2026-2027
STUDENT HANDBOOK

Issued July 15, 2026

Mexican American Catholic College (MACC)
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Non-Discrimination Policy

MACC does not discriminate contrary to law or justice in any manner based on race, color, gender, age, religion, disability, veteran's status or national origin in its educational programs or activities, including employment and admissions. 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 consider recruiting, admitting, and hiring students and personnel who will support the values inherent to its Catholic identity. For more information, please consult the Academic Catalog, Faculty Handbook, Employee Handbook, and the College website.

Disclaimer:

This handbook is not a contract nor an offer to enter a contract, and MACC reserves the right to modify or amend this document as necessary without advance notice. Students are responsible for knowing the information, policies, and procedures outlined herein. Please consult the appropriate academic or administrative personnel for current information on any matters described in this Student Handbook. A listing of current administration and academic staff is available in the Academic Catalog and online.

WELCOME FROM ACADEMIC & STUDENT AFFAIRS

Welcome to the Mexican American Catholic College! As valued members of our academic community, each one of you brings a tremendous gift to MACC and to the Church. Here at MACC, we have a saying, *Somos MACC!* We are MACC!

During your course studies with our faculty in Theology, Pastoral Ministry, and Philosophy, we hope you will build lasting friendships with one another in a spirit of solidarity, prayer, cultural exchange, and service – to the Church and to the world. In addition to your classroom instructors and program directors, we at MACC are available to help you on your academic and formation journey. This *Student Handbook* aims to describe many of the resources available to you, as well as to provide policy guidance for areas of central concern in student life. As such, it has been updated for the current academic year to reflect policies and procedures in place under the current administration. The purpose of these policies and other resources is not to create roadblocks that make your studies difficult or confusing. Rather, these pages aim to offer you a sense of clarity – especially those of you just beginning your studies. Moreover, we hope you find that this *Student Handbook* can serve as one of your first steps in orienting you to the *ethos* of studying in ministry formation at MACC.

As you will find, your program directors are excellent guides and your initial line of support in areas student well-being, academic advising, and formation concerns that exceed the classroom context. Within your program cohorts, you will also find tremendous personal support. It is our hope that the bridge-building spirit of the Mexican American Catholic College carries you forward, engaging in dynamic ways with your classmates and motivated faculty as you prepare for future ministry. Your instructors are well educated in various academic disciplines, yet many are also seasoned pastoral ministers with a wealth of experience and passion to serve.

Finally, please be sure to check your MACC student email regularly, where you will receive regular updates about the academic year, campus operations, and important events. In a special way, we invite you to participate in several initiatives aimed to enhance our school community and student life—including the Convocation Mass, monthly Community Days, Cultura Católica Day, and the Archbishop's Annual Pastoral Visit.

We are here to support you throughout your time at MACC and are honored to walk with you. Thank you for making the Mexican American Catholic College a part of your formation journey and life stories. May you enjoy the safety, protection, and prayers of Our Lady of Guadalupe and Seat of Wisdom, to whom we entrust the coming year.

Peace and Blessings,

Joseph L. Grabau, Ph.D., S.T.D.
Academic Dean

Candace M. Gonzalez, M.A.
Director of Student Affairs

FOREWORD

This handbook offers resources and guidance on central topics impacting student life at the Mexican American Catholic College (MACC). After fifteen years as a college – and more than five decades of service to the Church since its founding in 1972 – MACC continues to improve the quality of its academics, formation programs, and student services.

Because many of our students participate in diocesan ministries and others pursue a collaborative degree at a partner institution, the University of the Incarnate Word, this handbook aims neither to conflict with other policy guides nor to supersede them. Please be sure to consult the University of the Incarnate Word's most recent *Student Handbook*, if you are a collaborative student, available to you online at the Office of Student Advocacy and Accountability. All students at MACC regardless of program should become familiar with the latest published Academic Catalog, which provides further guidance on topics presented here. Please visit: https://maccsa.org/en/student-resources/ for the latest edition of the catalog, this *Student Handbook*, and related documents useful to at all stages of your studies.

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MISSION

MACC's mission is to empower and educate leaders for service in a culturally diverse Church and society by offering a biliterate, multicultural formation program that can lead to a college degree in Pastoral Ministry.

MACC's mission is accomplished through the following core purposes:

1. offering biliterate, educational and ministry formation programs – including language and cultural studies – that meet the pastoral priorities of the U.S. Catholic Church, especially for leadership in Hispanic Ministry.

2. conduct interdisciplinary research, publish resources, provide ministry formation certificates, offer specialized training, and promote continuing education.

3. conferring post-secondary degrees of higher education in theology and religious studies, namely the Associate of Arts, Bachelor of Arts, and Master of Arts degrees in Pastoral Ministry, that are offered consistent with the teachings of the Magisterium of the Roman Catholic Church, and in accordance with the exemption granted by the State of Texas from Chapter 132.002(a)(2) of the Texas Education Code;

4. providing other educational and charitable services that meet the strategic goals set by the Board of Trustees and that continue MACC's historical commitment to the Gospel of Jesus Christ and the Church's teachings on the sacredness of human life, peace, justice, respect for cultural diversity, and public policies that promote the common good.

MACC BELIEVES

- in the dignity, giftedness, power, and leadership potential of each person.
- in communities where everyone is accepted, respected, and valued.
- that through developing and claiming one's faith and culture personal leadership is deepened, enhanced and empowered.
- that the gifts of diverse cultures are essential for the fulfillment of human potential.
- that leaders are to be at the service of the community.
- that systemic change and peace come when people recognize that they are brothers and sisters to each other.

Rooted in Catholic teaching, Scripture, and our continuing commitment to serve the Church, these core beliefs further shape MACC's mission to empower and educate pastoral leaders. The rights and responsibilities of students at MACC are reflected in these statements, and in the College Honor Code (see below).

ACADEMIC POLICIES

The policies articulated in this *Student Handbook* are maintained by the Academic Dean, who together with the President and Director of Student Affairs form the academic administration of the College. As such, the Academic Dean is also responsible for implementing all of 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 the academic policies pertaining to MACC's certificate and degree programs.

Administration

The Director of Student Affairs coordinates with program directors and the Academic Dean, especially in relation to course scheduling, registration, changes of program, and new student orientation. In matters such as academic overrides, student guidance, academic achievement, learning objectives, and satisfactory progress – as well as probation or other disciplinary actions – the Director of Student Affairs and Dean collaborate to implement these procedures.

Advising

Program directors serve as the principal academic advisors for students in formation at MACC. For students pursuing a collaborative degree, the Director of UIW's Pastoral Institute serves as the primary academic advisor. Students are responsible for meeting regularly for the purpose of academic advising with their director, to review progress toward completion and address any needs as they arise. Courses are selected based on the curriculum defined in the certificate or degree study plan, defined in the Academic Catalog. The precise course sequencing may depend upon enrollment numbers and instructional needs. A sample schedule for each program is available from the Academic Dean. Please be sure to consult your study plan, know your program's curriculum requirements, and become an active agent in your academic formation.

Student Leadership

To accompany our students well and listen to your experience, student representatives may be invited to share their experience as a student with the academic administration and formation program directors. From time to time, a current student from one or another program is invited to speak with MACC's Board of Governors.

Academic Support

Program directors collaborate with the Academic Dean and Director of Student Affairs in matters of student success and academic support services. Your instructors are motivated to accompany you in your course of studies and ministry formation. Additional training for use of technology and digital platforms is available to you and may be required.

Honor Code

Students are required to affirm the Honor Code in writing after completing the New Student Orientation session. The signed document is retained in the student's education record. During the Convocation Mass, the affirmation is also spoken aloud (see appendix).

Writing Style

The Chicago Manual of Style, 18th ed. (University of Chicago, 2024) and *Manual de estilo Chicago-Deusto* (Deusto University, 2014) are the preferred style guides for academic writing at the Mexican American Catholic College in English and Spanish, respectively. Students may also consult Kate Turabian's *Manual for Writers*, 9th ed. (2018), which contains an acceptable summary of the notes-bibliography style most relevant for undergraduate- and graduate-level research papers in Theology, Philosophy, and related disciplines. Colleagues at the Oblate School of Theology have also prepared a condensed version of Chicago-Turabian style, which emphasizes citations from biblical and magisterial sources. While advanced research in biblical studies and certain publishers may require another style guide, the default for Theology programs in much of North America is Chicago-Turabian.

Above all, students are responsible for presenting their own work and providing accurate citations of any quoted or referenced material. Use of the preferred style guide also stimulates the intellectual life and academic community at MACC, which participates in wider discourses shaping the practice of ministry today. While not all your college essays or reflections will demand the same level of precision and formal written style, nevertheless it is important to learn the basics of formatting your work consistently. Graduate students pursuing the MAPM should take care to make use of the Chicago-Turabian style in all research papers for required courses in both Theology and Ministry, as well as the Pastoral Project or thesis. For more information, please visit: https://maccsa.org/en/writing-resources/.

Academic Integrity Policy

The Mexican American Catholic College 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. 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.

Forms of Academic Dishonesty

- Cheating on tests, examinations, or other class or laboratory work.
- Involvement in Plagiarism (appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit).
- Counterfeit work - including turning in as one's own, work that was created, researched, or produced by someone else, including content generated by artificial intelligence without properly stating that some parts or the entirety of the work was created by AI.
- Falsification of Academic Records - knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, class reports, projects, or other academically related documents.
- 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.

- Theft - unauthorized use or circulation of tests or answer sheets specifically prepared for a given course and not used or publicly released by the instructor of a course, or theft of completed tests.
- Collusion - involvement in unauthorized collaboration with another person to violate a provision of the Code of Academic Integrity.
- Facilitating Academic Dishonesty - intentionally or knowingly helping or attempting to help another to violate a provision of the Academic Integrity Policy.

Instructors who are concerned that some form of academic dishonesty has occurred shall confront the student directly and must report the matter to the Academic Dean when further correction or academic disciplinary action may be necessary. Any member of 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 also report the incident to the Academic Dean. Please note: collaborative students at the University of the Incarnate Word are also accountable to UIW and subject to provisions in the university's current *Student Handbook* and Academic Catalog, including policies on academic integrity. For a summary of procedures followed in investigating any claims of academic dishonesty, please contact the Academic Dean.

Artificial Intelligence (AI) Guidance

The same principles and spirit outlined above in the general academic integrity policy apply to new and emerging technologies as well. These include machine learning and generative artificial intelligence. Students should realize that sophisticated technology exists to detect not only various forms of plagiarism but also the presence of AI-generated (or AI-modified) text. More importantly, your instructors are careful readers and interested to engage with your thinking and reflections—not the texts copied or generated from computer models. Further, your instructors develop a clear sense of each student's written "voice"; and it is not necessarily difficult to detect the foreign presence of an artificial or automated computer script. Nevertheless, ethical and responsible use of such intelligence tools can be a meaningful part of the learning and writing process. Other values to consider include environmental sustainability and transparency about your use of AI.

Acceptable uses include the following:

- grammar- and spell-checking, especially using Office 365 native tools.
- exploring web resources promoted by a search engine, which may be AI-enhanced.
- using a GenAI tool to summarize an article or identify themes deserving reflection.
- translations of any selection of text to understand or clarify the author's ideas.
- other forms of pre-writing, proofreading, or critical feedback using Gen-AI tools.
- identifying basic facts easily confirmed in other reputable reference works.
- using AI to improve your writing, especially when you have created a sentence and wish to use a different adverb, adjective, or the like.

Unacceptable scenarios include the following:

- using AI to generate a text for your paper, whether a sentence, a paragraph, or more.

- indiscriminate use of links or other resources provided to you by a general web search or generative AI tool – please learn to recognized context and quality of your sources!
- asking AI to summarize and assess scholarly sources, without reading them yourself.
- presenting AI-translated text as your own, without proper attribution.
- relying upon GenAI to draft text, fabricate research, or analyze theological concepts, which can result in citations of scholarship that does not exist and other errors.

Please note, these lists are not exhaustive, and your instructor may have additional guidance. For questions on any aspect of the Academic Integrity Policy, please contact the Academic Dean.

Digital Platforms

All students and faculty at the Mexican American Catholic College receive access to various platforms to facilitate learning and communications. Please take care to observe basic security policies described to you in any training sessions, which includes treating your usernames and passwords with caution. For the current Academic Year, students can expect to use the following systems regularly:

- ***Populi*** (Student Information System): this web-based platform contains your course registrations each semester, your academic record – including the option to request a transcript or apply for graduation –, and billing details. At the end of every semester, you will complete an evaluation directly on Populi for each course and faculty member. You will also receive your final grades in the Populi system. Please be sure your contact information is up to date. Regular announcements about campus events or operations in the event of inclement weather will be shared via Populi. Students will receive these updates via email, and you may also opt in to SMS messaging.

    - To access Populi, please visit: https://maccsa.populiweb.com/. This link is also on MACC's website. Your username will be created for you and provided during student orientation.

    - For technical assistance, contact the Office of Student Affairs.

- ***Canvas LMS*** (Learning Management System): this web-based platform hosts all your course instructional design in the online format. MACC is transitioning to the Canvas system this academic year, and many of your courses will already use this service beginning in Fall 2025. Please complete any training made available to you, so that you will be confident to engage in any online activities and assignments posted to Canvas.

    - To access Canvas LMS, please visit: https://maccsa.instructure.com/. This link is also on MACC's website (and Populi). Your username should be identical to your Populi username; however, you will create a separate password. Please be sure to use a sufficiently complex combination of letters, symbols, and numbers as the prompt suggests.

- For technical assistance, contact Student Affairs or submit a help ticket online by clicking "info", and selecting "Report a Problem". You can access this link in the Global Menu while logged in to Canvas, or from the login page under "info".

- ***Office 365*** (Microsoft Education license): this web-based platform provides access to modern software for many classroom functions necessary daily in the life of a student at MACC. Key applications you are likely to use include the following:

  - MS Teams: useful for connecting to your online class or office hours remotely. Some professors may use other options, such as discussion or chat features.

  - MS Outlook: your institutional email provider. Please use this email address ending in @maccsa.org for all school-related communications. You will receive updates from both faculty and administration on this email account, so please be sure to read your messages regularly and respond as appropriate.

  - MS Word, PowerPoint, OneNote: other essential services that are helpful either in the classroom or in preparing your assignments. These applications are available online or accessible on your desktop and mobile devices.

  - To access your Office 365 account, please visit: https://portal.office.com/ and enter the MACC school email as it was provided to you. Please note, this may differ slightly from your Populi and Canvas usernames. You will also need to create a separate password and enable multi-factor authentication. This link is also available on MACC's website.

Methods of Instruction

In order to provide a dynamic and accessible learning environment for all students, MACC has adopted the following designations for regular academic coursework. MACC's blended and online instruction include interactive video conferencing. The use of such digital tools requires training as outlined in the Enrollment Policies section of this catalog.

Classroom Instruction (Face-to-face)

Classroom instruction is the traditional face-to-face classroom setting. A regular course of three credit hours taught in this manner includes forty-five (45) contact hours in the classroom.

Blended Instruction (Hy-flex, Hybrid, Dual Mode)

Blended learning is a pedagogical approach that combines the effectiveness and socialization opportunities of the traditional face- to-face classroom setting with the technologically enhanced active learning possibilities of the online environment. Blended learning presents a fundamental redesign of the instructional model and typically includes the following characteristics:

- A shift from lecture to student-centered instruction in which students become active and interactive learners;

- Increased student-instructor, student-student, and student-content engagement;
- Integrative learning and assessment opportunities.

At MACC, a course is considered a blended if 15% to 85% of the instruction occurs when students and instructors are not in the same place.

Online Instruction
At MACC, courses where at least 85% of the instruction occurs without the students and instructor in the same place are considered online.

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. 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 because 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 inform the instructor of record and your program director. In the case of extended absence, please contact the Office of Student Affairs.

Hybrid-flexible attendance—changing from in-person attendance to online attendance, or vice versa, during the semester for the same class—is only permitted under extraordinary circumstances. Such exceptions should not become the norm and require formal authorization by the student's program director and instructor of record in advance.

Instructors may require students who miss more than 15% of the scheduled weekly classes through any combination of excused and/or unexcused absences to drop the course. Students advised to drop a course, and their instructors, should contact the Academic Dean promptly. Students who do not follow the appropriate registration policy are responsible for the corresponding tuition and fees, regardless of their attendance.

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 to facilitate 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, as well as share that decision with the Academic Dean. 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

- For academic complaints regarding an instructor, the curriculum, or course content in MACC's Certificate/Degree Programs, please contact the Academic Dean, 210-731-3141.
- For billing complaints, please contact the Finance Department, 210-731-3130.
- For complaints about formation programming or student life, please contact the Senior Director of Programs, 210-731-3140 or the Director of Student Affairs, 210-731-3123.
- Collaborative Degree Programs: Academic Dean, College of Humanities, Arts, and Social Sciences (UIW), Administration Building 163, 210-829-3866.
- Collaborative Degree-Program Advisement, Academic Policies, Procedures, and/or Deadlines: Dean of Student Success (UIW), Student Support Center, 210-805-3005.

Integration

Other related policies that affect the life of collaborative students may not all be included here. Nevertheless, UIW students are bound by the *Student Handbook* and UIW Academic Catalog published on the University of the Incarnate Word's website. As MACC's long-standing partner in higher education and ministry formation, UIW's academic policy and community guidance serves as an important benchmark in the shaping of MACC's institutional academic culture. Familiarity with certain guidance in documents and websites mentioned here is, therefore, helpful to all members of the MACC campus community. In a similar way, guidance mentioned in the following section reflects many of UIW's core institutional values – as well as those of the Archdiocese of San Antonio. If you have questions about the integration of any policies

mentioned here with existing policies affirmed by these partners, please contact the Academic Dean.

COMMUNITY POLICIES

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.

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.

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 Assumption Seminary's 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. For these reasons, please respect the following guidelines:

- Bottled water is permissible in any location for consumption.
- Beverages in a spill-proof container 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 to remove items brought, clean the area, and alert the appropriate staff when the event is completed.

Electronic Device Usage Guidelines

The indiscriminate usage of electronic devices (e.g., cell phone, tablet or laptop, headphones, recording device, etc.) 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.
- Do not listen to music, browse social media, or visit other websites online unless completing an assigned classroom activity.
- If, because 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 may request 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. Violators will be addressed promptly. Instructors and event coordinators may assign appropriate discipline and/or refer violators to the Academic Dean, who may assign a disciplinary probation for the term, withdrawal from the class, or other action(s) deemed appropriate.

Online Classroom Etiquette

Because many of MACC's courses meet in a blended learning environment that includes both face-to-face instruction and remote video conferencing, it is the responsibility of all students to contribute to a respectful decorum. For a summary of best practices in online learning, please refer to the following information shared on the Canvas Learning Management System (LMS).

You will find that the following attitudes and skills significantly contribute to your success in online learning:

- A positive attitude towards technology
- An open mind towards online education
- Willingness to share your experiences with others
- Strong writing skills are needed for expressing yourself in the discussion area
- Strong analytical and critical thinking skills for when you "get stuck"
- Resourcefulness - don't be afraid to click on links, explore, and ask questions
- Time management

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Internet/online etiquette or "netiquette" is a set of expectations that describe appropriate behaviors when interacting online. It is important to understand that, if you are taking a class online, you will be held to the same standards as students taking the course face to face. In fact, for 100% online courses, your online classroom behavior may be the only interaction you have with your faculty and classmates, therefore making your netiquette even more important. Remember, you only get to make a first impression once, irrespective of the course delivery method.

1. Before posting your question to a discussion board, check if anyone has asked it already and received a reply.
2. Stay on topic. Don't post irrelevant links, comments, thoughts, or pictures.
3. Don't type in ALL CAPS! It is perceived by your audience as yelling.
4. Be polite. Don't write anything that sounds angry or sarcastic - even as a joke - because without hearing your tone of voice, your intent may be misinterpreted.
5. Respect the opinions of your classmates, even when you disagree. Assume good intent and a desire to learn by all students.
6. If you reply to a question from a classmate, make sure your answer is accurate.
7. Be concise to the extent possible.
8. Check the most recent comments before you reply to an older comment.
9. Be forgiving when others make mistakes.
10. Run a spelling and grammar check before posting.

Finally, during live video calls, online students should normally keep their video camera on to verify continuous participation. Please keep your microphone on mute, unless you are speaking. Your instructor may have further guidance about best practices for online learning.

Identification Policy

Students, staff, faculty, and visitors are required to carry identification on campus. The librarian issues lending cards to all students, faculty and staff.

Dress Code

Members of the MACC community, including visitors, are expected to dress modestly while on campus. More reserved dress is expected in the chapel. The following examples are considered appropriate attire; however, this list should not be considered all inclusive:

- Shirts/Blouses: Shirts with collars, crewnecks, V-neck shirts, blouses, sweaters. Golf, polo and button-down shirts.
- Pants/Slacks: Casual slacks and trousers. Jeans as allowed by location.
- Skirts/Dresses: Professional dress suits and any skirt beyond knee length
- Footwear: Secures the foot from heel to toe. Tennis shoes as allowed by position and location.

Posting Policy

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 reflect 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 Director of Student Affairs (MACC) and/or Director of University Events and Student Programs (UIW).

Sales and Solicitation Policy

The sale of merchandise and the canvassing or solicitation for funds, sales, or subscriptions is strictly prohibited. Collaborative students should refer to UIW's *Student Handbook*. Any person violating this rule will be subject to disciplinary action.

Safe Campus Policy

The Mexican American Catholic College seeks to foster 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, supervisor, student, applicant, or visitor.

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Any harassment such as race, color, ethnicity/national origin, sex, marital status, pregnancy, age, disability, use of family and medical leave, military status and/or genetic information is prohibited. MACC will report any violations to law enforcement authorities as appropriate or required by law.

Definition of Harassment

Harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive learning environment; has the purpose or effect of substantially and unreasonably interfering with an individual's academic and work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Definition of Sexual Harassment

"Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances whether intended or not, that has the effect of creating a work or learning environment that is hostile, offensive, intimidating, or humiliating to workers. Sexual harassment may also include requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions. A common example is quid pro quo – occurs when a job benefit is directly tied to an employee submitting to unwelcomed sexual advances.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

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

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the harassment immediately. Collaborative students should review UIW's *Student Handbook* to submit a complaint appropriately to the Title IX office, in addition to the following requirements.

All MACC students should:

1. Contact the Academic Dean, immediately.
2. Cooperate in any subsequent investigation; and
3. Promptly report concerns about perceived retaliation.
4. In the case of a complaint against the Academic Dean, please contact the President.

If the dean is not available or you prefer an alternative administrator, please report to any of the following individuals, with preference in the order listed:

1. Director of Operations and Human Resources
2. Director of Student Affairs
3. Your program director (or the Senior Director of Programs)
4. Any faculty or staff member at the Mexican American Catholic College

Faculty, administration, and staff who observe, are informed of, or reasonably suspect incidents of possible harassment must immediately report such incidents to Human Resources. Those who knowingly allow or tolerate discrimination, harassment, or retaliation – including the failure to immediately report such misconduct to Human Resources – are in violation of EEOC guidelines and the Archdiocese of San Antonio's employee policy and are subject to disciplinary action.

All reported incidents will be investigated promptly by Human Resources in accordance with the Code of Conduct and will be treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. If the investigation confirms a violation of any part of the harassment policy, MACC will take immediate, appropriate and corrective action, including discipline, which may include immediate termination. MACC will report any violations to law enforcement authorities as appropriate or required by law.

Complaint Procedure for Religious/Clergy

When an allegation of sexual or other misconduct is made against a member of the clergy or of a religious congregation, the following steps must be taken:

Notification to the Archbishop of San Antonio through the Office of Victim Assistance and Safe Environment (OVASE). Any employee or volunteer who believes they have been the victim of sexual misconduct should immediately report such abuse to OVASE. The Office's telephone number is (844) 709-1169.

For more detailed information, please refer to the booklet entitled "Policy on Sexual Abuse on the Part of Church Personnel of the Archdiocese of San Antonio."

Retaliation
MACC prohibits any act of retaliation against anyone who reports discrimination or harassment or who cooperates in an investigation of a complaint. MACC will preserve confidentiality to the extent the needs of the investigation permit. Any person found to have engaged in retaliatory conduct against any person reporting a violation of this investigation of a complaint will be subject to discipline, up to and including termination of employment, removal from ministry/service, academic probation and/or expulsion. MACC will report any violations to law enforcement authorities as appropriate or required by law.

Investigation of Incidents
The Academic Dean is responsible for investigating all incidents reported concerning students and faculty, including verbal and/or written reports. In this capacity, the Dean may be assisted by Human Resources in the case of complaints against MACC faculty.

Integration with Partner Institutions
As mentioned within the scope of other policies in this handbook, the Safe Campus Policy and related procedures are subject to integration with partner institutions, including the University of the Incarnate Word and the Archdiocese of San Antonio. Many faculty at MACC teach concurrently with the UIW Pastoral Institute and, therefore, are obligated to report incidents to the appropriate authority. As an ecclesial organization of higher education, MACC must follow the guidelines and procedures of the Archdiocese of San Antonio for academic, harassment, abuse, and safety issues. Likewise, many MACC teachers are religious or clergy, and therefore, the Archdiocese of San Antonio should be informed of alleged abuses by the religious or clergy.

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 to the full extent of all applicable policies and laws. For questions on Safe Campus Policy integration, please consult the Academic Dean.

Children on Campus Policy
Children who visit the MACC campus are to be always accompanied by the parent or guardian. At no time may children under the age of 18 be present on campus without the active care of a responsible adult. Please do not leave children unsupervised or unattended in any circumstance for any duration of time. For questions about this policy, please contact the Director of Operations or the Academic Dean.

As a rule, the Mexican American Catholic College does not permit children in classrooms during regular instructional time. By special permission, the faculty member of record may allow non-routine classroom attendance by a child only when accompanied by the parent or guardian. This should be a rare exception. If it occurs more than once during the semester, the dean is to be notified by the instructor.

As a rare exception, this event should occur only once per semester and for less than half of the class meeting's duration. Misuse of this exception is to be reported to the Academic Dean.

Secured Entry Policy

To promote a safe campus, MACC utilizes secured entries and exits. Entry codes are issued by the Housing Department and should not be shared with anyone. Only the Operations Department releases the codes. This policy is associated with the Safe Campus Policy; therefore, violations are investigated and handled in the same manner.

No Smoking, No Vaping 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. This "No Smoking, No Vaping" policy applies to all persons on the MACC campus. Persons violating the smoking and vaping policy will be asked to refrain from smoking. Employee violators may be subject to disciplinary process. Student violators will be subject to disciplinary action. Visitors who violate this policy may be asked to leave campus.

Technology and Intellectual Property

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*.

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.

Internet Access and Computer Policy

MACC is a wireless campus with firewall protection. All faculty, staff, and students receive a secure password to gain WiFi access. Visitors may request the same service by contacting the Operations Department. A computer lab is located on the second floor of the student center and computer workstations are also available in the same building.

Acceptable 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 using 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

AUXILIARY POLICIES & SERVICES

Academic Testing Center

MACC recommends students utilize the University of the Incarnate Word's 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.

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, please visit the bookstore, located in the Student Center building. An updated list of required textbooks for all courses is published each semester by the Academic Dean, which you may consult online under "Student Resources" on the MACC webpage.

Students in the collaborative program may also purchase supplies at the UIW Bookstore, however MACC's bookstore is the primary point of service for all Pastoral Institute coursework. Your instructors may or may not share textbook information with the UIW Bookstore for courses taught at the MACC campus.

Finance

MACC's finance policies are outlined within the current Academic Catalog and online. Inquiries should be directed to the Finance Department. All inquiries about financial assistance should be directed to the Director of Student Affairs.

Students in the collaborative program must also be aware of UIW's policies. Information about payment options, returned items, insufficient funds, account statements, disputes, health

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.

Housing

Limited housing is available on campus. Members of the MACC community interested in on campus housing should contact the Director of Operations.

International Student Services

All international student services are the responsibility of MACC's Office of Student Affairs. The relevant policies 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 Services

The Mexican American Catholic College has a unique on-campus library and archival collection named in honor of Rev. Virgilio Elizondo, MACC's founding president and a pioneer in Hispanic Ministry and theology. The library is located on the first floor of Our Lady of Guadalupe Student Center and houses a focused 22,520 collections of books, periodicals, audio-visual resources, and reference material in both Spanish and English. The Archives also contain original manuscripts, primary documents, records, and other valuable historical items.

Emergency

MACC provides all students with a phone number in case of a campus-related emergency. Students with urgent matters regarding building functionality or maintenance should contact 210-865-7116. For local law enforcement and life-threatening emergency services, dial 911.

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 for 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 Director of Student Affairs for degree based students, and appeals are reviewed by the Academic Committee.

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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 online. Please consult the Office of Student Affairs for more details.

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.

_____

Printed Name

_____ _____

Student's Signature Date

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