsibility, Integrity, Sportsmanship, and Servant Leadership. The Student Athlete Handbook is published annually and includes Athletic related policies and expectations of our student athletes. A copy can be accessed at: www.marinerathletics.com/Student-Athlete_Forms.

BOOKSTORE

Manager: Robyn Daponte
Location: Building 3
Phone: (310) 544-6131
Monday-Thursday 8:30am- 4:30pm
Friday  8:30 am– 2:00 pm
Summer hours Monday- Friday 9:00am- 2:00pm Closed on campus holidays.

The MCU Bookstore is your source for all your college life necessities. Textbooks are available in rental, new, used, and digital format. Also available at the MCU bookstore are MCU gear, school supplies, study aids, gift items, snacks and drinks, as well as postage stamps.

You may also shop online at www.marymountshop.com 24 hours a day, seven days a week,

The campus receptionist and information center are open from 9am. to 4pm, Monday through Friday. The receptionist is available for general information, office locations and phone numbers of instructors. Shuttle schedules may also be obtained at the desk. Outgoing mail may be deposited there before 3:00pm.

OFFICE OF BUSINESS SERVICES

Acting CFO, Budget and Accounting Manager: Debora Yavas
Location: Administration Building, Rm 104
Monday-Thursday 8:30am – 5:00pm
Friday 8:30am-2:00pm
The Acting CFO, Budget and Accounting Manager is responsible for the Accounting operations of the University. This includes responsibility for financial reporting, internal controls, cash management, student accounts, accounts payable, budgeting and forecasting.

**Student Accounts**
Student Accounts is located in room 110 at the Administration building and handles tuition payments, the distribution of tuition bills, stipends, and other support services related to a student’s account. You may also view your student account through your portal.

**CAMPUS MINISTRY**

Campus Chaplain: Fr. Campos  
Location: TDW, Rm 208  
Campus Ministry Liaison: Sister Antoine-Marie Baurier  
Rooted in Catholic tradition, the heritage of the Religious of the Sacred Heart of Mary (RSHM), and enhanced by the religious diversity represented on campus, all are welcome to participate in Campus Ministry programs. As a Catholic university, Marymount values individual and communal religious experiences as integral to our mission and educational philosophy. At Campus Ministry, we believe that spiritual experience is a vital dimension of our students’ development and the life of our campus community. We provide opportunities and resources for faith formation, prayer and worship, community building and pastoral support.

Throughout the school year we offer weekly Catholic Mass on Thursdays at 3:30PM, officiated by our Campus Chaplains. We also offer faith sharing and Scripture study, confession services, Confirmation classes, volunteer opportunities, as well as various religious celebrations and interfaith prayer services. The campus hosts collegiate seminarians from Our Lady Queen of Angeles Center for Priestly Formation, who are both students and help support the spiritual development of their fellow students. There are various ways for students to be involved with Campus Ministries and campus faith programs, including serving as liturgical ministers for mass and participating in COR (Christian Outreach and Renewal), the student organization advised by Campus Ministry.

**OFFICE OF CAMPUS SAFETY AND SECURITY**

Chief of Campus Safety and Security: Hector Rodriguez  
Office Location: TDW 202  
Parking Manager: Lieutenant Naja James  
Office Location: Oceanside OS231

Campus Safety Officers (CSOs) are on duty 24 hours a day. In case of an emergency between the hours of 8 a.m. and 5 p.m., dial “0” and ask the campus Receptionist to contact an officer. CSOs be reached at all times by calling ext. 7300 or (310) 261-6150. The Campus Safety Officers’ desk is located in Oceanside 231. For Residential Community Security call (310) 241-5488.
Campus Security
Marymount California University (MCU) is fortunate to be able to offer its students a safe and tranquil learning environment. Maintaining secure surroundings environment is the collective responsibility of the Marymount community. The prompt reporting and investigation of incidents of crime on campus and in residence facilities is essential for the well-being of all students, faculty and staff.

In instances when a crime occurs on the Marymount California University campus that may indicate a possible threat to students and employees, a notice will be communicated to the University community through widely available channels such as e-mails or e-blasts or text messaging or through classroom and residence hall announcements.

Marymount CSOs patrol the Ocean view campus 24 hours a day, seven days a week. CSOs patrol the University’s Villas Residential Campus located in San Pedro 24 hours a day, seven days a week.

Marymount Emergency Alert Program (CAPS)
MCU maintains a system that allows Campus safety services to contact students, staff, and parents via voice, text, e-mail, Facebook or twitter in case of a University emergency. Students and parents must sign up for this free service if they would like to be informed of emergency situations. To sign up, go to www.marymountcalifornia.edu/campus-safety.

Lost and Found
This service is located in the OS 231 for the Ocean view campus.

Campus Crime Statistics
In compliance with the Clery Act, Marymount’s campus crime statistics are published annually. These statistics can be found in the Campus Safety section of the website.

Reporting and Emergency or Crime
Emergency Assistance: Dial 911

Security can be reached 24 hours a day. Residential is 310-241-5488 and Ocean view is 310-303-7300.

In all cases of an actual or suspected incident of crime, a Marymount California University Incident Report shall be completed. Campus Security personnel will report such incidents to local law enforcement agencies. Information on personal safety and security issues is presented and discussed as part of general campus and Residential Life orientation programs.
**Campus Facility Access**
Marymount California University facilities are for the exclusive use of Marymount California University students, faculty, staff and their guests. Students, faculty and staff must carry official Marymount California University identification cards at all times, and may be asked for identification at any time by campus security or other personnel.

In residential communities, guests and visitors are welcome during hours established by Office of Residential Life policy and must be accompanied at all times by a resident. Overnight guests are allowed only with prior notification of and permission from the Resident Assistant. All Marymount California University residential facilities are secured buildings with safeguarded parking. Security doors at entrances to buildings and garages are to remain locked at all times and are not to be propped open.

**Authority of Campus Security Personnel**
Marymount California University Campus Security officers are employees of the University who are there to provide assistance to students, faculty and staff in matters relating to security and personal safety. As non-sworn officers, they are authorized to make private persons arrests and may detain individuals suspected of committing crimes until appropriate law enforcement officers arrive on scene.

**Cooperation with Local Law Enforcement Personnel**
Marymount California University facilities are under the jurisdiction of two law enforcement agencies. University personnel are in contact with personnel at each of these agencies for coordination of security and anti-crime efforts.

**Rancho Palos Verdes Campus: Los Angeles Sheriff’s Department**
Information: (310) 539-1661
Emergency: Dial 911

**Residences: Los Angeles Police Department, Harbor Division**
Information: (310) 548-7603
Emergency: Dial 911

Additional information about the cooperative efforts between the University and law enforcement authorities and referral procedures may be found by referring to Marymount California University Judicial System policies and procedures.

**In the Event of a Major Disaster**
In the event of a major disaster in Southern California, phone service into Marymount may be disrupted and traditional communication may not be available. The Religious Sacred Heart of Mary convent in Westchester, New York, will serve as our out-of-state contact. The University
will make every effort to provide a status report on the condition of the campus, students and personnel.

Therefore, if the information cannot be obtained through normal channels during a disaster, such as an earthquake, please call: 914-631-8872 during working hours or 914-631-8330 evenings, holidays and weekends.

Parking and Driving on Campus Regulations

Registration of Vehicles for All Properties
- All motor vehicles (automobiles, motorcycles and motorized scooters) must be registered online immediately following registration or employment.
- Registration fee for resident or commuter students of $60 for a one-year parking pass or $45 for a semester parking pass.
- Each vehicle registered must have its own, separate permit.
- Students may not transfer parking permits to other vehicles or to other students.
- Lost/replacement permits will be replaced at a cost of $10 at the Business Services and/or Campus Safety & Security Office.
- Permanent MCU parking permits (decals) on automobiles must be fully affixed in the lower right (passenger side) corner with their own adhesive backing. Students must acquire the appropriate permit corresponding to their commuter status or their residence on campus. Mirror tags must be placed on the rearview mirror while parked on campus with the permit number facing outside.
- Temporary Parking Permits must be acquired for any vehicle that is being used on campus on a temporary basis. The temporary permit is free and can be obtained from Campus Safety & Security Office OS231. Campus Safety may limit the number of temporary permits issued to a person or vehicle.
- Persons who knowingly acquire, use, or display a MCU parking permit not consistent with their current status will be considered to be engaging in fraudulent behavior, will be referred to the campus discipline process and charged $60 for an additional permit.

No Parking in These General Areas
- In posted short term parking for longer than the posted maximum time limit.
- In areas posted for Faculty/Staff, unless you are a faculty/staff member.
- In any area posted for Visitor Parking.
- In any area posted or reserved for a parking for a special purpose for which you do not qualify.
- In any space designated for the Handicapped, unless you or your passenger have a state-issued permit.
- On a roadway or Red Zone.
- In any area posted No Parking Anytime.
- In driveways, beside landscaped islands, on lawns or walkways.
In the neighborhood adjacent to campus, San Ramon Drive, a residential street bordering the northeastern side of the campus, allows parking only for residents of San Ramon Drive with permits. The Los Angeles County Sheriff’s Department strictly enforces the law. Violators may be heavily fined or towed.

On Palos Verdes Drive East in front of the University.

**If Your Vehicle Has Mechanical Problems**
It is your responsibility to inform Campus Safety and Security immediately. However, Campus Safety does not provide jumper cables, door unlocks, gasoline, or air for tires to any personnel in the MCU community.

**Campus Driving**
- Driving regulations and requirements of the California Motor Vehicle Code shall apply on all campuses.
- The posted speed limit on Campus is 10 mph, unless otherwise posted lower.
- Drivers must STOP at stop signs and YIELD at yield signs.
- Pedestrians in designated crosswalks have the right of way at all times.
- Driving on walkways is only allowed if prior permission has been obtained from Campus Safety.
- Campus Safety will email a traffic violation ticket when a driving infraction is observed and making contact with the vehicle could jeopardize the safety of others.
- Traffic accidents occurring on campus must be reported to Campus Safety.
- Traffic accidents involving personal injury will be reported to the Assistant Dean of Students, law enforcement and/or the Office of Student Affairs.

**Pedestrian Responsibilities**
- Pedestrians are urged to use designated walkways along roadways to ensure their safety.
- Pedestrians should use the Marymount California University street crossing or other designated crosswalks to cross Palos Verdes Drive East. Those who choose to cross the street at other points will be subject to a $35.00 fine for their first offense and $75.00 for their second.

**Fines**
*The following fines will be levied for these offenses at the rate indicated:*
1. Parking in handicap space without a permit $150.00
2. Parking in a reserved/faculty/visitor only $55.00
3. Parking in a Red Zone or Emergency Access $75.00
4. Parking in Bus Stop or Loading Zone $75.00
5. Parked or Operating in off road area $75.00
6. Dangerous or reckless operation $200.00
7. Failure to obey traffic sign $150.00
8. Failure to display parking permit $60.00
9. Speeding or speed unsafe for conditions $200.00
10. Community Courtesy Violation $65.00
11. Failure to obey directions of Campus Official $50.00
12. Illegal activity –smoking/drinking in vehicle $50.00
13. Improper parking $ 65.00
14. Parked in other resident driveway $ 55.00
15. Special Permit parking only $ 75.00
16. Electric vehicle only $ 50.00
17. Hybrid parking only $ 50.00
18. Community conditional use permit (CCP): $65.00
19. Blocking Driveways (ADA compliance) $55.00
20. Failure to display MCU resident parking/sticker $35.00
21. Other violations $35.00

The cost to the University for determining the user of a vehicle with No Current Parking Permit may be assessed to the user as an additional charge.

Payment of Fines
Fines for violations are payable online via the Rydin Portal https://www.permitsales.net/MCPV/vio within 90 calendar days of the violation. Fines for violations not paid within 90 calendar days will result in the doubling of the fine amount and the possible suspension of parking privileges.

Appeals
- Appeals of violations must be submitted within 21 days of the violation.
- The appeal must be submitted online via the Rydin Parking Portal found on the Campus Safety & Security Page. If it is determined that a violation was written in error, Campus Safety will revoke or reduce the violation. All other appeals will be reviewed for merit. The appellant will be notified by email of the Department’s ruling, which is final.
- The fines for appeals which are denied or altered will be placed on the Student’s Account making them unable to request transcripts or graduation gowns.

Repeated Violations
Repeated citations for similar offenses will result in a percentage increase on all subsequent citations.

Rights and Responsibilities
- All violations issued to a vehicle shall be the responsibility of the person in whose name it is registered.
- The University assumes no responsibility for loss of or damage to vehicles or their contents, driven or parked on any Marymount property.
• The University reserves the right to remove at the owner's expense unlawfully parked or inoperative vehicles left for extended periods of time. Vehicles without current license plates or without a current Marymount California University parking permit are subject to impoundment.
• The University reserves the right to immobilize or impound a vehicle at the owner's expense when a vehicle has repeatedly been in violation of the parking regulations or whenever warranted by immediate circumstance.

CENTER FOR ACADEMIC AND PROFESSIONAL SUCCESS

Vice President of Student Affairs: Dr. Ryan E. Alcantara
Coordinator of Operations: Loretta Adikhai

Location: Oceanview Campus, Cecilia 218, (310) 303-7273
Monday - Thursday 9:00am-6:00pm, and Friday 9:00am-3:00p.m.

Supporting and facilitating student success! The Center’s goal is to help develop student skills, guide their transition to college and their academic progress, merge their personal and professional interests, and aid in their preparation and/or progress in the workforce. Through our services, the Success Center seeks to meet all students where they are to achieve academic success, and it strives to develop competent and professional Marymount alumni, ready to make a strong contribution to their communities and to the world within their respective industries.

Advising Services
Staff Advisors
Loretta Adikhai, Coordinator of Operations
Larissa Flores, Student Success Counselor
Tiffany Gutierrez, Assistant Director of Academic Advising
Claudete Marques, Academic Coordinator
Laura Niemiec, Coordinator, Disability Resources
Alexandra Talavera, Student Success Counselor
Faculty Advisors
Valerie Anderson, Professor, Science
Sister Antoine-Marie Baurier, Professor, Spanish/French
Silvana Constantinescu, Associate Professor, Biology

Susie Martin, Assistant Dean of Curriculum
All MCU students are assigned an academic advisor who can work with them in the selection of courses, assist with internships, in developing their degree plans, and general advising services. Advising serves all Marymount students by providing resources, workshops, appointments, and walk-in help in the areas of educational planning, how to apply transfer credit, and general advising services. Every MCU Student is assigned an advisor. There are faculty and staff advisors who reside or hold office hours in the Center as well as several faculty advisors that advise from their faculty offices.

The advising relationship helps students explore and further refine their educational and career objectives, and offers opportunities for guidance and mentoring. Advisors help students continue to monitor progress towards degree completion. Advisors hold weekly office hours. For questions, you can call (310) 303-7273 or email advising@marymountcalifornia.edu.

Career Services
Internship & Career Planning Office
Roshni D. Lal, Director of Career Planning & Employer Relations
(310) 303-7381, Cecilia Hall 218

Alex Talavera, Student Success Counselor
(310) 303-7283, Cecilia 218

Internships and Career Planning provides students and alumni with a variety of in-person and online professional development training, guidance, programming, and opportunities in order to instill the knowledge, skills, and experience necessary for securing substantial internships/practicums while enrolled and then entering satisfying employment after graduating.

Mariner Career Connect is an online career planning tool that provides students with the opportunity to submit resumes/cover letters for review and feedback, search and directly apply for internships and jobs, network with employers, and access to a variety of online career planning resources and information. Please log on at: https://marymountpv-csm.symplicity.com/students

Students can participate in Internships (off campus) and Practicums (on campus) for academic credit every Fall, Spring, and Summer beginning their freshman year. To meet with the Career Planning staff, please email CareerPrep@marymountountcalifornia.edu.

Student Employment
On–Campus: All MCU On-Campus positions are posted on The Mariner Job and Internship Link https://marymountpv-csm.symplicity.com/students. Both Work Study and Non-Work Study jobs are posted
on The Mariner Job & Internship Link. Students interested in working on campus should research all the listings on the site and follow instructions on how to apply for the position. In most cases students interested in an On-Campus positions will be required to submit a resume. Contact the Center for Academic and Professional Success for assistance.

Off-Campus Jobs: The Career Services and Internship Office welcome appointments for students interested in part-time Off-Campus positions and Internships and Practicums.

All jobs that come through career services are posted on The Mariner Job & Internship Link with instructions on how to apply.
ACADEMIC SOCIETY

Every newly admitted student is a member of an academic society! Through the MCU Academic Societies, explore your major, meet faculty, and get to know other students in your major. MCU has 6 academic societies that are overseen by a faculty mentor.

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<tr>
<th>SOCIETY</th>
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<td>Iustitia Society</td>
<td>Criminal Justice</td>
<td>Kristine Twomey</td>
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<td><a href="mailto:KTwomey@marymountcalifornia.edu">KTwomey@marymountcalifornia.edu</a></td>
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<td>Veritas Society</td>
<td>Multidisciplinary Studies</td>
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<td>Yumi Kinoshita</td>
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<td>Vita Society</td>
<td>Sciences &amp; Health Professions</td>
<td>Silvana Constantinescu</td>
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<td><a href="mailto:ALauer@marymountcalifornia.edu">ALauer@marymountcalifornia.edu</a></td>
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Some of the benefits to actively participating in Academic Society activities:

- Connections to faculty in the major
- Leadership roles for new students
- Connection to MCU faculty in your discipline
- Guest speakers/panels from the community to help you explore your discipline
- Special invitations to programs and events
- Multi-society activities/excursions
- Inter-society competitions

For more information or to serve in a leadership position with your society, please send an email to the faculty mentor above or contact Dr. Ryan Alcantara, Vice President of Student Affairs and Dean of Students at 310.303.7254, CEC 209.

Disability Resources
Coordinator of Disability Resources: Laura Niemiec
(310) 303-7367, Oceanview Campus, Cecilia Hall 218

Support services for students with disabilities are approved through the Center and accommodations are determined on an individualized basis. Students with a disability (physical, sensory or learning) requesting support services, should immediately make this known to the Coordinator of Disability Resources, Laura Niemiec, whose office is located in the Center, LNiemiec@marymountcalifornia.edu. Documentation is necessary in order to receive accommodations. (See Guidelines for Documentation on MyMarymount).
Policies regarding Course Waiver/Substitution Based on Disability, Accommodation in Residence Requirement, Food Allergy, Service/Emotional Support Animals or the Grievance Policy for Disability related issues can be found in the Handbook for Students with Disabilities and on MyMarymount.

**FACILITIES**

Director: Robert Lee Rooker  
Location: Building 4  
Monday – Friday 7:00 am - 3:30 pm (on campus)  
Monday – Friday 10:00 am - 6:30 pm (Villas)

24-Hour Emergency Line (310) 261-2105 Try 3 attempts and after 30 minutes, Call Robert Rooker  
Director of Facilities at (310) 938-0062

For maintenance issues at any of the academic campuses, community members should call the Environmental Services department “ONLY” in the event of an emergency to report necessary maintenance or service. All other requests should be done through [www.maintenanceconnection.com](http://www.maintenanceconnection.com). Students in residence should go to [www.maintenanceconnection.com](http://www.maintenanceconnection.com) and sign up to report maintenance issues.

**SSC (Maintenance Connection) WORK ORDER PROCESS**

**Step 1:** Open up browser using Google Chrome

**Step 2:** Type [www.Maintenanceconnection.com](http://www.Maintenanceconnection.com) into the address line

**Step 3:** When it opens Click On “Log In”

**Step 4:** On the next page that opens up, click on “Sign In for First Time”

**Step 5:** Click on “I am NOT a Member of Maintenance Connection, then click OK

**Step 6:** Click on “I have been provided with a connection key” (C41158) - Enter the Connection Key and click OK

**Step 7:** Fill in the required fields (identified with an *) then click OK

- (Remember to write down your Member ID & Password) for future reference if needed.

**Step 8:** This message will appear letting you know you have submitted your request to be a requester:

- Congratulations! You have successfully connected to SSC Marymount California University. Please note however that this connection will still need to be approved prior to you accessing it.

- APPROVAL MAY TAKE UP TO TWO DAYS IF REQUESTED ON A WEEKEND OR HOLIDAY SO BE PATIENT PLEASE.
Step 9: When you enter a work request you will:

- Open up browser using Google Chrome
- Type in www.Maintenanceconnection.com into the address line
- Then click on “Log In”

Step 10: Enter your Member ID and password and click Ok to access the Service Requester page

Step 11: Follow drop down box fields to choose your appropriate location, floor, room, area, etc.

- Continue to click on the word more until you have identified the location to its lowest level.
- Type a simple description of your service/repair request.
- Click submit.

Step 12: You will then be given a screen that indicates your service request was successfully been submitted.

Fees for Damages
In the event that any damages occur to the residences or common areas at the Villas due to gross neglect or conduct issues a fee for repairs or cleaning may be assessed to the student or students based upon the cost of the repairs or cleaning paid by the Marymount University.

FINANCIAL AID

Associate Director of Financial Aid: Nataly De La Peña
Associate Director of Financial Aid: Henry Espinosa
Financial Aid Specialist: Cristina Retamoza
Location: Administration Building, Rm 111
Monday – Friday, 8:30am – 5:00pm

Students are encouraged to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The Office of Financial Aid can answer questions when students and parents are completing the application forms, as well as information about eligibility and programs available.

- MCU Scholarships
- MCU Grants
- Endowed Scholarships
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Cal Grants A and B
• Federal Work Study
• Direct Federal Subsidized loans
• Direct Federal Unsubsidized loans
• Direct Federal PLUS loan
• Private Educational Loans
• VA benefits

Information is also available on a variety of scholarship opportunities available from on campus and outside sources.

**FOOD SERVICE**

General Manager: Greg Thomas
Executive Chef: Jesus Rios
Location: **Oceanview Café**, Thomas D. Wood Student Center (TDW)
Monday-Thursday 7:15 am – 6:00 pm
Friday 7:15 am – 3:00 pm
  - Breakfast: 7:15 – 10:30 am, Mon-Fri
  - Lunch: 11:15 – 2:00 pm, Mon –Fri
  - Grab & Go: 2:30 – 6:00 pm, Mon – Thurs

Bon Appétit is a custom restaurant company with the goal of being known for its culinary expertise, commitment to socially responsible food sourcing and business practices and strong partnerships with respected conservation organizations. Food is prepared fresh daily using only the finest ingredients. If you have special dietary requirements or would like a particular dish prepared, please talk to the manager or chef and he or she will do his or her best to accommodate you.

Besides offering resident meal plans for students who live in campus housing, the Café also offers a variety of other meal plans for commuter students. Please stop by the Café during operating hours for more information. Your comments and suggestions are welcomed so that Bon Appétit may continue to provide the best food service program possible.

**Outtakes and the Villas Café**
Location: Mariner’s Cove at The Villas
Monday-Thursday 4:00pm-11:00pm
Friday 4:00pm-10:00pm.
Saturday-Sunday 12:00pm-10:00pm.
  - Dinner Service – Mon – Thurs: 5:00 pm – 8:30 pm
    Fri: 4:30 pm – 7:30 pm
Outtakes is a convenience store located where students live with dinner service provided during the week. Students can use “Café Cash”, cash or credit card to make purchases at The Villas site, as well as their dining plan for dinners. Breakfast and lunch are provided for the campus community at the Café.

INSTITUTIONAL TECHNOLOGY

Questions regarding phones, copiers, printers and student support issues should be emailed to generalsupport@marymountcalifornia.edu.

IT Support
For support, please contact the IT Helpdesk by either:
Stopping by the office in the Administration building in office AD101
Calling us at (310) 303-7268
Emailing us at generalsupport@marymountcalifornia.edu

All students are required to use their Marymount e-mail addresses for all electronic correspondence to and from the college. This includes all office of business services, financial aid, academic, and student life e-mails, including all messages sent to and from faculty, staff, and other students.

Marymount does not support and cannot administer any third-party e-mail systems (Gmail, Yahoo, Hotmail, etc.). All students are required to verify that their correct Marymount e-mail address is entered in the MyMarymount LMS (Learning Management System), and students are required to update and maintain their Marymount e-mail accounts (i.e., the purging of sent and deleted items).

Students can log-in to their Marymount accounts by going to:

- E-mail accounts: webmail.marymountcalifornia.edu
- Student Portal: portal.marymountcalifornia.edu
- MyMarymount LMS: my.marymountcalifornia.edu

Student usernames and passwords for all three of these online systems (Student Portal, LMS, & e-mail) are identical and are originally established with the IT Dept. during registration.

In the event of any log-in problems, the Marymount Helpdesk should be contacted by:

- E-mail: generalsupport@marymountcalifornia.edu
- Web: www.marymountcalifornia.edu/gottech
- Phone: (310) 303-7268
INTERNATIONAL STUDENT SUPPORT

Assistant Dean of International Services & Enrollment: Ryan W. O’Connell
International Admissions & Services Adviser: Armando Mendez
Location: AD 106
Phone: (310) 303-7382

International Enrollment & Immigration Advising
As the world continues to embrace a more globalized society, so too does Marymount California University. With a highly diverse population of future leaders from more than 35 countries, MCU’s Office of International Services & Enrollment strives to provide a comprehensive immigration enrollment advising experience focusing on the specific needs of our international student population, while also catering to the entire MCU population, offering intercultural programming and professional development campus-wide.

The OIS provides the following services directly to the F-1 international student population:

- Application and enrollment guidance
- Initial and Transfer-In I-20 Issuance
- F-1 Visa and Immigration Advising
- Form I-20 Travel Signatures & Regulations
- SEVIS Record Maintenance and Record Transfer Out Support
- Form I-94 Arrival/Departure Record Printing
- Academic Support Related to F-1 Visa Status Maintenance
- Employment Regulation Advising for F-1 Students: On-Campus Employment, CPT and OPT
- Social Security Number Applications
- Annual Income Tax Prep Software
- Driver’s License Application Guidance

For more information on all required immigration regulations, please visit the Office of International Services & Enrollment and request a copy of the International Student Guide.

Study Abroad
Studying overseas provides a unique opportunity which can reveal fresh perspectives on international political, economic and social issues, interpersonal and intercultural relationships, and career choices. MCU’s education abroad and faculty-led study travel programs directly support our emphasis on encouraging students to recognize and develop multiple perspectives and global awareness. All regularly enrolled MCU students in good financial standing who will be junior or senior standing with minimum 2.5 GPA or higher are eligible to apply for either a standard semester abroad or faculty-led program. Students studying abroad through an MCU-approved program are enrolled in a full course of study at the host institution, but receive MCU credit. (Application requirements are subject to change.)
**Destinations:** MCU has partnered with some of the most well-known Universities abroad to offer a wide range of locations and experiences to meet your desires and academic goals. Check out MCU’s offerings, and what students from around the world have said about these Study Abroad Program Locations at [www.marymountcalifornia.edu/study-abroad/](http://www.marymountcalifornia.edu/study-abroad/). We’re adding new programs and locations all the time, so check back to see the latest offering!

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**LIBRARY**

**Director of Library Services:** José Rincón  
**Location:** Cecilia Hall, Rm 200  
**Monday – Thursday:** 8:00am – 7:00pm  
**Friday:** 8:00am – 5:00pm

The Marymount Library provides resources and services to support the university’s curricular needs. Professional librarians strive to foster an appreciation for inquiry through the library’s Information Literacy instructional program and personalized one-on-one research assistance. Students acquire lifelong skills for academic and personal information seeking by learning to find, critically evaluate, select and use information efficiently and effectively. The Library seeks to:

- Offer a multifaceted information literacy program to support Marymount students and other Library users in their pursuit of locating and evaluating credible information resources that will assist them in their pursuit of scholarship, research, academic achievement, successful careers, productive citizenship, and life-long learning;
- Support the instructional, information, research, and curriculum needs of the University through the development of a collection accessible to both on-site and remote users that is current, data driven, free of censorship, and represents the diversity of the human experience;
- Provide an open, innovative, user-oriented learning environment for intellectual discovery and reflection;
- Promote the innovative adoption of emerging information technologies
- Develop and support educational programming that nurtures, and celebrates our community’s cultural and scholarly interests.

The Library provides an easily accessible print and electronic collection that supports the research needs of the campus community and represents the diversity of the human experience. The physical collection includes more than 25,000 books and 50 print periodical subscriptions. Digital access to over 160,000 e-books, 32,000 scholarly journals, newspapers and magazines, along with streaming media, is available through the library’s academic research databases. The online library is available 24/7 from any computer with an Internet connection through the library’s website. The Library also offers a free interlibrary loan service to facilitate access to materials (articles and books) not owned by Marymount.

In addition, the Library provides students with dedicated campus study space that includes computing, printing, and copying services.
Learning Support Services
Learning Support Coordinator: José Rincón
Lead Tutors: Althea Thomas & Ayah El Habbal
Monday – Thursday 9:30am – 5:00pm
(310) 303-7257

The Learning Support Services Lead tutors and peer tutors mission is to enhance the educational experience of our students through supportive and individualized learning assistance in English, Math, Science, accounting, and other subjects, as well as general study skills and time management skills. The Learning Support Services provides programs and services that will:

- Support students in the development of skills necessary for effective performance and positive adjustment to the learning environment
- Promote skills and attitudes necessary for the attainment of academic goals
- Develop confidence in the ability to learn
- Promote personal responsibility for learning
- Promote awareness of individual learning styles, strengths, and weaknesses
- Develop strategies that embrace individual learning characteristics to achieve academic success
- Foster independence in learning and encourage a commitment to lifelong learning
- Contribute to retention

The Learning Support Services also cooperates with the Athletics department with supervised Study Hall in the Commons. Study Hall is an opportunity for our athletes to devote time to their academics. Student-athlete display greater academic achievement when given an opportunity and space to work on assignments when they are on campus.

Study Hall is required for all student-athletes:

- **ALL** new undergraduate student-athletes (freshman or transfer)
- Returning student-athletes who have a CUMULATIVE GPA of **2.75** and below

The standard is **3 hours per week** which may be increased by the team coach and Athletic Director if they deem necessary. Student-athletes who improve their cumulative GPA to **2.75** and above at the end of the semester will no longer need to attend study hall the next semester.

The Learning Support Services assists students of all levels; developmental through honors, including those with disabilities and are committed to providing a comfortable learning environment which fosters respect and the belief that all students can succeed.

Identification Cards
Students are issued one ID card free of charge, to be used the entire time a student is enrolled at Marymount. ID cards can be obtained in the Library, CEC 200. Entering new students will obtain their ID cards during Orientation Week. Identification cards will be good for the duration of a student’s enrollment. A replacement fee will be charged for lost cards. It is recommended that Marymount students carry their ID cards at all times. Student identification may be required to obtain services
throughout the University. Security officers or other University officials may ask for a student’s ID. Replacement cost for a lost ID is $10.

UNIVERSITY OPERATIONS

Director of Operations: Monte Schmeiser
Location: Administration Building, Rm 103
Operations provides assistance with phones, Print Spot printers/copiers. To request assistance, email generalsupport@marymountcalifornia.edu.

House phones are located in the kitchen of each unit of University-sponsored housing. All students within the unit share this phone. Local calls, 911 emergency services, as well as calls to other residences and the campus, are made free of charge. Long distance calls may be placed with a prepaid or calling card.

Campus Reception Desk
Oceanview Reception Services
Location: Administration Building, Rm 102
Monday - Friday 8:00am – 5:00pm

Transportation
Manager of Transportation Services: Brian Herbert
Location: The Villas, Unit 15210

A University shuttle transports students between the Oceanview campus and The Villas. The shuttles operate hourly from 7 a.m. to 10 p.m. while classes are in session. The first shuttle departs the Villas at 7 a.m. and the last shuttle departs from Oceanview Campus at 8:45 p.m. Shuttle schedules are available on the website and residential community.

PrintSpot
PrintSpot is a service provided by Institutional Technology at Marymount California University. It allows wireless printing, printing from email, scanning to email, and the ability to retrieve your job at any PrintSpot printer. PrintSpot assists the university in reaching sustainability goals by providing accountability to printing actions – the mission of PrintSpot is to provide for students printing needs without allowing overuse of the resources we manage.

- In order to print, copy or scan, you must have your MCU ID, an active MCU account, funds on your PrintSpot.
- Location: PrintSpot printers are located across the Oceanview Campus, at the Villas. Please visit http://www.marymountcalifornia.edu/GotTech for a concise map of each printer location.
- Allocation of Funds: Each semester, the University allocates $25.00 of funds to each student account, which enables students to print approximately 250 pages. We’ve found that for regular coursework, this adequately covers all costs of student printing. An additional $25.00 is added
fall through summer terms. At the end of summer, the student account is brought back to zero, which includes any paid or allocated funds.

If you run out of funds and are at Oceanview Campus, please go to the PrintSpot payment machine in the student center. This machine only takes cash. If you run out of funds at another campus, please contact our IT Helpdesk line.

No refunds will be provided, and no funds will be transferred to another account.

Checking Your Balance: Your funds are listed on each copy machine when you print. Alternatively, you can request information about your account by submitting a request to gernalsupport@marymountcalifornia.edu.

REGISTRAR

Registrar: Paula Avery
Assistant Registrar: Sherie Cowan
Location: Administration Building, Rm 105
Monday - Friday 8:30 pm – 5 pm

Services

- Registration
- Transcript requests
- Transfer credit evaluation
- Review of University records
- Withdrawal from a course or the University
- Leave of Absence
- Declaration or Change of Program/Emphasis
- Degree Conferral
- Enrollment verifications
- Change of address
- Academic petitions
- FERPA information (see page 48)
RESIDENTIAL LIFE AND STUDENT CONDUCT

Assistant Dean of Students / Dean of Residential Campus: Chad Fehr
Administrative Assistant: 
Assistant Directors: Suesue Eldanaf
Location: Marymount California Villas
1600 Palos Verdes Drive North
San Pedro, CA 90732
Office of Residential Life at Mariners Landing
Monday- Friday 9:00 am – 5:00 pm

The Office of Residential Life develops Marymount’s residential communities including the residential assignment and application process for Marymount over 300 residential students. Residential Life’s goal is to assist residents in the development of life skills and to support their academic success. Residents are assisted in their development by the residential life staff.

The Villas consists of 86 furnished townhouses situated on 13 acres around an outdoor quad area with an outdoor pavilion, full-sized basketball court, sand volleyball court, heated swimming pool, Mariners Cove, 24-hour study lounges and Outtakes, a convenience store and a residential fitness center.

For more information, please contact the Office of Residential Life at (310) 303-7317.

STUDENT AFFAIRS

Vice President of Student Affairs/Dean of Students: Dr. Ryan Alcántara
Assistant to the Vice President of Student Affairs/Dean of Students: Kimberly Ramsay
Location: Cecilia Hall, Rm 209
Monday-Friday 8:30 am – 5:00 pm

The Vice President of Student Affairs/Dean of Students is the chief student affairs officer for Marymount California University and reports directly to the President of the University. The following services fall under the responsibility of the Vice President of Student Affairs/Dean of Students: Student Life Department, Residential Life and Student Conduct, Student Wellness Center, Center for Academic and Professional Success, and International Services. The administration of the Student Conduct System, fines and appeals, and the student complaint process also fall under the auspices of Student Affairs.

Marymount Tip Line. This voice mailbox, (310) 303-7373, is available to students, faculty, staff or families who wish to leave anonymous information about policy violations or behavioral issues affecting community members. The Vice President of Student Affairs/Dean of Students listens to these messages and follows up on the information received.
STUDENT LIFE

Director, Student Life: Jeremy Booker
Location: Thomas D. Wood (TDW) Student Center
Monday-Thursday 9:00 am – 7:00 pm
Friday 9:00 am– 4:00 pm

Students are invited to participate fully in Marymount’s academic and social life. Members of our community are encouraged to share in leadership responsibilities – through the initiation of social, educational and cultural activities, through community dialogue for change, and by serving on administrative and planning committees. Stop by the Office of Student Life (OSL) to learn more about how to get involved.

Student Information Desk & Student Center. The Student Information Desk serves as the “front office” of the Student Center. Students may sign up for trips, purchase tickets for student events, check out equipment for use in the Student Center and ask general questions about Student Life and activities. Each fall, the Office of Student Life hires student workers (Deskies) to assist with managing the Student Center, event sign ups and running activities for the student body. Stop by the Info Desk to find out how to get involved and get details for possible employment.

Student Events at Marymount California University are designed to contribute to social, recreational, emotional, academic, spiritual, professional and cultural development. Several events are offered each year. Check out what’s going on by visiting my.marymountcalifornia.edu and clicking on “Student Events.”

New Student Orientation. Each semester, the Office of Student Life administers New Student Orientation. Orientation is designed to introduce and integrate new students to campus, resources, and people in an exciting and welcoming way. Select returning students serve as Student Orientation Staff (SOS), and provide valuable peer leadership and support to help new students connect to the University community. Questions about Orientation should be directed to the Office of Student Life at orientation@marymountcalifornia.edu or visit TDW, Rm 227.

Student Orientation Staff (SOS): The application process begins in late November to select the Orientation Staff. Students are trained in late summer to facilitate the new student entry process, including planning and coordinating orientation activities, leading small groups and answering questions incoming students are sure to have. This is an exciting, vibrant and memorable experience for returning students, which enhances leadership skills.
Marymount Student Government Association (MSGA)
MSGA is the governing legislative body for the students that governs student organizations, the student association fund and presents student needs to the administration. Through its elected officers and representatives MSGA strives to develop the lasting qualities of commitment, engagement and leadership, and to promote the general welfare of Marymount and its students. MSGA meets weekly to discuss student needs and concerns, distribute funds to student organizations, and contribute to campus events.

All registered students attending classes are recognized as members of the student body. All regularly enrolled full-time students who have paid their student association fee and have a GPA of at least 3.0 are eligible to run for election for the executive board. The MSGA governing body consists of the president, vice president for finance, vice president for communication and vice president for student organizations, as well as senators from each class. Students interested in learning more about MSGA should contact the Office of Student Life.

Rights and Responsibilities of Students
Each registered, full-time student is charged a student association fee, a portion of which becomes the property of the Marymount Student Government Association and is allocated to the various clubs and organizations. Each registered student is issued a student identification card (ID card). This ID card entitles the student, in good judicial standing, to the following:

- The right to vote in all MSGA elections
- The right to hold an MSGA office (with certain qualifications listed above)
- The right to be fairly represented in MSGA
- The right to a voice in the MSGA
- The right to belong to any student organization funded by the MSGA
- The right to free/reduced admission to events sponsored with MSGA funds and by Student Life
- The right to participate in any function sponsored by the MSGA and Student Life

STUDENT WELLNESS SERVICES

Director: Osmara Reyes-Osorio, Ed.D. LCSW
Administrative Assistant: Dianne Bettis
Wellness Counselor: Cody Guthier, ASW
Personal Counselor/Social Worker: Erin Nakamura, ASW
MSW Intern: TBA
Student Worker: Lyla Floyd

Locations:
Building 3 (adjacent to the Bookstore) – Student Wellness Center
Monday-Thursday 9:00am – 5:00 pm
Friday 9:00am-3:30pm

Villas Res Life, # 202
By appointment only

**Marymount California Student Wellness Center Mission Statement:** We strive to provide integrated health, counseling, and wellness services to support our diverse student population in achieving their highest potential. We support the overall health of the campus community by providing a spectrum of services including physical and psychological care through our on-campus staff and community partners. We promote a healthy lifestyle that will support academic success and lead to an optimum level of wellness. Student Wellness Services endeavors to provide a holistic health framework to provide easily accessible health care (with local providers) and health education to all MCU students with respect for the diverse social, religious, and cultural identities of our students.

**Our Goal:** We are committed to empowering students to make informed, positive lifestyle choices, take responsibility for self-care, and achieve optimal levels of wellness in order to reach their full academic and professional potential.

Student Wellness Services provides wellness counseling, personal counseling, crisis intervention and consultation, outreach, and referrals for our campus community. Educational and health information is available. Referral assistance to local private physicians and other community health services. Insurance claim forms, card and general insurance information. No student concern is too insignificant. Students often address their concerns with a counselor on an individual basis. However, there are opportunities for group interaction on certain topics and outreach programming for both student and faculty/staff work groups. Wellness Center staff also provides drug and alcohol assessment, education, prevention and early intervention resources for the campus community. Referral to outside agencies is required for severe mental illness and/or life-threatening conditions.

Confidentiality is protected by law. The counselor will not break confidentiality without expressed consent by the student. There are a few exceptions: in instances when the client is in imminent life-threatening danger to self or others and in instances of abuse of a minor or elder.

The Wellness Center utilizes a professional staff that includes licensed counselors by the state of California with a variety of training and experience. All services are provided free to full-time students. Sessions may be limited, given both student need and counselor availability.

Any student involved in an accident or other emergency on campus should immediately notify Campus Safety. If hospitalization or emergency treatment is needed on campus, it is the policy of the University to call the local paramedic service.

All bills incurred for health and/or mental health-related reasons are the sole responsibility of the student.
Medically Excused Absences

- It is the policy of the Student Wellness Center that no written excuses are given for missed classes.
- The Student Wellness Center will also act as a liaison to Academic Affairs in case of hospitalization or prolonged absence due to severe medical illness.

STUDENT VETERAN CENTER

Location: Oceanside, Rm 110
Monday to Friday: 9:00 am – 6:00 pm

Marymount California University is proud to welcome our Student Veterans. The Student Veteran Center is a welcoming, quiet, safe space where you can relax and enjoy the view while you hang out with other student veterans. There are various events throughout the year scheduled for our student veterans (such as the 9-11 memorial, Study Boot Camp, Student Veteran Organization meetings and more). There are resources available to you at the Student Veteran Center as well as various faculty and staff on campus that are there to support all your academic needs. We are excited about your new mission in earning your degree, congratulations!

A Student Wellness Counselor that has training and experience in working with student veterans is available to meet with you anytime during regular business hours Monday-Friday. Contact the Student Wellness Center at (310) 303-7244 for more information or email Wellness@Marymountcalifornia.edu about various Student Veteran opportunities at MCU.
Introduction and Statement of Values
In order to provide a positive educational environment where individual and institutional rights and responsibilities merge to encourage the holistic development of each member of the community, Marymount California University has a number of policies and procedures that present to students, staff and faculty values and expectations of this institution.

Each member of the University community is expected to adhere fully to the policies established by the University—that is, not only to comply with the letter of the various regulations, but also to act positively to comply with the spirit of these policies.

Consistent with these values, the Student Conduct System and the Student Code of Conduct have been created. They serve to establish and clarify standards of behavior essential to the University’s educational mission and community life.

The community of Marymount California University (also referred to as “Marymount,” “MCU” or “the University”) strives to realize a holistic campus environment of common purpose, caring, acceptance, inclusiveness, responsibility, and service that is the heart of the community. The Student Code of Conduct outlined in The Anchor provides a framework for student behavior and responsibility. Once a student is accepted to MCU through the admissions process, they are considered a “student,” and are subject to the Student Code of Conduct and all MCU Policies and Procedures. This includes all students on all campuses, including, but not limited to the Oceanview Campus (OVC), The Villas (residential campus) and off-campus university-sponsored events.

All the policies in The Anchor are subject to change and students should consult the website for the latest policies. These regulations are designed to give students general notice of prohibited conduct and should be read and interpreted broadly, as they are not designed to define the misconduct in exhaustive terms. Each student is expected to be fully aware of the Student Code of Conduct and all published policies, rules, and regulations.

All students are expected and required to obey the law, to comply with the policies of Marymount California University, and with directives issued by an administrative official in the course of his or her authorized duties. Students are responsible for complying with the Student Code of Conduct and for representing the University in a positive manner. This expectation includes off campus conduct that is likely to have an adverse effect on the University or on the educational process. The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.
The MCU campuses are located within the following law enforcement jurisdictions:

**Oceanview Campus (OVC)** – L.A. County Sheriff (Lomita Station), Phone: (310) 539-1661

**The Villas** – LAPD (Harbor Division), Phone: (310) 726-7700

Students are encouraged to utilize police services when necessary. The University will cooperate with law enforcement agencies in the conduct of their jobs and will not in any way interfere or impede their efforts. Furthermore, it is a violation of the Student Code of Conduct if a student fails to report immediately any serious health or safety risk to MCU’s Office of Safety & Security, local law enforcement, the Office of Student Affairs, or other appropriate university personnel.

Students may be held accountable to local, state, or federal authorities and to the University for acts that constitute violations of federal, state, and/or local laws and University policy. If a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for the individual because of his or her status as a student. Student Conduct proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Code of Conduct without regard to pending civil or criminal litigation in court or criminal arrest and prosecution.

Students, as individuals, and collectively, as members of student groups or organizations, are responsible for complying with the established Student Code of Conduct. The officers or leaders of a student group or organization may be directed to take appropriate action designed to prevent or end violations by the group or organization, or by any persons associated with the group or organization, who can reasonably be said to be acting on behalf of the group or organization. Failure to make reasonable efforts to comply with such a directive will be considered a violation in itself, both by the officers, leaders or organization, and by the group or organization itself.

If a student with a documented disability feels he/she needs accommodation in understanding or complying with the Student Code of Conduct procedures, the students should contact the Coordinator of Disability Resources through My.Marymount.

**Purpose**
While members of this community contribute a diverse mix of ideas and backgrounds, we hold in common those Codes of Conduct that exemplify personal integrity and ethical behavior and which advance the mission of the University, its traditions and values. The Student Code of Conduct represents both the rights and responsibilities of individual members of the MCU community and the good of the community, and makes it possible for a diverse student body to live, interact and learn together.

**Purpose of Marymount California University’s Student Code of Conduct:**
1. The Student Code of Conduct helps to motivate positive behavior, enhance respect and understanding for individual differences and emphasize a commitment to the overall positive welfare of the community.
2. The Student Code of Conduct represents limits and describes examples of behaviors that are
 unacceptable conduct of students at MCU and their guests.

3. The Student Code of Conduct assists students in learning how to assume public responsibilities and encourages reflective dialogue beyond the campus and in society. Students may be charged with violations of the Student Code of Conduct by any faculty or staff member, including Resident Advisors (RAs), Assistant Directors (ADs) or Safety and Security Officers. Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to, the following:

1.0 – ACADEMIC INTEGRITY
Marymount students observe the highest principles of and support a campus environment conducive to scholarship. Marymount California University expects that all students will act in a manner that reflects personal and intellectual honesty. For additional details regarding academic integrity, see page 60. For an extensive list of all academic requirements, policies and procedures, please see the University Catalog, which may be found on the Academic Affairs website.

2.0 – ALCOHOL VIOLATIONS
Possession or consumption of any alcoholic beverage is prohibited on the Oceanview campus. Students and student organizations must comply with the published regulations, and any and all applicable laws, concerning the transport, display, provision, possession, and consumption of beer, wine, and other alcoholic beverages. Other examples of violations of this policy include but are not limited to:

- Use, possession, or consumption of alcoholic beverages, or possessing open containers of alcohol, without authorization according to University policy
- Presence in an area where alcoholic beverages are present
- Participating or being in the presence of drinking game activities (e.g. beer pong, flip cup, quarters)
- Providing or serving alcohol to minors (less than 21), on or off campus property
- Possessing kegs of beer, or other large volume containers, that enable consumption of excessive amounts of alcohol, and related paraphernalia
- Possession or consumption of alcohol at any University function or activity
- Misconduct of any form as a result of intoxication on campus or at University sponsored activities while under the influence of any amount of alcohol or illegal drug
- Public intoxication
- Driving Under the Influence (DUI) of Alcohol/Driving While Intoxicated

3.0– DRUGS AND/OR DRUG PARAPHERNALIA
Marymount California University complies with the Drug-Free Workplace, and the Drug-Free Schools and Communities Act. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance and/or paraphernalia, as those terms are largely used in the California Statutes, is prohibited. Students found present where drugs are being used illegally, whether participating or not, may also be in violation of this policy. The misuse of any drug, including prescription, over-the-counter medications, or inhalants is prohibited.
The use or possession of marijuana in any form, including for medicinal use, is prohibited. The California Compassionate Use Act does not apply to administrative cases involving use and possession of marijuana that violate MCU Student Conduct Code or the Residential License Agreement. Students are NOT protected by the California Compassionate Use Act. The possession of a 215 medical marijuana card will not be recognized nor honored by Marymount California University.

Students with legal medical prescriptions for any controlled substance or narcotic drug, from a legitimate, recognized pharmacy, must:

- Have the appropriate prescription label on each bottle
- Pills are not to be mixed or placed in the wrong bottles, even for “consolidation” or purposes of “convenience.” Failure to adhere to these guidelines will constitute a violation of this drug policy.

4.0 – HAZING POLICY

Hazing of any type whether committed or arranged by individual students or members of recognized student organizations is an unacceptable practice at Marymount California University. Activities prohibited under this policy shall include, but not be limited to, any of the following: extended deprivation of sleep or rest; forced consumption of food, liquor, beverage or drugs; beatings; brandings; tests of endurance; or submission of members or prospective members to potentially hazardous or dangerous circumstances.

Hazing is defined as: any action or situation which recklessly or intentionally endangers the emotional, mental or physical health of safety of a student, or which willfully destroys or removes public or private property for the purpose of initiation or admission into an affiliation with, or as a condition for continued membership in, any organization operating under the sanction of, or recognized as an organization by an institution of higher learning. It shall not be an acceptable defense to a charge of hazing to claim that the participants took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury in fact was suffered.

5.0 – HARASSMENT/COMMITMENT TO CIVILITY

Marymount California University is deeply committed to promoting civility. Students are expected to respect the health, safety, welfare and rights of all persons. MCU students are to act in a civil manner that reflects maturity, social responsibility, and respect towards others and the Marymount Community. Violations include but are not limited to:

- Acts of Intolerance/Intimidation – verbal, physical, written, or electronic acts of intimidation and/or harassment aimed towards any person or group on the basis of race, sexual orientation, religion, disability, national origin, or gender is prohibited
- Threats made – in person, by telephone, electronically, in writing or by other means, against any person
- Making racial or ethnic slurs; making slurs against another’s sexual orientation, gender, gender identity, or religion, or hate speech of any kind
• Stalking
• Disruptive conduct online, in electronic communication, and in online courses. See Marymount Netiquette Guidelines in “COMPUTER, NETWORK, AND ELECTRONIC MEDIA USAGE POLICY” on page 114.
• The use of social networking websites to harass, stalk, threaten, or in any way intimidate any member of the Marymount community

6.0 – GENDER-BASED MISCONDUCT/SEXUAL MISCONDUCT POLICY
Marymount California University takes alleged offenses and/or violations of this policy extremely serious. For more detailed information, please refer to the “POLICY AND PROCEDURE FOR CIVIL RIGHTS EQUITY RESOLUTION PROCESS FOR ALL FACULTY, STUDENTS AND EMPLOYEES”.

7.0 – HARM TO PERSONS
Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Violations include but are not limited to:
• Fighting
• Inciting fights, assaults, acts of sexual violence, abuse
• Retaliation which results in this type of behavior
• Language that is designed, or has the impact of inciting others to violate this policy
• Endangering the health or safety of other persons
• Physical abuse, verbal abuse, threats, intimidation and/or coercion
• Dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs

8.0 – DISRUPTIVE ACTIVITY
Disruptive activities or disorderly conduct at a campus activity or on University-owned or controlled property or at a University-sponsored or supervised function which inhibits or interferes with the educational mission of MCU or University social/educational activities are prohibited. Violations include but are not limited to:
• Using abusive, indecent, profane, or vulgar language
• Disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or classroom activities

Participating in an on-campus or off-campus demonstration or activity that disrupts the normal operation of the University or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area:
• Obstructing the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised events
• Public urination or lewd or indecent conduct
9.0 – VANDALISM AND/OR ABUSE/MISUSE OF PROPERTY
Marymount California University expects that its students will treat the property of MCU and the property of others with the same respect that they would ask others to show to them. Violations include but are not limited to:

- Destroying, defacing, damaging, or misusing of private or University property (including misuse of fire or life-safety equipment or property) or property belonging to another
- Making false alarms or reports where the person knowingly initiates, communicates, or circulates a report of present, past, or future bombing, fire, offense, or other emergency that s/he knows is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; or prevent or interrupt the occupation of a building, room or aircraft, automobile, or other mode of conveyance

10.0 – THEFT/TRESPASSING
Stealing property from Marymount California University, another student(s), or any member or guest of the MCU community is strictly prohibited. Violations include, but are not limited to:

- Stealing, or unlawfully taking possession of someone else’s personal property without prior permission or consent
- Attempted theft of another individual’s personal belongings or property, or that of the university
- Unlawfully entering another student’s residence room, with the intent to burglarize the room
- Entering a university facility or area, and removing property that belongs to the university or an individual without their prior knowledge or consent
- Unlawfully removing items from the university dining facilities, Outtakes convenience store, bookstore, or vending operation
- Assisting or being an accessory to a theft or attempted theft
- Having knowledge of, or observing a theft occur and not reporting it; or withholding information relevant to an investigation
- Attempting to sell back textbooks to the bookstore that do not belong to the seller

11.0 – FAILURE TO COMPLY/WILLFUL OBSTRUCTION
Failure to comply with the direction of a University official (Residential Life staff included) or Law Enforcement Officer; harassing the aforementioned persons acting in the performance of his/her duties; failure to identify oneself to University staff; or failure to heed an official summons to the office of a University official within the designated time. Violations include but are not limited to:

- Failure to provide a valid Marymount ID card, or other valid identification upon the request of any MCU official
- Failure to report immediately any serious health or safety risk to the local police
- Failure to make a reasonable, positive effort to remove themselves from the environment where these standards are being violated
- Forging, altering, or misusing University documents, forms, records, or identification cards, or issuance of a check to the University or its contractors without sufficient funds
• Giving false testimony or other evidence at a campus conduct hearing or proceeding
• Failure to appear for a scheduled educational conference, administrative Hearing or Conduct Board Hearing
• Failure to comply with sanctioning that has been issued as a result of the student conduct process
• Furnishing false information to the university or university official, or withholding information that may impede an investigation
• Complicity, either through act or omission, assisting another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct

12.0 – COMPUTER AND NETWORK USE POLICY
Violating MCU’s policies governing computing resources as outlined in the Office of Institutional Technology’s “Computer, Network and Electronic Media Usage Policy.” Violations of these policies may be grounds for disciplinary action and/or prosecution as permitted under local, state and federal laws.

13.0 – POSSESSION OF WEAPONS
Using or possessing ammunition, firearms or items that resemble firearms, illegal knives (knives with blades longer than five inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, bow and arrows, and/or spears), or other illegal weapons on University property. Violations include but are not limited to:
• Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object that is flammable or which could cause damage by fire or explosion to persons or property on University property
• Possession of firearms or items resembling firearms, including but not limited to BB Guns, Pellet Guns, paintball guns, and Potato Guns
• Medieval/Collector Swords/Knives/Throwing Stars
• Any other instrument used or designed to be used to injure, intimidate or threaten any person

14.0 – POSTING AND ADVERTISING POLICY
Marymount California University’s Student Life Department maintains policies and procedures for posting and advertising on campus. For specific information, please see “Marymount California University’s Posting Policy.”

15.0 – ASSEMBLY/CAMPUS DEMONSTRATION
The University recognizes the rights of students to assemble for the purpose of expressing dissent as long as such assembly, including campus demonstrations, does not limit the freedom of others, damage University property or delay the opportunity of the student body, faculty and staff to proceed regularly with their work, or disrupt the normal operations of the University or infringe on the rights of other members of the University community. Students may use public areas for assembly as long as they do not restrict, obstruct or interfere with freedom of movement, either pedestrian or vehicular, on campus
or at University sponsored or -supervised events. When a rally or other such gathering requires building space and public areas, authorization must be obtained in advance from the Vice President of Student Affairs.

16.0 – COMMUNITY COURTESY
Because students are considered representatives of the University, these guidelines have been established in order to uphold standards of behavior that should be demonstrated by students when they are in the surrounding communities. These guidelines apply 24 hours a day.

- **NOISE:** Stereos, other electronic equipment and human voices should be kept to reasonable levels in dwellings or in automobiles.
- **AUTOMOBILE:** All local laws should be followed regarding speed limits and parking restrictions. Students should not park or block garage entrances or driveways. The sounding of car alarms or the inappropriate or repetitive honking of horns is a violation of the Community Courtesy Policy. Students parking on streets surrounding the University when there is parking available on campus will be cited.

17.0 – RESIDENTIAL LIVING POLICIES
Please refer to the “Marymount California University Residential Life Policies” section of The Anchor for more detailed information.

18.0 – GENERAL LAWS
Students or student organizations involved in violations of any federal, state, or local laws may be subject to disciplinary action. Disciplinary action imposed by the University may precede and/or be in addition to any penalty imposed by an off-campus authority.

19.0- ADDITIONAL PROHIBITED BEHAVIOR
The following are not intended to provide an exhaustive listing of restricted behavior, but not additional conduct that violates campus policy and principles of community.

- Gambling or playing cards for money stakes.
- Littering.
- Violating quiet hours (10:00 p.m. to 8:00 a.m. Sunday through Thursday, 12:00 a.m. to 9 a.m. Friday and Saturday.
- Smoking of any substance, and/or the use of any tobacco products are not allowed in any campus building. Smoking is allowed only in designated areas.
- Entering or using University buildings, facilities, equipment, or resources, or possession or use of University keys for unauthorized purposes.
- Loitering: Due to fire safety concerns and for the personal safety of students, loitering in large groups is not permitted
- Bribery: the offering of money or other goods or services as explicit or implicit inducements that may reasonably be construed as quid pro quo to influence grades or other outcomes for a student or a group of students.
GOOD SAMARITAN/AMNESTY POLICY
The health and safety of our students is of the highest priority. At times students may need immediate medical or other professional assistance. However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the Student Code of Conduct. To minimize any hesitation students or student organizations may have in obtaining help due to these concerns Marymount California University has enacted the following “Good Samaritan” provision.
Although policy violations cannot be overlooked, MCU will consider the positive impact of reporting an incident when determining the appropriate response for policy violations. In such cases, any possible negative consequences for the reporter(s) of the problem should be evaluated against the possible negative consequences for the student(s) who needed assistance. At a minimum, students or student organizations should make an anonymous report that would put the student in need in touch with emergency care providers (Police, EMS, etc.) and/or campus officials. Examples where this policy would apply include but are not limited to: A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.

PROCEDURES FOR STUDENT CONDUCT ADMINISTRATION
The Vice President of Student Affairs shall have primary authority and responsibility for the administration of student conduct at Marymount California University and for investigating allegations that a student has violated University rules and regulations, or specific orders and instructions issued by an administrative official of the University.

Any member of the MCU community may file a complaint against a student for violations of the Student Code of Conduct. The report shall be prepared in writing and submitted to the Captain of Safety & Security or Assistant Dean of Students / Dean of Residential Campus or submit a Statement for the Record Form online, which may be found at: www.marymountcalifornia.edu/accident-statement. Any complaint should be submitted as soon as possible after the incident takes place, preferably within two business days. The report may come from a campus Safety & Security Officer, a Residential Life staff member, Law Enforcement Officer, MCU student, faculty or staff, as well as any other member of the Marymount or local community.

Standard of Proof
The Student Conduct process at Marymount California University, like most colleges and universities, operates based on a “preponderance of evidence” as the “standard of proof.” A preponderance of evidence is described as enough evidence to make it more likely than not that the accused student has violated the Student Code of Conduct.

Educational Conference
Once an incident or violation of the Student Code of Conduct has been reported, the first step will be an Educational Conference. Educational Conferences are held by trained Conduct Officers, which may be an official in the Office of Residential Life and Student Conduct, Assistant Directors, Student Affairs staff
member, administrator, or faculty member. The Assistant Dean of Students / Dean of Residential Campus, or a designee, will assign each accused student a Conduct Officer for their Educational Conference. Family members, including parents/guardians, are not permitted to attend Educational Conferences with students without prior written approval from the Conduct Officer holding the educational conference.

During the Educational Conference, the accused student(s) and the conduct officer will meet to informally discuss the incident, and the student(s) will be given the opportunity to explain his/her version of events. In the event that the conduct officer determines that a policy has NOT been violated, then the case and any related Code of Conduct charges may be dismissed or found “not responsible.” If the conduct officer maintains that a policy has been violated, the accused student(s) will be given two options: The first option is to accept responsibility for violating the policy; thus, waiving the right to a formal Conduct Board Hearing, and having the conduct officer issue the student(s) his/her conduct sanctions (outcome). When this occurs, the case is considered closed/resolved at the conclusion of the Educational Conference.

Students may NOT appeal the outcome of an Educational Conference, since the student is essentially taking responsibility for violating the Code of Conduct, and they waive their right to a formal Conduct Board Hearing. Additionally, at an Educational Conference, the student is either informed of the exact disciplinary sanctions being imposed, or at a minimum, they will be given a range of possible sanctions being considered, before the student is required to accept responsibility or request a formal Conduct Board Hearing.

Students, who do NOT feel as though they have violated the Student Code of Conduct, have a second option, which is to request a formal Conduct Board Hearing. All students have the right to a fair and objective Conduct Board Hearing.

**Conduct Board Hearings**
A Conduct Board Hearing will occur when the accused student(s) does not feel he/she is responsible for violating the Student Code of Conduct.

Conduct Board Hearing Officers are thoroughly trained faculty members, staff members, and students. Faculty and Staff Conduct Board Members are appointed by the President of the University or designee. Students who wish to serve on the conduct board, may apply through the Office of Residential Life & Student Conduct. In order for a student to be selected, they must have a clean student conduct record, and may not be on any disciplinary probation status. Students must also be in good academic standing, with a minimum 2.25 cumulative Grade Point Average. Eligible students will be screened by the Assistant Dean of Students / Dean of Residential Campus, or a designee. All members of the conduct board will receive the necessary training and resources to serve.

Each Conduct Board for individual incidents or cases will consist of three (3) Conduct Board Hearing Officers. A Conduct Board may consist of the following compositions:
- One faculty member, one staff member, and one student member
- Two Faculty members, and one student member
- Two Staff members, and one student member
- Three Faculty/Staff members (no student member)

Students requesting a Conduct Board Hearing will need to complete a “Request for a Conduct Board Hearing” form, which will be available at the initial Educational Conference. All of this will be thoroughly explained during the accused student’s Educational Conference.

Every effort will be made to ensure that each accused student is given a fair and objective Conduct Board Hearing. Part of this will be making sure that there are no conflicts of interest between a board member and an accused student (i.e. the accused student’s academic advisor being on the board, accused student is a frequent student of a board member, accused student having a personal friendship with any board member, including the student member, etc.). Board members are trained to recuse themselves if there is a significant conflict of interest. Should the accused student feel a conflict of interest may exist, they should immediately bring this to the attention of the Assistant Dean of Students/Dean of Residential Campus upon receipt of the hearing notice.

**Appeal Procedures**

Students who wish to dispute the outcome of a Conduct Board Hearing, may file an appeal to have their case reviewed by an Appellate Officer, typically the Assistant Dean of Students, Dean of Residential Campus, or a designee.

To initiate the appeal process, the student must complete an “Intent to Appeal” form and submit it to the Office of Residential Life & Student Conduct within three (3) university Business days from the “Exit Date” noted at the bottom of the Sanction Assessment Form that the student received following their Conduct Board Hearing. An appeal must contain complete justification and details about why the student feels an appeal should be granted. An appeal is not a rehearing of the original case. In order for an appeal to be reviewed by the Appellate Officer, the following criteria must be met:

- A substantive procedural error occurred that significantly affected the outcome of the hearing.
- New evidence that was not available at the time of the hearing, which, if introduced, would significantly affect the outcome of the hearing.
- The Sanction is significantly inconsistent with institutional guidelines and/or past practices. If it is determined that there is just cause for an appeal by meeting one or more of the criteria listed above, the Assistant Dean of Students / Dean of Residential Campus, or a designee, will forward the entire case file to the Appellate Officer. The Appellate Officer will review all of the documents related to the case, hearing, and sanction assessment, and will take one of the following two actions:
  - Affirm the decision of the original hearing body
  - Remand the case back to the Conduct Board, with instructions.
All decisions made by the Appellate Officer are FINAL.

Procedures

The following procedures will be followed in any case, which results in a hearing before the Conduct Hearing Board ("Board"). The University student conduct procedures are not legal proceedings, therefore, neither the student nor the University may have legal counsel present at the hearing. Students alleged to have violated the Student Code of Conduct can expect that all procedures outlined in the code will be followed accordingly. Students are also entitled to the following procedural protections:

1. The accused student will be given written notice of the following:
   a. The alleged violation(s)
   b. The names involved, date and location of the Hearing

2. The student is entitled to appear in person before the Board to defend against the charges. If the student elects not to appear, the Board will reach its decision on the basis of information available to it at the Hearing.

3. The student or the University may request that witnesses competent to give testimony relevant to the specific charges preferred, be called to testify before the Board. Written or recorded statements, rather than personal testimony by witnesses before the Board, may be permitted at the Board’s discretion when extenuating circumstances prevent the appearance of a witness. Failure of a witness to be present at the time of the Hearing, except in extenuating circumstances, will not be grounds to delay the proceedings.

4. The Conduct Hearing Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, conference call, videoconferencing, videotape, audiotape, written statement, or other means, where and as determined in the judgment of the Assistant Dean of Students / Dean of Residential Campus Hearing Board to be appropriate.

5. The University’s case may be presented by the original complainant, or an appropriate university official, who may ask questions of any witness.

6. The student may invite a member of the Marymount California University faculty or staff to serve as an advisor to assist in answering the charge(s) and to be present throughout the Hearing. The advisor’s role in the hearing is limited. He or she may write notes or whisper to the student. The advisor is not permitted to directly address the members of the hearing board or any witnesses. The advisor may not offer any testimony to the Conduct Board.

7. The Complainant, Accused Student and his or her advisors, if any, shall be allowed to attend the entire portion of the Conduct Board Hearing at which information is received except deliberations (except when the board feels this presents safety concerns).

8. The student may decline to answer questions asked by members of the Board. However, in such a situation, the Board shall make its decision on the basis of information available at the Hearing.

9. The Board shall not be bound by the rules of evidence used in the conduct of trials and courts of law. Hearings shall be open only to members of the Conduct Hearing Board, the charged student, advisors and witnesses, as well as a Student Affairs staff member to oversee the process, typically the Assistant Dean of Students / Dean of Residential Campus, or designee. Witnesses shall be
present only during the time they are presenting testimony.

10. The Board shall make an appropriate record of the proceedings and this record shall be available to the accused upon his/her request; however, it may not leave the Office of Residential Life & Student Conduct or Office of Student Affairs. All testimony in conduct board hearings shall be recorded. Following the Hearing and during the appeal period, the student and/or advisor present throughout the Hearing may listen to the recording in the Office of Residential Life & Student Conduct or the Office of Student Affairs. Recordings of Board Hearings and decisions shall be filed in the Office of Residential Life & Student Conduct for as long as legally required.

11. At the conclusion of a Hearing, the Board members shall meet in closed session to determine its decision. The advisor may not be present during deliberations. If the student is found responsible of violating the Code of Conduct, the Board shall consult with the Assistant Dean of Students / Dean of Residential Campus, or a designee, prior to entering the sanctioning phase of the process.

12. The student shall be promptly informed of the decision by the Assistant Dean of Students / Dean of Residential Campus, Chair of the Board, or designee via MCU email within three (3) business days.

13. The University does not permit a student to withdraw if that student has an allegation pending for violation of the Code of Student Conduct. Should a student decide to leave and not participate in the investigation and/or hearing, the process will nonetheless proceed in the student’s absence to a reasonable resolution and that student will not be permitted to return to Marymount California University unless all sanctions have been satisfied.

14. The student may elect to waive any and all of the above rights. Such waivers shall be put in writing and made a part of the record of the proceeding.

15. Students are assured that all records will be handled in accordance with the terms of the Family Educational Rights and Privacy Act (FERPA).

Possible Sanctions through the Student Code of Conduct
There are a wide variety of offenses addressed through the Student Code of Conduct; the spectrum of possible sanctions is quite broad. In addition to the violation(s) for which the student(s) is found responsible, the Chief Hearing Officer, or their designee, will also consider aggravating factors and a student’s conduct history when assigning a sanction. A sanction assessment letter, including any assigned sanctions should the student be found responsible for any policy violations, will be sent to the student via his/her Marymount email address once the student conduct process is completed. Below is a list of standard sanctions, although it is not exhaustive and other sanctions may be assigned:

- A written warning/reprimand
- Disciplinary Probation
- Housing Relocation
- Deferred Housing Removal
- Housing Removal
- Financial restitution
- Attendance at an alcohol and/or drug education workshop
- Completion of an alcohol and drug assessment through the Wellness Center
- Educational/Developmental Sanctions
• Suspension from the University
• Permanent Expulsion from the University

What is a Suspension from the Residential Program or from the University?
Suspension from Residential Program: A designated period during which the student may not reside or visit the University’s residential campuses. This may range from one semester to permanent separation from residential campuses.

Interim suspension: Immediate temporary suspension due to serious allegations of misconduct. During this period a student may not attend classes, live in the residential program or participate in University activities. Interim suspensions are managed as expeditiously as possible until an accused student has the opportunity to go through the student conduct process to address the conduct matter at hand. An interim suspension may be merited when there is a serious incident involving probable misconduct that jeopardizes a student or the campus community. The Vice President of Student Affairs, Assistant Dean of Students / Dean of Residential Campus, or designee, may immediately suspend a student for such an alleged serious judicial matter, from either the campus entirely, from the residential program or from a specific University function or activity.

Suspension from the University: A period during which time a student may not attend classes, live in the residential program, or participate in University activities. Suspensions usually range from one full semester to 2 years. Students who are suspended and would like to return to the University once their period of suspension has concluded and all of their conduct sanctions have been completed and verified, students may write a letter of petition for re-admission, which must be approved by the Re-admittance Committee.

Deferred Suspension: A deferred suspension is issued when a student is near the point of suspension; however, the student is given one final chance demonstrate his/her ability to comply with the Student Code of Conduct. It is made clear that any future violations will result in suspension from the University.

Conduct Holds: Any time a student has a pending conduct matter a hold may be placed on his/her University records. This means that the student will be unable to receive official University transcripts or his/her diploma until the matter is resolved. If the student does not complete a sanction or pay a mandated fine, he/she will not have access to University records or be able to register for classes until the matter is addressed.
STUDENT COMPLAINT PROCEDURE

Marymount California University takes very seriously complaints and concerns regarding the institution. MCU provides several means by which student complaints and grievances may be addressed. In all cases, students are encouraged to put their complaints in writing and carefully document the events that led to the complaint or grievance.

Students are directed to address issues and conflicts with respective departments, but at any time are welcome to bring their complaint forward to one of two campus entities. If you are uncertain of where to raise a complaint regarding Marymount California University, we recommend that you first contact:

Ryan Alcantara, Vice President of Student Affairs/Dean of Students
For complete procedures visit: www.marymountcalifornia.edu/student-complaint-procedure

I. Complaints regarding Discrimination or Harassment:
Marymount California University is committed to ensuring a just and humane campus wherein all community members have the capacity to thrive. It is understood that the behavior of some community members may, at times, challenge the well-being of others. As such, the University has established a set of policies that identify the types of behaviors that are unacceptable and will not be tolerated. These policies address issues related to Title IX and gender, ADA and disability, race and bias, and other conduct.

To improve the university’s ability to foster a just and humane campus for all, the university community is asked to report incidents that violate university anti-discrimination and misconduct policies so that efforts can be made to end discriminatory and harassing conduct based on a protected characteristic, prevent its reoccurrence, and address its effects. For more information regarding Title IX and Title IX related complaints, please visit www.MarymountCalifornia.edu/title-ix and http://www.MarymountCalifornia.edu/know-your-rights.

Report these complaints to:
Karen Thordarson, Interim Title IX Coordinator, (310) 303-7225,
TitleIXcoord@MarymountCalifornia.edu

II. Academic Appeals Process:
The burden of proof, in cases of disputed grades, rests with the student. The procedure for students to challenge a grade is as follows: The student requests a review by the instructor. Such an appeal must be received by the instructor by the end of the following semester (excluding summer) after the student has received the disputed grade or evaluation. Every effort should be made to resolve the matter at this level. The faculty member will respond to the request for grade review in writing. If the student disagrees with the instructor’s academic evaluation, the student is entitled to the following levels of appeal:

1) Upon receipt of the instructor’s written response, if the student is not satisfied with the resolution, the student may appeal within 14 days, in writing, to the Program Chair responsible for the course
in question. The Program Chair will review the matter and then provide a written decision to the student.

2) Upon receipt of the Program Chair’s written response, if the student is not satisfied with the resolution, the student may appeal within 14 days, in writing, to the Vice President of Student Affairs/Dean of Students regarding the course in question and include all materials submitted to and received by the Instructor and Program Chair. The Vice President of Student Affairs/Dean of Students will review the matter and then provide a written decision to the student.

3) The final level of appeal is to the University Provost. If the student is not satisfied with the Vice President of Student Affairs/Dean of Students decision, the student may submit, within 14 days of receipt of the Vice President of Student Affairs/Dean of Students decision, all of the above materials, along with an explanation of the reason for the student’s dissatisfaction with the decision, to the Provost. The Provost will review the action and render a final decision.

The Academic Integrity process is stated on the initial violation form. Students may accept or appeal the charges. In the case of appeal, they present the written appeal to the Vice President of Student Affairs/Dean of Students who will make the final determination on the appeal. When a student has a concern about a faculty member or the management of a classroom, please make an appointment with the Program Chair, the Vice President of Student Affairs/Dean of Students, or the Provost.

Report these complaints to:
Ryan Alcantara, Vice President of Student Affairs/Dean of Students, (310) 303-7254, RAlcantara@MarymountCalifornia.edu

III. Allegations of Misconduct by Other Students and Other Complaints or Grievances
Any student who feels a fellow student in the community has violated any portion of the Student Code of Conduct should contact the Office of Residential Life and Student Conduct, the Office of Safety and Security, or the Office of Student Affairs/Dean of Students immediately. Staff members in these offices can thoroughly explain the process and review options. If the complainant wishes to proceed with the process, he/she must provide written documentation of his/her complaint.

The Office of Student Affairs/Dean of Students is also available to assist students who have questions regarding the issues of student misconduct or any other complaints or grievances that students may have. Marymount California University is committed to providing a quality, value-based educational experience to our students.

Report these complaints to:
Ryan Alcantara, Vice President of Student Affairs/Dean of Students, (310) 303-7255, RAlcantara@MarymountCalifornia.edu

Additional Resources
The contacts below will help direct you to the appropriate department and will provide you with a written explanation of the campus process for addressing your particular complaint(s) and answer any
questions you may have to assure you a fair process. The following offices and individuals provide specific administrative means to address and resolve most, if not all, questions or concerns.

**Office of the Provost (academic programs, academic records, accreditation, registrar, transfer credit):**
Provost and Executive Vice President for Academic Affairs, Dr. Ariane Schauer, (310) 303-7252
Email: ASchauer@MarymountCalifornia.edu
Assistant to the Provost, Tammy Rusznak
Email: TRusznak@MarymountCalifornia.edu

**Office of Student Affairs (academic integrity, grades, dismissals, learning services, career & advising services, disability resources, study abroad, international student support & partnerships, athletics, student wellness, residential life, student life):**
Vice President of Student Affairs/Dean of Students: Ryan Alcantara, (310) 303-7255.
Email: RAlcantara@MarymountCalifornia.edu
Anonymous Tip Line: (310) 303-7373

**Business Services, and Admissions (tuition, student accounts, financial aid, fee payments, loans, scholarships, grants, facilities, campus safety, transportation, bookstore, food services, admission eligibility):**
CFO: Debora Yavas, (310) 303-7321
Email: DYavas@MarymountCalifornia.edu

**Equal Opportunity, Harassment and Nondiscrimination Concerns:**
Title IX Coordinator: Karen Thordarson: (310) 303-7225
Email: TitleIXcoord@MarymountCalifornia.edu

Most complaints made to media outlets or public figures, including members of the California legislature, Congress, the Governor, or Board of Trustees of Marymount California University are referred to the University President’s Office.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA, 95833, www.bppe.ca.gov, (916) 431-6959 or (800) 1-888-370-7589 (phone), and (916) 263-1895 (fax).

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

The right to inspect and review the student’s education records within 45 days after the day Marymount California University (“School”) receives a request for access. A student should submit to the registrar,
dean, head of the academic department, or other appropriate official, a written request that identifies 
the record(s) the student wishes to inspect. The school official will make arrangements for access and 
notify the student of the time and place where the records may be inspected. If the records are not 
maintained by the school official to whom the request was submitted, that official shall advise the 
student of the correct official to whom the request should be addressed.

The right to request the amendment of the student’s education records that the student believes is 
inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible 
for the record, clearly identify the part of the record the student wants changed, and specify why it 
should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing 
of the decision and the student’s right to a hearing regarding the request for amendment. Additional 
information regarding the hearing procedures will be provided to the student when notified of the right 
to a hearing.

The right to provide written consent before the university discloses personally identifiable information 
(PII) from the student’s education records, except to the extent that FERPA authorizes disclosure 
without consent.

The school discloses education records without a student’s prior written consent under the FERPA 
exception for disclosure to school officials with legitimate educational interests. A school official is a 
person employed by Marymount California University in an administrative, supervisory, academic, 
research, or support staff position (including law enforcement unit personnel and health staff); a person 
serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or 
grievance committee. A school official also may include a volunteer or contractor outside of Marymount 
California University who performs an institutional service of function for which the school would 
otherwise use its own employees and who is under the direct control of the school with respect to the 
use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a 
student volunteering to assist another school official in performing his or her tasks. A school official has 
a legitimate educational interest if the official needs to review an education record in order to fulfill his 
or her professional responsibilities for Marymount California University.

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

Family Policy Compliance Office 
U.S. Department of Education 
400 Maryland Avenue, SW 
Washington, DC  20202
As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Directory information at Marymount California University is defined as information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes: the student’s name, address, telephone listing, e-mail address, photography, place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

Directory information does not include a student’s (1) Social Security number; or (2) Student identification (ID) number, except as provided in paragraph (b) of this section.

Directory information includes a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a personal identification number (PIN), password or other factor know or possessed only by the authorized user.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of
disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- To other school officials, including teachers, within Marymount California University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence.
or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Students should direct FERPA questions to the Registrar.

**TITLE IX—KNOW YOUR RIGHTS**

Marymount California University is committed to upholding standards that promote integrity, respect for human dignity, and commitment to justice in an environment fostering learning and professionalism. Therefore, Marymount California University affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the Marymount California University Equity Resolution Process, as detailed below. The Equity Resolution Process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators and/or staff. The University reserves the right to act on incidents occurring on-campus or off-campus, when the off-campus conduct could have an on-campus impact, or impact the educational mission of the University.

Information on Title IX and prevention of sexual violence can be found at [www.marymountcalifornia.edu/know-your-rights](http://www.marymountcalifornia.edu/know-your-rights), including the MCU Civil Rights Equity Resolution Policy.

Inquiries about the Civil Rights Equity Resolution policy and procedure may be made internally to:

**Title IX Coordinator/Coordinator of Equity and Compliance**
Karen Thordarson
30800 Palos Verdes Dr. East
Oceanside 118
Rancho Palos Verdes, CA 90275
(310) 303-7225
kthordarson@marymountcalifornia.edu
TitleIXCoord@marymountcalifornia.edu

**Sexual Assault Prevention & Victims’ Advocates**
Student Wellness Center Staff: Erin Nakamura and Osmara Reyes-Osorio
Student Wellness Center (adjacent to the bookstore, Oceanview Campus)
(310) 303-7244
(310) 303-7372 After-Hours Number
MCU DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Marymount California University is committed to promoting the health of our campus community members by preserving an environment that is free from illegal drugs and alcohol abuse. Included in this program is information regarding campus alcohol and drug related policies, abuse prevention programs, and other resources. It is important that all members of the MCU community are aware of these policies and resources.

All campus community members should be aware that the unlawful possession, use, manufacturing, dispensing, or distribution of alcohol or illegal drugs on University property or as part of any University activity is prohibited by law and University Policy.

Drug-Free Schools and Communities Act
The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as Marymount California University, to certify that it has implemented programs to prevent the abuse of alcohol and use, and/or distribution of illicit drugs both by MCU students and employees either on its premises and as a part of any of its activities. At a minimum, an IHE must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law.

MCU Drug-Free Campus and Workplace Policy
The unlawful possession, manufacture, distribution, use, sale or gift of alcohol or any illicit drug is prohibited in and on any Marymount California University property, or as part of any University activity. This includes being under the influence of alcohol and/or any illicit drug. Illicit drugs include (but are not limited to) marijuana, cocaine, heroin, amphetamines, barbiturates, LSD, PCP and substances typically known as "designer drugs" or "club drugs." Illicit drugs also include prescription drugs, except for the use of medication in accordance with the instructions of a licensed physician. Possession of paraphernalia associated with the use, possession or manufacture of illicit drugs is also prohibited. Any employee or student who violates this policy is subject to disciplinary action up to and including termination of employment, expulsion from the University, referral for prosecution, and/or referral to an appropriate evaluation or rehabilitation program.
University Disciplinary Sanctions for Violation of Policy

University Employees

Faculty or staff who violate this policy will be handled under the appropriate discipline policy. Sanctions may include disciplinary action up to and including termination of employment. Disciplinary action may include participation in and successful completion of a drug and alcohol rehabilitation program approved by the University.

Students

Students found to violate the University alcohol and drug related policies will be held accountable to the procedures outlined in the Student Code of Conduct, which can be found in The Anchor, our student handbook, [www.marymountcalifornia.edu/student-affairs/the-anchor/](http://www.marymountcalifornia.edu/student-affairs/the-anchor/). Sanctions for violations include attendance at an alcohol and/or drug education (ADE) workshop and/or completion of an alcohol and drug assessment through the MCU Wellness Center. The ADE workshop educates students using a harm reduction model and is required of students that receive an alcohol and/or drug violation in housing. Students need to know how their body responds to substances and understand the negative consequences of over indulgence. This program educates students about low risk drinking, dealing with peer pressure, when to go to the hospital, when to get help and what they can do to help their friends that may be in trouble. Additional sanctions may include, but are not limited to, disciplinary probation, housing relocation or removal, financial restitution, suspension or permanent expulsion from the University.

Legal Sanctions

Violation of this policy may also lead to referral for prosecution to the appropriate local, state, and/or federal authorities. Some local, state, and federal laws establish severe penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions, upon conviction, range from a fine and probation to lengthy imprisonment. The following websites and examples provide more information regarding state and federal codes related to drugs and alcohol. Every law related to the unlawful possession, use, manufacture, sale or furnishing of alcohol and other drugs does not appear here. Members of the Marymount California University community are responsible for abiding by all applicable laws.


Health Risks

The illicit use of controlled substances and the abuse of alcohol and legal drugs can result in serious injury to the drug user and others and can result in severe damage to property. The abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for
quick and sound decisions. Serious injury or fatality of the drug abuser, other employees or our students could result from the actions (or lack thereof) of an employee or student under the influence of drugs or alcohol. In addition, the risk of many harmful health conditions associated with the use and abuse of alcohol and drugs are significant and include but are not limited to: depression, anxiety, neurological impairment, kidney failure, cirrhosis of the liver, bronchitis, respiratory and cardiac failure, and death.

For more information on the health risks associated with the use and abuse of alcohol and drugs visit the National Institute on Drug Abuse website, www.drugabuse.gov. You may also contact the Student Wellness Center for further information regarding health risks, (310) 303-7244 or Wellness@MarymountCalifornia.edu.

**Drug and Alcohol Programs**

**Assistance and Educational Programs Available to Faculty and Staff**

- Student Wellness Center staff are able to provide confidential assistance and/or referrals to counselors and local agencies and/or self-help groups such as Alcoholic Anonymous, Al-Anon, and Cocaine Anonymous. You may also find these groups on the internet.
- Employees covered under the University’s medical insurance may seek treatment through substance abuse benefits. Employees pay only their plan’s deductible and/or co-pay for treatments services. Contact Anthem Blue Cross at the customer service number on the back of your medical card. Employees may also seek confidential help with insurance coverage through the Human Resources Office.
- Employees covered under the University’s medical insurance may also also choose to obtain confidential counseling or information about treatment services via the Employee Assistance Plan. Contact Resource Advisor at 888-209-7840. The Resource Advisor counselor will give advice and arrange for up to three visits with a counselor.
- Leaves of absence are available under the Family Medical Leave Act and the California Family Rights Act. You may request a full leave or intermittent leave to participate in treatment.
- The Employee Wellness Program provides a health risk assessment which includes questions about alcohol consumption. The wellness program will also distribute information from time-to-time about the risks of alcohol and drug use and how to seek help.

**Assistance and Educational Programs Available to Students**

The Student Wellness Center offers a variety of services to meet student needs, including personal counseling for individuals, groups, and couples. The Student Wellness Center provides crisis intervention, personality assessment, and substance abuse education, assessment and referral to programs or services outside of the University.

The University offers a variety of alcohol and drug education and prevention programs throughout the year. These include:

- The MCU Wellness Center offers a variety of services to meet student needs, including personal counseling for individuals, groups and couples. Services related to alcohol and drug abuse
prevention are crisis intervention, personality assessment and substance abuse education, assessment and referral to programs or services outside the University.

- Peer Health Educators, Residential Life Staff, and Orientation Leader Training. These student leaders are trained in alcohol and drug policy and educational issues, including how to care for an intoxicated person, intervention techniques, social norms theory, and the true drinking norms at MCU.
- MCU Wellness Center After-Hours & Sexual Assault Victim’s Advocate (310) 303-7372
- Safe Rides Program
- Weekly Alcohol & Drug Education (ADE) Workshops available at Oceanview campus, Wednesdays, 2-3pm, Arts 3 and online via Everfi (contact the SWC for registration code/instructions).
- Additional campus and residentially based programming on alcohol and drug education and prevention are offered through the year. Peer Health Educators are also trained to offer support and plan programs in topics including alcohol and drug abuse prevention. If you are interested in becoming a Peer Health Educator, stop by the MCU Wellness Center or contact them at (310) 303-7244 or Wellness@MarymountCalifornia.edu.

Student Wellness Center
Located on the Oceanview Campus, Building 3 (adjacent to the MCU Bookstore)
Administrative/Walk-In Hours: Monday through Thursday, 9 a.m. to 3 p.m., Friday’s 9am-3:30 p.m.
Appointments Available: Monday-Thursday, 8am-5pm
Appointment-Only Hours (no admin available): Monday through Thursday, from 3 p.m.-5 p.m.
Telehealth Options (for students in California ONLY): M-Th 9am-5pm PST.
E-Mail: Wellness@MarymountCalifornia.edu Telephone: (310) 303-7244 or just “drop-in”

Additional Resources
- The Student Wellness Center team offers confidential psychological services for Marymount students. These services are provided without any additional fees to the student. Contact the MCU Wellness Center to schedule an appointment at (310) 303-7244 or email Wellness@marymountcalifornia.edu
- Students under the University Student Health Insurance Plan (SHIP) can obtain substance abuse treatment and services by contact Relation directly at (877) 246-6997 or visiting the website at: www.4studenthealth.com/marymount or reach out to the Student Wellness Center for assistance with SHIP referrals.
- NurseLine services offered through Optum. Students can utilize the 24/7 NurseLine offered to all students by calling 877-856-8163 for no additional charge to the student.
- **12 Step Recovery Program (off-campus) [http://www.southbayaa.org](http://www.southbayaa.org)**
  All South Bay Central Office, 1411 Marcelina Ave., Torrance, CA 90501
  info@southbayaa.org (310) 618-1180
- **Anonymous Marymount Tip Line**, (310) 303-7373 (on campus, ext. 7373). Students may confidentially report dangerous behaviors on campus, in student housing, alcohol or drug activity or any concern for another student. **THIS IS NOT A SUBSTITUTE FOR CALLING 911**

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Notification of Drug and Alcohol Prevention Program

Employee Notification
Information contained in the Drug Abuse and Alcohol Prevention Programs is distributed to all current employees annually via faculty and staff email. A hard copy is provided to new employees.

Student Notification
Information contained in the Drug Abuse and Alcohol Prevention Programs is distributed to all current students at the start of each term via university email.

Oversight Responsibility
The Vice President of Student Affairs and the Director of Human Resources shall serve as the main contacts that will have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to employees and students and the biennial review.

DAAPP APPENDIX

### Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Cocaine 500-4999 grams mixture</td>
<td>First Offense: Not less than 5 yrs. and not more than 40 yrs.</td>
<td>Cocaine 5 kilograms or more mixture</td>
<td>First Offense: Not less than 10 yrs. and not more than life.</td>
</tr>
<tr>
<td>II</td>
<td>Cocaine Base 28-279 grams mixture</td>
<td>First Offense: Not less than 20 yrs. or more than life. Fine of not more than $5 million if an Individual, $25 million if not an individual.</td>
<td>Second Offense: Not less than 20 yrs. or more than life. Fine of not more than $10 million if an Individual, $50 million if not an individual.</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Fentanyl 40-399 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an Individual, $55 million if not an individual.</td>
<td>Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an Individual, $75 million if not an individual.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Fentanyl Analogue 10-99 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an Individual, $55 million if not an individual.</td>
<td>Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an Individual, $75 million if not an individual.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Heroin 100-999 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an Individual, $55 million if not an individual.</td>
<td>Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an Individual, $75 million if not an individual.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LSD 1-9 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an Individual, $55 million if not an individual.</td>
<td>Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an Individual, $75 million if not an individual.</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Methamphetamine 5-49 grams pure or 50-499 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an Individual, $55 million if not an individual.</td>
<td>Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an Individual, $75 million if not an individual.</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>PCP 10-99 grams pure or 100-999 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an Individual, $55 million if not an individual.</td>
<td>Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an Individual, $75 million if not an individual.</td>
<td></td>
</tr>
</tbody>
</table>

### Schedule II Substances

- Any Amount Of Other Schedule I & II Substances
- Any Drug Product Containing Gamma Hydroxybutyric Acid
- Flunitrazepam (Schedule IV) 1 Gram

### Schedule III Drugs

- Any Amount Of Other Schedule III Drugs

### Schedule IV Drugs (other than one gram or more of Flunitrazepam)

- Any Amount Of All Other Schedule IV Drugs

### Schedule V Drugs

- Any Amount Of All Schedule V Drugs

First Offense: Not more than 10 yrs. Fine not more than $100,000 if an Individual, $250,000 if not an Individual.

Second Offense: Not more than 4 yrs. Fine not more than $200,000 if an Individual, $500,000 if not an Individual.
UNIVERSITY POSTING POLICY

Publication must be approved prior to posting by the Student Life Department, TDW 101. Publication to be posted should be emailed to KHernandez@marymountcalifornia.edu. One flyer is permitted per student organization per bulletin board.

Publication must be appropriate in nature/not degrading to the University or community members. Flyers will be posted for you, using the following protocol:

- Publication must be posted using a tack (no staples).
- Publication may not be taped to walls.
- Publication may not be taped to windows, wood doors, entryways or wallpaper.
- Publication may not be taped or attached in any way to light posts.
- Publication may not restrict access to a passageway or walkway.
- Publication can only be posted by Student Info Desk employees.

University staff will remove any publicity that violates the posting policy or is posted without approval.

GENERAL CAMPUS POLICIES

Animals on Campus

No animals of any kind are permitted within University buildings at any time except for assistance animals for the physically challenged. Assistance animals must be harnessed and with their owners at all times while on campus. A fine may be imposed for violations of this policy.

Bicycles, Skateboards and Skating

Bicycle riding is reserved for roadway only, not on sidewalks. Bicycles shall be properly parked so as not to block walkways or doorways. Bicycle racks are located by the TDW building near the Bookstore. In addition, skateboarding and skating are not allowed on campus. Students are subject to a $35 fine for a first violation of these policies.

Dress Policy

Students should be dressed in attire appropriate to this academic environment, as determined by college administration. For health and safety reasons, shirts and shoes are required, except in and around the gated pool area. No bathing suits without appropriate cover-ups may be worn to class. Student workers may be required to adhere to specific dress codes within their departments.

Drug-Free Campus and Workplace Policy

The unlawful possession, manufacture, distribution, use, sale, transportation or gift of alcohol or any illicit drug, or being in the presence of any, is prohibited in and on any Marymount California University property, or as part of any University activity. This includes being under the influence of alcohol and/or any illicit drug. Illicit drugs include (but are not limited to) marijuana, cocaine, ecstasy, heroin, amphetamines, barbiturates, LSD, PCP, and substances typically known as “designer drugs” or “club
drugs.” Illicit drugs may also include prescription drugs, except for the use of medication in accordance with the instructions of a licensed physician. Possession of paraphernalia associated with the use, possession or manufacture of illicit drugs is also prohibited.

Any employee or student who violates this policy is subject to disciplinary action up to and including termination of employment, expulsion from the University, referral for prosecution, and/or referral to an appropriate evaluation or rehabilitation program.

**Marymount California University Drug Testing Policy**

When a student is suspected of violating our drug policy on campus, he/she may be required to undergo drug testing. This testing, which is coordinated through the Student Wellness Center, will take place at a local laboratory. Testing will be charged to the student’s University bill. Should a student need transportation to the laboratory, the Student Wellness Center will facilitate this and the cost will be added to the student’s University bill.

Students may be asked to volunteer for drug testing to corroborate their assertion that they were not under the influence of drugs or alcohol during a specific incident or to prove that a pattern of disruptive behavior was not drug related. Students who refuse to comply with requested drug testing will face additional conduct sanctions up to removal from housing.

Students may be sanctioned to random drug testing through the University’s conduct system if they have been found responsible for violating the University’s drug policy. Students will be notified in writing that they are to be tested within a 24-Hour period and must report to the Student Wellness Center at the assigned time. Testing will occur later on that day. Students who refuse to comply with requested drug testing will face additional judicial sanctions up to removal from housing, suspension or removal from the University.

Students who have been found responsible for a drug violation may be randomly tested up to six times during the semester during which the violation occurred and up to six times during the following semester. The dates of the testing will be at the discretion of the conduct officer adjudicating the matter. The results of the test results will be reported by the laboratory to the staff of the Student Wellness Center. They will share the information with the conduct officer who is adjudicating the situation. Information about the test will only be shared with the student, his/her parents or guardians, and staff who are directly involved in the matter (Residential Life staff, Student Wellness Center staff, etc.)

Students on probation for a drug-related offense who test positive for illegal or illicit drugs, legal or prescription drugs not prescribed for them or alcohol during a drug test will face more serious judicial sanctions up to removal from housing, suspension, or dismissal from the University.
Firearms, Explosives and Weapons Policy
Conduct that endangers the safety of the community is prohibited. For this reason, no person shall have in his/her possession any firearm (including BB guns, paint guns and pellet guns), explosives, fireworks, ammunition, dangerous chemicals or other dangerous weapons (including knives, swords, bows and arrows, etc.) in or around University facilities. Students who violate this policy will face immediate disciplinary action.

Recreational/Athletic Facilities
The recreational and athletic facilities of Marymount California University are for the use of Marymount students and personnel. Anyone using these facilities is responsible for the maintenance and care of the equipment and must be in possession of a current Marymount California University identification card. Adherence to safety and health regulations, as well as to the specific rules for pool and court areas, is imperative. Failure to comply with the above expectations will result in forfeiting the privilege of using Marymount’s facilities. Weekend use of these facilities is limited to the hours of 10 a.m. to 5 p.m. and during summer months from 10 a.m. until 7 p.m., unless the facilities are being used for University-sponsored functions. Anyone using the pool, tennis or basketball courts or athletic fields must check in with Campus Safety before use.

Smoke Free Policy
Marymount California University is a smoke and tobacco-free environment. No smoking or use of tobacco products is allowed in any university building. Smoking and use of tobacco is only permitted in designated smoking areas at the Oceanview campus and residential communities.

Student Alcohol Policy
Marymount California University defines its alcohol policy as:
Use, possession, sale, transportation and distribution of any alcoholic beverage or container; possession of any paraphernalia related to alcohol, including but not limited to shot glasses, empty alcohol containers, beer mugs, including items that display use such as alcohol posters, stickers, driving unsafely because of use of alcohol; and being in the presence of alcohol by students and/or their guests on or about the University campus, residence halls or at University sponsored activities are not permitted at any time, regardless of one’s age.

Inappropriate behavior is prohibited while under the influence of alcohol on campus, in residence or at University-sponsored activities.

Exceptions to this policy, in compliance with California state and local laws, may be granted as specifically stated and authorized by University authorities. Violators of the alcohol policy are subject to disciplinary procedures. Intoxication is not an acceptable excuse for violation of this or any other Student Code of Conduct or Residential Life policy.

Student Mail
Students must use their home (residential community, if appropriate) address as their mailing address. Personal mail for students received at the University’s main address will be returned to the sender.
Violence Prevention Policy
Marymount California University will not tolerate violence or threats of violence of any type, from any source. They include, but are not limited to:

- All threats or acts of violence occurring on Marymount California University premises, regardless of the relationship between the University and the parties involved in the incident.
- All threats or acts of violence occurring off the University premises involving someone who is acting in the capacity of a University representative.
- All threats or acts of violence occurring off the University premises involving an employee of Marymount California University if the threats or acts affect the legitimate interests of the University.

University Response
The University will deal promptly with threats or acts of violence. Its response will include timely notification of law enforcement agencies, when appropriate. The University will take strong disciplinary action, up to and including termination, expulsion and/or legal action as appropriate. Students engaging in such behavior will be dealt with in accordance with the Student Code of Conduct or Residential Life Policies, as appropriate.
ACADEMIC POLICIES

ACADEMIC INTEGRITY POLICY

We take it as self-evident that the University is a moral community with ethical convictions. Academic integrity is essential to collegial pursuit of truth and knowledge and gives the University community credibility. The principles of academic integrity demand the commitment of all persons of the University. Academic dishonesty is viewed at the University as a serious offense and will not be tolerated. Academic Integrity policies apply to all MCU programs and degrees.

The University expects the highest standards of integrity from all undergraduate and graduate students in the performance of academic assignments and research. Moreover, the University requires the cooperation of its students in creating a University-wide environment (inclusive of on-campus, hybrid, and online learning environments) that is conducive to everyone’s learning. Creating this conducive environment includes but is not limited to:

• arriving and departing class on time;
• attending class regularly;
• being prepared for class work and class discussion;
• participating in discussions in a way that does not discriminate against or harass peers or professors, and that respects the free inquiry of others;
• refraining from disruptive behavior (e.g., talking, noises from electronic devices, coming and going during class, sleeping during class);
• refraining from attending class under the influence of alcohol or illegal substances;
• adhering to specific classroom standards set forth by the professor;
• adhering to specific online behavior standards set forth by the professor and the University Code of Conduct.

Academic dishonesty usually refers to forms of cheating which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

Dishonesty in work, whether it is in quizzes, laboratory work, term papers, examinations, etc., and regardless of the learning environment or modality of instruction, is regarded as a serious offense and may result in failure in the course and dismissal from the University. Anyone who willfully assists another in the breach of integrity is held equally responsible and subject to the same penalty.

Academic dishonesty is any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, or sabotage, and any act of aiding and abetting academic dishonesty. The University assumes the academic integrity of its students. In cases where academic integrity is in question, the following definitions and policies will apply:
1. Cheating is using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating are (but not limited to): copying homework, copying someone else’s test, using an unauthorized “cheat sheet,” or unauthorized electronic devices, the student’s e-mail account in order to gain outside assistance with the completion of assignments, taking of tests, or accessing unauthorized information.

2. Fabrication is the falsification or invention of any information or citation in any academic exercise such as (but not limited to): making up a source, giving an incorrect citation, misquoting a source.

3. Plagiarism is the representation of the words and ideas of another as one’s own in any academic exercise. Plagiarism includes failing to give a citation for using work from another person or source. Modifications and rephrasing do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.

4. Dissimulation is the disguising or altering of one’s own actions so as to deceive another about the real nature of one’s actions concerning an academic exercise. Examples include: fabricating excuses for such things as missing classes, postponing tests, handing in late papers, turning in a paper for one class that was originally written for another class (when original work is requested), unauthorized collaboration when individual work is expected, sharing of passwords or account information to allow anyone other than the original Marymount student to log-in to a Marymount resource or otherwise impersonate the student while accessing such sites as the Student Portal or My.Marymount.

5. Abuse of resources is the damaging of any resource material or inappropriately limiting access to resource material that is necessary for academic work. Abuse includes (but not limited to): hiding library materials; removing non-circulating material from the library; hiding or stealing another person’s textbook, notes or software; failure to return library materials when requested by the library; defacing library materials.

6. Forgery of academic documents is the unauthorized changing or construction of any academic document such as: changing transcripts, changing grade books, changing grades on papers which have been returned, forging signatures, etc. Other examples include: completion of an application for any academic program that omits or falsifies any requested information. Such violations can result in the revocation of the application, even if approval was previously granted on the basis of fabricated information.

7. Sabotage is the damaging or impeding of the academic work of another student. Sabotage includes (but not limited to): ruining another student’s lab work, moving pointers or microscope slides during a laboratory practical exam, destroying another student’s term paper.

8. Bribery is the offering of money or other goods or services as explicit or implicit inducements that may reasonably be construed as quid pro quo to influence grades or other outcomes for a student or a group of students.

9. Aiding and abetting academic dishonesty is knowingly facilitating any act defined above.
4.13.1 Procedures for Faculty for Dealing with Academic Integrity Violations

Faculty members have the right and responsibility to impose course-related sanctions for violations of academic integrity that occur in a course they teach, as stated in the course syllabus (e.g., failure of an assignment or test, failure of the course).

Discipline at Marymount California University follows the fundamental values approach, and is intended to educate students and protect community values. The judicial review system focuses on the growth and development of individual students by encouraging self-discipline and responsibility and by fostering a respect for the rights and privileges of others.

The process for faculty to file an Academic Integrity Violation Report
1. When a faculty member perceives that a violation of academic integrity has occurred, the faculty member is encouraged to communicate with the student first about the violation.
2. When the faculty member imposes the course of sanction, the faculty member must report the action to Academic Affairs in order to emphasize the seriousness of the violation and the University’s commitment to academic integrity. An Academic Integrity Incident Report, which can be obtained from Academic Affairs, will be used.
3. The Academic Integrity Incident Report must be filed before final grade in the class is assigned.
4. The faculty member has the right to rescind the violation if new evidence is presented prior to the Academic Affairs sanction being imposed.
5. A grade may be changed, or an awarded degree revoked if serious violation of academic integrity policy is discovered.

When the faculty member meets with the student to discuss a perceived violation, the student may present evidence in his or her defense, including testimony from another member of the University community. If it is determined that a violation has occurred, the course sanction will be imposed.

The University will track repeat violations. Responsibility for ensuring standards of academic honesty rests with the entire University community; therefore, violations may be documented by any of its members.

4.13.1.1 Procedures for Academic Violations Levels

When the Office of Academic Affairs receives an Academic Integrity Incident Report the Academic Coordinator determines if the violation is a first, second, or subsequent offense. The Academic Coordinator will then prepare a Notice of Academic Integrity Violation form. This form will be sent to the student. The student must fill in the required sections and sign the form before starting a university sanction.

First Violation: In the case of first violations, the Academic Coordinator will notify the student of the violation and provide a process for enrollment in an Academic Integrity workshop via an online module or for an appeal to the charges. A registration hold will be placed on the student portal. Completion of the workshop includes writing a final reflection essay on the topic of integrity. The workshop will be conducted
by the Workshop Facilitator. If the student does not complete the workshop, a hold will remain on the student’s file until the Academic Integrity violation has been resolved. Appeals to violations must be filed prior to beginning the online module.

In the case of first and second violations, the student may appeal the faculty member’s decision to the Vice President of Student Affairs and Dean of Students (VPSA) who will make a final determination.

**Section Violation:** In the case of a second violation, the Academic Coordinator will notify the student and inform the VPSA who will consider the circumstances of both violations and impose an appropriate sanction. A registration hold will be placed on the student portal. In the case of first and second violations, the student may appeal the faculty member’s decision to the VPSA who will make a final determination.

**Third or more Violations:** For third or subsequent violations, the Academic Coordinator will notify the student, the VPSA, and will call an Academic Integrity Review Board into session for a hearing. A registration hold will be placed on the student portal. The Review Board will consider the circumstances of all violations committed by the student, and impose a sanction or sanctions beyond that imposed by the faculty member. The student has the right to forgo the hearing but if chooses to do so, may not appeal the sanctions issued by the Board.

**4.13.1.2 Procedures for Academic Integrity Review Board and Hearing**

A hearing to consider the charge(s) for third or subsequent violations will be held no sooner than 48 hours from the time the Academic Integrity Incident Report is received by Academic Affairs. The hearing location may be adapted to meet the needs of the distance learner via the use of on-camera tools (i.e.: Skype, Fuse) or other online modalities. The Academic Coordinator will notify the student as to the date, time, and place of the hearing, and will provide the student with a copy of the Academic Integrity policy. A student may request an earlier hearing in writing to the Academic Coordinator. Based on Review Board members’ availability, the student will be notified of an earlier time for the hearing.

The Academic Integrity Review Board is comprised of three members: two faculty members (full time, adjunct or staff with faculty rank) and one student. One faculty member will serve as chair of the hearing and will be responsible for ensuring the proceedings are orderly, fair, and follow University procedures.

At the hearing, the incident will be read and the complainant, the student, and any witnesses to the incident in question will be able to provide testimony and evidence. All these parties will have the opportunity to question the others. Members of the Review Board will also have the opportunity to question any involved party. The hearing will be recorded.

At the conclusion of testimony and questioning, the Academic Integrity Review Board will meet in a closed session to make a determination and will notify the VPSA. The Academic Coordinator will notify the student of the outcome of the hearing within three business days based on the official MCU academic calendar.
Students accused of violations of Academic Integrity have the same rights as those listed under “Student Rights in the Student Judicial System,” including the right to:

- Receive notice of charges;
- Provide testimony;
- Remain silent;
- Read testimony;
- Have an advocate;
- Be ensured of confidentiality;
- Receive notice of the outcome;
- Appeal;
- Have a hearing consistent with the rights and procedures outlined in the “Procedures for Dealing with Academic Integrity Violations” (Section 4.13.1); and
- Not appear at judicial proceedings. In all cases, whether the charged student appears or not, the evidence in support of the charges shall be presented and considered.

A student may exercise the right to have an advocate present at a meeting/hearing.

- An advocate must be a member of the University faculty, staff, or student body who is not involved in the incident.
- The advocate’s role in the hearing is primarily as an observer and consultant to the student.
- The advocate may stay in the room during the meeting/hearing (when the student is present) if so requested by the student.
- The advocate may consult with the student during the hearing.
- The advocate may ask questions about the hearing procedures after the hearing has ended.
- The advocate may not:
  - Hear any of the proceedings in the student’s absence.
  - Ask questions of witnesses or members of the Review Board during the proceedings.
  - Debate the validity of the process during the hearing.

### 4.13.1.3 Sanctions

**First Violation:** For the first violation, the University sanction will include satisfactory completion of an Academic Integrity workshop via an online module, and the course-related sanction imposed by the faculty member. A registration hold will be placed on the student portal. The student will be notified of the hold by email. The hold will be removed upon successful completion of the workshop.

**Second Violation:** For second violations of the Academic Integrity policy, the VPSA imposes a University sanction, beyond the course-related sanction imposed by the faculty member. A registration hold will be placed on the student portal. The student will be notified of the hold by email. The hold will be removed upon successful completion of the designated sanctions. Failure to complete a sanction by the designated due date may result in further sanctions.
Third or Subsequent Violations: In the case of subsequent violations, if the Academic Integrity Review Board finds a student in violation of the policy, they will determine the sanctions and the Chair of the Hearing Board will notify the VPSA of the outcome. The Academic Coordinator will notify the student of the outcome and sanctions.

University sanctions for second or subsequent violations vary based on the severity of the matter and may include, but are not limited to:

1. Written apology to the instructor and others (e.g., to a student whose work was unknowingly copied)
2. Administrative warning
3. Written reprimand
4. Restitution for damages
5. Community service
6. Fines
7. Probation at the University
8. Suspension from the University
9. Dismissal from the University

In cases where the use or abuse of alcohol or drugs was a factor in the violation, sanctions may include an Alcohol and Drug Assessment, attendance at an alcohol and drug workshop, and/or alcohol and drug testing. In the situation where a student is a distance learner, and unable to participate in assigned sanctions in person, alternative forms of contact will be determined.

Some sanctions will have dates by which the corrective action must be taken. Failure to complete the corrective action by that date may result in further sanctions, including conversion of the sanction to a fine, probation, suspension, or dismissal from the University, and/or a hold on transcripts.

A record of student violations will be kept in the Office of Academic Affairs and previous offenses will be considered when determining sanctions.

4.13.1.4 Appeals Process

First Violation: Student prepares a Letter of Appeal and delivers it to the VPSA along with the signed Notice of Academic Integrity Violation form within one week of violation notice being sent. Student must present appeal to the VPSA prior to attending a workshop or beginning the online module. The student schedules a meeting with the VPSA who will make a final determination on the appeal. If the appeal is approved, the VPSA will send a letter to the student with copies to the faculty member who filed the violation, Workshop Facilitator and Academic Coordinator. If the appeal is denied, the VPSA will send a letter informing student to complete the online integrity module.
Second Violation: Student prepares a Letter of Appeal and delivers it to the VPSA along with the signed Notice of Academic Integrity Violation form within one week of violation notice being sent. The student schedules a meeting with the VPSA who will make a final determination on the appeal. If the appeal is approved, the VPSA will send a letter to the student with copies to the faculty member who filed the violation, Workshop Facilitator and Academic Coordinator. If the appeal is denied, the VPSA will send a letter informing student of University sanction.

Third or Subsequent Violations: A student who received an unfavorable judgment by the Hearing Board may appeal the decision to the VPSA. University sanctions imposed by the VPSA may be appealed to the Provost within one week of receiving the outcome of his/her hearing. This written appeal must be based on one of the following elements in order for the sanction to be overturned:

1. Substantial evidence did not exist.
2. The sanction is disproportionate to the offense.
3. New evidence has come to light.
4. Proper procedures were not followed.

In cases where the sanction is suspension or dismissal from the University, the VPSA will make a recommendation to the Provost. In these cases, there will be no right to appeal.

ACADEMIC STATUS

Academic Probation
Academic Probation carries a serious warning to the student that his/her academic record is unsatisfactory and continued failure to improve this record may result in dismissal from the institution. A student will be placed on probation for the following reasons:

- Any undergraduate student whose term or cumulative GPA at Marymount drops below 2.00
- Any graduate student whose term or cumulative GPA at Marymount falls below 3.0
- Lack of satisfactory academic progress (SAP) leading towards completion of the degree.

Undergraduate students on Academic Probation may be limited to 12 to 13 semester credits each term they are on probation. If a student falls below in the subsequent semester, they will be placed on an Extended Probation status.

Additionally, students will be expected to consult with Academic Affairs or Program Chairs for guidance and assistance regarding methods of improving their academic status. Terms of probation are explicitly stated in the probation letter sent to the student. F-1 international students are reminded that maintaining satisfactory progress toward degree completion is required for the maintenance of the F-1 visa category.
**Academic Dismissal**
Dismissal from Marymount may occur for academic or disciplinary reasons. Academic Dismissal terminates a student’s relationship with the institution.

**Undergraduate** students may be dismissed for the following reasons:
- Any student whose term or cumulative GPA at Marymount has not reached at least 2.00 for two consecutive semesters is subject to Academic Dismissal from the institution and/or
- Any student who does not make satisfactory progress toward completion of the degree

Students who wish to appeal an academic dismissal must demonstrate both extraordinary circumstances explaining the unsatisfactory academic performance and likelihood of success if allowed to continue at Marymount. If a student’s appeal is approved, the student will return from the dismissal on an extended probation status. Terms of extended probation are explicitly stated in the letter sent to the student.

Students who have been awarded financial aid or Veteran’s Administration benefits for the coming semester are advised that academic dismissal carries with it the cancellation of any financial aid or benefits. Students who are reinstated in an extended probation status may be reconsidered for financial aid at that time. However, reinstatement does not necessarily mean that financial aid will be available for that semester or any future semester. Please consult with the Financial Aid department for further explanation.

**Graduate Students**: Graduate students are expected to abide by the regulations set forth by Marymount and the written policies and procedures of their respective programs. The University reserves the right to dismiss a student at any time for unsatisfactory academic performance or for conduct detrimental to the University or to the welfare of other members of the Marymount community. Program Chairs also reserve the right to dismiss a student if it is determined that the student’s conduct is unprofessional or is not consistent with the Code of Ethics of his or her intended profession (see Academic Integrity).

**International** students who are academically dismissed from the institution, having exhausted any and all appeal opportunities will have their SEVIS records terminated in accordance with U.S. Federal Regulations governing the issuance and maintenance of the F-1 visa category. It is advised to meet with the Office of International Services to discuss options, post-dismissal.

**Satisfactory Academic Progress (SAP)**
MCU defines SAP as the successful completion of 67% of units attempted overall. Academic Probation and Financial Aid Probation are both based on SAP policy, but are two distinctly different processes and functions. Please refer to 72 Financial Aid for specific SAP policy regarding the awarding and continuation of financial aid.

Undergraduate students must maintain a GPA of 2.0 or higher and make reasonable progress toward their degree.
Graduate students must maintain a GPA of 3.0 or higher and earn a grade of B or higher in every
graduate course. A graduate course in which a student earned less than a B may be repeated, in which
case the higher of the grades will be computed in the Marymount GPA. If enrolled in a graduate level
course as an undergrad, and student earns less than a grade of B, the course must be repeated to earn
credit towards an MCU graduate degree.

Academic standing will be reviewed by Academic Affairs after each grading period. Students whose
grade point average falls below 2.0 for undergraduates and 3.0 for graduates will be placed on academic
probation. Students who continue on probation after two successive semesters will be dismissed from
the program.

Graduate students placed on academic probation must meet the Program Chair to develop an academic
plan. Failure to develop such a plan will jeopardize continuance in the program. Please refer to SAP
standards in the Financial Aid section of the University Catalog.

Academic Renewal
Inasmuch as past performance does not always accurately reflect a student’s ability, Marymount has
established a policy of academic renewal without course repetition. Academic renewal shall apply to
Marymount graduation eligibility only.

Under the following circumstances, Marymount may disregard previously recorded coursework taken at
any college including Marymount in computation of the GPA:

1) The student has demonstrated academic ability by earning a GPA of 2.00 or higher in the last 30
units, or a GPA of 3.00 or higher in the last 15 units of graded work at Marymount.
2) At least two years have elapsed since the most recent substandard work was completed.
3) Academic renewal will apply to all courses in the renewal semester, including courses with
passing grades.

Course work disregarded may not be used to meet degree requirements.
Marymount will act upon only one petition to disregard substandard semesters. The permanent record
(transcript) shall be annotated in such a manner that all grades assigned remain legible, ensuring a true
and complete academic history.

Acceptance of Transfer Credit
Marymount accepts college-level academic work completed at regionally accredited institutions.
For undergraduate degrees, Marymount accepts a maximum of 90 units of courses passed with a C or
better from regionally accredited institutions. For students who transfer into the Bachelor’s degree
programs, IGETC or CSU certification will be accepted in lieu of the Marymount Core Competency
Requirements that fall outside of the major. Certification must be received before the end of the first
term of attendance. Students who are partially certified (maximum of two courses remaining) may
complete the remaining two courses at Marymount to meet the lower division Core Requirements.
Remaining coursework must be completed by the end of the second semester of enrollment. Students who do not complete certification are required to complete the Marymount Core. Some lower division coursework may still be required to complete major requirements and/or prerequisites. MCU 100/200 (formerly ID 117/217) and REL 230 are required of all transfer students.

Coursework that is technical or vocational in nature is not accepted. Developmental course credit may be applied if the course is comparable to an MCU course. Courses used for certificate programs may be petitioned for review for possible credit.

For graduate degrees, up to 10 units of graduate coursework may be transferred in from another regionally accredited institution or another graduate degree program at Marymount California University.

All official transcripts for undergraduate and graduate coursework must be submitted to the Office of Admission at the time of application or as soon as coursework is completed. Course placement is determined on the basis of transcripts received by the end of the Add/Drop period. In some cases, a syllabus may also be needed in order to evaluate transferability.

Marymount accepts online courses from regionally accredited institutions if the course is accepted toward a degree at that institution. Courses that primarily require classroom participation such as science labs, physical education and public speaking courses may not be taken online.

Up to 10 units of Marymount graduate coursework taken as a non-degree student may be considered and applied toward a Marymount graduate degree. Up to 15 units of Marymount coursework taken as a non-degree student may be considered and applied toward a Marymount Bachelor’s degree.

Once matriculated, a student may transfer in a maximum of 18 units of coursework completed at another regionally accredited institution. Students must complete a transfer course permission form prior to enrollment. Students must adhere to Marymount’s course sequencing and prerequisites. Official transcripts must be sent to the Registrar’s Office upon completion of coursework. The acceptance of courses by MCU does not guarantee the acceptance of coursework by any other institution.

Courses taken through an approved Marymount study abroad program are considered Marymount courses. Coursework completed at non-U.S. institutions of higher education that are recognized by the appropriate agency (Ministry or Department of Education) in that country may be submitted for evaluation of credit. All documents must be certified by the appropriate educational authorities and be accompanied by certified English translations. It should be noted that differences in national systems of higher education often make it difficult to establish equivalencies and grant credit.

Marymount will review coursework from non-regionally accredited institutions of higher learning on a case-by-case basis. If requested, students must provide documentation including, but not limited to, a
sylabus with learning outcomes, credit hours, content, textbook information and faculty credentials. Only courses deemed comparable to a Marymount course will be accepted.

The official Marymount transcript reflects all Marymount and accepted transfer coursework. Marymount term and Marymount cumulative GPAs reflect grades earned while enrolled at Marymount.

**Adding/Dropping Courses**

After students have registered for classes, there is a short period when they may change their schedules (generally during the first week of the semester and by designated dates for accelerated terms) without penalty. Classes that have been dropped do not appear on transcripts. The exact deadline for adding and dropping classes is published in the Academic Calendar. Students may not enroll for a term after the Add/Drop deadline has passed.

Graduate students are responsible for initiating and completing add/drop adjustments within the timeline specified each semester. These adjustments may be made only with the approval of the Registrar.

Enrollment adjustments may affect academic progress toward degree completion, financial aid status, and, for F-1 international students, immigration/visa status. It is the student’s responsibility to investigate the impact of registration adjustments on his/her academic progress and available funding.

**Audit**

Auditing allows a student to attend a class to absorb the course information without turning in assignments, taking exams, receiving a grade and earning unit credit. Laboratory, physical education, studio arts, performing arts and courses taken during a study abroad semester are not available for audit because they require and are graded on participation. Students may request permission to audit a class by filing an Academic Petition to Audit in the Registrar’s Office and paying the fees prior to registration. Priority in class enrollment is given to students taking the course for credit. No academic credit is given for an audit, but it will be recorded on the student’s permanent record. Once the semester has begun, a student will not be permitted to change enrollment to receive credit for the course.

A student enrolled for credit may elect to change to Audit if the audit petition is filed prior to the end of the third week of the semester; however, no refund will be given for the change. The petition to change to an Audit will only be granted if the instructor, advisor and Academic Affairs believe there is a compelling reason to grant the change. Students who audit a course are subject to regular attendance requirements. Failure to do so rescinds the Audit and permits the instructor to assign a “W.” A student may not apply for Credit by Examination after auditing a course.
Class Attendance
To ensure enrollment in a class, students are expected to attend the first class meeting, and attend subsequent class sessions through final exam week regularly and punctually. Attendance and other course requirements are set by the instructor. Students will be informed of these requirements at the beginning of each course. Accumulation of an inordinate number of absences generally results in a grade of “F” for that class. Refer to individual course outline or syllabus for attendance requirements.

Students may not attend a course in which they are not officially registered for by the end of the add/drop period.

Class Standing
Freshman: 0-29 units*
Sophomore: Completion of 30-59 units*
Junior: Completion of 60-89 units*
Senior: Completion of 90 or more units*

** Up to 3 developmental units can be included
Graduate: Completion of a Bachelor’s degree

Commencement
Participation in the annual Commencement ceremony is open to all students who will complete an Associate degree, Bachelor’s degree or Master’s degree in that academic year (Fall, Spring or Summer). Students completing degree requirements in the fall and spring semesters prior or in the summer immediately following the annual Commencement ceremony will be included in the Commencement program. The Registrar’s Office will notify students of their expected term of graduation at the appropriate time in the degree program.

Participation in the Commencement ceremony does not confer a degree or release a student from his or her obligation to satisfactorily complete curricular or other academic requirements or to fulfill financial responsibility. Refer to the Marymount website for additional degree conferral and Commencement information.

Continuous Enrollment
Students who are continuously enrolled at Marymount may elect to follow the degree requirements in the catalog for their semester of matriculation, or in subsequent catalogs by petition. However, students may not mix requirements from different catalogs.

A student who is unable to complete coursework and must withdraw during a term is required to submit a withdrawal form and will receive grades of “W” for that term’s courses.

Students who did not submit an approved Leave of Absence form and did not maintain continuous enrollment at the University are bound by the graduation requirements of the current year catalog. If a
student is within seven units of degree completion, they do not need to re-apply with the Office of Admission. Students who do not meet the degree requirements and are missing more that even units will be required to re-apply with the Office of Admission in order to return to Marymount.

**Graduate** students are expected to enroll continuously until program requirements are complete, defined as a minimum of 3 units per academic term, including summer term.

**Course Load**
The normal course load for undergraduate students for fall and spring semesters is 12 to 18 units. To enroll in more than 18 units in one semester, prior approval must be obtained via academic petition under the following guidelines:

Students wishing to enroll in more than 18 units must request approval of their Academic Advisor. Students must provide a rationale for the request including an outline of the proposed schedule and plan for managing the work load.

Students will be charged extra tuition for each unit over 18. Students accepted on academic qualification, or who are on probation may be limited in units during the probationary term.

**Credit Limit Matrix – Undergraduate**

<table>
<thead>
<tr>
<th>Term Length</th>
<th>Full-time Units</th>
<th>Max Units*</th>
</tr>
</thead>
<tbody>
<tr>
<td>32 weeks</td>
<td>24</td>
<td>36</td>
</tr>
<tr>
<td>16 weeks</td>
<td>12</td>
<td>18</td>
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</tr>
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<td>5 weeks</td>
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<td>6</td>
</tr>
<tr>
<td>3 weeks</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

*Schedules above these credit limits may be considered by petition.

Full time status for **undergraduates** is defined as enrollment in 12 or more units per semester and 24 or more units per academic year. Students carrying fewer than 12 units are classified as part-time students.

Full time status for **graduate** students is defined as:
- Enrolled in 6 or more units of coursework; or
- Enrolled in a research semester; or
- Enrolled in remaining coursework to complete the Master’s degree requirements.

**International students** are expected to be enrolled in a full-time course of study. International students may not enroll in more than the equivalent of one fully online/distance course per semester or term if it is to be counted toward the full course of study requirement if the course does
not require the student’s physical attendance. If a student needs only one course to finish his/her program of study, it cannot be taken through online/distance education.

Course Numbering System
• 100: Lower Division
• 200: Lower Division
• 300: Upper Division
• 400: Upper Division
• 500: Graduate
• 600: Graduate

Course Repetition
Undergraduate course work in which a student receives a grade of C- or lower may be repeated for credit. A course in which a student receives a grade of C or higher may not be repeated for credit, with the exception of PED courses and others as noted in the Catalog. The highest grade for the course repeated will be used in calculating the GPA. The permanent record (transcript) shall be annotated in such a manner that original grades remain legible. Policies on repeated course work at other institutions may differ from Marymount policy.

Graduate students must earn a grade of C or higher in every graduate course. A graduate course in which a student earned less than a grade of C may be repeated.

Repeating a course may impact a student’s financial aid eligibility. Please refer to the Satisfactory Academic Progress standards in the Financial Aid section of this catalog.

Course Substitution
Students who believe that a course may be appropriate to their program and that this course could substitute for a specified course requirement may request consideration of substitution by petition. Students with documented disabilities who believe that their disability prohibits them from meeting specific college requirements may petition for a Substitution Based on Disability. It is highly recommended that students meet with the Coordinator of Disability Resources prior to requesting a petition. Petitions are available through the Registrar and should be filed with the Coordinator of Disability Resources. Documentation of disability must be available. Such petitions will be considered on the basis of the student’s disability and fundamental curricular requirements.

Courses Taught at High Schools
High School students may be eligible to take college-level courses through Marymount. A university transcript will be issued to the student upon completion. Units may be applied toward a Marymount degree.
College level courses offered on high school campuses must be taught by faculty approved by the Office of Academic Affairs and the respective Chair according to the standards for adjunct faculty at
Marymount. High school faculty will be mentored by a Marymount faculty member in the corresponding division.

Each course offered must use the Marymount California University syllabus for that course.

- Changes in texts and/or readings for courses must be approved by the respective Marymount Program Chair.
- All course prerequisites must be clearly stated and adhered to on the course outline/syllabus.
- The faculty must provide evidence of evaluation and assessment of the student learning outcomes as stated on the course syllabus.
- When necessary, testing of the students to assess a placement level must be offered.
- Taking college coursework in high school may impact both athletic and financial aid eligibility.

Course Waiver

Students who believe that previous training (i.e. previous course work, career or life experience) has sufficiently prepared them in a certain area may request a waiver by petition of a specific course requirement for subject credit only, not unit count. The student will be required to justify the request to the faculty member with final approval by the Program Chair. A waiver of a specific course requirement does not reduce the total number of units required for the major or the degree.

Students with documented disabilities who believe that their disability prohibits them from meeting specific college requirements may petition for a Course Waiver Based on Disability. It is highly recommended that students meet with the Coordinator of Disability Resources prior to requesting a petition. Petitions are available through the Registrar and should be filed with the Coordinator of Disability Resources. Documentation of disability must be available. Such petitions will be considered on the basis of the student’s disability and fundamental curricular requirements.

Credit by Examination

A student wishing to receive credit by examination must complete an academic petition requesting the exam and explain a rationale for the request. The petition is approved or denied by the Chair of the division for the course or courses in question and approval rests with Academic Affairs. The individual department will decide whether or not to grant a student’s request to create credit by examination tests. The exam must be completed prior to the add/drop deadline if the course for which credit is being earned is needed as a prerequisite course for that semester.

Laboratory, physical education, studio arts and performing arts courses are not available for credit by examination because these courses require and are graded on performance and participation.

There is a $400 charge per exam regardless of course unit credit. These fees must be paid before the test is administered and they are non-refundable.

A maximum of 15 units of coursework may be taken for credit by examination. Units earned will count toward graduation requirements.
No letter grade is assigned. Acknowledgment for credit by examination is noted by a CR (credit) grade. If a student does not successfully pass the examination, a notation of NC (no credit) will be made on the transcript.

Students may not challenge a course that is a prerequisite to or which sequentially precedes a course or courses already completed. (For example, a student who takes MTH 110 could not request credit by examination for MTH 109).

A student cannot take credit by examination for any course for which he/she has received a W, I, C- or below, or AU grade on a college-level transcript at Marymount or elsewhere. (All official transcripts must be received by the Associate Registrar and Transfer Evaluator before the academic petition can be issued and the examination is taken).

Credit for Military Service
Students who provide documentation of a DD214 with honorable discharge or documentation of current active military service will be awarded 3 units of elective credit per full year equivalent of active-duty military service for a maximum of 15 units. The Health Education requirement will be waived. Subject credit for American Council on Education (ACE) credit transcript recommendations may be considered by petition. Documentation must be submitted to the Office of Admission upon matriculation.

Credit for Prior Learning
Marymount California University recognizes that college-level learning takes place both in and out of the classroom. Proving prior learning outside of the classroom is called Prior Learning Assessment (PLA) and students at MCU have many avenues available to demonstrate their learning. Unit limits apply. Examples of credit for prior learning include:

- AP or IB exams (30 units combined maximum)
- CLEP and DSST exams (30 units combined maximum)
- MCU credit by examination (15 units maximum)
- Portfolio review (30 units maximum)
- Course waiver (no units granted)
- Military service (15 units maximum)
- Prerequisite waiver (no units granted)

**Refer to specific sections in the University Catalog or on the Marymount website for details.

Credit Hour
Students earn academic credit measured in semester units. An academic hour is defined as 50 minutes.
Undergraduate courses:
1 semester unit = a minimum of 15 hours of “class time or direct faculty instruction” plus a minimum of 30 hours of out-of-class student work per academic term, for a total of 45 hours of student time on task per semester unit.

Non-classroom credit-bearing academic activities, such as laboratory work, studio work, internships and field practica, require an amount of work at least equivalent to that required for classroom-based units as identified in the syllabus. For example: science laboratories = 45 hours per academic term per unit of credit; studio art classes = 30 hours per academic term per unit of credit; internships and practica = 60 hours per academic term per unit.

As courses that make use of new or mixed modalities, quality and content will be ensured through reasonable equivalencies, clear learning outcomes, and evidence of student achievement.

Graduate courses
1 semester unit = a minimum of 15 hours of “class time or direct faculty instruction” plus a minimum of 45 hours of out-of-class student work per academic term, for a total of 60 hours of student time on task per semester unit.
Non-classroom credit-bearing academic activities, such as laboratory work and field projects, require an amount of work at least equivalent to that required for classroom-based units as identified in the syllabus.

As courses make use of new or mixed modalities, quality and content will be ensured through reasonable equivalencies, clear learning outcomes, and evidence of student achievement.

Credit/No Credit
Certain courses may be taken on a CR/NC (Credit/No Credit) basis. The student selecting this option must file a petition signed by the instructor and the appropriate Program Chair before the end of the third week of the semester. Courses taken through an Office of International Study approved study abroad program are not eligible for CR/NC (Credit/No Credit). All Internship (291, 391, 491, 591) and Practicum (296, 396, 496, 596) courses will be graded as CR/NC.

A student earning a CR grade will receive unit credit, but these units will not be calculated into the GPA. No more than 12 lower division units may be taken for CR/NC (Credit/No Credit), with a maximum of 4 units in any one semester/term, with the exception of Internship or Practicum courses. A CR grade denotes a grade of C (72%) or higher. All upper division coursework must be taken for a grade with the exception of Internships or Practica, or as specified in a syllabus.

Note: English 106 and 108 are offered for a grade of A, A-, B+, B, B-, C+, C or No Credit (NC). English 111 is graded CR/NC. All other courses in the English Division must be taken for a letter grade. Math 50 and 60 are offered for a grade of A, A-, B+, B, B-, C+, C or No Credit (NC). Capstone courses (497, 498) are offered for a grade of A, A-, B+, B, B-, C+, C or No Credit (NC).
Dean’s List
To qualify for the Dean’s List, undergraduate students must, in any one semester, complete a full-time class load of 12 or more units of college-level coursework with a GPA of 3.50 or higher. Furthermore, the University will not consider for the Dean’s List a student who earns the grade of Incomplete or any other grade of C- or below (including the grade of NC) in any course attempted during that semester.

Students are also acknowledged at graduation for scholarly achievement. They will be listed in the commencement program based on their overall GPA. The categories are: highest distinction—3.9 to 4.0 GPA, high distinction—3.7 to 3.89 GPA, and distinction—3.5 to 3.69 GPA.

Degree Conferral and Conferral Dates
Degrees will be conferred at the end of the term in which all degree requirements have been met, according to the student’s declared degree. The University will confer the Associate degree for all first-time freshmen once degree requirements are met.

The Registrar’s Office will notify students of their expected term of graduation at the appropriate time in the degree program: 30 units earned for the Associate degree; enrollment in the first semester of Capstone or Research for Bachelor’s and Master’s degrees, accordingly. Students must notify the Registrar’s Office of any changes to the degree program that might affect the expected term of graduation no later than the end of the semester prior to the student’s final expected semester. The official conferral dates each year are as follows: the final day in which all degree requirements have been met for the fall semester, spring semester, or varied summer sessions with the last summer semester conferral date falling on the final weekday in August. Once a degree is conferred, you cannot add, edit or alter the degree with concentrations, emphases, majors or minors.

Diploma
Diplomas will be issued upon fulfillment of all degree requirements and all outstanding obligations to the University, including financial obligations. Diplomas will not be released prior to the conferral date. The name on the diploma will be the student’s full name as in the student’s account. Diplomas are mailed to the home address on the student’s account approximately 12 weeks after the date of conferral of the degree. Changes to name or address must be made with the Registrar’s Office by the end of the semester prior to the student’s expected term of graduation.

External Exams
A maximum of 30 units may be earned through a combination of CLEP and DSST exams. Credit cannot be earned for CLEP and DSST on the same topic. A maximum of 30 units may be earned through a combination of IB coursework, IB diploma and AP exams. Credit cannot be earned for AP and IB exams on the same topic. Official AP scores or IB diploma/certificate must be submitted to the Office of Admission as soon as they are available, no later than the end of the first week of classes to ensure proper placement and to avoid course duplication.
Advanced Placement (AP)
Marymount gives credit to students who have completed Advanced Placement (AP) examinations with a score of 3, 4, or 5. Students must submit official AP scores from the College Board to the Registrar’s Office to receive appropriate course credit. Students with scores of 3 or higher in English and/or 3 or higher in Calculus AB or BC are exempt from placement testing in the respective subject area. Students with a 4 or higher in Statistics are exempt from Math placement testing. For course credit, refer to the Advanced Placement scores table: http://marymountcalifornia.edu/priorlearning/ap.

College Level Examination Program (CLEP)
Marymount accepts College Board’s CLEP exams with scores of 50 or higher. To view the listings of exams accepted for course and elective credit, please go to the CLEP table: www.marymountcalifornia.edu/priorlearning/clep. Students must submit official CLEP scores from the College Board to the Registrar’s Office to receive appropriate course credit.

DSST
Marymount accepts scores from Prometric’s DSST exams and has identified course and elective credit equivalents. To view scores required to earn course and elective credit, please go to the DSST exam table: http://marymountcalifornia.edu/priorlearning/dsst. Students must submit official DSST scores from Prometric to the Registrar’s Office to receive appropriate course credit.

International Baccalaureate (IB)
Students who complete an IB diploma with a score of 30 or higher will receive 30 semester units toward their MCU degree. Students will be placed into ENG 112 and college-level Math (105, 107, 109, 270 or PSY 235). Students wishing to place into higher levels of Math may sit for the placement exam.

Academic credit is awarded for individual IB Higher Level exams with scores of 4 or higher. Credit is granted upon receipt of official documents from the International Baccalaureate Organization (IBO).

Credit will be evaluated as a Marymount comparable course, as satisfying a Liberal Education Core requirement or for elective credit. For course credit, refer to the IB course equivalencies table: http://marymountcalifornia.edu/priorlearning/ib.

Final Examinations
Final examinations in all courses may be required at the discretion of each instructor. Final examinations may not be taken at other than scheduled times. During the last five class days of the fall and spring semesters, no field trips or student activities other than study sessions may be scheduled. Students are expected to take their exams at the pre-assigned time and date. Students should not plan to travel until after the posted exam periods.

Grade Disputes
The burden of proof, in cases of disputed grades, rests with the student. The procedure for students to challenge a grade is as follows: The student requests a review by the instructor. Such an appeal must be
received by the instructor by the end of the following semester (excluding summer) after the student has received the disputed grade or evaluation. Every effort should be made to resolve the matter at this level. The faculty member will respond to the request for grade review in writing. If the student disagrees with the instructor’s academic evaluation, the student is entitled to the following levels of appeal:

Upon receipt of the instructor’s written response, if the student is not satisfied with the resolution, the student may appeal within 14 days, in writing, to the Program Chair responsible for the course in question. The Program Chair will review the matter and then provide a written decision to the student. Upon receipt of the Program Chair’s written response, if the student is not satisfied with the resolution, the student may appeal within 14 days, in writing, to the Vice President of Student Affairs/Dean of Students regarding the course in question and include all materials submitted to and received by the Instructor and Program Chair. The Vice President of Student Affairs/Dean of Students will review the matter and then provide a written decision to the student.

The final level of appeal is to the University Provost. If the student is not satisfied with the Vice President of Student Affairs/Dean of Students decision, the student may submit, within 14 days of receipt of the Vice President of Student Affairs/Dean of Students decision, all of the above materials, along with an explanation of the reason for the student’s dissatisfaction with the decision, to the Provost. The Provost will review the action and render a final decision.

**Grading System**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation of Grade</th>
<th>Quality Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>A</td>
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<tr>
<td>B+</td>
<td>cond</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>Superior/Good</td>
<td>3.00</td>
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<tr>
<td>B-</td>
<td></td>
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<tr>
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<tr>
<td>IN</td>
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</tr>
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</table>
Honors at Graduation
Students with exemplary GPAs will be listed in the graduation program brochure with a notation of graduating with:

- Distinction with a GPA of 3.3-3.69,
- High Distinction with a GPA of 3.7-3.89 or
- Highest Distinction with a GPA of 3.9-4.0

Incomplete Grades
An incomplete grade may be given when a student is making satisfactory progress up to the time of an extended absence due to circumstances entirely beyond the control of the student. An incomplete can only be given when the student has already completed 80% of the course work for the semester with a grade of “C” or better. The student must submit this petition and attach the appropriate documentation to verify the reason for the absence with the Registrar’s office before finals week.

It is the student’s responsibility to apply for an incomplete grade and to make arrangements with the instructor to complete the assigned coursework. Students receiving an incomplete grade are not eligible for the Dean’s List for that semester.

If a student meets the above criteria, the instructor will assign an IN grade to the student. An “IN” is recorded on the student’s transcript and will be changed upon completion of the work, which must be submitted by the specified date, or no later than the final day of midterm exam week of the following semester. The grade indicated above will be recorded if the instructor has not filed a grade change that reflects the completed work.

Please note: Students receiving financial aid must contact the Financial Aid office to discuss the impact of an incomplete grade(s) on their grants and/or loans.

Institutional Review Board (IRB)
All Marymount California University faculty, staff and students conducting research involving human subjects must submit their research protocol to the Marymount Institutional Review Board (IRB) for review and approval prior to commencing the project.

In order to assist investigators in deciding whether a planned activity constitutes research involving human subjects, the following federal definitions of research and human subject are provided:
“Research” means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.

Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains: data through intervention or interaction with the individual, or identifiable private information.

Leave of Absence
A student who wishes to take a leave of absence from Marymount California University must submit a Leave of Absence request before separating from the University. Students forfeit the opportunity to petition for a leave of absence if one has not been submitted to the Registrar prior to the start date of the next academic term following their departure. Students on leave will maintain their academic standing in place at the time of the start of the leave of absence. Students dismissed from Marymount are not eligible for a leave of absence. Any leave of absence paperwork filed before the dismissal will be void.

Submitting a leave of absence request will enable the student to maintain continuous enrollment and academic status for up to two semesters. A leave of absence will be granted for a maximum of one academic year. Special circumstances (beyond the student’s control) may occasionally call for a longer leave, which may be granted through an academic petition to the Vice President of Student Affairs. A maximum of two leaves of absence may be requested during a student’s enrollment.

Students on a leave of absence must contact The Vice President of Student Affairs to initiate the process of return to the curriculum. Any outstanding health requirements, transcripts and/or account balances must be cleared prior to registering for classes.

Official transcripts of all coursework taken while away from Marymount must be submitted to the Registrar’s Office upon completion of coursework. Course placement is determined on the basis of transcripts received by the end of the Add/Drop period.

Students who break their continuous enrollment without filing a leave of absence request or whose leave of absence has expired must reapply for admission to Marymount and will be subject to the degree requirements as stated in the catalog for their term of readmission. Return to Marymount after a break in status is not guaranteed.

F-1 international students are required to meet with the Office of International Services prior to departure on an institutionally approved Leave of Absence. International students seeking a Leave of Absence will have their SEVIS records terminated in accordance with U.S. Federal Regulations governing the issuance and maintenance of the F-1 visa category. The Office of International Services will reach out F-1 students on a leave to aid in regaining active F-1 status, after the student indicates to the Vice President of Student Affairs their intent to return.
Minors
Any area of emphasis defined in the Liberal Arts BA program (except Behavioral Sciences) may be added to another Bachelor degree as a minor. The minor may not be the same discipline as the degree. For example, a student earning a BA in Psychology may not minor in Psychology. A minor added to the Liberal Arts BA means completion of a third emphasis, since the Liberal Arts BA itself requires two emphases. Courses may not be applied to more than one area of emphasis. A minor consists of a minimum of 24 units.

Placement
Placement in English and Math is determined on the basis of incoming college transcripts, AP scores, and PSAT/SAT/ACT scores. PSAT/SAT/ACT scores are considered valid for 2 years. In the absence of recent PSAT/SAT/ACT or AP scores or previous college-level courses in English and Math, students will be placed in the lowest course in the sequence.

Change of Level
Students placed according to the chart in the University Catalog who have not passed the appropriate AP exam or completed a college-level mathematics or English class may request to take the Accuplacer placement test as a method to change placement level. Accuplacer scores are valid for up to two semesters. Requests to change placement level must be made by the end of the add/drop period. Any change of level must be completed by the end of the Add/Drop period for that semester.

Placement Policies
In cases where multiple test scores are reported, the highest score is chosen in each section. In the case of incoming transfer students for whom complete transcripts have not been received prior to the start of the semester, placement will be according to the chart. Transcripts received subsequently will override the above placements up to the end of the Add/Drop period for that semester. Scores from recent Accuplacer testing from another institution are interpreted in the context of Marymount courses by Academic Affairs. Additional testing may be required. Accuplacer scores will be released to any prospective student who requests them. Once a student has matriculated to Marymount, the Accuplacer scores will be considered part of the student’s academic record and policies regarding release of records will be applied.

Prerequisites
Many courses have prerequisites. These are intended to ensure that students enrolling in a class have the appropriate content and skill preparation to be successful in the class. For many lower division courses, the prerequisites also ensure comparability with articulated courses at transfer institutions. Prerequisites must have been completed prior to the start of class, with a C or better for undergraduate courses and a B or better for graduate level courses, unless otherwise specified. Any exception or waivers of prerequisites need to occur by formal petition, with approval from both the instructor and the corresponding Program Chair. Final grades for prerequisite courses taken at another college must be received prior to registration.
**Registration**
All tuition and housing fees must be paid and Health Center clearance secured before students may attend classes. The dates of registration are listed in the Academic Calendar. Students must follow registration procedures as established by the Registrar. Students not officially registered by the add/drop date will not be allowed to remain in classes.

Students with outstanding health requirements, transcripts and/or account balances will not be allowed to register for a subsequent term at Marymount.

Any course that does not have a sufficient number of students may be cancelled.

**Residency Requirement (for degree-seeking students)**
To earn a Marymount BA degree, students must complete a minimum of 30 units toward their degree while enrolled at Marymount. No more than 3 units of developmental course work may be applied to the 30-unit minimum. Once matriculated, a student may transfer in a maximum of 18 units. BA students must also complete their capstone while enrolled at Marymount.

Up to 10 units of graduate coursework may be transferred in from a regionally accredited institution. This includes graduate courses prior to enrollment. All other units must be earned at Marymount.

**Second Bachelor’s Degree**
A student who has earned a Bachelor’s degree from a regionally accredited institution may earn a second Bachelor’s degree by completing the degree-specific requirements of the second Bachelor’s, any prerequisite courses, MCU 200, REL 230 and Capstone. Such a student is granted senior class standing. The 30-unit residency requirement applies. Students may not earn a second degree in the same subject area. Students choosing to earn two Marymount Bachelor’s degrees must complete all of the requirements of the second degree including any prerequisite courses and Capstone. If some requirements are the same, other courses may be substituted to fulfill the unit requirement in coordination with the program chair.

**Sequential Courses**
Certain elements of the curriculum require courses to be taken in sequence. Courses taken out of sequence may be accepted as elective credit by Marymount but may not fulfill the Liberal Education core requirements. Final grades for prerequisite courses taken at other colleges must be received prior to registration via an official transcript for the next course in a sequence.

**Time to Degree**
Graduate students must complete the program of study within 4 calendar years from the date of acceptance.
Students who fail to complete the program within the prescribed period must file a petition for extension with the Program Chair. Recommendations concerning program extensions will be made by the Program Chair to the Provost, who communicates the final decision to the student. In all cases, it will be necessary to repeat coursework that falls outside the four-year limit for degree completion. Students who fail to enroll in courses for a period of two years or more will be required to apply for readmission to the graduate program. Students readmitted in this way will be bound by program requirements in effect at the time of readmission.

**Total Unit Limitation**

Marymount places no limit on the total number of units a student may accumulate while enrolled. However, most four-year colleges/universities limit the number of units a student may transfer in. Therefore, each student is responsible to work closely with his/her academic advisor to establish and complete a program of study at Marymount that will enable the student to accumulate an optimal number of units relative to degree and/or transfer goals.

**Transcript Holds**

Transcripts will be placed on hold when there is an outstanding obligation to the University. These obligations include but are not limited to: an outstanding balance due the University; outstanding library or other loaned instructional materials; outstanding parking violations; missing transcripts; and incomplete sanctions imposed as a result of violations of the University’s Student Code of Conduct and Academic Integrity Policies. This hold will remain until the account balance is paid in full and/or until the obligation has been satisfied.

**Transcripts**

A student may request an official transcript by completing a signed and dated transcript request. Unofficial transcripts are available via the Student Portal. Former students needing an unofficial transcript may submit a signed and dated transcript request.

Requests may be made in person in the Registrar’s Office, via a faxed copy of a signed and dated Transcript Request Form or electronically via the National Student Clearinghouse, linked to the Marymount website. Email requests will be honored only when accompanied by a signed and dated Transcript Request Form. Phone requests cannot be honored. Transcripts cannot be released until all fees to the University have been paid and holds are cleared. Refer to the Tuition and Fees section for charges.

**Wait Lists**

Classes at Marymount have limited enrollment. The University does not maintain wait lists. Students who try to preregister for a class that has reached its limit will need to register for another section of the same course or for a comparable course. Students are encouraged to work closely with their academic advisor for help in selecting courses that meet their degree objectives.
Final Examinations
Final examinations in all courses may be required at the discretion of each instructor. Final examinations may not be taken at other than scheduled times. During the last five class days of the fall and spring semesters, no field trips or student activities other than study sessions may be scheduled. Students are expected to take their exams at the pre-assigned time and date. Students should not plan to travel until after the posted exam periods.

UNIVERSITY WITHDRAWAL PROCESS

Withdrawing from a Course
After the add/drop deadline, a student may withdraw from a course until the established deadline to withdraw, published by the Registrar. Students are responsible for initiating and completing withdrawal requests through the Registrar’s office. Appeals to this policy are made via Academic Petition and submitted with supporting documentation to Academic Affairs. A course from which a student has withdrawn will remain on the transcript with a grade of “W.” A grade of “W” does not affect the student’s GPA.

For undergraduate students, if the unit load drops below 12, athletic eligibility, financial aid, F1 Visa, residential status, and academic status may be jeopardized. Students considering withdrawing below 12 units must consult with their advisor and appropriate departments.

Withdrawal from the University
A student who wishes to completely withdraw from the University must secure a withdrawal form from the Registrar and obtain the specified signatures. The completed form must be returned to the Registrar by the last day of the semester prior to finals week. Only then does the withdrawal become official. Failure to follow the prescribed procedure will result in an “F” for all courses in progress. Please refer to page 235 in the University Catalog for the schedule of adjustments. A student who withdraws from the University during a term will receive grades of “W” for that term’s courses. However, grades already recorded (e.g. for half-semester classes) will remain on the transcript. Withdrawal from the University does not relieve the student from any account balance that remains. Please reference the Schedule of Adjustments for refund policy and amounts.

F-1 international students are required to meet with Office of International Services prior to withdrawing from the University. International students seeking a Withdrawal will have their SEVIS records either terminated or transferred (at the student’s request) in accordance with U.S. Federal Regulations governing the issuance and maintenance of the F-1 visa category.

Administrative Withdrawal
A student may be subject to administrative withdrawal from MCU for a non-academic matter if it is determined by evidence or behavior that the student is a threat to themselves or others and/or if the student poses a danger to the community.
 Appeal Process against Administrative Withdrawal from a Class

A student who has received an administrative withdrawal from a class may appeal the sanction to the Vice President of Student Affairs and Dean of Students within three days of being notified of the withdrawal. The appeal must be in writing and must establish at least one of the following for the administrative withdrawal to be reversed:

- The incident did not occur in the manner described
- The sanction is disproportionate to the offense
- Proper procedures were not followed
- Either the complainant or the student charged may file an appeal. A student has three school days from receiving written notification of administrative withdrawal to file an appeal. Appeal forms are available from the Office of Academic Affairs (CECILIA HALL (CEC 207). The Provost has the responsibility to review the written documentation, though further steps may be taken at her recommendation.
- The Provost must respond to the person filing the appeal within five school days of receiving the appeal.
- The Provost's decision is final.

 ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with documented disabilities who believe that their disability prohibits them from meeting specific university requirements may petition for a Course Waiver or Substitution Based on Disability. This process is outlined in A Handbook for Students with Disabilities. It is highly recommended that students meet with the Coordinator of Disability Resources prior to requesting a petition. Petitions are available through the Registrar and should be filed with the Coordinator of Disability Resources. Documentation of disability must be available. Such petitions will be considered on the basis of the student’s disability and fundamental curricular requirements.

 GRADE DISPUTES

The burden of proof, in cases of disputed grades, rests with the student. The procedure for students to challenge a grade is as follows: The student requests a review by the instructor. Such an appeal must be received by the instructor by the end of the following semester (excluding summer) after the student has received the disputed grade or evaluation. Every effort should be made to resolve the matter at this level. The faculty member will respond to the request for grade review in writing. If the student disagrees with the instructor’s academic evaluation, the student is entitled to the following levels of appeal:
• Upon receipt of the instructor’s written response, if the student is not satisfied with the resolution, the student may appeal within 14 days, in writing, to the Program Chair responsible for the course in question. The Program Chair will review the matter and then provide a written decision to the student.

• Upon receipt of the Program Chair’s written response, if the student is not satisfied with the resolution, the student may appeal within 14 days, in writing, to the Program Dean responsible for the course in question.

• Upon receipt of the Program Dean’s written response, if the student is not satisfied with the resolution, the student may appeal within 14 days, in writing, to the Vice President of Student Affairs and Dean of Students regarding the course in question and include all materials submitted to and received by the Instructor, and Program Chair, and Program Dean. The Vice President of Student Affairs and Dean of Students will review the matter and then provide a written decision to the student.

The final level of appeal is to the University Provost. If the student is not satisfied with the Vice President of Student Affairs and Dean of Students decision, the student may submit, within 14 days of receipt of the Vice President of Student Affairs and Dean of Students’ decision, all of the above materials, along with an explanation of the reason for the student’s dissatisfaction with the decision, to the Provost. The Provost will review the action and render a final decision.

EXPECTED CLASSROOM BEHAVIORS

Class Attendance
Students are expected to attend classes regularly and punctually, including classes and exams held during the final exam week. There is no University-wide attendance policy, nor are there “excused” absences. Attendance and other course requirements are set by the instructor and stated clearly in the course syllabus. Instructors typically incorporate attendance and participation into the course grade. Excessive absences may result in a lowered grade and may cause the student to fail the course. Students are responsible for reading and following the syllabus for each course. Course work is due as per syllabus dates, regardless of absence. In the case of extended illness, hospitalization, or other crisis, contact Vice President of Student Affairs and Dean of Students, Dr. Ryan Alcantara, immediately. Student athletes have the responsibility to work with their faculty in advance of scheduled games. All student athletes are to meet with each of their faculty members during the first week of a new semester to review the athletes’ academic agreement and obtain faculty signature. Students may not attend a course in which they are not officially registered by the end of the Add/Drop period.

Respectful Behavior
Students and instructors at Marymount California University are expected to behave in a manner that shows self-respect and honors the rights of others to a full educational experience. Minor incidents of incivility should be dealt with by communication between those affected.
Students who, either voluntarily or involuntarily, behave in class in a significantly disruptive manner so as to compromise the ability of an instructor to teach and/or of other students to learn, may, at the discretion of the instructor, be asked to leave the classroom. Campus Safety will come to the assistance of the instructor if a student is not compliant with a request to leave.

Disruptive behavior includes but is not limited to: inappropriate talking, inappropriate emotional outbursts, being under the influence of alcohol or drugs, using offensive language, demanding an inordinate amount of an instructor’s attention, verbal or physical threats or violence.

Procedures for Dealing with Classroom Disruptions
The faculty member must submit a written report of the incident to the Academic Affairs office, or Vice President of Student Affairs and Dean of Students, Dr. Ryan Alcantara, within 24 hours of the incident. The following processes will be initiated as appropriate:

No Immediate Threat Incidents
Except in cases where a student acts in a manner that poses a threat to the mental, physical or emotional well-being of self or others or to property, the instructor and a designated observer will meet as soon as possible with a student who has been asked to leave the classroom to discuss the incident and reach agreement about future conduct. The observer will be designated by the Vice President of Student Affairs and Dean of Students, and the student will be notified of the time and place of the meeting.

The designated observer will record the meeting and the agreed corrective action plan in writing, and instructor and student will sign the record, which will be retained in the student’s file in the Academic Affairs Office. Failure to attend the resolution meeting will be taken as refusal to accept corrective action, unless reasonable cause (normally only conflict with class schedule) for the failure can be established. Notice of a student’s failure to attend the resolution meeting at the designated time and place shall be submitted in writing to the Academic Affairs Office by the designated observer. Files will be maintained for five years and form part of the student’s judicial record.

Should it not be possible to arrange such a meeting before the next scheduled class meeting, the Vice President of Student Affairs and Dean of Students may require the student to remain absent from class until the meeting has taken place. In that case, the student may not be permitted to make up work missed in the interim.

A serious infraction or multiple infractions, failure to attend the resolution meeting or inability to agree on a corrective action plan may result in a student being administratively withdrawn from the course. Administrative withdrawal is requested by the instructor and becomes effective on the approval of the Vice President of Student Affairs and Dean of Students. A student who receives an administrative withdrawal from more than one course will be dismissed from the University.
Immediate Threat Incidents
If a student has engaged in, or threatened to engage in, conduct that poses a threat to the mental, physical, or emotional well-being of others, or to property, the Provost, in consultation with the Director of the Wellness Center, may suspend the student from the University. Upon such suspension, the student may no longer attend classes or use University facilities. The suspension shall remain in force until such time as the student adequately demonstrates that the problems that led to the suspension have been resolved. If this cannot be demonstrated, the student will be dismissed from the University. Evaluation by an external mental health professional may be required. Procedures for appealing administrative withdrawal and dismissal are described later in this publication.

Appeal against Academic Dismissal Due to Classroom Behavior/Immediate Threat
Dismissal from the University as a result of classroom behavior posing an immediate threat may be appealed to a panel of three University representatives appointed by the Provost. A student has three days from receiving written notification of immediate administrative withdrawal. Appeal forms are available from the Office of Academic Affairs (C-207). The panel may require evaluation by an external mental health professional before ruling on the appeal.

HONORS SOCIETIES

Delta Epsilon Sigma
Delta Epsilon Sigma is a national scholastic honor society for students, faculty and alumni of colleges and universities with a Catholic tradition. It was founded in 1939 to recognize academic accomplishments, to foster scholarly activities and to encourage a sense of intellectual community among its members. DES requires members to have completed at least 60 units of college level coursework toward their baccalaureate degrees and maintain at least a 3.5 cumulative grade point average. DES students are recognized at an induction ceremony and at graduation. For more information visit http://deltaepsilonsigma.org/

Psi Chi International Honor Society in Psychology
Psi Chi is an international honor society for students majoring or minoring in psychology. It was founded in 1929 with the mission of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology. Students are eligible for Psi Chi if they are enrolled as a psychology major or minor and have: completed at least 9 units of psychology coursework at Marymount; completed 45 units of college coursework; an overall GPA in the top 35% of their class; and a psychology GPA of 3.0 or higher. Psi Chi members are inducted each spring in a ceremony and are recognized at graduation. For more information please visit https://www.psichi.org
MCU RESIDENTIAL LIFE POLICIES

In addition to the University’s Student Code of Conduct, students who reside in the University’s residential community are governed by specific policies that provide behavioral guidelines for living in a residential community. By following these guidelines, students can achieve a community where members are empowered to become strong students, good neighbors and conscientious citizens. Marymount students, regardless of residential status, are subject to Residential Life policies while on residential property. Both MCU residents and California State University Dominguez Hills are responsible for the actions of their guest while on residential property.

The conduct system exists to address behaviors inappropriate to the residential community environment and to help students redirect their behaviors in more constructive manners. Under Marymount’s conduct system, the philosophical intent of all disciplinary interactions is intended to be educative as opposed to punitive. Students are encouraged to take responsibility for violations of any disciplinary policies and to make amends as appropriate.

Students may be relocated on removed from their residential assignment because of egregious violations of the Student Code of Conduct, a series of conduct violations, a pattern of disruptive behavior, and for failure to complete sanctions in a reasonable period.

Alcohol at the Villas

Alcohol

Alcohol and alcohol containers are not permitted for any resident or guest under the age of 21. Any alcohol found on site will be disposed of by staff.

- Possession and/or Consumption of Alcohol: Possessing or consuming alcohol is prohibited. Having alcohol within your residence is defined as possession whether the resident claims knowledge of the alcohol within their residence or not if the alcohol is in a public space such as the kitchen or living room.

- In the Presence of Alcohol: Students are not permitted to be in the presence of alcohol at the Villas (except as outline within Designated Consumption Zones). Drinking Games: Drinking games, in all forms are prohibited at the Villas. Drinking games are defined as any game or contest involving the consumption of alcoholic drinks, typically as a penalty or in response to a specified cue or prompt. Examples of drinking games include, but are not limited to, flip cup, rage cage, kings cup, water pong, and beer pong. Water pong / beer pong is strictly prohibited and student should avoid the perception that the games are set up. Hosting a party or large gathering that involves alcohol may result in the loss of guest privileges to the Villa.
Alcohol Privileges
Individuals may earn alcohol privileges independent of the other residents in their townhouse. Residents that are 21 years of age or older may consume alcohol in a certified room if the following conditions have been met:

- The residents have completed and passed the assigned online alcohol course (Alcohol EDU).
- The resident is in good judicial standing.

Once a resident who is 21 years of age or older completes part two of Alcohol EDU they may schedule a meeting with an Assistant Director to obtain their alcohol privilege card. If a resident that has alcohol privileges is present during an alcohol violation by another student or guest, that resident will face sanctions for their participation in the act which will include the loss of their alcohol privileges. This includes parties and other social gatherings.

Designated Consumption Zone (DCZ)
Once all residents of a townhouse are 21, they may make an appointment to meet with an Assistant Director to obtain certification for the possession and consumption of alcohol in their Villa. If the Assistant Director certifies the townhouse as a DCZ, alcohol may be stored and consumed by the residents of that townhouse. Other residents who possess alcohol privileges and non-resident guests over the age of 21 may also consume alcohol in the DCZ townhouse with valid identification. The DCZ certification must be posted at all times on the refrigerator of approved townhomes.

If any member of a townhome loses their alcohol privileges, the whole townhouse will lose its certification as a DCZ. When a townhouse loses its alcohol certification, all alcohol and alcohol containers of any kind must be immediately removed.

General Guidelines
Possession, usage, sale, distribution, brewing, or being in the presence of alcohol or containers previously used to contain alcohol is prohibited for all residents and guests under the age of 21, and those over the age of 21 who do not possess a current Alcohol Card. Residents over 21 years of age may not possess or consume alcohol until alcohol privileges (Alcohol Card, and DCZ, if appropriate) are certified.

Alcohol consumption, alcohol containers (whether full or empty, decorative or for recycling), and being in the presence of alcohol or alcohol containers is only permitted in DCZ rooms and is prohibited in all other areas.

- Alcoholic beverages are not to be consumed in public areas
- No person may be intoxicated.
- Inability to exercise care for one’s own safety and/or the safety of others (including drawing attention to oneself) due to intoxication is in violation of this standard.

Excessive amounts
Excessive amounts of alcohol and “common sources” of alcohol are prohibited, due to the lack of control that results from providing/possessing/consuming large quantities or alcohol. ‘Common source’ or bulk quantities are defined as but limited to the following examples: kegs, pony kegs, punch bowls, wine boxes, commercial dispensers, or the amount of alcohol equivalent to a common source alcohol beverage container, whether empty or full. Due to their visual similarity to kegs used for alcohol, root beer kegs are prohibited without prior written approval from the Assistant Dean of Students / Dean of Residential Campus Possession of bulk alcoholic beverages is prohibited, which is regarded as amounts for storage or use that is excessive under the circumstances for personal use. Devices used or intended for the rapid consumption of alcoholic beverages are prohibited.

Excessive amounts are defined as:

- Supplies of alcohol which are excessive for the number present or which are distributed indiscriminately. Examples of excessive amounts include more cases of beer than reasonable for the number of people present, large mixtures of alcohol with other substances, or the presence of large serving containers. The permitted amount of alcohol per a townhome is as follows
  - One (1) bottle of liquor
  - Six (6) twelve (12) oz. cans/bottles of beer/wine cooler/malt beverage per person, not to exceed 24 bottles total per townhome
  - Two (2) bottles of wine per townhome
  - The determination of common source or excessive amounts will be made by the individual reporting the incident and the student housing conduct officer hearing any resulting case.

**Alcohol privileges**

Privileges are required for all residents present in a DCZ apartment where alcohol is being stored or consumed, or where alcohol containers are present.

Residents with alcohol privileges must carry their alcohol card on them when consuming or in the presence of alcohol and present it to University staff upon request.

No person under the age of 21 may be present in, or admitted into, a townhome in which alcoholic beverages are being served, consumed, or in the open.

Residents with alcohol privileges may not consume or be in the presence of alcohol when underage individuals are present. Residents are responsible for knowing the age of those present.

Replication, altercation, or other misuse of issued Alcohol Privilege Cards and DCZ Certificates is prohibited.
Guests (non-housing resident) over the age of 21, with a valid ID, may possess or consume alcohol in a DCZ. The resident host is responsible for the behavior of their guests and ensuring that their guest abides by all laws, standards, and policies, including the alcohol standard contained herein.

All residents are responsible for making sure the above alcohol guidelines are followed at all times. If an alcohol violation takes place, all residents that are present at the time of the violation may lose their alcohol privileges. Should alcohol privileges or DCZ certification be revoked for an individual and/or apartment, Alcohol Privilege Cards and DCZ certifications must be returned to an Assistant Director immediately.

Appliances
At the Villas, all townhouses are furnished with a refrigerator and stove. Students may not install other appliances such as dishwashers, washers and dryers, and air conditioners.

Athletic Activities
Skateboarding, bike riding, use of hover boards and athletic activities are allowed only in a safe manner as determined by Residential Life or Security staff.

Bicycles, Hover Boards, Skateboards and Skating
Bicycle riding is reserved for roadway only, not on sidewalks. Bicycles shall be properly parked so as not to block walkways or doorways. Hover boards and bicycles must be stored in the garage.

Candles
For fire safety reasons, candles are expressly prohibited. This includes unused and wickless candles. Electric candles and tart warmers that do not use an open heating source are permitted.

Cleaning
Residents are responsible for keeping their rooms as well as their shared spaces clean and well maintained. The Residential Life staff will conduct monthly inspections of the Villas to ensure that this expectation is being met (see Safety and Wellness Checks). Residents are recommended to make a cleaning schedule and agreement at the start of the semester and anytime a resident moves in or out of the Villa.

Moving/End of the year Check out
When you have been approved to move or informed you need to relocate to another villa you must clean 25% of your current villa. This includes either one of the bathrooms, living room, or kitchen; in addition to cleaning your bedroom space. Failure to comply will result in cleaning fines.

Common Areas
If students would like to use the residential housing space, such as: the pavilion, volleyball courts, pool, the cove, etc. They may make reservations by contacting the administrative assistant by emailing
reslife@marymountcalifornia.edu. All request must be made a week in advanced to be considered. All of events at the villas must end when quiet hours begin at 10:00 P.M.

Students are responsible for resetting the furniture back to its original placement if they rearrange them to fit the needs of their event. Failure to do so can result in revoked reservation privileges.

**Confiscation**
Prohibited items may be confiscated by Residence Life staff. Examples of prohibited items include, but are not limited to: candles, incense, marijuana paraphernalia, and hookahs. In some cases, items will be returned to the resident with the understanding that the resident will immediately remove the item from the property and it will not return to the property in the future. Property will be held for 21 days’ post conduct meeting, if at that time the property has not been claimed it will be donated or disposed of. Marijuana or CBD that is confiscated will be destroyed/disposed of, within 7 business days of the student’s conduct hearing. All other drugs will be turned over to the local police authority.

**Cooking Appliances**
For fire safety reasons any items using an open flame or an exposed heating coil are prohibited. Unauthorized use of barbecue grills or other open burning is a violation of this policy.

**Dartboards:** Dartboards are not allowed in the residences.

**Drugs, Marijuana, CBD and Paraphernalia**
Possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, CBD or controlled substance and/or paraphernalia, as those terms are largely used in the California Statutes, is prohibited. The misuse of any drug, including prescription, over-the-counter medications, or inhalants is prohibited. Hosts of a guest are responsible for all of their guests actions and are held responsible as if the host had committed the violation. Students found present where drugs are being used illegally, whether participating or not, may also be in violation of this policy.

- **Prescription medications** - Students with legal medical prescriptions for any controlled substance or narcotic drug, from a legitimate, recognized pharmacy, must:
  - Have the appropriate prescription label on each bottle
  - All prescription medications must be in the student’s name. Possession of a prescription or prescription medication that is not in the resident’s name is a violation.
  - Pills are not to be mixed or placed in the wrong bottles, even for “consolidation” or purposes of “convenience.” Failure to adhere to these guidelines will constitute a violation of this drug policy

- **Medical Marijuana** - The California Compassionate Use Act does not apply to administrative cases involving use and possession of marijuana that violate MCU Student Conduct Code or the Residential License Agreement. Students are NOT protected by the California Compassionate Use Act. The possession of a 215 medical marijuana card will not be recognized nor honored by Marymount California University.
Fences
Students are not to climb fences or gates around any of the residences or that surround The Villas.

Fitness Center
The Villas Fitness Center is accessible to all Marymount students between the hours of 6:00 am – 10:00 pm every day with a valid MCU ID when classes are in session. The fitness center will be closed over break periods and not accessible to students. The fitness center may be closed throughout the year for various other reasons, which include but are not limited to facilities updates, cleaning and filming. The Fitness Center is a privilege to enter and use; access will be revoked to any student who acts in an inappropriate manner or violates the general policies listed below.

Students found in violation will be asked to leave the Fitness Center immediately; further disciplinary sanctions may result for repeat offenders. The Fitness Center may shut down temporarily during the academic year for any ongoing/incorrected violations found among the community. MCU staff reserves the right to judge the level of acceptability on all Fitness Center policies.

- All students must present a valid MCU ID if requested. If the individual does not have an ID they will be required to immediately.
- Use equipment at your own risk. MCU does not assume responsibility for any injury that may occur
- Appropriate exercise attire is required. Shirts and shoes must be worn at all times. No bare feet, sandals, slipppers, water shoes or heeled shoes are permitted
- Do not bring valuables into the Fitness Center. All personal belongings must be placed in a Fitness Center cubby. MCU is not responsible for any lost or stolen items in the Fitness Center
- Head phones must be used with all personal listening devices. Personal speaker systems are not allowed
- Food and beverages are not permitted, except for water or sports beverages in non-breakable containers
- Do not spit on the Fitness Center floor

Please report damaged or defective equipment to a Residential Life pro staff member immediately.

Equipment Policies:
- Fitness Center equipment must remain in the Fitness Center at all times.
- Returning weights and dumbbells to their proper racks after usage is required.
  - Do not drop the weights.
  - Do not rest dumbbells on bench pads.
- Do not stand or step on exercise benches.
- Use of chalk and powder is not allowed.
- Please wipe-down equipment after use.
There is a 25-minute time limit on all cardiovascular machines during peak usage times.

**Fog Machine**
Fog machines are not allowed to be used or possessed in the Villas except by professional staff for events.

**Furniture Use**
The University provides each resident with bedroom and common space furniture, which includes but is not limited to: bed, mattress, desk, desk chair, dresser, couches, coffee table, entertainment center, and dining set. The resident is responsible for all furniture provided in the townhouse by the University. Furniture assessments are conducted prior to the start of each academic year and during monthly SAW checks. Any damage that results from improper use of furniture will be charged to the resident’s student account. Fines will be assessed and determined by Residential Life pro staff for any missing/damaged furniture. All additional outside furniture requests must be pre-approved by the Dean of Residential Campus (i.e., futons, couches, desks, mattresses, etc.). All bedroom furniture must stay within the assigned bedroom. No furniture may be placed in the garage or removed from the inside of the unit.

**Residents may not:**
- Loft or un-loft any bed in the room. For lofting requests, please contact a Residential Life staff member or email reslife@marymountcalifornia.edu;
- Remove furniture from designated space (i.e. remove a dresser from a bedroom and put it in the garage);
- Re-organize furniture from its original space (i.e., push beds together);
- Move indoor furniture to an outdoor location (patio, pavilion, etc.);
- Disable or tamper with smoke detectors;
- Tamper with or remove window screens;
- Remove signage from common areas (i.e. door signs, exit, bathroom, etc.).

**Garages**
To increase security and prevent the entrance of unwanted pests, garage doors must be closed when not attended. Parking that obstructs the garage door from closing is not permitted. The door between the garage and the Villa should remain locked at all times. It is the residents’ responsibility to keep the garage clean and clear, keeping trash and recyclables in trash/recycling bins. Failure to keep the garage door closed or any inappropriate usage of garage spaces may result in the loss of garage privileges for the Villa (ranging from 1 week to a full semester) and the assessment of fines.

**Guest and Visitation Policy**
A guest is defined as anyone who is not assigned to live within a Villa. Students may have up to two guests from 8 am to Midnight each day. At no time should the total amount of guests in any unit exceed seven individuals. In addition to the number of guests allowed, students must abide to the following procedures:
Overnight guests of the same gender are permitted up to six nights per semester. Overnight guests may not stay for more than two consecutive nights, and only two overnight guests are allowed in any unit at the same time. Guests who fail to check out with campus safety upon departure is a violation of the guest policy.

Non-resident minors are not permitted to stay overnight without prior written approval from Residential Life professional staff.

A non-resident is allowed to be an overnight guest a total of 6 times per a semester. Failure to comply may result in the host being charged a $50 per a night guest fee for each night the guest has stayed in the Villas in excess of 6 nights regardless of how many nights the guest has stayed with the host resident at the time of violation.

Overnight guests will not be permitted during Finals Weeks Early Move-In, or Winter Break.

Guests must remain with their host for the duration of their visit. Failure to do so is a violation of the guest policy. Residents are responsible for their guest’s behavior and any violations they commit.

Non-resident Marymount and CSU DH students may visit residential sites between the hours of 8:00am and 12:00am (midnight) seven days a week. Student must present and leave their Student ID at the Safety & Security Office of the residential site. Students visiting the residential community must retrieve their ID and check-out with Security by midnight. Failure to do so is a violation of the Guest and Visitation Policy.

Guests are required to park in the gravel lot located across from the mail boxes within the designated parking spaces.

Any violations of the guest policy may result in revoking guest privileges.

**Illegal Room Moves**

Room Space: During the school year you may have a period where you do not have a roommate assigned to you. This does not grant you access to rearrange your room; converting it into a “unapproved single.” All single requests must go through the residential life office. You will receive approval from the residential life professional staff should your request be granted or denied. If you convert your space of your own will you will be subject to a housing fine or relocation; which will be determined by the housing professional staff.

- **Room Moves:** We want all of our residents to enjoy their time at the villas and sometimes you may start off with a roommate you no longer bond with. If you would like to put in a request to change rooms; you may speak with your RA, Assistant Director, or Residential Life Administrative Assistant.

**Marijuana**

See Drug, Marijuana and Paraphernalia (page 92).
Moving/End of the year Check out
When you have been approved to move or informed you need to relocate to another villa you must clean 25% of your current villa. This includes either one of the bathrooms, living room, or kitchen; in addition to cleaning your bedroom space. Failure to comply will result in cleaning fines.

Noise
Students are expected to keep voices, stereos and other noise-producing activities to a reasonable level. If a neighbor or staff request that noise is lowered, residents must comply.

Parking
- Parking in the red zones, on grass, blocking driveways and/or garage doors/doorways is not permitted.
- Vehicles parked in the driveway must not block the path of the sidewalk.
- Residents may park directly next to designated green zones (green painted curbs) and may use their Villa’s designated garages and driveways, as long as the garage door is able to remain closed.
- Guests must park in the gravel lot within parking spaces located across from the mail boxes.

All vehicle must park in designated parking. Parking Violations include but are not limited to:
- Parking in red zones.
- Parking with any part of the vehicle in the grass.
- Parking with any part of the vehicle not blocking the sidewalk.
- Blocking a driveway.
- Parking in a driveway that is not assigned to you.
- Exceeding one vehicle per a driveway (does not include garage parking)

Multiple parking violations may result in loss of parking privileges.

Pets
Fish, in tanks not to exceed 20 gallons in volume, are the only pets permitted in the residences. Harboring stray animals and having pets come over to visit are also considered violations of the pet policy and may result in cleaning fines.

Pool
There is no life guard on duty. All swimmers, swim at their own risk. Pool hours are from 6 am until 10 pm daily
- All users must wear proper swim attire when entering the pool area.
- No street clothes can be worn in the water.
- Non-students under the age of 18 may use the pool.
- No objects may be brought into the pool that is not provided by the university (floating devices, balls, etc.).
- There is no diving, flips, cannonballing or jumping into the pool.
- No student photography is allowed in the pool area.
- All users must shower before entering the pool area.
• Running, pushing, or horseplay will not be tolerated in the pool or on the pool deck area.
• No food or drink is allowed in the pool area, except for water in non-breakable clear containers.
• No gum or adhesive bandages are allowed in the pool.
• Users with open wounds or infectious diseases are not allowed in the pool.
• Spitting or spouting of water is not allowed in the pool.
• Groups must contact the Office of Residence Life to use the pool for an event. All events held in the pool must be open and inclusive for any resident who wishes to attend.
• Phones may be used as personal music devices at the pool but no amplifying devices such as speakers may be used to amplify sound.
• All non-residential students and guests must be accompanied at all times by a resident as their guest.

Misuse of Keys/Locks
Keys are not to be shared with or loaned to anyone, including roommates. Keys are not to be duplicated for any reason. Locks may not be installed, changed or altered in any unit.

Misuse of Water Resources
Water misuse of any type is a safety hazard and is not permitted at either residential site. Water misuse includes water balloons, dumping/spraying water on people and property, using squirt guns, washing cars, etc. Students may not have water beds or hot tubs in their units or any other item that contains more water than a 20-Gallon fish tank. Students may also not have washing machines or dryers in their unit.

Quiet Hours
Quiet hours are in effect in all residence areas from 10:00 pm to 8:00 am, Sunday through Thursday, 12:00 am to 9:00 am, Friday and Saturday. Noise is not to be heard beyond the door of your house/apartment during these times. Quiet hours will be extended during midterms and finals. Courtesy hours are in place 24 hours a day if noise is deemed unreasonable by Marymount Staff. Starting the Sunday prior to the start of finals week each semester will be the start of 24-hour quiet hours.

Roofs/Attics
Students may not be on the roof or in the attic of any building. The attic should not be used for storage of any kind.

Safety and Wellness Checks
Each unit will have a monthly safety and wellness inspection (including smoke detectors, outlets, exits being cleared, sanitary conditions, policy violations, etc.). Residents in a unit who fails the inspection will have 48 hours to rectify the situation. If the situation is not corrected during that period, a professional cleaning company will be called in and the residents will be billed equally for their fee. Appeal for failed safety and wellness check are available prior to or during follow up inspection. If the unit fails the follow up inspection, there is no appeal and the students will be charged cleaning fee. Units are also checked
for safety and wellness before University breaks such as Thanksgiving, Christmas and Spring Break. During this time, damages to the unit will also be assessed, reported and may result in damage fees.

**Screens and Windows**

Screens are not to be removed from doors or windows. Students may be subject to a fine for removal or damage to a screen in any unit. Nothing may be thrown from windows. Windows are also not to be used for passing items into or out of any unit. Students may not place any stickers on windows. No blankets, flags or other objects may be used as a window covering. For safety reasons, staff must be able to see clearly through windows.

**Searches**

If a member of the Residential Life staff or Security staff believes a violation is occurring or being concealed in a residential unit, they may search that unit without the resident’s permission or presence. All vehicles entering the townhomes are subject to search by Residential and/or Security staff.

**Solicitation/Operating a Business**

Solicitation is not allowed in any residential area by residents or outside vendors without written permission of the Assistant Dean of Student / Dean of Residential Campus or their designee. This includes distribution of pamphlets or other materials without permission. Students may not operate a business from residential community, including any electronic or web based business.

**Smoking/Vaping**

Smoking nor vaping is permitted anywhere within The Villas property, with the exception of the designated smoking area. The designated smoking area is located adjacent to the shuttle stop. At the designated smoking area, cigarette butts must be disposed of in the designated receptacle. Students found to be smoking/vaping within their townhome/garage will be charged a cleaning fee of $350. Student found smoking/vaping outside but not in the designated smoking area will be fined $250 smoking fine. Both of these fines apply to tobacco, marijuana and vaping.

**Trash**

Garbage and Recycling are collected on designated days that the residential life and student conduct office will provide. Residents are expected and required to ensure their respective trash bins are at the curb by 7 AM Friday morning and placed back in the garage or near the front of the unit once pickup has been completed. Leaving excess trash in the garage or in front of your villa may result in a conduct meeting as well as fines. If you continue to leave trash in your garage after receiving two warnings from the residential life and student conduct office your entire villa will lose access to the garage.

**Unauthorized Furniture Use**

Students may not move furniture between units or acquire furniture from common areas.
Unauthorized Moves
Only during the third week of either semester may students request a unit change. Forms are available from each Assistant Director. These weeks are the only authorized times each semester for approved students to change units. Students moving without prior approval or during an unapproved time are in violation of this policy.

Use of Space in Residential Unit
Students are assigned to bedrooms. Students may not move their bedrooms to common areas of their unit such as the living room or garage. Unit furnishings may not be moved outside of the unit. The common areas must be maintained as communal areas, accessible to all members of the unit.

Vehicles
Driving and parking at the Villas is a privilege. In addition to following all state and city laws, the below policies are in effect. Failure to follow the Vehicles policy may result in tickets, educational sanctions and/or loss of vehicle privileges. If a student loses vehicle privileges they will not be allowed to drive or park their vehicle at the Villas. If a non-student loses vehicle privileges they will be banned from the property.

- Speeding: The speed limit while on the Villas property is 5 mph. The speed limit is effective once a vehicle enters the property and is effect until exiting the property onto Palos Verdes Drive North.
- Reckless driving: Reckless driving is defined as operating a vehicle upon in willful or wanton disregard for the safety of persons or property.
- Noise: Quiet and courtesy hours are applicable to vehicles. Noises such as stereos, engine revving, and squealing tires of vehicles should not be able to be heard from inside of a Villa. If a vehicle has an engine that is “naturally loud” it must park in the gravel lot any time it is parked on the property to minimize the disruption to the community.
- Mechanical Issues: If your vehicle is non-operational for more than three (3) days you must notify parking. You may be required to have your vehicle moved to the gravel lot as to not take parking spaces from other vehicles. If your vehicle remains non-operational you may be required to remove it from the property. If this is the case, you will be notified by parking of how long you have to remedy or remove your vehicle before it is towed at the owner’s expense.

Wall and Ceilings: Nothing may be pinned, nailed or screwed to the ceilings or walls. Students may use sticky putty or painters’ tape to adhere items to walls. The use of duct tape, masking tape, Scotch tape and other adhesives is not permitted. Stickers may not be affixed to any surface in any unit. The use of 3M hooks is discouraged as residents frequently cause damage when removing them. Failure to remove any 3M hooks will result in damage fines. Any damage to the property will result in damage fines. The University is not liable for property belonging to students that may get lost, stolen or damaged while on the premises. Students are strongly encouraged to purchase renters’ insurance and earthquake insurance.
Food Allergy Policy
Students who believe they qualify for accommodation as an individual with a disability should refer to the policies for Accommodation in Residence Requirement, Food Allergy or Service/Emotional Support Animals. These policies can be found in the Handbook for Students with Disabilities and on my.marymount.edu under the Learning Center tab.

Missing Persons

Missing Persons Notification and Procedures
In compliance with the Higher Education Opportunity Act (HEOA), Marymount California University has established policies and procedures for missing student notification. If a member of the University community has reason to believe that a student who resides in campus housing is missing, he or she should immediately notify the University Campus Safety and Security department at (310) 541-5488. A report should also be made to your Assistant Director, or Housing professional staff. Campus Safety and Security will initiate an investigation and where appropriate involve local law enforcement. Campus Safety and Security, in conjunction with Residential Life and Student Affairs staff, will activate established missing student procedures. It is important to note that a report of a missing person may be made at any time; there is no required wait time or length of time since last contact.

Missing Student Notification-Resident’s Rights and Responsibilities
- Students residing in campus housing have the option to identify a confidential contact person to be notified in the event the student is reported to be missing.
- All official missing student reports will be referred immediately to University Safety and Security Department.
- A resident’s confidential contact information will be accessible only by authorized campus officials and law enforcement officers in furtherance of a missing person investigation.
- Even if a resident elects not to register a contact person, Campus Safety and Security and local law enforcement will be notified that the student is missing.
- If the resident is under 18 years of age and not emancipated, their parent/guardian will be notified.

Missing Persons Procedures
- The University will follow specific procedures when a student who resides in a campus student housing facility is determined to be missing. Although the HEOA requires that procedures be implemented for students who have been missing for 24 hours, the following procedures are activated immediately or as soon as circumstances warrant.
- If the report is made to a member of Housing Staff, Campus Safety and Security is contacted immediately.
- When appropriate, Campus Safety and Security deemed will contact local law enforcement to take the report and initiate a joint investigation.
- Residential Life staff will provide the student’s registered contact information to Student Affairs Office and Campus Safety and Security.
• Contacts are made for purposes of notification, and often as a part of the investigation (e.g. to ensure the student hasn’t returned home, or traveled unexpectedly).

Residential Life staff will assist Campus Safety and Security and Local Law Enforcement with the investigation as requested.

Campus Safety and Security will follow established policies and involve local law enforcement per Administrative Agreement with local law enforcement.
HEALTH & SAFETY

MEDICAL INSURANCE POLICY

All international students are required to purchase the Student Accident and Health Insurance Program (SHIP) designed for Marymount California University. This policy ensures that the international student’s medical coverage is in compliance with the current mandates of the United States Information Agency and the National Association of Foreign Student Affairs.

Beginning June 1, 2018 domestic students may apply to waive or refuse the University’s Student Health Insurance Plan. To receive a waiver you must submit proof of health insurance online to the waiver portal.

Applying for a waiver does not guarantee approval. Enrollment is automatic.

The waiver application portal deadline for the 2018-2019 academic year is the add/drop date of the fall semester (5pm PST). Only NEW Spring 2019 students will be eligible to waive out in the spring semester. International students are automatically enrolled in the Student Health Insurance Plan (SHIP) and are not eligible to waive. If you do not apply for a waiver, you will be automatically enrolled in SHIP. All full-time students must waive annually.

Questions? Call the MCU Wellness Center at (310) 303-7244 or email Wellness@marymountcalifornia.edu.

REQUEST FOR MEDICAL EXEMPTIONS TO VACCINATION

All students are required to file with the Student Wellness Center an official physical examination form signed by a licensed medical doctor. All required immunization information must be up-to-date. A health history and medical information form must also be completed. Failure to provide these records will prohibit students from registering for classes. All part-time students are required to file with the Student Wellness Center an official immunization and medical information form. These forms must be completed and updated before attending classes.

Vaccine Requirements
To protect all students, faculty and staff at Marymount California University, the University mandates the following required and recommended immunizations for all students, with the only acceptable exemption to be for students with severe adverse reactions documented by a licensed medical professional. The MCU Student Wellness Center is responsible for the implementation of the vaccination program.

Considering all the following justifications, Marymount California University requires that all incoming students be prudently immunized for the following:

- **Tdap (tetanus, diphtheria, and acellular pertussis):** Within 10 years of admittance
• **MMR (measles, mumps, rubella):** a series of two vaccines, typically given at 1 and 5 years, respectively. Boosters can be given if students are demonstrated by titers to be nonimmune or if administration cannot be documented.

• **Hepatitis B vaccines.** A series of 3 vaccines given according to ACIP guidelines.

• **TB Skin Test or Chest X-ray.** All incoming MCU students must also provide proof of a negative TB Skin Test (PPD), QantiFERON-TB Gold (QFT) blood test or Normal Chest X-ray within 1 year prior to admission.

• **Varicella (Chicken Pox)**

Marymount California University recommends the following immunizations for all incoming students:

• Meningitis (types A, C, Y, and W-135 and Serogroup B). The Meningitis vaccinations are strongly recommended for students living on campus.

• Hepatitis A

• HPV

• Influenza Vaccine – Any of the following: Trivalent (IIV3), Quadrivalent (IIV4), Recombination (RIV3), or Live attenuated influenza vaccine (LAIV)

Acceptable proof of immunization or immunity is a photocopy of official immunization records from a licensed healthcare provider, clinic, or California public school showing the vaccine type, dose, and date each shot was received. Photocopies of results of blood tests confirming immunity to the above diseases are also acceptable. All records must bear the student’s full name and birthdate. MCU is not responsible for negative outcomes related to exemptions or delays in completing immunizations.

**Vaccination Background**

According to the Advisory Committee on Immunization Practices (ACIP) of the Center for Disease Control (CDC), the World Health organization (WHO) and the American College Health Association (ACHA), several recent outbreaks of measles, pertussis, and varicella have been traced to pockets of unvaccinated individuals.

A total of 557 confirmed cases of measles and 38 outbreaks were reported during 2001-2008. Of these outbreaks, the 3 largest occurred primarily among personal belief exemptions (defined by the ACIP or WHO as persons who were vaccine eligible but remained unvaccinated because of personal or parental beliefs). A total of 68% of reported measles cases were among such unvaccinated U.S. residents. In 2010, there were 27,550 reported cases of pertussis nationally with 26 deaths. Several states reported an increase in cases and/or localized outbreaks of pertussis, including a state-wide epidemic in California.

**Disease Information**

**Tetanus** is a serious disease caused by a toxin produced by a bacterium called Clostridium tetani, commonly found in soil. Bacteria enter the skin through open wounds and attack the nervous system. About a week after exposure, nonimmune individuals develop headache and mild muscle spasms.
(lockjaw), followed by severe muscle spasms, sometimes resulting in torn muscles, broken bones or respiratory paralysis requiring ventilator support for months.

**Diphtheria** a serious disease caused by a bacterium called *Corynebacterium diphtheria*, which is spread by respiratory droplet. A toxin elaborated by the bacteria causes production of a pseudomembrane lining the back of the throat, causes extreme difficulty in swallowing. Other organs, including the heart and liver, sustain significant damage in affected individuals.

**Pertussis** a contagious lower respiratory illness caused by *Bordetella Pertussis*. Commonly referred to as “whooping cough”, this illness is spread by respiratory droplet, can be lethal to infants and can cause protracted illness in older persons, often lasting months if not treated in a timely fashion.

**Measles** is caused by a virus in the paramyxovirus family and results in a disease characterized by high fever, cough, conjunctivitis, cold symptoms, and a rash among other somatic complaints. Complications can include diarrhea, pneumonia, ear infections, corneal ulcerations and encephalitis.

**Mumps**, caused by the mumps virus, is spread by respiratory droplet and is very contagious among nonimmune individuals. Symptoms include fever, headache, body aches, painful swelling of the parotid glands and in males, painful swelling of the testicles, occasionally resulting in sterility.

**Rubella (German measles)** is caused by the rubella virus and is also spread by respiratory droplets. Affected individuals experience fever, rash and swollen lymph nodes. Fetal exposure results in a myriad of congenital defects, sometimes resulting in miscarriage.

**Hepatitis B** is caused by the hepatitis B virus and is spread by infected body fluids such as through nonsterile IV needles, infected blood product exposure or else sexually transmitted. The virus causes a hepatitis-like illness acutely and over time contributes to development of liver cancer or failure.

**Recommended Vaccines Information**

**Menincogoccal meningitis** is caused by the bacterium *Neisseria meningiditis* and is spread by close contact with infected individuals. Initial symptoms are flu-like and include fever, chills, abdominal pain, vomiting, diarrhea, body aches, and a rash. An endotoxin elaborated by the bacteria attacks the central nervous system causing meningitis. Even with timely antibiotic therapy, affected individuals may experience complications of the disease which include loss of hearing or limbs, or death, due to triggering of the clotting cascade by the bacterial endotoxin.

**Hepatitis A** is a liver infection caused by the Hepatitis A virus (HAV). Hepatitis A is highly contagious. It is usually transmitted by the fecal-oral route, either through person-to-person contact or consumption of contaminated food or water. Hepatitis A is a self-limited disease that does not result in chronic infection. More than 80% of adults with Hepatitis A have symptoms but the majority of children do not have symptoms or have an unrecognized infection. Antibodies produced in response to Hepatitis A last for life and protect against reinfection. The best way to prevent Hepatitis A is by getting vaccinated.

**Varicella** Chickenpox is a very contagious disease caused by the varicella-zoster virus (VZV). It causes a blister-like rash, itching, tiredness, and fever. The rash appears first on the stomach, back and face and can spread over the entire body causing between 250 and 500 itchy blisters. Chickenpox can be serious, especially in babies, adults, and people with weakened immune systems. The best way to prevent chickenpox is to get the chickenpox vaccine.

**HPV** is the most common sexually transmitted infection (STI). HPV is a different virus than HIV and HSV (herpes). HPV is so common that nearly all sexually active people get it at some point in their lives. There
are many different types of HPV. Some types can cause health problems including genital warts and cancers. But there are vaccines that can stop these health problems from happening.

Herd Immunity
Given that not all individuals who are properly vaccinated will develop appropriate antibodies to any given illness, it is important that as many capable persons be vaccinated as possible. When the majority of the population is immunized against an illness, those who are not can often escape infection during an outbreak of disease through a phenomenon known as herd immunity. However, when the number of unvaccinated individuals in a so called herd increases, outbreaks such as those mentioned above occur, leaving those who are nonimmune, through no fault of their own, at extreme risk of developing illness with concomitant complications.

DRIVING AND PARKING REGULATIONS ON CAMPUS

Parking Registration for All Properties
All Community members of MCU are required to park on property at the OVC campus. Parking on the surrounding street or neighborhood is not permitted at any time. CCP refers to the Community Courtesy Policy in the student handbook: The Anchor. If a member of the community needs a temporary parking permit they can obtain one from the Parking Office by pick up at Campus Safety & Security Office OS231 located on Ocean view Campus or request via email at park@marymountcalifornia.edu.

All motor vehicles (automobiles, motorcycles and motorized scooters) must be registered online immediately following registration or employment. Registration fee for students of $60 for a one-year parking pass or $45 for a semester parking pass. Each vehicle registered must have its own, separate permit. Students may not transfer parking permits to other vehicles or to other students. Lost and damaged permits will be replaced at a cost of $10 at the Campus Safety & Security Office OS231.

Permanent parking permits (decals) on automobiles must be fully affixed in the lower right (passenger side) corner with their own adhesive backing. Students must acquire the appropriate permit corresponding to their commuter status or their residence on campus. Mirror tags must be placed on the rearview mirror while parked on campus with the permit number facing outside. Temporary Parking Permits must be acquired for any vehicle that is being used on campus on a temporary basis. The temporary permit is free and can be obtained from Campus Safety & Security. Campus Safety may limit the number of temporary permits issued to a person or vehicle. Persons who knowingly acquire, use, or display a parking permit not consistent with their current status will be considered to be engaging in fraudulent behavior, will be referred to the campus discipline process and charged $60 for an additional permit.

No Parking in These General Areas
- In posted short term parking for longer than the posted maximum time limit.
- In areas posted for Faculty/Staff, unless you are a faculty/staff member.
- In any area posted for Visitor Parking.
• In any area posted or reserved for a parking for a special purpose for which you do not qualify.
• In any space designated for the Handicapped, unless you or your passenger have a state-issued permit.
• On a roadway or Red Zone.
• In any area posted No Parking Anytime.
• In driveways, beside landscaped islands, on lawns or walkways.
• In the neighborhood adjacent to campus, San Ramon Drive, a residential street bordering the northeastern side of the campus, allows parking only for residents of San Ramon Drive with permits. The Los Angeles County Sheriff’s Department strictly enforces the law. Violators may be heavily fined or towed.
• On Palos Verdes Drive East in front of the University.

If Your Vehicle Has Mechanical Problems

It is your responsibility to inform Campus Safety and Security at Park@marymountcalifornia.edu immediately to avoid vehicle being towed at owner’s expense. However, Campus Safety does not provide jumper cables, door unlocks, gasoline, or air for tires to anyone in the MCU community.

Campus Driving

• Driving regulations and requirements of the California Motor Vehicle Code shall apply on all campuses.
• The posted speed limit on Campus is 5 mph, unless otherwise posted lower.
• Drivers must STOP at stop signs and YIELD at yield signs.
• Pedestrians in designated crosswalks have the right of way at all times.
• Driving on walkways is only allowed if prior permission has been obtained from Campus Safety.
• Campus Safety will email a traffic violation ticket when a driving infraction is observed and making contact with the vehicle could jeopardize the safety of others.
• Traffic accidents occurring on campus must be reported to Campus Safety.
• Traffic accidents involving personal injury will be reported to the police and the Office of Student Affairs.

Villas Driving

Driving and parking at the Villas is a privilege. Failure to follow the Vehicles policy may result in citations, educational sanctions and/or loss of vehicle privileges. If a student loses vehicle privileges they will not be allowed to drive or park their vehicle at the Villas. Residents must display a Villas Parking Sticker.

Guest Parking – All guests are required to park in the gravel lot located across from the mailboxes. Guests are not to park in Villa driveways or use street parking. Non-residents who park on the street or
in driveways will receive a citation. If the vehicle stays on the site for 3 or more consecutive days without communication to Res Life and/or Parking Manager, it will be towed at the owner’s expense.

Speeding – The speed limit while on the Villas Campus is 5 mph and effective once the vehicle enters the property and is effect until exiting the property onto Palos Verdes Drive North. Citations will be given to those who violate this policy.

Reckless driving – Reckless driving is defined as operating a vehicle upon in willful or wanton disregard for the safety of persons or property. This includes, but is not limited to, driving at a speed not safe for current road conditions, traveling while a person or persons is hanging on or outside of a vehicle. This citation can be issued in conjunction with a speed violation. Violation of this policy may result in parking fine and/or loss of parking privileges at the Villas.

Noise - Quiet and courtesy hours are applicable to vehicles. Noises such as stereos, engine revving, and squealing tires of vehicles should not be able to be heard from inside of a Villa. If a vehicle has an engine that is “naturally loud” it must park in the gravel lot any time it is parked on the property to minimize the disruption to the community.

Pedestrian Responsibilities
Pedestrians are urged to use designated walkways along roadways to ensure their safety. Pedestrians should use the Marymount California University street crossing or other designated crosswalks to cross Palos Verdes Drive East. Those who choose to cross the street at other points will be subject to a $ 35.00 fine for their first offense and $75.00 for their second.

Fines
The following fines will be levied for these offenses at the rate indicated:

- Parking in handicapped space without a proper permit $150
- Parking in a reserved/faculty/visitor only space $55
- Parking in a red or emergency access zone $75
- Parking in a bus stop or loading zone $75
- Parking or operating a vehicle in an off-road area $75
- Dangerous or reckless vehicle operation $200
- Failure to obey a traffic sign $150
- Failure to display a parking permit $60
- Speeding or unsafe for conditions $200
- Dangerous/Reckless $200
- Community courtesy violation $60
- Failure to obey directions of a campus official $50
- CPP: Anchor Violation $65
- Hybrid & Electric Vehicle spaces $50
- Improper parking $65
- Off Road $75
Payment of Fines
Fines for violations are payable online via the Rydin Portal at https://www.permitsales.net/MCPV/violations within 60 calendar days of the violation.
Fines for violations not paid within 60 calendar days will result in the doubling of the fine amount and the possible suspension of parking privileges.

Appeals
Appeals of violations must be submitted within 20 days of the violation. The appeal must be submitted online via the Rydin Parking Portal found on the Campus Safety & Security Page. If it is determined that a violation was written in error, The Parking Manager will reduce or revoke the violation in question. All other appeals will be reviewed for merit. The appellant will be notified by email of the Department’s ruling, which is final. The fines for appeals which are denied or altered will be placed on the Student’s Account making them unable to request transcripts or graduation gowns.

Repeated Violations
Repeated citations for similar offenses can result in a percentage increase on all subsequent citations. Repeat offenders of any violation(s) may result in additional parking fines and/or loss of parking privileges.

Rights and Responsibilities
- All violations issued to a vehicle shall be the responsibility of the person in whose name it is registered.
- The University assumes no responsibility for loss of or damage to vehicles or their contents, driven or parked on any Marymount property.
- The University reserves the right to remove at the owner’s expense unlawfully parked or inoperative vehicles left for extended periods of time. Vehicles without current license plates or without a current Marymount California University parking permit are subject to impoundment.
- The University reserves the right to immobilize or impound a vehicle at the owner’s expense when a vehicle has repeatedly been in violation of the parking regulations or whenever warranted by immediate circumstance.
1. Purpose
This is a College-wide policy adopted by Marymount California University (University) to allow for the proper use and management of all University computing, network and other electronic media and services. The term “electronic media and services” will be used in this policy to refer to all University computers, laptops, tablet computers, smart phones, network resources, and electronic media such as e-mail, voicemail, telephones, fax machines, Marymount hosted webpages (including my.marymountcalifornia.edu), and the Internet. This policy applies to all electronic media and services which are: (1) accessed on or from University premises, (2) accessed using University equipment or via University-paid access methods, and/or (3) used in a manner which identifies the individual with the University. The University grants access to its electronic media and services subject to certain responsibilities and obligations set forth in this policy and subject to all local, state, and federal laws. Appropriate use should always be legal, ethical and consistent with the University’s mission.

2. Authorized Use
Authorized use of University-owned or operated electronic media and services is use consistent with this policy. An Authorized User is any person who has been granted authority by the University to access its electronic media and services and whose usage complies with this policy. This policy extends to, but is not limited to, the following users: all Marymount faculty, staff, students, employees, contractors, consultants, temporary workers, vendors, and any other on-campus or off-campus visitors. Authority to use a particular University electronic media resource should come from the campus unit responsible for operating the resource. Unauthorized use is strictly prohibited. The terms “Authorized User” and “user” are hereinafter used interchangeably.

3. Privacy
Users must recognize that there is no guarantee of privacy associated with their use of University electronic media and services. The University may find it necessary to view or listen to electronic data and it may be required by law to allow third parties to do so (e.g. electronically stored data may become evidence in legal proceedings). It is also possible that messages or data may be inadvertently viewed or heard by others.

4. Individual Responsibilities
4.1 Common courtesy and respect for rights of others

All users are responsible to respect and value the privacy of others, to behave ethically, and to comply with legal restrictions regarding the use of electronic data. All users are also responsible to recognize and honor the intellectual property rights of others. Plagiarism of electronic works is prohibited.
Communication on University electronic media and services should be businesslike, courteous and civil. Such systems must not be used for the expression of animus or bias against individuals or groups, offensive material such as obscenity, vulgarity or profanity, inappropriate jokes, or other non-businesslike material. Sexually explicit material, cursing, and name-calling are not appropriate communications. Users who engage in such activity will be subject to disciplinary action.

No user may, under any circumstances, use University electronic media and services to libel, slander, or harass any other person. The following are some examples of harassment using electronic media: (1) intentionally using electronic media and services to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient’s immediate family; (2) intentionally using the electronic media to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease; (3) intentionally using electronic media and services to disrupt or damage the academic, research, administrative, or related pursuits of another; or (5) intentionally using electronic media or services to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.

4.2 Responsible use

All users are responsible for refraining from all acts that waste University electronic media and services or prevent others from using them. Each user is responsible for the security and integrity of information stored on his/her personal desktop systems. Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with or used by others (unless it is a business necessity, e.g. an employee is not able to work and co-workers must access data). All users must maintain confidentiality of student information in compliance with the Family Educational Rights and Privacy Act of 1974 and the California Education Code.

4.2.1. Permitting unauthorized access

All users are prohibited from running or otherwise configuring software or hardware to intentionally allow access by unauthorized users.

4.2.2. Use of privileged access

Special access to information or other special computing privileges are to be used in the performance of official duties only. Information that is obtained through special privilege is to be treated as private.

4.2.3. Termination of access

Whenever a user ceases being a member of the University community or such user is assigned a new position and/or responsibilities within the University, such user shall not use facilities, accounts, access
codes, privileges, or information for which he/she is not authorized in her/her new position or circumstances.

4.3 Attempts to circumvent security

Users are prohibited from attempting to circumvent or subvert any security measures implemented for the University computing and network systems. The use of any computer program or device to intercept or decode passwords or similar access control information is prohibited. This section does not prohibit use of security tools by Computing Services personnel.

4.3.1 Denial of service

Deliberate attempts to degrade the performance of an electronic media system or service or to deprive authorized users of access to or use of such resources are prohibited. This includes causing a disruption of service to either Marymount California University or other network resources, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.

4.3.2 Network Security

You are responsible for the security and appropriate use of Marymount California University network resources under your control. Using Marymount California University resources for the following is strictly prohibited:

- Causing a security breach to either Marymount California University or other network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.
- Introducing honeypots, honeynets, or similar technology designed to distract or mislead users of the Marymount California University network.
- Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.
- Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and keyloggers.
- Port scanning or security scanning on a production network unless authorized in advance by Information Security.

4.3.3 Unauthorized access

All users are also strictly prohibited from: (1) damaging computer or other electronic media; (2) obtaining extra resources without authority; (3) depriving another user of authorized resources; (4) sending frivolous or excessive messages; (5) gaining unauthorized access to University electronic media.
and services; (6) using a password without authority, (7) utilizing loopholes in the University computer
security systems without authority; (8) using another user’s password (except under conditions noted in
4.2 above); and (9) accessing abilities used during a previous position with the University.

4.4. Use of licensed software

No software may be installed, copied, or used on University resources except as permitted by the owner
of the software and by law. Software subject to licensing must be properly licensed and all license
provisions must be adhered to.

4.5 Personal business, political campaigning, and commercial advertising

The University’s electronic media and services are a University-owned resource and tool to be used
primarily for University business and academic purposes by authorized users. Except as may be
authorized by the University, users should not use the University’s electronic media facilities, services,
and networks for (1) compensated outside work; (2) the benefit of organizations not related to the
University, except in connection with scholarly pursuits; (3) political campaigning; and (4) commercial or
personal advertising. Limited use of electronic media for personal, non-business purposes is acceptable
except as limited above.

4.6 Electronic Communications

The following is strictly prohibited:

• Inappropriate use of communication equipment or services, including, but not limited to,
supporting illegal activities, and procuring or transmitting material that violates Marymount
California University policies against harassment or the safeguarding of confidential or
proprietary information.
• Sending Spam (unwanted mass e-mails) via e-mail, text messages, pages, instant messages,
voice mail, or other forms of electronic communication.
• Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic
communication to mislead the recipient about the sender.
• Posting the same or similar non-business-related messages to large numbers of Usenet
newsgroups (newsgroup spam).
• Use of a Marymount California University e-mail or IP address to engage in conduct that violates
Marymount California University policies or guidelines. Posting to a public newsgroup, bulletin
board, or listserv with a Marymount California University e-mail or IP address represents
Marymount California University to the public; therefore, you must exercise good judgment to
avoid misrepresenting or exceeding your authority in representing the opinion of the company.
4.7 Marymount Netiquette Guidelines:

- Students MUST use their Marymount e-mail account for all school related communications. This is how Academics, Faculty, Staff, the Business Office, the Office of Financial Aid, and fellow students will communicate other Marymount users. Marymount is not responsible for messages sent to or from a third-party e-mail service (i.e., Yahoo, Google G-mail, Hotmail, etc.).
- A Marymount User ID and password should never be given to another person.
- All network users should conduct themselves as if they are at workplace communicating amongst their colleagues and fellow workers.
- In an online discussion, debate is welcome, but users should be tactful in responding to others. Remember that there's a person (or a whole class) on the receiving end of all posts.
- Avoid the practice of “flaming,” or injecting emotional outbursts into e-mail messages or discussion posts. If on the receiving end of such a message, remember that in most situations, the best thing to do is not respond.
- The use of any derogatory or offensive language or images will not be tolerated. This includes any reference to a person’s race, ethnicity, national origin, religion, gender, age, disability, marital status, or sexual orientation.
- Respect the fact that all Marymount classes, whether they are on-campus or online, conduct “closed discussions.” Please do not forward mail or discussion posts from your classmates to others without their permission.
- Obey all copyright laws. Do not post or publish any work that may be in violation of existing copyrights.
- TYPING IN ALL CAPS IS CONSIDERED SHOUTING ON THE INTERNET. Avoid typing in all caps.
- Messages in all lowercase letters can be difficult to read. Please use normal capitalization.
- Be careful when using sarcasm and humor. Without face-to-face communication, a joke may be viewed as offensive or critical.
- Keep questions and comments relevant to the focus of the discussion group. Information intended for an individual or small group of individuals should be emailed to those people directly.
- When quoting a previous post (by using the ‘Reply’ function, for example), quote only enough to make your point.
- To get in touch with only one person in a class, send a message to that individual’s e-mail address, not to the entire discussion list or class list.
- When replying to a message posted to a discussion group, check the address to be certain it's going to the intended recipient(s) (person or group). It can be very embarrassing if a reply is distributed incorrectly to an entire discussion group when it was only intended for an individual.
- Violations of this Netiquette Policy shall be considered an Academic Integrity violation and may be referred to the Office of Academic Affairs to be handled according to Marymount’s Academic Integrity Policy which can be found on page 25.
5. **Security**

5.1. System administration access

Certain system administrators of the University’s systems will be granted authority to access files for the maintenance of the systems, and storage or backup of information.

5.2 University Access

The University will honor your privacy, but reserves the right to monitor files, communications and/or usage data when there is just cause. Such activity may be performed at the reasonable discretion of the Director responsible for the resources, subject to the approval of their immediate supervisor, unless the situation reasonably appears to require emergency action.

5.3. Departmental Responsibilities

Each University department has the responsibility of enforcing this policy and providing for security in such department area.

5.4 Public Information Services

Departments and individuals may, with the permission of the Computing Services Executive Steering Committee, configure computing systems to provide information retrieval services to the public at large under the auspices of the University (e.g. the World Wide Web). However, in so doing, particular attention must be paid to issues addressed earlier in this policy, such as authorized use, responsible use of resources and individual and departmental responsibilities. In addition, copyrighted information and materials and licensed software must be used an appropriate and lawful manner.

5.5 Anti-Plagiarism Policy

In conjunction with the institution’s Academic Integrity Policy, Marymount California University subscribes to an online plagiarism prevention system. Any or all student, faculty, or staff work may be submitted to this system, which protects student privacy by assigning code numbers, not names, to all student work stored in its databases. By agreeing to this Acceptable Use Policy, all users also hereby agree to be subject to this practice.

6. **Procedures and Sanctions**

6.1 Responding to security and abuse incidents

All users and departmental units have the responsibility to report any discovered unauthorized access attempts or other improper usage of University computers, networks, or other electronic media and services to such user’s department head and/or the Director responsible for the resource.
6.2 Range of disciplinary sanctions

Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, the loss of computer or other access privileges, disciplinary action, and dismissal from the University. Some violations may constitute criminal offenses, as defined by local, state, and federal laws and the University may prosecute any such violations to the full extent of the law.

COMPLIANCE WITH COPYRIGHT LAWS AND THE DIGITAL MILLENNIUM COPYRIGHT ACT

Marymount California University has a legal obligation to stop illegal file sharing and strongly promotes compliance with copyright law. Personal computers used to illegally download multimedia are not anonymous and can be identified by copyright holders in order to pursue legal action.

Familiarize yourself with MCU’s copyright policy and associated penalties, and explore legal sources of accessing copyright protected media.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

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

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

For more information, please see the website of the U.S. Copyright Office, especially their FAQs.

Information for Copyright Owners

If you are a copyright owner and are concerned that material viewed on our website may violate your rights under United States copyright law, under the DMCA, please contact MCU’s designated agent for claimed infringement under Title II, Kathleen Ruiz, Executive Vice President of Finance and Administration and Chief Financial Officer, at (310) 303-7334 or KRuiz@marymountcalifornia.edu. Please provide the following information:
• Electronic or physical signature of the person authorized to act on behalf of the owner of the copyright interest;
• Description of the copyrighted work that your claim has been infringed upon;
• Description of where the alleged infringing material is located on the site;
• your address, telephone number and e-mail address;
• Statement by you that you have a good-faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law;
• Statement by you, made under penalty of perjury, that the above information in your notice is accurate and that you are the copyright owner or authorized to act on behalf of the copyright owner.

**MCU Copyright Policy**

Much of the material available on the Internet is protected under United States copyright laws. These materials may take the form of written works, musical compositions, motion pictures (including clips), artistic works, photographs or any other creation. United States copyright laws provide, among other things, that the owner of a copyrighted work has the exclusive right to reproduce the copyrighted work and distribute copies of such work to others. Therefore, any person other than the copyright owner who copies, uploads, downloads, swaps or engages in similar activities with respect to a copyrighted work without the express written permission of the copyright owner is committing a federal crime.

The unauthorized reproduction and use of copyrighted works has become increasingly common in recent years, however, the general practice of obtaining any copyrighted music, motion picture or other work, without the express written permission of the copyright owner is illegal and a violation of the MCU Computer, Network and Electronic Media Usage Policy. Any user who is discovered copying, downloading, uploading, distributing, displaying, publishing or otherwise using or accessing copyrighted materials without permission will be subject to the sanctions set forth in the MCU Computer, Network and Electronic Media Usage Policy.

Marymount California University believes very strongly in promoting compliance with United States copyright laws and protecting the intellectual property interests of copyright owners. We are committed to educating our students, faculty, and staff as to the importance of copyright compliance and the penalties associated with committing copyright infringement. All students, faculty, and staff of Marymount California University are responsible for reviewing, understanding and complying with United States copyright laws. Information on such laws is available from the U.S. Copyright Office at [http://lcweb.loc.gov/copyright/circs/circ1a.html](http://lcweb.loc.gov/copyright/circs/circ1a.html).

Marymount California University is also in compliance with the Digital Millennium Copyright Act of 1998 (DMCA). The following policies and procedures have been adopted to ensure that Marymount California University remains in compliance with the DMCA:
• We will promptly investigate any complaints properly made pursuant to the DMCA by copyright owners regarding allegedly infringing activity by any student, faculty member or staff member of MCU.

• We will notify the allegedly infringing user of the complaint by forwarding the complaint to the user and discussing the matter in person with the user. We will inform the user that such allegations, if true, constitute a violation of United States copyright laws.

• If we believe that the activity violates any applicable law, we will expeditiously take down or block access to any infringing material and/or require the student, faculty member or staff member to (i) permanently delete any infringing material from his or her computer hard drive and any other place in which such infringing material resides, and (ii) confirm in writing that such deletion has occurred.

• We will temporarily block the user's access to the Internet.

• Upon the second occurrence by a user of any activity or activities that MCU believes violates any applicable law, we will permanently block such user's access to the Internet.

• In addition, in order for MCU to remain in compliance with the DMCA, its faculty or adjunct faculty members may not require, recommend, or make available online course materials that infringe on a copyright owner's interest.

If an allegedly infringing user wishes to dispute the copyright owner's claim, the user must, within 72 hours, respond to Marymount California University with a statement containing the following information:

• Name, address, and phone number of the allegedly infringing user

• Identification of the material in dispute

• Statement that the allegedly infringing user has a good faith belief that either (i) the material is not, and never was, in the user's possession or located on any property owned or used by the user, or (ii) the material was mistakenly identified as infringing on the copyright

• A physical or electronic signature of the allegedly infringing user.

Upon receiving this statement, we will immediately forward it to the copyright owner who submitted the complaint, and we will consider the matter resolved unless we hear otherwise from the copyright owner. We will attempt to resolve all disputes within 10 days after receiving the complaint.

Additional information regarding the Digital Millennium Copyright Act may be found at http://lcweb.loc.gov/copyright/circs/circ1a.html.

MARYMOUNT CALIFORNIA UNIVERSITY E-MAIL POLICY

All students are required to use their Marymount e-mail addresses for all electronic correspondence to and from the college. This includes all office of business services, financial aid, academic, and student life e-mails, including all messages sent to and from faculty, staff, and other students.
Marymount does not support and cannot administer any third-party e-mail systems (Gmail, Yahoo, Hotmail, etc.). All students are required to verify that their correct Marymount e-mail address is entered in the MyMarymount LMS (Learning Management System, and students are required to update and maintain their Marymount e-mail accounts (i.e., the purging of sent and deleted items).

SOCIAL MEDIA GUIDELINES

These social media guidelines are to help encourage the University’s students, faculty, staff and alumni to share their voice in the social media online communities in an effective and constructive manner. Remember that it is possible that messages or data may be inadvertently viewed or heard by others. When posting to a social media site, you should:

Consider the Implications

Applications that allow you to interact with others online (e.g., Facebook, LinkedIn, Twitter) require you to carefully consider the implications of friending, linking, following, or accepting such a request from another person. For example, there is the potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as faculty-student, supervisor-subordinate, and staff-student merit close consideration of the implications and the nature of the social interaction.

Do No Harm

Let your Internet social networking do no harm to the University or to yourself. You are essentially ambassadors for Marymount’s brand, because what you write on social media sites may be disseminated to the world – even if you only share it with your “friends.”

Does It Pass the Publicity Test?

If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site. Ask yourself, would I want to see this published in the newspaper or posted on a billboard tomorrow or 10 years from now?

Be Aware of Liability

You are personally responsible for the content you publish on blogs, wikis, or any other form of user-generated content. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by the courts). Be mindful that what you publish will be public for a long time—be sure that what you post today will not come back to haunt you.

Maintain Transparency

The line between professional and personal business is sometimes blurred. Be thoughtful about your posting’s content and potential audiences. Be honest about your identity. If you identify yourself as a
member of the Marymount community, ensure your profile and related content are consistent with how you wish to present yourself to the community.

**Be a Valued Member**

If you join a social network, make sure you are contributing valuable insights. Don’t hijack the discussion and redirect by posting self or organizational promoting information. Self-promoting behavior is viewed negatively and can lead to you being banned from websites or groups.

**Think Before You Post**

There’s no such thing as a “private” social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Only post pictures that you would be comfortable sharing with the general public (current and future peers, employers, etc.).

**Respect Your Audience**

Don’t use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable within the Marymount community. You should also show proper consideration for others’ privacy and for topics that may be considered sensitive, such as politics and religion. You are more likely to achieve your goals if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

**Protect Your Identity**

While you should be honest about yourself, don’t provide personal information that scam artists or identity thieves could use. Don’t list your home address or telephone number. It is a good idea to create a separate email address that is used only with social media sites.

**Don’t Use Pseudonyms**

Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.

**Use a Disclaimer**

If you publish content to any website outside of Marymount and it has something to do with the work you do or subjects associated with the University, use a disclaimer such as this: “The postings on this site are my own and do not represent Marymount California University’s positions, strategies, or opinions.”

**Don’t Use the Marymount California University Logo or Make Endorsements**

Do not use Marymount California University marks or images on your personal online sites. Do not use Marymount’s name to promote or endorse any product, cause, or political party or candidate.

Sources: [Social Media Governance](http://socialmediagovernance.com/policies.php?f=7), Emerson College [http://www.emerson.edu/policy/social-media-guidelines](http://www.emerson.edu/policy/social-media-guidelines) and the [University of Michigan](http://voices.umich.edu/docs/Social-Media-Guidelines.pdf)
FREQUENTLY ASKED QUESTIONS

BUSINESS SERVICES
Where do I pay any bills/fines I may owe?
University fees should be paid through the student portal. Check or cash payments may be made at the Student Accounts Office in the Administration building. Enrollment in classes may be jeopardized if student does not adhere to due dates for bill payment, payment plans, or acceptance of financial aid.

CAMPUS MINISTRY
Who can be involved in Campus Ministry?
All students, faculty and staff, regardless of religious affiliation, are invited to be part of Campus Ministry activities.

CAMPUS SAFETY
Where do I obtain a parking permit?
Students, faculty and staff may apply for a parking permit online. Under the Campus Safety link there is a Vehicle Registration link where you will need to enter all your information. Physical permits will be mailed to whatever address you put into the vehicle registration form. For questions or any issues that arise with parking permits, please see the Campus Safety and Security Office located in OS 231 between the hours of 8 a.m. and 5 p.m., Monday through Friday.

CAREER SERVICES
Where can I find out about job opportunities on campus or community internships?
Campus jobs are found through Internships & Career Planning. Go to the Internships & Career Planning website, and click on the Mariner Career Connect link. Information on campus jobs, community jobs, internships, and practicums are provided. You may also check with the Roshni Lal, in the Center for Academic and Professional Success.

CLASSES AND REGISTRATION
How do I know what classes I must take in order to complete my degree?
During “prep” weeks of your first semester, first year students will create an Education Plan with their MCU 100 instructor and Advising Services. Transfer students will work on their Ed Plans in MCU 200 and with program advisors. Graduate students will work with the graduate advisor and/or Dean. This will include learning the requirements for each degree, how to access the University Catalog, Advising Services website, Registrar’s website, and my.marymount.edu for advising and degree resources. All students should meet regularly with their advisors to update their Education plans. You may also use the Degree Audit function in your Student Portal once you have declared a degree. From the menu, select Degree Audit>MyDegreeAudit to review your degree requirements. Students are welcome to make an appointment with their academic advisor or with Advising Services (Cecilia Hall 218) for assistance.
How do I know which of my transfer coursework was accepted and applied to my degree?
Once the transcript evaluation is completed, students may view it in their student portal. Click on “My Documents”. Questions about the evaluation? Go to Advising Services (CEC 218) or the Office of the Registrar.

How do I drop or add a class?
Until the end of the first week of classes, you may add or drop a class online, using your student portal. The deadline for adding or dropping courses is 5 p.m. on the fifth day of each teaching semester. A course that is dropped by the University deadline will not appear on the student’s transcript. Friday, August 31 is the last day of add/drop for the Fall 2018 semester; Friday, January 18 for Spring 2019. Short term classes have different add/drop dates (Refer to the Academic Calendar). Students are responsible for checking their registration portals to ensure accurate course registration.

How do I withdraw from a class?
To withdraw from a class, submit a Withdrawal Form to the Registrar’s Office with the signature of your academic advisor. Other departments may need to sign depending upon your individual situation. For instance, if you live in residence, you must maintain 12 units, as do students on probation, financial aid recipients, athletes, and international students on an F-1 visa. You can locate a Withdrawal Form online at the Registrar website Form Center or in person at the Registrar’s Office or in the Center for Academic and Professional Success. A course from which a student withdraws appears on the student’s transcript with a “W.” Please refer to the academic calendar for the specific deadline date to withdraw from classes. As a reminder, all students will be subject to the University’s refund schedule.

What can I do about full or closed classes?
We encourage all students to continually monitor full or closed classes via your student portal. The University does not hold waitlists for courses and you will not be notified when a class has room or a new section opens up. You are encouraged to meet with your academic advisor or Success Center staff to discuss alternate classes that may meet your degree objective.

Can I register for more than 20 units? How?
Beginning Fall 2018, the semester unit cap has increased from 18 to 20 units. If you are in good academic standing, you may petition to take more than 20 units by obtaining a Request for Overload Units petition from the Registrar website Form Center or in person at the Registrar’s Office. The form will need to be signed by your Academic Advisor and Student Accounts and then returned to the Registrar’s Office. You will be charged for the additional unit(s).

How do I get permission to take courses at another institution?
Complete a Transfer Course Permission form available in the Registrar’s Office, Success Center, or from the Registrar website Form Center. The course must be approved by Advising Services or your academic advisor.
How many units may I transfer back to Marymount once I matriculate?
If you are an undergraduate student, you may transfer up to 18 units once you matriculate (begin classes). To do so, you first complete a Transfer Course Permission form which is available from the Registrar’s Office or website. You will then need to submit official transcripts of your work at other institutions to the Registrar’s Office. It is the student’s responsibility to ensure equivalency and MCU acceptance of coursework taken after matriculation before beginning transfer work. Advising Services will assist you with this process. If you are a graduate student, you may transfer up to 10 units. Graduate students should contact the Graduate Advisor or Dean for instructions on transferring units.

How do I change the address on my University records?
Fill out a Change of Address Form at the Registrar’s Office.

What does it mean to have a hold on my college records?
Transcripts are held (not available for release to you or other institutions) if you owe any amount of money to any office on campus or if you have an outstanding judicial sanction, including an Academic Integrity violation. Holds may also block registration and schedule changes.

When and where do I apply for graduation?
Degrees will be conferred by the Registrar’s Office at the end of the term in which all degree requirements have been met, according to the student’s declared degree. No application is needed. The Registrar’s Office will notify students of their expected term of graduation. Students must notify the Registrar’s Office of any changes to the degree program that might affect the expected term of graduation no later than the end of semester prior to the student’s final expected semester. Students who complete an Associate, Bachelor’s or Master’s degree in Fall, Spring or Summer may participate in the annual Commencement ceremony. No application is needed.

DISABILITY SERVICES
As a student with a disability, how do I obtain support services?
Contact the Coordinator of Disability Resources, Laura Niemiec, in the Center for Academic and Professional Success. Students must initiate the process and Laura will help you access your accommodations. Worried about speaking with your faculty? Laura Niemiec will help you navigate the process.

EDUCATION ABROAD
How do I learn about Study Abroad programs?
Contact the International Student Support Office, for study abroad programs, AD 106.

Ryan W. O’Connell
Assistant Dean of International Services & Enrollment
AD 106
(310) 303-7382
FINANCIAL AID
Where do I apply for financial aid or ask questions about my current aid?
Stop by the Financial Aid Office in the Administration Building.

INTERNATIONAL EDUCATION
As an international student, where can I get assistance? Visit the International Student Support Office (AD 106).

RESIDENTIAL LIFE AND STUDENT CONDUCT
What if I have a roommate issue?
Talk to your Assistant Director (AD); his/her office hours are posted on his/her office door.

OFFICE OF STUDENT AFFAIRS
To whom can I talk when I need help but don’t know where to go?
Contact the Vice President of Student Affairs and Dean of Students in Cecilia Hall 208. Dr. Alcantara is available to help students solve issues (academic, social, or personal) that are negatively impacting their experience at Marymount or to help direct you to appropriate resources, support services, staff, or faculty. The Office of Student Affairs offers information to students and parents about reporting options through the internal disciplinary system as well as guidance and support regarding academic and housing concerns. This is not a confidential resources and there may be a duty to report to the Title IX Coordinator or the Chief of Campus Safety.
- Provides details for No Contact orders and other immediate concerns.
- Contact: Ryan Alcântara, Vice President of Student Affairs/Dean of Students, (310) 303-7254, ralcantara@marymountcalifornia.edu

What if I think I am being sexually harassed or have been sexually assaulted?
If you feel you are being sexually harassed, please let someone know right away. Unfortunately, ignoring sexual harassment does not make it go away. Marymount is committed to supporting students and provides several options if you have been subjected to unwelcome behavior of a sexual nature. In some situations, individuals who are experiencing unwelcome behavior feel comfortable approaching the individual who is causing the problem and letting him or her know that the conduct is inappropriate and must stop. Sometimes, individuals are not aware that their behavior is offensive, and quickly apologize and change their behavior once they are aware that their conduct is unwelcome. However, you are not required or expected to confront your harasser prior to reporting unwelcome behavior.
If you are a survivor of sexual assault, don’t blame yourself. Sexual assault is never the victim’s fault. As a member of the Marymount community, you have rights and you have options. Title IX and the Office of Student Affairs/Dean of Students exist to help you get the support you need. Whether you are a student, faculty, or staff member, you have the right to file a complaint through the university and/or to
explore other options. Please go to the [Title IX website](#) for information on options and resources available to you. Please see reporting options below.

**THE STUDENT WELLNESS CENTER**
Provides confidential assistance and counseling. Student Wellness employees are exempt from mandatory reporting to the Title IX Coordinator or the Director of Campus Safety and Security unless a victim asks them to report or a duty to report exists under state law due to an imminently harmful situation. The Wellness Center has certified Sexual Assault Victim’s Advocates on staff.

**Title IX Coordinator:**
Oversees the University’s response to sexual violence assault complaints. This is not a confidential resource, but can take complaints of discrimination, harassment and sexual assault? Ensures that appropriate measures are taken to address complaints.

**Contact:** Karen Thordarson, Title IX Coordinator/Coordinator of Equity and Compliance, (310) 303-7225, kthordarson@marymountcalifornia.edu or TitleIXCoord@marymountcalifornia.edu

Inquiries may be made externally to:

<table>
<thead>
<tr>
<th>Office for Civil Rights (OCR)</th>
<th>Regional OCR Contact:</th>
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</thead>
<tbody>
<tr>
<td>U.S. Department of Education</td>
<td>San Francisco Office</td>
</tr>
<tr>
<td>400 Maryland Avenue, SW</td>
<td>Office for Civil Rights</td>
</tr>
<tr>
<td>Washington, DC 20202-1100</td>
<td>U.S. Department of Education</td>
</tr>
<tr>
<td>Customer Service Hotline #: (800) 421-3481</td>
<td>50 Beale Street, Suite 7200</td>
</tr>
<tr>
<td>Facsimile: (202) 453-6012</td>
<td>San Francisco, CA 94105-1813</td>
</tr>
<tr>
<td>TDD#: (877) 521-2172</td>
<td>Telephone: 415-486-5555</td>
</tr>
<tr>
<td>Email: <a href="mailto:OCR@ed.gov">OCR@ed.gov</a></td>
<td>FAX: 415-486-5570; TDD: 800-877-8339</td>
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<tr>
<td>Web: <a href="http://www.ed.gov/ocr">http://www.ed.gov/ocr</a></td>
<td>Email: <a href="mailto:ocr.sanfrancisco@ed.gov">ocr.sanfrancisco@ed.gov</a></td>
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**Campus Safety:**
Security can be reached 24 -Hours a day. Residential (Villas) is (310) 241-5488 and Oceanview is (310) 303-7300.

**Where is the Lost and Found?**
The Lost and Found is located in Campus Safety & Security, OS 231 for the Oceanview campus.

**What to do in the event of a sexual assault?**
Sexual assaults should be reported to Hector Rodriguez, Chief of Campus Safety, at (310) 303-7300 or by email at hrodriguez@marymountcalifornia.edu.
The Chief will function as an investigator during the process and will work with all parties involved and provide information of the investigation to the Title IX Coordinator or his/her Deputies. The Chief will take a report from a student and a specially trained officer will conduct an investigation which involves asking the student to describe the assailant and what happened. An officer may ask questions about the scene of the crime, any witnesses, and what happened before and after.

Student Wellness and Support (Confidential Source):
- Get medical attention immediately. Even with no physical injuries, it is important to determine the risks of sexually transmitted infections (STIs) or pregnancy. Go to the nearest emergency room (it’s free for victims of sexual assault). Ask the hospital to conduct a rape kit exam.
- Talk to a counselor who is trained to assist sexual assault victims/survivors. You can call the Marymount Student Wellness Center at (310) 303-7244 (during regular business hours) or if after-hours (310) 303-7372, the Santa Monica Rape Treatment Center at (310) 319-4000 or the YWCA at 877-943-5778 (the YWCA Victim’s Advocate can met you at the local San Pedro Emergency Room at Providence Little Co. of Mary Hospital).
- The MCU Wellness Center after-hours phone line is (310) 303-7372.
- Osmara Reyes-Osorio & Erin Nakamura are our trained and certified sexual assault prevention/victim’s advocate. They can assist you through this process as well as go to the hospital with you. They can be reached at (310) 303-7244 or via email at Wellness@marymountcalifornia.edu.

How do I find out about Marymount California University academic rules that affect me as a student?
- How do I find out about Marymount California University academic rules that affect me as a student?
- Students are responsible for reading and understanding the academic policies listed in the University Catalog, the D2L (my.marymount.edu) Advising Page, the Financial Aid Handbook, and the Student Code of Conduct located in The Anchor.
- Where can I leave information about how other’s behavior is negatively impacting my experience?
- You can call the Tip Line at (310) 303-7373 and leave any information anonymously as a voicemail message. The Dean of Students checks this daily.
- Where do I obtain my student ID?
- You may obtain it in Office of Student Affairs in TDW 200.

STUDENT WELLNESS CENTER
Where should I go if I feel sick?
- Telemedicine: A confidential, live visit with a doctor or nurse practitioner using secure video and audio is available to students. Care includes the diagnosis and treatment for common conditions, infections, cough, cold, flu, rashes, and joint issues. Medication recommendations and prescriptions are available.
- Express Care Virtual (formerly known as Health Express) Free to MCU students. 8 a.m. to 8 p.m., seven days a week. Log on to www.HealthExpress.com. Use password: Mariners
- Urgent Care: This facility provides treatment for minor illnesses and injuries that do not require hospitalization but need direct attention.
How do I use my University health insurance?
- Stop by the Student Wellness Center and staff will answer questions about the Student Health Insurance Plan (SHIP) purchased through Marymount or visit the University website for more information. Contact the number on your health insurance ID card to find a local provider in your area. Once you pick a provider, you can call them directly to schedule your appointment.
- You may also visit: www.4studenthealth.com/marymount for more information about SIP as well as FAQ and more information about benefits as well as how to find a SHIP provider.

STUDENT EVENTS
What activities are offered for students?
All kinds of programs and activities are offered for students offered by the various departments in Student Affairs! To get involved stop by the Student Info Desk or check out the Student Events page at https://my.marymountcalifornia.edu, the Events link on the Marymount App, check out the monthly calendar of Student Events or follow us on Instagram or Facebook.

Are activities offered on the weekend?
Yes! Check out the calendar of events on the Student Events page in my.marymount. There are activities offered each weekend.

Where do I sign up for activities?
Visit the Student Info Desk in the Student Center, or the Student Events page in my.marymount to find out how to get involved - it's easy!

What if I want to do something that isn’t offered?
Stop by the Student Info Desk in the Student Center and talk to a Deskie (student staff) about partnering. Students can partner with Student Life to host an event they would like to see on campus.

What does the Center for Academic and Professional Success offer me?
It offers tutoring with peers or faculty, disability resources, and individual assistance with test taking, study skills and time management.

Where can I receive tutoring?
You may receive it at The Center for Academic and Professional Success, Cecilia Hall, Room 218.
TELEPHONE EXTENSIONS
(campus offices can be contacted directly by dialing 1-(310) 303 and the four-digit extension)

Marymount California University Main Line .............................................................................................(310) 377-5501
Academic Affairs-Oceanview campus .....................................................................................................7252
Admission ....................................................................................................................................................7311
Advising .....................................................................................................................................................7273
Alumni Relations .......................................................................................................................................7221
Athletics .....................................................................................................................................................7325
Bookstore ................................................................................................................................................(310) 544-6131
Office of Business Services/Student Accounts ........................................................................................7335
Campus Ministry .........................................................................................................................................7237
Career Planning ..........................................................................................................................................7273
Development ..............................................................................................................................................7293
Education Abroad .......................................................................................................................................7382
Educational Technology .............................................................................................................................7268
Financial Aid ...............................................................................................................................................7217
International Student Support ....................................................................................................................7382
Learning Support .......................................................................................................................................7257
Library ........................................................................................................................................................7257
Marymount Student Government Association (MSGA) and Leadership office ........................................7295
President ....................................................................................................................................................7200
Registrar ......................................................................................................................................................7215
Residential Life ..........................................................................................................................................7316
Student Affairs Office/Dean of Students .................................................................................................7200
Student IT Support .....................................................................................................................................7268
Student Life ...............................................................................................................................................7348
Student Wellness Center ............................................................................................................................7244
Tip Line .......................................................................................................................................................7373
Title IX Coordinator ....................................................................................................................................7225

For further questions, contact the Office of Student Affairs

Marymount California University
30800 Palos Verdes Drive East
Rancho Palos Verdes, CA 90275

MASS:
Thursdays ..................................................................................................................................................3:30 pm in the Chapel