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MEXICAN AMERICAN CATHOLIC COLLEGE STUDENT HANDBOOK



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**2017-2018 Edition
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MACC students are responsible for knowing the information, policies, and procedures outlined in this handbook.

MACC reserves the right to modify and amend this document as necessary and without advance notice.

Equal Opportunity & Non-Discrimination Policy

MACC does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, age, religion, disability, veteran's status or national origin in its educational programs or activities, including employment and admission. At the same time, MACC maintains its right and duty to uphold the values, beliefs, moral mandates, and social justice teachings of the Roman Catholic Church. To further its ecclesial mission, MACC shall give consideration to recruiting, admitting, and hiring students and personnel who will support the values inherent to its Catholic identity.

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ACADEMIC POLICIES

The Academic Dean is the Chief Academic Officer and oversees all the academic policies within this portion of the handbook. In the absence of the Academic Dean, the President or a designee appointed by the President, oversees all Academic Policies, which pertain to MACC's degree based programs as outlined within the current Academic Catalog.

If another individual is specified within a policy, students should contact the person(s) noted.

Academic Advising

The Dean of Students oversees student advisement, especially in relation to registration, changes of program and new student orientation. New students are provided with an academic (degree) plan, which outlines the student's program requirements and any applicable transfer credits, during the student's first semester of enrollment.

The Academic Dean and Dean of Students collaborate on matters involving academic overrides, student guidance/achievement/objectives, scholastic probation, and student intervention notices.

Academic Integrity Policy

The academic integrity policy is an extension of the Honor Code, a Community Policy.

MACC is strongly committed to the nurturing of academic excellence. The college expects its students to pursue and maintain truth, honesty and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms, which define an academic community. The following definitions and guidelines have, therefore, been established to secure the maintenance of academic integrity at MACC.

- I. **Forms of Academic Dishonesty** (these include, but are not limited to):
 - a. **Cheating** on tests, examinations, or other class or laboratory work.
 - b. Involvement in **Plagiarism** (appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit).
 - c. **Counterfeit work** - including turning in as one's own, work that was created, researched, or produced by someone else.
 - d. **Falsification of Academic Records** - knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, class reports, projects, or other academically related documents.
 - e. **Unauthorized Reuse of Work** - the turning in of the same work to more than one class without consent of the instructor involved constitutes academic dishonesty.
 - f. **Theft** - unauthorized use or circulation of tests or answer sheets specifically prepared for a given course and as yet not used or publicly released by the instructor of a course, or theft of completed tests.
 - g. **Collusion** - involvement in unauthorized collaboration with another person to violate a provision of the Code of Academic Integrity.
 - h. **Facilitating Academic Dishonesty** - intentionally or knowingly helping or attempting to help another to violate a provision of the Code of Academic Integrity.

Instructors who are concerned that some form of academic dishonesty has occurred shall confront the student directly and may take the matter to the Academic Dean. Any member on the student body or the staff of the Mexican American Catholic College who is concerned that a student has engaged in some form of academic dishonesty should report the incident to the Academic Dean. The Dean will then convene the Academic Committee and initiate the process of investigation outlined in II.B. below.

II. Procedures for Investigating Claims of Academic Dishonesty and Assessing Sanctions

A. Sanctions Assessed by Faculty

Before any sanction by a faculty member is assigned, the instructor must meet with the student about the violation. Sanctions must be confirmed in writing to the student, copied to the Academic Dean and copied to the President. These records ARE NOT placed in the student's permanent academic file and will be destroyed when the student graduates or otherwise ceases his/her relationship with the university.

1. **When Guilt Is Admitted:** If a student who is confronted by a faculty member for engaging in academic dishonesty openly admits to wrongdoing, the instructor will:
 - a. Give the student an F for the assignment in question, and may
 - b. Forward the case to the Academic Committee of the College/School to consider additional sanctions.
2. **When Guilt Is Not Admitted:** If a student accused by a faculty member of academic dishonesty does not admit wrongdoing, his/her appeal should be made directly to the Academic Dean so that the Academic Committee can formally investigate the allegation and decide which appropriate action should be taken.

B. Sanctions Assessed by the Academic Dean or Academic Committee

When cases alleging academic dishonesty and/or the violation of any community policy are forwarded to the Academic Dean, he or she may investigate the issue and impose the appropriate sanctions or may convene an Academic Committee to do so. The student (respondent) alleged to have engaged in academic dishonestly or violated a policy within this handbook will be notified, if applicable, of the convening of the committee. Notices may be personally delivered to the respondent or sent by certified mail to the respondent's home address. The committee will be comprised of designees appointed by the Academic Dean. The Academic Dean will serve as chairperson of the Board; however, he/she will only vote in cases where the committee is split on any given decision.

The respondent may request that a committee member not sit in judgment if he/she feels that the vote may be biased or prejudiced as a consequence. Some substantiation of the claim may be required, and the final decision shall rest with the Academic Dean. The Academic Dean is responsible for any substitution to the committee in order to obtain a quorum of five members.

A student (respondent) is presumed not to have engaged in academic dishonesty until proven guilty by the preponderance of evidence, or until guilt is admitted, or a simple majority vote of the committee members is reached. If the committee finds that the respondent engaged in academic dishonestly, the committee may impose sanctions. Sanctions, which may be assigned by the Academic Dean or Academic Committee, may include:

1. Receiving an "F" for the assignment in question,
2. Receiving an "F" for the course,
3. Academic suspension,
4. Dismissal from the university, and/or
5. Other action deemed appropriate.

The decision of the committee will be communicated in writing to the student, as described in II. A.

In order to assure a student's right to due-process, the procedure of formal inquiry by the Academic Committee will include:

1. Securing a written statement describing the nature and circumstances of the alleged offense from the student, faculty, or staff member making the allegation.
2. Securing a written statement describing the incident from the accused student.
3. Interviewing separately the accused student, and the faculty/staff member alleging the dishonesty in order to clarify and to expand the written statements.
4. Interviewing any witnesses or other persons claiming knowledge of the incident.
5. Securing, examining, and retaining any physical evidence related to the incident.

Using written statements, interviews, and available physical evidence, the Academic Dean or Academic Committee will decide the validity of the alleged incident of academic dishonesty.

If the academic dishonesty has been verified, the Academic Dean or Academic Committee will make a determination of appropriate sanctions to be imposed and, in a written statement, inform the student in question of the decision.

Pending the final action of the Academic Dean or Academic Committee, the status of the student shall not be altered, nor his/her right to be present on campus, to attend classes, and to participate in university-sponsored activities.

III. Appeals of Disciplinary Sanctions Assessed by the Academic Dean or Academic Committee

Any student (respondent) who feels he/she has not been accorded justice by the Academic Dean or Academic Committee may appeal to the President for review of the decision..

- A. Timetable - Appeals must be submitted in writing within ten (10) working days of the committee's decision.
- B. Following a review of the appeal, the President will determine whether to uphold, modify, or reverse the findings of the Academic Committee.
- C. The President's decision shall be considered FINAL. A written statement shall be sent to the student (appellant) in question no later than three (3) days after the final decision is reached.

Class Absence for School Activities

At times, a student who is participating in an activity approved by MACC is required to miss a class. Some examples of such activities are: (1) those that a student participates in as a condition of his or her MACC sponsored scholarship, (2) an event approved by the Academic Dean, or (3) those that are a condition of satisfactorily completing the requirements of his/her major. No student participating in any such event shall be charged with a specific penalty for missing the class and any student will be given the opportunity to make up work missed in that class within some reasonable period of time. Instructors may wish to indicate more specifically how they will deal with these circumstances in their syllabi. It is recognized that there are other activities that may be important to the student. Arrangements for dealing with any class work missed as a result of these activities must continue to be negotiated between the student and the instructor. In any event, instructors may ask students who will miss more than 15 percent of the scheduled classes through any combination of excused and/or unexcused absences to withdraw.

Class Attendance

Students are expected to be prompt and regular in attending classes. Attendance policies for individual classes are set by the instructor and written into the course outline. Although absence from class because of illness or emergencies is unavoidable, excessive absences normally affect quality of achievement and, therefore, the grade. The responsibility for attendance is placed primarily on the students. Students who are unable to attend scheduled classes at MACC should contact the Dean of Students and for classes scheduled at UIW, the University Advising Center. Personnel from the office will provide instructors with an explanatory notification of the absence. Such notice, however, does not excuse the absence, and the student must arrange with the instructor to make up work missed.

Student Complaint Policy

MACC encourages students with grievances to adopt the following policy and guidelines. The appropriate form is located in the Appendix.

Student Complaint Policy

MACC is committed to fostering a learning environment that promotes academic excellence and personal development. Students are encouraged to voice their complaints and concerns in a manner that is respectful of the dignity of the individual, if any, who is the subject of the complaint. It is MACC's policy that students with complaints be treated honestly and fairly, and that their complaints be handled in a timely manner with regard to resolution of the issue(s) presented. Any MACC student may express a concern or complaint by following these procedures. Please note MACC explicitly prohibits any member of its community from harassing or retaliating against students who file complaints.

General Guidelines

Complaints are most effectively and efficiently managed by first expressing them to the individual, if any, who is the subject of the complaint. Students are strongly encouraged to first discuss their complaint directly with any such individual involved.

If the complaint involves a policy, procedure, or area of responsibility of a specific administrative department, it should be directed to the supervisor/manager of that department. In each instance of a departmental complaint, the appropriate individual will investigate the complaint, seek a solution, and report back to the student in writing within ten (10) school days. The department supervisor/manager will keep a record of the decision.

For more information about how to process a complaint or to appeal a decision, the student should contact the appropriate office below.

Offices to Contact

BAPM Program: Academic Dean, Office of Degree Based Programs

Finance and Billing: Director of Finance, Administration Building

All other inquiries: Vice President, Administration Building

PMIN Collaborative Program: Academic Dean, College of Humanities, Arts, and Social Sciences (UIW), Administration Building 163, CPO 144, 210-829-6022.

PMIN Advisement, Academic Policies, Procedures, and/or Deadlines: Dean of Student Success (UIW), Student Support Center, CPO 96, 210-805-3005.

For a full list of offices at UIW, refer to the corresponding handbook.

COMMUNITY POLICIES

The Vice President is the Chief Operations Officer who oversees compliance with the community policies within this portion of the handbook. If another individual is specified within a policy, students should contact the person(s) noted.

- I. **Business Services:** For help with faxing, copying, and/or scanning documents, students should visit the front desk. Fees are associated with all services and payable before services are rendered. The fees are published in the bulletin board across from the chapel.
- II. **Catholic Identity:** Prayer and the liturgy are integral aspects of the Christian life, and MACC is dedicated to the formation of the whole person. Therefore, prayer and liturgy are fundamental aspects of campus life. Students are encouraged to participate in campus prayer life to the maximum extent possible. To facilitate participation, MACC's prayer and Mass schedule is posted on the bulletin board, directly outside Our Lady of Guadalupe Chapel.
MACC adheres to the *Guidelines for the Reception of Communion of the United States Conference of Catholic Bishops (USCCB)* and abides by the liturgical norms of the Archdiocese of San Antonio, TX.
- III. **Classroom Etiquette Policy:** The following policies focus on the mutual respect and good will in a successful learning community. Addressed is the decorum associated with sustaining the resources for us to benefit from our learning community's full potential.

Food and Beverage Guidelines

MACC's Fiesta Room and St. Joseph Hall are the designated dining areas. The consumption of beverages and food outside those areas adversely affects the fabric, materials, and condition of the furnishings and facilities; therefore, food and beverages are not allowed in the classrooms, lab, or any instructional area. These are the pertinent guidelines:

- Bottled water is permissible in any location for consumption.
- Beverages in a spill-proof container or in a container with a screw-top lid are also permissible.
- Instructors and students are responsible for making sure these areas are in order at the end of each class or lab period.
- The consumption of beverages and food at organized meetings/events, where appropriately designated and authorized, is acceptable. The event organizer is responsible for alerting the appropriate staff when the event area is to be cleared.

Electronic Device Usage Guidelines

The indiscriminant usage of electronic devices (e.g., cell phones, pagers, PDA's, iPods, laptops, recording devices, and any other unauthorized electronic devices) in class is inconsiderate to students and to the instructor. Ringing phones, glowing screens, buzzing devices and even the operation of such devices are disruptive influences not conducive to learning or teaching. Furthermore, sending text messages during a class is a completely inappropriate use of these devices, as it diverts attention away from the educational function. Reasonable rules for acceptable use of wireless devices in the MACC classroom are:

- Electronic devices should never be heard ringing in the classroom. Out of respect for your fellow students and for the instructor, turn them off before coming to class.
- Do not send or read text messages in the classroom.
- If, as a result of a family emergency, you are expecting a truly important call during a class, inform the instructor of this fact in advance, set the cell phone to the vibrate mode, and then sit in the back of the room. If a call does come in, excuse yourself as unobtrusively as possible to take the call. Taking calls in the classroom must not become routine; it is acceptable only during legitimate emergencies.

Students should understand the instructor's interpretation of these rules if an explanation is not clearly outlined within the course syllabus.

Policy Enforcement

All MACC instructors and the event coordinator enforce this policy in the classroom and at events, respectively, and violators should be addressed promptly. Instructors and event coordinators may assign appropriate sanctions and/or refer violators to the Academic Dean, who may assign a disciplinary probation for the term, an enforced withdrawal from the class, or other action(s) deemed appropriate.

- IV. **Honor Code:** Students affirm the Honor Code after completing the New Student Orientation session. The signed document is retained in the student's education record, and during Convocation, the student affirms the following, aloud:

As a member of MACC's learning community, I recognize that love of God begins with love of neighbor and authentic love of self and that MACC's Honor Code is intended to express this love. I am committed to living the Honor Code's standards of behavior. Furthermore, I especially acknowledge academic honesty as fundamental to MACC's Catholic identity and to my aspired vocation to serve Jesus Christ in His Church. I understand what constitutes a violation of the Honor Code and affirm I will adhere to our honor code and will not tolerate violations of it by others.

The Honor Code affirmation form is available in the appendix.

- V. **Dress Code:** Members of the MACC community, including visitors, are expected to dress modestly while on campus, and more reserved dress is expected in the chapel. For example, flats and sandals are appropriate footwear; however, flip flops should not be worn in the chapel. Similarly, walking shorts and Bermuda shorts are appropriate attire around campus, but not in the chapel.
- VI. **Identification Policy:** Students, staff, faculty, and visitors are required to wear their school-issued identification cards while on campus. Everyone should obtain their ID their first day as a student or employee by visiting the front foyer. The librarian issues identification cards to degree based students, faculty and staff.
- VII. **Posting Policy:** These guidelines pertain to the entire MACC community – students, faculty, staff, and administration. MACC is a vibrant, Catholic campus and supports members of its community in publicizing activities and distributing materials relating to on- and off-campus events, functions, and opportunities which are beneficial to the MACC community and its members, provided they are a reflection of MACC's mission. All postings must be approved by MACC's administration. Failure to adhere to this policy may result in losing the privilege to distribute or post printed materials on campus for a period of time to be specified by the Dean of Students (MACC) and/or Director of University Events and Student Programs (UIW).
- VIII. **Sales and Solicitation Policy:** The sale of merchandise and the canvassing or solicitation for funds, sales, or subscriptions is strictly prohibited. Outside and for-profit groups may seek authorization from the Vice President to sell items or solicit members of the MACC community; however, such actions are rarely authorized. PMIN students should refer to UIW's student handbook. Any person violating this rule will be subject, upon proper notice, to arrest and/or eviction from campus property.

IX. **Safe Campus Policy:**

MACC engenders a safe community, free from harassment, discrimination and hazing. MACC does not tolerate any such actions – verbal, physical, and/or mental - from or against any employee, student, applicant or visitor.

A. Types of Violations

Harassment, discrimination, and hazing include but are not limited to actions and/or behavior related to an individual or group's race, color, sex, religion, nationality, ethnicity, sexual

orientation, academic classification, gender identity, citizenship status, age, physical ability, and/or veteran status. Such actions/behavior include but are not limited to unwelcome slurs, jokes, comments, and other verbal, graphic or physical conduct.

B. Reporting Incidents

If you believe you or another member of the MACC community is being harassed, has been subjected to harassment, or is being treated in a way that violates this policy, you should report the harassment immediately.

PMIN students should review UIW's Student Handbook to move forward appropriately.

All MACC students should:

1. Contact the Academic Dean, immediately;
2. Cooperate in any subsequent investigation; and
3. Promptly report concerns about perceived retaliation.

C. Investigation of Incidents

The Academic Dean is responsible for investigating all incidents reported (verbal and/or written). If the violation is associated with a non-employee, the investigation is the responsibility of the supervisor(s) (e.g. Campus visitor, Vice President and/or Visiting clergy, Archdiocese/ Archbishop)

The Archbishop is always notified when sexual harassment is reported; moreover, in such cases, victims and/or witnesses are encouraged to contact both the President (MACC) and the Archbishop (Archdiocese of San Antonio) directly. The Archbishop's office number is 210-734-2620. If he is unavailable or out of the office, contact may be made with any of the following representatives, who are listed in order of preference: 1.) an Auxiliary Bishop; 2.) the Vicar General, 3.) the Chancellor, 4.) any Priest serving in the Archdiocese, 5.) MACC's president, or 6.) the departmental Supervisor.

D. Actions and Resolutions

Threats to campus safety, especially sexual misconduct, are not tolerated. To that end, MACC supports all members of the MACC community, especially students, who are victims and/or witnesses of any such violations. MACC addresses these violations with the full extent of any applicable policies and laws, and the Academic Committee imposes sanctions.

X. Secured Entry Policy:

To promote a safe campus, MACC utilizes secured entries and exits.

A. Entry Codes

The codes are issued by the Housing Department, and should not be shared with anyone. Only the Housing Department releases the codes. This policy is associated with the Safe Campus Policy; therefore, violations are investigated and handled in the same manner.

B. Parking Lot

All vehicles parked in the secured parking lot must be registered in the front office. Failing to adhere to this policy may result in the towing of the unregistered vehicle. The owner/driver is responsible for all fees assessed.

XI. Smoking Policy: In recognition of the need for a healthy MACC community and of the choice of those who smoke, MACC is a predominately smoke-free campus with a single smoking area, which is located by the Fiesta Room's southeast entrance.

A. Applicability

This policy applies to all persons on the MACC campus. PMIN students should additionally refer to UIW's handbook for information about their smoking policy.

B. Enforcement

Persons violating the smoking policy will be asked to refrain from smoking. Employee violators may be subject to disciplinary process. Student violators will be subject to the student disciplinary process, and visiting violators may be required to leave campus.

- XII. **Student Organizations:** Information about MACC's student organizations are retained in the Office of Degree Based Programs. Student contact information, however, is not released to outside groups. Students in the collaborative program should communicate with UIW's Student Organizations Coordinator for information.
- A. **Benefits**
MACC's student organizations complement the academic programs and further the spiritual, intellectual, moral, social, physical and career development of students. They provide its members opportunities for leadership, fellowship, and self-government.
- B. **Registration**
Groups whose goals are not duplicative and are consistent with MACC's mission and the Church's values are considered for registration upon successful submission of the appropriate documentation. Students interested in moving forward with the registration process should contact the Dean of Students.
- XIII. **Student Sales & Fundraising Policy:** Sales will be conducted by registered student organizations only, as approved by the Office of Degree Based Programs.
- XIV. **Technology and Intellectual Property Policy:**
MACC is committed to nurturing academic excellence and in creating an academic community which seeks truth, honesty, and personal integrity. To that end, the MACC community should use intellectual property and all technology in accordance with any established policies and/or laws. Students in the collaborative program with UIW should additionally refer to the University's student handbook.
- A. **Intellectual Property**
Intellectual property includes copyrightable works, ideas, discoveries, inventions, and intangible property, such as patents, trademarks, copyrights, and trade secrets. MACC students should also refer to the Copyright and Plagiarism portion of the Academic Policies in the Academic Catalog.
- B. **Internet Access**
MACC is a wireless campus with firewall protection. All faculty, staff, and students are issued a username and password to gain secured access. Visitors may request the same service by contact the Housing Department.
A computer lab is located on the second floor of the student center and computer work stations are also available in the same building.
- C. **Violations of use of technology**
Unauthorized usage of MACC's Internet includes accessing inappropriate sites and downloading illicit material, including but not limited to the following:
- Accessing and/or storing obscene, pornographic, sexually explicit websites and/or material, gambling websites, or illegal web sites
 - File, video, or music sharing
 - Hacking, including installing illicit software using MACC equipment or internet access
 - Physically damaging MACC hardware
 - Disruption or obstruction of authorized use of the network
 - Destroying the integrity of computer-based information, including software
 - Engaging in the public display of offensive sexual material
 - Engaging in sexual harassment through the use of Internet sites
 - Infringing copyright or licensing agreements
 - Using the connection with the intention of threatening, intimidating or invading the privacy of others
 - Engaging in and/or failure to report any other illegal or illicit activity

AUXILARY POLICIES & SERVICES

The responsible individual and/or office, which the students should contact for assistance, is specified within each policy.

Academic Testing Center

MACC recommends students utilize the **University of the Incarnate Word's (UIW) Testing Center**. For students participating in the collaborative program, assessment testing is mandatory for all incoming freshmen and for transfer students without college-level credit in English and math. The purpose of assessment testing is to place students in the appropriate English and math courses. After testing, some students are required to complete academic literacy coursework before enrolling in their Core English and math courses. Students with knowledge in various subjects can earn credit by successfully passing CLEP and DANTES exams.

Arts & Athletics

Students in the collaborative program can view UIW's Student Handbook for more information about *The Arts on Campus* and the *Athletic Complex* or call **210-829-3800** and **210-829-2722**, respectively, for more information.

Bookstore

MACC's bookstore provides new and/or used textbooks for courses offered on-campus each term. Some supplies, and general reference and reading books are also available. The bookstore is open extended hours during back-to-school week each full term and for special events throughout the year. For more information, visit the **bookstore, inside Elizondo Library**.

Students in the collaborative program can also purchase books at the UIW Bookstore, which provides new and used textbooks, as well as supplies, general reference and reading books, UIW imprinted clothing and gifts, tailgating supplies, computer software and peripherals, greeting cards and much more. Their bookstore is also open extended hours during back-to-school week each full term and for special events throughout the year. It is closed for all major holidays. Students should check **www.uiw.bkst.com** for store hours. For more information, call **210-829-6056**.

Students should also view UIW's student handbook for more information about UIW's bookstore book buyback, credit and refund policy, online book orders, and textbook rentals.

Finance

MACC's finance policies are outlined within the current Academic Catalog. They are also available online. Inquiries should be directed to the **Director of Finance in the Administration Building**.

Students in the collaborative program should be aware of UIW's policies. Information about payment options, returned items/insufficient funds, account statements and disputes, insurance and parking permits is available in UIW's student handbook. Students may also contact UIW's **Business Office at 210-829-6043** for more information.

Inquiries about **financial assistance** should be directed to the **Dean of Students**.

An online guide is available to students in the collaborative program, who should contact UIW's **Financial Aid** office at **210-829-6008** and/or visit **www.uiw.edu/finaid** and/or **http://www.uiw.edu/finaid/documents/OFAAssistGuideBro_000.pdf**. The priority deadline is April 1st.

Housing

On campus housing is available at MACC. Members of the MACC community interested in on campus housing should contact the **Housing Assistant** in the **Our Lady of Guadalupe Student Center**.

International Student Services

All international student services are the responsibility of MACC's **Dean of Students**, and the policies associated with these services are included within MACC's international student handbook and the International Student Addendum. International students in the collaborative program should contact the University's International Student & Scholar Services at 210-805-5705.

Regardless of which institution is hosting the student's I-20, it is the student's responsibility to abide by all pertinent and associated laws and policies and maintain close contact with the appropriate office(s) during his/her entire tenure at the College/University, especially for issues relating to his/her immigration status.

Language Studies

The **coordinators of the English and Spanish programs** conduct placement exams to assess the abilities and needs of students. All students should communicate with the coordinator(s) for assistance.

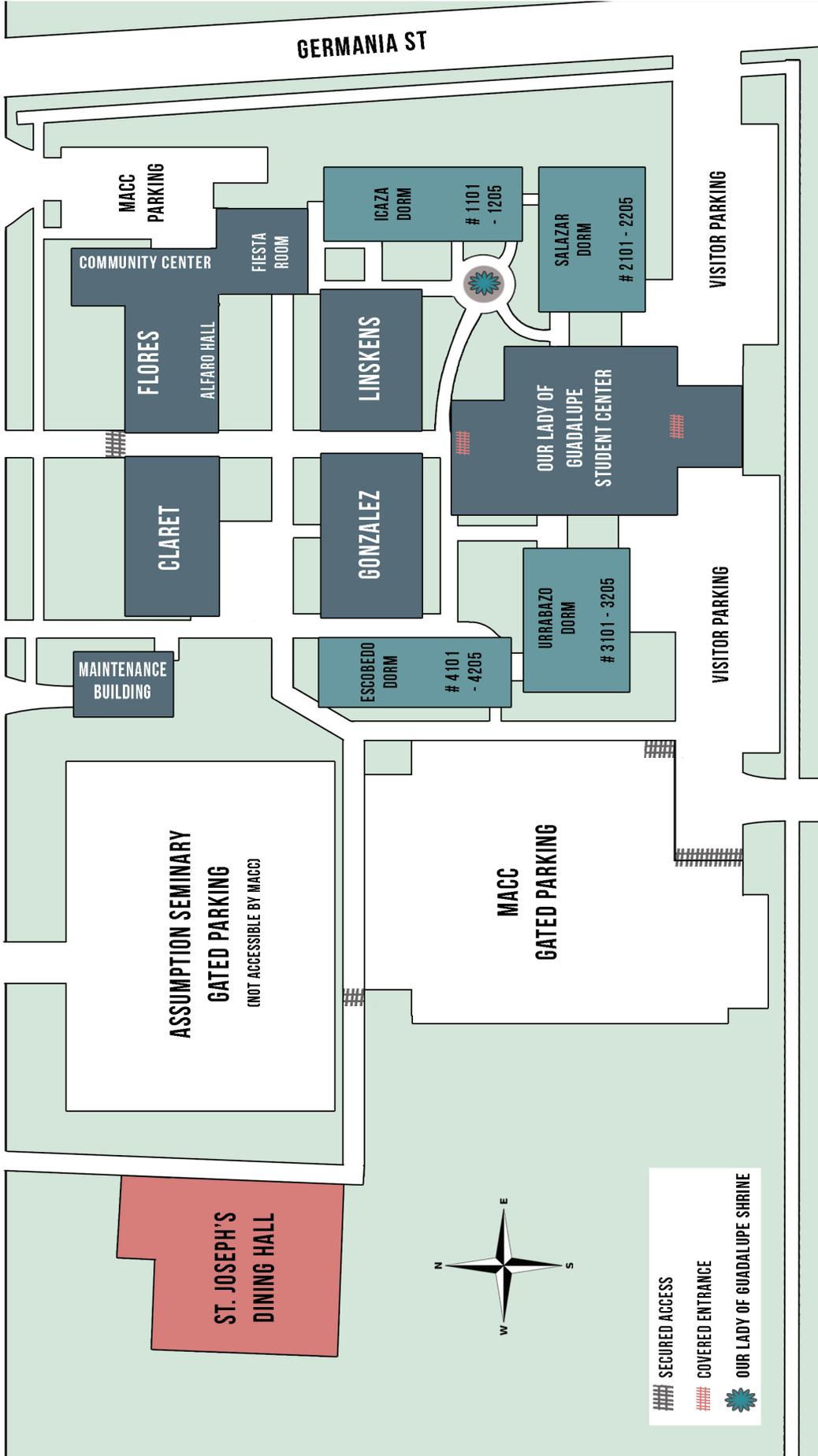
Library

The Elizondo Library at MACC, Mabee Library at UIW, and Louis J Blume Library at St. Mary's are all available to MACC students. Information about each library and its policies and services is available in the Academic Catalog and within the associated College/University **website**.

Urgent Matters

MACC provides all students with a phone number in case of a campus-related emergency. Students with urgent matters should contact 210-865-7116.

W FRENCH PL



-  SECURED ACCESS
-  COVERED ENTRANCE
-  OUR LADY OF GUADALUPE SHRINE

WASHBY PL



Student Authorization & Acknowledgement

Part I: Student Information

A. Student

[] First Semester: _____ [] Returning: _____

student _____

id number _____

Part II: Request to Share the Education Record

Students who are part of a religious community or an organization that has applied for and has been approved for an account by the Finance Department must complete, sign, and submit this form. (The *Billing Authorization Request* may also be required.)

Community/Organization/Institution Data

- Do not share my education record. [Go to Part III.]
- This community/organization/institution is the same as my billing information.
- This community/organization/institution has arranged my billing, but my billing address is different; therefore, I will ensure that my billing address is correct.

name of diocese/institution/individual _____

diocese/institution phone number _____

contact person (if individual is not named above) _____

contact person's phone number _____

title/position of contact person _____

contact's email address _____

address _____

city, state zip _____

fax number _____

Part III: Request to Withhold the Directory Information - Students have the right to request that MACC withhold the disclosure of directory information. The items listed within Section C are designated as MACC's directory information; therefore, students who wish to withhold the disclosure of the information must submit this form, which should be completed as directed within each section.

Directory Information

Check blank 1 and/or 2 or circle the field you wish to withhold. If you do not wish to withhold any information, check blank 3.

1.) Do not disclose any of the **personal information** (6 fields) as noted below.

Name(s)

Date of Birth

Address(es)

Email Address(es)

Phone Number(s)

ID Photo(s)

2.) Do not disclose any of the **academic information** (7 fields) as noted below.

Most Recent Transfer Institution

Enrollment Status

Major/Minor Area(s) of Study

Date(s) of Attendance

Classification

Degree(s)

Class Standing

3.) I waive my right to withhold the disclosure of directory information and have not checked or circled any of the items listed above.

Part IV: Final Acknowledgement and Authorization – I have received and read MACC's Academic Catalog and Student Handbook, and I understand the information contained in each publication. I agree to abide by and uphold MACC's principles and policies and to fulfill the requirements of my program of study as stated within each publication. I further acknowledge that I have read and understood MACC's Family Educational Rights Privacy Act (FERPA) notice. Part III of this form reflects that I acknowledge that notice, and I also understand that this request is effective until I revoke it by submitting an updated Request to Withhold Directory Information form, which I should submit directly to MACC's Registrar. Finally, by signing below I authorize the release of my education record data to the defined individual and/or diocese/institution per the information at Part II. Any information pertaining to me and/or my education may be released as noted. If there is a change in the contact person, I will notify the Registrar immediately in writing. If I am no longer a member of the diocese/institution, I will also notify the Registrar immediately. I understand and acknowledge that it is my responsibility to ensure that my record is updated and correct.

student's signature _____

date _____

MEXICAN AMERICAN CATHOLIC COLLEGE

Registrar's Office | 3115 W Ashby Place | PO Box 28185 | San Antonio TX 78228
210-736-2963 (fax) | 210-732-2156 (phone) | registrar@maccsa.org

FORMAL CONFERENCE DOCUMENTATION FORM

PART I. The student completes Part I, above the dotted line, **prior to the meeting** with the instructor/staff, who circles the appropriate options, signs and dates below the dotted line the day of the meeting.

student name	id #	
student email	primary phone number(s)	
address (if different from current record)		
instructor's name	course(s)	instructor's phone # or email
issue <i>(completed by the student prior to the meeting)</i>		

By signing below, I acknowledge I have met with the above named student and discussed the issue described above. I [am] / [am not] providing written comments to the Academic Dean within three days of the meeting.

instructor's signature	date
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PART II. The student, **after to the meeting**, describes whether resolution of the complaint [was] / [was not] reached.

student's signature	date
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Whether there is resolution or not, the student delivers this form in a sealed envelope to the Academic Dean.

If a resolution was not reached and the student wished to appeal the instructor's decision, then the student requests from the Office of Degree Based Programs the Appeal Form, completes it and returns it to the Office of Degree Based Programs within three days.

HONOR CODE

PART I. Description.

The Mexican American Catholic College is a Catholic institution of higher learning and, as such, expects the highest in Christian behavior from members of its community – administrators, faculty, staff and students – The Honor Code represents a mutual commitment on the part of the MACC community to express and live this high ideal. These standards of behavior facilitate the understanding of all community members’ rights and responsibilities in fostering an environment where the innate human dignity of each person is affirmed and safeguarded.

Standards of Behavior: MACC students:

1. Exemplify honesty, honor and respect for the truth in all dealings;
2. Honor and value their learning community and campus;
3. Act honorably and exemplify equitable treatment of all members of the community in their dealings and interactions;
4. Show positive regard for each other, for property and for the community;
5. Are role models in service to the Church.

Student’s Responsibilities: (Includes but is not limited to the following list.)

1. Abiding by Catholic moral teaching;
2. Reading, understanding, and following all the policies and procedure as stated in the Academic Catalog, Student Handbook, International Student Handbook, and any related publications; and
3. Taking reasonable and prudent actions to prevent or stop a crime and/or accident.

Sanctions for Violations: Penalties are not intended to punish students; rather, they are implemented to protect the interests of the community and to challenge incongruent behaviors. Such sanctions challenge students’ moral and ethical decision-making and help them bring their behavior into accord with our community expectations.

Minor violations may result in consequences ranging from immediate correction to disciplinary probation. Serious violations may result in penalties ranging from disciplinary probation to permanent expulsion. See the Academic Integrity portion of this Student Handbook for information about the sanctions assessed and the appeal process. Sanctions for violations of the Honor Code are determined by the Dean of Students for degree based students, and appeals are reviewed by the Academic Committee.

PART II. Affirmation

The student record must include a copy of the signed Oath. Students may submit this form or the electronic version, which is available at the Student Resources page at www.maccsa.org.

By signing, below, I affirm that:

As a member of MACC’s learning community, I recognize that love of God begins with love of neighbor and authentic love of self and that MACC’s Honor Code is intended to express this love. I am committed to living the Honor Code’s standards of behavior. Furthermore, I especially acknowledge academic honesty as fundamental to MACC’s Catholic identity and to my aspired vocation to serve Jesus Christ in His Church. I understand what constitutes a violation of the Honor Code and affirm I will adhere to our honor code and will not tolerate violations of it by others.

 student’s signature

 date

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FIELD TRIP RELEASE, WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT MACC TRANSPORTATION – MANDATORY ATTENDANCE

Instructions: Print and complete in full.

A. Student & Event Info

student/participant (name as it appears on student record)	date of birth	ID number
field trip activity		sponsor (event host(ess))
date(s) & time(s)		

B. Emergency Contact(s) & Health Insurance

1 st person to contact in case of emergency	1 st contact relationship to student/participant	1 st contact phone number(s)
2 nd person to contact in case of emergency	2 nd contact relationship to student/participant	2 nd contact phone number(s)
health insurance company and policy number		

C. Terms

Authority: I am a student at the Mexican American Catholic College (MACC) who will be participating in an activity or field trip offered by MACC. I understand that transportation may be provided by MACC and agree to be transported by MACC or by transportation arranged by MACC. I represent and acknowledge that I am signing this Release, Waiver of Liability and Hold Harmless Agreement on my behalf, and I agree to be bound by the terms of this Release, Waiver of Liability and Hold Harmless Agreement.

Assumption of Risk: I acknowledge that the mode of transportation and nature of the field trip/activity may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and I accept all risk to my health that may result. I recognize and acknowledge that certain risks of harm are or may be inherent in the various activities contemplated herein and that MACC cannot control all of these risks. I acknowledge there may be physically strenuous activities and certify by my signature that I am physically fit and able to participate. I agree that while participating in the field trip or activity, I will abide by the guidelines set forth in the MACC Student Code of Conduct and agree to adhere to all applicable rules, regulations, and laws while participating in the field trip or activity. I understand that MACC is not responsible for any medical expenses associated with any property or personal injury I may sustain.

Release: In consideration of MACC transporting me and permitting me to participate in the field trip/activity identified above, I release MACC and its Board of Trustees, officers, employees, and representatives from any and all liability to me, my personal representatives, estate, heirs, and assigns for any and all claims, demands and causes of action for any and all loss of personal property, illness or injury to me, including my death, arising out of, resulting from, caused by, occurring during or in in way connected with the field trip/activity, including injuries caused by negligence of MACC and/or its Board of Trustees, officers, employees and representative, or any other participant in the field trip activity that may be sustained by me while participating in such field trip/activity, or while on premises owned or leased by MACC.

Personal Insurance: I understand that MACC does not provide medical insurance for me. I am urged by MACC to maintain adequate personal health and accident insurance to cover any personal injury to myself which may be sustained while participating in this field trip or activity.

No alcohol consumption: I pledge that I will not possess, use, consume, or distribute any alcoholic beverages or illicit drugs at any time while participating in the field trip or activity.

Indemnity, Hold Harmless, and Waiver: I agree to indemnify and hold harmless, waive and covenant not to sue MACC, its Board of Trustees, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described field trip/activity. It is my express intent that this Covenant Not to Sue and Agreement to Hold Harmless shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representatives, if I am deceased, and shall be governed by the laws of the State of Texas.

D. Agreement

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND THAT IT IS A RELEASE, WAIVER AND HOLD HARMLESS OF LIABILITY OF CLAIMS AND CAUSES OF ACTION FOR ANY INJURY OR DEATH TO MYSELF THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED FIELD TRIP OR ACTIVITY AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMES FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION. **THIS DOCUMENT WILL BE CONSIDERED EFFECTIVE ON THE DATE SIGNED.**

signature	date	applicant's printed name as it appears on his/her passport
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