



2018-2019

STUDENT HANDBOOK
prepared by the Office of Residence Life
& Student Conduct

2018-2019 Student Handbook

Message from President Michael T. Victor



Dear Mercyhurst Student:

Hello Lakers! I wish you a warm Mercyhurst welcome as we enter this new academic year with a sense of momentum. For freshmen, this is the beginning of a wondrous journey, where you can discover who you are, what you aspire to be, and experience intellectual adventure in all its many forms.

For those of you students returning to The Hill, we look forward to your continued growth and your positive example. By now, you know that Mercyhurst educates you in depth. Through its attention to hands-on learning combined with a vibrant liberal arts core and a commitment to service, we endeavor to equip you with the means to continue educating and reinventing yourself throughout life.

To help guide you along the many avenues of engagement on the Mercyhurst campus, we share this student handbook, which presents the policies, procedures, places and personnel who help create the culture that is uniquely Mercyhurst. This information is important for you to know and is your responsibility as a member of the Mercyhurst community to review. It can help you create a memorable Mercyhurst experience that you will treasure now and in the years ahead.

Sincerely,

A handwritten signature in black ink that reads "Michael T. Victor". The signature is written in a cursive, flowing style.

Michael T. Victor
President

TABLE OF CONTENTS

Academic Honesty.....	7
Academic Affairs	7
Academic Progress	7
Accommodation Process.....	10
Alcohol Policy	63
Appeal Process	53
Appliances	41
Application for Graduation.....	14
Assistant Directors (Residence Life & Student Conduct).....	33
Athletics	31
Athletic Eligibility.....	32
Autism Initiative Program (AIM).....	11
Bookstore	23
Campus Involvement Center	18
Campus Ministry	22
Career Development Center	10
Change of Academic Program	9
Check-in/Check-out (Housing)	39
Class Attendance Policy.....	14
Computers/Network Services	37
Conduct Code.....	55
Conduct Process	50
Confiscation Policy	41
Counseling Center	20
Course Overload.....	13
Course Registration	13
Courtesy Hours.....	42
Damages.....	42
Decorations	42
Desk Workers	35
Dining Services	23
Disciplinary Levels	51
Disciplinary Sanctions.....	51
Door Locks.....	42
Drug Policy	66
Family Educational Rights & Privacy Act (FERPA).....	15
Fire Alarms	44
Fire Equipment	44
Fire Safety Regulations.....	44
Freshman Vehicle Policy.....	48
Freshman Area Visitation Policy.....	44
Front Desks.....	45
Furniture	45
Garbage.....	45
Grills	46
Grotto Commons.....	24
Guest Policy.....	46
Hall Directors.....	35
Hammermill Library.....	15
Health and Safety Inspections.....	38
Health Services.....	21
History of Mercyhurst University	5
Honors Program	29
Housekeeping and Maintenance.....	35
Housing Contracts	38
Housing Deposit and Refund Policy	38
Housing Inspection.....	40
Housing Over Breaks	39
Housing Privacy and Security	38
Housing Procedures	37

TABLE OF CONTENTS

Housing Rules and Regulations	41
Housing Sign-up Process	37
Incomplete Grades	14
Information Technology	23
Information Technology Policy.....	81
Internship Programs.....	19
Intramurals.....	32
Keys	36
Laker Inn.....	23
Laundry Facilities.....	37
Learning Differences Program.....	11
Lofts.....	42
Mail/Mailrooms	29
Mandatory Meetings.....	43
Mercyhurst Athletic Center (MAC).....	31
Mercyhurst Ice Center.....	33
Mercyhurst Student Government (MSG)	17
Message from the President	1
Mission/Vision/Core Values.....	6
Multicultural Student Services-	21
NCAA	31
Non-Discrimination Policy	15
Occupancy Limits	44
Off-Campus Living Policy & Procedures	37
Off-Campus Study	13
Office of Academic Support	8
Office of the Registrar	12
Official Communication.....	15
OneCard Office.....	31
Parking/Motor Vehicles.....	30
Pets	47
Police & Safety	30
Programming.....	36
Promotional Items Policy	75
Quiet Hours	47
Recreation Center (Fitness).....	33
Residence Life	34
Residency Requirements.....	39
Resident Assistants (RAs)	35
Room/Apartment Consolidation Policy.....	40
Roommates & Residency Changes	40
Service Learning	19
Sexual Harassment Panel Procedures	71
Sexual & Gender Based Misconduct Policy	70
Signage Rules & Regulations	83
Silent Witness Program	31
Smoke-Free Building Policy	47
Specialty Housing	36
Special Event Alcohol Policy	85
Storage	35
Student Activities Committee (SAC).....	17
Student Conduct Records.....	50
Student Conduct System	49
Student Employment	28
Student Engagement & Leadership Development	19
Student Financial Services.....	24
Student ID Policy	44
Student Life	18
Student Sustainability	33
Substance-Free Building Policy	47

TABLE OF CONTENTS

Telephones/Cable	37
Table of Contents	2
Tobacco Free Policy.....	69
Transcript	14
Tutoring Center	9
Unauthorized Residents in Apartments	48
Vehicle Policy	42
Voluntary Withdrawal	8
Weapons/Firearms/Explosives.....	48
Writing Center.....	9

HISTORY

Established in 1926, Mercyhurst University is situated on a sprawling 75-acre hillside, the largest piece of unbroken real estate in the City of Erie, Pennsylvania. Now in its 89th year, the university was founded by the Sisters of Mercy of the Erie Catholic Diocese, who were led by Mother M. Borgia Egan, Mercyhurst's first president. The heritage of Mercyhurst, however, can be traced back to Mother Catherine McAuley, who founded the Sisters of Mercy in Dublin, Ireland.

From its roots on 75 acres of farmland on the bluffs overlooking Lake Erie to Mercyhurst's modern campus, the college has undergone dynamic change. Today Mercyhurst covers six blocks and is the largest piece of unbroken real estate in Erie. More importantly, Mercyhurst has emerged as a major force in the educational landscape of the region, while remaining true to its mission as a private Catholic comprehensive college in the Mercy tradition. Today it is led by Michael T Victor

From the beginning, Mother Borgia was determined to make Mercyhurst the "beauty spot in the diocese of Erie." Wanting the institution to be a masterpiece of harmony, she directed that the exterior of the college be given as much attention as its interior. Under her direction, the Sisters hired prominent architect F. Ferdinand Durang of Philadelphia to create Old Main. It became a masterpiece of English Gothic design and stateliness that has a suggestion of medieval castle in its lines. With the addition of the entrance gates in 1950, the Mercyhurst campus became a city landmark.

In Mercyhurst history, five dates are noteworthy: Sept. 20, 1926, when the college opened; Oct. 5, 1928, when the school received its charter; Feb. 3, 1969, when the board of trustees voted to admit the first class of men to Mercyhurst; March 27, 1991, when the 100-year-old Redemptorist Seminary in North East was purchased for use as the North East campus; and January 25, 2012, when Mercyhurst College received university status.

In the past two decades, Mercyhurst has become one of the top comprehensive universities in the North and the second largest Mercy college in America. It is ranked in the top tier of Best Universities: Master's (North region) by U.S. News & World Report and is widely known for its premier programs, having attained national and international recognition in the fields of intelligence studies, anthropology/archaeology, forensic science and dance. Among its four campuses, enrollment has grown to a record 4,000 students.

While Old Main remains the heart of the university, the Erie campus has undergone major building projects in recent years, from a new bookstore and coffee bar to state-of-the-art science labs. In fall 2009 a new \$14 million 300-bed freshman residence hall opened, in 2002, an academic building - the \$7.5 million technology-rich Audrey Hirt Academic Center - opened, and in 2012 The Center for Academic Engagement opened, fully funded through the university's 3-phase capital campaign: Engage. Enrich. Envision.

In addition to the pacesetting growth on the Erie campus, nearly 1,000 students are enrolled in two-year and certificate programs at the college's 84-acre satellite campus in North East. A new \$3 million residence hall opened in 2008 while major renovations to that campus' newest acquisition, the former First National Bank building at Route 89 and I-90, continued. The building currently houses the Mercyhurst Public Safety Institute, Municipal Police Training Academy, practical nursing program and a new human anatomy and forensics lab. MNE is also home to the \$5 million Michele and Tom Ridge Health and Safety Building, which was dedicated in 2005. Since 2010, Mercyhurst University has been educating students at the Booker T. Washington Center.

VISION

Mercyhurst University seeks to be a leading higher educational institution that integrates excellence in the liberal arts, professional and career-path programs, and service to regional and world communities.

MISSION STATEMENT

Consistent with its Catholic identity and Mercy heritage, Mercyhurst University educates women and men in a culture where faith and reason flourish together, where the beauty and power of the liberal arts combine with an appreciation for the dignity of work and a commitment to serving others. Confident in the strength of its student-faculty bonds, the university community is inspired by the image of students whose choices, in life and work, will enable them to realize the human and spiritual values embedded in everyday realities and to exercise leadership in service toward a just world.

CORE VALUES

We are:

- **Socially merciful**, - Mercy restores human dignity, expands our social relations, and empowers us to reach out in compassion to others.
- **Globally responsible**, - Globalization challenges us to learn how to steward the resources of the Earth wisely and to act in solidarity with its diverse peoples.
- **Compassionately hospitable**, - Mercy hospitality begins with self-acceptance, welcomes peoples of different faith, ethnic, and cultural traditions, and thus builds communities that transcend mere tolerance.
- **Intellectually creative**, - Generous, inquiring, and critical habits of mind, which support the aspirations for excellence manifested within the academic community, encourage us in our lifelong search for what is true, good, and beautiful.
- **Reflectively aware**, - Our Christian environment encourages self-reflection and contemplation of human behavior, promotes balance of mind, body, and spirit, and ultimately offers the opportunity to develop a moral compass for a life of integrity.

Ambassadors of service.

OFFICE OF THE PROVOST AND ACADEMIC AFFAIRS

DR. LEANNE ROBERTS, PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS,

104 OLD MAIN, 814-824-2268

ACADEMIC HONESTY

Students are expected to contribute actively to the development of an atmosphere of academic integrity. Mercyhurst University assumes, therefore, that students will not resort to plagiarism or any other form of academic dishonesty. Students found guilty of willful academic dishonesty may be subject to a broad range of sanctions. At the discretion of their instructor, they may be required to redo the plagiarized assignment, or they may receive an automatic F for the exam/assignment and/or course. Students found to be in collaboration with other students involved in willful academic dishonesty are also subject to disciplinary action.

When an instructor believes that a student has committed an act of academic dishonesty, the instructor will inform the student and complete an academic dishonesty report. The report is filed and kept in the Office of the Provost. On a first offense, the student will be subject to the consequence determined by the individual faculty member. On a second offense, the student will be subject to the consequence determined by the individual faculty member as well as any combination of the following consequences as determined by the Office of the Provost:

- Requirement of additional academic courses
- Requirement to complete a tutorial program of remediation
- Exclusion from participating in student organizations and extracurricular activities, including athletics
- Expulsion from the Honor's program or any other college-organized honor societies
- Revocation of scholarships granted for academic performance
- Suspension from the University
- Dismissal from the University

Students have the right to appeal if they believe an academic dishonesty allegation is unfounded. A written appeal must be submitted to the Office of the Provost within 30 days of receiving notice from the office regarding this allegation. Appeals will be heard by the Provost or their designee. The final determination in any academic dishonesty case lies with the Provost. Questions regarding academic dishonesty or the appeal process should be directed to the Office of the Provost. Please see the University Catalog for more details on academic dishonesty.

ACADEMIC PROGRESS

All students are expected and encouraged to sustain Satisfactory Academic Progress in their studies at the University.

Students should be aware that Financial Aid may be affected by lack of academic progress. Satisfactory Academic Progress for a full time student requires:

1. Successful completion of a minimum of 67% of attempted credits in the full academic year.
2. Earning a minimum cumulative Grade Point Average (GPA) of a 2.0. However, maintenance of the GPA established by academic scholarships and/or the academic department/program in which the student is enrolled is also required.

Students participating in Inter-Collegiate Athletics must maintain academic standards as stipulated by the NCAA. Please see the Athletics section in the University's catalog.

Definitions of academic progress for the award of financial aid may differ. Each student should consult the University Catalog section titled "Financial Aid" and work closely with Student Financial Services to ensure that there is an understanding of those standards and their implications for financial aid eligibility.

ACADEMIC PROBATION AND SUSPENSION

The GPA is used as the foundation for measuring academic progress. Should a student not meet the established minimum GPA standards for academic progress, steps will be taken to alert the student and to more closely monitor their academic performance. In addition to the minimum standards established for the University, some departments have more rigorous standards for students than the basic expectation of a 2.0. If a student fails to meet the University's minimum requirements, the student will be placed on the appropriate Academic Probation level and receive notice thereof. Academic Probation places a student on notice that satisfactory academic progress has not occurred and that they are in jeopardy of being suspended from the University for lack of progress. Students placed on probation are notified of this status by mail or email

after the end of the semester in which performance had fallen below an acceptable level. A student can be suspended or dismissed from the University if they fail to meet the University's academic progress standards. The Associate Provost for Academic Services & Support, after consultation with the Academic Support & Learning Differences staff, makes all academic probation, suspension, and dismissal decisions. Students on probation are closely monitored by their Faculty Advisors and Academic Support Counselors. Please see the University's catalog for more on the academic probation process.

VOLUNTARY WITHDRAWAL (CEASE ENROLLMENT) FROM THE UNIVERSITY

Students who wish to withdraw officially from the University must complete the cease enrollment process, which includes a brief interview with Academic Support & Learning Differences, loan exit counseling with Student Financial Services, and the cease enrollment form. Students should be referred to the Office of Academic Support & Learning Differences to begin this process. Students may withdraw from the University without grade penalty until the last day of class, but before final exams, in any semester. Tuition refunds will be calculated based on University policy. See TUITION AND FEE REFUND POLICY DUE TO TOTAL WITHDRAWAL. Students who have officially withdrawn and are in good academic standing may apply to the Office of Admissions for readmission during the next regularly scheduled semester or session.

OFFICE OF ACADEMIC SUPPORT & LEARNING DIFFERENCES

DIRECTOR: MRS. ERICA COX

MAIN OFFICE: EGAN HALL 123, 814-824-2299, academicsupport@mercyhurst.edu

Academic Support & Learning Differences is a collaborative team providing a systematic and comprehensive approach to addressing student academic needs and partnering with faculty to enhance the academic experience. The Office of Academic Support and Learning Differences offers professional advising and academic support to create a "one-stop shop" for students. The Office is committed to collaborative engagement within the campus community in an effort to improve student success, persistence, and retention. Academic Counselors play a significant role at Mercyhurst by working individually with students to help them achieve their academic goals. Academic Counselors also partner with faculty to provide a dual-advising experience to all students at Mercyhurst.

Services

The Office of Academic Support and Learning Differences is the "go to" office for students at Mercyhurst University. Mercyhurst has a unique dual advising system. Each student is assigned an Academic Counselor as well as a Faculty Advisor. Academic Counselors work with students, faculty, and university administrators to ensure a positive experience for all members of our community. They can assist students with most issues they may encounter, such as:

- Managing and arranging all approved academic accommodations
- Implementing academic success strategies and plans
- Navigating the college environment
- Exploring interest areas and majors
- Finding a peer tutor
- Understanding the REACH liberal arts curriculum
- Addressing academic performance concerns
- Making sense of academic procedures and policies
- Connecting with other campus resources

Academic Counselors are available for walk-in visits as well as appointments during their office hours of 8:30am-4:30pm. The Office is located on the first floor of Egan Hall.

Academic Advantage Program

The Academic Advantage program is a structured, inclusive academic program designed to help with the transition to college while fostering skills that encourage academic success and career readiness.

Key features of the program include:

- One-on-one support for students with a professional Academic Counselor throughout their academic career.
- Specialized opportunities for academic and professional skill development.
- Guided development of executive functioning skills to aide in the students' academic and professional success.
- Personalized assistance for clarifying students' educational needs, goals, and potential.
- A progressive program that promotes student autonomy and self-advocacy in their academic achievements and professional development.

- A strong focus on developing executive functioning skills through modeling, campus collaboration, and building a strong rapport with counselors.

This program includes a scheduled weekly meeting with a trained Academic Counselor to develop an individualized academic action plan based on the student's strengths, abilities, and interests. Services may also include consultations with parents at the student's request. The Academic Advantage Program is a fee-based service.

Pathways to Academic Success

The Learning Differences Program also offers a pre-college August program called Pathways to Academic Success for Students (PASS) designed to strengthen students' academic skills and increase their confidence in their ability to achieve in college-level courses. Students live on campus for three weeks prior to Freshman Welcome Week and enroll in a three-credit college course. The PASS program provides students with an opportunity to begin recognizing and coping with the added demands of college coursework.

The Learning Difference Program has been continually advertised and commended by the Princeton Review's *The K&W Guide and Peterson's Guide to Programs for Students with Learning Disabilities*. The most recent Best Colleges On-Line listing of "20 Incredible Colleges for Students with Special Needs" placed Mercyhurst's Learning Difference Program 9th among the top programs nationwide.

THE TUTORING CENTER

DIRECTOR: MS. LORI KRAUSE

223 Hammermill Library, 814-824-2407, tutoring@mercyhurst.edu

The Tutoring Center offers one-on-one or small group tutoring in most subject areas. Tutors are current students who have demonstrated mastery over the content area. All tutors are recommended or approved by the faculty at Mercyhurst and maintain a high cumulative grade point average. Students seeking tutoring can request a tutor through the Tutoring Center's page on the MY.MERCYHURST Portal:

<https://PORTAL.MERCYHURST>EDU/ACADEMICS/ACADEMICSUPPORT/TUTORING/PAGES/DEFAULT.ASPX>.

THE WRITING CENTER

DR. JUSTIN ROSS, 224 HAMMERMILL LIBRARY, 814-824-2407

Writing is a central activity for college students, and learning how to write for college assignments is crucial to the success of every student. Mercyhurst's Writing Center supports student learning and success by providing help to all students at any stage of the writing process, such as:

- Analyzing and understanding writing assignments
- Proofreading a rough draft
- Revising and editing a developed or final draft
- Following academic style and citation methods
- Understanding different writing genres (e.g., lab reports, presentations)
- Working through student-specific questions and writing challenges

Students may bring any project to the Writing Center, such as personal essays, research papers, résumés, business letters, or lab reports. The Center's writing consultants work with writers interactively and individually in a friendly and supportive environment. The consultants come from a variety of majors, have performed highly in their own writing courses, have been recommended by faculty, and are hired and supervised by the Center's director. They can help students improve their writing skills in any subject or level.

It is very easy to use the Writing Center:

- Students can come in during drop-in hours—you just need to show up to the Writing Center during posted drop-in times. Drop-in hours are posted at the Writing Center and on our social media sites each semester.
- Students can schedule an appointment through TutorTrac—consultants also have appointment times that you can schedule. You can get to TutorTrac by going to mercyhurst.go-redrock.com. Instructions are provided on the TutorTrac site.

Find the latest Writing Center information via Twitter and Facebook (@WritingCenterMu) or search for us on the My.Mercyhurst Portal

STUDENT GRIEVANCE PROCEDURES

Mercyhurst University believes that disputes or problems should be discussed openly; the facts presented and fairly considered to settle the matter efficiently. Differences are usually best resolved amicably and informally through effective communication. If a student has an academic concern related to a course, faculty member, or program, it is best to go to the professor first for

resolution. The student can also ask for assistance from their academic or faculty advisor. If these initial attempts to resolve the dispute are not effective, the student should bring the issue to the Department Chair. If the student is not satisfied with the outcome at the level of the Department Chair, the process would be to go to the Associate Dean and/or Dean of their School. If the School leadership is unable to resolve the issue to the student's satisfaction, the student should bring the issue to the Vice President for Academic Affairs. In cases where the student is not comfortable going to the Department Chair, Associate Dean, or Dean, they may bring the issue directly to the Vice President for Academic Affairs. All oral and or written materials presented for mediation under this policy will be treated in a way that recognizes the importance of confidentiality and privacy, while also allowing for proper resolution of the issue. Students who wish to file a grievance involving any employee of Mercyhurst University are directed to contact the appropriate department director. If the grievance involves the director, the student may contact an administrator within the respective area. All grievances will be addressed within a reasonable timeframe with notification provided to the student and other involved parties. Any grievances involving concerns of illegal discrimination or harassment would be handled according to the Non-Discrimination policies and procedures published in the Student Handbook.

CAREER DEVELOPMENT CENTER

MS. HEATHER BALAS, DIRECTOR, EGAN 116, 814-824-2078, cdc@mercyhurst.edu

The Career Development Center is located on the first floor of Egan Hall. The Mercyhurst University Career Development Center's (CDC) mission is to serve students, alumni, and enrich learning opportunities by helping students and alumni integrate academic knowledge, leadership experiences, professional development and active citizenship. We help students to explore, investigate and participate in a variety of career related activities that encourage personal, professional and career development. To fulfill our mission, we offer a number of career related services.

Career Assessments

Students who are not sure what path to take can come visit the Career Development Center. The office offers career assessments that can be discussed with one of our career counselors.

Resume Guidance

The Career Development Center can assist with creating a new resume or editing a current one. The office stays actively connected to academic departments and businesses in the community to keep up to date on what employers are looking for.

Cover Letter Guidance

Students can bring in a job or internship posting and work with a career counselor on a cover letter to send in with the resume.

Mock Interviews

Mercyhurst career counselors will sit down with students and go over the interview process for job/internships, graduate school, etc.

Internships

In every academic major, there are opportunities to apply the concepts learned in the classroom within an appropriate site. All sites must be approved by the Career Development Center. There is an opportunity to earn class credit for internship experiences. Students can earn credit for internships as well as completing non-credit internships. Contact the Career Development Center for more details.

Job Fairs

The CDC hosts a Career and Job Fair each spring. The annual event attracts approximately 90 organizations offering both part and full time position. We also participate in three consortium Job Fairs – The WestPACS Collegiate Job Fair every October and March and the PERC Teacher Job Fair every spring.

ACCOMMODATIONS PROCESS

Mercyhurst University values inclusion and is committed to the goal of providing equal opportunities for all. Mercyhurst abides by federal, state and local laws in admissions, employment and all services and programs provided. Mercyhurst University is committed to complying with its obligations under the Americans with Disabilities Act (ADA) Amendments Act of 2008 (ADAAA), Titles I and II of the ADA of 1990, and Sections 503 & 504 of the Rehabilitation Act of 1973, and the Fair Housing Act to ensure that a person with a disability is granted reasonable accommodations when such accommodations are necessary to afford that person equal opportunity to obtain a Mercyhurst education and use University facilities.

In order to receive accommodations through the University, the requesting individual is required to complete the Accommodation Request Form and provide supporting documentation to the ADA Committee. Processing of accommodation requests begins after both the request form and the appropriate documentation information is received. The requesting

individual should submit documentation to the Director of Equal Opportunity Programs (DEOP) for review by the ADA Committee. The ADA Committee in conjunction with the DEOP will make a determination regarding whether a covered disability exists. In cases where a covered disability exists, the ADA Committee in conjunction with the DEOP will begin working with the requesting individual in an interactive process to provide a reasonable accommodation. Please note that the University cannot provide accommodations that are not requested.

Steps to Request a Reasonable Accommodation:

1. Complete the Accommodation Request Form: https://www.mercyhurst.edu/sites/default/files/glazed-cms-media/2019-2020_accommodation_general.pdf
2. Obtain supporting documentation from a medical or other qualified provider. Supporting documentation is required for any individual requesting accommodations. The documentation must be from a qualified medical provider (such as a doctor, psychologist, psychiatrist, etc.). The documentation should be on letterhead from the provider.
3. Turn in a copy of the above items via one of the options listed below:
 - Fax: (814) 824-3053 - All documents must contain the individual's name and be addressed: Attn: Alice Agnew
 - Email: ADA@mercyhurst.edu with the individual's name in the subject line of the email (last, first)
 - In-Person Delivery: Old Main 300

The requesting individual is required to provide documentation that demonstrates credible assurance of a disability issue. The documentation should directly support the request for accommodations. The documentation must state the specific disability and recommendations to allow the requesting individual to participate fully and equally in the activity or program. The documentation is kept on file with the DEOP for verification purposes.

The documentation should include the appropriate official signature and contact information for the associated medical professional or facility for verification purposes. These documents must be legible and clear.

The University will carefully review information and documentation provided by the requesting individual, and analyze each person's individual needs. The University will engage in an interactive process to determine what accommodation may be reasonable and appropriate under the circumstances. The University need not provide accommodations that would fundamentally alter the essential characteristics or nature of a program. Likewise, the University need not provide the exact accommodation requested by the requesting individual. The University may provide alternate accommodations as long as they are reasonable and appropriate to make the University's programs, activities, services, and facilities accessible to that individual. If the documentation provided does not meet the University's requirements it will not be accepted as the official documentation. The requesting individual will receive notice and will be asked to provide alternative supporting documentation. Individuals requesting additional accommodations after their initial approval may be asked to provide additional documentation.

APPEAL PROCESS

If the requesting individual is not satisfied with the determination of the ADA committee that individual can submit an appeal within 7 calendar days of the decision. Appeals should be submitted to Alice Agnew, Director of Equal Opportunity Programs at aagnew@mercyhurst.edu or 300 Old Main. Appeals will be reviewed by an ADA appeals committee, comprised of relevant senior administrators.

GRIEVANCE PROCEDURE

Any employee or student who believes they have been denied the protections provided for in the Non Discrimination Notice by the University, should download and submit the grievance form to the Director of Equal Opportunity Programs. The form is available at:

https://www.mercyhurst.edu/sites/default/files/uploads/grievance_form_for_violations_of_notice_of_non-discrimination_final.pdf

This form is also available from Alice Agnew, Director of Equal Opportunity Programs, at aagnew@mercyhurst.edu or 300 Old Main.

Housing Accommodations

Mercyhurst University is committed to providing equal opportunities for all students in accordance with applicable laws including the ADA and Section 504 of the Rehabilitation Act. Mercyhurst University is a residential campus that requires its students to live in community as outlined by its housing policy. The university recognizes that, in some cases, accommodations may be necessary and has procedures in place to consider exceptions to its housing policies. The university will provide comparable, convenient, and accessible housing to students with disabilities at the same cost as to others.

The university requires supporting documentation from an appropriately licensed professional that outlines how a special housing

assignment supports your medical needs/disability. A diagnosis of a medical condition/disability in and of itself does not automatically qualify a student for a special housing assignment. Private rooms are generally not provided as an accommodation if the accommodation can be provided in another way.

The ADA Committee works closely together to identify appropriate and available housing solutions for students with documented disabilities and serious medical conditions. Students requesting special accommodation must complete and submit this form in order to receive consideration: https://www.mercyhurst.edu/sites/default/files/glazed-cms-media/2019-2020_specialhousing_form.pdf

Please note that any accommodations provided pertain to the student requiring the accommodation and not to any associated roommate(s).

The special housing request form and supporting documentation must be submitted by March 1 for returning students and by May 14 for new students. A housing contract must also be submitted.

Students are required to notify the DEOP of any schedule or housing changes that may occur during their program of study, in order to ensure that their reasonable accommodations are applied or adjusted accordingly. Students who withdraw from the University or have been suspended will need to contact the DEOP upon their return in order to re-establish their accommodations.

Assistance Animals

The Assistance Animal policy and request form applies to requests for the accommodation of assistance animals in University housing under the FHA or Section 504 (Please note, there is additional documentation required for Assistance Animals that is not covered by The Accommodations Request Form). The term “assistance animals” within the meaning of the FHA or Section 504 should be distinguished from the Americans with Disabilities Act term “service animal” which specifically excludes animals who solely provide emotional support, well-being, comfort or companionship. “Assistance animal” is defined by the United States Department of Housing and Urban Development as an animal that works, provides assistance or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability.

Residents may not bring an assistance animal into University housing unless they comply with the procedures set forth in this Assistance Animal Policy and until they receive approval from the ADA Committee.

The Assistance Animal Request form can be found here:

https://www.mercyhurst.edu/sites/default/files/uploads/assistance_animal_policy_final.pdf

Academic Advantage Program

The Academic Advantage program is a structured, inclusive academic program designed to help with the transition to college while fostering skills that encourage academic success and career readiness.

Key features of the program include:

- One-on-one support for students with a professional Academic Counselor throughout their academic career.
- Specialized opportunities for academic and professional skill development.
- Guided development of executive functioning skills to aide in the students' academic and professional success.
- Personalized assistance for clarifying students' educational needs, goals, and potential.
- A progressive program that promotes student autonomy and self-advocacy in their academic achievements and professional development.
- A strong focus on developing executive functioning skills through modeling, campus collaboration, and building a strong rapport with counselors.

This program includes a scheduled weekly meeting with a trained Academic Counselor to develop an individualized academic action plan based on the student’s strengths, abilities, and interests. Services may also include consultations with parents at the student’s request. The Academic Advantage Program is a fee-based service.

Pathways to Academic Success

The Learning Differences Program also offers a pre-college August program called Pathways to Academic Success for Students (PASS) designed to strengthen students’ academic skills and increase their confidence in their ability to achieve in college-level courses. Students live on campus for three weeks prior to Freshman Welcome Week and enroll in a three-credit college course. The PASS program provides students with an opportunity to begin recognizing and coping with the added demands of college coursework.

The Learning Difference Program has been continually advertised and commended by the Princeton Review's *The K&W Guide and Peterson's Guide to Programs for Students with Learning Disabilities*. The most recent Best Colleges On-Line listing of "20 Incredible Colleges for Students with Special Needs" placed Mercyhurst's Learning Difference Program 9th among the top programs nationwide.

Autism Initiative at Mercyhurst (AIM)

In 2008, Mercyhurst introduced the Autism Initiative to meet the needs of the growing population of university students diagnosed on the Autism Spectrum. This program focuses on building a foundation for self-advocacy, social skills, and sound academic progress.

The AIM Program equally emphasizes academic, independent, social, emotional, and vocational domains. The goal of the AIM program is for students to develop academically and socially while improving skills to live independently and obtain sustainable and meaningful employment after graduation.

The AIM Program offers specialized housing, a peer mentoring program, autism support networking, individualized social skills modules, social gatherings, a Career Path program, AISE domain advising, and supports requests to the ADA Committee for reasonable accommodations.

There is a cost associated with being in the AIM program. Admittance to this program is competitive, and space is limited. Early application is suggested. Admission to Mercyhurst University is required before application to the AIM program, however, it does not guarantee admission. There is a cost associated with being in the AIM program. Admittance to this program is competitive, and space is limited. Early application is suggested. Admission to Mercyhurst University is required before application to the AIM program, however, it does not guarantee admission to the AIM program.

THE REGISTRAR'S OFFICE

REGISTRAR: MS. MICHELE WHEATON, MAIN 106, 814-824-2250

The Registrar's Office maintains the official academic records for current and former students, prepares the academic schedule, and coordinates registration, final grade processing, and graduation. The office is responsible for implementing the academic policies of Mercyhurst University.

OVERVIEW

The Registrar's Office provides the following services: processing transcripts upon students' written requests; evaluating transcripts; preparing the academic evaluation (degree audit); producing and distributing the course schedule each term; coordinating the registration process; processing grades at the end of each term; entering transfer credit; verifying that a student meets graduation requirements; and ordering diplomas. In addition, the office schedules classrooms for all courses, and prepares and distributes the final exam schedule. The staff is committed to maintaining the integrity of the student's academic record and protecting a student's right to privacy. At the beginning of the Fall semester, the Registrar's Office notifies students of their rights under the Family Educational Rights and Privacy Act (FERPA). Students may access FERPA information at the following site: ferpa.mercyhurst.edu.

ACADEMIC CALENDAR

Copies are available in the Registrar's Office or on the Mercyhurst University portal. To access the academic calendar, go to the Mercyhurst portal (my.mercyhurst.edu). Login. Select Academics, Registrar. Under Registrar Links, select Academic Calendar. The final exam schedule is also posted on this site.

COURSE REGISTRATION

The registration process begins with a conference between students and their faculty advisors. For the registration dates for each semester, check the academic calendar or the academic schedule of courses for the registration dates. To register online students need their advisor's approval. To register in person students' needs their advisor's signature on the class schedule form. During the drop/add period, which concludes one week from the first day of class, students may change their schedules, i.e. drop a class or add a class. Students who drop a course after the first week, but before the end of the semester, receive a grade of "W" (withdraw) for the course. The grade of "W" is not calculated in the grade point average. Before students add and/or drop a course in any term, or withdraw from the University, they need to check with the Office of Student Financial Services to ensure that there will be no loss in financial aid resulting from the change in registration.

SELF-SERVICE FOR STUDENTS

Self-Service gives students access to online registration and to their academic profile (grades, listing of transcribed courses), their individual class schedules, their program evaluation, and the academic schedule of classes for each semester. Since the program evaluation as seen on the progress tab provides an updated summary of the status of completion of courses, students need to review this screen after they have completed online registration. By accessing this data after each registration, students can verify that they have registered correctly for core and major course requirements.

To access Self-Service, go to the Mercyhurst portal. Select Self-Service. For technical questions or login problems contact the Helpdesk at 814-824-3200 or e-mail helpdesk@mercyhurst.edu. Inaccurate academic data should be reported in person at the Office of the Registrar, Main 106, or by calling 814-824-2250.

CHANGE OF ACADEMIC PROGRAM

Students who wish to change their academic program (major, concentration, or minor) complete the "Declaration of Major/Concentration/Minor Form" that is available in the Registrar's Office. The form is also available online on the Registrar's site of the Mercyhurst portal. Login. Select Academics, Registrar, Forms & Documents, Major Change Form. Students who need assistance completing this form may go to the Office of Academic Support.

COURSE OVERLOAD

Students who maintain a 3.0 GPA for two consecutive semesters are permitted to enroll in 21 or more credits per semester. The Office of Academic Affairs must approve all overloads. Consult the course catalog for additional information.

INCOMPLETE GRADES

The grade of Incomplete (I) is a temporary grade indicating that work in the course is acceptable, though a significant or critical portion is not completed due to illness or other grave circumstances beyond the student's control. The student verifies these conditions with the course instructor. The incomplete grade is not used to extend time for course work or for the convenience of the student. Consult the academic calendar for the date on which the final grade must be submitted to the Registrar's Office. If the deadline is not met, the "I" is changed to a grade of "F".

GRADE APPEALS

Grades received in a course are not changed except for special cases in which the instructor has made an error. Grade change requests must be initiated within 45 days after the conclusion of the semester during which the grade was earned, with the exception of the spring semester. Requests to change a grade earned during the spring semester must be initiated within 45 days after the fall semester has begun. A grade change requires approval from the Office of Academic Affairs.

CLASS ATTENDANCE POLICY

The instructor will define course requirements, including attendance expectations, within the first week of the semester. Freshmen are expected to attend class. Ordinarily, the course instructor indicates attendance expectations on the course syllabus.

TRANSCRIPT

An official transcript is one bearing the Mercyhurst University seal and the signature of the Registrar. It is issued only upon written authorization of a student. An unofficial transcript does not bear the seal of the University nor the authorized signature. A fee of \$10.00 is charged for the issuance of each official transcript. An unofficial transcript is issued without charge. The transcript request form is available online on the Registrar's site of the Mercyhurst portal under Forms & Documents.

OFF-CAMPUS STUDY

Students currently enrolled at Mercyhurst University may take a maximum of six (6) credits per academic year at another accredited institution, provided that they have not exceeded the total transfer credit limit (80 credits). All course selections must be approved by the Registrar prior to enrollment. If a student wants to enroll in a course to meet a requirement in a major/minor program, permission from the department director is also required. Transfer of credit to the Mercyhurst University academic record occurs only if the student earns a grade of "C" or higher and arranges for an official transcript to be mailed to the Registrar. Please see the course catalog for more details on the transfer policy.

APPLICATION FOR GRADUATION

To meet graduation requirements of Mercyhurst University, students must successfully complete a minimum of 121 credits in courses, 100-level or above. Graduation requirements for students seeking a Bachelor of Music degree are outlined in the University catalog. Students should refer to the catalog and their degree requirement sheet for core curriculum and major requirements.

Application for graduation is made online through Self-Service by November 30, in the fall semester, of the senior year. The department chairperson reviews this application to report any major course requirements that must be completed by the end of the spring semester. Students who will not complete their studies by the end of the spring semester, but who could do so by the end of the following summer or fall semester, may participate in the May commencement exercises if they have no more than twelve credits of required coursework or student teaching to complete. **All degree requirements must be completed in order for graduation to be posted on the transcript.** To be eligible for senior awards, students must complete all course requirements by the end of the spring semester of the year in which they graduate. Any change in the student's graduation status must be reported to the Registrar by March 30.

When completing the online application for degree, please note that unless all coursework will be completed by the end of Spring semester, you should indicate the semester in which you will complete all course work in the box identified as Graduation Term * (for example, XX Summer or XX Fall), NOT the semester of commencement. This information is used to post the expected term in which requirements will be complete. There is an area on the application titled "**Commencement Details**" for indicating your intent to attend commencement exercises in Spring.

The Mercyhurst University catalog describes the academic policies and procedures of the University. The catalog includes more detailed information regarding academic programs, the core curriculum, academic standards and grades, graduation requirements, as well as other information. Students are encouraged to keep a copy of the catalog they receive during their first year of study at Mercyhurst and to refer to it as needed. It is also posted on the website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act of 1974, as amended, (hereafter referred to as FERPA) affords students at a postsecondary institution regardless of age certain rights with respect to their education records. These rights are:

- The right to inspect and review education records within 45 days of the day the University receives a request for access.
- The right to request the amendment of the education records that the student believes is inaccurate or misleading. Students should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions can be found at ferpa.mercyhurst.edu.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mercyhurst University to comply with the requirements of FERPA.

FERPA permits disclosure without consent to school officials with a legitimate educational interest. A school official is:

- A person employed by the University in an administrative, supervisory, academic or research, or support staff position, including but not limited to health, athletic, or medical staff.
- A person elected to the Board of Trustees.
- A person employed by or under contract with the University to perform a special task, such as an attorney or auditor, or other outside contractor hired to perform a specific function for the institution.
- A person who is employed by the Mercyhurst University Police & Safety Office.
- A student performing work study for the University, or serving on an official committee, such as a disciplinary or judicial committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- Maintaining the safety and security of the campus

Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll, as well as institutions where the student has already enrolled. Students have the right to request that the University withhold the disclosure of what is known as "Directory Information." Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Mercyhurst University has designated the following as directory information: name, address, e-mail address, telephone number, dates of attendance, class standing, enrollment status (undergraduate, graduate; full or part-time), major or minor fields of study, degrees conferred (including dates), honors received, participation in officially recognized sports and activities, height and weight of athletic team members, photographs, date and place of birth, and most recent educational agency or institution attended.

Directory information may be released without the student's prior written consent unless the student has requested the directory information be withheld. **Please consider the effect non-disclosure may have on future employment and verification of enrollment.** Third parties request verification of a student's enrollment and prospective employers request verification of graduation from the National Student Clearinghouse. If you request that this information be withheld, then your enrollment and

graduation status cannot be disclosed. Additionally, withholding directory information means that the University cannot indicate any awards or honors you have received without specific written permission. This includes listing your name and degree in the commencement program. A request to prevent disclosure will remain in effect until changed by the student. Instructions on how to opt-out of having your directory information shared can be found at ferpa.mercyhurst.edu.

FERPA rights become effective once a student attends his/her first class at the institution.

HAMMERMILL LIBRARY

For any questions call the circulation desk at 824-2234. The hours listed below may vary during holidays, final examinations and between terms. Consult the library Website.

NORMAL HOURS (during regular terms):

Monday–Thursday..... 7:30 a.m. – 12:00 a.m.

Friday..... 7:30 a.m. – 9:00 p.m.

Saturday..... 9:00 a.m. – 6:00 p.m.

Sunday..... 12:00 p.m. – 12:00 a.m.

REFERENCE SERVICE HOURS (regular academic terms):

Provided during weekday library hours upon request and or 24/7 via TutorTrac.

IT Help Desk & Student Technical Services:

Help Desk Phone: (814) 824-3200

Monday–Thursday..... 8:00 a.m. – 8:00 p.m.

Friday..... 8:00 a.m. – 4:00 p.m.

Saturday & Sunday..... 1:00 p.m. – 5:00 p.m.

Special hours for holidays and breaks will be posted. Please refer to the library website for updates and changes for hours and other information: <http://library.mercyhurst.edu/>

OFFICIAL COMMUNICATIONS

Mercyhurst University recognizes many forms of communication for official university business. University officials may utilize written documentation, telephone conversations, and Mercyhurst-issued e-mail accounts or Web documents as formal forms of communication. Official University business includes all actions of the University including but not limited to providing general information, course information, student conduct notices, and administrative notices from the University.

Mercyhurst University provides e-mail accounts to students; these are recognized as official document and notification addresses for University communications. All students are responsible for checking their Mercyhurst-issued e-mail accounts and are held accountable for the contents of e-mails issued by the University.

NON-DISCRIMINATION POLICY

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Mercyhurst University prohibits sexual harassment, including sexual violence. The following person has been designated to handle inquiries regarding the non-discrimination policies and to serve as the overall campus coordinator for purposes of Title IX compliance: Alice Agnew, Title IX Coordinator, 300 Old Main, 814-824-2362. The following individuals have been designated as deputy Title IX coordinators: for Athletics, Stacey Gaudette, Assistant Athletic Director, Baldwin Lower Level, 814-824-2079; for Student Life, Laura Zirkle, Vice President for Student Life & Athletics, Egan 314, 814-824-2262; Courtney Olevnik, Director of Annual Giving, Egan 207, 814-824-2246; for Employees, Tina Fryling, Preston 122, 814-824-2352; and for any community members of the branch campuses, including the West and North East campuses, Jackie Fink, 814-725-6399, Miller 120. Inquiries

concerning the application of anti-discrimination laws may be referred to the Title IX coordinators or to the Office for Civil Rights, United States Department of Education. For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

SEXUAL HARASSMENT POLICY

Mercyhurst University policy prohibits sexual harassment against any faculty, administrator or staff member, applicant or student. Respect for the dignity and worth of each individual is a precept of the University. All persons will be held to standards of conduct ensuring that all members of the Mercyhurst University community are free from sexual and other forms of harassment. Nothing in the policy is meant to limit the rights of an aggrieved person to seek relief in a state or federal court of law. The term "harassment" refers to behavior that is not welcome, that is personally offensive, and that fails to treat others with dignity and respect. The following will be taken into account when considering sexual harassment:

- Any harassment based on the gender or sexual preference of the offended individual, including unwelcome sexual advances, requests or demands for sexual favors, and other verbal or physical conduct will be considered sexual harassment.
- Each member of the University community must understand that even thoughtless or unpremeditated behavior can have the effect of harassment. This effect may or may not constitute sexual harassment.
- Even consenting relationships between persons, when a power differential exists, are discouraged; charges of sexual harassment may be raised, even if both parties had initially consented to the relationship. A power differential may exist even among members of the same group (i.e. two students).

For more detailed information, refer to the Title IX Sexual Misconduct Policy of the Student Conduct System.

STUDENT LIFE

DR. LAURA ZIRKLE, VICE-PRESIDENT, 314 EGAN HALL, 814-824-2262

Mercyhurst University is a community of learning dedicated to the lifelong development of the whole person in the context of our Mercy heritage and Catholic tradition. The Division of Student Life is an integral part of our students' education and emergence into a life of personal development, maturity, and responsibility. The division also supports our students by offering health and counseling services, career services, community service and worship experiences, and a variety of leadership opportunities. The division celebrates the diversity of those who make up the Mercyhurst community. Live to learn, learn to live.

CAMPUS INVOLVEMENT CENTER

MRS. SARAH ALLEN, EXECUTIVE DIRECTOR, 203 STUDENT UNION, 814-824-2089
CAMPUS INVOLVEMENT CENTER, 814-824-3643

As a focal point of campus activity, the Sr. Carolyn Herrmann Student Union is available for use by all members of the campus community. Housed on the main level of the Student Union are the Service Learning Office, Campus Ministry as well as student mailboxes, the Great Room and the Marion Shane Herman Union Building (HUB) Commuter Lounge. Upstairs from the main level are the Campus Involvement Center, MSG Chambers, and Prince of Peace Chapel. Housed within the lower level of the Student Union are the offices of Mercyhurst Student Government (MSG), the Student Activities Council (SAC), and the Multicultural Activities Council (MAC). An ATM machine is located on the front of the Student Union and is available 24 hours a day, 7 days a week.

For a list of upcoming Recognized Student Clubs/Organizations (RSCO) events, go to the Student Activities calendar on the My.Mercyhurst portal. For more information about the Campus Involvement Center, including building hours of operation and information on RSCOs, commuter student news, Leadership Development Program and alcohol awareness, please visit the Campus Involvement Center portal page under the Campus Life tab on the My.Mercyhurst portal.

Mercyhurst Student Government (MSG)

Through its elected officers and senators, Mercyhurst Student Government is the voice of all students at Mercyhurst University. MSG consists of seven Executive Board members (President, Vice President, Treasurer, PR Coordinator, SAC Chair, MAC Chair and Events Coordinator) and a Senate which has 12 Academic College Senators (three from each college) and 12 Class Senators (three from each class). MSG is always working to improve student life through projects such as providing free EMTA shuttle transportation, bringing distinguished speakers, requesting TVs in the REC Center, and designing and implementing a new Mercyhurst mascot! MSG acts as a liaison between students and the administration highlighted most prominently by the MSG President serving as a voting member of the Mercyhurst Board of Trustees. MSG also recognizes and provides financial support to all Recognized Student Clubs/Organizations. It is a multifunctional organization serving the Mercyhurst community as well as the City of Erie. All students are invited to become involved with student government at any level by emailing the PR Coordinator at msgpr@mercyhurst.edu, or by attending an MSG meeting every other Monday evenings at 8:00pm in the MSG Chambers, 2nd floor of the Student Union. All meetings are open to the entire Mercyhurst community. For more information about MSG, check us out on social media!

The Student Activities Council (SAC) and Multicultural Activities Council (MAC) are the two programming arms of MSG. They are the primary student programming organizations on campus whose function is to provide activities that will enrich the University community both socially and culturally. MAC & SAC are composed of twelve student leaders. All students are encouraged to participate in MAC & SAC by planning events and participating in activities, which are generally held on Friday and Saturday evenings throughout the academic year. Some of SAC's many activities have included athletic tournaments, dance parties, movies, coffee houses, comedians, bands, hypnotists, and spirited competitions for athletic events. MAC's many activities include culturally or inspirationally themed events, such as food sampling, dances, awareness weeks, and are often in collaboration with other groups on campus. Special events such as formals and fests are also held throughout the year, in conjunction with MSG. To become involved in any of these groups, students should call or stop by the offices, located on the lower level of the Student Union. General meetings are held monthly and are open to the entire Mercyhurst community. New ideas and faces are welcomed and appreciated. For more information about these organizations, check us out on social media!

Recognized Student Clubs/Organizations (RSCOs)

RSCOs offer events and activities designed for fun and camaraderie, and are great ways to meet other students who share common interests. Getting involved on campus is also a great way to develop leadership skills and is an excellent resume builder

for that first job after graduation. The university has more than 90 RSCOs that focus on a wide variety of interests. A current list of RSCOs can be found on the Mercyhurst University Website. A copy can also be requested from the Campus Involvement Center.

Leadership Development Program

The Leadership Development Program (LDP) is multi-level, non-credited program designed to recognize and shape the leadership potential of undergraduate students. LDP allows students to develop specific leadership skills as well as notice their own leadership interests and styles. LDP is an active, high quality leadership-training program that consists of live speakers, workshops, breakout sessions, and a variety of leadership activities. The program is designed to have students working together to learn about leadership and grow as a unit. Students are expected to attend and complete all requirements in order to be inducted into the LDP. The skills that the students learn will advance their abilities in both their professional and personal lives. Throughout their experiences in the program, students will build networks with other student leaders and will create a strong leadership component for their resume. If you would like to learn more about LDP, please stop by the Campus Involvement Center

Emerging Leaders

Emerging Leaders is a one day program that facilitates students in understanding their own leadership potential. Students are selected per professors'/staffs' recommendations. The program assists students to learn a basic understanding of leadership and helps encourage students to take further steps in developing their own leadership skills through the Leadership Development Program (LDP). The Leadership & Outreach Coordinator follows up with students involved in the Emerging Leader program to see the progress that has been made by each individual through their roles in clubs and organizations on campus.

COMMUNITY ENGAGEMENT

DIRECTOR: MR. COLIN HURLEY, EGAN 206, 814-824-2471 churley@mercyhurst.edu

The Carnegie Foundation for the Advancement of Teaching defines community engagement as “the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.” The mission and core values of Mercyhurst University build upon a rich history of learning and serving “beyond the gates” of the institution. In an effort to be an excellent steward of institutional resources and understand the plethora of ways the institution engages with the community while providing direct assistance to faculty members – who prepare hands-on learning opportunities for students – with various approaches to their own scholarly engagement with the community, a Director of Community Engagement is a resource and conduit for university community in this way. The director reports to the VP for Mission and works with many other individuals, offices, and community partners to support students’ community engagement activities at the university. The director oversees the Service-Learning program and staff members in the Student Union office.

SERVICE LEARNING

MS. BETHANY BRUN, COORDINATOR, STUDENT UNION ROOM 101, 814-824-2343; bbrun@mercyhurst.edu

MR. BENJAMIN HELKOWSKI, AMERICORPS VISTA, STUDENT UNION ROOM 101, 814-824-2564

Service-Learning is both a teaching and learning strategy where meaningful community service is integrated with instruction and reflection to enrich the classroom learning experience. This type of experiential learning teaches civic responsibility and strengthens communities. At Mercyhurst University, there are a variety of courses, highlighted by the 1-credit BTG course requirement, that utilize service-learning for pedagogical and mission-related purposes. Some students participate in project-based service-learning where others complete a minimum number of hours of service through a non-profit community-based agency. In both cases, the course instructor incorporates the service experience into the class through reflection techniques, discussion, or research papers. The Coordinator of Service-Learning facilitates this program together with the Director of Community Engagement.

The Service-Learning Office is the primary location on campus for students seeking volunteer opportunities and partners with Campus Ministry to coordinate local and national service trips – ranging from overnight immersions to week-long alternative break trips – that create co-curricular service and learning opportunities.

The Service-Learning Office currently has a Lake Effect Leader (AmeriCorps*VISTA) member who helps to coordinate special campus and community-based service projects and programming with a variety of in-school and afterschool programs. The office also coordinates the off-campus community service federal work study program and position placements.

COUNSELING CENTER

DR. JUDY SMITH, Ph.D., COUNSELING CENTER, 814-824-3650

The Counseling Center offers a variety of services and programs designed to support and enhance students' well-being and personal growth. Services are directed toward helping students develop confidence and insight, resolve conflicts, and improve coping skills, all of which assist the student in having a successful college experience.

The professional counseling staff provides individual and group counseling, crisis intervention, and biofeedback, as well as outreach programs and consultations. An hour is kept open each afternoon for students experiencing urgent issues that cannot wait for a scheduled appointment. A consulting psychiatrist may assist with medication issues for students engaged in ongoing counseling. The Counseling Center makes referrals to other professionals and agencies as the need arises or when requested to do so.

Counseling services are confidential and free of charge to currently enrolled students. The Center is open throughout the business day, Monday through Friday, during the main academic year. Counseling sessions usually last about 45-50 minutes. Students simply call the Center to schedule an appointment.

Many of the issues that students present are those that occur as part of the normal transition of leaving home, entering adulthood, and developing healthy, significant relationships. Concerns include:

Stress	Disordered eating
Anxiety	Self-confidence
Depression	Self-harm
Relationship issues	Anger
Loneliness	Grief/loss

Whatever the presenting problem, counseling is intended to enable individuals to more fully and successfully engage in their life at Mercyhurst University, as well as better prepare for life after college.

Students may walk-in during the daily Urgent Hour for a situation that will not wait for a scheduled appointment, or at any time during normal business hours if there is an emergency involving immediate safety concerns for self or others, recent crisis involving the death of a family member or crime victimization. Students requiring after hours or weekend assistance for similar emergencies can reach an on-call counselor by contacting Police and Safety at 814-824-2304.

HEALTH SERVICES

DR. JUDY SMITH, Ph. D., COHEN STUDENT HEALTH CENTER, 814-824-2431

The Cohen Student Health Center provides primary health care for illnesses and minor emergencies. Students are seen for a wide-range of issues including upper respiratory illness, various digestive problems, sleep or appetite issues, minor injuries, management of chronic health conditions, allergy shots, TB testing, and many other concerns. *Excuses for illnesses/absence from class are not written; it is the responsibility of the student to notify his/her professor about any absence from class and schedule an appointment to be seen in the Health Center.*

Health education is also provided with a holistic focus on wellness and helping students take charge of their health. The Health Center services are confidential and free of charge to all registered students, and students call 814-824-2431 to schedule an appointment.

The Health Center is open Monday through Friday during business hours. Physician hours are available a few hours each day, and students are encouraged to schedule early if they feel a doctor appointment is needed. Nursing staff is available by appointment throughout the day. In order to better serve the student, it is critical that the student has a completed Health Record on file at the Center which includes information from the student's family doctor. This form can be obtained electronically at the Health Center site on the Mercyhurst portal, or in person at the Health Center.

All incoming freshman and transfer students, as well as first year graduate students, must complete and submit the student Health Record prior to coming to campus. This Record contains results of a recent physical exam, immunization history, and a

screening to assess risk for TB. If the student meets risk criteria for TB as developed by the American College Health Association, the student must provide proof of a recent Tuberculin PPD skin test. If the result of the skin test is negative, the student will be in compliance with campus policy. If the result of the skin test is positive, the student must submit a physician verification that a chest x-ray was given as well as documentation of any additional follow up. New students must also provide proof of the measles, mumps, and rubella vaccine series. Finally, any new students who plans to reside in campus owned housing must provide proof of a meningitis vaccine, or demonstrate a reason to waive this requirement.

The Health Center refers students to area specialists as needed. Students requiring medical care after-hours or on weekends can identify available community resources by consulting the Health Center site on the Mercyhurst portal or speaking with Residence Life staff. In the event of a medical emergency, students are sent to one of the three area hospitals. It is very important that each student has a copy of their health insurance card with them on campus should they need it for health services required off-campus.

THE MULTICULTURAL STUDENT SERVICES OFFICE

STUDENT UNION, 824-2369

The Multicultural Student Services Office assists with the educational, cultural, social and personal needs of all students, with special emphasis on ethnicity, gender, and minority issues. The primary focus of the center is to aid in the development of tomorrow's leaders and scholars. Other areas of focus for office are:

- To create campus-wide awareness of diversity
- To positively influence recruitment and retention of students
- To expose the cultural richness found in color, gender, national origin, creed, lifestyle and sexual orientation
- To foster a safe environment for all students to learn and develop multicultural competencies

The Multicultural Student Services Office advocates for educational growth through scholarship, leadership and service. We strive to implement retention and personal enhancement programs that are instituted to promote academic success, professional development and social awareness

The services, programs/activities and workshops offered by Multicultural Student Services Office reflect the diversity of our student population.

Programs include:

Kente Stole Ceremony
 Knowing the Difference: RA Training
 Hispanic Heritage Month Celebration
 Native American Heritage Month
 Holiday's Around the World
 MLK Celebration Activities
 Black History Month Observance
 Women's History Month Observance
 Mosaic of Life: Art Showcase
 Cultural Awareness Celebrations
 Diversity and Inclusion Workshops

CAMPUS MINISTRY

FR. JIM PISZKER, INTERIM DIRECTOR/CHAPLAIN, 814-824-2467
 CAMPUS MINISTRY LOUNGE, STUDENT UNION, 814-824-2429

Campus Ministry acts as the locus for spiritual life on campus. Recognizing and celebrating its Catholic identity, Campus Ministry provides spiritual practices for the campus community. Grounded in its Catholic and Mercy tradition, Campus Ministry also extends outreach to students from other Christian and religious backgrounds. Campus Ministry offers a rich variety of prayer/worship opportunities, spiritual guidance, community-building and service opportunities. Located on the main level of the Carolyn Herrmann Student Union, the Campus Ministry lounge has traditionally been a place of gathering, offering warm hospitality and a welcoming atmosphere to all who enter.

Campus Ministry offers spiritual practices that include: daily and Sunday masses for Catholics, reconciliation, the RCIA process, a chapel choir, liturgical ministries and weekly devotional practices such as rosary and Eucharistic exposition. Campus Ministry also provides periodic ecumenical Christian worship, weekly Christian fellowship, bible studies, a variety of very popular retreats,

interfaith meditation and speakers, interfaith discussion groups, individual pastoral counseling and spiritual direction, special prayer services and memorials, a variety of community-building activities and many opportunities to connect with local faith communities. Those who wish to express their faith through service may become involved in a variety of local service opportunities including soup kitchen service, Habitat for Humanity and a dynamic Catholic retreat ministry for local youth. Several annual local, national and international service trips are also coordinated through Campus Ministry in collaboration with Service Learning. Following the example of Catholic doctrine and the Mercy tradition, social justice issues are addressed through student groups focusing on peace and justice, human rights and pro-life activities. Campus Ministry's many student leaders offer servant leadership and spiritual mentorship to the student body.

Campus Ministry is also responsible for scheduling weddings for alumni and staff in Christ the King Chapel. For complete details of activities as well as a calendar of events, please sign up to receive their weekly e-bulletin and access their active "Facebook" page.

SCHEDULED HOURS:

FALL/SPRING SEMESTERS

Monday – Friday..... 8:30 a.m. – 4:30 p.m.

SUMMER TERM:

Office is closed. The College Chaplain, Director, and Assistant Director are available by appointment

OTHER SELECTED SERVICES

AT MERCYHURST UNIVERSITY

BOOKSTORE

MR. DAN CULLEN, 814-824-2395

The Mercyhurst University Bookstore and Coffee Bar, "Where We Proudly Brew Starbucks Coffee," is located at 4110 Briggs Avenue. There are entrances on both sides of the building: the tower entrance, which faces the inner campus area, and the Briggs Avenue entrance. It is the center for purchasing all necessary school supplies. The bookstore carries all your textbooks needs. We try to have as many used books for our students as possible. Some books can be rented in store or online through Student Planning. We also offer some titles in a digital format. At least two weeks before the start of class we link the most current booklist to all courses on Student Planning or on the Bookstore website. We have a wide variety of notebooks, art supplies, and writing materials. There are many gift items available in the bookstore, such as hooded sweatshirts, T-shirts, shorts, sweatpants, greeting cards, mugs, glassware, and gift cards. You can shop for the latest Mercyhurst clothing and gifts online at <https://bookstore.mercyhurst.edu>.

We accept a variety of payment methods, including the Mercyhurst OneCard, cash, personal checks, and all major credit cards. Ten days prior to the start of class you can also charge your textbooks to your student account as long as you have a credit balance. The last day you can charge books to your account is 7 days after the start of fall and spring term classes. You simply come to the bookstore and we can check to see if you do have a credit balance or not from the daily list we receive.

There is a 24-hour accessible PNC Bank ATM in the bookstore lobby. During the academic year the bookstore is open Monday-Thursday 7:30 am – 7:00 pm, Friday 7:30 am – 5:00 pm, Saturday 10:00 am – 5:00 pm, and Sunday 2:00 pm – 7:00 pm.

INFORMATION TECHNOLOGY

Information technology is a vital part of the University experience. The Information Technology Department (IT) provides a reliable network with robust network services for the entire Mercyhurst community. Whether using campus computers or a personal computer to access the Internet or campus online services, students rely on their ability to get connected. All campus housing is equipped with a wired network connection for each student. Wireless access is available across the campus and in all student residences. Students may provide their own personal computers. All student computers must be protected against viruses, spyware, and other malicious software (malware). To accomplish this, computers connecting to the Mercyhurst network must have current operating system software, security patches, and activated and updated anti-virus software.

IT HELPDESK

Hammermill Library – 824-3200

The IT Helpdesk assists in troubleshooting computer and network issues. Student staff and Res Techs are available to evaluate, diagnose, and resolve software and connectivity problems. It is recommended that students arrive on campus with a good warranty and all software recovery CD's necessary to rebuild their system.

IT ONLINE SUPPORT OPTIONS

Information about IT staff, services, and standards can be found on the my.mercyhurst portal under Services, Information Technology.

MERCYHURST UNIVERSITY DINING

MAIN OFFICE, GROTTO COMMONS – 814-824-2150
 DEAN SCHOENFELDT, SENIOR GENERAL MANAGER – 814-824-2196
 KATIE BOYD, DIRECTOR OF DINING/BOARD OPERATIONS – 814-824-2605
 MARCY FICKES, EXECUTIVE CHEF – 814-824-2187
 JACKIE DIETRICK, CATERING MANAGER – 814-824-2511
 LORI BLAKESLEE, DIRECTOR OF RETAIL OPERATIONS – 814-824-3637
 KRISTEN SMITH, NORTH EAST DIRECTOR OF DINING – 814-725-6124

Mercyhurst Dining understands that dining is an integral part of the college experience. We offer a variety of dining experiences and flexible options to satisfy the many different lifestyles and tastes on campus.

Mercyhurst Dining understands that dining is an integral part of the college experience. We offer a variety of dining experiences and flexible options to satisfy the many different lifestyles and tastes on campus.

GROTTO COMMONS: The Grotto Commons offers the students a variety of culinary options made with only the freshest and finest of ingredients. Students can use their Anytime Dining Meal Plan, Block Meal Plan, Bonus Bucks, cash or credit card to purchase a meal filled with delicious and nutritious culinary offerings. Savor Spoon & Fork, with daily comfort foods; the Deli – full of freshly sliced meats and cheeses; enjoy several offerings from The Oven station with menu items baked in the open brick oven, featuring made from scratch pizza dough; Bravissimo for open display cooking or The Grill. The Grotto Commons also features a Clean Plate station, a certified allergen friendly station. The Clean Plate offers confident options for those with allergen and dietary concerns. Please see the Chef for specific requests.

HOURS:

Sunday-Saturday

Hot Breakfast	7:00 a.m. - 10:30 a.m.
Continental Breakfast	10:30a.m. - 11:00 a.m.
Lunch.....	11:00 a.m. – 2:30 p.m
Afternoon.....	2:30 p.m.- 5:00 p.m.
Dinner.....	5:00 p.m. - 7:30 p.m.
Late night	7:30 p.m. – 9:00 p.m.

LAKER INN Located on the lower level of the Hermann Student Union, the Laker Inn provides a special food court dining experience to the students and guests every day.

Monday - Friday.....	8:00 a.m. – 4:00 p.m.
----------------------	-----------------------

BOOKSTORE COFFEE BAR

Monday through Thursday.....	7:30 p.m. - 8:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	2:00 p.m. – 8:00 p.m.

Ryan Hall Restaurant

Sunday -Saturday..... 11:00 a.m. – 10: 00 p.m.

Ryan Hall Retail Grab N Go

Sunday -Saturday..... 7:00 a.m. – 1:00 a.m.

If you have any questions or need more information, please stop in any Dining Services office anytime, or call us at 814.824.2150.

STUDENT FINANCIAL SERVICES

OLD MAIN 115 814-824-2288

Student Financial Services

The Office of Student Financial Services (SFS) is committed to the pursuit of excellence as follows:

- In serving students by providing timely and appropriate information about application processing for scholarships, grants, loans and work-study.
- In providing the maximum and most favorable financial aid resources available to attract and retain students at Mercyhurst.
- In counseling and advising students on their costs and financial planning, as well as their financial aid rights and responsibilities before and during enrollment and after graduation.
- In providing student bills and pertinent educational tax statements (1098-T, 1042-S, etc.) required for federal and state income tax annual filing.
- In initiating and implementing efficient and student-friendly procedures that add value to its business processes and services.
- In ensuring integrity in the administration of all student aid programs.

Student Rights & Responsibilities

Students have the following rights:

- Access to complete information regarding fees, payment and refund policies.
- Confidentiality of all personal and family financial information.
- Reconsideration of student aid eligibility if student and parent’s situation warrants it through an appeal to SFS.
- To advise SFS of any additional financial aid received that is not indicated on the Mercyhurst Financial Aid Award Letter Notification.
- To follow application filing deadlines and to submit all required documentation for verification of financial and other information pertaining to the financial aid application process within 30 days of the request.
- To give SFS permission to relay pertinent financial, academic, and other information to donors of aid upon request.
- To maintain Satisfactory Academic Progress (SAP) for Financial Aid (refer to Course Catalog for SAP Policy).
- To comply with the rules governing the types of financial assistance the student receives.

Student Billing Schedule

Mercyhurst fully supports the green initiative by providing 100% online billing. No paper bills will be mailed. Students will receive an eBill for each semester. Students can retrieve their bill anytime beginning mid-July via their online Mercyhurst portal. Bills must be paid no later than the due dates below.

Term	Billing Date	Payment Due Date
Fall	Late June	August 3, 2018
Spring	Early December	January 7, 2019

Students are notified via Mercyhurst email, the official SFS communication vehicle, when there has been any change to their student account. Students are responsible for checking bill updates and any balance adjustments on a regular basis.

Students grant “guest access” to parents to view online bill.

Guests will also receive email notifications about changes to the student account if the student provides the email address during guest registration. Ebill login instructions and granting guest access are included at the end of this section.

Tuition, Fees, and Costs (2018-19 academic year)

	Resident	Local Commuter
Tuition (full-time, 12-18 credits/semester)	\$35,400	\$35,400
Standard Fees	\$2,670	\$2,670
Room (standard freshman options)	\$6,420-\$8,570	--
Board	\$6,460	--

*Tuition charge is for full time study between 12 & 18 credit hours

- Standard Required Fees are shown. Other fees may apply depending on student’s individual program
- Standard Meal Plan is the Erie Anytime Plan. Actual charge depends on plan chosen.

Payment Methods & Financing Options

- Electronic payment from checking or savings account (via eBill website)
- Credit Card: AMEX, MasterCard, Visa, Discover via eBill (convenience fees apply)
- Paper Check
- Money Orders
- Cash
- 529 Savings Plans
- Federal PLUS Loans
- TMS Monthly Payment Plans
- Combination of PLUS & TMS Monthly Payment Plan
- Alternative Educational Loan
- Home Equity Loans*
- Lines of Credit Borrowing from Life Insurance*
- Borrowing from a retirement or 401(k) plan*
- Other Personal Bank Loans

**check with your Accountant or Financial Advisor for possible tax implications.*

TMS Payment Plan

Spread your education expenses over the full year, or each semester. The TMS Payment Plan is interest free. Enrollment fees do apply. Apply at afford.com.

	<u># Payments</u>	<u>Start Date</u>	<u>Fee</u>
Semester	5 or 4	7/1 or 8/1	\$40

Payment plans are great for balanced budgeting and avoiding late fees.

If you choose a semester plan, you will re-enroll each semester that you want to remain in the program. TMS sends reminders throughout the semester and reapplying is easy! A student’s registration is not considered complete until the bill is paid in full or payment arrangements have been approved. Students must have the bill paid by the bill due date to avoid late fees and deregistration. Students are not permitted to register for future courses if there is an outstanding balance.

If Subsidized/Unsubsidized Direct Loans were accepted in the student’s financial aid package, student must complete MPN & Loan Counseling requirements **before** the bill due date at: studentloans.gov. This is a one-time requirement while at Mercyhurst. If mailing checks or using a 3rd party for payments or loans, please allow mailing and processing time to meet the bill due date.

Payments must be *received* by the bill due date.

Financial Aid on the Bill

Financial aid is reflected on the bill for financial planning purposes. Aid is not actually credited to the student’s account until after

the drop/add period, when final enrollment eligibility is confirmed and verification is completed. This is usually the second week of classes. If a student is not full time, they should contact their SFS Counselor in writing immediately so the awards can be adjusted accordingly. Otherwise, awards will be adjusted after the drop/add period is over and a revised award letter will be sent. Mercyhurst Scholarships and Grants require a student to remain full time and maintain Satisfactory Academic Progress (SAP) as outlined in the official Mercyhurst University Course Catalog. If a student has accepted student loans to help cover expenses, a signed promissory note and entrance counseling must be on file by July 20, 2018. If parents are utilizing a PLUS Loan or Alternative Loan, applications and promissory notes must be completed by July 20, 2018. If these are not on file by that time, the bill will not reflect the loans and the student is responsible for the full payment by the due date.

These loans are still available after July 20th and throughout the semester as long as the student is registered and meets eligibility criteria, however, the bill must still be paid by the due date with other funding sources, such as savings or a credit card. Once loan proceeds are received, the excess funds will be refunded to the student or you, in the case of a PLUS Loan, when they are received at Mercyhurst. Refunds do not begin until approximately 3 weeks after classes begin and continue throughout the semester.

Tuition Refund Policy:

The Office of SFS may be required to make necessary recalculation adjustments to the student's charges and financial aid when a student withdraws completely from all courses in a given semester at Mercyhurst University. There are official policies in place that a student must follow if this situation occurs. Please refer to the Mercyhurst University Course Catalog to review the full policy. Awards and bills are subject to change based on any updates received, including but not limited to, direct payments received, changes to registration, outside agency information, outside scholarship information, and in accordance with all federal, state, and institutional policies. It is the student's responsibility to check their bill regularly for changes. It can be accessed directly from the students Mercyhurst portal.

Financial Aid and Awarding:

Types of Financial Aid

- Scholarships – gift aid
- Grants – gift aid
- Loans – must be repaid
- Work-study – a position at the college that the student is assigned. The student must have been awarded work-study on the Award Letter. Scholarships and Grants are awards that do not have to be repaid; however, many may have specific criteria which must be met to remain eligible. For example:
 - Financial Need
 - Grade Point Average
 - Major
 - Participation in athletics, dance, music, art, etc.

Most Mercyhurst Grants and Scholarships are renewable for a maximum of 4 consecutive years; however, a few are only 2 year awards. Please refer to your Admissions packet for details on the specific awards which were included on the Award Letter in your Admissions Packet.

PELL Grant:

Federal grant based on need. Eligibility is determined by filing the FAFSA.

PHEAA Grant: (PA residents only)

Must file your FAFSA by May 1

PHEAA sends student eligibility notice

PHEAA Validation: Provide any requested documentation to Harrisburg promptly

Mercyhurst certifies enrollment & academic progress

College Work-Study Awards:

Students who received a Work Study award on the Award Letter are contacted in early summer via email with a list of jobs available along with a form to indicate student job preferences. Work assignments are made on a first come, first serve basis. Wages are paid directly to student and do not appear on student bill. Eligibility to participate in this program is dependent on the student's need as determined by both the FAFSA application and Student Financial Services. The Work Study award is a part of your financial aid award package. Please call the Office of Student Financial Services at 824-2288 if you have any questions.

Federal Direct Stafford Loans:

Students are required to complete a Master Promissory

Note and Entrance Counseling online at studentloans.gov. Origination fees will be deducted by the U.S. Department of Education prior to the funds being delivered to Mercyhurst. Please visit studentloans.gov for the most recent origination fees and current interest rates.

Subsidized

- Student demonstrates financial need after all other financial aid is awarded
- Federal Government pays the interest while the student is in school (enrolled at least half-time).

Unsubsidized

- Student does not demonstrate financial need after all financial aid is awarded
- Interest accrues while the student is in school and during grace period
- Payments can be deferred until out of school

PLUS Loans for Parents

- Federal Direct PLUS Loans are available to parents if they do not have an adverse credit history
- A parent of an undergraduate student may borrow up to the total Estimated Cost of Attendance less financial aid resources received by the student
- Apply online at www.studentloans.gov. Use your FSA ID to login, apply & sign.
- Complete the PLUS Master Promissory Note (MPN) at www.studentloans.gov.
- Origination fees will be deducted by the U.S. Department of Education prior to the funds being delivered to Mercyhurst.
- Please visit studentloans.gov for the most recent origination fees and current interest rates.

Private Alternative Education Loans:

If you need extra resources or parents are interested in only being a co-signer for you, please visit www.elmselect.com for more information on Alternative Loans.

Important Reminders:

- File FAFSA annually (by Mercyhurst priority deadline of March 15th)
- PA residents complete PHEAA app by May 1st each year.
- Mercyhurst scholarships and grants: most are available for a maximum of 4 consecutive years, however a few are 2 year awards only. Please refer to your Admissions Award Packet for details on your awards, including GPA renewal requirements.
- Review the scholarship renewal requirements and have a clear understanding of financial aid policies
- Federal, State, and Mercyhurst awards may have different GPA requirements
- There are federal, state, and institutional policies, including Satisfactory Academic Progress (SAP) requirements which must be met each year to continue eligibility. Please review the SAP section in the Mercyhurst Academic Course Catalog for official requirements.
- If renewal requirements are not met, scholarship will be canceled.
- Visit mercyhurst.edu/financial-aid for details.

Ebill instructions for students:

1. Log into your *My Mercyhurst Portal* (my.mercyhurst.edu)
2. Click on the eBill icon

This is a single sign on process, so you should not have to enter any additional log in information. If your parent, spouse, or other interested party is paying for your college education, make sure you add them as a Shared Access user on your eBill account. You can add additional users to your eBill account by:

- 1) Once in the eBill, click on the "Manage Account Access" button
- 2) Click on the green "+ Add" button
- 3) Enter your parent/interested party information
 - i. This will allow these individuals to receive an e-mail when your eBill is updated. The e-mail which is received will also include the link which they must use to log into the eBill system. Parents, once shared access is granted to you by your student, you can bookmark the eBill Guest Access website.

Guest users will sign in with the login and password your student assigned to you. Guests can change their individual passwords immediately upon entering the website. This does NOT impact the student's login or password.

Access to Student Financial Records

Students' information and records are kept confidential and are protected under FERPA regulations. The student should complete the FERPA form in the Registrar's Office, identifying all parties whom they wish to grant access to their student records. The Office of Student Financial Services is here to serve you. We look forward to working with you.

Please visit us in Old Main 115 if you have any questions, would like to drop off any paperwork, or would like to schedule an appointment with your personal SFS Counselor. You may also call the SFS Office at 814-824-2288. Regular office hours are Monday- Friday, from 8:30 a.m. to 4:30 p.m., with the exception of holidays and scheduled closings. We look forward to seeing you and wish you success!

STUDENT EMPLOYMENT

OFFICE – 814-824-2423

The Student Employment Program provides jobs for full-time students to help pay for their education-related expenses. Eligibility to participate in this program is dependent on the student's need as determined by both the FAFSA application and Student Financial Services as the Student Employment award is a part of your financial aid award/package.

MERCYHURST UNIVERSITY HONORS PROGRAM

DR. JUSTIN ROSS, 201A HIRT, 814-824-3605

The Mercyhurst University Honors Program provides enriched college experiences to the promising and talented student. The Program seeks to enrich the educational experience of participating students by offering a curriculum of unusually challenging courses in which discussion is emphasized and in which a deeper understanding of the course material is the aim. In addition, Honors scholars engage with a variety of intellectual, leadership, and professional development activities each year through program-sponsored workshops and events as well as the intellectual, cultural, and artistic events found each year on campus. True to the mission of the Sisters of Mercy, Honors scholars participate in several service events each year. Community-building honors events organized by the student-run Honors Council create a unique community of like-minded students on campus.

The Honors scholar who completes the required amount of honors courses, service learning hours, engagement requirements and who completes and presents a successful honors project has the distinction of graduating from Mercyhurst with University Honors. This distinction is noted on the student's transcript and diploma. Students completing the program wear the white and gold stole at graduation.

Current students and superior transfer students are encouraged to apply to the program. For an application, students must contact the Director or the Honors Program Office. To be considered for admittance, current and transfer students with 12 to 29 credits must have a cumulative GPA of 3.25 and students with 30 to 59 credits must have a cumulative GPA of 3.40. Students with 60 to 75 credits who wish to participate must meet with the Director. Such students should realize that adjustments to the academic requirements listed below are exceedingly rare and should be prepared to complete the academic program in full as well as the many of the co-curricular program requirements.

Current and transfer students interested in applying may contact the Director at jross@mercyhurst.edu for application directions.

ARO MAILROOM

814-824-2396 - CopyCenter@mercyhurst.edu

We are pleased to offer assistance in shipping and receiving services to the Mercyhurst community. Our qualified staff is willing to answer questions you may have while assisting you with your needs. We welcome the opportunity to help you with all your mailing needs.

The Mailroom is located in the basement of Preston Hall and is open Monday – Friday, 8:30am – 4:30pm.

Mailroom services include but are not limited to...

- Receive, sort, and distribute interoffice mail
- Receive, sort, and distribute US Postal Service (USPS) incoming letter mail

- Meter, sort and ship USPS outgoing letter mail
- Ship UPS packages
- Receive packages from UPS, USPS, DHL, FedEx, and Sanner Office Supply
- Prepare and process bulk mailings
- We accept **Cash & Checks** made payable to Mercyhurst University

Mailbox Information All students living on campus will be assigned an individual on-campus mailbox. Students living off campus will not be assigned mailboxes. The box you are assigned will remain yours so long as you continue living on campus each year. Freshmen received their box numbers and box combinations at the beginning of the school year via email. Boxes numbered from the 1000's through the 1700's are in the Herman Student Union building on the ground floor. All other boxes are located in the Lower Level of Preston Hall by the mailroom. Students can gain access to your mailbox when these buildings are unlocked. All letter mail will be placed in a student's assigned mailbox.

Package Information: Students receiving a package will be notified via email when it has been processed. All packages will be available for pick-up at the mailroom after 1:00pm. A photo ID is required when picking up packages.

Campus Address: The campus address is as follows:

Mercyhurst University

Student Name, Box #

501 East 38th Street

Erie, PA 16546

Forwarding Mail:

The Mailroom does not forward mail during breaks or over the summer. It is strongly recommended that students file a Temporary Forwarding Address with the United States Postal Service. This will have items that would be sent to them at their permanent address forwarded to their college address. The United States Postal Service will have more information on Temporary Forwarding forms and regulations. DO NOT file a change of address with the USPS. Students cannot use their college address as their new permanent address, this will present a problem when the individual leaves the college for the summer, moves off campus, or graduates.

POLICE & SAFETY

CHIEF DJ FUHRMANN, LOWER LEVEL McAULEY HALL, 814-824-3911

The Police & Safety Department's primary responsibility is the safety of the Mercyhurst University community and the security of the University and University community assets. Other responsibilities include the investigation of criminal incidents occurring on campus.

All matters relating to institutional or student safety and security are reported directly to the Police & Safety Department for appropriate action. The Police & Safety Office is located in the lower level of McAuley Hall and may be reached at the phone number listed above.

SILENT WITNESS PROGRAM

If you would like to anonymously report a crime, safety violation, or hazardous condition, visit the Police & Safety Website on the Mercyhurst Portal. This will give you access to the Silent Witness Program. You can then click on and print out the Silent Witness Form, fill it out, and forward it to the Chief of Police at the Police & Safety Department. All provided information will remain strictly confidential.

PARKING/MOTOR VEHICLES

Every student who brings a vehicle to and parks a vehicle on campus property MUST register that vehicle with the Police & Safety Department and MUST have a Mercyhurst University parking permit issued and affixed to the registered vehicle. The person registering the vehicle must be the registered owner or an immediate family member of the registered owner. Any person registering a new vehicle must provide a student ID card or driver's license, a current state registration card and proof of insurance prior to being issued a parking permit. Mercyhurst University assumes no responsibility or liability for loss or damage to any motor vehicle parked on Mercyhurst University property.

The enforcement of parking regulations and vehicle traffic control is maintained by assessing penalties in the form of fines and through campus vehicle registration. Vehicles may be towed when parked in designated tow-away zones or handicap spaces, during snow emergency removal operations, and/or when otherwise necessary. A wheel locking device (boot) may be placed on a vehicle's wheel to prevent movement if it is determined that the driver is a chronic offender, or if the owner or operator of a particular vehicle fails to pay fines that have significantly accrued.

The entire parking rules and regulations booklet can be found at the Mercyhurst University Portal.

Freshman residents are not permitted to bring vehicles to campus.

ONECARD OFFICE

MR. JOHN PATTERSON, LOWER LEVEL MCAULEY HALL, 814-824-3640

A Mercyhurst University identification (ID) card or "OneCard" is the key to accessing most of the available services on campus. It is a student's dining, library and point-of-sale purchase or debit-like card. Students will have instant access to all cold drink, and snacks in the vending machines. All multifunction print stations (MFD) will accept the card and have the ability to select allotted prints or access the student's Laker Loot account when their free prints are exhausted. The OneCard is accepted at most locations across campus. Students can go to the OneCard office to add funds for Dining Dollars and Laker Loot. We accept cash, checks, credit and debit cards. We do not have an online resource for electronic deposits or account review available. Parents may call and add funds with a credit card over the phone during normal office hours.

Mercyhurst University ID card photographs will be taken and OneCards will be issued by the OneCard Office each Monday through Friday generally between the hours of 8:30 a.m. and 4:30 p.m. The OneCard Office is located in the lower level of McAuley Hall next to Police and Safety.

Students who lose their OneCards are required to contact the OneCard Office or Police and Safety to have their lost or misplaced OneCard disabled. The OneCard Office can issue a temporary card that will allow limited access to meal plans and specific door access that will provide the student an opportunity to find the lost card. If a card is lost after the normal operating hours, Police and Safety will have a limited number of temporary cards that can be issued. Students that fail to contact the OneCard Office in person or to Police and Safety will not have financial coverage if account funds or monies are removed by fraud or other means and reimbursement will be denied. A fee may be charged for the use of a temporary ID card.

Students will be charged for all replacement OneCards. The fee for replacement must be paid at the OneCard Office. The cost for replacement ID cards is \$25. Students are not permitted to charge replacement fees to their student accounts.

Any card that has been cut, damaged, mutilated, punched or slotted will require replacement and the fee will be assessed. ID cards are "Smart Cards" with a proximity control data chip and filament wires inside the card. Any damage to a card will cause the chip to fail and render the card nonfunctional. Any card that fails or ceases to function with no obvious or visible damage will be replaced at no charge if the card is returned to the OneCard Office intact.

Mercyhurst University identification cards are the property of Mercyhurst University and any attempts to alter, enhance or reprogram a card may result in disciplinary action including adjudication through the Student Conduct system or criminal arrest. All students MUST carry their OneCards at all times when on University property and present the card to any University employee (staff, faculty, and administration, including Police and Safety personnel) when requested to do so. Failure to comply with the request will result in appropriate disciplinary action. Lending or giving this card to another party is prohibited. Misuse of the OneCard can result in loss of privileges and discipline according to the Code of Conduct contained in the handbook.

For a complete listing of all OneCard policies and procedures, please see the listings on the My Mercyhurst Portal under "Services". This site will provide very useful information and links to the services provided.

ATHLETICS

MR. BRAD DAVIS, ATHLETIC CENTER, 814-824-2558

Mercyhurst University competes at the National Collegiate Athletic Association Division II level in 21 varsity sports with the exception of Men's and Women's Ice Hockey, which are both Division I, and men's rowing, for a total of 24 varsity sports.

In addition, Mercyhurst participates in a number of athletic conferences. The affiliations include the Eastern College Athletic Conference, the Pennsylvania State Athletic Conference, the Collegiate Water Polo Association (men), Western Water Polo Association (women), the Great Midwest Athletic Conference (men's lacrosse), the Intercollegiate Rowing Association (men) and the Atlantic Hockey Association (men) and College Hockey America (women).

A current Mercyhurst ID is needed for entrance into any Mercyhurst athletic facility.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

NCAA Division II Members:

Men's and Women's Lacrosse	Men's and Women's Soccer
Men's and Women's Basketball	Softball
Women's Rowing	Men's and Women's Tennis
Men's and Women's Cross Country	Wrestling
Women's Volleyball	Football
Women's Field Hockey	Men's and Women's Golf
Men's and Women's Water Polo	Baseball

NCAA Division I Members:

Men's and Women's Ice Hockey

Varsity Club

Men's Rowing

MERCYHURST AND THE NCAA

Since 1982, the Lakers have participated in the NCAA at various levels, from Division I to III. The NCAA was officially formed in 1906 and has grown to encompass 1,500 colleges and universities. The NCAA draws its members from a diverse group ranging from large state institutions to privately funded colleges. But all of its members are trying to reach a common goal – the advancement and achievement of the student-athlete and the common good of higher education.

ATHLETIC ELIGIBILITY

The operative policy on athletic eligibility at Mercyhurst University is as follows:

Student-athletes must meet all requirements of NCAA initial and continuing eligibility standards, in addition to any applicable Mercyhurst standards, to be eligible for competition and receive expenses related to competition.

In general, athletes must be in good academic standing, successfully complete 9 credits in their previous full-time term of attendance, complete 24 credits annually and maintain a 2.0 cumulative GPA after every term of the regular academic year.

MERCYHURST ATHLETIC CENTER (MAC)

814-824-2558

The MAC is open to the students during the times listed directly below.

Monday – Friday..... 8:00 a.m. – 10:00 p.m.

Saturday-Sunday..... 11:00 a.m. – 10:00 p.m.

INTRAMURALS

Mr. Joe Spano, Mercyhurst Athletic Center – 824-2441

Mercyhurst has a wide variety of intramural athletics. Intramurals are available for the student body, faculty and staff. Intramurals are both fun and competitive, and are a great means of exercise. All are welcome to participate in the following co-ed sports: flag football, volleyball, indoor soccer, basketball, softball, bowling and golf. Students are encouraged to keep in touch with the coordinator with their feedback and suggestions.

FALL EVENTS

Flag Football	Softball	Tennis Tournament
Ultimate Frisbee	Co-ed Volleyball	Faculty-Staff Golf Tournament

WINTER EVENTS

Men's Basketball	Soft Lacrosse	Bowling Tournament
Women's Basketball	Hockey	Women's Indoor Soccer
Men's Indoor Soccer		

SPRING EVENTS

Men's Softball Sand Volleyball Laker Olympics
 Women's Softball

RECREATION CENTER (FITNESS)

MR. THOMAS HERMAN, 814-824-2269
 REC CENTER, 814-824-3328

The Recreation Center is open to all students and faculty. It contains a large weight room (free weights and machines), aerobic equipment such as treadmills, elliptical machines, stationary bicycles, and a basketball court. We also offer daily classes including: spin, aerobics, Pilates and Yoga.

SCHEDULE:

Monday – Thursday.....8:00 a.m. – 10:00 p.m.
 Friday.....8:00 a.m. – 8:00 p.m.
 Saturday.....11:00 a.m. – 8:00 p.m.
 Sunday.....Noon – 10:00 p.m.

All **students, employees, and faculty** must show a current Mercyhurst University ID Card and a change of shoes to be admitted. Each student, employee, **and** Faculty member is expected to wear their street shoes to the Recreation Center, and walk directly to the locker Room and change into their work out shoes. This rule and procedure applies, even if you are going to take an Aerobics or Spin class. Each Mercyhurst member may bring one occasional guest with them, and their guest must leave the Center with the member. All updates and policies are explained in detail on the Portal.

MERCYHURST ICE CENTER

ICE CENTER, 814-824-2277

The Mercyhurst Ice Center hosts the schools' NCAA Division I Men's and Women's Hockey teams as well as our ACHA Hockey teams. The Ice center also hosts youth through adult hockey and figure skating from the community. Students can participate in ice hockey or figure skating by joining the 'figure skating club' or 'PUCK' through student services.

STUDENT SUSTAINABILITY

Mercyhurst University is committed to being globally responsible and we encourage students to live sustainable lives. If you have questions about living sustainably, contact the Mercyhurst Sustainability Officer, Sarah Bennett at 814-824-3611.

REDUCING CONSUMPTION

Reduce your environmental impact by using reusable water bottles, coffee mugs, and grocery bags.

RECYCLING

Mercyhurst University uses Single-Stream Recycling meaning all of your recyclable materials can be placed in the same bin. If recyclables are not rinsed, they cannot be recycled and could contaminate other recyclables.

Recyclable Items – all item should be free of food and beverage debris. Place loose in recycling bins.

- Plastic bottles, jars, and jugs (beverage bottles, plastic jars for sauce, milk jugs)
- Metal Food or Beverage Cans
- Paper (newspaper, magazines, office paper, envelopes, junk mail, all with staples and labels)
- Cardboard and Paperboard (cardboard boxes free of food debris, paper bags, cereal boxes, milk cartons)

Trash/Landfill Waste Items – place in black trash bags

- All Food Waste and Items Contaminated with Food Waste
- Snack Bags and Candy Wrappers
- Freezer Food Trays and Yogurt Containers
- All Glass and Light Bulbs

- Pizza Boxes
- Paper Towels, Tissues, and Napkins
- Styrofoam
- Plastic Bags and Plastic wrap

All campus housing units are provided with individual blue recycling bins. Please use them for this purpose only. Recycling bins are property of Mercyhurst University; you will be charged for their disappearance at the end of the academic year. Recycling must be deposited in the recycling bin nearest to your room or apartment. If you are missing your bin at the beginning of the year, please notify your RA or place a work order with maintenance.

ENERGY CONSERVATION

Please turn off all lights and unplug electronics when not in use, or consider using a power strip or surge protector. By leaving electronic items plugged in when not in use, you are still consuming energy. CFL bulbs have been provided in all residential buildings; these are not to be replaced with incandescent or non-energy efficient bulbs.

Please keep heating and cooling units at appropriate set temperatures, 70 degrees during heating season and 74 degrees during cooling season. A/C units should not be set below 70, this could damage the unit. Do not leave windows open when heating or cooling units are in use; the unit must work harder to maintain set temperatures and this damages the system.

During holidays and extended breaks, shut down and unplug all personal electronic equipment. This includes appliances, computers, monitors, personal printers, entertainment systems, etc. Please do not attempt to unplug apartment and townhouse refrigerators or stoves. Turn down heating units or turn off air conditioning and close all windows.

If you have questions concerning temperature settings in your residence building, or if you notice any problems with insulation around windows and doors, contact maintenance at 814-824-2273.

WATER CONSERVATION

In order to conserve water, please make sure to turn off all faucets and showers when finished and use as quickly as possible. Cold water shall be used whenever possible, unless sanitary or other special requirements necessitate the use of hot water. This includes for laundry.

Report all leaks in faucets, tubs, and toilets to the maintenance department by submitting a work order or calling 814-824-2273.

RESIDENCE LIFE

MS. MEGAN MCKENNA, DIRECTOR, 323 EGAN HALL, 814-824-2422

Pride. Service. Leadership. Education. These are the developmental components the Office of Residence Life & Student Conduct at Mercyhurst University actively promotes and embodies. We provide a co-curricular experience, resulting in increased bonds, values, multicultural appreciation and meaningful interactions with fellow classmates and student leaders. We encourage students to be active members of their residential experience while maintaining acceptable standards of behavior. We hold students accountable for respecting the rights, privileges, and properties of all members of the campus community through an educational student conduct process. Students leave our residential experience well prepared to enter the world beyond the gates with the skills necessary to be contributing members of an ever-evolving society.

STAFFING

The Residence Life live-on and student staff consists of Assistant Directors of Residence Life & Student Conduct, Hall Directors, Resident Assistants, Desk Workers, and Office Workers.

ASSISTANT DIRECTORS

Assistant Directors (ADs) are live-on professional staff members who report to the Director of Residence Life & Student Conduct. ADs are responsible for the total management of campus housing. In addition to the routine responsibilities associated with running residential housing facilities, they are also responsible for specific duties including selection, training, supervision, and evaluation of Hall Directors and the Resident Assistant staff. Strong emphasis is placed on program planning and community development activities. The ADs also coordinate all major Residence Life responsibilities which include, but are not limited to, preparing all publications, participating in planning staff and in-service training, maintaining occupancy records, and administering the Student Conduct system, including disciplinary/developmental counseling.

HALL DIRECTORS

Hall Directors (HDs) are supervised by the Assistant Directors of Residence Life & Student Conduct for the freshman, sophomore and Grandview hall areas. They are live-in staff members who are pursuing post-baccalaureate or graduate degrees. They assist the ADs in implementing and evaluating Residence Life programs, supervising the undergraduate staff within the building, and assuming some limited, well-defined responsibility for evaluating the conduct of residents and Resident Assistants. The HD, as an integral member of the Residence Life staff, is charged with maintaining a living and learning environment in which the maximum educational and developmental growth of the student residents will be realized.

RESIDENT ASSISTANTS

Resident Assistants (RAs) are typically undergraduate paraprofessional staff members who live in each residential living area and maintain the closest, most enduring contact with residents. They provide opportunities for individual growth and learning, develop a sense of community in their living areas, and encourage pride in Mercyhurst University. RAs assist in the administrative operation of their individual residential areas, educate students about Mercyhurst University and Residence Life policies, provide information about community and University services and resources, and implement programming. Additionally, RAs promote safe and positive living environments and enforce University rules and regulations.

DESK WORKERS

Desk Workers staff the front desks of Baldwin, McAuley, Warde and Ryan Halls during peak traffic hours and overnight. These workers enhance security, provide residents with information about the University and larger community, sign-in and assist guests, and answer phones. Desk workers are responsible for reporting problems or concerns to Police & Safety, RAs, HDs, or ADs. Those with work study who are interested in obtaining a position as a desk worker should contact the Office of Residence Life & Student Conduct, reslife@mercyhurst.edu

OFFICE WORKERS

Office Workers staff the Central Office in Egan Hall. These workers provide customer service to residents and their families with information about the University and larger community. Office workers report issues and concerns to Police & Safety, HDs, ADs and Central Office personnel. Those with work study who are interested in obtaining a position as an office worker should contact the Office of Residence Life & Student Conduct, reslife@mercyhurst.edu

GENERAL INFORMATION

SPECIALTY HOUSING

The University has designated the following special housing options for qualified students:

- Freshman area for first-year students

- A limited number of designated single rooms in the freshman area at an adjusted price

- Designated academic housing, including housing for participants in the Honors program

- Living-Learning community for AIM students

- Sophomore area for second-year students which is located in Ryan Hall

- A limited number of 4-, 5-, and 6-person townhouses in the upperclassman area

- Triple housing options for freshman, sophomore and upperclass students when housing numbers permit

- A limited number of residences designated as Adult and Graduate housing when housing numbers permit

Students who need a specific housing accommodation due to guidelines within the American with Disabilities Act are asked to complete and submit a Housing Accommodation form: <http://www.mercyhurst.edu/campus-life/residence-life>

PROGRAMMING

Mercyhurst University recognizes that a comprehensive approach is necessary to assist students in reaching their full potential. The Residence Life Office supports the mission of the University by providing programs for the social, spiritual, educational, cultural, and community service needs of the students living on campus. Programs are designed with the Mercyhurst Core Values in mind.

Programming efforts in residential areas are an integral part of developing the whole person. This holistic approach to programming is used to support students striving for a balanced lifestyle. The Residence Life staff facilitates programming in the following areas: career planning, relationship building, leadership development, academic pursuits, as well as physical, spiritual, and emotional wellness.

All students are encouraged to become involved in the many programs facilitated by Residence Life staff. Students are invited to initiate or assist in the planning of programs or events sponsored by the Residence Life staff. All residential students are invited to attend programs that occur in any residential area if the topic peaks their interest.

KEYS

A key is issued when a student checks in. This key is for the student's personal use only and may not be duplicated or lent to anyone else.

Although the University has made every effort to secure the students' living environment, only students can ensure their safety by locking doors and carrying their keys with them whenever they go out – even when merely going to another room or apartment within a building.

If a key is lost, it should be reported immediately to the Residence Life Office. A temporary key will be issued by the Residence Life Office so that the student can continue to search for the missing key. Temporary keys will be issued no longer than 48 hours. If a key is reported missing over the course of the weekend, the student should contact Police & Safety to be connected to the On Call staff member so that a temporary key can be issued. The cost of a replacement key is \$150.00.

Students locked out of their rooms or apartments should first try to locate their roommate(s), then their RA; failing that, Police & Safety should be notified.

STORAGE

The Office of Residence Life offers students an opportunity to rent storage space on Briggs and Lewis Avenues. Students are responsible for boxing and labeling their belongings and bringing them to storage. **Payment must be received upon reserving a space.** Space is limited. One storage space will be provided. Your belongings must fit within this space.

Summer 2019 Pricing, Policy, and Reservation Information (subject to change each summer)

All proceeds go to common area furniture replacement

Storage Spaces

No boxes are provided
\$30.00

Payment

Cash or check only.

Summer/Temporary Storage Reservation

Registration dates will be published through the Office of Residence Life; typically, the week before finals week begins.

Storage priority will be given to students who are 6 hours driving distance or more from the university * If demand exists, priority will be given to International Students.

Storage Room Drop Off Hours (for students with reservations)

The Residence Life Office will contact students with reservations to announce drop off hours and times

Students dropping off items must stay within their storage limit. Those that take up more than their allotted space will be charged accordingly at the discretion of the Office of Residence Life & Student Conduct.

Student Storage Policies

Payment must be received upon reservation (cash or check only). Failure to store belongings before storage room closes in May will not result in a refund.

A valid Mercyhurst ID must be presented at time of reservation, drop off, and pick up.

Only **clean** micro-fridge and microwaves will be accepted.

The privilege of storage extends only to students who will be residing on campus for either the fall semester or summer session.

Items can be stored only between May 10 and September 10.

Any items not placed in storage and items not properly labeled will be discarded. Any unclaimed items after September 10 will be disposed of at the discretion of the University.

Students must bring and collect their belongings during Storage Room Drop Off Hours. Failure to do so will not result in a special drop off or pick up time.

Students store items at their own risk as the University assumes no responsibility for them. It is suggested that as much as possible be taken home.

The University is not responsible for theft, loss, or damage of personal belongings. Students should plan to take valuables home during holidays and vacations and should not intend on storing valuables in this storage facility.

Students who need additional storage, or who will be living off campus in the fall, can make arrangements with local storage facilities.

LAUNDRY FACILITIES

Each residential building has washers and dryers available for student use at no additional charge. The University is not responsible for clothing damaged by washers or dryers or for lost or stolen laundry. Unclaimed laundry will be confiscated after 48 hours and will be handled in accordance with the Confiscation Policy. Questions or concerns should be addressed to Housing Maintenance (814-824-2273).

HOUSEKEEPING AND MAINTENANCE

Housekeepers are assigned to do routine cleaning in stairwells, hallways, lobbies, common bathrooms, and laundry rooms. They will clean up unacceptable or out-of-the-ordinary messes, but residents will then be assessed a cleaning charge. Maintenance workers operate on a work order system. If something needs to be repaired, students may notify an RA, Housing Maintenance (814-824-2273), or complete an online work order available on the Portal.

For major maintenance issues after 4:00 p.m. on weekdays, any weekend, or during University breaks, please contact Police & Safety (814-824-3911).

Students should not attempt to make repairs themselves. Periodically, University personnel will be present in the buildings to repair and inspect residential facilities.

CABLE

Basic cable service is provided by the University and Mercyhurst Student Government. There is no need to set up an account with the cable company to receive the basic service. Questions or concerns regarding cable service should be addressed to the IT Department, Helpdesk (814-824-3200).

COMPUTERS/NETWORK SERVICES

The residence hall rooms, apartments, and townhouses are equipped with a “port per pillow” network connection as well as wireless network service. Students must provide their own personal computers and networking cables. Students are not permitted to bring their own network router. For network requirements or recommended computer specifications, visit Mercyhurst Information Technology (IT) Website on the Portal or call the IT Help Desk (814-824-3200).

Students are automatically provided with e-mail, WebAdvisor, and Blackboard accounts. Network storage space is available for easy access to files from anywhere on the campus network or from the Internet. Special student pricing is available for Dell personal computers, Apple computers, Microsoft software, and antivirus software. Refer to the Student area of the Portal for more details.

The Residence Life Office considers Mercyhurst e-mail accounts a means of official communication with individual students. All students are responsible for checking their Mercyhurst-issued e-mail accounts regularly and are held accountable for the contents of e-mails issued by the University.

HOUSING PROCEDURES

HOUSING SIGN-UP PROCESS

The returning student housing sign-up process begins in the spring semester. The Residence Life staff will provide students with information and important dates.

The procedure for the housing sign-up process is as follows:

1. Students will first each complete an application for housing for the next academic year. This application will be the housing contract and will make the student eligible for the Housing Selection Process.
 - a. Upon completion of the application for housing, each student will be emailed a copy of their signed housing contract.
2. Students will then create groups by selecting their roommates for the following year within the Housing Portal.
 - a. There are two ways students are able to search for roommates.
 - i. Search by name or email
 - ii. Search by shared attributes based on completion of profile within Housing Portal.
3. All students within a planned group must request/accept each other within the Portal to ensure a complete group and allow of housing selection participation.
4. Housing selection order will be dependent on the group average priority number. This number is determined by each individual students credit hour and GPA in descending order.
5. The Groups timeslot for online selection of a room, will be posted on the Housing Portal based on that average Priority Number.

- a. Once that time hits, the student leader can log in and begin selecting spaces.
 - i. Students can sort by Hall, but will only see available spaces based on the group demographic and total group number.

Example: Sophomores will see sophomore housing options, and groups of 3 will see triple options.
- 6. Once the housing assignment has been chosen, students can fill in the apartment by bed using the drop down menu of group members.
 - a. The housing contract information will also be visible, upon completing your request, there will be a reminder of specific contract information.

Please note: Students will not be able to dispute their priority number.

Additionally, the housing process is subject to change in order to improve efficiency and due to changing housing needs.

GUIDELINES FOR HOUSING SIGN-UP

Residence Life strongly urges students to find roommates and to have a complete group. Incomplete groups will be assigned additional roommates to fill vacancies.

Students will be provided opportunities (i.e. roommate social, bulletin board) to assist them in finding roommates.

Preferred housing, which includes but not limited to Townhouses, is limited.

Any student not participating in housing selection during the housing sign-up process will be assigned by the Residence Life Office over the summer.

SOPHOMORE LIVING AREA SIGN-UP

Rising sophomores will be limited to the designated sophomore area. Ryan Hall is designated for sophomores. All second-year students are required to live on campus unless they are classified as nontraditional or designated by admissions as a "commuter student" living at their permanent address.

HOUSING REFUND POLICY

Residents who need to leave the University for an extended period of time but who intend to return during the occupancy period (e.g. academic hiatus, medical hiatus, study abroad, etc.) will be charged 1/3 the normal housing rate to hold a specific housing assignment.

If, after submitting this contract, the student decides to leave campus housing at any time or withdraws from the University, the student will be responsible for a \$500 breach-of-contract charge. If a student withdraws or leaves the University during a semester within the occupancy period, housing and board costs will be refunded on a prorated basis, until calendar day 30, after which there will be no refund per University policy.

HOUSING CONTRACTS

Prior to being assigned to University housing, students are required to sign a Housing Contract. The Housing Contract, which outlines the rights and responsibilities of both student and University, is a legal commitment for the full academic year beginning with the fall semester and ending with the spring semester.

Students signing up for housing for a summer session require a contract covering that particular period.

RESIDENCY REQUIREMENTS & OFF-CAMPUS LIVING EXEMPTIONS

All traditional undergraduate students are required to live on campus in University housing unless they live at home with parents/guardians AND are designated "commuter" by the Admissions Office.

In rare cases, exemptions to the residency requirement may be granted. An off-campus lease will not be considered a reason for an exemption to be granted. Completing the Off-Campus Exemption form does not guarantee that approval will be given. The University reserves the right to limit the number of students approved to live off campus. Off Campus Exemption forms are found on the Residence Life webpage: <http://www.mercyhurst.edu/campus-life/residence-life-student-conduct-office>

Students released from the residency requirement are required to adhere to the following procedure:

1. Once an exemption has been approved, a copy of the signed lease should be submitted to the Office of Residence Life & Student Conduct no later than the last day of classes for the spring semester.
2. Any changes in off-campus residency must be reported to the Office of Residence Life & Student Conduct.
3. Students residing off campus must adhere to all terms of the Student Handbook, Off-Campus Living Guide, Code of Conduct, and all applicable laws and ordinances.

4. Failure to adhere to the requirements of the off-campus living procedures may result in a student being billed for campus housing, being denied approval to live off-campus, being required to move back into campus housing, adjudication through the Student Code of Conduct, and/or a registration hold being applied to the student's account.

MOVE-IN/MOVE-OUT

When students begin occupancy of their residence, they are required to check in with Residence Life. At the end of occupancy (often at the end of the spring semester), students are required to check out with Residence Life.

Students are checked into their residence by a member of the Residence Life staff, usually an RA. A Residence Condition Report (RCR) is completed which documents the condition of the residence upon check-in. When a student leaves the residence, the RCR is used to assess any damage done during the student's residency.

At the end of the spring semester, Residence Life will post the dates and times during which students check out of housing. A proper check-out requires that a student leave their residence in a broom clean condition, officially check out with a residence life staff member, return key, and sign check-out paperwork. Students have the option to be present during an initial inspection to verify the condition of their residence upon check-out. Students who fail to check out with the proper paperwork, who have not followed the proper procedure, or fail to check out during designated times will be charged a \$75 improper check-out fee. Students who do not return assigned keys will be charged a \$150 lost key charge. Residents who fail to move by the posted date and time for summer and temporary housing will be assessed a \$100 fine per hour.

The signed housing contract is for a full academic year. Students leaving at a time other than the scheduled check-out times (in the spring semester) must notify the Residence Life Office and make arrangements (i.e. set up a time to check out) with their RA to check out of their residence properly.

HOUSING OVER BREAKS

As stated in the Housing Contract, freshman housing is closed over breaks. Only students authorized to stay may remain over the breaks. Card access to the halls will be turned off unless permission is granted to remain over the break period.

All students (freshman, sophomore, upperclassman) will be asked to register for the break period at the Office of Residence Life. More information regarding this process will be distributed.

Students with permission to remain on campus during a University break or living in housing but not enrolled in classes should be aware that they are here as a courtesy and not because they have the right to stay. ***Students who act inappropriately or violate the Student Conduct Code over the break may be asked to leave campus for the remainder of the break and are subject to disciplinary action.***

The University discourages leaving valuable belongings in your residence over breaks; the University is not responsible for any loss or damage. Students who leave campus should take their keys with them, enabling them to reenter their living space upon return.

ROOMMATES & RESIDENCE CHANGES

Students may not make room or apartment changes without the approval of their Assistant Director or the Residence Life Office. Adjusting to living with others takes time. Many students believe that a relationship will not work out before they have taken the time to communicate with their roommate(s) to try to work out the issues. Learning to work through problems and to communicate with others is a vital aspect of living in a community, and Mercyhurst is an excellent place to hone these skills. The Office of Residence Life will facilitate a Roommate Contract process for students residing in housing. Students who fail to uphold the guidelines of behavior that they, as roommates, agree upon may be moved from the room.

The atmosphere residents choose to create in their residence will depend on their relationship with each other. Contrary to popular belief, roommates do not have to be best friends—a positive relationship with roommates depends much more on the mutual consideration of each other's differences. Choosing to behave in a hostile and/or unfriendly manner toward roommate(s) is not acceptable and will not be tolerated. Residents choosing to be uncivil will face a formal intervention and potential disciplinary action. If deemed necessary, the Director of Residence Life or their designee, may mandate a specific resident be moved from the residence.

In order to give students time to become acquainted and to work through issues with their roommates, the Residence Life staff does not allow room changes for the first two weeks of each semester, or during the consolidation process, except in cases of extenuating circumstances. When conflicts arise, the students involved are asked to discuss their concerns and issues. If informed of the problem, staff members are available to mediate and facilitate these discussions in an attempt to resolve the issues or to make the situation more comfortable.

CONSOLIDATION POLICY

The Consolidation Policy was developed to make the best use of available residential space at Mercyhurst. In addition, it is intended to allow those students interested in having preferred housing the opportunity to obtain it (when available), to allow for students not presently living together the opportunity to share rooms, and to be fair to those students who have already paid for preferred housing. Therefore, due to the demand for campus housing, it will be necessary to consolidate spaces to accommodate housing requests and student housing needs.

Consolidation may occur at any time though every effort will be made to implement consolidation at the beginning and end of each semester. Information will be provided by the Residence Life Office. During the consolidation periods, no other student moves will be permitted. Residents who have vacancies should expect to be consolidated. When a vacancy occurs, the remaining roommates, at the discretion of the Residence Life Office, have the following options:

- Retain their current housing with a new roommate of their choice who is involved in the consolidation process;
- Be assigned a new roommate by the Residence Life Office;
- Choose to move;
- Be assigned to another living space by the Residence Life Office;

When space permits, retain the space at current occupancy at the preferred housing rate.

If consolidation is necessary, Residence Life will provide all students involved with the necessary information including the date of the move, the new location (if applicable), and the new roommate's name.

Students given the opportunity to pay for preferred housing can do so only during the consolidation period, based on availability. Once the consolidation period is over, students having a vacancy will be eligible to receive a roommate; paying to retain the space as preferred housing will not be permitted.

Students living with a Resident Assistant must understand that if a Resident Assistant resigns, is terminated, or is reassigned; the roommates of the Resident Assistant will also be relocated to another apartment or reassigned to available open spaces on campus.

HOUSING PRIVACY AND SECURITY

Every effort is made to ensure the security and privacy of each student's residence. Students are advised to lock their doors and windows when they are in their residence and when they leave. If a key is lost it must be reported immediately to the Residence Life Office. The University is not responsible for loss of personal property due to theft, fire, flood or other causes. **Students and their parents are advised to obtain insurance coverage on all personal assets.** Any security concerns should be reported to Police & Safety.

HOUSING INSPECTIONS

The Residence Life Office reserves the right to enter and search a residence any time it is deemed necessary. University personnel working at the front desks of the residence halls have the full authority to inspect any package, box, book bag, etc. being carried into the halls. The University reserves the right to remove property belonging to the University or its agents found in a residence without the approval of the residents. Prohibited items will be confiscated in accordance with the Residence Life Office's Confiscation Policy. Police & Safety will be given any items confiscated that are illegal (e.g. fireworks, firecrackers, drugs, drug paraphernalia, etc.) or some items that are prohibited by University policy (e.g. kegs, weapons, etc).

A residence may be entered and searched if it is believed to be in the best interest of the University, for reasons that pose a threat to the community, or if it is believed that the law or University policy is being violated. When possible and appropriate, university personnel will ask residents for their consent prior to the search. If consent is not obtained, the residence can be searched with authorization from the Director of Residence Life & Student Conduct or designee. When possible, a Residence Life staff member will be present to ensure that the search is completed in a reasonable and proper manner. All contraband, weapons, or "fruits of crime" seized during an authorized search will be secured in the Police & Safety evidence room. Any "legal" items (items that are legal to possess but nonetheless restricted by campus rules and regulations) that are confiscated may be returned to the student if the student can prove ownership via documentation. Items falling into this category will be released to the custody of the student immediately prior to the student leaving campus.

Authorized University representatives have the right to inspect student residences for standards of maintenance, preservation of physical structure, and the identification of damage.

HEALTH AND SAFETY INSPECTIONS

Approximately three times per semester, the Residence Life and/or Housing Maintenance staffs will conduct Health and Safety Inspections in all residences. The staff will be looking for conditions that may pose a health or safety hazard. The date of inspections need not be posted in advance. Staff may enter with or without the presence of the occupants. Residents are required to maintain a safe, healthy, and hygienic living environment. If there is a problem or condition that needs to be corrected, the residents will be given an opportunity to make the necessary alterations or adjustments. Failure to comply with mandated adjustments will be adjudicated through the conduct system.

Any illegal or prohibited items found during these inspections will be confiscated in accordance with the Confiscation Policy and the residents of the residence will be adjudicated through the conduct system.

CONFISCATION POLICY

Certain items are prohibited in the residential areas of the University because of health, fire, or safety reasons; city, state, or federal law; or University policy. When these items are discovered by University officials, they are subject to confiscation. University personnel, including Police & Safety officers and Residence Life staff members, have the authority to confiscate items.

Items prohibited by University policy for health, fire, or safety reasons may be returned to the owner at the end of the term (or earlier by arrangement with the Assistant Director or Hall Director of the respective area) provided that the item be removed from campus immediately and not returned to the premises. Illegal items (such as controlled substances, drug paraphernalia, and weapons) are not items that can be released and will not be returned.

Prohibited use or possession of alcohol will result in its immediate confiscation and disposal. Typically, the resident in possession of the alcohol will be asked to dispose of it. In the freshman area, alcohol containers, whether empty or full, are prohibited and will be confiscated. Confiscated alcohol and alcohol containers will not be returned and will be disposed of.

Any confiscated item not claimed by the owner by the end of the academic year in which the item was seized (or at the end of the summer session if confiscated during the summer) will be disposed of without notification. When possible and appropriate, items will be donated to a local charity.

HOUSING RULES AND REGULATIONS

APPLIANCES

All electrical or gas appliances have the potential to be hazardous if not used according to manufacturer recommendations and kept in proper repair. It has been determined that the following type of appliances may be used in student housing:

electric blankets, lamps (100-watt limit), air-conditioner in the upperclassman area (10,000-BTU limit), stereos, TVs, DVD players, computers, printers, fans, hair dryers, electric hair curlers, hot air popcorn poppers, electric razors, heating pads, coffee pots, and closed-coil hotpots.

Recognizing that some appliances are more hazardous than others, the following list of items may not be used in student housing. Some of these items constitute a serious fire hazard or could cause damage to physical facilities. The item will be confiscated if it is found in residential areas and disciplinary action taken against students who possess such items. Unapproved appliances include, but are not limited to:

Halogen lamps, sun lamps, hot plates, toaster ovens, electric fryers, electric heaters (unless specifically approved by the University Fire Safety Officer) waterbeds, and fog machines.

Residence Life reserves the right to limit appliances based on misuse and/or excessive electrical usage.

REGULATIONS IN THE FRESHMAN RESIDENCE HALLS:

APPLIANCE	SHOULD NOT EXCEED
MicroFridge.....	3.2 cubic feet/10 amps
Refrigerator.....	3.2 cubic feet
Microwaves.....	not permitted
Lamps (non-halogen only)	100 watts

Stand-alone microwaves are not allowed in student rooms in the freshman area, though microwaves are available in the common areas. Only microwaves that are part of approved "MicroFridge" are approved for use in freshman housing. Refrigerators larger than 4.5 cubic feet are prohibited in freshman housing.

All appliances must be UL-approved, and good judgment should be practiced while appliances are in use.

REGULATIONS IN RYAN RESIDENCE HALL:

A "MicroFridge" is provided for each suite in Ryan Hall. These appliances are the property of Mercyhurst University. If there is a maintenance issue with a unit, this should be reported to Maintenance/Housekeeping. Students will be responsible for cleaning the unit while in their use. Ryan Hall has a "snack area" with sink, cabinet space and kitchen counters. Microwaves are permitted in these areas, as well as coffee pots, hot-pots, toasters, crock-pots. These spaces are not individually ventilated; therefore additional cooking items such as electric griddles, George Foreman grills, are not permitted.

All appliances must be UL-approved, and good judgment should be practiced while appliances are in use.

Failure to Comply with Appliance Policy

- Warning
- Confiscation of Prohibited Appliance
- Restitution

ADDITIONAL DOOR LOCKS

Only University authorized and installed door locks, chains, and deadbolts are permitted.

Unauthorized Door Lock Installed

- Warning
- Removal of Lock
- Restitution

DECORATIONS

Residents are welcome to hang posters, signs, and pictures on walls, doors, and closets with masking tape or white poster-hanging putty. Residents are not permitted to use double-sided or duct tape, as these will leave a heavy residue and/or remove the paint. Residents may not use self-adhesive decals, nails, or bolts. To avoid being charged for damage, residents are encouraged to decorate with care. Residents may not possess any traffic sign without proper documentation as to its origin or legal purchase. Decorations should not be excessive.

Alterations or additions within the residence halls or apartments are prohibited. This includes, but is not limited to, painting or applying adhesives to any window, ceiling, floor, wall, or furniture surface, adding wallpaper or borders, or affixing permanent shelving. Screens may not be removed from any of the windows.

Unauthorized Use or Possession of Signs

Warning
Confiscation of Sign

Deliberate Damage or Defacement

\$50.00 Fine
Social Probation
Restitution

Possession of a Prohibited Item

Warning
Confiscation of Item

DAMAGES

Each resident will sign a Residence Condition Report (RCR) when they move in. Other than normal wear and tear, residents are responsible for loss and damage in their room or apartment. To avoid damage, residents are asked to decorate with care. **Damage done to common areas (lounges, stairwells, etc.) is assessed to the smallest, most likely group of residents possible when it cannot be determined who caused the damage. Damage in a residence will be assessed equally to all occupants unless a statement is received by the Office of Residence Life indicating who is accepting responsibility.**

Minimum charge for damage is \$5.00 per resident.

FIRE ALARMS

When the fire alarm sounds students must vacate the building as quickly and safely as possible via the nearest fire exit. Students must not use elevators. They must walk, not run, to the nearest exit. Failure to evacuate is dangerous and may result in disciplinary and/or legal action. The University advises all residents to familiarize themselves with the location of fire extinguishers, alarm boxes, and fire exits. Anyone deliberately setting off a false alarm will be suspended immediately. In the event of a fire alarm, smoke or fire

- DO NOT PANIC. REMAIN CALM.
- If there is smoke in the room, keep low to the floor.
- Before opening a door, feel the door and the door knob. If they are hot, do not open the door.
- Before opening a door, brace yourself against it and open it slightly. If heat or heavy smoke is present, close the door and stay in the room.
- If you can leave the room, take your room key and close all doors behind you.
- Go to the nearest exit or stairs. If the exit contains dense smoke, find another escape route. Posted in each room, hallway, and stairwell are evacuation plans for your reference.
- After evacuating the building, meet at your designated area and stand clear of the building
- If all exits are blocked, stay in your room. Remain calm.
- If you have a phone, call University Police at 814-824-3911 or 911. Tell them where you are and that you need assistance.
- Open a window slightly to let fresh air in. Take care not to draw smoke into the room or feed the fire by creating a draft.
- Draw water from the bathroom to keep towels and sheets wet.
- Place wet towels and sheets around doors and cracks.
- Hang an object out the window to attract fire department's attention (sheet, blanket, or jacket).
- If heavy smoke is present, place wet towel over your nose and mouth and keep low to the floor.

Stand clear of the building after evacuating. Go to your designated area and help account for each person on your floor. Gathering Points following evacuation (access kept clear for emergency responders):

Warde – Parking lot across from/away from the entrance
Baldwin – Baldwin Fountain

McAuley – Parking Lot 1

Ryan Hall – Furthest end of the parking lot by building/Hirt Building parking lot

Apartment/Upperclass Halls – Front of but safe distance away from building

Never re-enter a burning building for any reason

CALL Police and Safety (814) 824-3911 or 911

In the event of an alarm:

- Awaken any sleeping roommate or suitemates.
- Prepare to evacuate by putting on shoes and coat if time permits.
- Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, but if heat or smoke rushes in, close the door immediately and remain inside.
- When residents leave their room, they should be sure to take their key in case it is necessary to return to the room should conditions in the corridor deteriorate.
- If for any reason a student is not able to leave their room, they should dial the campus Police and Safety at (814) 824-3911 or 911 and inform them of their location. Help will be sent immediately.

If exit is possible:

- Make sure to close the door tightly when evacuating.
- Follow a predetermined exit route in a quick and orderly manner.
- Leave the building using the nearest accessible stairway – not the elevator!
- When exiting in smoky conditions, keep at least one hand on the wall and crawl to the nearest exit.
- After exiting the building, please keep clear of the building entry to allow quick access by Fire and Police personnel.
- When the building has been deemed safe for reentry, the Fire Department or Police and Safety will authorize students to go back inside.

If exit is not possible:

- Make sure the door is tightly closed and use a bed sheet or blanket to fill the cracks around the door.
- Open the window two-thirds at the top to allow hot air and gases to escape—and one-third at the bottom. Keep facing near the bottom opening. This will ease breathing until help arrives. Never break the window. This will result in an inability to control the influx of smoke from other floors.
- Wave a towel or brightly colored shirt from the window to aid rescuers. The Fire Department will look for this sign.

FIRE EQUIPMENT

University housing is equipped with the required smoke and carbon monoxide detectors and fire extinguishers. All fire safety equipment is maintained by the Fire Safety Officer. In the event that equipment is damaged, the residents will be held responsible for the cost of repair or replacement. Battery-operated detectors are located in each residence. Disconnecting or removing a battery from a detector is prohibited. If an extinguisher is used, it must be reported to Police & Safety or the RA immediately. If it is not reported, the occupants of the apartment or hall may be held responsible for Creation of a Fire Hazard.

FIRE SAFETY REGULATIONS

Fire regulations are in place to protect students in their living space.

The University prohibits the unwarranted discharge of fire extinguishers or tampering with fire-fighting equipment.

Sounding a false fire alarm is illegal.

Candles and incense are not permitted in campus housing.

Gas grills and propane tanks may not be stored anywhere in campus housing.

Hoverboards and Electric Personal Assistive Mobility Devices (EPAMDs) are not permitted in campus housing.

Live Christmas trees are not permitted in campus housing.

Strings of lights without plastic coverings are prohibited with the exception of the days between the end of Thanksgiving break and the start of Christmas break.

Removing batteries from smoke or carbon monoxide detectors is prohibited.

Fire doors are to remain closed at all times, since they act to contain toxic fumes and fire to a limited area.

Hallways, corridors, doorways, and fire escapes must remain unobstructed at all times.

Detectors and fire alarms in all residence areas must remain unobstructed at all times.

All ceiling tiles must remain intact. Missing and broken ceiling tiles create drafts that can lead to rapid spread of toxic fumes and fire.

Wall and ceiling coverings deemed excessive pose a fire hazard and are therefore prohibited.

All doorways must remain clear of furniture or drapes that may inhibit or prevent students from escaping in case of fire.

Excessive Wall and Ceiling Coverings

Warning
Removal of Coverings

Possession of Candle/Incense/Hoverboard/EPAMD in University Housing

Warning
Confiscation

Creation of a Fire Hazard

\$50.00 Fine
Written Reprimand
Removal and Restitution

Tampering with Fire/Safety/Emergency Equipment

\$200.00 Fine
Disciplinary Probation
Educational Meeting with the Fire Safety Officer

OCCUPANCY LIMITS

A fire hazard risk analysis conducted by the Mercyhurst University Fire Safety Officer has determined the maximum occupancy limits for University residences. Based on this analysis, occupancy limits for each building are as follows:

Upperclassman Apartments/Townhouses 16 or fewer people

Ryan Hall 10 or fewer people

Freshman Rooms 8 or fewer people

Residents may not permit more than the specified number of people into their living space.

Exceeding Occupancy Limit

Warning

FRESHMAN AREA VISITATION POLICY*

Mercyhurst University was founded in the tradition of the Sisters of Mercy, which includes the ethics and morals of Catholic Christianity. The University has the right and responsibility to establish living arrangements that reflect Christian values while encouraging the growth and development of students into adulthood. All students are called to responsible behavior by making sound moral judgments reflective of this tradition.

Mercyhurst University students' primary purpose is to achieve academic success. The University strives to create living and learning environments within the freshman residence halls that are conducive to study, sleep and healthy living. The right of any resident to sleep, study, or simply enjoy privacy will always supersede a roommate's privilege to host guests/visitors in the room.

Residents may entertain guests of the opposite sex in their rooms from 10:00 a.m. until midnight, Sunday through Thursday, and 10:00 a.m. until 2:00 a.m. on Friday and Saturday. The host is responsible for registering guests by signing them in at the residence hall front desk. Hosts are responsible for the behavior of their guests at all times. All hosts and guests must abide by the visitation policy. A vote may be implemented during the course of the year to modify the times of visitation per the Director of Residence Life & Student Conduct.

Violation of Visitation Policy

Warning
Possible Loss of Visitation Privileges

**This includes Freshmen residing in Ryan Hall*

FRONT DESKS

Baldwin, McAuley, Warde and Ryan Halls each have a front desk. All guests must be signed in by their hosts and must leave photo identification at the desk. It will be returned when the guest signs out of the hall. All guests must be escorted through the building at all times. Hosts will be held accountable for the behavior of their guests. Proximity readers are installed at each hall entrance to allow residents after-hours access.

FURNITURE

Beds, desks, desk chairs, and dressers are provided by the University. In addition, each apartment has living room and dining room furniture. **No furniture in any residential housing may be taken apart or removed from the residence unless approved by**

the Office of Residence Life.

Alterations, additions, and/or unauthorized use of University furnishings within residential housing are prohibited. This includes, but is not limited to, moving furniture from public areas to individual rooms, removing University furniture from residential housing, painting, marking, or applying adhesives to any furniture surface.

It is the responsibility of residents to remove any of their own furniture. Charges for removal of personal furniture will be assessed equally to all residents of the apartment or hall in cases where specific individuals cannot be identified.

Unauthorized Removal of University Furniture

Warning
Restitution

LOFTS

Residents are not permitted to construct lofts, purchase lofts, or make lofts by modifying University furniture. Residents may use only store-bought bed risers to raise their beds; no other devices, such as cinderblocks, are permitted.

Prohibited Loft

Warning
Removal of Loft
Possible Restitution

GARBAGE

It is the responsibility of residents to dispose of their garbage in the Dumpsters located around each building or in the designated trash areas within the residence halls. Charges for garbage left in rooms, apartments, hallways, or public areas will be assessed equally to all residents of the apartment or hall when specific individuals cannot be identified. Recycling of glass, paper, plastic, and aluminum is encouraged.

All residential upperclassmen are provided with individual apartment recycling bins. Please use them for this purpose only; recycling bins are property of Mercyhurst University; **you will be charged for their disappearance at the end of the academic year.** You do not need a bag for your recycling, simply deposit recyclables into the nearest correct receptacle.

Improper Disposal of Garbage

Warning
\$25 Removal Charge (per resident/per bag)

GRILLS

Gas grills and propane tanks may not be stored in residential housing, including basements, stairwells, and laundry rooms. The following safety precautions should always be taken when using outdoor cooking equipment:

- Always read the manufacturer's recommendations for operation, especially when using propane cooking equipment.
- Outdoor cooking appliances should be kept a minimum of 10 feet away from any structure and should never be left unattended. All hot equipment should be monitored during and after cooking.
- Charcoal, when cooled, must be disposed of properly.

GUEST POLICY

A guest is defined as anyone who is not an occupant of a residence. Host residents are responsible for the behavior of their guests at all times, whether or not the host is present. Hosts are required to inform guests of all pertinent rules and regulations. Guests may not stay longer than 48 hours or two consecutive nights within the same week. Abuse of the guest policy may result in the host and guest being found in violation of the unauthorized resident policy.

In the Freshman Area, guests must sign in and leave identification at the front desk and are required to be escorted at all times. Guests who are students of Mercyhurst University share responsibility for their behavior with their hosts.

In all cases, the right of any resident to sleep, study, or simply enjoy privacy will always supersede a roommate's privilege to host guests/visitors in the room.

Failure to Abide by Guest Policy

Warning
Possible Loss or Restriction of Visitation Privileges
Possible Pro-Rated Housing Charges

Irresponsible Host

Written Reprimand
Possible Loss or Restriction of Visitation Privileges

Violation of Escort Policy

First Offense

Warning
Possible Loss or Restriction of Visitation Privileges

Second Offense

Written Reprimand
Loss of Visitation Privileges

HORSEPLAY IN RESIDENTIAL BUILDINGS

Playing sports, roughhousing, or other conduct that has the potential to cause disruption, damage, or injury inside residential housing is prohibited.

Residents may not have dartboards with metal-tipped darts.

Horseplay

Warning
Restitution
Confiscation of Equipment

Possession of Prohibited Dart Board

Warning
Restitution
Removal of Dart Board and Related Equipment

MANDATORY MEETINGS

At the beginning of each year, mandatory hall/building meetings will be held to introduce and review housing policies and regulations. Throughout the year, mandatory meetings may be held by the Residence Life staff to address residents regarding policy changes or concerns.

Attendance at these meetings is required for all relevant residents. Residents are responsible for any information presented at the meeting.

Failure to Attend a Mandatory Meeting

Warning

PETS

With the exception of guide dogs or bona fide service/emotional support animals and fish in aquariums with a combined capacity of 10 gallons or less, no pets are allowed in campus housing. Fish may be kept in rooms with the agreement of all roommates. Fish must be removed from the residential areas during long breaks and at the end of occupancy.

Any exception to the pet policy must be approved by the Director of Residence Life or designee prior to the animal's arrival on campus. For more detailed information, refer to the Assistance Animal Policy of the Student Conduct Handbook.

Unauthorized Pet

Removal of Pet from Campus
Written Reprimand
Restitution

Neglect of Animal

\$100.00 Fine
Disciplinary Probation
Restitution
Possible Confiscation of Animal

QUIET HOURS

Quiet Hours have been established to ensure that the living environment is conducive to studying and sleeping. The hours are from 10:00 p.m. until 8:00 a.m. Sunday through Thursday and from midnight to 11:00 a.m. on Friday and Saturday.

Twenty-four hour quiet hours will be in effect from 6:00 p.m. on the last day of classes until 6:00 p.m. on the last day of finals.

COURTESY HOURS

Courtesy Hours exist 24 hours a day, every day. At no point should the noise of an individual or group have the potential to disrupt any other member or members of the community. The right to a peaceful environment outweighs the desire to be loud regardless of time of day. Having a stereo or musical instrument on campus is permitted, but the privilege may be revoked should a student demonstrate disregard for volume control.

Failure to Respect Quiet Hours/Courtesy Hours

Warning
Possible Confiscation of Equipment (e.g. stereos)

Violation of 24-Hour Quiet Hours

Written Reprimand
Possible Confiscation of Equipment (e.g. stereos)

SMOKE & TOBACCO-FREE BUILDING POLICY

All residential housing is tobacco-free. There is no smoking, tobacco chewing or use of inhalation devices (e.g. vaporizer, e-cigs) anywhere in residential housing and in the immediate perimeter of each building. Residents will be held responsible for their guests' actions.

Violation of Smoke & Tobacco-Free Policy

Written Reprimand
Restitution where applicable

STUDENT ID CARD POLICY

Mercyhurst University identification cards are the property of Mercyhurst University and any attempts to alter, enhance, or reprogram a card may result in disciplinary action including adjudication through the Student Conduct system or criminal arrest. All students MUST carry their ID cards at all times when on University property and present the card to any University employee (staff, faculty, and administration, including Police and Safety personnel) when requested to do so. Failure to comply with the request will result in appropriate disciplinary action. Lending or giving this card to another party is prohibited. Misuse of the ID card can result in loss of privileges and disciplinary action.

Violation of Student ID Card Policy

First Offense
Verbal Warning

Second Offense
Written Reprimand

VEHICLE POLICY

FRESHMAN AREA RESIDENT VEHICLE POLICY

First-year students living in the Freshman Area are not permitted to bring vehicles to university. First-year students living in the Freshman Area who are found to have brought their vehicles will be required to take them home and will face disciplinary action, even if the car is parked on a neighborhood street rather than on campus. For extenuating situations (usually serious medical conditions and family emergencies) a student may request a temporary parking pass from the Residence Life Office, 323 Egan Hall.

If granted an exception, then the freshmen must park in the designated freshman parking lot, Lot 20 located at 38th and Pine Ave (across from Arby's). Associated vehicle registration fee will apply.

Violation of the Freshman Area Resident Vehicle Policy:

First Offense

Removal of the Vehicle
Written Warning

Second Offense

Removal of the Vehicle
\$25.00 Fine

Repeat Offender

Removal of the Vehicle
\$30.00 Fine * subsequent violations will be increased \$5.00 and not exceed \$50.00
Written Reprimand
Possible Denial of Future Parking Privileges

RESIDENT VEHICLE POLICY

Visitor passes are available at Police & Safety and are required for friends and family who are visiting.

No student may obtain parking permits for others. Police & Safety issue parking permits with the understanding that the permit will be used for the student's own use. Allowing another individual to use a permit issued to a student is a violation of University policy. Transference of permits must be facilitated by Police & Safety.

Unauthorized Possession or Misuse of a Parking Permit

Removal of the Vehicle
\$25.00 Fine
Written Reprimand
Possible Denial of Parking Privileges

WEAPONS/FIREARMS/EXPLOSIVES

Weapons of any kind are strictly prohibited. Use or possession of any item on campus that could jeopardize the health and/or safety of the community is prohibited. The University reserves the right to determine whether a specific object jeopardizes the health and/or safety of the community. Fireworks (including sparklers), explosive materials, and weapons (knives, guns, rifles, hunting equipment, lawn darts, Tasers, stun guns, paint guns, pellet guns, BB guns, "Air Soft" guns, "fake" guns, other simulated weapons, ammunition, etc.) are all specifically prohibited and may not be used, possessed, or brought onto campus. If the student needs assistance in determining what may be a hazardous device, the Police & Safety Office should be contacted. Mercyhurst University adheres to all municipal, state, and federal laws regarding weapons, ammunition, fireworks, and other dangerous substances.

UNAUTHORIZED RESIDENTS IN HOUSING ASSIGNMENTS

University Housing is only available to actively registered students. Students or non-students found to be living in a campus housing assignment for longer than 48 hours or two consecutive nights without an authorized assignment from the Residence Life Office will face disciplinary and possible legal action. In addition, all residents condoning the behavior will face disciplinary action. Assessed sanctions will apply to both host(s) and unauthorized residents.

Unauthorized Resident

Immediate Removal of Unauthorized Resident
\$50.00 Fine
Social Probation
Prorated Housing Charges
Possible Removal from Housing

STUDENT CONDUCT SYSTEM

MS. MEGAN MCKENNA, DIRECTOR, 323 EGAN HALL, 824-2422

INTRODUCTION

Mercyhurst University is a community of learning dedicated to the lifelong development of the whole person where students gather knowledge, insight, skills, and vision necessary to attain the goals they have set for themselves.

Every member of the Mercyhurst community is encouraged and aided to meet the standards of behavior set by the University. These standards establish a foundation upon which the student builds a quality of life reflecting good citizenship, mindfulness, and the safety and wellness of the campus community.

While understanding of errors in judgment, the Conduct Code is intended to maintain the integrity of the University Mission and Core Values while fostering the ethical maturation of the student. The focus of the Conduct Code is good judgment, responsible social stewardship, and concern for an improved quality of life for the whole community. Excessive regulation, tedious debate, and contentious challenges are not the aim of this Conduct Code. It is the responsibility of every Mercyhurst student to read and understand the University conduct code and recognize how the code could impact them.

ADMINISTRATION OF THE CONDUCT CODE

When an incident occurs that suggests violations of the conduct code, that incident will be reviewed by one of the following three authorities. The severity, complexity, or sensitivity of the incident will determine which authority conducts the review.

STUDENT CONDUCT STAFF

The Student Conduct staff consists of Assistant Directors, Hall Directors, or a designee. Typically, the majority of cases are adjudicated by student conduct staff.

STUDENT CONDUCT PANEL

This panel is composed of three members of the Student Conduct Staff or their designees. The panel may review serious initial incidents, incidents that are complex, incidents that involve students from several residential areas, incidents involving repeat offenders, etc.

ADMINISTRATIVE REVIEW

Administrative conduct meetings are conducted by the Director of Residence Life & Student Conduct or designee. The Director may review incidents of an extremely severe, complex, or sensitive nature, such as those involving sexual misconduct, drug offenses, bias-based offenses, etc. Sexual misconduct cases will be referred to the Title IX Coordinator.

Any student found to be responsible for violating the Conduct Code may receive one or more of a variety of sanctions tailored to the specific violation(s). The sanctions listed in the Student Handbook are presumptive. Individual mitigating circumstances (seeking assistance for a fellow student in distress), as well as aggravating factors (including but not limited to past misconduct by the student or failure to comply with previously imposed sanctions) may be considered when determining the level and scope of the sanction(s).

The University reserves the right to make necessary changes to the policies and procedures outlined in the Student Handbook without prior notice, so long as such changes do not impact the overall fairness of the student conduct process.

The Student Conduct Office considers Mercyhurst e-mail accounts as a means of official communication with individual students. All students are responsible for checking their Mercyhurst-issued e-mail accounts and are held accountable for the contents of e-mails issued by the University.

CONDUCT PROCESS

An event is documented in an incident report.

The incident report is submitted to the Student Conduct Office.

A preliminary review of each incident is conducted by an Assistant Director (AD) of Residence Life & Student Conduct or a designee. The AD then either adjudicates the incident or refers it to a Student Conduct Panel or the Director of Residence Life & Student Conduct.

The student is contacted to schedule a conduct meeting (generally by University email). The student is provided a copy of their Rights and Responsibilities at this time. If a student does not respond to the initial notice, a second notice will be sent requesting that the student schedule a meeting within a specified period of time. If the student fails to schedule and attend a meeting, the adjudicating authority will hold the meeting in the student's absence.

Students will be notified by University email of the outcome of the case.

Normally, hearings shall be conducted in private. However, admission of any other person to the hearing shall be at the discretion of the adjudicating authority.

With incidents involving multiple students, group hearings may be provided when appropriate.

The adjudicating authority reserves the right to involve additional participants in the conduct process. For instance, coaches, advisers, IT personnel, peers, etc. may participate in the process when deemed appropriate by the adjudicating authority. Witnesses may also be consulted at the discretion of the adjudicating authority.

The student has the right to be accompanied by an advisor of the student's choice and at the student's own expense. The student is responsible for presenting his or her own information and argument and, therefore, advisors are not permitted to speak or to participate directly in any hearing.

The student has the right to present the information from witnesses during the hearing. If the student requests witnesses be permitted to present their statements at the hearing, the student must demonstrate the relevancy of the witness's information prior to their admission to the hearing. If such relevancy cannot be demonstrated, the adjudicating authority may refuse to hear the information. The adjudicating authority will be able to question the witness.

Permanent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the adjudicating authority.

All procedural questions are decided by the adjudicating authority.

The hearings may be recorded by the adjudicating authority.

The adjudicating authority determines if the student is responsible for the incident. If the student is found responsible, the adjudicating authority will use the Conduct Code as a guide in determining an appropriate sanction.

The student is provided with a decision letter which includes guidelines for appealing the decision.

STUDENT CONDUCT RECORDS

A student's housing and student conduct records are protected as educational records. In most cases, a student's housing and student conduct record will be retained for seven years after the student graduates, withdraws, or transfers from the University. Certain student conduct records, including ones involving sexual misconduct or other serious violations, are retained indefinitely at the discretion of the Director of Residence Life & Student Conduct.

Students may request to have their student conduct record expunged by submitting a written request to the Director of Residence Life & Student Conduct. A request for expungement may be initiated only upon completion of all degree requirements and attainment of a degree. Record expungement, whether in whole or in part, shall be at the sole discretion of the Director of Residence Life & Student Conduct. Expungement may occur only for students who have sanctions other than suspension or expulsion and whose violations were determined to have not threatened or endangered the health or safety of any person.

All records maintained by the Student Conduct Office, including incident reports and sanction information, are protected as educational records by the Family Educational Rights and Privacy Act (FERPA).

CONDUCT CONSEQUENCES

DISCIPLINARY LEVELS

WRITTEN WARNING

A written warning is a documented notice that the student's behavior is unacceptable to the Mercyhurst University community and that further misconduct may result in more severe outcomes. Written warnings are taken into account in the event of future violations.

WRITTEN REPRIMAND

A written reprimand is an official censure for violating University regulations and is taken into account in the event of further violations. Written reprimands result in the loss of one housing point.

SOCIAL PROBATION

Social probation is meant to monitor and address student behavior to assess their adjustment to the demands of academic life. Involvement in another incident during this probationary period may result in more serious disciplinary sanctions. Social probation results in the loss of two housing points.

DISCIPLINARY PROBATION

Disciplinary probation is the next level of probation. A student is on disciplinary probation for a specified period of time. A student may be denied participation in certain activities and/or face facility restrictions. Involvement in another incident during this probationary period may result in more serious disciplinary sanctions. Disciplinary probation results in the loss of three housing points.

SUSPENSION

Suspension is a temporary separation from the University and requires that a student ceases attendance at class and participation in university activities, and vacates the University premises for a specified period of time. There shall be no refund of tuition, room, or other fees due or payable for the period of the suspension. While on suspension, a defiant trespass notice will be issued. Suspension (including abated suspension) results in the loss of four housing points in the academic year during which the student returns.

INTERIM SUSPENSION

In certain circumstances, it may be necessary to impose a suspension immediately. This interim suspension is used when there is substantial reason to fear harm to persons or property, to ensure the safety and well-being of members of the University community, or when there is a threat of or actual disruption or interference with the normal operation of the University. During the period of interim suspension, a defiant trespass notice will be issued.

With the safety and welfare of the University community in mind, it may be necessary for a student who significantly disrupts student life, or is a danger to others, to be required to leave campus immediately for a designated period of time, determined by the Director of Residence Life & Student Conduct or designee in consultation with appropriate University personnel. University authorities must approve an acceptable statement of the student's ability to return to campus without continuing to pose behavior that is disruptive to the campus community, or threatening towards the safety and well-being of members of the University community, before determining whether the student will be permitted to return to campus. Further behaviors that disrupt the institution or interfere with the mission of the institution may result in additional disciplinary action up to and including suspension or expulsion.

EXPULSION

Expulsion is a permanent separation from the University. The University reserves the right at any time to expel any student engaging in any conduct that, in the opinion of the University, is detrimental to the welfare of the University community. There shall be no refund of tuition, room, or other fees due or payable. Upon expulsion, a defiant trespass notice will be issued.

DISCIPLINARY SANCTIONS

MONETARY FINES

Monetary fines may be required of a student who violates the Conduct Code. The student may be permitted to satisfy these fines through community restitution.

COMMUNITY RESTITUTION

Community restitution may be required of a student who violates the Conduct Code. The adjudicating authority will assign the number of hours required, the work location, and the name of the community restitution supervisor. The student is entirely responsible for contacting, coordinating, completing community restitution hours with the supervisor, and submitting verification to the Student Conduct Office by the specified date.

MONETARY RESTITUTION

When deemed appropriate, the student may be required to pay for damages or other expenses incurred as a result of the student's actions. Monetary restitution may be required to the University.

EDUCATIONAL SANCTION

When deemed appropriate, educational sanctions such as mediation, attendance at Alcohol and Drug Education classes, a formal apology (in person or in writing), a public presentation, a research paper, etc. may be assigned.

REASSIGNMENT OR REMOVAL FROM UNIVERSITY HOUSING

Any student incapable of cooperative community living may be moved from a room or apartment to another location on campus. Should this occur, the original group of students who signed-up to live together may be split up and assigned to available open spaces on campus. The student may also be restricted from visiting specified campus areas or activities. Removal from campus housing, when appropriate, is also a possible sanction or stipulation. There shall be no refund of room or other fees due or payable.

LOSS OF OFF-CAMPUS HOUSING PRIVILEGE

A student living off-campus may lose that privilege if behaviors disturb or disrupt neighbors or the neighborhood, or bring disrepute to the University.

FACILITY RESTRICTIONS

A student who has been assigned facility restrictions may not be permitted to visit campus housing or to be in the outside areas adjacent to these residences. The student may also be restricted from additional campus facilities and activities.

COUNSELING ASSESSMENT

A student who has been assigned a counseling assessment is required to schedule a session (or sessions) with the University's Counseling Center or a counselor approved by the Counseling Center. The student will be required to follow any suggestions/recommendations made by the counselor and ensure verification of attendance and compliance with recommendations is provided to the Director of Residence Life & Student Conduct.

With the safety and welfare of the University community in mind, it may be necessary for a student who significantly disrupts student life, or is a danger to self or to others, to be required to leave campus immediately for a designated period of time, determined by the Director of Residence Life & Student Conduct or designee in consultation with appropriate University personnel. University authorities must approve an acceptable statement of the student's ability to return to campus without continuing to pose behavior that is disruptive to the campus community, or threatening towards the safety and well-being of themselves or of members of the University community, before determining whether the student will be permitted to return to campus. Further behaviors that disrupt the institution or interfere with the mission of the institution may result in additional disciplinary action up to and including suspension or expulsion.

PARENT/GUARDIAN NOTIFICATION

The University recognizes the vital interest and supportive role of parents and/or guardians. As such, the University reserves the right, to the extent allowed by law, to notify parents and/or guardians when the University believes it is in the best interest of the student, parents and/or guardians, and/or University to do so. Such notification is intended to help the student, parents and/or guardians, and University cope appropriately with such situations. When possible and appropriate, the student will have the opportunity and will be encouraged to initiate contact with the parents and/or guardians. *In many instances, State and Federal regulations restrict the University's ability to provide information without a signed FERPA release from the student. Students may complete and sign the release by visiting the Student Conduct Office.*

APPEAL PROCESS

The purpose of the appeal process is to ensure that the policies and procedures of Mercyhurst University are administered in a fair and consistent manner. An appeal is a request to a higher adjudicating authority to review a conduct decision or action. When an appeal is heard, the issue in question is not the student's original action or incident; rather it is a request for reconsideration of the original conduct decision.

REQUESTING AN APPEAL

A student may request an appeal of conduct decisions for review.

The student must submit a written request for appeal to the Student Conduct Office. Typically, a student is allotted seven calendar days after receiving the initial conduct decision to submit a request. The Director of Residence Life & Student Conduct reserves the right to shorten or lengthen this time based upon individual circumstances.

The aim of the appeal request is to convince an adjudicating appeal authority that reason exists for a hearing of the original decision or action. The responsibility of showing such reason rests with the individual making the request. A student should have no expectation that an appeal request will be heard simply because the student is unhappy with or disagrees with the original decision or action. The student needs to do more than simply claim grounds for an appeal hearing; the student must demonstrate that such grounds exist.

In general, one or more of the following criteria must be demonstrated for a request to be successful:

1. During the student conduct process, deviation from written procedures occurred which impacted the fairness of the process. The deviation must be demonstrated in the appeal request and must clearly impact the fairness of the process.
2. Information unavailable to the original adjudicating authority is now available that could have impacted the original outcome. The relevant information must be presented in the appeal request.
3. The decision (violations and sanctions) reached was not based on substantive information. A reasonable challenge to the information must be provided in the appeal request.
4. The sanction issued as a result of the original decision was disproportionate for the violation. The unwarranted or excessive nature of the sanction must be evidenced in the appeal request.
5. Bias on the part of the adjudicating authority that deprived the student conduct process of impartiality. Allegations of bias must reference the adjudicating authority only. The alleged bias must be evidenced in the appeal request.

Depending on the severity of the initial incident and/or the resulting sanctions, the appeal request is assigned to one of three adjudicating appeal authorities: an Administrative Hearing, a Student Conduct Panel, or the Conduct Board.

The adjudicating appeal authority that reviews the request will determine if the request merits an appeal hearing.

Typically, the student will be informed of the decision on whether or not the adjudicating appeal authority will grant an appeal hearing within 14 calendar days of the date that the office received the appeal request.

For requests meriting an appeal hearing, the hearing will be conducted in a timely manner.

Typically, the adjudicating authority will provide the student with a written decision within seven calendar days after the appeal hearing is completed.

APPEAL HEARING INFORMATION

Normally, appeal hearings shall be conducted in private. However, admission of any other person to the hearing shall be at the discretion of the adjudicating appeal authority.

In instances involving more than one student, individual or group appeal hearings may be provided.

The student has the right to be assisted by an advisor of the student's choice and at the student's own expense. The student is responsible for presenting his or her own information and argument and, therefore, advisors are not permitted to speak or to participate directly in any appeal hearing.

The student has the right to present the information from witnesses during the appeal hearing. If the appealing student requests witnesses be permitted to present their statements at the hearing, the appealing student must demonstrate the relevancy of the witness's information prior to their admission to the hearing. If such relevancy cannot be demonstrated, the adjudicating appeal authority may refuse to hear the information.

Permanent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the adjudicating authority.

All procedural questions are decided by the adjudicating authority.

The hearings may be taped by the adjudicating authority.

The adjudicating appeal authority may recommend to rescind, decrease, increase, modify, or uphold the conduct decision as deemed fit based on the information supplied and meeting with witnesses/students.

ADMINISTRATION OF APPEALS

Appeals are conducted by appropriate adjudicating authorities. These authorities include, but are not limited to, a Student Conduct Panel, the Conduct Board, and an Administrative Hearing. The severity of the imposed sanction and the severity of the initial violation will determine which authority hears the appeal.

STUDENT CONDUCT PANEL

The Student Conduct Panel tends to review those appeal requests in which the original incident involved conduct of a less serious nature than those requests reviewed by the Conduct Board. The panel is composed of a Student Conduct staff member, a member of the Division of Student Life staff, and/or faculty member (or appropriate designees) who were not involved in the original incident or decision.

CONDUCT BOARD

The Conduct Board reviews appeal requests in which the original decision involved severe sanctions, such as expulsion, suspension, removal from University Housing, etc. The Conduct Board is directed by a permanent chairperson and is typically composed of two students, two faculty members, and two administrators each selected from a pool of appointees. Students on the Conduct Board may not be members of the Residence Life staff. The chairperson is appointed by the Vice President for Student Life and does not vote except to break a tie.

ADMINISTRATIVE HEARING

Administrative Hearings are conducted by the Director of Residence Life & Student Conduct or designee. Administrative Hearings review appeal requests in which the original incident involved conduct that is of an extremely sensitive nature, such as those involving sexual misconduct, drug offenses, bias-based offenses. The Director of Residence Life & Student Conduct may designate an Administrative Hearing panel which is composed of upper-level administrators and faculty, when appropriate.

THE CONDUCT CODE

Mercyhurst University expects and requires of its students behavior consistent with its high standards of scholarship. Upon matriculation to the University, a student accepts its regulations and acknowledges the right of the University to take disciplinary action for conduct deemed unacceptable or disruptive, both on and off campus.

The Conduct Code is divided into numbered headings describing prohibited behavior. Accompanying these headings are illustrative examples of potential violations and sanctions that may be applied. By listing such prohibited actions, the University does not seek to create an all-inclusive list. Instead the code serves as a guideline and means of clarification for the standards of conduct expected from community members. Students may not claim exemption from responsibility for their behavior because a violation is not listed or they were not aware of the Conduct Code. A student's conduct record is cumulative over the course of a student's university career.

While proceedings under the Conduct Code are not criminal proceedings and shall not be construed as such, Mercyhurst University recognizes its responsibility to provide procedures for handling student conduct that are fair and consistent. The University, for the purposes of this code, shall adopt the following guidelines:

- the student shall be notified of a conduct meeting;
- the student shall be notified of matters requiring the student's response;
- the student shall receive impartial proceedings;
- the student shall be given the opportunity to provide relevant information during the conduct meeting;
- the student shall have the opportunity to request an appeal.

Any student found responsible for violating the Conduct Code may receive one or more of a variety of sanctions tailored to the specific violation(s). The sanctions listed in the Student Handbook are presumptive. Individual mitigating circumstances, as well as aggravating factors, including but not limited to past misconduct by the student or failure to comply with previously imposed sanctions, may be considered when determining the level and scope of the sanction(s). Sanctions are imposed on a graduated scale, increasing in severity with subsequent violations.

Students residing off campus should understand that in the event of any disturbance at any off-campus residence for which police are involved, all signatories to a lease may be held equally accountable for an incident occurring at their residence, whether they are present at the time or not, and all signatories may be adjudicated through the Conduct Code.

Good Samaritan Statement: Mercyhurst University views student safety as paramount. Student health and safety are the primary concerns of the Mercyhurst community. Students are expected to contact Police & Safety or the AD on duty when they believe that assistance for an intoxicated/impaired student is needed. Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved may have applicable alcohol sanctions waived. In incidents of crisis or medical emergency. Mercyhurst students are expected to care for themselves and for others in the University community by getting help from appropriate officials even when violations of the Conduct Code have occurred. In crisis situations involving alcohol, drugs and/or sexual misconduct the University strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident. The granting of any form of amnesty remains a matter of discretion with the adjudicator.

This policy does not preclude taking disciplinary action for violations associated with vandalism, theft, hazing, physical assault, sexual assault, or other policy violations. Amnesty under this policy is a matter of compassion, not a right. It is not to be abused by those who violate the Conduct Code repeatedly.

1. Any action or situation involving verbal, mental, or physical abuse and/or assault, including threats, harassment, initiation of a fight, fighting, intimidation, or creation of a hostile environment. Conduct that recklessly or intentionally endangers or intends to endanger or threaten the emotional, mental, or physical health, safety, or welfare of any person, including him or herself, is prohibited.

Physical Assault/Abuse

Suspension
Possible Expulsion

Stalking

\$350.00 Fine
Disciplinary Probation
Counseling Assessment
Possible Suspension

Initiation of a Fight

\$200.00 Fine

Disciplinary Probation
Possible Suspension

Participation in a Fight

\$100.00 Fine
Social Probation
Possible Suspension

Reckless Endangerment

\$100.00 Fine
Social Probation
Possible Suspension

Creation of a Hostile Environment

\$100.00 Fine
Social Probation
Possible Disciplinary Probation
Possible Reassignment of University Housing

General Harassment

\$100.00 Fine
Social Probation
Possible Disciplinary Probation
Possible Reassignment of University Housing

2. Threats or harassment through any medium, including, but not limited to, e-mail, instant messaging, social-networking websites, computers, telephone, letters, is prohibited.

Terroristic Threats (as defined by the Pennsylvania Crimes Code)

Expulsion

Threats to or Harassment of Any Employee of the University (including RAs)

\$150.00 Fine
Disciplinary Probation
Possible Suspension

Verbal Threats

\$100.00 Fine
Disciplinary Probation

Verbal Abuse

\$50.00 Fine
Social Probation

3. Any bias-based acts that violate another person's rights are prohibited (i.e. race, sex, gender, sexual orientation, color, creed, religion, disability, national origin, age, or status as a veteran).

Bias-based Acts

\$250.00 Fine
Disciplinary Probation
Possible Suspension

4. All forms of sexual misconduct are expressly prohibited (refer to Title IX - Sexual and Gender Misconduct Policy in this handbook). This includes, but is not limited to Sexual Assault, Sexual Harassment, Dating and Domestic Violence, and Stalking. The process for a Title IX – Sexual Misconduct allegation is described in the Title IX – Sexual and Gender Misconduct Policy.

An investigation will be initiated by the Title IX Coordinator and a hearing process will ensue. A student found responsible for a violation of the Title IX Sexual and Gender Misconduct Policy could be expelled from the university

5. Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning, thereby undermining the ability of students to achieve their full potential. As such, all forms of bullying including those taking place through electronic media are prohibited (Cyber-bullying).

Bullying

\$200.00 Fine

Disciplinary Probation
 Possible Suspension
 Possible Counseling Assessment
 Possible Reassignment of University Housing

6. Conduct that significantly interrupts or prevents a University or civil authority from carrying out his or her duties or responsibilities is prohibited. Failure to comply with a reasonable directive from a University or civil authority is prohibited. The University will not tolerate disrespect toward University and/or civil authorities especially when performing their duties.

Presenting False Information i.e., misrepresentation as a student of Mercyhurst University, University official, or member of a University organization

\$100.00 Fine
 Disciplinary Probation
 Possible Suspension

Providing Inaccurate Information to a University/Civil Official

Written Reprimand

Fleeing from an Incident or from a University/Civil Official

\$50.00 Fine
 Social Probation
 Possible Disciplinary Probation

Failure to Comply

\$50.00 Fine
 Social Probation
 Possible Disciplinary Probation

7. While on campus, students are expected to carry proper identification. When identification is requested, it is the student's obligation to provide it. Students asked for verification of age have an obligation to provide a driver's license, state-issued ID card, or passport. Possessing, altering, manufacturing, and/or providing false identification is prohibited.

Manufacturing False or Altering Identification

\$100.00 Fine
 Disciplinary Probation
 Confiscation of Illegal IDs and/or Equipment
 Possible Suspension

Possession of or Providing False or Altered Identification

\$50.00 Fine
 Social Probation
 Confiscation of Illegal ID
 Possible Disciplinary Probation

Failure to Provide Identification

\$50.00 Fine
 Social Probation
 Possible Disciplinary Probation

8. Any activity on University property that negatively affects the University's pursuit of its mission is prohibited. Any behavior that disrupts or has the potential to disrupt the functions of the Mercyhurst University community, including behavior that disrupts the peace or violates the rights of others, is prohibited. Intentional disruption or obstruction of teaching, study, research, administration, disciplinary procedures, or other University activity, is prohibited.

Interference with University or Civil Authority

\$200.00 Fine
 Disciplinary Probation
 Possible Suspension

Disorderly Conduct

\$100.00 Fine
 Disciplinary Probation
 Possible Suspension

Disruption of University Activity

\$50.00 Fine
 Social Probation
 Removal from Activity
 Possible Disciplinary Probation

Disrupting or Harming Campus Wildlife

\$100.00 Fine
 Disciplinary Probation

Public Expression that Intends to Incite Disruptive Disturbances

\$50.00 Fine
 Social Probation
 Possible Disciplinary Probation

Attempt to Coerce Participation in Disruptive Behavior

Warning

Pranks

Written Reprimand
 Restitution

Excessive Noise

Written Reprimand
 Confiscation of Equipment (e.g. stereo/speakers)

Influencing or attempting to influence another person to commit an abuse of the Conduct Code or state and federal laws

\$50.00 Fine
 Social Probation
 Possible Disciplinary Probation

9. Lewd or indecent conduct, such as public urination, is prohibited.

Lewd or Indecent Conduct

\$25.00 Fine
 Written Reprimand

10. Hazing is prohibited and is cause for disciplinary action. Pennsylvania's Hazing Law defines "hazing" as

"Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of, or recognized as, an organization by an institution of higher education. [Any such] activity...upon which the initiation or admission into or affiliation with or continued membership in and organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding."

In addition, subjecting a person to treatment intended to put him or her in a humiliating or disconcerting position, including the forced (as defined above) consumption of alcohol, drugs, or any other liquid, gas, or solid substance, for the purpose of initiation into or affiliation with any organization on University-owned or operated property or at University-sponsored activities or related to any University group shall be considered hazing, and is prohibited.

Hazing

\$200.00 Fine
 Disciplinary Probation
 Possible Suspension
 Possible Action against Club or Organization

11. **Weapons of any kind are strictly prohibited.** Use or possession of any item on campus that could jeopardize the health and/or safety of the community is prohibited. The University reserves the right to determine whether a specific object jeopardizes the health and/or safety of the community. Fireworks (including sparklers), explosive materials, and weapons (knives, swords, brass knuckles, guns, rifles, hunting equipment, lawn darts, Tasers, stun guns, paintball guns, pellet guns, BB guns, "Air Soft" guns, "fake" guns, other simulated weapons, ammunition, fencing equipment, etc.) are all specifically prohibited and may not be used, possessed, or brought onto campus.

If the student needs assistance in determining what may be a hazardous device, the Police & Safety Office should be contacted. Mercyhurst University adheres to all municipal, state, and federal laws regarding weapons, ammunition,

fireworks, and other dangerous substances.

Possession of Weapons/Dangerous Item(s)

\$350.00 Fine

Disciplinary Probation

Possible Counseling Assessment

Possible Suspension

Possible Expulsion

Possible Arrest and Prosecution

Use of Fireworks

\$100.00 Fine

Disciplinary Probation

Restitution

Confiscation of Materials

Possession of Fireworks

\$50.00 Fine

Social Probation

Confiscation of Materials

12. Setting off a false fire alarm, submitting a false report of a fire or other dangerous conditions, failing to respond to fire alarms, tampering with fire, safety, and/or emergency equipment, and blocking exits are all prohibited.

Intentionally Activating a False Fire Alarm

Suspension

Tampering with Fire/Safety/Emergency Equipment

\$200.00 Fine

Disciplinary Probation

Educational Meeting with the Fire Safety Officer

Disabling Detectors

\$50.00 Fine

Social Probation

Educational Meeting with the Fire Safety Officer

Blocking Fire Exits

\$25.00 Fine

Written Reprimand

Failure to Evacuate During a Fire Alarm

Written Reprimand

Educational Meeting with the Fire Safety Officer

13. Recklessly or intentionally starting a fire or causing an explosion is prohibited.

Recklessly or Intentionally Starting a Fire

Suspension

Possible Expulsion

14. The University prohibits a student from engaging in, or threatening to engage in, behavior that poses a danger of causing harm to self or others. Mandatory Counseling Assessment and compliance with counseling recommendations.

Depending on the nature of the situation, possible removal from the University until the student can demonstrate and document his/her ability to return to a learning environment and communal living situation without threat of harm to self or others.

15. Theft of personal, civil, or University property, including theft of services or resources from Mercyhurst University -owned or -operated property is prohibited. Unauthorized possession of another person's property or University property is also prohibited.

Theft

Suspension

Restitution

Misuse of University Property

Written Reprimand
Restitution

Unauthorized Use or Possession of Property Belonging to the University or Another Person

\$50.00 Fine
Social Probation
Restitution

16. The solicitation of sales, services, memberships, or gifts on campus without prior permission from the Director of the Campus Involvement Center is prohibited. Solicitation is strictly prohibited in the residential areas.

Solicitation***First Offense***

Warning

Second Offense

\$50.00 Fine
Social Probation

17. Duplicating, altering, manufacturing, inappropriately using, misusing, or inappropriately providing keys, computer access codes, student Identification cards, or other devices meant to afford access to restricted areas, services or information is prohibited.

Misuse of University-Issued Key/Access Codes

Warning
Restitution
Possible Suspension

Improper Use of University-Issued Identification Card with Dining Services

Warning
Restitution

18. Tampering with official university documents, or attempting to falsify any University record(s), including, but not limited to, computer files and parking passes or permits, is prohibited.

Tampering with Official University Documents, or Attempting to Falsify any University Record(s)

Suspension
Restitution
Possible Expulsion

Altering or Manufacturing a Parking Permit

Warning

Unauthorized Possession or Use of a University-Issued Parking Permit

Warning
Possible Denial of Parking Privileges

19. Unauthorized entry into, or tampering with, facilities, property, services, or resources belonging to the University, its community members, guests, or licensees is prohibited. This includes construction and maintenance areas.

Unauthorized Entry

Possible Suspension
Restitution
Possible Expulsion

Burglary

Suspension
Restitution

20. Defacing, damaging, or destroying property belonging to the University, its community members, guests, or licensees is prohibited. Littering is prohibited.

Vandalism

\$50.00 Fine
Social Probation
Restitution

Deliberate Damage or Defacement

\$50.00 Fine
Social Probation
Restitution

Littering

Warning
Restitution
Possible \$50 fine

21. Bookmaking, establishing, or promoting a game of chance for personal profit is prohibited.

Establishing a Game of Chance Involving Money

\$50.00 Fine
Social Probation

Participation in a Game of Chance Involving Money

Warning

22. The operation of an unmanned aircraft system (UAS), a drone, is regulated by the Federal Aviation Administration (FAA). As a private institution, Mercyhurst University requires UAS operators to abide by FAA guidelines and requirements that promote the safe and responsible use of unmanned aircraft. Any use of a UAS from or over the campus or inside a campus building is strictly prohibited. The use of UAS is for educational or research purposes only and must abide by the following:

- Must receive prior approval from the office of Police & Safety at least 48 hours prior to the use of the UAS.
- Must provide date/time, purpose, and length of UAS operations, as well as the area of the campus where the UAS will be used.
- Must comply with all Federal, State and City laws.
- Must have experience in operating the UAS and operate them in a responsible manner.
- Must not operate over areas of public assembly, stadium, or areas of construction.
- Must not photograph, video, or monitor areas where other members of the University community or members of the general public would have a reasonable expectation of privacy.

Any violations of law (trespassing, illegal surveillance, reckless endangerment) or violations of University policies may subject the individual(s) to both criminal and/or disciplinary action. Students of the Mercyhurst University community who violate this policy will be subject to the Conduct Code. Damages/injuries occurring to University property or individuals will be the responsibility of the UAS operator.

Failure to Comply with UAS policy

\$50.00 Fine
Disciplinary Probation

23. Any violation of the Information Technology Policy is prohibited (see Information Technology Policy).
24. Any violation of the Alcohol Policy is prohibited (see Alcohol Policy).
25. Any violation of the Drug Policy is prohibited (see Drug Policy).
26. Any violation of Housing Rules and Regulations is prohibited (see Residence Life).
27. Any violation of Mercyhurst University policies or regulations is prohibited.
28. Encouraging or aiding Conduct Code violations or providing a haven for misconduct is prohibited.
29. Consistent with the provisions of the Student Conduct Code, Mercyhurst University students are responsible for conducting

themselves so as not to bring disrepute to the University. Conduct or activity by members of the student body living off-campus or hosting functions at off-campus locations that has the effect of unreasonably interfering with the rights of neighbors is prohibited. This standard of conduct recognizes and affirms a responsibility similar to that of students living in residence halls or on-campus apartments. It is also the responsibility of Mercyhurst University students living off-campus to control the nature and size of activities carried out in or on their premises, consistent with standards of the University.

Students residing off-campus should understand that in the event of any disturbance at any off-campus residence for which police are involved, all signatories to a lease may be held equally accountable for an incident occurring at their residence, whether they actually received a citation or not, and all signatories may be adjudicated through the Conduct Code.

Disorderly House

\$100.00 Fine

Social Probation

Possible Revocation of Off Campus Housing Privilege

30. Violations of civil or criminal statutes or violations of the Mercyhurst Conduct Code committed off-campus may result in the University's review of a student's conduct. Generally, an individual's actions off-campus are subject to the actions of civil authorities. However, the University reserves the right to take action for off-campus behavior independent of civil authority when the interests of the University are involved. Any student charged with a serious crime by civil authorities will be suspended for an interim determined by the Director of Student Conduct. An action involving a student in a legal proceeding in a civil or criminal court does not free a student of responsibility for conduct in University hearing. Regardless of whether a student is charged in both jurisdictions, the University will proceed with its internal review according to its own schedule and sanction according to its own policies.

If the University learns that there has been an allegation or instance of misconduct off-campus involving a student (which includes a citation, arrest, or conviction), the student is required by the University to provide a copy of information or documents received from public authorities relating to the alleged misconduct.

31. Violations of civil or criminal statutes committed on University -owned or -operated property are considered violations of the Mercyhurst University Conduct Code, whether or not such violations are referred to and/or prosecuted by public officials. Many such violations, including all violations classified as misdemeanors or felonies under municipal, state, or federal law, may be referred to the appropriate civil authorities and may also be addressed through Student Conduct system.
32. Contempt of the student conduct system, including failure to appear for a student conduct meeting, providing misinformation in a student conduct meeting, or failure to observe and comply with student conduct sanctions, is a violation of the Conduct Code.

Failure to Comply with Disciplinary System

\$50.00 Fine

Social Probation

Possible Adjudication of Case in the Student's Absence

Dishonesty Before the Student Conduct Board

\$100.00 Fine

Disciplinary Probation

Failure to Complete Community Restitution

Community Restitution Hours Converted to a Fine Amount at a Rate of \$8.00 per Hour

33. Expectation of Privacy. The following are prohibited:

Making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

Making a video recording, audio recording, or streaming audio/video of private, non-public conversations and/or meetings, without the knowledge and express consent of all recorded parties.

Looking through a hole or opening, into, or otherwise viewing, by means of any instrumentality, the interior of a private location without the subject's knowledge and express consent.

"Express consent" is clear, unmistakable and voluntary consent that may be in written, oral or nonverbal form.

“Private locations” are settings where the person reasonably expected privacy. For example, in most cases the following are considered private locations: residential living quarters, bathrooms, locker rooms, and personal offices. “Private, non-public conversations and/or meetings” include any communication carried on in circumstances that reasonably indicate that any party wants the communication to be confined to the parties, but excludes a communication made in a public gathering, or in any other circumstance in which the parties to the communication may reasonably expect that the communication may be overheard or recorded.

These provisions do not extend to public events or discussions, nor to lawful official law or policy enforcement activities. These provisions may not be utilized to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly.

For incidents involving allegations of conduct prohibited by the Mercyhurst University Sexual Misconduct Policy, please see the Title IX Sexual Misconduct Policy listed on page 67.

ALCOHOL POLICY

In keeping with the University’s commitment to the lifelong development of the whole person, we affirm the position of the University to uphold the legal requirements of the Commonwealth of Pennsylvania in regard to the possession, transportation, consumption, and distribution of alcoholic beverages. As a Catholic University in the Mercy tradition, we acknowledge our moral obligation to ensure the well-being of each member of the Mercyhurst community and to discourage behavior which debases human dignity. Additionally, we recognize the responsibility the entire community holds in keeping one another safe from avoidable suffering. Therefore, the University is committed to taking the necessary steps to discourage and prevent the wanton, reckless and/or illegal consumption of alcohol that may render short-term and/or long-term harm to the consumer, to his/her neighbor, and to the physical premises of the community. In order to accomplish these goals the following guidelines, rules, and regulations are set forth:

LEGAL REQUIREMENTS

As students living in Pennsylvania and as members of the Mercyhurst community, students have a responsibility to know and obey the law, including the following:

Section 6308 of the Pennsylvania Crimes Code states, “A person commits a summary offense if he, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports and liquor or malt or brewed beverages, as defined in section 6310.6.”

Section 6310.1 of the Pennsylvania Crimes Code states: “...a person commits a misdemeanor of the third degree if he intentionally and knowingly sells or intentionally and knowingly furnishes, or purchases with the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than 21 years of age.”

Section 493 of the Pennsylvania Liquor Code states, “It shall be unlawful for any . . . person to sell, furnish or give away liquor or malt or brewed beverages, or to permit any liquor or malt or brewed beverages to be sold, furnished or given, to any person visibly intoxicated, . . . or to any minor, or to habitual drunkards, or persons of known intemperance habits.”

The Supreme Court of Pennsylvania stated in the case of *Congini v. Portersville Valve Co.*, 504 Pa. 157, 470 a. 2d. 515 (1983) that, “social hosts are negligent per se in serving alcohol to the point of intoxication to a person less than 21 years of age, and they can be held liable for injuries proximately resulting from the minor’s intoxication.” That liability can extend to include claims for injuries to the intoxicated minor.

Any student found to be responsible for violating the Conduct Code may receive one or more of a variety of sanctions tailored to the specific violation(s). The sanctions listed in the Student Handbook are presumptive. Individual mitigating circumstances (seeking assistance for a fellow student in distress), as well as aggravating factors (including but not limited to misconduct by the student, or failure to comply with previously imposed sanctions) may be considered when determining the level and scope of the sanction(s).

UNIVERSITY REQUIREMENTS

Municipal ordinances, the Pennsylvania Liquor Code and related state statutes, and federal law govern all matters relating to alcohol. **The drinking age in the state is 21 years or older. No person under the age of 21 is permitted to consume, transport, or possess any alcoholic beverages.** As a member of the student body, one is required to observe municipal, state, and federal laws. In an effort to promote responsible use of alcohol, Mercyhurst University adopts additional conduct standards for situations involving alcohol. Any activity involving alcohol will be governed by the following, and violations of the alcohol policy will result in appropriate sanctions.

1. Facilitating the consumption of alcohol for person(s) under 21 years of age (i.e. providing alcohol to person(s) under 21 years of age or allowing the underage consumption of alcohol in your residence) is prohibited regardless of the provider’s age.

Facilitating Underage Drinking

\$50.00 Fine
 Social Probation
 Educational Sanction
 Possible Parental Notification

2. If a student under 21 years of age is found to have consumed, admits to having consumed, or is in possession of alcoholic beverages, appropriate disciplinary action will be taken. Alcohol is not permitted in any campus residence where all the residents are under 21 years of age.

Consumption or Possession of Alcohol Under 21 Years of Age**First Offense**

Warning

Second Offense

Written Reprimand
 Alcohol Education Class
 Possible Parental Notification

Third Offense

\$50.00 Fine
 Social Probation
 Alcohol Education Class
 Parental Notification

Fourth Offense

\$100.00 Fine
 Disciplinary Probation
 Counseling Assessment
 Parental Notification

Fifth Offense

Suspension

3. No open containers of alcoholic beverages are permitted in any public area of the campus or campus housing (including but not limited to hallways, laundry rooms, lounges, porches, stoops, and outside areas) with the exception of specifically designated University sanctioned events.

Open Container in an On-Campus Public Area

Written Warning
 \$25.00 Fine

4. No alcohol or alcohol containers, including those used for decoration, are permitted in freshman housing, regardless of the student's age, or in any apartment where all the residents are under 21 years of age.

Possession of Alcohol in Freshman Housing

Written Warning

Possession of Alcohol in an Alcohol-Free Apartment (all residents under 21 years of age)

Written Warning

Prohibited Alcohol Container Used as Decoration

Written Warning
 Confiscation of Container

5. Alcoholic beverages may not be sold, including cover charges for social functions where alcoholic beverages will be available.

Operating a Speakeasy (charging for alcohol)

\$75.00 Fine
 Social Probation
 Educational Sanction
 Possible Parental Notification

6. In no event are kegs, beer balls, pony kegs, beer pong, beer bongs, keg taps or any other container, device, or activity used for mass consumption of alcohol permitted on campus. No event shall include any form of "drinking contest" in its activities

or its promotion. (Note: Use of any university property, including bed boards, couches, doors, etc., for a “drinking contest” will also be considered Misuse of University Property.)

Possession of a Keg

\$25.00 Fine (per keg, per person)
Written Reprimand
Confiscation of Keg and Related Equipment

Promotion of Mass Consumption

\$50.00 Fine
Social Probation
Educational Sanction

Participation in a Drinking Game

Written Warning

Possession of a Device Used for the Mass Consumption of Alcohol

Written Warning
Confiscation of the Device

7. A state of intoxication (obvious excessive drinking) is prohibited.

Driving Under the Influence

\$350.00 Fine
Disciplinary Probation
Alcohol Education Class
Restitution
Possible Loss of Parking Privileges

Drunk and Disorderly

\$50.00 Fine
Social Probation
Alcohol Educational Sanction

Public Intoxication

Written Warning

8. Good Samaritan Statement: Mercyhurst University views student safety as paramount. Student health and safety are the primary concerns of the Mercyhurst community. Students are expected to contact Police & Safety or the AD on duty when they believe that assistance for an intoxicated/impaired student is needed. Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved may have applicable alcohol sanctions waived. In incidents of crisis or medical emergency, Mercyhurst students are expected to care for themselves and for others in the University community by getting help from appropriate officials even when violations of the Conduct Code have occurred. In crisis situations involving alcohol, drugs and/or sexual misconduct the University strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident. The granting of any form of amnesty remains a matter of discretion with the adjudicator.

This policy does not preclude taking disciplinary action for violations associated with vandalism, theft, hazing, physical assault, sexual assault, or other policy violations. Amnesty under this policy is a matter of compassion, not a right. It is not to be abused by those who violate the Conduct Code repeatedly.

9. Unless authorization has been granted, no reference to alcoholic beverages may appear on promotional material or advertising for any event sponsored by a University-recognized, student-oriented organization. No reference to alcohol may appear on promotional material or advertising featuring Mercyhurst University.
10. No student or organization representing the University will sponsor any activity on or off campus that violates municipal, state, or federal laws.
11. Students 21 years of age or older may transport authorized alcoholic beverages in the original, closed containers.
12. In no event may alcohol be served to any person already visibly intoxicated.
13. Food (pretzels, cheese and crackers, sandwiches, etc.) and non-alcoholic beverages must be supplied and available for consumption when alcoholic beverages are available.

14. Any violation of the Alcohol Policy will result in the confiscation or disposal of any related items.

The use of alcohol does not limit the responsibility of students for the consequences of their actions.

Any violation where alcohol plays a significant role may result in required attendance at an Alcohol Education Class.

The Department of Police & Safety, Assistant Directors, and Hall Directors have access to non-invasive alcohol testing devices capable of determining whether or not an individual has consumed alcohol. Any student who feels that he or she is being unjustly accused of consuming alcohol may request to be tested. However, if the test proves positive, the student may be charged with providing false information to a university official in addition to the consumption and/or possession of alcohol charge.

In situations involving alcohol where consumption cannot be verified due to a student's failure to comply or fleeing the scene, it will be presumed that the student has violated the University's Alcohol Policy and will be sanctioned accordingly.

DRUG POLICY

UNIVERSITY REQUIREMENTS

All matters relating to drugs are governed by municipal ordinances and related state and federal laws. It is the policy of the University to adhere to all municipal, state, and federal laws governing the use of drugs.

When students unlawfully use, possess, or distribute a controlled substance, the University will take disciplinary action. In addition, the University may report such matters to the appropriate enforcement agencies for criminal disposition.

1. Use or possession of illegal drugs or drug paraphernalia (including, but not limited to, pipes, bowls, bong, clips, rolling papers, needles) is prohibited. In addition, Mercyhurst University prohibits the medically unsupervised use, misuse, or possession of prescription drugs or related paraphernalia. Any prohibited items will be confiscated.

Unlawful Possession or Use of Marijuana

First Offense

Written Reprimand

Possible Educational Sanction

Second Offense

\$50.00 Fine

Social Probation

Drug Education Class

Possible Parental Notification

Third Offense

\$100.00 Fine

Disciplinary Probation

Counseling Assessment

Parental Notification

Fourth Offense

\$150.00 Fine

Removal from campus housing

Possible suspension

Possession of Drug Paraphernalia

First Offense

Warning

Second Offense

Written Reprimand

Possible Educational Sanction

Third Offense

\$50.00 Fine

Social Probation

Drug Education Class

Possible Parental Notification

Fourth Offense

\$100.00 Fine
 Disciplinary Probation
 Counseling Assessment
 Parental Notification

Unlawful Possession, Use, or Misuse of a Prescription Drug

First Offense

Written Reprimand
 Possible Educational Sanction

Second Offense

\$50.00 Fine
 Social Probation
 Drug Education Class
 Possible Parental Notification

Third Offense

\$100.00 Fine
 Disciplinary Probation
 Counseling Assessment
 Parental Notification

Fourth Offense

\$150.00 Fine
 Removal from campus housing
 Possible suspension

Unlawful Possession or Use of all other Controlled Substances

Suspension
 Possible Expulsion
 Parental Notification

2. Facilitating the possession or use of drugs or allowing the use of drugs in your residence is prohibited.

Facilitating the Possession or Use of Drugs

\$50.00 Fine
 Social Probation
 Drug Education Class
 Parental Notification

3. The sale, manufacture, or distribution of drugs is prohibited. In situations involving large quantities of drugs, distribution-related paraphernalia (e.g. scales, etc.), and/or manufacturing-related paraphernalia, the student will be considered as intending to distribute controlled substances and will be charged accordingly.

Intent to Sell or Distribute a Controlled Substance

Expulsion
 Parental Notification

4. Possession of any drug classified as a “date rape” drug is prohibited. If a student is found in possession of a “date rape” drug, it will be assumed that the student possessed the drug with the intent to commit a crime against another person by diminishing that person’s ability to object to sexual or other inappropriate acts.

Possession or Use of a “Date Rape” Drug

Expulsion
 Parental Notification

7. Use of any drug or drug combination intended to incapacitate another person by diminishing that person’s ability to object to sexual or other inappropriate acts is prohibited.

Use of Drug to Incapacitate Another Person

Expulsion
 Parental Notification

8. Any violation of the Drug Policy will result in the confiscation of all related paraphernalia.

Good Samaritan Statement: Mercyhurst University views student safety as paramount. Student health and safety are the primary concerns of the Mercyhurst community. Students are expected to contact Police & Safety or the AD on duty when they believe that assistance for an intoxicated/impaired student is needed. Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved may have applicable alcohol sanctions waived. In incidents of crisis or medical emergency. Mercyhurst students are expected to care for themselves and for others in the University community by getting help from appropriate officials even when violations of the Conduct Code have occurred. In crisis situations involving alcohol, drugs and/or sexual misconduct the University strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident. The granting of any form of amnesty remains a matter of discretion with the adjudicator.

This policy does not preclude taking disciplinary action for violations associated with vandalism, theft, hazing, physical assault, sexual assault, or other policy violations. Amnesty under this policy is a matter of compassion, not a right. It is not to be abused by those who violate the Conduct Code repeatedly.

The use of drugs does not limit the responsibility of students for the consequences of their actions.

Any violations where drugs play a significant role may result in a drug assessment.

In situations involving controlled substances where use cannot be verified due to a student's failure to comply or fleeing the scene, it will be presumed that the student has violated the University's Drug Policy and will be sanctioned accordingly.

TOBACCO FREE POLICY

In keeping with the University's commitment to provide a safe and healthy work environment, and consistent with Pennsylvania's Clean Indoor Air Act, smoking and the use of smokeless tobacco is prohibited at all times and at all locations on the Erie and North East campuses.

The tobacco-free policy includes university-owned and leased facilities, properties, and grounds and extends to sidewalks adjacent to university buildings and grounds as well as personal vehicles on university property. This includes but is not limited to:

- The interior of university buildings
- Sidewalks, parking lots, parking decks, and recreational areas
- Partially enclosed areas such as walkways, breezeways, patios, porches, gazebos, tents, and bus shelters
- Within university vehicles, including cars, buses, vans, shuttles, and golf carts
- Within personal cars while on campus
- Indoor and outdoor athletic and event venues and facilities

This policy applies equally to all employees, students, visitors, vendors, contractors, and subcontractors.

This policy forbids the use of all nicotine, tobacco-derived or tobacco-containing products, including cigarettes, electronic cigarettes, cigars and cigarillos, hookah-smoked products, and all forms of oral tobacco.

Organizers and attendees at public events using university-owned facilities, grounds and properties, such as conferences, meetings, public lectures, social events, cultural events, and athletic events, are required to abide by this university policy. Organizers of such events are responsible for communicating to attendees the policies of the university and for enforcing this policy.

Members of the Mercyhurst community in violation of this policy may be subject to disciplinary action through the applicable process. Visitors in violation of this policy will be subject to appropriate actions and may be asked to leave campus.

In most instances, violations of this policy will be first addressed using standard educational methods. Community members who encounter an individual who is violating the policy, but do not feel comfortable approaching the person in violation, should contact Human Resources.

Unless there is an egregious act, enforcement of the tobacco/smoke-free policy will result in a warning, providing information about the policy benefit to the community, and access to information about smoking cessation resources. Further non-compliance may be addressed by actions progressing into personnel action up to and including termination.

Respect and Responsibility

The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All members of the University community share in the responsibility for adhering to and enforcing this policy. Anyone in violation of this policy should be reminded that Mercyhurst is a tobacco-free campus and asked to comply with this policy.

Resources

The university provides ongoing educational programming and information on the hazards of tobacco use. The Cohen Student Health Center and the Human Resources Office offer assistance to individuals who desire to stop smoking or using tobacco products. See the current resource links on the Tobacco-Free Campus webpage for more information.

MERCYHURST UNIVERSITY
Title IX – Sexual and Gender Based Misconduct Policy

Mercyhurst University policy prohibits sexual harassment and sexual and gender based misconduct against any staff members, applicant, student, administrator, faculty member, or third-party vendor. Respect for the dignity and work of each individual is a guideline of the University. All persons will be held to standards of conduct which ensure that all members of the University community are free from sexual and other forms of harassment. Nothing in the policy is meant to limit the rights of an aggrieved person to seek relief in a state or federal court of law. The term harassment refers to unwelcome mistreatment based upon a person's protected characteristics or class membership which is intended to or has the effect of preventing or interfering with a person's full participation in the University's work or academic environment.

In accordance with Title IX of the Education Amendment Act of 1972, Mercyhurst University prohibits discrimination based on sex in its educational and athletic programs, as well as in extracurricular activities sponsored by the University. To ensure compliance with Title IX and other federal and state civil rights laws, the University has developed policies and procedures that prohibit sex discrimination in all forms. An individual's sex cannot be considered as a basis for making decisions in areas such as:

Admission and graduation requirements
 Access to course enrollment or campus facilities
 Counseling and health services
 Competitive athletic programs and activities
 Housing, financial aid, or other benefits/services

A student, employee, or other individual may use this grievance procedure to file a complaint alleging a violation of Title IX against any Mercyhurst student, Mercyhurst employee, or third party. Complaints may include claims of sex discrimination, sexual harassment, sexual violence, or any other forms of sexual misconduct against the complainant or against others. The person aggrieved may choose to file a criminal complaint with the appropriate local or state authorities.

The University takes complaints very seriously and will work with complainants to ensure their safety and to remedy the situation. Mercyhurst University encourages those who have experienced any form of sex discrimination to report the incident promptly and to seek all available assistance.

The University does not limit the timeframe for filing a report of discrimination based on sex. Reports can be submitted at any time following an incident, although the University's ability to take any action may be limited by the matriculation status of the alleged Respondent.

Complainant – a person who initiates the complaint process under this policy

Respondent – a person against whom a complaint is filed under this policy

Witness – a person that is present during an incident that violates this policy

Investigator – a person assigned to investigate the complaint

Please Note: The use of alcohol and other drugs never makes someone at fault for being sexually assaulted. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given. The use of alcohol and other drugs shall in no way limit the responsibility of students for the consequences of sexual misconduct policy violations.

The University's primary concern is student safety. Students may be reluctant to report instances of sexual assault because they fear being charged with policy violations, such as underage alcohol consumption. To encourage reporting, any other policy violations may be addressed (if necessary) separately from a sex discrimination allegation.

MERCYHURST UNIVERSITY Title IX – Complaint Procedure

Mercyhurst University encourages those who have experienced any form of sex discrimination to report the incident promptly and to seek all available assistance. Mercyhurst University takes complaints very seriously and will work with complainants to ensure their safety and to remedy the situation.

Filing a Complaint

A complaint should be filed as soon as possible after the incident. The complaint should be filed in writing by utilizing the "Title IX Complaint Form." Complaint forms can be obtained from any of the below referenced individuals or on the web at <https://www.mercyhurst.edu/title-ix-policies-and-procedures>. Any person can also anonymously report Title IX violations at <https://spwfe.mercyhurst.edu/CampusLife/titleix/Pages/Anonymous-Reporting.aspx>. Supplemental sheets may be attached to provide additional details of the alleged violation. The completed "Title IX Complaint Form" and any supplemental attachments can be submitted to any of the following:

<p><i>Alice Agnew</i> Title IX Coordinator Egan 311 aagnew@mercyhurst.edu (814) 824-2362</p>	<p><i>Police & Safety</i> Lower Level McAuley (814) 824-2304 <i>ResLife on Duty</i> (814) 824-3889</p>	<p><i>Laura Zirkle</i> Vice President for Student Life Egan 314 lzirkle@mercyhurst.edu (814) 824-2262</p>
<p><i>Stacey Gaudette</i> Assistant Director of Athletics Lower Level Baldwin sgaudette@mercyhurst.edu (814) 824-2079</p>	<p><i>Jackie Fink</i> Director of Administrative Services Miller 104 jfink@mercyhurst.edu (814) 725-6274</p>	<p><i>Courtney Olevnik</i> Director of Annual Giving Egan 207 colevnik@mercyhurst.edu (814) 824-2246</p>

All complaint forms that are received will be given to the Title IX Coordinator.

Support Services

The University offers various supportive measures available for those who have experienced any form of sex discrimination. Support services include:

- *Counseling:* Students may receive free and **confidential** counseling at the Counseling Center, (814) 824-3650. Mercyhurst University employees may contact the Title IX Coordinator or reference the Employee Handbook for information regarding counseling options.
- *Medical Assistance:*

<p>UPMC Hamot 201 State Street – Erie, PA 16550 (814) 877-6000</p>	<p>Saint Vincent 232 W. 25th St – Erie, PA 16544 (814) 898-2576</p>
--	--

The University encourages all individuals to seek assistance from a medical provider immediately after an incident of sexual misconduct. An individual's physical well-being should be addressed as soon as possible, whether or not that individual wishes to make a report to the University or law enforcement. A medical provider can provide emergency and/or follow-up medical services, and meet two goals: first, to diagnose and treat the full extent of any injury or physical effect and second, to properly collect and preserve evidence. Following an incident of sexual assault, evidence is best preserved for proof of a criminal offense within 96 hours of the assault. In the event of a report immediately following an incident of sexual assault, a Complainant is encouraged to seek medical attention as soon as possible, and even before any shower, bathing, douching, brushing of teeth, drinking, or change of clothing. Similarly, any clothing, towels or bedding should remain untouched pending collection by law enforcement. Whether or not an individual has chosen how to proceed at the time of the medical examination, taking the step to gather evidence will preserve the full range of options to seek resolution through the University's complaint processes or through the pursuit of criminal investigation.

- *Off Campus Resources:*
 - Crime Victim Center (confidential)
125 West 18th Street - Erie, PA 16501
(814) 455-9414 or (800) 352-7273
 - SafeNet (confidential)
PO Box 1436, Erie, PA 16512
(814) 454-8161 or (814) 455-1774
 - Erie Police Department
626 State Street - Erie, PA 16501
(814) 870-1125
- *Title IX Coordinator:* serves as the central reference person for information about filing the complaint and the investigative procedure, as well as available support services: *Alice Agnew, (814) 824-2362*. The Title IX Coordinator is responsible for implementing and monitoring Title IX compliance efforts on behalf of the University. The Title IX Coordinator will:
 - Serve as a resource for students wishing to report any acts of sexual violence or sexual harassment, i.e. violations of Title IX;
 - Provide oversight for all Title IX complaints and identify patterns, issues, or problems regarding those same complaints;
 - Review and support the informational initiatives enabling students, staff and faculty to fully understand sexual violence and sexual harassment as forms of sexual discrimination and further educate the community about University policies and procedures.
- *Remedies and Reassignments:* At any time during the process, the Title IX Coordinator/Investigator/ Director of Student Conduct may recommend that interim protections or remedies for the parties involved or witnesses be provided by appropriate University officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, making alternative workplace arrangements or student housing arrangements, and suspension. When the Complainant and the Respondent participate in the same courses, reside in the same residence or in proximity to one another, or participate in the same activities (sports teams, organizations on campus, etc.) either party may request a fair and immediate interim remedy.

The Title IX Coordinator will consult with the Office of Academic Affairs to determine alternative classroom assignment(s) for the Respondent and/or the Complainant who has experienced a sex offense and will consult with the Director of Residence Life to determine an alternative housing assignment. If a student employee and the Respondent work in the same department or area, alternative work assignments may be made by the appropriate administrator upon request.

In certain circumstances, it may be necessary to impose suspension immediately. The interim suspension is used when there is substantial reason to fear harm to persons or property, to ensure the safety and well-being of members of the University community, or when there is a threat of or actual disruption or interference with the normal operation of the University. During the period of interim suspension, a defiant trespass notice will be issued. Failure to comply with the terms of interim protections may be considered a separate violation of the Student Conduct Code (see Student Handbook).

POLICY

This policy applies to members of the Mercyhurst Community whether on or off campus.

Sexual Misconduct is defined as any activity of a sexual nature that violates another individual's physical and/or emotional well-being or personal space without that person's explicit consent. Sexual misconduct incorporates a range of behaviors including rape, sexual assault (which includes any kind of nonconsensual sexual contact), sexual harassment, relationship violence, stalking, and any other conduct of a sexual nature that is nonconsensual, or has the effect of threatening, intimidating, or coercing a person(s). Sexual misconduct occurs when there is a lack of mutual consent about sexual activity.

Behaviors that violate the Sexual Misconduct Policy include, but are not limited to, the following:

Sexual Assault: Any type of sexual contact or behavior that occurs without the explicit consent of the other person or is obtained through the use of force, threat of force, intimidation or coercion. This includes, but is not limited to, the following:

Sexual intercourse (anal, oral or vaginal) with some penetration, however slight by another person or with any object by another person, and any sexual contact, however slight, by another person or with any object, by another person.

Rape: Sexual intercourse by forcible compulsion or threat of forcible compulsion or where one of the participants lacks the capacity to consent.

- Compulsion can be use of physical, intellectual, moral, emotional or psychological force, either expressed or implied.
- It also includes sexual intercourse with a person who is unconscious, incapacitated by alcohol or drugs, underage, mentally challenged, unconscious or asleep.

Sexual Contact: Includes intentional contact with breasts, buttocks, groin, genitals, mouth or other bodily orifices of another person or touching another person with any of these body parts or making another person touch you or themselves with any of these body parts. It also includes intentional contact with any bodily part in a sexual manner.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Stalking behaviors may include, but are not limited to:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, messages on social media, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the Complainant.
- Surveillance or other types of observation including staring, and/or peeping.
- Trespassing and/or vandalism targeted at a specific person.
- Gathering information about an individual from friends, family, and/or coworkers.

Cyber-stalking: A particular form of stalking in which threatening behavior or unwanted sexual advances directed at another person using electronic media such as: web pages, social networks, blogs, cell phones, texts, or other online and computer contact.

Some examples of cyber-stalking may include, but are not limited to:

- Repetitive nonconsensual or unsolicited emails.
- Instant messages and messages posted in online bulletin boards.
- Unsolicited communications about a person, their family, friends, or co-workers that may be deemed threatening.
- Sending/posting unwelcomed and unsolicited messages with another username.
- Using electronic devices or software to track and/or obtain private information and to contact and/or post threatening or personal information.

Domestic Violence: includes asserted violent misdemeanor and felony offenses committed by the Complainant's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence: violence by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Sexual Harassment: Any unwelcome conduct of a sexual nature that includes unwanted sexual advances, requests for sexual favors, and other visual, verbal, non-verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment.

Examples of sexual harassment include, but are not limited to the following behaviors:

- Sexually degrading words or gestures to describe an individual.
- Unwelcome touching, patting, pinching, or brushing another's body or clothing.
- Comments about an individual's body, clothing or lifestyle which have sexual implications.
- Repeated offensive sexual flirtation, leering or ogling.
- Display of sexually demeaning objects, pictures, or cartoons in hallways, outdoor areas and rooms publicly accessible to members of the University community, including offices.
- Conduct of a sexual nature that interferes with an individual's academic or work performance or creates an intimidating, hostile or offensive environment.
- Implied or direct threats or insinuations that an individual's refusal to submit to sexual advances will adversely affect the individual's status, evaluation, wages, advancement, duties or career development.

Sexual exploitation is an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose.

The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include:

- Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved
- Non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved
- Exposing another's genitals in non-consensual circumstances
- Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Confidentiality

Anyone who believes that he or she is the Complainant of sexual misconduct or has witnessed an incident of sexual misconduct whether it occurred on or off campus is encouraged to make a report.

Complainants of sexual misconduct who are not ready to inform the University may contact the psychologists, counselors and nurses at Mercyhurst University's Counseling and Health Services or priests in the office of Mission and Ministry and the resident campus ministers for confidential support. These campus professionals can legally maintain confidentiality, which means no disclosure unless there is an imminent risk to self or others.

All reports of sexual misconduct will be handled in confidence to the extent allowed by law. The information reported will be shared only with those University employees who will assist in aiding the Complainant while conducting the investigation and/or the resolution of the complaint. The University will respect the privacy of all parties involved in a report of sexual misconduct. The student may request confidentiality when reporting an assault to University by requesting that his or her identity be omitted from the report. When a Complainant requests confidentiality, it may limit the University's ability to thoroughly investigate and respond. The request will be reviewed by the Title IX Coordinator in consultation with the Investigative Team.

If the University (Title IX Coordinator) determines that it cannot maintain a Complainant's confidentiality, the University (Title IX Coordinator) will inform the Complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response. The University will remain ever mindful of the Complainant's well-being, and will take ongoing steps to protect the Complainant from retaliation or harm and work with the Complainant to create a safety plan. A safety plan is tailored for the individual depending on the nature of the circumstances. Retaliation against the Complainant, whether by students or University employees, will not be tolerated. In order to facilitate reporting, the investigative team will grant amnesty to the Complainant and may choose to grant amnesty to witnesses for behavior that otherwise would be considered a violation of University policy (for example consuming alcohol underage or illegal drugs).

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes through The Clery Act. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on- or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Individuals' names or other identifying information are never included in the Security Report.

Resolution

Rights of Complainant and Respondent of sexual assault

1. The right to have any and all alleged violations treated with seriousness, dignity, and confidentiality. This includes an investigation by University officials and/or law enforcement, adjudication, or mediation to bring closure to the incident.
2. The right to be informed of University and community resources, including, but not limited to, the Campus Police and Student Health and Counseling Services.
3. The right to a prompt and equitable resolution to the complaint. All investigations will examine the preponderance of the evidence presented.
4. The right to have an advisor present during all meetings relating to the conduct proceedings.
5. The right, upon request, to have a no-contact order filed prohibiting any communication or contact including but not limited to verbal, written, electronic, or third-party communication.
6. The right, upon request, to review options for academic and/or housing assignment changes.
7. The right to recommend witnesses during a University investigation.
8. Accommodations will be made for the Complainant if they are not comfortable being in the same room as the other party.
9. The right to be notified of the outcome of hearing board proceedings in writing.
10. The right to appeal the finding of a hearing board within the appeal guidelines as defined herein.

There are two types of complaint-resolution mechanisms: a formal complaint process that involves investigation and hearing procedures, and an informal process (available for certain kinds of complaints) that involves less formal types of procedures. Each is described below.

Mediation Options (Informal Complaints) Alternative resolution options—such as mediation, and other processes—may be available in certain situations. These options can be requested by any party who is directly involved or suggested by a hearing officer. These options may be used to avoid escalation of minor conflicts or in place of the formal conduct process in certain situations with the agreement of all involved parties and the Title IX Coordinator’s approval. If the use of informal measures does not result in an agreement, the case will be referred back to the formal process for adjudication.

Be advised that non-consensual sexual intercourse complaints cannot be mediated or addressed through a mediation process.

Formal Complaints Any member of the University community, guest, visitor or other interested party may make a report of an alleged violation of the University’s Sexual and Gender Based Misconduct Policy. Complaints will be submitted to the Title IX Coordinator. While the University is firmly committed to protecting all students from harassment and discrimination in educational programs and activities, failure to file a timely complaint may adversely affect the ability of the University to investigate a complaint. The university is committed to providing all available resources regardless of when a complaint is filed.

Investigation Process

Upon receiving the complaint form, the Title IX Coordinator will begin an investigation or designate an Investigator. The Title IX Investigator will conduct a prompt and thorough investigation, which includes: interviews of parties involved, identifying and interviewing witnesses, gathering and securing all documentation, and identifying other information. The Investigator acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the findings of the investigation.

At any time during the investigation, the Investigator may recommend that interim protections or remedies for the parties involved or witnesses be provided by appropriate University officials. These protections or remedies may include, but are not limited to, separating the parties, placing limitations on contact between the parties, suspension, making alternative workplace arrangements, or student housing arrangements. Failure to comply with

the terms of interim protections may be considered a separate violation of the Student Conduct Code (see Student Handbook).

The investigation will be conducted to ensure the greatest degree of confidentiality of all parties involved. However, the institution's ability to promise confidentiality may be limited by its obligation to remedy the harassment or discrimination. All parties involved in the investigation are encouraged to respect the privacy of others involved in the process. Retaliation against the Complainant, Respondent, or witnesses is strictly prohibited. Proven retaliation by any individual will result in disciplinary action, up to and including expulsion, or other appropriate sanctions (See Non-Retaliation Policy Definition).

The investigation shall be concluded as quickly as feasible and within a reasonable amount of time required to complete the investigation. The investigation will be conducted in a manner that is adequate, reliable, and impartial.

Completion of Investigation Process

Within 60 days of the initial complaint being filed, the Investigator will submit a written report to the Title IX Coordinator, or, if necessary, to the Vice President for Student Life. The report will detail allegations made by the Complainant, summarize the Complainant, Respondent, and witness meetings, and describe the findings of the investigation. However, due to the extensiveness or complexity of the issues of an investigation, more time may be needed to complete a thorough and equitable investigation. In those cases, the Complainant and Respondent will be notified in writing that additional time is required. Lack of cooperation by any witness or party will be noted on the investigation report and will not be a reason to delay the submission of the report to the Title IX Coordinator.

An Investigative Report will be compiled by the investigator, will be maintained in a confidential manner, and will be made available for review by the hearing committee and Complainant and Respondent prior to the hearing. The Investigative Report may include, but is not limited to the following:

- Complainant's statement
- Respondent's statement
- Witness statement(s)
- Investigative Summary
- Pertinent policies
- Other documents utilized by the investigator that are deemed relevant.

The Investigative Report is made up of confidential information. Therefore, the Complainant and Respondent may review the Report, but it will not be copied, and may not be removed by any party. Those reviewing the Investigative Report will be permitted to take notes. When appropriate, identifiable information may be redacted from the report before it is reviewed.

The Complainant and Respondent will meet separately with the investigator to review the Investigative Report. The Complainant and Respondent will review the report and may:

- Request that additional information be added to the report.
- Ask questions or request clarification.
- Recommend additional witnesses to be interviewed.

The Investigator will consider the requests of the Complainant and Respondent and add clarification to the report, add additional information, or interview additional witnesses as deemed reasonable.

If any changes are made to the report the Complainant and Respondent will again review the report. Once the report is reviewed by both parties and no additional changes need to be made as determined by the Investigator, the report will be presented to the hearing panel. The hearing panel may:

- Accept the report.

- Request clarification and ask questions.
- Request that additional information be gathered.

If additional information is requested by the hearing panel the Investigator will gather the information and repeat the above.

Once the Investigative Report is accepted, a hearing will be scheduled.

Hearing Process

In cases where there will be an administrative hearing or a hearing panel, every effort will be made to provide a hearing as soon as feasible following the conclusion of the investigation. Whenever possible, the Complainant and Respondent will be given at least 5 calendar days' notice to prepare for the hearing. The hearing is a closed proceeding and only the Complainant, Respondent, and relevant witnesses are permitted to attend. One advocate (parent, attorney, counselor etc.) may accompany involved individuals, but may not participate at the hearing.

The Complainant's and the Respondent's rights during the hearing process include:

- An explanation of the charges and the available options for remedy,
- Freedom from harassment by the Respondent (or supporters),
- Use of all available internal and external support services in dealing with the aftermath of the offense,
- An explanation of the University discipline system,
- The ability to speak on their own behalf during the proceedings,
- Freedom from having irrelevant sexual history considered during the hearing,
- Information about the outcome of the hearing,
- An opportunity to appeal the outcome of the hearing,
- An opportunity to review the documents and materials presented during the hearing,
- Documents will be redacted, removing the identifiable information of another student, in accordance with FERPA, and
- The right to a non-adversarial hearing in which neither the Complainant nor the Respondent will have the opportunity to ask the other questions. Typically, neither will be present in the room at the same time.

The goals of the hearing are: a) to allow both the Complainant and the Respondent the opportunity to present their experiences, discuss the investigative summary, and to ask questions pertinent to the incident(s) in question; b) to have the matter considered and decided by an impartial panel. This process is intended to determine whether there was a violation of University Policy. It is not a legal procedure.

Standard of Proof

The standard of proof to determine whether a Title IX violation has occurred is a preponderance of the evidence standard. This standard means that the fact finder must determine that it is more likely than not that sexual or gender based misconduct has occurred. This standard is significantly easier to meet than the "reasonable doubt" standard used in criminal cases.

The Hearing Panel

The hearing panel is charged with determining whether a Title IX Policy has been violated and if violated, will provide appropriate sanctions. Whenever feasible, the hearing panel will consist of one chair, and four trained employees. The Complainant and Respondent will be informed of the panel members prior to the commencement of the hearing. A party may challenge a panel member's participation in writing if the party believes that the panelist is acquainted or associated with the case in any way. This written challenge must be received by the Title IX Coordinator within 3 calendar days of the hearing.

The Hearing Procedure

The Hearing Panel will have the opportunity to thoroughly review the investigative report and documentation submitted by the investigator prior to the hearing. The general course of the hearing procedure will be as follows:

- The Complainant and Respondent will be invited to present a brief statement of the facts to the hearing panel, if they so choose (impact statements are not permitted at this time).
- Members of the hearing panel may ask questions of the Complainant and Respondent.
- The Chair will ask for the members of the hearing panel to determine whether any additional clarification or information is needed from the Complainant, Respondent, investigator, or witnesses.
- The hearing panel will go into closed session to determine whether a violation of policy was committed.
- The decision of the hearing panel that a violation occurred or did not occur will be reached by a majority vote utilizing the preponderance of evidence standard ("more likely than not").
- If the Respondent is found to have violated the sexual misconduct policy the hearing board will determine the sanction. The sanction will be based on consideration of the specifics facts of the case itself and relevant factors such as prior disciplinary history.
- The Chair will submit an outcome letter to the Title IX Coordinator within 2 calendar days.
- The Title IX Coordinator meet separately with each party to deliver the outcome of the hearing, explain any sanctions, and inform the students of the appeal process. Both parties will also receive the outcome in writing.

At the completion of the hearing, if it is determined that a Title IX Policy has been violated, the hearing panel will be able to review any impact statement submitted by either the Complainant and/or the Respondent. The impact statement, a written explanation of how the offense has impacted him or her, may be no more than three pages and should be submitted to the Title IX Coordinator at the start of the hearing. The impact statement will ONLY be opened and read if it is determined that a Title IX violation has occurred. Otherwise, the sealed envelope will be returned at the time the written decision in the case is issued.

In cases where the Respondent and/or Complainant have chosen not to participate in the hearing procedure, the panel will commence and hear from the party (if one exists) who has chosen to participate in the process.

Due to the extensiveness or complexity of the issues of an investigation, more time may be needed to complete a thorough and equitable investigation. In those cases, the Complainant and Respondent will be advised in writing that additional time is required.

Administrative Hearing

A complaint may be resolved through an administrative hearing. The administrator is charged with determining whether a Title IX Policy has been violated and if violated, will provide appropriate sanctions. An administrative hearing is only considered if the Title IX Coordinator deems it appropriate, and both parties agree that they would prefer this type of hearing. Please note that either party may request that a hearing panel be provided instead.

Sanctions

If the Respondent is found to have violated Title IX policies, the panel will determine the appropriate sanctions. Consideration may be given to the nature of and circumstances surrounding the violation, prior disciplinary violations, precedent cases, University safety concerns, or any other information deemed relevant by the Title IX Coordinator. The Title IX Coordinator will provide each party with information detailing the sanctioning decision of the panel.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose differing sanctions, ranging from a verbal warning to expulsion, depending on the severity of the offense. The University reserves the right to take whatever measures it deems necessary in response to an allegation of sex discrimination in order to protect the individuals' rights and personal safety. Such measures include, but are not limited to:

- Reprimand/warning,
- Modification of living arrangements,
- Counseling assessment,
- Social or disciplinary probation,
- Removal from University housing,
- Suspension,
- Expulsion, and/or
- Arrest and prosecution.

No Further Action

In cases where the investigation does not establish that a violation has occurred, and there are no further avenues to investigate, the case will be closed (i.e. there is not enough evidence to proceed with the investigation at this time). If new evidence is found or submitted, which was not available at the time of the original investigation and is found to be substantial enough to have changed the decision to close the case, the case may be reopened.

In cases where the investigation indicates that no violation of the Title IX policy has occurred, the case will be closed.

Outcome Notification

Every effort will be made to ensure that both the Complainant and Respondent are updated regularly to inform them of important developments and decisions.

At the conclusion of a hearing, both the Complainant and Respondent will be notified in writing to inform them if harassment was found to have occurred or not. In cases where a sanction has been imposed, the sanction will be shared with the Complainant when said sanction directly relates to the harassed student. In cases where the conduct involves a crime of violence or a non-forcible sex offense, Complainants will be notified of the outcome including the sanctions.

Appeal Process

The purpose of the appeal process is to ensure that the policies and procedures of Mercyhurst University are administered in a fair and consistent manner. An appeal is a request to the Vice President of Student Life or designee to review a decision or action. Each party will be notified if the other party files an appeal, and will be provided the opportunity to respond in writing.

The issue in question is not the respondent's original action or incident; rather it is a request for reconsideration of the original decision. When an appeal is heard, the Vice President of Student Life or designee may recommend, eliminate, decrease, increase, modify, or uphold the initial decision or action.

The Complainant and Respondent may appeal: 1) the decision made by the hearing panel or administrator, or 2) the sanctions determined by the panel or administrator. There should be no expectation that an appeal will be successful simply because a party is unhappy with or disagrees with the original decision or action.

The three grounds upon which an appeal of the decision or sanctions may be made are:

1. The individual believes a procedural error occurred, which the individual feels may change or affect the outcome of the decision;
2. The individual has substantive new evidence that was not available at the time of the hearing and that may change the outcome of the decision;
3. The individual feels that the sanction issued as a result of the original decision was disproportionate for the violation, unwarranted or excessive in nature.

The written appeal request should:

- Be submitted within 7 calendar days of receipt of the University's decision to the Title IX Coordinator;
- Include the reasons for the appeal and the requested outcome.

MERCYHURST UNIVERSITY
Title IX – Common Definitions

Advisor: An individual selected by a Complainant or Respondent to assist throughout the University process. An advisor may advise and assist the Complainant or Respondent in preparation for any meetings, interviews, or hearings that may occur; accompany the Complainant or Respondent through all student conduct process meetings, interviews, or hearings; or assist the Complainant or Respondent in preparing an appeal. An advisor may not participate in the student conduct process in any other capacity in reference to the same incident, including, but not limited to, serving as a Witness, Co-Complainant, or Co-Respondent. Advisors may not directly participate or make any type of representation or argument on behalf of a Complainant or Respondent in any aspect of the student conduct process including, but not limited to: meetings, interviews, or hearings. The availability of an Advisor to attend a student conduct process meeting, interview, or hearing shall not unreasonably interfere with or delay the proceedings.

Coercion: Unreasonable pressure for sexual activity. When someone makes it clear that he/she does not want to engage in sexual behavior, or that she/he does not want to go beyond a certain point of sexual interaction, continued pressure beyond that point can be considered coercive.

Consent: Consent is an informed decision made freely and actively through words or actions that demonstrates an affirmative, knowing, and voluntary agreement to engage in a sexual act. The need to obtain consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Because sexual misconduct is defined as sexual activity that is undertaken without consent, each participant must obtain and give consent to each sexual act. Students are strongly encouraged to talk with each other before and during any sexual interaction. Relying solely on non-verbal communication can lead to miscommunication. Students are strongly advised to avoid any ambiguity in obtaining and giving consent.

Although all parties must give their consent to any sexual act and it is the best practice for both partners to be responsible for confirming that they have obtained the other's consent, it is the responsibility of the person initiating the sexual act to obtain consent from the other.

- Consent is required each and every time there is sexual activity;
- The absence of a verbal "no" does not indicate consent;
- Consent can be withdrawn by any person, at any time, at which point the sexual activity must stop immediately;
- Consent to some levels of sexual activity does not imply consent to all levels of sexual activity. Each new level of sexual activity requires consent (for example, moving from kissing to touching, to touching under clothes, etc);
- The person(s) who initiate(s) a new level of sexual activity is responsible for asking for consent;
- Consent cannot be obtained through the use of fraud or force (actual or implied), whether that force be physical force, threats, intimidation, or coercion (compelling another person to do something through emotional or physical pressure, threats, or other forms of intimidation);
- All parties must have equal freedom and room to choose (for example, if one person does not have a ride back to campus, they may feel "trapped" and unable to fully and honestly give consent)
- A current or previous dating or sexual relationship with the initiator (or anyone else) does not constitute consent;
- Being intoxicated does not diminish one's responsibility to obtain consent;
- Bodily movements and non-verbal responses such as moans are not consent;
- Silence, passivity, or lack of active resistance is not consent;
- Intentional use of alcohol/drugs does not imply consent to sexual activity;
- Seductive dancing or sexy/revealing clothing does not imply consent to sexual activity;

- Use of agreed upon forms of communication such as gestures or safe words is acceptable, but must be discussed and verbally agreed upon by all parties before sexual activity occurs;
- Consent may never be given by minors (in Pennsylvania, those not yet 16 years of age);
- People with mental disabilities cannot give consent to sexual activity if they cannot appreciate the fact, nature, or extent of the sexual situation in which they find themselves.
- This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

Cyber-bullying: The use of communications technology to harm, threaten, or otherwise victimize another person. Cyberbullying can take many forms (i.e. offensive texts or instant messages, rumor-spreading emails, videos cruelly mocking other students posted to video-sharing sites, the creation of Facebook pages or Twitter accounts that humiliate other students, and forwarding “sexts,” private messages or intimate images sent from one student to another, to other students or even to the entire school).

Cyber-stalking: A particular form of stalking in which threatening behavior or unwanted sexual advances directed at another person using electronic media such as: web pages, social networks, blogs, cell phones, texts, or other online and computer contact.

Dating Violence: Violence committed by a person who is or has been in a romantic relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interactions.

Domestic Violence: Pennsylvania law defines domestic violence as knowingly, intentionally, or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in repetitive conduct toward a certain person (i.e. stalking) that puts them in fear of bodily injury. These acts can take place between family or household members, current or former spouses, sexual partners, or those who share biological parenthood in order to qualify as domestic violence or abuse.

False Reports: The University will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Force: Use of physical violence and/or imposing on someone physically to gain sexual access. Force can also include threats, intimidation (implied threats) and coercion that are used to overcome resistance.

Forced Sexual Intercourse: Unwilling or non-consensual sexual penetration (anal, vaginal or oral) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another’s mental or physical condition of which the assailant was aware or should have been aware.

Gender-based Harassment: Acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender-stereotyping constitute gender-based harassment. Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereotypical notions of masculinity or femininity. In order to constitute harassment, the conduct must be such that it has the effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, demeaning, or offensive academic or living environment.

Gender-based Misconduct: Comprises a broad range of behaviors focused on sex and/or gender discrimination that may or may not be sexual in nature. Sexual harassment, sexual assault, gender-based harassment, stalking, and intimate partner violence are forms of gender-based misconduct under this policy. Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Gender-based misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

Good Samaritan: Mercyhurst University views student safety as paramount. In incidents of crisis or medical emergency, Mercyhurst students are expected to care for themselves and for others in the University community by getting help from appropriate officials even when violations of the Conduct Code have occurred. In crisis situations involving alcohol, drugs, and/or sexual misconduct the University strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident.

Hostile Environment: Harassing conduct that is sufficiently serious - that is severe or pervasive – to deny or limit a student’s ability to participate in or benefit from the school’s program based on sex. A single instance of rape or other form of sexual misconduct is sufficient to constitute as creating a hostile environment. Both objective and subjective factors are considered in determining whether sexual harassment rises to the level of a hostile environment.

Impact on Education: Unwelcome sexual comments or conduct that denies or limits a student's ability to participate in or benefit from his/her education program.

Impact on Employment: Unwelcome sexual comments or conduct that unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Incapacitation: An incapacitated person cannot give consent. One who is incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware, or otherwise helpless, is incapable of giving consent. One must not engage in sexual activity with another whom one knows (or should reasonably know) to be incapacitated.

The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include, but are not limited to:

- loss of balance/inability to walk without stumbling
- slurred speech
- inability to focus their vision
- vomiting
- erratic or extreme behavior
- passing out.

Intimate Partner Violence: Use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards a partner in an intimate relationship constitute intimate partner violence. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Intimate partner violence can be a single act or a pattern of behavior in relationships. Intimate partner relationships are defined as short or long-term relationships (current or former) intended to provide some emotional/romantic and/or physical intimacy.

No Contact Order: A two-way No Contact Order is an accommodation that helps to ensure an environment in which individuals can focus on and pursue their education and/or work. They are intended to forestall future interactions that could be problematic and to protect both of the individuals. No Contact Orders are typically issued for a semester or academic year, but may be modified and/or extended as deemed necessary.

Non-Consensual Sexual Contact: Any intentional sexual touching, however slight with any object or body part, by one person upon another, without consent.

Non-Consensual Sexual Intercourse: Any sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a man or woman upon a man or a woman, without consent.

Non-Retaliation Policy: Members of the Mercyhurst community are encouraged to express displeasure at any conduct which may be sexual harassing or in any other way harassing, to tell individual(s) engaging in the conduct that it is unwelcome and to report that conduct and to use the complaint procedures set forth in this policy.

Mercyhurst University strictly prohibits retaliation against any person for using this reporting procedure, or for filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of sex discrimination. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or expulsion if they are a student.

Rape: Sexual intercourse by forcible compulsion or threat of forcible compulsion or where one of the participants lacks the capacity to consent. Compulsion can be use of physical, intellectual, moral, emotional or psychological force, either expressed or implied. It also includes sexual intercourse with a person who is unconscious, incapacitated by alcohol or drugs, underage, mentally challenged, unconscious or asleep.

Sexual Activity: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. Intercourse, however slight, means vaginal and anal penetration by a penis, object, tongue, finger, and/or oral copulation (mouth to genital contact or genital to mouth contact).

Sexual Assault: Touching of a sexual nature, including: oral-genital contact, anal intercourse, or vaginal intercourse; anal, oral or vaginal penetration with an object; or other sexual contact that occurs without consent. Any type of sexual contact or behavior that occurs without the explicit consent of the other person or is obtained through the use of force, threat of force, intimidation or coercion.

Sexual Discrimination: Behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex.

Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Sexual Harassment: Any unwelcome conduct of a sexual nature that includes unwanted sexual advances, requests for sexual favors, and other visual, verbal, non-verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment.

Sexual intercourse: Penetration (anal, oral or vaginal), however slight by another person or with any object by another person, and any sexual contact, however slight, by another person or with any object, by another person.

Sexual Misconduct: Any activity of a sexual nature that violates another individual's physical and/or emotional well-being or personal space without that person's explicit consent. Sexual misconduct incorporates a range of behaviors including rape, sexual assault (which includes any kind of nonconsensual sexual contact), sexual harassment, relationship violence, stalking, and any other conduct of a sexual nature that is nonconsensual, or has the effect of threatening, intimidating, or coercing a person(s). Sexual misconduct occurs when there is a lack of mutual consent about sexual activity.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking involves repeated and continued harassment made against the expressed wishes of another individual, which causes the targeted individual to feel emotional distress, including fear and apprehension.

Other examples of **prohibited conduct** include, but are not limited to unwelcome occurrences of:

- Sexual propositions or advances;
- Touching, pinching, or patting;
- Insulting or suggestive sounds;
- Comments about a person's body or body parts;
- Emails or other written communication of a sexually suggestive manner;
- Inappropriate displays of a sexual nature;
- Repeated flirtatious or sexual comments;
- Sexually suggestive displays or objects;
- Repeated insults directed against men or women;
- Comments or behaviors which promise benefits for sexual favors;
- Retaliation against an individual for participating in a sexual harassment investigation;
- Sexually suggestive or oriented jokes or gestures directed toward another or sexually oriented or degrading comments about another

INFORMATION TECHNOLOGY POLICY CONDUCT CODE FOR THE USE OF INFORMATION TECHNOLOGY

This policy applies to all data, voice, video systems and networks (including hardware, software, and data) owned or operated by Mercyhurst University as well as to outside systems and networks to which Mercyhurst University is connected. The systems range from multi-user systems to single-user devices such as computers and telephones, whether freestanding or connected to networks.

The information technology systems and networks at Mercyhurst University are intended to be used in a manner that supports the educational mission of the University and is conducive to the overall academic climate. Because electronic information is easily reproduced, respect for authorial integrity is essential. Violations of integrity, such as plagiarism, unauthorized access, copyright violations and invasion of privacy, will not be tolerated.

ACCOUNTS AND PASSWORDS

Mercyhurst University creates accounts on its systems for current employees and currently registered students. To be granted the use of an account, users must agree to abide by the rules and regulations related to appropriate, legal, and ethical use of Mercyhurst University systems and networks.

Students and employees are assigned an individual login ID or authorization code and must not share that access code or password with any other person. Users are responsible for any and all usage of their assigned IDs on the systems or networks. Passwords should be changed regularly.

ACCEPTABLE USE

Mercyhurst University systems and networks are vital to the programs of instruction, research, and administration of the University; therefore, a framework of responsible, considerate and ethical behavior applies to use of campus computers, network resources, and access through the University resources to other networks. Since users in fact represent Mercyhurst University, they are expected to apply standards of normal academic and professional ethics and considerate conduct in the economical use of all Mercyhurst University systems and resources. In addition, users are expected to be aware that their use of the systems and networks is subject to all applicable University regulations, Internet regulations, and federal, local, and international laws.

Users are prohibited from using systems and networks to conduct various activities including, but not limited to, the following:

Access or use without explicit authorization accounts, information, systems or networks at Mercyhurst or at other sites accessible from Mercyhurst's networks;

Interfering with or disrupting network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, personal or non-academic uses which negatively impact academic use, and use of the network to make unauthorized entry to any other machines accessible via the network;

Inspect, copy, transmit, distribute or disclose any proprietary or confidential information or data, including that pertaining to Mercyhurst's students, employees, vendors, donors, and alumni; this applies to both print and electronic formats;

Copy or distribute or transmit intellectual property without explicit permission of the owner. Intellectual property includes text, video, audio, software programs, and data; create, access, copy, transmit or distribute obscene or pornographic materials or materials contrary to the University's mission and vision;

Harass, threaten, stalk, or abuse others;

Conduct business unrelated to the University or excessive use of resources for personal reasons; such use includes, but is not limited to sending stored personal files on computer systems; printing output for personal projects without permission; using University-owned computers for extended periods to send personal e-mail or to browse the Web.

Because materials posted or transmitted on the Internet are identified as coming from Mercyhurst University computer systems, any unofficial material such as student or faculty Web pages must include a disclaimer stating that the information does not necessarily represent the views of Mercyhurst University.

Antivirus software should be run every time a computer starts up, a portable storage device (flash drive, disk, or CD) is used, or a file is downloaded from the Internet or another computer.

The privacy of electronic mail or voice mail is in general respected, but not guaranteed.

Violations of the above guidelines can result in the loss of account privileges as well as other disciplinary sanctions.

1. Claims of copyright infringement must be submitted in writing to Mercyhurst's designated Copyright Officer, Darci Jones, Director of Libraries. Claims will be dealt with in accordance with the provisions of the Digital Millennium Copyright Act. Repeated copyright infringement will result in the loss of account privileges as well as other disciplinary sanctions.

Violation of Copyright Policy

First Offense

Warning

Deletion of Illegally Downloaded Files

Possible Restriction/Loss of Internet Privileges for One Week

Second Offense

\$50.00 Fine and 10 Hours of Community Restitution

Written Reprimand

Deletion of Illegally Downloaded Files

Possible Restriction/Loss of Internet Privileges for One Term

2. Interfering with or disrupting network users, services or equipment.

Excessive Use of Bandwidth/E-Mail

First Offense

Warning

Possible Restriction/Loss of Internet Privileges for One Week

Second Offense

\$50.00 Fine and 10 Hours of Community Restitution

Written Reprimand

Possible Restriction/Loss of Internet Privileges

3. **Abuse of Network Resources**

\$100.00 Fine and 20 Hours of Community Restitution

Social Probation

Possible Disciplinary Probation

Possible Restriction/Loss of Internet Privileges

4. Social network sites, other digital platforms, and distribution mechanisms facilitate student communication. Mercyhurst University believes that such sites provide students with opportunities to interact with individuals in innovative and creative ways. It is critical, however, that students are fully aware of the potential negative consequences arising out of irresponsible and inappropriate conduct on these sites. Mercyhurst students are encouraged to exercise good judgment if they choose to engage in online social networking.

Students will be held responsible for any actions that compromise the integrity of the University. For example, photos or statements placed on these social networks that depict harassment (including sexual harassment); vandalism; underage drinking or consumption of alcohol in violation of Mercyhurst University's alcohol policy; hazing; and selling, possessing, or using controlled substances can be used in student conduct proceedings.

Misuse of Social Media

\$100.00 Fine and 20 Hours of Community Restitution

Social Probation

Possible Disciplinary Probation
Possible Restriction/Loss of Internet Privileges

The violations and sanctions listed above are presumptive. During adjudication, the technical savvy involved in the violation and the intent of the user will be considered.

Violations of Federal Copyright Laws may result in prosecution of the student(s) involved. In no way does adjudication through the University system exempt a student from prosecution.

Mercyhurst Signage Rules and Regulations for Academic and Administrative Buildings

CONTENT RESTRICTIONS

- Publicity, herein referred to as “flyers,” is restricted to publicize meetings and events for Recognized Student Clubs/Organizations (RSCO) at Mercyhurst. Flyers should consist of important information, including but not limited to:
 - Name of RSCO
 - Major Affiliations
 - Event time, date and locations
 - Event specific details
 - Student or advisor contact information (*i.e. campus phone number or email address*)
- Flyers are not to consist of any derogatory or inappropriate language.
- Flyers are in no way to promote alcohol and/or drug use.
- Flyers must not conflict with the mission, core values and/or Catholic, Mercy identity of Mercyhurst.
- Approval of all publicity is at the discretion of Mercyhurst via the Campus Involvement Center.

GENERAL GUIDELINES AND RESTRICTIONS

- Flyers cannot be larger than 8 ½” x 11” in size and have to be approved by the Campus Involvement Center to be hung on bulletin boards. **Under no circumstances are flyers permitted on any surface other than bulletin boards, including but not limited to doors, windows, walls, walkways, tables, benches, etc.**
- If interested, RSCOs may request permission from specific departments/offices to place flyers on any departmental/office bulletin boards. If the RSCO has been granted permission to hang flyers on department/office bulletin boards, **the RSCO is responsible for removing all copies of the flyer within 24 hours of the event/meeting taking place.** If the flyers are not removed within that time frame, the Campus Involvement Center will remove them and the RSCO will receive a warning. If this occurs repeatedly, publicity privileges will be revoked for a time period to be determined by the Executive Director of the Campus Involvement Center.
- **Flyers are not permitted to be posted over existing signage.**
- Push pins, staples, and tape can be used on bulletin boards.
- Sidewalk chalk is generally prohibited. Under special circumstances, the Executive Director of the Campus Involvement Center may grant approval. On a case-by-case basis, RSCOs wishing to use sidewalk chalk should seek approval by the Executive Director prior to using sidewalk chalk.

Approval Process for RSCOs

- Step 1)** Print one (1) copy of the RSCO flyer and bring it to the Campus Involvement Center, any time Monday through Friday between the hours of 8:30a.m. through 4:30p.m. The Center is located on the second level of the Student Union.
- Step 2)** If the flyer meets the standards listed above, it will be returned within 24 hours of receipt. The RSCO will be asked to print all of the copies of the flyer to be posted. All copies must be submitted to the Campus Involvement Center for approval stamping. Please note, flyers are to be approved no earlier than two weeks before the scheduled event/meeting and should be event specific. Flyers will be stamped to expire the date after the event has taken place. If the flyer is informational and therefore date is irrelevant, it will expire two weeks from the date it is stamped.
- If the flyer submitted does not meet the standards listed above, it will be returned within 24 hours of receipt and the RSCO will be asked to make the recommended changes. The RSCO will then need to resubmit the flyer for approval.
- Step 3)** Upon approval, all copies of the flyer need to be stamped with a designated Campus Involvement Center stamp. Flyers will be approved and available to pick up within 24 hours. One copy is stamped and students can make copies to hang from the original approved copy.
- Step 4)** The following are locations of bulletin boards for approved flyer hanging. Upon flyer expiration date, the Campus Involvement Center will remove flyers from these locations:
- | | |
|----------------|---|
| Old Main | 1 st and 2 nd floor center stairwell and the bulletin boards by 2 nd floor lounge area |
| Preston | Entryway/stairwell right next to Old Main and bulletin boards in all other stairwells. |
| Zurn | Entryway, main stairwells – 1 st through 3 rd floors (non-departmental) |
| PAC | Hallway bulletin boards (non-departmental) |
| Freshman Halls | Lobby areas |
| Hirt | Main and lower level. (non-departmental) |
| Student Union | Ground floor and Laker Inn area |
| Library | Stairways |

DEPARTMENTAL/OFFICE AND NON-UNIVERSITY ORGANIZATIONS

Any departmental/office publicity is exempt from this approval policy. However, it must clearly state the name of the Mercyhurst sponsoring department/office and all other guidelines must be followed. This policy is also in effect for all non-Mercyhurst organizations and approval will be handled by the Executive Director of the Campus Involvement Center. Any exception to the above mentioned regulations need to be approved by the Campus Involvement Center. Unapproved publicity and flyers not adhering to the above listed guidelines will be taken down and disposed of, and publicity privileges may be revoked. Any questions or concerns can be addressed to the Executive Director of the Campus Involvement Center at (814) 824-2089.

Mercyhurst Promotional Items Policy for Recognized Student Clubs/Organizations

Promotional items include anything that...

- Promotes the Recognized Student Club/Organization (RSCO)
- Is distributed to students, current RSCO members or members of the Mercyhurst community
- Is presented as a recruiting tool (t-shirts, pens, key chains, novelties, etc)
- Is purchased using RSCO University designated and/or Mercyhurst Student Government awarded funding

Promotional items for RSCOs must adhere to the following guidelines:

- Promotional items are not to consist of any derogatory or inappropriate language.
- Promotional items are not to be sexist, racist, degrade others, or be contrary to the mission, core value and/or the Catholic, Mercy identity of Mercyhurst.
- The promotional item itself cannot be anything that is related to drug use or alcohol consumption. Under circumstances association with alcohol awareness initiatives, RSCOs may seek permission for items such as mugs, cozies, etc., from the Campus Involvement Center,
- The promotional item needs to include the name of the sponsoring Recognized Student Club/Organization.

Approval of all promotional items is at the discretion of Mercyhurst via the Campus Involvement Center. All requests for promotional item approval must be submitted in writing or via email.

APPROVAL PROCESS FOR RSCOS

- Step 1)** Bring a proposed design to the Campus Involvement Center, any time Monday through Friday between the hours of 8:30a.m. through 4:30p.m. Make sure to include all content, graphics, and logos. The proposed design can also be emailed to the Director of the Campus Involvement Center. The Director will not review the proposed design without a signature from the RSCO's advisor.
- Step 2)** If the proposed design meets the standards listed above, the Director of the Campus Involvement Center will approve the design and notify the RSCO.
- If the sample submitted does not meet the standards listed above, it will be returned and the RSCO will be asked to make the recommended changes. The RSCO will then need to resubmit the proposal for approval. If the RSCO is not satisfied with the decision of the Campus Involvement Center, they may request a meeting with the Director.
- Step 3)** If an RSCO fails to adhere to this policy, the Campus Involvement Center may revoke RSCO privileges for a time period to be determined by the Director of the Campus Involvement Center. The RSCO student leadership team and advisor will be notified in writing.

Special Event Alcohol Policy

Mercyhurst University recognizes that responsible alcohol use can be compatible with healthy adult behavior and successful social events. Our intent is to ensure the safety of our students and to ensure that the University's environment remains conducive to the intellectual and social stimulation, learning and growth.

If alcohol is consumed at a special event, it is expected that such consumption is in compliance with University policies and regulations, is not abusive, does not violate the rights of others, and does not lead to conduct that is disorderly, disruptive, or destructive. Any violation of the Special Event Alcohol Policy or regulations for social events with alcohol shall be subject to disciplinary action by the University. In addition to the following policy, compliance with the Mercyhurst University Conduct Code is required.

All special events where alcohol is served must be registered and pre-approved by the Campus Involvement Center and the Vice President of Student Life or his/her designee.

A. The following regulations apply to all Mercyhurst University RSCO special events, in regards to alcohol:

1. Only main campus students (no guests, siblings, etc.) will be admitted to events where alcohol is being served and a valid Mercyhurst University ID card AND a valid driver's license or legal government identification for proof of legal age is required.
2. Locations in which Special Events may currently be registered include: Sr. Carolyn Herrmann Student Union (Great Room or MSG Chambers); Mercy Heritage Room; Grotto Commons (Upper level only); Faculty Dining Room (Egan Hall); and D'Angelo Performing Arts Center (Art Gallery). In addition, these areas must be sectioned off and closed to the general public.
3. Students must show a valid Mercyhurst University ID card AND a valid driver's license or legal government identification for proof of legal age, at the point of alcohol service.
4. No event with alcohol may begin without a university administrator in charge of alcohol distribution present. The university administrator must be in attendance for the duration of the program.
5. Each event must begin with a presentation on healthy drinking habits. All students taking part in the event must be present at this part of the event or those students will not be permitted to attend the event.
6. High-quality non-alcoholic beverages and attractive food must be readily available and accessible at all special events and throughout the duration of the event.
7. For all special events where alcohol is served, Police & Safety must be contacted. They will determine the number of officers needed (if any) for the event.
8. Beer and wine are the only alcoholic beverages that may be served or consumed at special events.
9. Beer includes all fermented beverages with an alcohol content of up to 6%. Wine includes champagne and other sparkling wines with alcohol content of up to 14%.
10. Alcoholic beverages may not be sold at any event without an appropriate state license.
11. Special events at which alcohol is served may not occur during reading days or during the final examination period.
12. Alcohol may not be served at study breaks. A study break is an event that is limited in duration (1-2 hours) and intended to provide a time to relax during studying.
13. Individuals are prohibited from bringing their own alcoholic beverages to any registered event or from taking alcoholic beverages out of the reserved special event space.
14. The number of people attending a registered special event who may legally drink will determine the amount of alcoholic beverages available. The attendance limit is set at no greater than 50 students unless approval is granted by the Vice President for Student Life or his/her designee.
15. Events at which alcohol is served must be registered with and approved by the Event Management Staff, the Campus Involvement Center and with final approval by the Vice President for Student Life or his/her designee.
16. If an RSCO wishes to collect a deposit for their event, they are responsible for managing all aspects of the cash box and deposit collection.

B. RSCO events where alcohol is being served require a minimum of one university administrator to be present throughout the event. He/she will:

1. Be notified of all confirmed space reservations and security suggestions/arrangements for the event by the Campus Involvement Center.
2. Must approve and be in attendance during the entire event where alcohol is served.
3. Must check all IDs and verify that those in attendance are of legal drinking age.
4. Terminate the function if University policies are not followed and follow proper protocol and reporting for any incidents that occur.