

In case of an emergency, or to contact Mercer Police, please call MERPO (Mercer Police) at (478) 301-2970, or access any of the blue light phones located outside around the Mercer campus.

Emergency	301-2911	International Programs	301-2573
Mercer Police	301-2970	Jack Tarver Library	301-2961
Academic and Advising Services	301-2078	Judicial Education	301-2866
Academic Resource Center	301-2669	Minority Affairs	301-2686
Admissions	301-2650	Music, School of	301-2748
Athletics	301-2994	New Media	
Auxiliary Services	301-2741	Development Lab	301-2985
Bookstore	301-2945	Physical Plant	301-4002
Bursar	301-1111	Post Office	301-4170
Career Services	301-2863	President's Office	301-2500
College of Liberal Arts	301-2915	QuadWorks	301-2874
Counseling and Psychological		Recreation Sports	301-2370
Services	301-2862	Registrar's Office	301-2680
Dean of Students	301-2685	Religious Life Office	301-2992
Disability Services	301-2778	Residence Life	301-2687
Employee Wellness Program	301-2224	R.O.T.C.	301-2997
Engineering, School of	301-2012	Stetson School of Business	
Environmental, Health & Safety	301-2544	and Economics	301-2990
Food Service	301-2925	Student Affairs, Division	301-2685
Freshman Orientation Programs	301-4300	Student Government	
Mercer Ticket Sales and		Association	301-2873
Grand Opera House	301-5470	Student Health Center	301-2696
Greek Life	301-2987	Student Organizations	
Hearing Disability	1-800-255-0056	and Events	301-2868
Interdisciplinary Studies	301-2357	Study Abroad	301-2573
		Switchboard	301-2700
		Tift College of Education	301-5394


WELCOME FROM THE DIVISION OF STUDENT AFFAIRS

Dear Mercerian,

On behalf of the Division of Student Affairs I would like to welcome you to Mercer University. The Division of Student Affairs includes various offices and services intended to enhance your academic experiences at Mercer. It is important that you realize that involving yourself outside of the classroom with clubs, organizations, and in leadership or service roles can be just as important as the learning that takes place inside the classroom. Mercer surrounds you with opportunities – unlike any you may experience again in life --to challenge your intellect, to meet people from different backgrounds, and to expand the skills you will need to be successful in life. I encourage you to take advantage of these opportunities.

This handbook has been developed to assist you in understanding what is expected of you and to help you adjust to college life. It is intended to be a brief summary of just some of the key information, policies and procedures that we believe Macon undergraduate students should be aware of. The University Handbook, found at www.mercer.edu/provost/handbooks/sh_univ.pdf provides more complete information on these and other major policies and procedures affecting students. In addition the University Bulletin, your Housing contract, and other official University publications are also important references which, when taken as a whole, provide you with a complete picture of these expectations and resources. Be aware that policies are subject to change, so it is important that you to stay abreast of the current policies for the facilities, properties, or programs that you utilize.

I hope that you will stop by the offices in the Division of Student Affairs to discuss any questions or concerns you may have. We are located on the third floor of the Connell Student Center or we can be contacted at 478-301-2685. Again, I welcome you to Mercer and wish you every success during this academic year.

Sincerely,

 Douglas R. Pearson, Ph.D.
 Vice President and Dean of Students

MERCER: A BRIEF HISTORY

Mercer University traces its origins back to Penfield, Georgia, where in 1833, following a bequeath by Josiah Penfield’s estate, Mercer Institute opened its doors as a manual labor school for boys. The school’s assets consisted of a red clay farm and two hewed log cabins, valued at approximately \$1,935. Enrollment totaled thirty-nine students and tuition was \$25 in that first year. Board was provided at \$8 per month, and each student was required to supply his own bedding, candles, and furniture. In 1871 Mercer moved from Penfield to Macon, and two years later, the School of Law was established.

In 1959, Atlanta’s Southern School of Pharmacy merged with Mercer. Atlanta Baptist College merged with the University in 1972, and today that campus, known as the Cecil B. Day Campus, is home to the Mercer Graduate and Professional Center, which encompasses the Southern School of Pharmacy, the Eugene W. Stetson School of Business and Economics, the Tift College of Education, the James and Carolyn McAfee School of Theology, and the Georgia Baptist College of Nursing. The Mercer School of Medicine, established to train primary care physicians for rural and underserved areas of Georgia, admitted its first students in 1982. Two professional schools, the Stetson School of Business and Economics and the School of Engineering, were formed in 1984 and 1985, respectively. The Tift College of Education and the McAfee School of Theology were formed in 1995 and 1996. The Georgia Baptist College of Nursing merged with Mercer in 2001. The College of Continuing and Professional Studies and the Mercer Health Sciences Center, comprising the schools of Medicine, Nursing, and Pharmacy, were formed in 2003. The Townsend School of Music became an addition to Mercer University in 2006.

Today, Mercer is the only university in the Southeast to feature such varied components as liberal arts, business and economics, engineering, medicine, pharmacy, law, education, nursing, theology, and music.

MERCER: THE MAN BEHIND THE NAME

Jesse Mercer, the University’s namesake, was born in Halifax County, North Carolina, in 1769. Jesse’s father, Silas Mercer, had grown up as a devout member of the Church of England. When Silas was baptized into the membership of the historic Kiokee Baptist Church, near Augusta—the first Baptist Church in Georgia—the Mercer family’s long association with the Baptist Church began. At the age of seventeen, Jesse was baptized by his father, and he was ordained into the ministry at twenty. Jesse Mercer held a number of pastorates, did volunteer missionary work, preached to many congregations in remote areas, and was an advocate of education long before the founding of Mercer.

The founding of Mercer was due largely to Jesse Mercer’s leadership and financial support, totaling approximately \$1,750. His contributions, along with the estate of Josiah Penfield, paved the way for Mercer to open its doors. Jesse Mercer was appointed to Mercer’s first board of trustees in 1838. Jesse Mercer married Mrs. Nancy Simons, the widow of Captain Abraham Simons, a successful Jewish businessman. She shared Jesse Mercer’s liberality in spirit and letter. Upon her death, she bequeathed the wealth she had inherited from Simons to Jesse Mercer. Jesse Mercer died on September 6, 1841, and left the bulk of his estate, which amounted to \$40,000, a large sum for that day, to Mercer Institute. Jesse Mercer was buried at Penfield in Greene County, Georgia. Each year the Student Government Association sponsors a Pilgrimage to Penfield to see the birthplace of Mercer and to visit the gravesites of Jesse Mercer and several Mercer presidents.

ALMA MATER

<i>I.</i>	<i>(Chorus)</i>	<i>II.</i>
On the city’s western border	Forward ever by thy watchword	Cherished by thy sons and daughters
Reared against the sky	Conquer and prevail	Mem’ries sweet shall throng
Proudly stands our Alma Mater	Hail to thee, O Alma Mater!	Round our hearts, O Alma Mater
As the years roll by.	Mercer, Hail, all Hail!	As we sing our song.

DEPARTMENTS AND SERVICES

CAMPUS LIFE

The Office of Campus Life strives to complement the academic mission of the University by enhancing the out-of-class learning environment. To fulfill this goal, Mercer provides many opportunities to involve students actively in co-curricular life activities. By participating in a student organization, attending a QuadWorks event, helping with a community service project, or joining an intramural team, a student can

have fun and meet other students, faculty, and staff. Additionally, these involvements can help develop leadership abilities, organizational skills, and decision-making experiences.

There are approximately 124 student organizations at Mercer. Collectively they reflect the social, recreational, educational, political, and religious interests of Mercer's diverse student body. Please see the list of current student organizations on campus. For contact information for a specific student organization, please contact the Office of Campus Life or check the Student Organization website at: www.mercer.edu/StudentAffairs/CampusLife/studentorgs.shtm

COUNSELING AND PSYCHOLOGICAL SERVICES

Life as a student can be challenging and highly stressful. Many students can feel anxious, depressed, confused, or overwhelmed at some point during their time at Mercer. Counseling and Psychological Services (CAPS) can help with these and similar problems. By providing counseling and prevention services for a broad range of personal, psychological, emotional, adjustment, and relational problems, CAPS supports students when they are facing difficult times. CAPS services increase the chance students facing difficulties will return to a high level of social and academic wellbeing. Counseling at CAPS is confidential and focuses on creating a warm, supportive environment for addressing the issues students face. In addition, CAPS facilitates prevention and outreach initiatives to support a safe, healthy, and balanced campus culture through awareness events, educational programming, and supporting student leadership. For more information, visit the website at www.mercer.edu/counseling or call 478-301-2862.

DISABILITY SERVICES

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 Services. Appropriate and reasonable accommodations will be determined on a case-by-case basis upon review of the submitted documentation. Disability Services also offers voter registration information and assistance.

Please report any problems for physical access, such as non-working elevators, to Disability 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 Services. Further information on policies, procedures and documentation requirements may be obtained by contacting Disability Services at 478-301-2778. All policies and procedures including Disability Grievance Procedures may be found at: www.mercer.edu/disabilityservices.

GREEK LIFE

Greek letter organizations have traditionally assumed a very active role in contributing to the cultural, educational, and social life on Mercer's campus. Sororities and fraternities are involved in educational programs, community service and philanthropic projects, and leadership development. In addition, they provide a strong bond of friendship. Mercer provides opportunities to affiliate with seven national/international sororities and ten national/international fraternities. The Panhellenic Council governs the four sororities represented at Mercer that are members of the National Panhellenic Conference (NPC). The Interfraternity Council (IFC) governs the eight fraternities represented at Mercer that are members of the North-American Interfraternity Conference, Fraternal Leadership Association or Phi Delta Theta. The National Pan-Hellenic Council (NPHC) represents the three sororities and two fraternities at Mercer that are members of the National Pan-Hellenic Council. For all Greek Life policies, please visit the website at: www.mercer.edu/greek.

INTERCOLLEGIATE ATHLETICS ON CAMPUS

The Mercer University Athletics Program competes in Division I of the NCAA and is a charter member of the Atlantic Sun Conference headquartered in Macon, Georgia. Mercer fields teams in men's and women's cross country, soccer, basketball, tennis and golf, women's softball, women's volleyball, men's baseball and men's lacrosse as well as rifle which is a coed sport. Women's lacrosse will be added as an intercollegiate sport for the 2012-2013 academic year. Athletic Scholarships are available in all fifteen sports.

The Atlantic Sun Conference membership includes Mercer, Belmont, Campbell, East Tennessee State, Florida Gulf Coast, Jacksonville, Kennesaw State, Lipscomb, North Florida, Stetson and USC Upstate. For this year's game times and the most up to date home schedules, please refer to www.mercerbears.com or contact the athletic department at 478-301-2994.

RECREATIONAL SPORTS AND WELLNESS

The mission of Recreational Sports and Wellness is to provide leadership and direction that engages the students and University community in healthy and active lifestyles through participation in programs, services, and facilities that support the academic mission of the University.

Recreational Sports and Wellness is located in the University Center and includes four major program areas. Aquatics, Club Sports, Fitness/Wellness, and Intramural Sports each give students, faculty, and staff the opportunity to participate in a variety of interests. For more information, call 478-301-2370 or visit <http://studentaffairs.mercer.edu/recreationsports/>.

STUDENT HEALTH CENTER

The Student Health Center is the primary provider of health services for all Mercer students. It is staffed by Registered Nurses who assess all patients and determine the level of care that is necessary. A student may be treated immediately by a nurse, referred to Urgent Care or an appointment may be scheduled with a Student Health physician or a physician outside of Student Health.

The Student Health Center is open Monday – Friday, 8 a.m. – 12 noon and 1 p.m. – 5 p.m. and is located on the 2nd floor of the Patterson Building. Call 478-301-2696 for appointments or information.

All visits are confidential. No information will be released to anyone, including University officials, professors, parents or spouses, without the written consent of the patient.

Class attendance is an issue between the professor and student. Therefore, no medical excuses for class absences will be issued. In the event that you need to miss class due to an illness, injury, or emergency, the Student Health Center recommends that you contact your professor, preferably before the class or exam takes place. You should speak with him/her in person, if possible, or via phone or email. **All decisions about the impact of your absence on your grade, as well as any arrangements for making up work, rest with your instructors.**

CONNELL STUDENT CENTER

The George Boyce Connell Student Center (CSC) is the place to receive Admissions information, have a great meal in the Fresh Food Company, secure a place to live on campus, have an organizational meeting, check your mail, or receive academic assistance in the Academic Resource Center. Below is a list of various offices and services available in the CSC:

First Floor:	University Admissions	Academic Resource Center
Second Floor:	Fresh Food Company	Office of Leadership and Volunteerism
	Post Office	Study Lounge
	QuadWorks	Disability Support Services
Third Floor:	Career Services	Meeting Rooms
	Residence Life	Judicial Education
	Student Organization Offices	Greek Life
	Student Support Services	Campus Life
	Dean of Students/VP of Student Affairs	
	SGA	

UNIVERSITY CENTER

The University Center is the newest facility constructed on the Macon Campus. The 230,000-square foot structure brings together students for recreational, intramural and wellness activities as well as athletic events in state-of-the-art facilities.

- Fitness Center
 - Aerobics room, with Connor maple hardwood floor with advanced rebound
 - Weight and exercise room, with Life Fitness equipment and six televisions
 - Three intramural basketball/volleyball courts with Connor maple hardwood floors
 - Elevated, 1/8 mile running track, with mondo running floor
 - A 75-foot, six-lane indoor lap pool, with handicap lift
- Arena, seating for 3,200 for athletic events and 4,500 for special events
- Heritage Hall, a permanent exhibit of University historical and athletic memorabilia
- Bear Rock Cafe, with indoor and patio seating for 240; a multi-purpose stage; and Internet Accessibility
- Food Court, including Chick-Fil-A, Subway, Burger Studio, Smoothies, and Sushi

- President's Dining Room, equipped with projector screen and sound system
- The sky-lit, tree-lined Street, with café-style seating and Internet accessibility
- Griffin B. Bell Trustees Board Room, with U-shaped conference table

User and Guest Policies for the University Center

1. Students
 - Entrance to the U.C. — Students will enter the facility at the doors facing Shorter Hall and must swipe their Bear Card for entry.
 - Visits by Families of Students — Students may bring their families to the University Center for a visit/or tour or to eat in the U.C. Food Court. Tours should be arranged through the staff.
 - Non-family Guest of Students — Students may bring one guest with them to the University Center each visit. Guests may not use the fitness equipment and/or the pool. They may eat in the U.C. Food Court.
2. Visitors and Guests

All visitors to the University Center will be asked to sign-in at the main entrance (doors facing Shorter Hall). Visitors must be escorted by a member of the U.C. staff for a tour of the U.C. Visitors will not be allowed to use the fitness equipment and/or pool.
3. Tours of the University Center

Tours of the U.C. will be conducted by the office of the director of the University Center. Contact the office at 478-301-5150 to pre-schedule a tour or check with the staff at the main entrance (facing Shorter Hall). No tours will be conducted after 9 p.m.

Remember: Students must always swipe their Bear Cards to enter the building. No Bear Card, no entry.

Fitness Center

1. Mercer students, faculty and staff are allowed to use the Fitness Centers. All users are required to have a current Mercer Bear Card (I.D.). Spouses of faculty, staff, and students and dependents of employees age 16-23 may use the Fitness Center with a University-issued family pass. Spouses of students may use the facility for a cost of \$144 per year. Guests are not allowed in the Fitness Center.
2. Food and beverages are not allowed in the workout area. Water is allowed only in plastic, reusable containers.
3. Shirts and appropriate footwear must be worn at all times. Open-toed shoes and cut-offs are not allowed.
4. Profane or indecent language and/or behavior are not allowed. Any conduct deemed offensive, potentially harmful, dangerous or abusive will not be tolerated.
5. Participants are expected to use the equipments properly for its intended purpose.
6. Participants should not occupy a weight station for an extended period of time. Users should allow those waiting for machines to work into their rotation.
7. Users are required to have a towel at all times and wipe down equipment after use.
8. All equipment and weights must be returned to the proper storage racks. Do not drop weights or prop weights up against walls, pillars, or benches.
9. All weight room equipment must remain in the weight room.
10. All participants must be at least sixteen (16) years of age.
11. The Fitness Center is not responsible for lost or stolen items.
12. The Fitness Center is operated on an open-recreation concept. Therefore, team/group workouts are not permitted.
13. Personal Trainers not employed by the University are not permitted to work in the Fitness Center.
14. Participants must respect the authority of the Fitness Center staff members and follow their instructions accordingly.
15. Failure to abide by any of the Fitness Center rules may result in loss of facility use privileges.

Assumption of Risk for Use of the University Center and Related Areas

You acknowledge that as a student at Mercer University, you are a willing user and participant in certain activities sponsored or organized by Mercer's Department of Recreational Sports and Wellness and through use of the University Center and related areas (pools, courts, and fields) and that there are potential risks and hazards directly or inherently involved in this activity, program, or facilities, making this a dangerous pursuit with the potential to cause personal harm. With full knowledge of the facts and circumstances

surrounding this activity, programs, or facility, students voluntarily undertake this activity, program, or use of the facility, and assume all responsibility and risk from participation in this activity, including all risk and loss of limb or life, property damage, injury to others, and other hazards. By participating, you assure Mercer that there are no health-related reasons/problems that preclude or restrict your participation in said activity, program, or use of this facility.

To the extent permitted by law, students release the University and its employees and representatives from any liability whatsoever arising out of participation in this activity, program, or facility, including but not limited to, any damage to personal property or the property of others and injury to yourself or to others, including loss of limb or life, resulting from your negligence or the negligence of others, or to others through your participation in this activity, program, or use of these facilities.

Students participate in these activities, programs, and use of these facilities with full knowledge of the contents and consequences stated above.

GENERAL INFORMATION/POLICIES

ACTIVITY HOUR

The period from 10:00 a.m. until 10:50 a.m., Mondays and Fridays, is reserved for non-credit and extra-curricular activities, choir and band rehearsals. The period from 10:00 a.m. until 10:50 a.m. on Wednesdays is reserved strictly for University Worship and is not to be used for additional class meetings, review sessions, or extension of the preceding period.

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

The demand for registration in many undergraduate courses exceeds the enrollment capacity, with the result that these classes often "close" during the priority and open registration periods. Some courses carry "Wait Lists" for students interested in registering for these courses should space become available. It is mandatory that students attend classes on the first class day of the semester. Students who are absent on the first class day who have not made prior arrangements with the instructor may be dis-enrolled from the course in order to allow registration of students on wait lists. Also, instructors will monitor class attendance from the class start date through the official University census date. This period is approximately fifteen (15) days, beginning with the class start date for the term. This information is used to establish University enrollment counts.

Regular class attendance is expected in most courses. No attendance regulation is prescribed by the University beyond (1) the regulation that addresses attendance on the first class day and (2) attendance monitoring during the period prior to the official University census date. Faculty announce their expectations about attendance in course syllabi.

DEAD WEEK

All recognized student organizations must observe "Dead Week" and "Reading Day." Dead Week begins four days prior to the first day of exams in each academic term. No meetings, social activities, recruitment, initiations, or other scheduled activities may occur between the beginning of Dead Week and the conclusion of Final Exams. Reading Days occur just prior to and mid-way through final exams. The same policies apply for Reading Days as for Dead Week.

STUDENT RIGHTS PERTAINING TO EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students at Mercer University certain rights with respect to their educational records. These rights can be found in the Macon Campus Catalog accessed through the Office of the Registrar Web site: www.mercer.edu/Registrar/Catalogs.

ELECTRONIC SUBMISSION OF COURSEWORK

Students bear sole responsibility for ensuring that papers or assignments submitted electronically to a professor are received in a timely manner and in the electronic format(s) specified by the professor. Students are therefore obliged to have their e-mail client issue a receipt verifying that the document has been received. Students are also strongly advised to retain a copy of the dated submission on a separate disk. Faculty members are encouraged, but not required, to acknowledge receipt of the assignment.

EQUAL OPPORTUNITY

Mercer University is committed to a policy of equal opportunity in employment without regard to race, color, national origin, disability, veteran status, sex, sexual orientation, genetic information, age, or religion (except in limited circumstances where religious preference is both permitted by law and deemed appropriate as a matter of University policy).

Inquiries concerning this policy may be directed to the: Equal Opportunity/Affirmative Action Officer, located in the Human Resources Office 478-301-2788; to the Vice President of Student Affairs, located in the Connell Student Center 478-301-2685; to the dean of the student's school or college; 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 the Vice President of Student 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 Policy

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 thirty 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 thirty 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 thirty 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 thirty 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/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 after submitting to the Provost a formal written account of the grievance. This narrative must be submitted no later than thirty days from

the date of that which is the basis for the complaint occurred. In all grievance procedures, the decision of the Provost is final.

NON-ACADEMIC GRIEVANCE POLICY

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) an employee of the University, (2) administrative policies or procedures, (3) a University program, service, or activity.

Procedure

When a student wishes to file a formal complaint that is nonacademic in nature, he/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 for 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 Office of the Vice President for Student Affairs serves as a resource for students seeking assistance with grievance procedures.

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. Instructions on how to remove the charge can be found at <http://bursar.mercer.edu/macon/student-health/>. Failure to complete this form before the deadline will result in insurance being purchased for you and charged to your account. For more information on student health insurance, please contact Pearce & Pearce, Inc. by calling 1-800-222-6491 or by visiting www.studentinsurance.com.

MERCER UNIVERSITY 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 twelve (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 thirty (30) days, if required.

Tuberculosis 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 ten (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/School program for any additional requirements.

INCLEMENT WEATHER

In cooperation with the overall inclement weather plan for Mercer University, the Macon Campus will follow a predetermined plan to disseminate information to students, faculty, and staff:

1. The decision to close the Macon Campus will be made by the Provost, in consultation with senior administrators. The Provost will consult with designated administrative individual(s) to determine how each school will respond to the weather crisis. For example, morning classes may be affected differently than evening classes.
2. The Provost will notify the Marketing Communications Office and a staff member of this office will do the following:
 - A. A message will be recorded on the University Weather Hotline (478-301-5335).
 - B. An e-mail broadcast message will be sent to students, faculty, and staff.
 - C. A statement will be placed under the spotlight box of Mercer's webpage at www.mercer.edu.
 - D. A general message will be given to the local radio and television stations to put on the air.

Important: Students, faculty, and staff should rely on the phone hotline message, the Web page, or their e-mail to get the most accurate information about the specific plan for your school or college.

OFFICIAL COMMUNICATION

All students are assigned a Mercer e-mail address. This address will be used for official University e-mail correspondence to students. In the event of an emergency, multiple methods, including emergency text phone messaging, would be utilized to notify students. Students are expected to maintain and update their cell phone numbers. For additional information on communication, see "Inclement Weather."

POSTING

The Office of Campus Life, located on the third floor of the Connell Student Center, serves as the clearinghouse for all campus publicity in order to aid student organizations, campus departments, individual students, or off-campus individuals and groups in advertising their events, services, and items for sale.

Due to structural, safety, and aesthetic purposes, fliers and advertisements may only be posted on designated bulletin boards and kiosks. Posters and banners may not be posted on the exterior or interior of any building, with the exception of professionally made vinyl banners attached to railings by rope or twine. The Office of Campus Life must approve banners.

Student organizations, academic and administrative departments, and off-campus individuals or groups may come to the Office of Campus Life, Monday through Friday, 9 a.m. to 5 p.m. To have fliers approved for posting. Once the publicity has been approved, staff in the Office of Campus Life will stamp the flier(s) and will post on bulletin boards and kiosks only at the Connell Student Center with a maximum of eight (8) fliers. Fliers without a dated approval stamp will be removed. (Note: Fliers from academic and administrative departments will be approved automatically, but they must still be stamped.) Space on the CSC bulletin boards and kiosks is limited, and is available on a "first-come, first-served" basis. Please allow forty-eight (48) hours for publicity to be posted.

Fliers may also be posted on the bulletin boards located in the public areas of academic buildings with permission from the academic department staff. To post fliers in the residence halls or apartments, please request permission from the Office of Residence Life. To post fliers in the University Center, please request permission from the University Center main office. Students may use sidewalk chalk on non-painted concrete surfaces.

All advertisements must also be in good taste and may not include inappropriate language or references to alcoholic beverages and drinking. Advertisement for Greek social events must indicate that these activities are open to members and guests only in order to be compliant with FIPG, Inc. Policy. Failure to follow these policies may result in a suspension of posting privileges.

Please contact Campus Life at 478-301-2868 for more information about the Mercer University posting policy.

REFUND POLICY

A student who drops classes or withdraws 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 personally complete and return an official Course Drop Form or a Term Withdrawal Form (respectively) obtained from:

1. Their school's Registrar's Office
2. Downloaded from the Registrar's official webpage.

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. Refunds will be granted only from the date the official 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 withdraws when a disciplinary action or honor code violation is pending;
4. The student withdraws from a class or classes, but does not totally withdraw for 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 withdrawal, students may contact the Bursar's Office at 478-301-1111 or 800-342-0841 for information regarding their specific situation.

Students wishing to appeal the University Refund Policy should do so by the beginning of the following semester via submission of a written request for an exception. This letter and any pertinent documentation must be sent to:

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

A statement from the attending physician should be included with any medical appeal. The student will receive written notification of the committee's ruling. Decisions of the Refund Appeals Committee are final.

RELEASE OF STUDENT INFORMATION

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.

Currently enrolled students have the right to request that their "directory information" not be released by Mercer University. A student request for non-disclosure of the above items must be filed with the Office of the Registrar.

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.

RESIDENTIAL POLICIES

All students and guests of students are expected to comply with University regulations set forth in the Student Code of Conduct, the Housing Handbook, and the Housing contract in addition to all local, state and federal laws. Students are also responsible for the conduct of their guest.

A complete list of all Residence Life policies and procedures can be viewed by selecting the Housing Handbook at <http://studentaffairs.mercer.edu/resources/>.

ROOM RESERVATIONS

Recognized student organizations may reserve tables in the Connell Student Center or other space on campus through an online form submitted to the Office of Campus Reservations. The Web page is www.mercer.edu/reservations. Request for a space does NOT automatically ensure the use of the facility. Rooms and facilities on campus must be reserved at least two weeks prior to the event. When reservations are processed a confirmation will be received. Please print a copy of the confirmation for your records. Please have a copy of your reservation confirmation at your event.

Each organization or group using Mercer University facilities must do so within the General Policies and Regulations of the University. Each facility should be returned to its original condition. Any excessive clean-up that is needed will be billed to the user. Failure to use facilities properly will result in possible suspension of privileges.

For more information on all policies and to find out which student organizations are recognized on campus, please go to the Campus Life website www.mercer.edu/campus.

PROHIBITION OF SEXUAL HARASSMENT

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 & 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 Vice President for Student Affairs on the third floor of the Connell Student Center.

STUDENT ORGANIZATIONS

Organization Membership Requirements:

Membership in most student organizations is subject to the specific requirements of the organization and to provisions as set forth in Title IX of the Federal Code and the University's Policy of Nondiscrimination: "Mercer University does not discriminate on the basis of age, race, color, national or ethnic origin, sex or handicap in the administration of education policies, admission policies, financial aid, employment of any other University program or activity. For more information on student organizations please visit www.mercer.edu/studentaffairs/CampusLife/studentorgs.shtm.

SUICIDE OR OTHER LIFE-THREATENING BEHAVIOR

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. 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 478-301-2970. The Vice President for Student Affairs, or designee, will then be contacted to evaluate the situation. At any point the University Police and/or the Vice President for Student Affairs 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 Vice President for Student Affairs. For more information, contact the Office of Student Affairs at 478-301-2685.

Tobacco-Free 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, pharmacy and health science 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 tobacco-free as possible. The following guidelines are designed to achieve a relatively tobacco-free environment on the Mercer campuses:

- Smoking is prohibited in all indoor locations. All buildings on all campuses are tobacco-free.
- Smoking is prohibited within 25 feet of all building entrances, air intakes, and windows.
- Residence hall public spaces (lobbies, hallways, lounges, recreation areas, restrooms) and rooms are tobacco-free.
- Use of smokeless tobacco products is prohibited in all university facilities, except in individual residence hall rooms and apartments.

It is the responsibility of each member of the Mercer community to observe this Tobacco-Free 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 a building must be directed to the outdoors. Visitors must observe this Tobacco-Free Policy. Department heads, building stewards, and sponsors/hosts of University events are responsible for visitors' compliance with the University's Tobacco-Free Policy. The University expects a good faith, common sense, and courteous approach by students and employees in resolving conflicts within the requirements of this policy.

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

TRAFFIC REGULATIONS AND PARKING

Mercer Police is responsible for parking enforcement at Mercer University. All vehicles must be registered each year and each vehicle must display a free parking decal. Vehicles should be registered before the first day of class. Vehicles can be registered twenty four (24) hours a day, seven (7) days at week at Mercer Police on Winship Street or through the Mercer Police web page at www.mercer.edu/police. Your tag number must be provided to receive a decal.

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. Vehicles must be registered with Mercer Police even if the driver possesses a handicapped permit.

Parking rules, parking maps, and other information about Mercer Police can be found at www.mercer.edu/police. Mercer Police can be reached from University owned phones by dialing HELP (4357). For phones not in the Mercer system, the number is 478-301-HELP (4357). Mercer Police is open seven days a week, twenty four hours a day, including holidays.

TROLLEY SERVICES

Mercer University has partnered with NewTown Macon to provide students with a safe and reliable transportation service to and from downtown. Students, their family members and/or one guest may utilize the trolley simply by showing their Mercer Bear ID card. The trolley runs Wednesday through Saturday departing every half hour from downtown to the front of the Connell Student Center and goes to various points in town beginning at 6:30 p.m. The last run back to campus leaves downtown at 2:00 a.m. and arrives back at Mercer at 2:30 a.m. Once a week, the trolley alternates its route between a local grocery store and the downtown area. For a copy of the route, contact Campus Life on the 3rd Floor of the Connell

Student Center. Please contact the Vice President for Student Affairs if you have any questions or issues related to the trolley.

WITHDRAWALS, ADMINISTRATIVE OR MEDICAL

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 the Mercer Health Center and the Office of Counseling and Psychological Services. 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 Vice President and Dean of Students to be administratively withdrawn from the University. The Vice President for Student Affairs 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 Vice President and Dean of Students 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.

STUDENT CODE OF CONDUCT AND JUDICIAL EDUCATION PROGRAMS

Changes may be made to the Student Code of Conduct during the school year. The most up-to-date version can be found at www.mercer.edu/StudentAffairs/Judicial.

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 a positive 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.

Following is a summary of key aspects of the Student Code of Conduct, including a general overview of the process, a listing of unacceptable student conduct, possible sanctions, and other general information. A complete version of the Student Code of Conduct with information on the rights of students charged in the process, the rights of students who have been victimized, and a full explanation of student judicial procedures can be found at www.mercer.edu/studentaffairs/judicial. Students are expected to be aware of and conduct themselves in a manner that is in compliance with the full version listed at this website.

Student Rights

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

Free inquiry, expression, and assembly as long as conducted in a manner that does not infringe upon the rights of others.

Freedom from unreasonable invasion of the privacy of the individual's person, residence, papers, personal

effects, and University records.

Right to due process and equal protection under the University judicial system.

Freedom to pursue educational goals, the right to the free exchange of ideas, thoughts, and viewpoints.

Freedom of association for students who meet the University's standards for participation in co-curricular and extracurricular activities.

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:

1. The conduct interferes with the University's responsibility for ensuring members of the University full and equal opportunity to obtain their educational objectives,
2. The conduct interferes with the University's responsibility to protect the health, safety and general welfare of persons in the University community, or
3. The conduct negatively impacts the University's image and/or academic integrity.

Thus, members of the Mercer community are expected to abide by the Student Code of Conduct both on and off-campus.

The Student Code of Conduct applies to all campuses of the University and all international programs. The Vice President for Student Affairs (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 Office of Judicial Education. Student organizations will be held responsible for the behavior of their members, alumni and 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 Vice President for Student Affairs (or designee), who in turn delegates it to other appropriate staff, including the Office of Housing and Residence Life, to review and pursue misconduct charges.

The Vice President for Student Affairs (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 Vice President for Student Affairs (or designee) may order any student to cease and desist from any activity adjudged to be disruptive to the University. If the student fails to cease and desist from such activity, the Vice President for Student Affairs (or designee) may immediately suspend the student pending a judicial hearing.

Formulation of Regulations and 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 Vice President of Student Affairs 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 Vice President for Student Affairs shall make the determination whether the suggestion warrants a modification of the Student Code of Conduct.

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 Vice President of Student Affairs, or an appropriate faculty/staff member of Mercer University.

Procedure for Reporting Title IX Violations

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.

Procedure for Filing Charges

The Associate Dean of Students (or designee) shall make charging decisions for non-academic misconduct. These designees include staff from the Office of Housing and Residence Life (herein after designated as "the University"). This process for review is initiated by either:

The filing of a police report with Mercer University Police Department (or other law enforcement agency), Providing a signed written statement directly to the Vice President of Student Affairs (or designee) or; By filing an incident report or written statement with the Office of Housing and Residence Life. This information will then be reviewed by the Associate Dean of Students and the Office of Judicial Education 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.

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 the campuses of Mercer University or at University-sponsored events, regardless of the person's ability to legally purchase alcohol.
 - 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 including postings made on public domains.
4. Physical Assault/Endangerment.
 - a. Intentionally or recklessly endangering or causing physical harm (including any form of fighting) to any person.
 - b. Action(s) that endanger one's own health or safety.
5. Stalking. Following or otherwise contacting another person repeatedly, so as to put the 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 give or is not capable of giving consent.
7. Destruction/Damage to Property.
 - a. Destruction, damaging or misuse of public or private property.
 - b. Improper disposal of any solid and/or liquid object(s) in any area not identified or authorized for disposal.
 - c. Dismantling, overturning or disengaging trash receptacles.
8. Theft 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 (except for use in the Department of Military Science and in the rifle range). This includes, but is not limited to: BB guns, stun guns, air rifles, air pistols, paintball guns, edged weapons, knives, 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; or the use of computers to violate any other regulation in the Student Code of Conduct.
- 14. Unauthorized Entry or Use of Facilities. The unauthorized access to an area, including but not limited to a rooftop, 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 unless approved in advance by the Office of Campus Life;
 - h. Acts of servitude

Further information about Hazing can be found in the Office of Campus Life.
- 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 Macon 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 or identification 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. Failure of a student to carry their Mercer identification cards at all times or 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 Office of Campus Life.
24. Unauthorized Visitation/Campus Housing. No unauthorized student, group of students, or organization shall enter or remain in restricted areas of residential facilities during non-visitation hours, as published 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 room.
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 organization. This includes the display of indecent or offensive materials, engaging in indecent or lewd conduct, or statements or actions that are bias-related and involve a preformed negative attitude toward a person or group of persons because of race, gender, religion, sexual orientation, ethnicity or national origin, or disability. This also includes failure to report a violation of the Student Code of 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. Violation of Local, State, and Federal Law. Any violation of local, state, or federal law.
31. 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. A student found responsible of violation(s) of the Student Code of Conduct will be subject to one or more of the following sanctions:

1. Warning: Formal written notice to the student and official recognition that a violation has occurred.
2. Counseling: Psychological assessment or evaluation to help the student deal more effectively with his/her conduct.
3. Community Service: Performance of a specified service for a prescribed number of hours to the local or University community.
4. 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.

5. 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.
6. Fines: Not to exceed \$150 per individual or \$150 per individual member of an organization.
7. Restitution: A payment of financial injury in cases involving theft, destruction of property or deception.
8. 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 may 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.
9. Forced Change of Residence. The temporary or permanent relocation of a student within housing.
10. Eviction from University Housing. Permanent removal from the housing system.
11. 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.
12. Expulsion. The permanent separation of the student from the University.

Appeals Procedure

For cases involving non-academic appeals, a student may appeal the original decision to the Vice President for Student Affairs within three (3) working days after receipt of the written decision (additional time may be requested for extenuating circumstances). The appeal must be submitted in writing and contain the reason for the appeal along with any relevant documentation. The Vice President 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 Vice President shall have the authority to act de novo to determine the issues of both responsibility and sanction(s). The decision of the Vice President for Student Affairs is final. The student or organization shall receive a written decision regarding the appeal.

Grounds for appealing a decision are:

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. Procedural flaws alone are not grounds for an appeal. Significant procedural errors that may have affected the verdict or sanction will be considered;

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;

The imposition of sanctions that are disproportionate to the offense.

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 Vice President for Students Affairs or the Associate Dean of Students may impose an immediate suspension prior to the student's conduct hearing. The Director of Campus Life, Vice President of Student Affairs, or the Associate Dean of Students may immediately suspend student organizations. (The Vice President of Student Affairs, the Associate Dean of Students, and the Director of Housing and Residence Life have 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 the Vice President for Student Affairs. If requested, the hearing will be conducted within three (3) regular business days from the receipt of the student's written request by the Vice President for Student Affairs or designee. 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 Vice President for Student Affairs 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.

Mercer University Parental Notification Policy

This policy applies to financially dependent students under the age of 21 except for incidents which constitute health and safety emergencies. Parental notification may occur in health and safety emergencies regardless of the age or financial dependency of the student.

1. Mercer students, under the age of 21, found responsible for first time minor offenses involving alcohol in accordance with the Code of Student Conduct will be dealt with directly, without notification of their parents. "Minor offenses" are defined as non-life-threatening, non-threatening to the community, and not involving any other significant violations of the law or the Code of Student Conduct.
2. Enrolled students, under the age of 21, found responsible for two offenses involving alcohol will result in parental notification. The process of adjudicating these violations will be handled in accordance with the Code of Student Conduct.
3. Enrolled students found responsible for offenses involving drugs will result in parental notification. The process of adjudicating these violations will be handled in accordance with the Code of Student Conduct.
4. Incidents related to alcohol and/or drugs that are determined to be life threatening to the student, threatening to the community, or involving other significant violations of the law or the Code of Student Conduct may result in parental notification regardless of the number of the offense. An incident in which a student is transported to the hospital as a result of alcohol and/or drug consumption will be considered a life-threatening incident. The illegal selling or provision of alcohol and/or drugs may be determined to constitute a threat to the campus community depending on the circumstances.
5. The Vice President for Student Affairs or designee will be the responsible University official to contact

the parent. Students whose parents are divorced or separated have the option of designating the parent to be contacted. The Vice President for Student Affairs may use discretion regarding parental notification in those incidents where it is determined that extenuating circumstances exist which would directly and conclusively negatively impact the situation. Alternative guardian contact determinations will be made by the Vice President for Student Affairs.

MERCER HONOR SYSTEM

This Honor System shall function only in those schools at the Macon Campus which offer undergraduate degrees. Academic integrity at Mercer is maintained through the Honor System. The Honor System at Mercer demands of each student the responsibility for his or her own honest comportment and assumes the corollary responsibility that each one will report any violations of the Honor Code about which he or she has information.

During the spring of 1954, the College of Liberal Arts students recognized a need for an Honor System on campus. Following extensive deliberation, a petition was presented to the student body by the president of the student body, Joseph Hendricks, CLA 1955. After a general election, the student body adopted the form of a pledge to be signed by each student on every examination.

The first Honor Council consisted of eight members, the president, vice president, and secretary of the student body and the president of each class, and had the responsibility of enforcing the Honor Code. Then, in 1956, the council was changed to consist of nine persons who were not necessarily class or student government officers.

Since 1956, there have been other significant changes. An amendment was passed which requires the reporting of cheating or other academic dishonesty as well as the pledge that one has not given or received aid. This code is now central to the Honor System. Every student consents to the following Honor Code upon entering Mercer University:

"I pledge to hold myself to the highest standards of academic integrity while at Mercer University. I further pledge that I will hold my peers to these standards by reporting any violations I observe and that I will foster a spirit of honesty in the University's academic environment."

In addition, each student is personally responsible for knowing the rights and obligations as set forth in the Honor System printed in *The Lair*. The student is also expected to cooperate completely and to participate fully in the Honor System. Students who refuse to accept the Honor Code will be denied admission.

Definition of Mercer Honor System

The Honor System, based on the Honor Code, is established, interpreted, and administered by the student body. The aim of the Honor System is to promote complete freedom within the academic community—a freedom that is based on a trust between students and faculty. The Honor Council, in its role as the judiciary body for the System, supports that freedom and guards that trust.

At Mercer University, each student enrolling in a class offered by an undergraduate school or college on the Macon Campus subscribes to the System, whether during the regular academic year, the summer semester, or evening classes. The faculty subscribes to and supports fully the Honor System. The Honor System places responsibility for honesty where it belongs: the individual student or faculty member. The individual is responsible for reporting any academic dishonesty he or she may see as well as being responsible for his or her own honesty. By placing the responsibility on the individual, each student and faculty member becomes the guardian of the Honor System.

The Honor Council

Elected officials of the Honor Council include the Chief Justice who presides in a non-voting capacity at hearings, Associate Chief Justice who performs the duties of the Chief Justice should he/she be unable to attend, and the Clerk who performs administrative duties of the council. Each justice is appointed for leadership ability, character, interest in the undergraduate colleges, honesty in all areas, and scholarship. At present, the Honor Council is composed of a minimum of five justices. The faculty advisors and the Chief

Justice serve in a non-voting capacity. Subject to approval by the student senate, the Honor Council sets forth its own procedure.

What Constitutes a Violation of the Honor Code

A violation of the Honor Code involves cheating, plagiarism, academic negligence, or other acts which compromise academic integrity. It is the responsibility of the student to ascertain what would constitute a violation of the Honor Code in any given situation. One has an additional responsibility to understand fully an instructor's position in special situations, which may emerge in his or her course. Ignorance or disapproval of an instructor's expressed class policy is not an excuse for an Honor Code violation.

The most frequent violations of the Honor Code are cheating and plagiarism. Cheating is the taking of credit for work that has been done by another person. The following are some of the more common instances of cheating:

1. Using notes, textbooks, or reference materials on a test, daily quiz, or examination unless the use of such materials is specifically permitted by the professor;
2. Copying ideas or facts from another's papers during a test situation;
3. Giving or receiving facts or ideas either verbally or in writing during a test situation;
4. Obtaining test questions which a teacher does not release for further reference;
5. Obtaining or giving specific information which will be on a test before the test is administered;
6. Using unassigned translations in a reading course in a foreign language.

It is to be emphasized that these examples are not the only possible ones. They are listed to give the student a general idea of what constitutes an Honor Code violation.

Plagiarism is defined as the use of ideas, facts, phrases, or additional materials such as maps and charts from any source without giving proper credit for such material. Any material in a paper or report, which is not acknowledged, is understood to be the original work of the author, regardless of misinformation, carelessness, sloppiness, or typographical errors.

Academic negligence is unacceptable conduct of a student during a testing situation, including test, outside assignments, papers, homework, and lab reports. It may include the student's failure to understand the instructor's specific instructions. Plagiarism that results from negligence is not academic negligence – it is plagiarism and will be dealt with as such.

Perjury is the falsification of testimony or other evidence presented to the Council. Willfully omitting evidence may also result in a conviction. To avoid academic dishonesty in laboratory work and in the writing of papers, the following laboratory and referencing procedures should be used.

Laboratory and Referencing Procedures

Laboratory Procedures

1. Chemistry and Physics experiments, Psychology and other reports, and Biology lab plates are to be the work of the individual student, not the combined efforts of a group of students unless the instructor stipulates otherwise.
2. There must be (where applicable, e.g., Psychology) exact and accurate annotation and credit given for material taken and used.
3. The instructor has the right to delineate what constitutes academic dishonesty in the laboratory, as in the classroom. Responsibility rests solely on the student to determine from the instructor what is required and allowed in any questionable situation.

Referencing Procedures

1. If an instructor specifies a class policy on referencing, it must be followed.
2. If no class policy is specified, it is the student's responsibility to learn of any departmental manuals. If a department accepts such manuals, their policies on referencing should be followed. For example: *The Council of Biological Editors Style Manual* for the Biology Department or *The Handbook of Authors of Papers in The Journal of the American Chemical Society* for the Chemistry Department.
3. If there is no specified policy or departmental manual, the policy must be as is specified in the most current *MLA Handbook*.

Procedure for Reporting Honor Code Violations

Each student is responsible for reporting any and all violations of the Honor Code. The student accepts this responsibility when he or she enters the University and is expected of him or her as a vital participant in the Honor System. The system is so dependent upon this student responsibility that the shirking of this responsibility is considered a serious violation of the Honor System.

The set procedure for reporting a violation is:

1. If a student sees, knows, or hears an act of dishonesty, he or she is responsible for reporting the suspected violation to the instructor concerned or to a member of the Honor System. The primary obligation of the student is to see that the alleged violation reaches the Honor System as soon as possible.
2. If one knows of or sees an act of academic dishonesty, a student may go to the student suspected of the violation and ask him or her to report the violation personally, stating that if this is not done within a certain period of time, it will be reported.
3. A student should remember in any and all cases that one's primary duty and obligation is to report the act to the Honor Council either directly or indirectly. Even in cases where there is only suspicion, the details of the suspicion should be divulged to the instructor.

The Honor System rests primarily with the students of the University. It carries with it the personal responsibility of individual honesty and the personal obligation of individual involvement to see that no violation goes unreported. The system cannot and will not work unless each and every student accepts one's responsibility and exercises this responsibility.

Rights and Responsibilities of the Charged Student

1. The student alleged to have made a violation of the Honor Code shall have the following due process rights in the event that one shall face a hearing before the Honor Council:
 - A. The right to seventy-two (72) hours notification before his/her official hearing served by a member of the Honor System. This right may be waived by joint consent of the charged student and the System.
 - B. The right to be presumed not responsible of Honor Code violations until proven guilty by clear and convincing evidence.
 - C. The right to due process and equal protection under the Student Government Association Constitution and subsequent legislation.
 - D. The right to be informed of all charges against him/her and to review all evidence at least seventy-two (72) hours before a hearing; the right to confront all witnesses and to question those witnesses as well as re-examine all evidence in the hearing.
 - E. The right to call witnesses on his/her own behalf. Witnesses are limited to Mercer University students, faculty and staff unless prior approval is granted by the Chief Justice or Associate Chief Justice.
 - F. The right to counsel provided that said counsel is an undergraduate student at Mercer University. Counsel may be present at the testimony of the witnesses and the charged student; however, counsel will not be permitted to answer questions in place of the student.
 - G. The right to remove, for cause, any member of the Honor Council from the hearing. The Honor Council shall have the right to go into executive session to decide on the motion to remove.
 - H. The right to appeal the decisions of the Honor Council. This right must be exercised within four class days after written notification of the results of the hearing.
 - I. The student has the right of full free speech and therefore may choose to remain silent when questions are posed and have no inference of responsibility made from his or her silence.
 - J. The student acknowledges that the entire hearing may be recorded on analog or digital technology that may be reviewed if the final decision of the Council is appealed (see below).
2. The charged student shall have the following responsibilities in the event that one shall face a hearing before the Honor Council:
 - A. A general duty to co-operate fully with the Council in all matters pertaining to hearing procedure.
 - B. A duty to be present at the hearing at its scheduled time. If the student fails to appear or to notify the Council, the hearing shall proceed in his/her absence.

- C. A duty to answer all relevant questions frankly, fully, and honestly, remembering that false information or willful omission of evidence could carry a charge of "Furnishing False Information" and/or "Contempt and/or Disregard for Judicial Procedures" before the University Judicial System.
- D. A duty to contact character witnesses and refer them to the investigating justice.
- E. Harassment of witnesses, justices, instructors, or other charged students is strictly forbidden. All contact with members of the Honor System concerning Honor System matters must take place only between the student and the Chief Justice or his/her appointed representative.

Rights and Responsibilities of Witnesses

- 1. The witness shall have the following rights in the event the student charged with an honor code violation faces an Honor Council hearing:
 - A. The right to be presented with a summons at least seventy-two (72) hours prior to the hearing.
 - B. The right that neither one's person nor property will be insulted, molested, threatened, or damaged because of participation in a hearing.
 - C. The right to remain silent when one feels questions may lead to implicate him/her in a judicial matter and to have no inference of responsibility to be drawn from that silence.
- 2. The witness shall have the following responsibilities in the event that the charged student faces an Honor Council hearing:
 - A. The responsibility to be present at the scheduled time of a hearing.
 - B. The duty to answer all relevant questions frankly, fully, and honestly, remembering that false information or willful omission of evidence could carry a charge of "Furnishing False Information" and/or "Contempt and/or Disregard for Judicial Procedures" before the University Judicial System.

Sanctions for Honor Code Violations

If the student is found responsible for violation of the Honor Code, the possible sanctions are:

- 1. Immediate Expulsion;
- 2. Suspension;
- 3. An Honor Council "F" in a course;
- 4. Educational Sanction
- 5. Zero on the assignment;
- 6. Letter grade reduction of final course grade;

Sanctions for academic negligence include a written censure and other sanctions not exceeding a written censure. Sanctions for providing false information include immediate expulsion, suspension, censures, or other discretionary sanctions. Educational sanctions may also be selected by the Honor Council to accompany or take the place of the sanctions listed above. Educational sanctions are designed for underclassmen or transfer students that show a gross misunderstanding of plagiarism. The following policy shall apply to records of Honor Code violations:

- 1. No records will be kept for students who were accused of one or more academic transgressions, but found "not responsible" by the Honor Council;
- 2. No records will be kept for students who were found responsible for a single violation of the Honor Code, provided that the violation (a) was not egregious enough to merit the penalty of "failure of course," or (b) did not occur in an upper-division course – 300- 400 levels – required in the student's major field of study;
- 3. Records will be kept indefinitely for students who were found responsible for (a) a single violation of the Honor Code, provided that the violation was egregious enough to merit the penalty of "failure of course," as well as for (b) two or more violations of the Honor Code, regardless of the severity of the violation;
- 4. Upon being asked to provide information about applicants to a graduate school, professional school, or place of employment, the College Dean, at his or her discretion, will determine to what extent Honor Code violations shall be released.

Appeals Process

The student may appeal in writing to the Dean or the Dean's appointed representative of the College/School in which he/she is enrolled within four school days after written notification of the results of the Honor Council hearing. He/she may appeal on the following grounds:

1. New information (available after the hearing) of a nature that the verdict or sanction may have been different;
2. Significant procedural error occurred which substantially affected the outcome of the hearing; *
3. The sanction imposed was inconsistent with the weight of the information.

*Procedural flaws alone are not grounds for an appeal. Significant procedural errors that may have affected the verdict or sanction will be considered.

Under normal circumstances the Dean will convene an advisory committee to assess the merit of the appeal. This committee may be composed of justices from the Honor Council and one or more members of the faculty.

The Dean shall have the authority to act *de novo* to determine the issues of both responsibility and sanction(s). The accused may appeal the Dean's decision to the President of the University or to the President's appointed representative.

An Alternative — Administrative Hearing

When the Student Honor Council is not sitting (e.g., during the summer), the student alleged to have made a violation of the Honor Code may select an alternative due process hearing to expedite his/her case involving an alleged Honor System violation. This hearing will be presided over by the Dean or the Dean's appointed representative of the College/School in which the student is enrolled. The Administrative Hearing Board is composed of one academic administrative officer appointed by the Dean or the Dean's appointed representative. The Dean or the Dean's appointed representative may; in addition, appoint available Honor System justices and a faculty member from the appropriate school to this hearing, guided by the exigency of the situation. Honor System rules and procedures relating to (1) the evidence to sustain a verdict of guilty and (2) the fairness of the sanction(s) shall apply to this hearing.

The student shall have (1) the right to the test of "beyond a reasonable doubt" as to the evidence against him or her and (2) the right to a sanction that "fits the violation" and that includes "mitigating circumstances" (such as acknowledgment and repentance of the offense, affirmation of the Mercer Honor System, first-year status, first offense, character attestation by witnesses). The student shall have the right to all appellate processes detailed in the Honor System.

The student may select the Honor Council as his/her forum to decide responsibility and sanctions, when the Council sits during the regular academic year (Fall & Spring). If the Student Honor Council does not resolve the issue of the student's alleged Honor System violation by the end of the Spring Semester plus ten days, the student, having the right to a "speedy hearing," may select the "Alternative-Administrative" hearing as his/her proper due process hearing. However, the student must be warned that the right to the Honor Council, with its long tradition of benefits on behalf those charged with an Honor Code Violation, will be waived if the accused selects the Alternative-Administrative hearing.

In the event that multiple students are accused of a violation on the same assignment and all students accused agree that an administrative hearing is necessary, one such hearing will occur. No administrative hearing for an individual student will be granted in cases involving multiple students.

(Approved by the Student Government Association: March, 2011)

NOTIFICATIONS

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](http://it.mercer.edu/student/hardware%20software/it%20access%20and%20use%20policy.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 accessing 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](http://musicunited.org/6_legalsites.aspx))
- Motion Picture Association of America (<http://www.mpa.org/contentprotection/get-movies-tv-shows>)

VOTER REGISTRATION REQUIREMENTS OF THE HIGHER EDUCATION AMENDMENTS OF 1998

This federal law requires colleges and universities to provide each enrolled student the opportunity to apply to register to vote or to update their voter registration records at least once a year. Voter registration information at Mercer University may be obtained from the Office of Campus Life or the Office of the Vice President and Dean of Students. For further information on this amendment, contact Student Affairs at (478) 301-2685. Students with disabilities may obtain information and assistance in filling out the forms at the Office of Disability Services in the Connell Student Center or at (478) 301-2778.

FEDERAL DISCLOSURE REQUIREMENTS

Mercer University's Federal Disclosure Requirements are available from the University web site at 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

CAMPUS SAFETY

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 Macon at 478-301-HELP (4357) (or x4357). 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 478-301-5335 (x5335)
- By watching the on-campus Mercer99 or by accessing your local media outlet
- By viewing www.mercer.edu
- By reading your campus e-mail

SAFETY AND SECURITY ON MACON CAMPUS

Crime Awareness and Campus Security

Mercer University places a high priority on keeping its campus safe for its students, employees, and visitors. The Crime Awareness and Campus Security report provides information not included in the Lair. The Crime Awareness and Campus Security report can be found by clicking either the Atlanta or Macon report link at www.mercer.edu/police. A printed copy of the report is available in the Human Resources Office, the Mercer Police Department, and the Campus Life Office in Student Center, and will be provided upon request.

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.

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 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 twenty four (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 Student Government Association (SGA) and with the Physical Plant Department with respect to building and parking security, including keeping maintenance log each day of items that need repair or replacement and regularly reviewing campus lighting needs.

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 at 478-301-HELP (4357). In addition, emergency phones are located throughout campus. Please make yourself aware of these phone locations and how to use these phones.

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 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 confidential reporting by victims or witnesses of crimes. *There is an anonymous tip feature at this website: www.mercer.edu/forms/police/crimestopper.shtm. On this web page, you can report a crime or activity you without having to identify yourself. Self-identification is an option that can result in a more efficient investigation but identifying is your choice.* 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 confidential reporting of criminal activity.

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

- | |
|---|
| <ul style="list-style-type: none">*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.

Safety and Crime Prevention Programs

Mercer Police and the Student Affairs work together coordinate campus safety workshops each year to promote campus safety awareness and to inform students of precautions to enhance their security and that of the University community. Along with these workshops, SGA and Mercer Police have produced several pamphlets and other informational items promoting campus safety awareness.

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 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, 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 below), some existing services for victims of sexual assault, both on campus and in the Macon community, include:

Student Health Center	478-301-2696
Counseling and Psychological Services (confidential, free counseling by department staff and referrals when necessary)	478-301-2862
Crisis Line of Middle Georgia	478-745-9292 Crisis line is a 24 hour service
Macon Police Department	Emergency: 911 (check with your carrier if using cell phone) Non-emergency: 478-751-7500
Medical Center of Central Georgia (Emergency Center)	478-633-1146

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 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 Macon campus during the most recent calendar year and the two preceding calendar years are posted on the Mercer Police Department's web site (www.mercer.edu/police). A printed copy of the report is available in the Human Resources Office, the Mercer Police Department, and the Student Center, and will be provided upon request.

MERCER UNIVERSITY Drug-Free Workplace and Campus Program

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,¹ 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

¹ *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.*

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 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: 1oz. 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. 2,000-9,999 lbs 10,000 lbs. or more	5 years		\$100,000
		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 Second or subsequent offense Manufacture, distribute, or possess with intent to distribute: first offense Second or subsequent offense	2-15 years 5-30 years 5-30 years 10-40 years or life	
Cocaine	Trafficking: 28-199 g. 200-399 g. 400 g. or more	10 years 15 years 25 years	\$200,000 \$300,000 \$1,000,000
Morphine, Opium and Heroin	Trafficking: 4-13 g. 14-27 g. 28 g. or more	5 years 10 years 25 years	\$50,000 \$100,000 \$500,000
Methamphetamine	Trafficking: 28-199 g. 200-399 g. 400 g. or more	10 years 15 years 25 years	\$200,000 \$300,000 \$1,000,000
Schedule III, IV and V Controlled Substances	Possess: first offense Second or subsequent offense Manufacture, distribute, or possess with intent to distribute	1-5 years 1-10 years 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 Second or subsequent offense	up to 20 years 5-40 years	up to \$20,000 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 one's 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	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
Cocaine Base (Schedule II)	28 - 278 gms mixture		279 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	

Fentanyl Analogue (Schedule I)	10 - 99 gms mixture	\$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	100 gms or more mixture	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
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 that 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. 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.		
Flunitrazepam (Schedule IV)	1 gm or more			
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. Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
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. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
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	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual	Not less than 20 years, not more than life If death or serious injury, mandatory life 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	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	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	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	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	Not more than 5 years Fine not more than \$250,000, \$1 million other than individual	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		

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 Associate Vice President for 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 out irrationally. The effects of an overdose include psychosis and possible death.

Cannibis (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. A low dose of alcohol significantly impairs judgment, mental function, and coordination, and alters 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 increase 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.

Counseling, Treatment, and Rehabilitation

Employees and students who wish 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: 478-301-2788
- Student Affairs Office - Atlanta campus: 678-547-6824
- 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) 743-1392 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 Front Desk (478) 471-5389 Admission (478)751-4519		

ATLANTA		
Anchor Hospital 5454 Yorktowne Drive Atlanta, Georgia 30349 (770) 991-6044	DeKalb Community Service Board 445 Winn Way Decatur, GA 30031 (404) 294-0499	Metro Atlanta Recovery Residences www.marrinc.org/programs_gender.php 1-800-732-5430
Northside Hospital Behavioral Health Services 1140 Hammond Drive, Building J 1075 Atlanta, GA 30328 (404) 851-8960	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 x3200
SummitRidge Center for Psychiatry and Addiction Medicine 250 Scenic Highway Lawrenceville, GA 30045 (678) 442-5800	Talbott Recovery Campus 5448 Yorktowne Drive Atlanta, GA 30349 (770) 994-0185	
SAVANNAH		
The Center for Behavioral Medicine Memorial University Medical Center (Inpatient Psychiatric Services) (912) 350-3023	Michael Mobley, M.D. (Psychiatrist) 4849 Paulsen Street Suite 201 Savannah, GA 31405 (912) 354-8108	Barry Rozantine, MD (Psychiatrist) Gayle Rozantine, PhD 400 Commercial Court Savannah, GA 31406 (912) 352-9500
Manoj Dass, MD (Psychiatrist) 1121 Cornell Avenue Savannah, GA 31406 (912) 355-4987	Psychiatric Consultants 635 Stephenson Avenue Savannah, GA 31406 (912) 352-2921	Recovery Place (Outpatient) – Alcohol / Substance Abuse Treatment 835 East 65th Street Savannah, GA 31405 (912) 355-1440
RP Community Services (Outpatient) – Alcohol / Substance Abuse Treatment 515 East 63rd Street Savannah, GA 31405 (912) 355-5938	Savannah Counseling Services, Inc. (Outpatient) 415 Bonaventure Road Thunderbolt, GA 31404 - OR - 515 East 63rd Street Savannah, GA 31405 (912) 344-9403	Willingway Hospital (Inpatient Alcohol/Substance Abuse/Detox) 311 Jones Mill Road Statesboro, GA 30458 1-800-242-9455

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.

Information for this policy was obtained from the following sources:

Information on Federal Trafficking Penalties downloaded from: www.justice.gov/dea/agency/penalties.htm

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

National Institute on Alcohol Abuse and Alcoholism:

www.niaaa.nih.gov and www.collegedrinkingprevention.gov.

(Revised: 12/1/2011)