

Mercer University – Cecil B. Day
Campus in Atlanta, GA

June 1, 2010

*Produced by the
Student Affairs Division
Sheffield Student Center*

Student Policies

All Mercer Cecil B. Day Campus telephone numbers
begin (678) 547-

It is the purpose of Mercer University to adhere to the rules and regulations, course offerings, and financial charges as announced in this handbook or in other publications. The University, nevertheless, hereby gives notice that it reserves the right to withdraw any subject, to change its rules affecting the admission and retention of students, or the granting of credit or degrees, or to alter its fees and other charges, whenever such changes are adjudged by it to be desirable or necessary. Attendance at Mercer University is a privilege which may be forfeited by anyone whose conduct is adjudged as not consistent with the traditions, policies, and regulations of the University.

This guide is a general reference for the Cecil B. Day Campus only. As applicable, the university-wide handbook can be referenced through the links noted below.

For specific program information, please refer to the Student Handbook for that college or school.

Atlanta Student Handbook Supplement

➤ **Student Policies:**

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Procedures for Reporting Violations to the Code of Conduct
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- **Quick Reference Guide**
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Welcome...



*from the
Senior Vice-President - Atlanta
Dr. Richard V. Swindle*

Dear Mercer Student:

This handbook contains the information you will need to be an engaged member of the Mercer University community in Atlanta. Being a student is much more than going to class and taking exams – it is being in relationship with all kinds of people while in a unique academic setting.

This handbook is designed to help all of us function well as a community. Although there are “rules” here, the primary purpose of the handbook is to make our lives together run more smoothly.

Please note that there is a University Handbook which covers all students at the university, and then there is a supplement for the Cecil B. Day Atlanta Campus. You will need to refer to both of these in order to have a complete understanding of all policies and procedures which apply to you.

Mercer University is a wonderful and diverse institution, with campuses in Macon and Atlanta plus four Regional Academic Centers. Wherever you are in the Mercer system, we hope you will enjoy your experience.

If you have any questions about the information in this handbook, please call the Student Affairs Office at 678-547-6824.

Sincerely,

A handwritten signature in black ink that reads "Richard V. Swindle". The signature is written in a cursive, flowing style.

Richard V. Swindle
Senior Vice President – Atlanta

**Welcome
to
Mercer-Atlanta's
2010-2011
Academic Year!**



To all Mercer Students,

If you are new to Mercer, please allow me to welcome you to the Atlanta campus. If you are returning to complete a program of study, I hope you are returning with renewed enthusiasm and energy for the academic year ahead.

The Atlanta campus with its collection of fine graduate and professional programs provides a different experience than a more traditional undergraduate campus. Nestled into a corner of 7-85 and 7-285, the ambiance is a little more serious and the students tend to be considerably more focused. It is a good place for higher level academic pursuits.

The Atlanta Supplement for the University Student Handbook is a great reference tool for you to learn about the people, places and policies that will assist you while you are a student here. We hope you find it helpful in learning more about the campus.

We encourage you to make time to enter into the fabric of campus life. Beyond academics there are opportunities to serve, to get to know new and interesting people, and to just have some fun.

We wish you a successful year!

Claire Dyes

Claire Dyes

Dean of Students, Atlanta Campus

Community of Respect

Mercer University strives to be a *Community of Respect* where everyone is held in mutual high regard. Because every human being is created in the image of God, each person deserves to be treated with respect and civility. Standards of conduct are based on the values of mutual respect:

Respect for Academic Integrity

We value a community that encourages an academic atmosphere. We believe that honesty is important to learning.

Respect for Other Persons

We value the worth of every individual in the community and we respect the dignity of each member in the community. We take responsibility for the consideration of the rights of others.

Respect for the University Community

We value showing respect for the rights and property of others. We take responsibility to act to maintain University property.

Respect for Community Authority

We acknowledge and value our privileges and rights as members of the University community. We take responsibility for acting to uphold community standards.

Student Code of Conduct and Judicial Education Programs

I. Student Rights

The *Community of Respect* ensures certain rights of its members. The University values the following student rights:

- A. Free inquiry, expression, and assembly as long as conducted in a manner that does not infringe upon the rights of others.
- B. Freedom from unreasonable invasion of the privacy of the individual's person, residence, papers, personal effects, and University records.
- C. Right to due process and equal protection under the University judicial system.
- D. Freedom to pursue educational goals, the right to the free exchange of ideas, thoughts, and viewpoints.
- E. Freedom of association for students who meet the University's standards for participation in co-curricular and extracurricular activities.

II. General Policy

Mercer University is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. University students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. The University invites students to participate in the formulation of behavioral policies and to share in the responsibility for judicial decisions. These standards and procedures have been established to protect the University's educational purpose, to foster a sense of responsibility to the community, to provide for orderly conduct of its activities, to protect the members of the University from disrespect, and to safeguard the interest of the University community. Student conduct is expected to be lawful and in accordance with all federal, state, and local laws, and University regulations.

In keeping with Mercer University's values, sanctions imposed on students found to be in violation of the Student Code of Conduct are designed to promote the University's educational mission, restore community standards, and promote individual civility and positive growth. Sanctions are also intended to maintain the safety of the University environment and the integrity of the University community. The processes for adjudicating violations of federal, state and local laws and violations of the Student Code of Conduct are separate and may be pursued independently of one another.

The University distinguishes its responsibilities for student conduct from the control functions of the wider community. The conduct of students both on campus and in the wider community is ordinarily of University concern when (a) the conduct interferes with the University's responsibility for ensuring members of the University full and equal opportunity to obtain their educational objectives, (b) the conduct interferes with the University's responsibility to protect the health, safety and general welfare of persons in the University community, or (c) the conduct negatively impacts the University's image and/or academic integrity.

The Student Code of Conduct applies to all campuses of the University and all international programs. The Dean of Students on the Atlanta campus (or designee) may modify non-substantive procedures in the effort to adjudicate violations in these programs when necessary.

Cases involving student organizations are adjudicated through the Assistant Dean for Campus Life. Student organizations will be held responsible for the behavior of their members, alumni or guests-when their actions evolve from or are in any way related to their association with or activities of the organization. Student organizations may be given joint responsibility for such violations. Student organizations that condone or encourage behavior that violates University or state regulations may be given joint responsibility for such violations.

Authority for student discipline ultimately rests with the University President. For cases involving non-academic conduct violations, the President delegates this authority to the Dean of Students (or designee), who in turn delegates it to other appropriate staff, including the Assistant Dean for Campus Life, to review and pursue misconduct charges.

The Dean of Students (or designee) has the authority to notify the person listed as the student's emergency contact (or other appropriate person) in cases of emergency or life-threatening incidents involving students.

The Dean of Students (or designee) may order any student to cease and desist from any activity judged to be disruptive to the University. If the student fails to cease and desist from such activity, the Dean of Students (or designee) may immediately suspend the student pending a judicial hearing.

Formulation of Regulations & Code of Conduct

Any student, faculty member, or administrator may initiate any revision of, or addition to, the University's standards of conduct. Recommendations should be submitted to the Dean of Students who, in consultation with appropriate parties, shall ensure discussion of the proposed change. When all parties have had an opportunity to comment on the proposal, the Dean of Students shall make the determination whether the suggestion warrants a modification of the Student Code of Conduct.

III. Definitions

University. Mercer University. This includes the main campus, all branch campuses and University international programs.

Student. Includes all persons either registered for or taking courses at Mercer University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than Mercer University and who reside in Mercer University residence halls. This includes non-degree seeking students. Persons who are not officially enrolled for a particular term but who have a continuing relationship with Mercer University are considered students.

Charged Student. Any student who has been formally charged with an alleged violation of the Student Code of Conduct.

Faculty Member. Any person hired by Mercer University to conduct classroom activities.

Staff Member. Any person hired by Mercer University in a professional position to conduct University activities.

Member of the Mercer University Community. Any person who is a student, faculty member, or employed by Mercer University.

Mercer University Premises. Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Mercer University (including adjacent streets and sidewalks).

Organization. Any group who has been formally recognized by Mercer University as an organization.

Hearing Body. Any Mercer University official or panel authorized to review and evaluate student conduct charges, and to impose sanctions upon students found to have violated the Student Code of Conduct.

Appellate Body. Any person or persons authorized by the Dean of Students to consider an appeal of a hearing body's determination that the student has violated the Student Code of Conduct.

Student Judiciary.

Student members are trained and experienced in due process rights, in the procedures of the judicial system, in the mechanics of preparing a case. They are assigned cases on a rotational basis.

Shall. Is used in the imperative sense.

May. Is used in the permissive sense.

IV. Non-Academic Misconduct Process Procedure for Reporting Violations

All students and student organizations are expected to adhere to the standards of a *Community of Respect*. In affirmation to these standards, every student subscribes to the following pledge:

"Having been accepted as a member of the Community of Respect of Mercer University, I pledge myself: to hold each person in high mutual regard; to uphold, respect, and defend the rights of every individual in the community; and to respect the community as a whole. I further pledge that I will not allow to go unreported any violation of the standards of our community."

Each student is responsible for reporting any and all infractions of the standards valued by the *Community of Respect*. All students accept this responsibility when they enroll. If a student sees, knows, or hears of a violation, he/she is responsible for reporting the suspected violation to Mercer Police, the Dean of Students, or an appropriate faculty/staff member of Mercer University.

Procedures for Filing Charges

The Assistant Dean for Campus Life (or designee) shall make charging decisions for non-academic misconduct. This process for review is initiated by either (1) the filing of a police report with Mercer University Police Department (or other law enforcement agency), (2) providing a signed written statement directly to the Dean of Students (or designee), or (3) by filing an incident report or written statement with the Assistant Dean for Campus Life. This information will then be reviewed by the Assistant Dean for Campus Life to determine the most appropriate action to be taken. This may result in conducting further investigation into the incident, resolving the conflict in an informal manner, referring the case to housing, or initiating charges in accordance with the procedures contained in this code. Charges should be filed within ten (10) working days after receipt of all available information regarding the complaint. Charges cannot be filed that exceed one (1) year after the discovery of the incident.

Charges

When a determination to charge is made, the Assistant Dean for Campus Life shall notify the student in writing of the charge(s) and the allegation(s) on which the charge(s) are based. This notice shall inform the student that he or she has five (5) regular business days in which to contact the Assistant Dean for Campus Life to schedule an informational session and to select the type of hearing. If a student does not contact the University during this time, the University shall make a determination regarding the choice of hearing.

Hearing Board Options

The charged student has the right to have charges heard by a University **panel** or by a designated University **administrator**, who will then review the case and make a determination with regard to responsibility and sanctioning. In electing one hearing, the student waives the right to the other. The University retains the right to send any conduct case that is determined to be serious in nature directly to a hearing board. Such cases may include physical assault, sexual misconduct, or drug offenses.

When two or more individual cases stem from the same incident, the same hearing body shall hear all cases. In such cases, the University may either pre-select the hearing or consult with the students involved before making the determination. This hearing body may hear individual cases together or separately. Procedural modifications are permissible when cases are heard together. In cases involving multiple students charged from the same incident, information obtained at one hearing may be used at another hearing provided that the charged student involved has the full opportunity to review and to respond to any information that will be used against them.

For cases handled by a hearing **panel**, the designated board is composed of students and faculty/staff members. The hearing **panel** consists of one non-voting faculty or staff member to serve as chairperson, one voting faculty/staff member, and two voting students.

For cases handled by a University **administrator**, the designated staff member is appointed by the Assistant Dean for Campus Life.

Conduct Hearing Procedures

All hearings are governed by the following procedures. Procedures may be modified to expedite the proceeding as long as they do not jeopardize the charged student's fundamental rights or the fairness of the hearing.

1. Burden of Proof. The burden of proof rests with the University. The standard of proof shall be the "preponderance of the evidence." This standard means that the evidence, taken as a whole, supports that it is more likely than not that the violation occurred.

2. Decisions. Decisions of “responsible” or “not responsible” on the charge(s) shall be based solely on the evidence presented at the hearing.
3. Confidentiality. All hearings shall be closed and confidential unless specifically requested otherwise by the charged student in writing. This request must be received three regular business days in advance of the hearing and can not impede the University’s ability to comply with state and federal laws regarding confidential information. In cases involving alleged victims and competing interest, the Assistant Dean for Campus Life will make the final determination regarding open and closed hearings. Information can be conveyed from one hearing to the other in cases with multiple charged students.
4. Failure to Appear. If the student fails to appear at the hearing, the hearing may proceed in the student’s absence and a decision rendered provided that the student has been properly notified of the hearing.
5. Official Record. A record of the hearing shall be made by the presiding hearing officer. The record may be in written form or in any other form capable of being converted into written form within a reasonable time. Any student who wishes to have an audio copy of the hearing must notify the Assistant Dean for Campus Life at least three (3) regular business days in advance of the hearing.
6. Deliberations. Deliberations are closed and shall include only those members involved in the decision making process.
7. Notice of Decision. A written decision shall be available to the student within five (5) regular business days following the hearing. This time may be extended in cases in which additional time is necessary for deliberations. If additional time is necessary, the charged student shall be notified. The decision letter shall contain a decision on each charge, the finding of fact and any recommended sanctions (if applicable).
8. Hold on Student’s Records. The University may place a hold on the records or registration of any student who fails to respond to a judicial notice or to ensure resolution of the case prior to transfer or graduation. All pending judicial matters must be resolved prior to a student’s graduation, transfer from, or continued education at Mercer University.
9. Disabilities. Any student with a documented disability may request that reasonable accommodations be provided during the judicial process. This request must be made at least three (3) regular business days in advance of the hearing, and the accommodations must be approved by the Assistant Dean for Campus Life.

Rights of the Charged Student

1. Notice. Students charged with violations of the Student Code of Conduct will be provided clear and complete notice of the charge(s) against them and the allegations upon which the charge is based.
2. Pre-hearing informational session. To assist the student in preparing for the hearing, pre-hearing information will be available for the student. This informational session will discuss the hearing procedures, inform the student of their rights and responsibilities, and allow the student the opportunity to review the available written information that will be presented at the hearing. The student and his or her advisor shall have the opportunity to inspect the information at least three (3) regular business days in advance of the hearing. Upon notification of the student’s choice for a hearing body, the University shall schedule a hearing and notify the student of the date, time, and location of the hearing at least five (5) regular business days in advance. A student may choose to waive, in writing, the five (5) regular business day notice and proceed with a hearing.
3. Hearing. Students shall be entitled to a prompt hearing. Students will be given an opportunity to present information, including witnesses during a fair and impartial hearing. The student may inspect all documentary evidence presented at the hearing, may hear and question all available adverse witnesses testifying at the hearing, and may present evidence and call witnesses. If a called witness

does not appear, the hearing body may consider their written or taped statements; the statement shall be weighted accordingly by the hearing body as the charged student has no opportunity to cross examine the witness making the written or taped statement. Student questioning of witnesses may be modified in cases involving victims of crimes or protected student information. Witnesses for the hearing will be required to wait outside of the hearing until their point of participation.

4. **Advisement.** Students are required to address the hearing body in person, on their own behalf, although they may consult with their advisor during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of the student. The advisor shall not serve as a witness. At the charged student's request, the Assistant Dean for Campus Life will assign a student to serve as the charged student's advisor.
5. **Testimony.** Students shall not be forced to present self-incriminating testimony. The University is not required to postpone disciplinary proceedings pending the outcome of any criminal proceeding.
6. **Decision.** The charged student has the right to receive a written decision regarding the charges against him/her. The decision letter shall contain a decision regarding responsibility on each charge, a finding of fact, and any sanctions (if applicable). The student will be sent a copy of the board's decision within five (5) regular business days after the hearing. (This time may be extended as noted in hearing procedures).
7. **Student status.** The student's status on campus will remain unchanged pending the final decision and appeals process, except in cases involving interim suspensions (see Immediate Suspension).

Rights of the Victim

Victim's rights apply to cases involving sexual misconduct, stalking and physical abuse. These rights include:

1. **Advisement.** To have an advisor or advocate of the alleged victim accompany her/him when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process.
2. **Victim Impact Statement.** To submit a victim impact statement to the hearing body. This information would only be used in the sanctioning phase of deliberations. The impact statement consists of how the victim was impacted by the incident and contains recommendations for possible sanctions. The hearing body is not bound by these recommendations.
3. **Past Behavior(s).** To have unrelated past behavior excluded from the hearing. The hearing body will decide if such information is relevant if necessary.
4. **Questions.** To submit potential questions to the hearing body. The hearing body will consider posing those questions to the charged student.
5. **Limited Privacy.** To testify in limited privacy, as long as the process does not compromise the charged student's right to confront and question the witness. This option must be requested at least three (3) regular business days in advance of the hearing. Questions by the charged student to the victim may be asked through the hearing body. Appropriate follow-up questions by the charged student are permitted.
6. **Notification.** To be notified of the outcome of the hearing, including the decision and the sanctions, once a final decision is rendered.

Violations of the Values of the Community of Respect

Violation of any of the following, or the aiding, abetting or attempting to commit these offenses by a student constitutes an offense that will result in disciplinary action.

1. **Forgery.** Alteration or misuse of documents or records.
2. **Alcohol Misconduct.**
 - a. Possession and/or consumption of alcoholic beverages including empty containers on Mercer University property or at University-sponsored events.
 - b. Any conduct taken under the influence of alcohol that endangers one's own health or safety or the safety of others.
 - c. Buying, selling or distributing alcoholic beverages to individuals under the age of 21.
3. **Threatening behavior.** Intimidation, hostility, harassment, coercion, or threats of physical abuse.
4. **Physical Assault/Endangerment.**
 - a. Intentionally or recklessly endangering or causing physical harm to any person (including any form of fighting).
 - b. Action(s) that endanger one's own health or safety.
5. **Stalking.** Following or otherwise contacting another person repeatedly, so as to put that person in fear for their personal safety.
6. **Sexual Misconduct.** Any sexual act directed against a person using force or threat of force, or where the victim does not or is not capable of giving consent.
7. **Destruction/Damage to Property.** Destruction, damaging or misuse of public or private property.
8. **Theft and/or Possession of Stolen Property.** Theft and/or the possession of stolen property
9. **Drug Misconduct.**
 - a. Possession and/or consumption of drugs or any controlled substance prohibited by law.
 - b. Manufacturing, buying, selling or distributing drugs or any controlled substance prohibited by law.
 - c. Possession of drug paraphernalia.
10. **Possession and/or Use of Weapons, Firearms, Fireworks, and Explosive Devices.** Unauthorized possession or use of weapons, firearms, fireworks, or explosive devices. This includes-but is not limited to-BB guns, stun guns, air rifles, air pistols, paintball guns, edged weapons, bow and arrows, and martial arts weapons. Weapons may be stored at Mercer Police. They may not be left in personal vehicles.
11. **Cruelty to Animals.** Intentionally or recklessly causing physical abuse or any form of suffering to animals.
12. **Gambling.** Games of chance or bets in which participants commit money, or anything of value, in order to participate.
13. **Computer Misuse.** Misuse or unauthorized access of a computer, computer system, network, software or data; or the unauthorized alteration, copying or distribution of software or data.
14. **Unauthorized Entry or Use of Facilities.** The unauthorized access to an area, room or building.
15. **Hazing.** Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in , a group or organization. The express or implied

consent of the victim will not be a defense, and apathy or acquiescence in the presence of hazing is a violation of this rule. Specific examples of hazing include, but are not limited to:

- (a) acts that embarrass, harass or ridicule an individual
- (b) acts that create excessive fatigue
- (c) physical or psychological shocks
- (d) morally degrading or humiliating games or activities
- (e) the wearing of signs or advertisements
- (f) activities that involve late or early work sessions
- (g) quests, treasure or scavenger hunts
- (h) acts of servitude

16. **Fire Alarms and Fire Safety.**

- a. Inappropriate activation of any emergency warning equipment or the false reporting of any fire emergency.
- b. Removal, damage or tampering with fire safety or other emergency warning equipment belonging to a student, student organization, the University or the community.
- c. Initiating and/or igniting of a fire.
- d. Failure to evacuate during a fire alarm.

17. **Furnishing False Information.** Knowingly providing false or misleading information to a University official, to a hearing body, on a University document or to a law enforcement agent or agency.

18. **Failure to Comply.** Noncompliance with the reasonable direction of University officials acting in the performance of their duties.

19. **Campus Elections and Referendums.** No student shall cast more than one ballot in any campus election or referendum, or otherwise circumvent the prescribed procedures in an election process.

20. **Student Identification.** Students are not permitted to allow anyone else to use their identification card.

21. **Refusal to Vacate.** Refusal to vacate a building, sidewalk, driveway, or private facility being used by the University for a student or department-sponsored activity when directed to do so by an authorized officer of the University.

22. **Advertising.** Circulation or display of any media that contains matter that violates or is contrary to University policies or community values. This includes the display or promotion of alcoholic liquors, wines, or beers.

23. **Solicitation/Fundraising.** The solicitation of sales, services, memberships or gifts on campus without the permission of the Dean of Students.

24. **Unauthorized Visitation/Campus Housing.** No unauthorized student, group of students, or organization shall enter or remain in residential facilities as outlined in the Housing Handbook.

25. **Contempt and/or Disregard for Judicial Procedures.**

- a. Failure to fully comply with all instructions of the University judicial system and Honor Council.
- b. Coercing a student or organization member to give false information.
- c. Engaging in conduct that disrupts the proceedings, lessens their authority or dignity, or otherwise obstructs justice on campus.

26. **Unsanitary or Unsafe Facilities.** Failure to maintain a student organization's facilities, property, or surrounding property so as to prevent a potential danger to the health and safety of members of the University community.

27. **Disorderly Conduct.** Any action which can reasonably be expected to disturb the academic pursuits or infringe upon the privacy, rights, privileges, health or safety of students, or organizations. This includes actions that reasonably interfere with another student's ability to sleep and study effectively in his/her apartment.
28. **Conduct Unbecoming.** Any conduct which is determined to be potentially detrimental to the University's reputation, or otherwise violates the rights of other individuals, groups, or organizations. This includes the display of indecent or offensive materials or engaging in indecent or lewd conduct.
29. **Violation of Published University Regulations.** Violation of any published Mercer University policies, rules or regulations. This includes-but is not limited to, housing policies, computer policies or other University policies directly related to departments, organizations or clubs.
30. **Peer-to-Peer File-Sharing.** Illegal downloading or unauthorized distribution of copyrighted materials using the University's information technology system.

Sanctions

The determination of sanctions is made in light of the unique facts and circumstances surrounding each individual case and the previous conduct history of the student. The Students found responsible of violations(s) of the Student Code of Conduct will be subject to one or more of the following sanctions.

- A. **Warning.** Formal written notice to the student and official recognition that a violation has occurred.
- B. **Counseling.** Psychological service or evaluation to help the student deal more effectively with his/her conduct.
- C. **Community Service.** Performance of a specified service for a prescribed number of hours to the local or University community.
- D. **Creative/Educational Sanctions.** Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, research papers and other educational activities related to the violation.
- E. **Restriction.** The withdrawal of specified privilege(s) for a definite period of time. Restrictions may include-but are not limited-to requirements such as not entering certain areas of housing or the campus, not contacting a certain individual or group, or not operating a motor vehicle on campus.
- F. **Fines.** Not to exceed \$150 per individual or \$150 per individual member of an organization.
- G. **Restitution.** A payment of financial injury in cases involving theft, destruction of property or deception.
- H. **Probation.** A period of time during which any further violations of the Student Code of Conduct may impact or jeopardize the student's status in a specific manner. The four types of probation that can be imposed are as follows:
 - a. **Conduct Probation.** A specified period of time in which any future violations of the Student Code of Conduct can result in increased sanctions being imposed that exceed those of a student who is not on conduct probation.
 - b. **Housing Probation.** A specified period of time in which any future violations of the Student Code of Conduct will result in the termination of housing privileges and access to any University owned housing facilities.
 - c. **Social Probation.** Notice to an organization that all or a portion of social functions must cease for a designated period of time.
 - d. **University Probation.** A specified period of time during which any further violation of the Student Code of Conduct puts the student's or organization's status with the University in jeopardy. Additional violations of the Student Code of Conduct that occur during this period of probation may result in suspension or dismissal. Students may be restricted from holding office in any student organization. Students cannot represent the University in any official capacity during the term of University probation. Continued enrollment depends on the maintenance of satisfactory conduct during the period of probation.
- I. **Forced Change of Residence.** The temporary or permanent relocation of a student within housing.

- J. **Eviction from University Housing**. Permanent removal from the housing system.
- K. **Suspension**. The termination of the student's attendance at the University for an indefinite or specified period of time. Conditions, that must be met before re-enrollment is considered, may be placed on a student as part of this sanction.
- L. **Expulsion**. The permanent separation of the student from the University.

INFORMATION TECHNOLOGY SYSTEM ACCESS AND USE

Policy

The Mercer University Information Technology Access and Use Policy contains Mercer's philosophy and requirements governing the use of its information technology resources by students, faculty, staff, and others who have been given authorization, either explicitly or implicitly, to access those resources. Mercer University expects each member of the community to use Mercer's information technology resources (including connections to resources external to Mercer that are made possible by Mercer University's information technology resources) responsibly, ethically, and in compliance with the Policy, relevant laws, and contractual obligations to third parties. The use of Mercer University's information technology resources is a privilege. If a member of the Mercer community fails to comply with this Policy or relevant laws and contractual obligations, that member's privilege to access and use Mercer's information technology resources may be revoked. The complete Information Technology Access and Use Policy may be found at:

http://it.mercer.edu/student/hardware_software/it_access_and_use_policy.htm. Mercer University will provide a paper copy of the Policy upon request.

Peer-to-Peer File-Sharing

Mercer University strictly prohibits any form of copyright infringement, including the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

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

For more information, please see the Web site of the U. S. Copyright Office at www.copyright.gov, especially the FAQ's at www.copyright.gov/help/faq.

In addition to the civil and criminal penalties outlined above, students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the University's information technology system will also be referred to the Office of Judicial Education and be subject to disciplinary sanctions under the Student Code of Conduct.

Alternatives to Illegal Downloading

There are a number of organizations that provide links to Web sites that offer legal alternatives for viewing music, movies, and other copyrighted materials online. Some examples include:

- EDUCAUSE Legal Sources of Online Content (<http://www.educause.edu/legalcontent>)
- CampusDownloading Legal Sites (<http://www.campusdownloading.com/legal.htm>)

- Recording Industry of America (RIAA) Legal Music Sites (http://www.riaa.com/toolsforparents.php?content_selector=legal_music_sites)
- Music United (http://musicunited.org/6_legalsites.aspx)
- Motion Picture Association of America (<http://www.mpa.org/contentprotection/get-movies-tv-shows>)

Appeals Procedure

For cases involving non-academic appeals, a student may appeal the original decision to the Dean of Students within five (5) working days after receipt of the written decision. The appeal shall be in the form of a written request for review. The Dean of Students may choose to hear the appeal or designate an appropriate staff member to review the appeal and make a recommendation. No person may hear or decide an appeal if he or she participated in the hearing process. The appeal shall consist of a review of the prior proceedings; it shall not be another hearing. The student or organization shall receive a written decision regarding the appeal.

Grounds for appealing a decision are:

- A. An error in procedural due process, which prejudiced the accused to the extent that the student or organization was denied a fundamentally fair hearing as a result of the error.
- B. The emergence of new evidence that could not have been previously discovered and that, had it been represented at the initial hearing, would have substantially affected the original decision of the hearing body.
- C. The imposition of sanctions that are disproportionate to the offense.

The decision of the Dean of Students is final, except for students whose penalty is suspension or expulsion from the University. Those students may further their appeal to the University President or his/her designee.

Immediate Suspension of a Student

In certain circumstances involving a student's actions that may affect the safety, health, or general welfare of the student or the University community, the Dean of Students or the Assistant Dean for Campus Life may impose an immediate suspension prior to the student's conduct hearing. The Dean of Students or the Assistant Dean for Campus Life may immediately suspend student organizations. (The Dean of Students or the Assistant Dean for Campus Life has the authority to cancel a student's University housing contract under a separate process.)

An immediate suspension means that a student cannot be on University property, cannot attend classes, and cannot use University facilities unless otherwise stipulated. An immediate suspension requires that the student be notified in writing by the University.

The student has the right to request a hearing on the immediate suspension with either the Dean of Students or the Assistant Dean for Campus Life. If requested, the hearing will be conducted within three (3) regular business days from the receipt of the student's written request by the Dean of Students or the Assistant Dean for Campus Life. The scope of this hearing is solely on whether the immediate suspension should continue until a hearing is conducted on the facts of the case. Disciplinary charges will be filed either when the immediate suspension is imposed or as soon thereafter as possible.

For cases in which a student is immediately suspended, but subsequently found not responsible for all violations, the University will take the following steps: (1) correct any record of the change in enrollment status in the student's permanent records and reports in a manner compliant with state and federal laws; and (2) refund to the student a pro rata portion of any fees, charges for tuition, or other University specific fees and charges, as appropriate due to the temporary change in enrollment status.

Records

The Office of the Dean of Students is the official custodian of all records involving non-academic misconduct.

Student files involving cases that do not result in suspensions or expulsions shall be expunged seven (7) years after a decision is reached on a charge. Cases that result in suspensions or expulsions will be kept permanently. Statistical data and database information may be kept permanently at the University. Students have the right to view their files.

Students found “not responsible” or cases in which charges are dropped are considered not to have a judicial record.

Student Academic Grievances

Please refer to University handbook (see [Mercer University Student Handbook](#) for reference).

Current as of 6/1/06

Student Academic Responsibilities

Please refer to University handbook (see [Mercer University Student Handbook](#) for reference).

Current as of 7/1/07

Assistance to Students Who Have Attempted Suicide or Who Exhibit Other Life-Threatening Behavior

The Counseling Center seeks to encourage students in their attainment of educational and personal goals by creating opportunities to develop self-knowledge and skills, and remediate difficulties within a welcoming and relaxed atmosphere. Services include personal counseling, outreach programming, crisis intervention, and academic assistance. Consultation is provided to the Mercer community. Referrals to off-campus mental health service providers are made when appropriate and upon students’ request. For more information, call the Counseling Center at (678) 547-6060 or visit the Atlanta web site at www2.mercer.edu/studentlife/Atlanta/counseling/default.htm.

Mercer University recognizes that the challenges and stresses associated with being a student can be overwhelming at times. In order to provide confidential counseling, support and guidance to students who seek assistance, Mercer University maintains the Counseling Center. However, when it is determined that a serious threat of harm exists for a student, either to themselves or to others, the University is obligated to take proactive action to address this threat.

The University considers any situation in which a student poses a risk for harm to self or others as a serious matter. In cases involving attempted suicide or other life threatening behavior, the University’s first priority is to ensure the student’s safety and well-being. If it is known that a student has or is attempting to harm himself/herself, the Mercer University Police should be immediately notified by calling (678) 547-6911. The appropriate Student Affairs representative, or designee, will then be contacted to evaluate the situation. For each campus that representative is listed below:

| | | |
|---|--|----------------|
| Business & Education | Dean of Students | (678) 547-6821 |
| College of Continuing and Prof. Studies | Dean of Students | (678) 547-6821 |
| College of Pharmacy and Health Sciences | Associate Dean of Students for Pharmacy | (678) 547-6232 |
| College of Nursing | Dean of Students or Designated Rep. from College of Nursing | (678) 547-6821 |
| Theology School | Associate Dean M.Div. Program | (678) 547-6027 |

At any point the University Police and/or the appropriate Student Affairs representative may make the determination to notify the emergency contacts of a student if they believe a substantial health and safety risk exists. A student attempting suicide or exhibiting other life threatening behavior will not be allowed to return to the University campus or the residence apartments until he or she has received approval from the appropriate

Student Affairs representative. For more information, contact the Student Affairs Office in Atlanta at (678) 547-6821.

Administrative or Medical Withdrawals

The mental and physical welfare of a student can greatly impact his or her academic and developmental success in college. Mercer University provides qualified medical and mental health services for students through Campus Health Services and the Counseling Center. In situations that substantially impact a student's ability to continue enrollment at the University due to medical or psychological reasons, the student may request consideration by the appropriate Student Affairs representative (see contact list above in "Assistance to Students...") to be administratively withdrawn from the University. That representative is the University official designated to make a judgment about the need for an administrative medical withdrawal and to implement the appropriate procedures for the withdrawal. The Student Affairs representative or the Dean of the College may request additional documentation from the student and/or consult with appropriate university officials in evaluating the request.

Once a student has been administratively withdrawn from the University, he or she must present clear evidence of the remediation of the difficulties before he or she may be granted readmission to the University. This evidence may include documentation from an appropriate physical or mental health professional about the treatment the student has received. For more information about administrative or medical withdrawals, contact the Student Affairs Office at (678) 547-6821.

Current as of 7/1/07

Campus Health Care Policy

Campus Health Care Services (CHCS) is designed to provide limited services for illnesses, treatments and medications during regular hours of operation for currently enrolled students. Students should come in, sign in at desk and be seated until called. Appointments are encouraged but walk-ins are welcome. On the first visit all students will receive a copy of the current HIPAA policy. Students will be asked to complete a Health Information form, submit a copy of their student identification card, and a copy of their current health insurance card.

Services provided include immunizations - MMR, Tetanus, Hepatitis B and PPD test, evaluation and treatment of illnesses, and, if necessary, referrals to off-campus resources for medical problems.

Campus Health Care Services is currently staffed by a Family Nurse Practitioner, one Registered Nurse, and one Administrative Assistant, all supported by underwritten protocols of a physician consultant. One physician is on site for ½ day per week for visits and consultations if necessary by appointment.

In the event of a serious illness or accident anytime the clinic is closed, students should report to the nearest Urgent Care Facility or Emergency room for immediate treatment. The student must contact CHCS within 48 hours to obtain an Emergency Referral, which can defray the costs of off campus treatment. The Mercer Police must be notified of any injury occurring on campus. They may be reached at 678-547-6358 or by using a Mercer phone and dialing 6911. Someone should stay with the injured person until the Mercer Police arrive.

Payment for services such as lab tests or medications, is the responsibility of the student. Payment can be made by personal check, credit or debit card.

Enrolling students are required to complete a Health Information Form to be turned in with proof of required immunizations, TB skin test results and or chest x-ray results if the TB skin test is positive.

All students **living in campus housing** will be required to show proof of the Meningitis vaccine **or** return a signed Meningococcal Disease Information Acknowledgment form. This is required by Georgia law.

All enrolled students must show proof of a current PPD, TB screening test within the last year or a chest x-ray report. The student must also show proof of 2 MMR vaccines showing the month and year of both or provide documentation of blood titers showing proof of immunity. If born prior to 1957 proof of MMR is not necessary. All students will submit the Health Information form as well. If a student has previously had a positive TB test, they must submit a copy of a recent chest x-ray and treatment completed if any.

All Nursing students are required to show proof of a PPD within the last six months, 2 MMR's or documentation of blood titers for the MMR, last DPT/Tetanus, Chicken Pox vaccine or year of disease, and must have started the Hepatitis B series or provide dates of Hepatitis B series and/or documentation of titer results. Annual TB updates are **required** by the College of Nursing for all students.

All Pharmacy students are required to show proof of a PPD within the last year, 2 MMR's or documentation of blood titers for the MMR, date of last tetanus and must have started the Hepatitis B series or provide dates of Hepatitis B series or provide Hepatitis B titer results. Annual TB updates are required by the Pharmacy Program for all it's students.

All Physician Assistant students are required to show proof of positive immune titer results for MMR, Hepatitis B and Chicken Pox; they must show proof of Polio vaccines or have titer done; they must show proof of recent Tetanus Booster shot; they must show TB skin test done within the last 12 months. If previous results were positive, they must show proof of current chest x-ray and any treatment given.

Reminder: All enrolled students must have and maintain current health care insurance. If a student fails to submit proof of private insurance, the university will purchase health insurance for that student. These costs will be added to the student's tuition bill.

Current as of 5/26/09

Children and Guests on Campus Policy

Please refer to University handbook (see [Mercer University Student Handbook](#) for reference).

Current as of 4/15/04

Crime Awareness and Campus Security

Mercer University places a high priority on keeping its campuses safe for its students, employees, and visitors. The following information on campus security policies and campus crime statistics is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, for the purpose of (a) informing the University community about campus security policies and procedures; (b) encouraging students and employees to take responsible actions to lessen the chances of crime occurring on campus; and, (c) keeping Mercer a safe and secure place to learn and work.

Mercer Police Department (MERPO)

The Mercer Police Department has primary responsibility for the security of the campus. All Mercer Police officers are certified by the Georgia Peace Officer Standards and Training Council as having met the qualifications and training requirements for police officers in Georgia, and they are authorized to exercise law enforcement powers, including the power of arrest, on the campus.

Law Enforcement

Students, employees, and campus visitors are subject to all federal, state, and local criminal laws, in addition to campus regulations. The Mercer Police Department maintains a cooperative working relationship with the local and state police to ensure the enforcement of all laws. Mercer Police officers may make arrests of individuals suspected of campus crimes or may detain such individuals for arrest by the Dekalb Police. Local police agencies also provide back-up assistance to the University for any emergency that might require extensive police services.

Campus Security Policies

The Mercer Police Department is a service-oriented department. Officers are available 24 hours a day, 365 days a year. **In addition to routine patrols, the Department provides an escort service at night for those students or employees needing to go to other areas on campus and for those arriving late from evening jobs.**

The Mercer Police Department also works closely with the Physical Plant Department with respect to building and parking security, including keeping a maintenance log each day of items that need repair or replacement and regularly reviewing campus lighting needs.

Residence Apartment Safety Guidelines and Procedures are included in "The Resident Handbook".

Reporting Crimes and Emergencies

Because of the size of the Atlanta campus, Mercer police officers cannot possibly be on the scene at all times; therefore, it is important that all students and employees of the University report any incident or other unusual activity on or near the campus to the following Campus Security Authorities: Mercer Police Department 678-547-6358, the Assistant Dean of Campus Life, at ext. 6823, or the Dean of Students at ext. 6821. If you have any doubts as to whether to report an incident that has occurred, report it. The Mercer Police Department can then determine whether the event constitutes a crime that must be reported in the University's crime statistics. All crimes must be reported immediately. Crime alerts are published when incidents on or near the campus could present threats to the University community. Your cooperation in promptly making reports assists the University in issuing timely warnings to the campus community.

The Mercer Police Department maintains statistical records of criminal activity on campus, in off campus buildings owned or controlled by the University, and on public property immediately adjacent to or accessible from the Mercer campus. Statistical data reflected in the Crime Awareness and Campus Security Report is compiled from reports to the Mercer Police Department. A formal police report or investigation is not needed in order for a crime report to be included in the statistics.

Mercer allows confidential reporting by victims or witnesses of crimes. Further, Mercer encourages pastoral and professional counselors, if and when they deem it appropriate, to inform the clients they are counseling of the procedures for confidential reporting of criminal activity.

When reporting a crime, suspicious activity or other emergency on campus, be sure to provide the following information:

- Your name
- Location of the incident you are reporting
- A description of the scene and/or suspects
- A description of any vehicles involved in the incident, especially a license plate number if possible
- Your telephone number and address, for report purposes

Before hanging up, be certain the dispatcher has all the information needed. Do not take matters into your own hands; this could result in serious injury. You can reach Mercer Police by using one of the following phone numbers:

- Mercer Police 678-547-6358
- Emergency Line for Mercer Police 678-547-6911

- University Switchboard

678-547-6000

Policies Concerning Alcohol and Drugs on Campus

The possession or consumption of alcoholic beverages is prohibited on campus and at University-sponsored events. Public intoxication, consumption or display of alcoholic liquors, wines, or beer on campus is prohibited. Use or possession of illegal drugs and drug paraphernalia is also prohibited.

The University has adopted a “Drug-Free Workplace and Campus Program” as a matter of University policy and in keeping with applicable state and federal laws, including the Drug-Free Schools and Communities Act Amendments of 1989. Copies of the Program are included in the *Policies and Procedures Manual* (for employees) and in the *University Handbook* for students. Certain schools, colleges, and/or departments have adopted additional policies imposing higher standards of conduct with respect to drugs or alcohol. These are included in the student handbooks or other documents available to the students or employees affected.

Policies Concerning Sex Offenses

The University’s campus security policies and safety and crime prevention programs are designed to promote awareness of rape and other sex offenses and to prevent such offenses from occurring.

If a student is sexually assaulted on campus, it is particularly important, for the protection of both the victim and the University community, that the incident be reported to the Mercer Police Department or local police as soon as possible. Mercer Police can assist the student in getting medical attention and in notifying the proper local law enforcement authorities, if the student so chooses. The sooner an assault is reported, the easier it is to preserve and collect the evidence necessary for a criminal prosecution. Reporting the incident to the police does not mean the victim must press charges against the assailant, but it does help ensure that the student receives assistance in deciding how to proceed.

Sexual assault by a student or group of students also violates University conduct regulations and may lead to expulsion, suspension, or other disciplinary sanctions, in accordance with established disciplinary procedures. In cases of alleged sexual assault, all University disciplinary procedures shall permit both the accuser and the accused the same opportunities to have others present during the proceeding, and both the accuser and the accused shall be informed of the outcome of the proceeding. The University will take action to enforce its standards of student behavior and to protect the University community, regardless of whether the alleged offense is prosecuted in the criminal courts.

In addition to the Mercer Police (see phone numbers above), some existing services for victims of sexual assault, both on campus and in the Atlanta community, include:

- Mercer Campus Health Services 678-547-6130
- Counseling Center (confidential, free counseling offered by department staff; makes referrals when necessary) 678-547-6060
- Access Line at Peachford Hospital 770-454-2302
- Dekalb Rape Crisis Center 404-377-1429
- Dekalb Police Department **911 from cell phone or outside phone only**

Where appropriate and possible, the University will assist students in adjusting academic schedules or making other reasonable accommodations after an alleged sexual assault incident, if requested by the student. The student's faculty advisor or the dean of the student's school or college should be contacted to assist the student in considering and making any such adjustments.

Current as of 4/15/04

Disabilities Policy **Disability Services for Atlanta Campus**

Douglas & Henry County Regional Academic Centers

Mission:

- Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities
- According to these laws, no otherwise qualified individual with a disability will, solely, by reason of his/her disability, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity.
- With respect to post-secondary educational services, “qualified” means “a person who meets the academic and technical standards requisite for admission, or participation in the educational program activity with or without reasonable modifications to rules, policies or practices; the removal of architectural, communication or transportation barriers; or the provision of auxiliary aids and services.”
- It is Mercer University’s goal to address the student’s special needs to ensure that opportunities for academic success are made available.

Eligibility for Services:

1. The student has a physical or mental impairment which substantially limits one or more major life activities (incl. walking, seeing, hearing, speaking, breathing, learning and working.)
2. The student has a documented record of such impairment from an appropriate medical, psychological or counseling professional, which upon initial submission to the Disability Services Office is no older than five years. Beyond that, additional testing may be required at the student’s expense.
3. The student claiming a disability should submit a request for a **Faculty Accommodation Form** within the **first two weeks of every new academic session**. The Disability Services Office recognizes newly tested / diagnosed students throughout the semester. The student must request this form through the Disability Services Office and circulate the form to each individual faculty member, for his/her signature.
4. **A Faculty Accommodation Form should be filled out each semester regardless of whether the student intends to utilize the services/accommodations or not.**
5. Students should work with each of their individual professors to determine if accommodations will be handled directly by the professor or the Disability Services Office.
6. Students must notify the Disability Services Office at least two weeks in advance of any and all exams for which that office is responsible for the accommodations. Newly tested students should submit documentation at least a week before any scheduled testing.
7. Students must maintain the same anticipated academic level in class as students without disabilities, attend class (meeting individual class/course requirements), and provide timely notification of specific needs.

Services Provided

The Disability Services Office can arrange one or all of the following services for students with learning disabilities:

- Quiet/Private space for exams
- Extended exam time, usually time and a half, but up to twice the time typically allotted, based on diagnosis
- Individual academic, personal and career counseling through referral
- Tutoring through peers or Academic Resource Center (as available)
- Limited academic/career diagnosis or testing
- Faculty/staff consultation
- Reading and writing computer assisted software

Other services may be available on a case by case basis.

Where to find the Disability Services Office

For more information, contact the Disability Services Office, 212 Sheffield Student Center (678) 547-6823.

Students at Douglas and Henry County RACs can fax paper work using (678) 547-**6373**.

All students are encouraged to contact the Disability Services Office in the early stages of their college planning. Disability Services is better able to help students by informing them of specific services available if students provide them with the most recent documentation of their learning/physical disability.

Current as of 5/6/08

Emergency Preparedness

As you know . . .

The U.S. Department of Homeland Security has established a Homeland Security Advisory System to make the American public aware of changes in the possibility of terrorism. According to the Department, members of college communities should be observant of unusual circumstances that are inconsistent with daily campus life, such as persons, vehicles, unattended packages, or other suspicious items or activities. Every member of the Mercer community has a role to play in ensuring the safety of our campus.

In the event you see something unusual, please contact Mercer Police in Atlanta at 678-547-6358 or you may simply dial 6358 or 6911 from any phone on campus. If you are unable to reach someone, please hang up and use an outside phone to call 911. As always, if you anticipate a change in your daily routine, we encourage you to make family and friends aware of your plans.

Be assured . . .

The University has plans in place to address emergency preparedness, response, and recovery. Additionally, the University has established lines of communication with all local, state, and federal agencies that will assist Mercer officials in responding to any emergency situation. In such an event, guidance will be available through the following resources:

- By calling 678-547-6111
- By viewing the Mercer web site at www.mercer.edu
- By reading your campus e-mail

Current as of 4/15/04

Food in Classroom Policy

The consumption of food is not allowed in classrooms or labs across campus. Individual buildings have designated spaces within the building where food may be consumed. These spaces should be clearly marked.

Current as of 4/15/04

Fundraising Policy

All student organizations must receive approval to conduct fundraising events. The procedure for obtaining approval is as follows:

- Obtain "Request to Fundraise" form from the *Student Affairs Office or on the Student Affairs web site at <http://www2.mercer.edu/StudentLife/Atlanta/StudentHandbook/Student+Policies.htm> and click on the Fundraising Policy and form.
- Submit completed form to the *Student Affairs Office, indicating the specific details of the fundraiser.
- Requests will be reviewed by the *Senior Vice-President and Dean of Students for the Atlanta campus.

- Permission, denial, or request for additional information will be given within 7 business days to contact person for organization making request.

***Pharmacy students are to follow the same procedure, but they are to submit the request forms to the School of Pharmacy's Student Affairs office.**

Current as of 4/15/04

Health Insurance Policy

Please refer to University handbook (see [Mercer University Student Handbook](#) for reference).

Current as of 7/1/07

Inclement Weather Policy

For the most accurate, up-to-date information about campus closings or class cancellations due to inclement weather, please refer to the following media:

- Web site www.mercer.edu
- Hotline 678-547-6111
- Radio WSB-AM 750
- TV WSB-TV

Current as of 4/15/04

Medical Emergency on Campus

The following steps should be followed when an accident, injury, or other related emergency on campus occurs:

Notify the **MERCER POLICE OFFICE** immediately, by picking up a red phone nearest you or by dialing **6911** from ANY campus telephone nearest you. **IF THE CALL IS PLACED FROM AN OUTSIDE PHONE, CALL 911 FIRST, THEN CALL MERCER POLICE AT 678-547-6358 TO ALERT THEM TO AN EMERGENCY ON CAMPUS.** Give the location of the injured person and briefly describe the apparent injury. The MERCER POLICE OFFICE will then dispatch an officer to the scene, who will determine the appropriate emergency service to be notified, and direct any emergency vehicles to the scene on campus. No employee should assume the responsibility of transporting an injured or ill person.

If there is difficulty in reaching the MERCER POLICE by telephone, send another person to the MERCER POLICE DEPARTMENT. Assist the MERCER POLICE in filling out an injury report after the injured or ill person has been treated.

- Any attempt to render first aid or other treatment by an untrained party should be limited to only those steps necessary to sustain life and make the injured person as comfortable as possible.
- Remain with the injured party at all times until professional medical aid arrives. A police officer trained in first aid will be on hand as soon as possible to maintain order and render whatever assistance possible.
- After the injured person has been removed or treated by trained medical personnel, give the police officer on the scene as accurate a description as possible of the apparent cause of the accident and the nature of the injury.

By expediting professional medical treatment through a standard emergency procedure, the victim of a serious injury or illness stands a much greater chance of survival and avoidance of serious after-effects.

Missing Student Policy

If a member of the University community (faculty, staff, student, parent, alumni) has reason to believe that a student is missing, that community member will refer the case immediately to the Mercer Police Department. For Regional Academic Center students (Douglas County, Eastman, and Henry County) the community member may contact Mercer Police directly or the Center Coordinator who, in turn, must report the missing student to Mercer Police and the Regional Academic Center Director of Operations.

Mercer Police will work collaboratively with others to contact and locate the student. All reasonable efforts will be made to locate the student and determine his or her state of health and well-being. The efforts include, but are not limited to:

- Phone call to student
- Email to student through Mercer email account (or other known e-mail addresses)
- Messages through social networking websites if possible
- Contact with all professors to determine last day of attendance in each class
- Contact with Housing staff (Resident Advisor or Residence Life Coordinator) and roommate(s) if student is residential (Housing and/or Mercer Police will be make a welfare entry into the student's room)

If the student is located through these attempts, a determination will be made regarding his or her health and well-being. If necessary, a referral to the Counseling Center, Health Services and other appropriate offices may be made at that time. The Dean of Students Office or Mercer Police will also encourage the student to contact the community member who initiated the search or follow up with that person directly.

If the student is not located through these measures and has been reported missing for more than 24 hours, then the following actions will be taken within the next 24 hours by Mercer Police (or the Director of Operations for RAC):

- (1) Notification will be made (where and when applicable and appropriate) to the appropriate Dean of Students for the particular college /campus in which the student is enrolled, the students' academic advisor, the counseling staff, and health center staff.
- (2) The Police and/or Dean of Students will make contact with the students emergency contact* and, for students under 18 years of age, a custodial parent or guardian.

The parent/guardian/emergency contact person may need to submit an official missing person report with the appropriate police agency prior to any further action taking place.

**Students are asked to register and continually update emergency contact information on Bear Port. In addition, students who reside in on-campus housing are provided an opportunity to identify an emergency contact individual during check-in. This person(s) will be contacted within 24 hours after the student is determined to be missing unless the student is under 18 years of age, in which case a custodial parent or guardian will be notified as mandated by law.*

Refund Policy

A student who drops classes or resigns from the university prior to the first day of class or during the official drop/add period shall be entitled to a full refund of paid tuition. A student who formally withdraws from all classes after the drop/add period may be entitled to a partial refund of paid tuition if certain criteria are met. The criteria are based upon federal mandates established by the *Federal Return Policy* instituted in 1999, replacing all existing refund policies.

Mercer University shall maintain a fair and equitable refund policy by adherence to the *Federal Return Policy*.

Financial aid funds are refunded to the source of such funds in accordance with the *Federal Return Policy*.

To formally drop or withdraw a student must (1) personally complete and return an official Course Change Request form obtained from their school's Registrar's Office, or (2) phone their school's Registrar's Office and have an official Course Change Request form completed for them. The completed form must be received in the Registrar's Office before the drop/withdrawal process can be finalized. **To be eligible for any refund, the student must formally withdraw from all courses for the current semester.** A student withdrawing from the University after the midpoint of the semester will receive an "F" in all courses, except that in extreme personal circumstances and with appropriate documentation a "W" may be awarded. **Refunds will be granted only from the date the Course Change form is received in the Registrar's Office.**

A student is not eligible for any refund if (1) the student fails to formally withdraw; (2) the student is suspended for disciplinary reasons; (3) the student resigns when a disciplinary action or honor code violation is pending; or (4) the student withdraws from a class or classes but does not totally withdraw from the semester.

When the university has assessed charges in error, a full refund of these charges will be made.

Because each withdrawal credit must be calculated based on the individual's date of resignation, you may contact the Bursar's Office at (678) 547-6121 or (800) 342-0841 for information regarding your specific situation.

Students wishing to appeal the University Refund Policy should do so by submitting the request in writing to:

Refund Appeals Committee
c/o The Office of Bursar
Mercer University
1400 Coleman Avenue
Macon, GA 31207

A statement from the attending physician should be included with any medical appeal. Appeals should be submitted not later than the beginning of the following semester.

The Student will be notified in writing of the Committee's decision.

For all questions regarding payments, refunds, or financial aid, please refer to "***The Bulletin***". This booklet can be obtained in the Registrar's Office in the Davis Administration Building and is given to all currently enrolled students.

Current as of 7/1/07

Religious Observance Policy

Please refer to University handbook (see [Mercer University Student Handbook](#) for reference).

Current as of 7/1/07

Residential Living Policy

Please refer to University handbook (see [Mercer University Student Handbook](#) for reference).

Current as of 7/1/07

Smoking Policy

Mercer University is committed to the health and well-being of the members of its student body, faculty, and staff. The University not only has a vested interest in the vitality of its students and those who administer and operate the university's programs of education, research, and service, but also wishes to promote the advancement of health in general and the maintenance of a healthful environment. The University and its Medical, Nursing, and Pharmacy schools, moreover, have substantial commitments to health-related research and teaching.

The Surgeon General of the United States has determined that cigarette smoking is the largest preventable cause of illness and premature death in the United States; it is associated annually with the unnecessary deaths of thousands of Americans. Research findings now indicate that users of smokeless tobacco and non-smokers who are regularly exposed to tobacco smoke are also at increased risk.

In response to these considerations, the University has adopted the goal of achieving an environment as close to smoke-free as possible. The following guidelines are designed to achieve this goal on Mercer campuses.

- Smoking is prohibited in all indoor locations. All buildings on all campuses are smoke-free.
- Smoking is prohibited within 15 feet of all building entrances, air intakes, and windows.
- Residence hall public spaces (lobbies, hallways, lounges, recreation areas, restrooms) and rooms are smoke-free.
- Use of smokeless tobacco products is prohibited in all university facilities, except residence facilities.

Violation of policies should be reported to Student Affairs for students and Human Resources for employees.

Current as of 2/16/06

Atlanta Campus: Smoking is allowed in courtyard areas only. The university provides convenient ash cans for extinguishing lighted tobacco products.

Solicitation & Distribution of Literature

Students may not solicit business of any type, including the selling of products or services, without having been invited or given permission by an official of the university.

Students may distribute literature by posting on approved bulletin boards and kiosks. Distribution that includes placing literature/product samples on cars or in university mailboxes is strictly prohibited. Postings are approved through the Campus Life Office located on the 2nd floor of Sheffield Student Center.

Any unauthorized persons soliciting or distributing on campus are to be immediately reported to Mercer Police at ext. 6358.

Student Organizations and Campus Activities

There are a variety of clubs and organizations on campus specific to your college or school. There are a growing number of campus-wide groups that you can also join, which include the Baptist Collegiate Ministry (BCM), Delta Sigma Theta and Alpha Kappa Alpha sororities, Habitat for Humanity, Indian Student Association and the Mercer Board Game Club. To get involved, share a program idea, or if you are interested in starting a new club or organization that would be open to the campus community, contact Richard Stilley, Assistant Dean for Campus Life, 212 Sheffield Student Center at 678-547-6823. We will work with you to establish your group.

The Baptist Collegiate Ministry has membership representing most of the schools and colleges. You do not have to be Baptist to join. The group is interdenominational and provides many opportunities for good fellowship. For more information contact the Campus Chaplain at 678-547-6722 or email at teresa@student.org.

Delta Sigma Theta is a University recognized sorority. Established in 1913 at Howard University, Delta has clearly established itself as a public service organization that strives to confront the problems of African Americans and hence, all Americans. This organization invites any undergraduate woman to apply for membership. For more information, contact Richard Stilley at stilley_r@mercer.edu.

Alpha Kappa Alpha Sorority, Inc. was founded January 15, 1908 at Howard University and is deeply rooted in service, sisterhood, and scholarship. Open to all women, AKA has initiated such prominent individuals as Coretta Scott King, Maya Angelou, and Toni Morrison. Alpha Kappa Alpha has enhanced the quality of collegiate life on every campus it has graced. For more information, contact Richard Stilley at stilley_r@mercer.edu.

Wellness & Recreation Classes can be taken at the Sheffield Student Center where you will find a basketball court, pool, and weight room with many exercise and weight-lifting machines. A variety of fitness classes are also offered each semester to help students maintain a healthy lifestyle. For more information, please contact Karen Reynolds, Assistant Director for Wellness & Recreation, by email at reynolds_kr@mercer.edu. You may also call her at 678-547-6815.

If you have experience in planning activities or have ideas of what you think would be fun and interesting, contact your school or college's student governance group or contact the Campus Life Office, 212 Sheffield Student Center at 678-547-6823 or you can email stilley_r@mercer.edu.

Current as of 7/1/07

Traffic Regulations and Parking

REGISTRATION AND DECALS: The Mercer Police are responsible for parking enforcement at Mercer University. All vehicles must be registered each year and each vehicle must display a parking decal. Decals are provided at no cost. Vehicles should be registered no later than August 20. You can register vehicles 24 hours a day, 7 days a week at the Mercer Police Department. You must provide your tag number to obtain a decal. If your car or tag number changes, you must notify Mercer Police the next business day. Residential decals are distributed through the Housing Office.

ALL DECALS MUST BE PLACED ON THE LOWER FRONT WINDSHIELD ON THE DRIVER'S SIDE.

HANDICAPPED PARKING: Mercer does not issue "handicapped access" parking decals. If you are permanently or temporarily disabled and require handicapped access, you must see your doctor about getting a permit issued by the State of Georgia. Your vehicle must be registered with Mercer Police even if you

possess a handicapped permit. Drivers authorized by the state to use handicapped parking spaces can park in any area with a properly displayed state permit.

PARKING: Possession of a decal does not guarantee you a parking space. The responsibility for locating a proper space rests with the driver, not the University. The lack of a parking space, being late for class or work, parking illegally for a short time, leaving your flashers on, are not valid excuses for parking illegally. The absence of a sign prohibiting parking does not mean you can park illegally.

More information on the parking policies, tickets, and appeals is available from the departmental web site at www.mercer.edu/police. Mercer Police can be reached by dialing ext. 6358 from any campus phone.

Current as of 7/1/07

Traffic Ticket Appeal Process

Students who feel they have been wrongfully ticketed may appeal to the Traffic Committee.

The Traffic Committee is composed of a faculty member, a staff member, a student, a student alternate, and the Associate Director of Mercer Police on the Atlanta campus. Each will be asked by the Senior Vice-President of the Atlanta campus to serve a 1 year term, with the exception of the Assoc. Director of MERPO, who will be a standing member. All will be voting members, except for the Associate Director of MERPO, who will vote only in the case of a tie. Two of the three voting members must be present to establish a quorum. The committee will convene no later than the second week of the fall semester to select a chair. Meetings to “hear” appeals will be scheduled as needed.

A student wishing to initiate the appeal process must do so in writing by filling out a “Traffic Ticket Appeal Form” (obtained from the Mercer Police Office) and submitting it to their office. The appeal process must be initiated within 5 business days of receiving a ticket. The student will be notified of the time and place of the next meeting. **Students appealing a ticket are required to attend this meeting.**

If a student who is appealing a ticket is unable to attend the scheduled meeting, he/she has one opportunity to request to reschedule, providing the request is made 24 hours prior to the scheduled meeting. Failure to notify the Chair or Assoc. Director of MERPO of inability to attend will result in the students’ forfeiting the right to appeal.

There will be no formal hearing; rather, there will be a discussion by the members regarding each appeal. Committee members may ask questions of the student if the student is present at the meeting. Students may also ask questions of the committee members. The decision of the Traffic Committee shall be considered final.

Current as of 5/4/05