

Mercer University Student Handbook

Last revision: December 1, 2011

The Mercer University Student Handbook sets forth the major policies and procedures affecting students. Because the University is a dynamic institution, changes are inevitable. This handbook will be revised as new policies and procedures are adopted. The latest edition will supersede all former editions unless stated otherwise in the text.

In addition to the Mercer University Student Handbook, the individual colleges and schools and/or campuses may develop supplemental operating guidelines and procedures. Links to the supplemental student handbooks are located on the Provost's web site (<http://www.mercer.edu/provost/handbooks/StudentHandbook.shtm>). The provisions of this Mercer University Student Handbook supersede collegiate and campus policies and procedures.

Wherever the University has chosen to adopt policies and principles similar to or incorporating portions of statements of American Association of University Professors or other external bodies, the University reserves the right to interpret such policies or principles for itself and is not bound by external interpretations.

Student Affairs Designees

Macon campus (day students)	Vice President & Dean of Students	(478) 301-2685
Atlanta campus	Dean of Students	(678) 547-6821
Business	Associate Dean	(678) 547-6169
Education	Associate Dean	(678) 547-6333
Nursing	Associate Dean	(678) 547-6733
Pharmacy & Health Sciences	Associate Dean	(678) 547-6232
Theology	Associate Dean	(678) 547-6460
English Language Institute	Associate Director	(678) 547-6394
Law	Associate Dean	(478) 301-2606
School of Medicine–Macon	Associate Dean	(478) 301-2542
School of Medicine–Savannah	Assistant Dean	(912) 350-1739
Regional Academic Centers	Dir. of Operations & Business Manager	(678) 547-6370
Macon Center	Center Coordinator	(478) 301-2980
Eastman Center	Center Coordinator	(478) 374-5810
Douglas County Center	Center Coordinators	(678) 547-6516; (678) 547-6489
Henry County Center	Center Coordinators	(678) 547-6521; (678) 547-6522
Newnan Center	Dir. of Operations & Business Manager	(678) 547-6370

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General Information

Mission

Mercer University is a faith-based institution of higher learning that seeks to achieve excellence and scholarly discipline in the fields of liberal learning and professional knowledge. The institution is guided by the historic principles of religious and intellectual freedom, while affirming religious and moral values that arise from the Judeo-Christian understanding of the world.

Accreditation

Mercer University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4501 for questions about the accreditation of Mercer University. The Commission should only be contacted if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

For the most current information on Mercer University's accrediting bodies, please refer to the catalogs or online at <http://www.mercer.edu/Registrar>.

Federal Disclosure Requirements

Mercer University's Federal Disclosure Requirements are available from the University web site at <http://www.mercer.edu/disclosure>. This report contains the following information:

- Campus Security: Jeanne Clery Disclosure for Campus Security, campus crime statistics, Campus Sex Crime Prevention Act, and fire safety
- Campus Emergency Procedures
- Drug and Alcohol Policies
- Financial Assistance and Cost of Attendance Information
- Health and Safety Information: immunization and missing persons information
- Institutional Information: accreditation, characteristics of students, degree programs, degree program improvement plans, disability support services, FERPA information, retention and graduation rates, peer-to-peer file sharing, post-graduate employment information, readmission of veterans, transfer of credit, withdrawal procedures, voter registration, and satisfactory progress standards

Paper copies of these reports are available upon request. Please contact the Office of Institutional Effectiveness by mailing inquiries to:

Office of Institutional Effectiveness
Mercer University
1400 Coleman Avenue
Macon, GA 31207

Crime Awareness and Campus Security

Mercer University places a high priority on keeping its campus safe for its students, employees, and visitors. 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. They are authorized to exercise law enforcement powers, including the power of arrest, on all campuses.

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 that all laws are enforced. Mercer Police officers may arrest individuals suspected of campus crimes or may detain such individuals for arrest by the Macon Police. Local police agencies also provide back-up assistance to the University for any emergency that might require extensive police services.

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 is happy to escort students or employees on campus at night as a safety precaution.

Reporting Crimes and Emergencies

Mercer police officers cannot possibly be everywhere all the time. All students and employees of the University should take an active role in keeping the campus safe. Please report any incident or unusual activity on or near the campus to Mercer Police. If you have any doubts as to whether to report an incident that has occurred, then report it. The Mercer Police Department can then determine whether the event requires further action.

All crimes should be reported immediately. Crime alerts are published when incidents on or near the campus could present threats to the University community. Your cooperation in making reports promptly assists the University in issuing timely warnings to the campus community.

Mercer allows victims or witnesses of crimes to report those crimes confidentially. Further, Mercer encourages pastoral and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of the procedures for confidentially reporting 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.

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.

Policies Concerning Sex Offenses

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 to 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 assure 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. 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.

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

Campus Crime Statistics

Statistics concerning certain criminal offenses reported to have occurred on Mercer's campuses during the most recent calendar year and the two preceding calendar years are posted on the Mercer Police Department's web site <http://www.mercer.edu/police/stats.htm>. A printed copy of the report is available in the Human Resources Office, the Mercer Police Department, and the senior student affairs officer for your school, and will be provided upon request.

Cell Phones and Pagers

Out of courtesy for all those participating in the learning experience, all cell phones and pagers must be turned off before entering any classroom, lab, or formal academic or performance event. The faculty or staff member in charge of the class, lab, or academic/performance event is responsible for ensuring that their cell phone number has been registered for emergency text alerting and for monitoring their cell phone for emergency text messages.

Class Attendance

Consult the student affairs designee for your school or program for the attendance policy.

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.

University Regulations and Judicial Programs

Student Rights

A *Community of Respect* ensures certain rights of its members. The University values the following student's 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's judicial system.
- D. Freedom to pursue educational goals; the right to 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.

Student Conduct and Judicial Programs

Mercer University encourages its students to demonstrate respect for others as mature men and women. The University invites students to participate in the formulation of behavioral policies and to share in the responsibility for judicial decisions. The University retains the ultimate authority for setting behavioral standards and judicial procedures. 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.

Students are expected to abide by all federal, state, and local laws. Behavior that violates external laws may also adversely affect our University community and may lead to disciplinary actions by the University regardless of the outcome of external legal proceedings. Disciplinary action at the University will normally proceed without regard to the status of any civil or criminal proceeding. Hearings and appeal proceedings conducted as part of this process are not courts of law and they are not subject to many of the rules of civil or criminal hearings.

Under Title IX, individuals reporting allegations related to sexual harassment or sexual misconduct have the right to prompt resolution of their complaint, to have the University conduct a thorough investigation, and to have interim steps taken to ensure the safety and wellbeing of the individuals involved and the University community. The University will communicate regular investigatory updates to the complainant and the respondent. Mercer University does not tolerate or condone retaliation of complaints and will not only take steps to prevent retaliation, but will evaluate responsive actions, as necessary, for any retaliatory acts that occur.

Under Title IX, individuals reporting sexual harassment and/or sexual misconduct have the right to proceed formally with criminal and/or judicial action at any point, and may file a report with the University Title IX Coordinator:

Ms. Diane Baca
Associate Vice President
Human Resources
(478) 301-2788

or to file a formal complaint with the United States Department of Education:

Office of Civil Rights
400 Maryland Avenue, SW
Washington, DC 20202-1100
Phone: (800) 421-3481

Each individual college and/or campus implements the values outlined in the “Community of Respect” statement through individual student codes of conduct. Links to these various supplemental policies are located on the Provost’s web page (see <http://www.mercer.edu/provost/handbooks>). However, the following regulations apply to all processes:

- A charged student will be provided basic due process to include written notice of the charges against him or her and the opportunity to respond to those charges.
- In cases involving sexual harassment or sexual misconduct, both the complainant and respondent will have an equal opportunity to present relevant witnesses and other evidence, similar and timely access to information used at the hearing, equal representation, and to have their cases adjudicated using the preponderance of the evidence standard. The University will notify both parties in writing of the outcome of a sexual harassment or sexual misconduct charge and both parties will have equal opportunity to appeal, if permitted, in the process.

Absent a stated policy on any campus or program, the Student Code of Conduct and procedures found at <http://www.mercer.edu/studentaffairs/judicial> would apply.

Communication, Official

All students are assigned a Mercer e-mail address. The University will use this address for any official e-mail correspondence to students. In the event of an emergency, Mercer will utilize multiple methods, including emergency text phone messaging, to notify students. Students are expected to maintain and update their cell phone numbers via BearPort.

Disabilities, Services for Students

Mercer University is committed to making all of its programs, services and activities fully accessible to qualified students with disabilities. Students requesting to be recognized as a person with a disability or requesting accommodations for a diagnosed physical, medical, psychological or learning disability must first self-identify by registering with Disability Support Services. Appropriate and reasonable accommodations will be determined on a case-by-case basis upon review of the submitted documentation. Disability Support Services also offers voter registration information and assistance.

Please report any problems for physical access, such as non-working elevators, to Disability Support Services immediately. Students who believe they have been discriminated against or denied access to a program or service because of a disability should contact Disability Support Services. Further information on policies, procedures and documentation requirements may be obtained by contacting Disability Support Services at 478-301-2778. All policies and procedures including Disability Grievance Procedures may be found at:

<http://www.mercer.edu/disabilityservices>.

Educational Records, Student Rights

The Family Educational Rights and Privacy Act (FERPA) affords students at Mercer University certain rights with respect to their educational records. These rights include:

1. The right to inspect and review a student's educational records within 45 days of the day the Office of the Registrar receives a written request for access. The student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the student shall be advised of the correct official at the University to whom the request should be addressed.
2. The right to request the amendment of the student's educational records if the student believes them to be inaccurate. The student may ask the University to amend a record that he/she believes is inaccurate. The student should write the Registrar, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the Registrar (or another appropriate official, if the record is maintained by another office) will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record in order to fulfill his or her professional responsibility. Another exception which permits disclosure without student consent is disclosure to officials of another school, school system, or institution of post-secondary education where a student seeks or intends to enroll. Upon the request of an institution in which a student seeks or intends to enroll, the University will forward the student's education records to the requesting institution. Upon request, the student may obtain a copy of the record that was disclosed and have an opportunity for a hearing as provided above.
4. The right of a currently enrolled student to request that his/her "directory information" not be released by Mercer University. The University, at its discretion and without the written consent of the student, may release "directory information," which includes the following items: student name, address, e-mail address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, most recent previous institution attended, participation in officially recognized activities and sports, and photographs or video images. A student request for non-disclosure of the above items must be filed with the Office of the Registrar.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mercer University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Health and Welfare of Students, Mental and Physical

Mercer University recognizes that the challenges and stresses associated with attending college can be overwhelming at times. In order to provide confidential counseling, support, and guidance to students who seek assistance, Mercer University maintains the Office of Counseling and Psychological Services (CAPS). 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 you know that a student has or is attempting to harm himself/herself, immediately notify Mercer Police. The dean of students or student affairs designee on each campus will then be contacted to evaluate the situation. At any point, the Mercer Police and/or the dean of students or student affairs designee may make the determination to notify the parents 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 halls until he or she has received approval from the dean of students or student affairs designee.

Health Insurance

University policy mandates that all enrolled students (except those in distance learning and in the Regional Academic Centers) must maintain health insurance coverage. Students are automatically charged by the University for health insurance every time they register for classes. This charge can be removed by completing the online waiver form before the end of the waiver period. To complete the form you will need to log on to BearPort (<http://bearport.mercer.edu/>) and enter your personal health insurance information each semester. Instructions on how to remove the charge can be found at <http://www.mercer.edu/bursarm/insurance.htm>. Failure to complete this form before the deadline will result in insurance being purchased for you and charged to your account. (Waiver deadline information can be found on the Health Center's website. Session II students should contact the Health Center for specific information on their deadlines.) For more information on student health insurance, please contact Pearce & Pearce, Inc. by calling 1-888-622-6001 or by visiting <http://www.studentinsurance.com>.

Parking and Traffic Regulations

Mercer Police is responsible for parking enforcement at Mercer University. All vehicles on the Macon and Atlanta campuses must be registered each year and each vehicle must display a parking decal. The decals are free. Vehicles should be registered before the first day of class. Vehicles can be registered 24 hours a day, 7 days a week at Mercer Police. The tag number is necessary to obtain a decal. If the vehicle or the tag number changes, notify Mercer Police the next business day.

Mercer does not issue handicap access parking decals. Permanently or temporarily disabled people who require handicap access must see their doctor about getting a permit issued by the State of Georgia. Application forms are available at the Mercer Police station. Only a law enforcement officer can authorize a handicap access space without a decal. Vehicles must be registered with Mercer Police even if the driver possesses a handicapped permit.

ALL DECALS MUST BE PLACED ON THE LOWER FRONT WINDSHIELD ON THE DRIVER'S SIDE. Possession of a decal does not guarantee a parking space. The responsibility for locating a proper space rests with the driver, not the University. The lack of a parking space, i.e., being late for class or work, parking illegally for a short time, leaving flashers on, are not valid excuses for parking illegally. The absence of a sign prohibiting parking does not mean drivers can park illegally.

More information on the parking system, tickets, and appeals is available from the departmental Web site at <http://www.mercer.edu/police>. Special parking brochures are available at Mercer Police.

Voter Registration Requirements of the Higher Education Amendments

Mercer provides each enrolled student the opportunity to apply to register to vote or to update his or her voter registration records at least once a year. Voter registration information is available at the following locations:

- Macon Campus: Tarver Library, the Office of the Vice President and Dean of Students, and the Disability Support Services Office.

- Atlanta Campus: Swilley Library
- Regional Academic Centers: Program Coordinators' offices

For further information on this amendment, contact Student Affairs at (478) 301-2685 (Macon campus), (678) 547-6821 (Atlanta campus), or (678) 547-6370 (Regional Academic Centers). Students with disabilities may obtain information and assistance in filling out the cards from Disability Support Services at (478) 301-2778 (Macon campus) or (678) 547-6823 (Atlanta campus). Students may also obtain voter registration applications at <http://www.statelocalgov.net/50states-secretary-state.cfm>. *A separate notice regarding this information will also be sent to each student during the fall semester of each academic year.*

Withdrawals, Administrative or Medical

The mental and physical welfare of a student can have a significant impact on his or her academic and developmental success in college. Mercer University provides qualified medical and mental health services for students through Mercer Student Health and the Office of Counseling and Psychological Services (CAPS). In situations that substantially influence a student's ability to continue enrollment at the University due to medical or psychological reasons, the student may request consideration to the appropriate student affairs professional for the campus or program the student is enrolled in to be administratively withdrawn from the University. The designated University official will make a judgment about the need for an administrative medical withdrawal and will implement the appropriate procedures for the withdrawal. The dean of students or student affairs designee 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 Office of Student Affairs at (478) 301-2685.

Policies

Alcohol and Other Drug Policies at Mercer University

Mercer University shares the widespread national concern with the serious threat to health, safety, and welfare posed by the unlawful use of drugs and the abuse of alcohol, especially in the workplace and on college campuses. Excessive use of alcohol and illegal drugs can cause serious health problems, and it can negatively affect the success of students in the educational and social areas of university life. For this reason, the University is adamantly opposed to alcohol and drug abuse, and the unlawful possession, use, or distribution of drugs by members of the University community. Mercer University strictly prohibits such activities. The University conducts educational programs designed to lead its students into an understanding of the problems associated with drug and alcohol abuse and to enable them to make responsible choices on personal and social levels.

The University's policies concerning drug and alcohol use are found later in this section under the heading, "Respect for Community Authority." In addition to abiding by the regulations prescribed by the Mercer University Student Handbook, students must abide by all local, state, and federal laws pertaining to drug and alcohol use. Violations of such laws, whether they occur on or off campus, are subject to internal University investigation, review, and action. For more information about Mercer University's policy concerning drugs and alcohol, refer to the section entitled "Drug-Free Workplace and Campus Program."

Off-Campus Behavior

The University and its members are subject to all local, state, and federal laws and statutes. Alleged violations of local laws and statutes, which occur on or off campus, are subject to internal University investigation, review, and action, in addition to any action by proper civil authorities. Each student is individually responsible for being informed of the law. Ignorance of federal, state, or local laws will not be accepted as an excuse for prohibited behaviors.

All students residing on or off campus are expected to comply with university regulations set forth in the Mercer University Student Handbook. Alleged violations of University regulations that occur on or off campus may be investigated and appropriate action taken without regard to the status of any civil or criminal proceeding.

Formulation of Regulations and Code of Conduct

Any student, faculty member, or administrator may initiate any revision of or addition to the University standards of conduct. Recommendations should be submitted to the senior student affairs officer 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, it will be presented to the Provost and General Counsel.

Drug-Free Workplace and Campus

Introduction and Purpose

Mercer University shares the widespread national concern with the serious threat to health, safety, and welfare posed by the unlawful use of drugs and the abuse of alcohol, especially in the workplace and on college campuses. As a matter of University policy, growing out of the University's historic mission and character, and in keeping with applicable federal and state laws, the University has adopted and is implementing the following program to provide a drug-free workplace and campus for all its students and employees and to prevent the illicit use of drugs and abuse of alcohol.

Relationship to Other Policies

This program sets forth the minimum standards of conduct and requirements with respect to drug and alcohol abuse for all students and employees of the University. Other policies and standards of conduct concerning drugs and alcohol are included in other student handbooks, the Personnel Manual, and other University documents. These remain in full force and effect. Additional policies in this area may also be developed, subject to University approval, provided that they are either consistent with this program or impose higher standards of additional requirements in furtherance of the purposes of this program. In the case of faculty members, violation of the standards of conduct in this program shall be considered "adequate cause" for termination of a faculty appointment. All actions taken and sanctions imposed under this program and related drug and alcohol policies shall be reviewed periodically to ensure consistent enforcement. Nothing in this program shall be interpreted to require the University to violate its obligations under other laws, including laws prohibiting discrimination against qualified handicapped individuals.

Standard of Conduct

The unlawful possession, use, distribution, dispensing, or manufacture of illicit drugs or alcohol at any time on any University property or as part of any University-sponsored activity is absolutely prohibited.

University Sanctions and Procedures

As a condition of employment or enrollment at Mercer, all employees and students must abide by these standards of conduct, and disciplinary sanctions will be imposed for violations. Among the sanctions that may be imposed are: reprimand, probation, suspension, expulsion or termination of employment, and referral for prosecution. Ordinarily the sanctions for drug-related violations will be suspension or termination of employment or enrollment. However, in the University's sole discretion, an employee or student may be permitted to continue in employment or enrollment if he or she satisfactorily participated in an approved rehabilitation program.

Nothing in this policy is intended to affect the procedural rights of students or employees (including faculty members) under existing judicial board, grievance, or review procedures. However, once the University has determined, after reasonable inquiry, that a violation of this policy has occurred, the employee or student may be subject to immediate suspension (without pay, in the case of an employee) pending the conclusion of such procedures. If no existing procedures are in place for an alleged violation by a particular student or employee, the University will adapt other review procedures so as to ensure the individual the opportunity for a fair review, including the right to be heard.

Additional information may be found in your school's handbook.

State and Federal Legal Sanctions

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs.

GEORGIA DRUG LAW SUMMARY

Drug	Conditions/Quantity	Jail Term	Fine
Marijuana	Possess: 1 oz. or less	up to 1 year	up to \$1,000
	Possess, manufacture, distribute, or purchase greater than 1 oz. but less than 50 lbs	1-10 years	
	Trafficking: 50-1,999 lbs.	5 years	\$100,000
	2,000-9,999 lbs 10,000 lbs or more	7 years 15 years	\$250,000 \$1,000,000
Schedule I Controlled Substances	Purchase or possess: first offense	2-15 years	
	Second or subsequent offense	5-30 years	
	Manufacture, distribute, or possess with intent to distribute: first offense	5-30 years	
	Second or subsequent offense	10-40 years or life	
Methaqualone	Trafficking: 200-399 g. 400 g. or more	5 years 15 years	\$50,000 \$250,000
Schedule II Controlled Substances	Purchase or possess: first offense	2-15 years	
	Second or subsequent offense	5-30 years	
	Manufacture, distribute, or possess with intent to distribute: first offense	5-30 years	
	Second or subsequent offense	10-40 years or life	
Cocaine	Trafficking: 28-199 g.	10 years	\$200,000
	200-399 g.	15 years	\$300,000
	400 g. or more	25 years	\$1,000,000
Morphine, Opium and Heroin	Trafficking: 4-13 g.	5 years	\$50,000
	14-27 g.	10 years	\$100,000
	28 g. or more	25 years	\$500,000
Methamphetamine	Trafficking: 28-199 g.	10 years	\$200,000
	200-399 g.	15 years	\$300,000
	400 g. or more	25 years	\$1,000,000
Schedule III, IV and V Controlled Substances	Possess: first offense	1-5 years	
	Second or subsequent offense	1-10 years	
	Manufacture, distribute, or possess with intent to distribute	1-10 years	
Any	Manufacture, distribute, or possess with intent to distribute within 1,000 feet of elementary or secondary school, park, playground, recreation center, housing project, or drug-free commercial zone: first offense	up to 20 years	up to \$20,000
	Second or subsequent offense	5-40 years	up to \$40,000

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of driver's license.

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		

PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gm or more	Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 mgs	Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs	Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.		
		Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life 	<ul style="list-style-type: none"> Not less than 20 years, not more than life If death or serious injury, mandatory life

		<ul style="list-style-type: none"> • Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> • Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

* Information on Federal Trafficking Penalties downloaded from <http://www.dea.gov/agency/penalties.htm>

Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if amount of crack exceeds 5 grams, for a second conviction if the amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Other federal sanctions include forfeiture of property used to facilitate illegal possession if offense is punishable by more than one year in prison, forfeiture of vehicles and other conveyances used to transport or conceal controlled substances, civil fines, denial of federal benefits including student loans, grants and contracts, ineligibility to receive or purchase firearms, and denial or revocation of certain Federal licenses and benefits (e.g., pilot licenses, public housing, etc.).

Convictions for Drug-Related Offenses

Any student or employee convicted of any drug-related criminal statute must notify the appropriate official, the senior student affairs officer (for students) or the Director of Human Resources (for employees), in writing, no later than 5 days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell grants and Georgia Tuition Equalization Grants; and because the University must notify federal agencies of drug-related convictions of employees involved in work under a grant or contract. However, a criminal conviction shall not be necessary to find that a student or employee has violated these standards of conduct, and the University need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

Health Risks Associated With Drug or Alcohol Use

Drugs

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Heroin causes the body's pain reactions to be weakened and can result in coma due to the reduction in pulse rate. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma, and possible death. A person experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.

Depressants such as barbiturates and quaaludes can cause disorientation, slurred speech, and senseless behavior. Depressant overdose results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, and possible coma or death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants such as cocaine and crack cause increased alertness or euphoria, and increased heart rate, blood pressure, and respiratory rate. Immediate effects of use also include dilated pupils, insomnia, and loss of appetite followed by depression. Stimulant overdose results in agitation, increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include irritability, long periods of sleep, depression, and/or disorientation.

Hallucinogens such as Lysergic acid (LSD), amphetamines, mescaline, and phencyclidine (PCP) cause illusions, hallucinations and poor perception of time and distance. Users may experience anxiety, loss of control, confusion, and panic. Flashbacks can occur even when use has stopped. Amphetamines can cause rapid, irregular heartbeat, tremors, and collapse. Heavy users may act irrationally. The effects of an overdose include psychosis and possible death.

Cannabis (Marijuana, Hashish) can cause euphoria, increased appetite, lowered inhibitions, and disorientation. Marijuana use can alter sense of time, reduce energy level and coordination, and impair short-term memory. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite. Long-term users may have a lowered immune system and increased risk of lung cancer.

Alcohol

Alcohol is a central nervous system depressant. Consumption of alcohol causes a number of changes in behavior that can result in dangerous and high-risk activities. Low doses of alcohol can significantly impair judgment, mental function, and coordination, and alter decision-making skills.

Alcohol consumption decreases the alertness and coordination needed to drive a car safely, increasing the likelihood of the driver causing an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, such as spouse or child abuse. Research demonstrates that the majority of violent behaviors and incidents on college campuses, such as date rape, fights, and vandalism, involve the use of alcohol. Moderate to high doses of alcohol cause drastic impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the heart, liver, and brain. Studies have also linked an increased risk for various types of cancer, such as esophageal and breast, to heavy, long-term alcohol use.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, resulting in mental retardation and/or irreversible physical abnormalities.

Information for this policy was obtained from the following sources:

U.S. Department of Health and Human Services and SAMHSA's National Clearinghouse for Alcohol and Drug Information:

<http://ncadi.samhsa.gov>

National Institute on Drug Abuse: <http://www.nida.nih.gov>

National Institute on Alcohol Abuse and Alcoholism: <http://www.niaaa.nih.gov> and <http://www.collegedrinkingprevention.gov>.

Counseling, Treatment, and Rehabilitation

Employees and students who wish to obtain information about counseling and treatment programs, either for personal substance abuse or for family members or others, may contact the Human Resources office (for employees) or the appropriate senior student affairs officer (for students).

Human Resources (Atlanta campus)	(678) 547-6155
Human Resources (Macon campus)	(478) 301-2786
Student Affairs office (Atlanta campus)	(678) 547-6821
Student Affairs office (Macon campus)	(478) 301-2685

Information and help is also available from:

- Counseling and Psychological Services (Macon campus): (478) 301-2862
- Counseling Center (Atlanta campus): (678) 547-6060
- AA Alcohol and Drug Abuse Hotline: 1-800-851-3291
- Drug Hotline: (478) 751-7600
- Georgia Drug Abuse Helpline: 1-800-338-6745

MACON	
Coliseum Psychiatric Center 340 Hospital Drive Macon, Georgia 31217 (478) 741-1355	Medical Center of Central Georgia The Psychiatric Pavilion 777 Hemlock Street Macon, Georgia 31201 Inpatient: Psychiatry and Detox (478) 633-1392 Emergency Line (478) 743-HOPE
River Edge Behavioral Health Center 175 Emery Highway Macon, Georgia 31217 (478) 751-4519	River Edge Recovery Center 3575 Fulton Mill Road Macon, Georgia 31206 (478) 471-5702
ATLANTA	
Anchor Hospital 5454 Yorktowne Drive Atlanta, Georgia 30349 (770) 991-6044	Atlanta Center for Medical Research 811 Juniper St., NE Atlanta, GA 30308 (404) 881-5800
DeKalb Community Service Board 445 Winn Way Decatur, GA 30031 (404) 892-4646	Metro Atlanta Recovery Residences 2801 Clearview Place Doraville, GA 30340 (770) 457-1222
Northside Hospital Behavioral Health Services 1140 Hammond Drive, Building J Atlanta, GA 30328 (404) 851-8961	Peachford Behavioral Health Systems 2151 Peachford Road Atlanta, Georgia 30338 (770) 455-3200
Ridgeview Institute 3995 South Cobb Dr., SE Smyrna, Georgia 30080 (770) 434-4567	RiverWoods, Southern Regional Psychiatric Center 11 Upper Riverdale Road Riverdale, GA 30274 (770) 991-8500
SummitRidge Center for Psychiatry and Addiction Medicine 250 Scenic Highway Lawrenceville, GA 30045 (678) 442-5858	Talbott Recovery Campus 5448 Yorktowne Drive Atlanta, GA 30349 (770) 994-0185

Review of Program

In keeping with federal law*, this program shall be reviewed at least biannually to determine its effectiveness, to make changes where necessary, and to ensure that sanctions are consistently enforced.

* Including the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, the Drug-Free Postsecondary Education Act of 1990 (Georgia), and related laws and regulations.

Equal Opportunity Policy

Mercer University is committed to providing equal opportunity for all student applicants and enrolled students, without discrimination on the basis of race, color, national origin, sex, sexual orientation, age, or disability, as a

matter of University policy and as required by applicable State and Federal laws such as Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning this policy may be directed to the Equal Opportunity/ Affirmative Action Officer, located in the Human Resources office; to the senior student affairs officer; to the dean of the student's college or school; or to any member of the Discrimination and Harassment Prevention Board (names, addresses and phone numbers of Discrimination and Harassment Prevention Board members are available in the Human Resources office and the Office of Student Life/Affairs).

Students who believe they have been subjected to discrimination in violation of this policy may use the University's Student Grievance Procedures for Discrimination and Sexual Harassment Complaints, a copy of which is available from any of the offices above.

Grievances Policies

Academic Grievance

Students have the right to bring grievances against a faculty member or an administrator concerning academic matters. Such matters may include, but are not limited to failure to abide by requirements described in the course syllabus, arbitrary awarding of grades, discrimination based on age, gender, religion, race, marital status, national origin, or disability.

Time Frame

For grievances of any kind, students are required to initiate appeals with the appropriate faculty member no later than 30 days from the completion of the term in which the course was offered. Appeals received after this period will not be honored.

If a student has a complaint against a faculty member, the student should first attempt to resolve the complaint by an informal meeting with the faculty member involved.

If this is not satisfactory, or if the student believes that he or she cannot discuss the complaint with the instructor, the following protocol should be followed:

1. The student should meet with the appropriate department chair or program director after submitting to this person a formal written account of the grievance. This narrative must be submitted no later than 30 days from the date on which the student was formally notified of the instructor's decision.
2. If the grievance is not satisfactorily resolved by the department chair or program director, the student should meet with the associate dean after submitting to the associate dean a formal written account of the grievance. This narrative must be submitted no later than 30 days from the date on which the student was formally notified of the department chair's or program director's decision.
3. If the grievance is not satisfactorily resolved by the associate dean, the student should meet with the provost after submitting to the provost a formal written account of the grievance. This narrative must be submitted no later than 30 days from the date on which the student was formally notified of the associate dean's decision.

If the student has a complaint against a dean, he or she should schedule an appointment with that dean in an attempt to resolve the matter. If the matter is not resolved or if the student believes that he or she cannot discuss the complaint with that dean, the student may appeal to the provost. In all grievance procedures, the decision of the provost is final.

Nonacademic Grievance

Policy Statement

Mercer University recognizes the importance of providing an efficient procedure for a timely and fair resolution of a nonacademic grievance. Students are encouraged to use the process to resolve allegations concerning (1) a University employee, (2) administrative policies or procedures, (3) a University program, service, or activity.

Non-academic grievances involving student conduct issues fall under "University Regulations and Judicial Programs" section of this handbook.

Procedure

When a student wishes to file a formal complaint that is nonacademic in nature, he or she should follow these procedures:

1. The student should submit the complaint in writing to the University employee responsible for the action or event that forms the basis of the grievance. This statement should contain a brief statement of the grievance and the remedies sought. A copy of the statement must also be presented to the employee's supervisor and the Associate Vice President of Human Resources. The complaint should be submitted to the employee within ten (10) days of the action or event that forms the basis of the grievance.
2. The employee respondent will meet with the student along with their supervisor or the Associate Vice President of Human Resources to discuss the complaint within ten (10) days of receipt of the written grievance. The employee respondent will reply in writing to the student with the results of the discussion at the meeting and plans for further action, if any, within ten (10) days of the meeting. A copy of this reply will be provided to the Associate Vice President of Human Resources.
3. If a student is not satisfied with the results of the discussion and/or with the reply and wants the grievance to be considered further, the student may appeal in writing to the employee respondent's supervisor. A copy of this appeal must be sent to the Associate Vice President of Human Resources. This appeal to the supervisor must begin within ten (10) days after the student receives the written reply from the employee responsible for the action or event that forms the basis of the grievance. A written reply indicating the results of the appeal including further action, if any, to be taken will be sent to the student by the employee's supervisor within ten (10) days of the meeting between the student and the employee's supervisor. A copy of this response will be sent to the Associate Vice President for Human Resources.
4. If the student is not satisfied with the results of the appeal to the supervisor and wants the grievance to be considered further, the student will have an opportunity for further appeal as follows:
 - (a) In the case of complaints concerning employees, policies, procedures, or programs of a nonacademic nature *within a specific school or college*, the student may appeal to the Dean with responsibility for the employee's unit and request a meeting in order to seek a resolution. This appeal must begin within ten (10) days after the employee's supervisor has completed consideration of the grievance and responded in writing to the student. A written reply from the Dean indicating the results of the meeting and including further action, if any, to be taken will be sent to the student within ten (10) days after consideration of the grievance. A copy of the appeal and the response from the Dean must be provided to the Associate Vice President of Human Resources.

If the student is not satisfied with the decision of the Dean, the student may appeal in writing to the Provost with responsibility for the school or college and request a meeting. The appeal must begin within ten (10) days of the date the Dean has completed consideration of the grievance and responded in writing to the student. A written reply by the Provost indicating the results of the meeting and including further action, if any, to be taken will be sent to the student within ten (10) days after consideration of the grievance. The decision of the Provost with responsibility for the employee's unit will be the final University decision on the grievance. A copy of the appeal to the Provost and the Provost response will be copied to the Associate Vice President of Human Resources.

- (b) In the case of complaints concerning employees, policies, procedures, or programs of a nonacademic nature *outside of the administrative organization of a specific school or college*, the student may appeal to the Vice President with responsibility for the employee's unit and request a meeting in order to seek a resolution. This appeal must begin within ten (10) days after the employee's supervisor has completed consideration of the grievance and responded in writing to the student. A written reply from the Vice President indicating the results of the meeting and including further action, if any, to be taken will be sent to the student within ten (10) days after consideration of the grievance. The decision of the Vice President with responsibility for the employee's unit will be the final University decision on the grievance. A copy of the complaint to the Vice President and their response will be submitted to the Associate Vice President of Human Resources.

The dean of students or student affairs designee on each campus serves as a resource for students seeking assistance with grievance procedures.

Immunization Policy

The Mercer University Student Health Form is required and must be signed by a physician or other health care provider, and stamped with the provider's name and address. Students are encouraged to keep a photocopy of this completed form for their personal records.

All students born after 1956 must provide a statement of immunization against Measles, Mumps, and Rubella (MMR), giving the month and year of immunization. A statement of "up to date" is not sufficient. Two doses of Measles (Rubeola) vaccine, two doses of Mumps vaccine, and one dose of Rubella are required. You must have been at least 12 months old when the first Measles dose was received. Previous diagnosis of disease is proof of immunity against Measles and Mumps (a physician's statement is required), but not proof of Rubella.

If a student is unable to provide dates of immunization to Measles, Mumps, and Rubella, he or she may document immunity by blood test, at the student's expense. If this testing shows no immunity to Measles, Mumps, or Rubella, the student may register following documentation of the first dose of MMR, with the second to follow in 30 days, if required.

Tuberculosis (TB) screening (within the past year) is required of all new students. Students at risk for TB will be required to have a PPD skin test (Mantoux). The Tine tuberculosis test is not acceptable. Students should be tested regardless of prior BCG vaccination. Any student with a positive skin test will be required to provide a report of a normal chest x-ray (done after the positive PPD) to be eligible to register. A physician should evaluate individuals with a positive tuberculosis skin test.

Do not assume that childhood immunizations are adequate; requirements have changed during the past several years. Medical facilities in the U.S. and in other countries are required to keep records of vaccinations. Additional sources of immunization information include doctors' offices, health departments, and schools. Students should make copies of the completed health form for their own files, and then mail the original forms. Do not rely on health care providers, family members, or other colleges to mail the forms.

Exemptions from compliance with the immunization policy include:

1. Religious exemption, written on letterhead stationery, signed by a religious official and notarized.
2. Medical exemption, written on office stationery, and signed by a health care provider. The letter should state the reason for the exemption, and whether the exemption is permanent or temporary.

Immunizations for the following diseases are recommended, but not mandatory: chickenpox (varicella), hepatitis A, hepatitis B, polio, and tetanus. The most recent tetanus booster should have been within the past 10 years. Immunization against meningococcal meningitis is recommended for college students.

Some academic programs have additional immunization requirements. Students are advised to check with their college or school program for any additional requirements.

Information Technology Policy

The Mercer University Information Technology Policy (the "Policy") contains Mercer's philosophy and requirements governing 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 all 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 use of Mercer University's information technology resources to send communications to Mercer or non-Mercer persons or entities typically identifies the sender as belonging to the Mercer University community. Each member of the community should, therefore, recognize that any such communication might reflect on how Mercer University is perceived by not only the Mercer community, but also the public at large.

By adopting the Policy, Mercer University recognizes that all members of the Mercer community are bound not only

by the Policy, but also by local, state, and federal laws relating to electronic media, copyrights, privacy, and security. Other Mercer University policies that relate to this Policy and also apply to Mercer University students, faculty, and staff (collectively, the “community”) can be found in the Mercer University Student, Faculty, and Employee Handbooks. Each member of the Mercer University community is expected to be familiar with this and all other relevant policies. A complete copy of Mercer’s Information Technology Policy can be found at <http://www.mercer.edu/IT>.

Peer-to-Peer File Sharing

Introduction

The [Mercer University Information Technology Access and Use Policy](#) (the “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 use of Mercer University’s information technology resources to send communications to Mercer or non-Mercer persons or entities typically identifies the sender as belonging to the Mercer University community. Each member of the community should, therefore, recognize that any such communication might reflect on how Mercer University is perceived by the Mercer community and the public at large.

The Policy includes information about freedom of expression and prohibited conduct, file-sharing, privacy, intellectual property, Internet access, email, wireless network access and usage, and security. All members of the Mercer community – students, faculty, and staff -- are bound not only by the Policy, but also by local, state, and federal laws relating to electronic media, copyright, privacy, and security.

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.

Prohibition against Unauthorized Distribution of Copyrighted Material

The [Mercer University Information Technology Access and Use Policy](#) 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, up to and including suspension from the University, under the Student Code of Conduct.

Institutional Plans to Combat the Unauthorized Distribution of Copyrighted Material

The [Mercer University Information Technology Access and Use Policy](#) describes the measures that the University has developed and implemented to effectively combat the unauthorized distribution of copyrighted material. These measures include the following:

- On an annual basis, enrolled students are notified by email of the institutional policies and sanctions related to the unauthorized distribution of copyrighted material. This notice includes the exact electronic address at which this information is posted, and a statement that the University will provide a paper copy of this information on request.
- In order to use Mercer computing resources, all members of the University community endorse the Information Technology Access and Use Policy which includes a section on copyright compliance. The Policy is included in numerous University publications, and links to the Policy are included in numerous departmental Web sites.
- Posters are placed in student computer labs and elsewhere on campus to inform members of the University community about institutional policies prohibiting illegal file sharing.
- The Department of Information Technology periodically briefs members of Student Government about copyright, illegal file sharing, and related issues.
- Mercer University currently utilizes a Procera appliance to monitor and shape bandwidth usage by P2P and other applications. The University also has the ability to limit the number of simultaneous traffic flows from its residence hall and wireless networks. When a system is detected using excessive bandwidth, the IT Department contacts the owner to ensure that the bandwidth consumption is for legal purposes and that the user is aware of Mercer policies concerning illegal file sharing.
- Mercer provides a timely response to all notices of copyright infringement under the Digital Millennium Copyright Act.

Alternatives to Illegal File Sharing

There are a number of organizations that provide links to Web sites offering 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.mpaa.org/contentprotection/get-movies-tv-shows>)

International Student Policy

For current legal information regarding status as an international student, please go to the following web site: <http://international.mercer.edu/international-students-and-scholars>.

Mercer's International Programs

Mercer's diverse international programs are designed to help students prepare for a culturally diverse and competitive global society. The Office of International Programs is an academic support unit of the University. Its mission is to facilitate international education through study abroad and exchange experiences, international student advising, and English language development for non-native speakers. Click on the following links for more information on each of these areas of focus.

- Study Abroad <http://international.mercer.edu/study-abroad/>
- The English Language Institute <http://international.mercer.edu/english-language-institute/>

International Students

- International Student & Scholar Services <http://international.mercer.edu/international-students-and-scholars/>
- International Student Handbook <http://international.mercer.edu/downloads/International%20Student%20Handbook.pdf>
- What every F-1 visa holder needs to know <http://international.mercer.edu/international-students-and-scholars/f-1-students.shtml>
- What every J-1 visa holder needs to know <http://international.mercer.edu/international-students-and-scholars/j-1-exchange-visitors.shtml>
- International Programs Staff <http://international.mercer.edu/contact-us/administrative-staff.shtml>

Missing Student Policy

Reporting: 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 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.

Policy: If the student is not located through the above measures and has been verified to be 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 student's emergency contact and, for students under 18 years of age, a custodial parent or guardian if not emancipated. Students are asked to register and continually update emergency contact information on Bear Port.

Students who reside in on-campus housing are also provided an opportunity to identify a confidential emergency contact individual during check-in. This person(s) will also be contacted within 24 hours after the student is determined to be missing unless the student is under 18 years of age and not emancipated, in which case a custodial parent or guardian will be notified as mandated by law.

Once notified, the parent/guardian/emergency contact person may need to work with Mercer Police to submit additional information with outside law enforcement agencies in order to expand the investigation.

Revised: September 28, 2010

Religious Observance Policy

Mercer University is respectful of the religious practices of members of the student body. Students who will be absent from class for religious observances must confer with their instructor(s) regarding the date of the absence at the beginning of each semester or session, or at least two weeks prior to the dates of the absence. The disposition of missed assignments will be arranged between instructor and student. If a mutually satisfactory solution is not reached, the right to establish a reasonable alternative is reserved to the instructor. Students who feel that their academic performance will be compromised by the alternative assignment/examination timetable may ask that the instructor's dean review the instructor's decision.

Sexual Harassment, Policy Prohibiting

The University is committed to maintaining an environment in which the dignity and worth of all members of the institutional community are respected. Sexual harassment harms the environment the University seeks to maintain and is unequivocally prohibited. Moreover, sexual harassment is a form of sex discrimination and violates federal laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or same sex, when the behavior falls within the following definition.

Definition

Sexual harassment is defined as unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or
- submission to or rejection of such conduct is used as a basis for an academic, employment, or placement decision affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creates an intimidating, hostile, or offensive environment for working or learning.

Examples

Examples of conduct prohibited by this policy include, but are not limited to:

- persistent, unwelcome flirtation, advances, or propositions of a sexual nature;
- repeated insults, jokes, anecdotes, or gestures that are commonly considered by people of a specific sex to be demeaning to that sex;
- repeated, unwelcome comments of a sexual nature about an individual's body or clothing or about sexual activity or speculations about previous sexual experience;
- unnecessary or unwelcome touching, such as patting, pinching, hugging, or repeated brushing against an individual's body;
- direct or implied threats that submission to or rejection of requests for sexual favors will affect decisions regarding such matters as an individual's employment, work assignments or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation; and
- unwarranted use of sexually suggestive materials.

A faculty member's choice of teaching techniques, selection of instructional materials, or other conduct through which the faculty member seeks to communicate with students in an instructional setting shall not be prohibited under this policy if the faculty member claims the conduct is legitimately related to the subject matter of the course unless the Discrimination and Harassment Prevention Board finds that the faculty member's claim is clearly unreasonable.

Counseling, Advice, and Informal Resolution

In many instances, informal discussion and mediation can be useful in resolving perceived instances of sexual harassment. Problems are sometimes easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to deal with it.

Problems, questions, and grievances may be discussed with any member of the Discrimination and Harassment Prevention Board identified in the Equal Opportunity Policy. The Associate Vice President of Human Resources should be advised of any concern brought to a member of the Discrimination and Harassment Prevention Board. The Board Members and the Associate Vice President of Human Resources may be especially useful in advising and aiding a student's own efforts to resolve a problem. Such help may involve coaching the individual in preparation for a conversation with the person causing the problem or assisting the student in writing a letter to that person describing the offending behavior and requesting that it stop. In other cases, it may be necessary to arrange for a change in section assignment or for a re-evaluation of work submitted for a grade.

Formal Grievance Procedures

Any student who believes he or she has been subjected to sexual harassment may also file a formal complaint with any member of the Discrimination and Harassment Prevention Board or the Associate Vice President of Human Resources, either initially or after having sought informal resolution as described above. The formal report will be taken by the Associate Vice President of Human Resources, signed by the complainant, and must describe the specific action(s) complained of. A complainant who wishes to pursue a formal complaint must be willing to be identified to the accused. The complaint will be investigated and resolved in accordance with the University's Grievance Procedures for Discrimination and Sexual Harassment Complaints. Copies of these procedures are available from the Equal Opportunity/Affirmative Action Officer, located in the Human Resources office, or from the office of the senior student affairs officer in your school.

Tobacco Use 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 as its goal that of achieving an environment as close to smoke-free as possible. The following guidelines are designed to achieve a relatively smoke-free environment on the 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 halls.

It is the responsibility of each member of the Mercer community to observe this No Smoking Policy and these guidelines. This policy relies on the thoughtfulness, consideration, and cooperation of smokers and non-smokers for its success. Individuals who are smoking inside building should be directed to the outdoors. Visitors must observe this smoke-free policy. Department heads, building stewards, and sponsors/hosts of University events are responsible for visitors' compliance with the University's smoke-free policy. The University expects a good faith, common sense, and courteous approach by students and employees in resolving smoking conflicts within the requirements of this policy.

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

The Mercer University Alma Mater

Macon Campus, Macon Center, and Eastman Center	Atlanta Campus, Douglas Center, and Henry County Center
<p>On the city's western border Reared against the sky Proudly stands our Alma Mater As the years roll by</p> <p>(Chorus) Forward ever be they watchword Conquer and prevail. Hail to thee, O Alma Mater! Mercer, Hail, all Hail!</p> <p>Cherished by thy sons and daughters Mem'ries sweet shall throng Round our hearts, O Alma Mater As we sing our song.</p>	<p>On the city's eastern border Reared against the sky Proudly stands our Alma Mater As the years roll by</p> <p>(Chorus) Forward ever be they watchword Conquer and prevail. Hail to thee, O Alma Mater! Mercer, Hail, all Hail!</p> <p>Cherished by thy sons and daughters Mem'ries sweet shall throng Round our hearts, O Alma Mater As we sing our song.</p>