Welcome back from spring break and welcome to merit point discrepancy week! If you haven’t already done so, please check your merit point total online my clicking on the link in the myCampus tab located on myHill.

Online statements should reflect all merit point activity occurring between March 1st, 2011 through February 29, 2012. During discrepancy week, you may petition to adjust your merit point total by meeting with your Residence Director (RD) or Area Coordinator (AC) during their posted office hours.

PLEASE NOTE: No changes will be made to a student’s merit point total without a completed and signed Merit Discrepancy Form! The two exceptions are pay stubs for an off-campus job and letters for community service. Please do not ask your RD to simply take your word that you participated in an activity...the process needs to remain consistent and fair.

Off-Campus Jobs
• In order to earn a point for an off campus job, you must present 3 consecutive pay stubs from your off campus employer. Jobs held during break periods do not count. A maximum of 1 point for working off campus will be granted. Under the table jobs can also count (ex: babysitting for a professor). In those cases, you must present a signed letter from your employer detailing the type of work, the period of your employment, your employer’s title and a daytime telephone number where we can reach that person to verify your employment.

Community Service for 20+ Hours
• All 20 hours must be documented in the form of a letter by the supervisor who oversaw the service. This letter should be signed and contain a contact name, title, & telephone number where the supervisor can be reached to verify the number of hours (if necessary). A maximum of 1 point can be granted for service.

Clubs/Organizations/Miscellaneous Activities
• If you believe you were left off an attendance roster, you must have your group’s advisor verify your 75% attendance by signing the Merit Discrepancy Form. For activities such as intramurals, Dean’s List, study abroad, work study, etc., the appropriate administrator must sign.

Merit Programs
• If you believe that you attended a merit program, and that you did turn in an attendance sheet at the end, your Residence Director may be able to research this for you.
• If you attended a merit program but did NOT turn in an attendance sheet at the end, your only option is to find a Stonehill faculty or staff member who can verify in writing that they remember seeing you at the event for the entire length of the program, from beginning to end.

Fire Violations
• Merit point deductions for fire safety violations may be reviewed during discrepancy week. In the event of an error on our part, an adjustment may be made; however, if one roommate suddenly wants to take responsibility for a violation, we will not adjust merit point totals, as these appeals need to be brought to the RD’s attention within 48 hours upon returning to campus.

Community Standards Violations & Sanctions Completed Late
• If, following a hearing, you were incorrectly docked a merit point, you will need to have Ms. Donna Vrana from Student Affairs or the administrator who heard your case sign off on your Merit Discrepancy Form.
• If you lost a point for failing to complete your sanctions on time, but you know that you did complete the sanction on time, you will need to have Ms. Vrana verify this and sign your Merit Discrepancy Form.

Merit Discrepancy Forms must be presented to the RD in person. Forms slipped under your RD’s door will not be accepted! No changes will be made after 4:30 PM on Friday, March 23rd.