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. If you are a student at the Eastman Regional Academic Center or the Macon Regional Academic Center, the student services and programs provided on the Macon campus are available to you. When a service cannot be provided due to distance or scheduling conflicts, you are encouraged to contact the service or program to inquire about alternative options.

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
General Emergency Response Guidelines:

1. All emergencies are different. Your first priority is to exercise caution and ensure your safety and the safety of the people in the immediate vicinity of the emergency.

2. Collect as much information about the situation as possible (nature of the emergency and specific location).

3. Immediately notify Mercer Police, the local police (911), or the Regional Academic Center (RAC) Coordinator for a RAC not located on the Macon or Atlanta campuses of the situation.

Quick Emergency Contact Guide

Mercer Police
- Macon Campus (478) 301-2970
- Macon Campus (478) 301-5335
- Atlanta Campus (678) 547-6358
- Atlanta Campus (678) 547-6111

Regional Academic Center Coordinators:
- Douglas County (678) 547-6200
- Henry County and Newnan (678) 547-6100
- Eastman (478) 374-5810

Communication: In the event of an emergency, Mercer Police and the administration will provide alerts and vital information using a variety of formats including emergency text messages, emails, and the office phone system. It is important to note the following:

1. All Mercer faculty, staff, and students are strongly urged to register for emergency text messages.
   - Contact MU Information Technology (number) or visit the website (link) for details on emergency alert registration
2. Faculty with policies prohibiting student cell phone use in the classroom should actively monitor their own cell phones for emergency text messages.
3. Initial notifications may be based on partial data, with the goal to inform campus or RAC occupants of a developing situation requiring immediate action to protect life, safety and facilities.
4. The messaging system will be used to deliver additional emergency information, or that the dangerous event and/or conditions are under control, or “all clear”.

Building Evacuation Instructions: When information about a threat is received in a building or facility, evacuation may be ordered by Mercer Police or RAC Coordinator/local emergency response personnel for a RAC not located on the Macon or Atlanta campuses.

1. When a fire alarm is activated evacuation is mandatory.
2. Do not use elevators in an evacuation.
3. Close doors as you exit.
4. All individuals should move away from the building and/or facility in danger (500 feet, or follow instructions from emergency responders).

Examples of Evacuation of Facility / Clearance of Area
- Fire / Gas Leak / Hazardous Material Release or Spill / Suspicious Package / Bomb Threat

Active Shooter Instructions: How to respond (options) if an active shooter is in your vicinity:

1. Run: if there is an accessible escape path, attempt to evacuate the premises.
2. Hide: if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
3. Fight: as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter.
Lockdown (Violent Acts): Should the University experience a violent act (such as an active shooter), a lockdown of the University may be ordered by Mercer Police or the RAC Coordinator/local emergency response personnel for a RAC not located on the Macon or Atlanta campuses. In such a situation you should:

1. Immediately go to the closest enclosed area. If possible, choose a room without windows that has a locking door.
2. Lock and/or blockade the doors.
3. Turn out lights and draw blinds.
4. Silence your cell phone, remain quiet, and stay out of sight.
5. Wait for an “All Clear” signal or notice from Mercer Police and/or local emergency response personnel.
6. If outside during the notification, consider leaving the campus if possible.

Stay in Place (Severe Weather)

1. If possible, move to designated severe weather areas of the building.
2. Do not use elevators.
3. Avoid glass doors and windows.
4. Wait for an “All Clear” signal or notice from Mercer Police and/or local emergency response personnel.

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

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MERCER: A BRIEF HISTORY
Mercer University traces its origins back to Penfield, Georgia, where in 1833, following a bequest 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. Penfield College was established in 2003. The schools of Medicine, Nursing, and Pharmacy were established as the Mercer Health Sciences Center in 2013. 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. On the city’s western border
   Reared against the sky
   Proudly stands our Alma Mater
   As the years roll by.
(Chorus) Forward ever be thy watchword
   Conquer and prevail
   Hail to thee, O Alma Mater!
   Mercer, Hail, all Hail!
II. Cherished by thy sons and daughters
   Mem’ries sweet shall throng
   Round our hearts, O Alma Mater
   As we sing our song.

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

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

Campus Event Accessibility Policy
All events that take place on campus must meet accessibility standards in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and the Rehabilitation Act of 1973 (Section 504). All event organizers must be familiar with this policy, comply with its scheduling and notice requirements, and make every effort to accommodate attendees at events who have disabilities.

Responsibility for making events accessible
As an institution that is required to comply with the ADAAA and Section 504, the University must make every effort to make all of its programs and activities accessible to those who wish to attend. To the extent readily achievable, this includes physical and programmatic access/accessibility as defined below. Accomplishing this goal requires coordination across campus, as well as the participation of those seeking an accommodation. However, primary responsibility for accessibility rests with the event organizer. The organizer will make a good faith effort to accommodate all persons with disabilities.

Scheduling Events
The University will make every effort to schedule all events open to the public in an accessible space. For events open only to students, faculty and/or staff (i.e., the University community), event organizers shall make every effort to schedule such events in accessible spaces. If for any reason a University community event is scheduled in a space that is not accessible, and the event organizer receives a request for an accommodation from an individual with a disability, the event organizer must work to find an alternate location that is accessible and/or assess alternative accommodations.

Publicizing Events
Event organizers must place an accessibility notice statement in all materials announcing the event. This includes electronic communications such as e-mail, as well as print materials (e.g., banners, posters, flyers, brochures, "clings," postcards, etc.). The text must include the name and contact information for the individual, school, department, or other unit or group to contact for accommodations. Suggested text is set forth below.

Suggested accessibility notice statement (long version)
"Please contact (event organizer) at _____________(phone and e-mail) at least one week prior to the event to request alternative formats or accessible seating due to a disability. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations."

Suggested accessibility notice statement (short version)
"To request alternative formats or accessible seating due to a disability, please contact (event organizer) at _______ (phone and e-mail) at least 7 days prior to the event date."

NOTE: It is not necessary to include an accessibility notice in communications regarding routine or standing meetings for small groups of individuals when none of the individuals is in need of an accommodation.

For more information, please see the Resources section of ACCESS and Accommodation web page at http://studentaffairs.mercer.edu/disabilityservices/ or contact the Office of ACCESS and Accommodation at 478-301-2778.

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 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 100-150 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: http://studentaffairs.mercer.edu/campuslife.

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 http://studentaffairs.mercer.edu/counseling or call 478-301-2862.

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 either 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: http://studentaffairs.mercer.edu/greek.

INTERCOLLEGIATE ATHLETICS ON CAMPUS
Mercer University Athletics is a proud longtime member of NCAA Division I. Mercer fields 18 intercollegiate teams consisting of baseball, men’s and women’s basketball, men’s and women’s cross country, football, men’s and women’s golf, men’s and women’s lacrosse, sand volleyball, men’s and women’s soccer, softball, men’s and women’s tennis, women’s track and field and women’s volleyball.

All of Mercer’s sport programs – with the exception of women’s lacrosse and sand volleyball – compete within the Southern Conference. Both women’s lacrosse and sand volleyball are members of the Atlantic Sun Conference. Athletic Scholarships are available in all eighteen sports.

The Southern Conference is the nation’s fifth-oldest NCAA Division I collegiate athletic association. Only the Big Ten (1896), the Missouri Valley (1907), the Pac-12 (1915) and the Southwestern Athletic (1920) conferences are older in terms of origination. SoCon membership includes Mercer, The Citadel, Chattanooga, East Tennessee State, Furman, UNC-Greensboro, Samford, VMI, Western Carolina, and Wofford. For the most up-to-date information on Mercer’s athletic programs, 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 hang out with friends, 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: Academic Resource Center Financial Planning
Second Floor: Fresh Food Company Office of Leadership & Volunteerism
Post Office Study Lounge
Bear Necessities Store

Third Floor: Career Services ACCESS and Accommodations
Residence Life Meeting Rooms
Student Organization Offices Judicial Education
Greek Life Campus Life
SGA Quadworks
Cluster Dulcimer
Student Support Services/TRIO Programs
Dean of Students/VP of Student Affairs

UNIVERSITY CENTER
The University Center opened in 2004 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.

7
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.

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.

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 equipment 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., Wednesdays and Fridays, is reserved for non-credit and extra-curricular activities, choir and band rehearsals. A student-focused Taize service will be held on Sunday evenings at 9:00 p.m. in Newton Chapel.

CELL PHONES
Out of courtesy for all those participating in the learning experience, all cell phones 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. Students are responsible for their registration and should not assume they will be dropped for non-attendance. Regular class attendance is expected in most courses. 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.

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 include:

1. The right to inspect and review a student’s educational records within 45 days of the day the Office of the Registrar receives a written request for access. The student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the student shall be advised of the correct official at the University to whom the request should be addressed.

2. The right to request the amendment of the student’s educational records if the student believes them to be inaccurate. The student may ask the University to amend a record that he/she believes is inaccurate. The student should write the Registrar, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the Registrar (or another appropriate official, if the record is maintained by another office) will notify the student of the decision and advise the student of his or her right to a hearing regarding
the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” if the official needs to review an educational record in order to fulfill his or her professional responsibility. Another exception which permits disclosure without student consent is disclosure to officials of another school, school system, or institution of post-secondary education where a student seeks or intends to enroll. Upon the request of an institution in which a student seeks or intends to enroll, the University will forward the student’s education records to the requesting institution. Upon request, the student may obtain a copy of the record that was disclosed and have an opportunity for a hearing as provided above. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state or local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

4. The right of a currently enrolled student to request that his/her “directory information” not be released by Mercer University. The University, at its discretion and without the written consent of the student, may release “directory information,” which includes the following items: student name, address, e-mail address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, most recent previous institution attended, participation in officially recognized activities and sports, and photographs or video images. A student request for non-disclosure of the above items must be filed with the Office of the Registrar.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mercer University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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 AND AFFIRMATIVE ACTION POLICY
Mercer University is committed to a policy of equal opportunity 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). This policy applies to all terms and conditions of employment, educational programs, or activities, including, but not limited to, admissions, financial aid, housing, hiring, placement, promotion, termination, transfer, leaves of absence, compensation, training or other educational programs.

In addition, as a federal contractor, the University has adopted an Affirmative Action Plan in accordance with applicable legal requirements. This plan is reviewed and updated annually. Employees and applicants may access, upon request, the full affirmative action plan at locations and times posted in the Human Resources office.

Mercer University will make reasonable accommodations for qualified individuals and students with known disabilities unless doing so would result in an undue hardship. Mercer University prohibits any form of unlawful employee harassment based on race, color, national origin, disability, veteran status, sex, sexual orientation, genetic information, age or religion.

Any employees or students with questions or concerns about any type of discrimination are encouraged to bring these issues to the attention of the Equal Opportunity Officer/Title IX Coordinator, their immediate supervisor or the supervisor of the person behaving objectionably, or for sexual violence/sexual harassment with the Office of Civil Rights. Employees or students can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination.

Mercer University maintains an audit and reporting system to determine overall compliance with its equal employment opportunity mandates and to respond to any specific complaints that students, applicants or employees file with the Mercer University’s equal employment opportunity office. The Associate Vice President for Human Resources [1400 Coleman Avenue, phone (478) 301-2786] is the Equal Opportunity/Affirmative Action Officer/Title IX Coordinator and is responsible for monitoring and coordinating compliance with this policy and applicable laws and regulations, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Executive Order 11246, and other federal and state laws.

ACADEMIC GRIEVANCES AND APPEALS
Policy: Students have the right to bring grievances against a faculty member or an administrator and to appeal decisions concerning academic matters. A “grievance” is typically a complaint relating to some allegedly improper action or behavior. An “appeal” is typically a request for review of a routine judgment or decision. 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 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).

Time Frame: For grievances and appeals of any kind, students are required to initiate them with the appropriate faculty member no later than thirty (30) days from the completion of the term in which the course was offered. Grievances or appeals received after this period will not be honored.

Informal Resolution Procedure: Student grievance and appeal procedures encourage each student to handle complaints as close to the source as possible. If a student has a complaint against a faculty member, the student should first attempt to resolve the issue 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 student may follow the Formal Resolution Procedure.
Formal Resolution Procedure: 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 or appeal. This narrative must be submitted no later than thirty (30) days from the date on which the student was formally notified of the instructor’s decision.

2. If the grievance or appeal 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. This narrative must be submitted no later than thirty (30) days from the date on which the student was formally notified of the department chair’s or program director’s decision.

3. If the grievance or appeal 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 or appeal. This narrative must be submitted no later than thirty (30) days from the date on which the student was formally notified of the associate dean’s decision.

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

NONACADEMIC GRIEVANCES
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) a University employee, (2) administrative policies or procedures, and/or (3) a University program, service, or activity.

Informal Resolution Procedure: Many grievances can get resolved via informal personal meetings, phone calls, or e-mails directly with the employee or office responsible for the grievance. Whenever possible, students are encouraged to exercise these avenues of communication first. However, should these avenues not rectify the grievance, or the student wishes to bypass the informal resolution process, then the formal grievance process below should be implemented.

Formal Resolution Procedure: When a student wishes to file a formal grievance that is nonacademic in nature and does not already have a stated appeal or grievance process as prescribed by law or the institution, he or she should follow this procedure:

1. The student should submit the grievance in writing to the supervisor of 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, and be clearly labeled “Formal Grievance” for tracking purposes. A copy of the statement must also be presented to the Associate Vice President of Human Resources and the Vice President for Student Affairs. The grievance should be submitted to the employee’s supervisor within ten (10) days of the action or event that forms the basis of the grievance.

2. The supervisor will meet with the respondent to discuss the grievance within ten (10) days of receipt of the written grievance. The employee’s supervisor will reply in writing to the student with the results of the discussion 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 and the Vice President for Student Affairs.

3. If the student is not satisfied with the results from the supervisor and wants the grievance to be considered further, the student will have an opportunity for appeal as follows:

(a) In the case of grievances 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 and the Vice President for Student Affairs.
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 and the Vice President for Student Affairs.

(b) In the case of grievances 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 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 grievance and their response will be submitted to the Associate Vice President of Human Resources and the Vice President for Student Affairs.

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

OTHER GRIEVANCES
A number of specific grievance policies and procedures that are prescribed by law, accrediting body, or organization are available to students.

- Equal Opportunity and Affirmative Action Policy/Title IX (Contact Human Resources)
- Disability Policy and Grievance Procedure http://studentaffairs.mercer.edu/disabilityservices (Contact Disability Services)
- Family Educational Rights and Privacy Act (FERPA) complaints are directed to the US Dept. of Education (Contact Office of the Registrar)
- Sexual Harassment (Contact Human Resources)
- Accreditating bodies (Specific contact information for each accrediting body is listed in the Mercer Catalogs)

HEALTH INSURANCE
University policy mandates that all enrolled students (except those in distance learning and in the regional academic centers) must maintain health insurance coverage. Students are automatically charged by the University for health insurance every time they register for classes. This charge can be removed by completing the online waiver form before the end of the waiver period. To complete the waiver process, go https://bursar.mercer.edu/macon/insurance/. Students must complete the waiver before the stated deadline. Failure to complete this form before the deadline will result in insurance being purchased for you and charged to your account.

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, day, 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. Students must have been at least 12 months old when the first Measles dose was received. Previous diagnosis of disease is proof of immunity against Measles and Mumps (a physician’s statement is required), but not proof of Rubella.
If a student is unable to provide dates of immunization to Measles, Mumps, and Rubella, he or she may document immunity by blood test, at the student’s expense. If this testing shows no immunity to Measles, Mumps, or Rubella, the student may register following documentation of the first dose of MMR, with the second to follow in thirty (30) days, if required.

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

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

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

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

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

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. Mercer University will use this address for any official e-mail correspondence to students. In the event of an emergency, Mercer will utilize multiple methods, including emergency text messaging, to notify students. Students are expected to maintain and update their cell phone numbers via MyMercer.
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 not under buildings.

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 by 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

Mercer University recognizes that a valuable aspect of one’s college education is the experience of living on campus. The Office of Housing and Residence Life promotes the principles of respect and responsibility within the Mercer community, and provides services and activities to assist resident students. Beginning with the incoming freshmen class (Fall 2012), all freshmen, sophomore and junior students (under the age of 22) are required to live on campus and purchase a meal plan. Exceptions include those students living with parents or guardians within a reasonable commuting distance, (this includes the following counties: Bibb, Crawford, Houston, Jones, Monroe, Peach, Twiggs) and students who are married or are single parents. Resident students are required to sign a residence hall contract for the academic year. All Housing facilities are closed during the winter break. Housing contracts for residence hall rooms and apartments are available through the MyMercer account. For additional information about living on campus, please visit our website: http://studentaffairs.mercer.edu/housing

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(s). A complete list of all Residence Life policies and procedures can be viewed by selecting the Housing Handbook at http://studentaffairs.mercer.edu/housing.
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 a request is submitted, an email is sent to confirm the receipt of the request. This is NOT a confirmation that the space has been reserved. Once the reservation has been processed, a confirmation will be emailed. 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.

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 race, color, national origin, disability, veteran status, sex, sexual orientation, genetic information, age, or religion 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 http://studentaffairs.mercer.edu/campuslife.

HEALTH AND WELFARE OF STUDENTS, MENTAL AND PHYSICAL
Mercer University recognizes that the challenges and stresses associated with attending college can be overwhelming at times. In order to provide confidential counseling, support, and guidance to students who seek assistance, Mercer University maintains the counseling services on the Macon and Atlanta Campuses (both provide services to Regional Academic Center students). However, when it is determined that a serious threat of harm exists for a student, either to themselves or to others, the University is obligated to take proactive action to address this threat.

The University considers any situation in which a student poses a risk for harm to self or others as a serious matter. In cases involving attempted suicide or other life-threatening behavior, the University’s first priority is to ensure the student’s safety and well-being. If you know that a student has or is attempting to harm himself/herself, immediately notify Mercer Police. The Dean of Students or Student Affairs designee on each campus will then be contacted to evaluate the situation. At any point, Mercer Police and/or the Dean of Students or Student Affairs designee may make the determination to notify the parents of a student if they believe a substantial health and safety risk exists. A student attempting suicide or exhibiting other life-threatening behavior will not be allowed to return to the University campus or the residence halls until he or she has received approval from the Dean of Students or Student Affairs designee.

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, and pharmacy schools, moreover, have substantial commitments to health-related research and teaching.

The Surgeon General of the United States has determined that cigarette smoking is the largest preventable cause of illness and premature death in the United States; it is associated annually with the unnecessary deaths of thousands of Americans. Research findings now indicate that users of smokeless tobacco and non-smokers who are regularly exposed to tobacco smoke are also at increased risk.
In response to these considerations, the University has adopted as its goal that of achieving an environment as close to 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 smoking conflicts within the requirements of this policy.

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

**PARKING AND TRAFFIC REGULATIONS**

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

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

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

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

More information on the parking system, tickets, and appeals is available from the departmental website at [http://police.mercer.edu/parking/](http://police.mercer.edu/parking/). Special parking brochures are available at Mercer Police.

**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 evenings and goes to various points in town. Once a week, the trolley alternates its route between a local grocery store and the downtown area. For detailed information on the trolley routes and schedule times, go to trolley.mercer.edu. Please contact the Vice President for Student Affairs if you have any questions or issues related to the trolley. Use of the trolley is a privilege, not a right. The Vice President for Student Affairs (or designee) may ban a student from using the trolley at any point, for allegations of misconduct or abuse on the trolley.

**WITHDRAWALS, ADMINISTRATIVE OR MEDICAL**

The mental and physical welfare of a student can have a significant impact on his or her academic and developmental success in college. Mercer University provides qualified medical and mental health
services for students through Mercer Student Health and counseling services on the Macon and Atlanta main campuses. Under normal circumstances students may withdraw from classes through the eleventh week of fall or spring semester; course withdrawals are not permissible after this deadline. However, medical or psychological situations may arise that jeopardize a student’s ability to continue enrollment at the University. In such instances the student may request to be administratively withdrawn from the University. This request should be directed to the appropriate Student Affairs Designee on the campus or program at which the student is enrolled. The Student Affairs Designee will make a judgment about the need for an administrative medical withdrawal and once properly evaluated and approved, will implement the appropriate procedures for the withdrawal. Each course in which the student was enrolled will be assigned the grade of “W”. Appropriate medical documentation may be required to evaluate a request for withdrawal.

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.

SEXUAL HARASSMENT, SEXUAL VIOLENCE, AND SEXUAL MISCONDUCT POLICY
NOTE: This policy is being revised in accordance with the Violence Against Women’s Act.
Please refer to the University Student Handbook at http://provost.mercer.edu/handbooks/studenthandbook.cfm

INTRODUCTION
Mercer University is committed to maintaining an environment free from discrimination on the basis of sex where the dignity and worth of all members, guests and visitors of the University community are respected. Sexual harassment, sexual violence and sexual misconduct harms the environment the University seeks to maintain and are unequivocally prohibited. This policy has been developed in accordance with Title IX of the Education Amendments of 1972 to reaffirm these principles and to provide a grievance procedure for students and employees with complaints regarding sexual harassment, sexual violence and sexual misconduct as defined below. Employee complaints regarding other forms of sex discrimination will be handled in accordance with the grievance procedures outlined in the faculty and staff handbooks (Faculty Handbook Section 2.10 and Non Faculty Handbook Section 5/Grievance Procedures).

All members of the University community are expected to conduct themselves in a manner that does not infringe the rights of others, whether on University premises or at any off campus location. This same responsibility extends to employees of third parties doing business with the University or on University premises and to campus visitors. University administrators and supervisors have the responsibility of preventing and implementing steps designed to eliminate sexual harassment, sexual violence and sexual misconduct within the areas they oversee. If University administrators, faculty, or staff know sexual harassment, sexual violence and/or sexual misconduct is occurring, receive a complaint of sexual harassment, sexual violence and/or sexual misconduct, or obtain other information indicating possible sexual harassment, sexual violence and/or sexual misconduct, they must take immediate steps to ensure the problem is addressed, even if the problem or alleged problem is not within their area of oversight, by reporting the behavior of concern to the appropriate authority charged with investigating such complaints.

Under Title IX, individuals reporting as allegation related to sexual harassment, sexual violence and/or sexual misconduct have the right to prompt resolution of their complaint, to have the University conduct a prompt, thorough and impartial 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. When an allegation of sexual harassment, sexual violence and/or sexual misconduct is brought to the University’s attention, and if a respondent is found to have violated this policy, serious sanctions will be used to prevent its recurrence and address its effects. Mercer University does not tolerate or condone retaliation, will take steps to prevent retaliation, and will evaluate responsive actions, as necessary, for any retaliatory acts.

Individuals reporting sexual harassment, sexual violence and/or sexual misconduct and/or making inquiries concerning the application of Title IX at Mercer University may contact:
Violations of this policy include, but are not limited to the following offenses, or attempts to commit them, as defined in more detail below.

1. Sexual Harassment is:
Unwelcome sexual advances, requests for sexual favors and other gender-based verbal, non-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 is objectively offensive and sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with an individual’s work performance or educational experience, creates an intimidating, hostile environment, or involves retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; gender-based stalking; or gender-based bullying. Sexual harassment can occur regardless of the relationship, position or respective sex of the parties. Same sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

2. Sexual Violence
   a. Non-Consensual Sexual Contact is:
      Any intentional sexual touching
      - however slight,
      - of any part of one person’s body with any part of another person’s body or an object,
      - by a man or a woman upon a man or a woman,
      - that is without consent and/or by force.

Examples include, but are not limited to: intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making one person touch another person or themselves with or on any of these body parts; or any intentional bodily contact in a sexual manner.

   b. Non-Consensual Sexual Intercourse is:
      Any sexual intercourse
      - however slight,
      - with any part of a person’s body or an object,
      - by a man or woman upon a man or woman,
      - that is without consent and/or by force.
Intercourse includes, but is not limited to: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; or oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

3. **Sexual Exploitation is:**
   When a faculty, staff, or student takes non-consensual or sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage another (other than the one being exploited), and that behavior does not otherwise constitute one of the other sexual harassment, sexual violence and sexual misconduct offenses.

   Examples include, but are not limited to: invasion of sexual privacy; prostituting another individual; non-consensual observation, either by direct observation or video or audio-taping of sexual activity; engaging in voyeurism; knowingly transmitting an STI (Sexually Transmitted Infection) or HIV (Human Immunodeficiency Virus) to another; exposing one’s genitals in non-consensual circumstances; or inducing another to expose his or her genitals.

**Additional Applicable definitions:**

- **Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
  - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
  - Current and/or previous relationships or prior consent cannot imply consent to future sexual acts.
  - In order to give effective consent, one must be of legal age, which is 16 years. Sexual activity with someone known to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.
    - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
    - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of alcohol or drugs.

- **Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.
  - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
  - NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
SEXUAL HARASSMENT, SEXUAL VIOLENCE, AND SEXUAL MISCONDUCT REPORTING AND GRIEVANCE PROCEDURES

If an individual believes he or she has experienced sexual harassment, violence and/or misconduct of any sort, it is particularly important, for the protection of both the complainant and the University community, that the incident be reported immediately.

For cases involving non-consensual sexual contact or non-consensual sexual intercourse, it is particularly important for a complainant to report it immediately to the Mercer Police Department or local police as soon as possible. Mercer Police can assist the individual in getting medical attention and in notifying the proper local law enforcement authorities, if the complainant 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 complainant must press charges against the assailant, but it does help assure that the individual receives assistance in deciding how to proceed.

In addition to Mercer Police, some existing services for victims of sexual assault, both on campus and in the local community, include:

- Counseling and Psychological Services, Macon (478) 301-2862
- Counseling Services, Atlanta (678) 547-6060
- Crisis Line and Safe House, Macon (478) 745-9292
- Domestic Violence Safe Shelter, Macon (478) 738-9800
- Domestic Violence National Hotline (800) 334-2836
- Georgia Crisis & Access Line (800) 715-4225
- Rape Crisis Center of the Coastal Empire, Savannah (912) 233-7273 or (888) 241-7273
- Local Hospital Emergency Rooms

Where appropriate and possible, the University will take steps to minimize contact and/or potential retribution from a respondent (or any associated group related to the case) to individuals making a complaint of alleged sexual harassment, sexual violence, or sexual misconduct. These actions will be assessed and coordinated by the Student Affairs or Human Resources professional in consultation with the Title IX Officer (See “Preliminary Review” below).

Complaints may be reported to any of the following:

**Atlanta:**
- Residence Life Staff at (678) 547-6823
- Dean of Students at (678) 547-6821
- Associate Vice President for Human Resources/Title IX Officer at (478) 301-2005
- Mercer Police at (678) 547-6358

**Macon:**
- Residence Life Staff at (478) 301-2687
- Vice President and Dean of Students (478) 301-2685
- Associate Vice President for Human Resources/Title IX Officer at (478) 301-2005
- Law School Dean of Students (478) 301-2602
- Medical School Dean of Students (478) 301-5570
- Mercer Police at (478) 301-2970

**Savannah:**
- Dean, Savannah Campus (912) 350-1750
- Office of Faculty Affairs, Savannah Campus (912) 350-1750
- Associate Dean for Student Affairs, Savannah Campus (912) 350-1750
- Associate Vice President for Human Resources/Title IX Officer at (478) 301-2005
- Chatham County Police Department (912) 652-6500
INVESTIGATIVE PROCEDURES

STEP 1: REPORT IS MADE
Once an individual “complainant” reports an alleged incident of sexual harassment, sexual violence and/or sexual misconduct to any official University employee (see reporting procedures), that University employee must immediately notify his or her supervisor, and/or contact the Associate VP for Human Resources if the suspected accused individual (respondent) is an employee, or the Dean of Students (or the Student Affairs designee for their campus) if the suspected accused individual (respondent) is a student. The Dean of Students (or the Student Affairs designee for his or her campus) or the Associate Vice President for Human Resources (AVP-HR) will then notify the Title IX Officer of the complaint.

The complainant will be encouraged to seek out immediate medical care, offered counseling support, and provided the opportunity to file an official report with either campus or local police. After meeting with police, or if the complainant declines to meet with the police, a meeting with the AVP-HR or the Dean of Students (or designee) will be scheduled as soon as possible.

STEP 2: PRELIMINARY REVIEW – INTERIM STEPS
A Student Affairs or Human Resources representative professional will meet with the complainant to review the investigative and adjudication procedures related to the allegation and to review and evaluate interim steps that may be taken to protect the complainant and the community. These steps may include modification to class schedules, work assignments, living arrangements, and/or limits on contact with the respondent depending on the circumstances. These modifications will be made with due deference to provide balance and equity for both the complainant and the respondent(s) in the process. Complainant is advised of his or her rights under Title IX at this point.

The Student Affairs or Human Resources professional will interview the complainant and conduct a preliminary investigation, using police reports where available, to ascertain if there is reasonable cause to believe this policy has been violated.

Based on feedback from the complainant, any known and relevant history or patterns related to the case, and the severity of the allegation, the Dean of Students (or designee)/AVP-HR in consultation with the Title IX Officer will determine whether to move forward with charges, a full investigation, or to end the process at this stage.

If the decision is made not to proceed further, the institution will make every effort to obtain written verification from the complainant that he or she was made aware of their rights under Title IX. A copy of this report must be sent to the Title IX Officer.

If the decision is made to proceed with a full investigation, the Title IX officer, in consultation with appropriate administrators/Mercer Police, will assign a trained investigator to the case.

STEP 3: FULL INVESTIGATION
The trained investigator and/or a Mercer Police Officer will notify both parties of the investigation and will conduct a full review of the allegations including all available relevant witnesses and evidence presented by both the complainant and the respondent. The written report is to be presented to the Dean of Students for student cases and the Associate VP for Human Resources for cases involving employees. Typical investigations will be completed within 60-90 days but may vary depending on the complexity of the investigation and the severity and extent of the harassment. A copy of these findings should be sent
STEP 4: RESPONSE TO INVESTIGATION

Based on findings from the investigation and feedback from the complainant and respondent, the Dean of Students in consultation with the Title IX Coordinator for student cases, and the AVP for Human Resources for employee cases makes a determination on resolution of the allegations. This resolution will be one of the following:

1) **No Further Action**
   Based on the information obtained during the investigation, and feedback from the complainant and respondent, the University may choose to take no further action. If no action is taken, a copy of the investigation and supporting documentation supporting this decision will be sent to the Title IX Officer.

2) **Informal Resolution**
   Based on feedback from both the complainant and respondent, the University may provide an opportunity for informal resolution. Informal resolution will be handled by the Dean of Students (or designee) for student cases and by the AVP-HR for employee cases. Informal resolution does not involve a hearing, but represents resolution for the case that may include stipulations on contact, educational activities, or other actions as determined by the Dean of Students/AVP-HR. If either party does not agree with the outcome and/or stipulations during the informal resolution process, the case may be referred to formal action for review (see below). Any informal resolution must be reviewed by the Title IX Officer before becoming binding.

3) **Formal Resolution**
   When a case is not resolved voluntarily through informal resolution, a review of the allegations is conducted by the appropriate disciplinary process applicable to the respondent(s) (student or employee).

   **For student respondents:**
   The case is forwarded for charges and processing (hearing) under the appropriate Student Code of Conduct procedures applicable to the respondent(s) involved.

   **For employees:**
   Within 30 days of receipt of the report of the full investigation, the AVP-HR will implement appropriate disciplinary action for the employee. If dismissal of a faculty member is recommended by the AVP-HR, faculty members may exercise their rights as outlined in section 2.08 of the Faculty Handbook.

In both of these resolution processes, a review of the investigative findings of the investigator and/or Mercer Police may suffice in place of hearing from any or all witnesses, and/or the complainant or respondent. However, in the case of students, both the complainant and respondent should be offered the opportunity to be present during the hearing, to make any statements they wish to make prior to concluding the hearing, and to submit impact statements.

The hearing body/AVP-HR retains the right to request additional information deemed necessary to clarify any questions or issues, and to determine responsibility. The final outcome of this hearing body/AVP-HR will be shared with both the complainant and respondent. A copy will be sent to the Title IX Officer.

STEP 5: APPEAL

Either party may appeal the outcome of the resolution process. If both the complainant and the respondent are students, appeals should be handled in accordance with the Student Conduct Code applicable to the campus/school in which the respondent’s case was processed.

If the respondent is an employee, appeals from either the complainant or respondent should be directed to the Executive Vice President for Finance and Administration within ten (10) working days after the receipt of the written outcome. Any such appeal shall be in writing and shall state the grounds for the appeal. Grounds for appealing the outcome are:
1. An error in procedural due process, which prejudiced the accused to the extent that they were 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 outcome will be considered.

2. 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.

3. The imposition of sanctions which are disproportionate to the offense.

For cases where the respondent is an employee, the Executive Vice President for Finance and Administration shall make a decision within 30 working days of receipt of the appeal. The Executive Vice President’s decision is final.

Both parties will be notified in writing about the outcomes of any appeal. A copy will be sent to the Office of Human Resources for faculty and staff, and to the Title IX Officer.

**Rights of the Complainant and Respondent for Allegations of Sexual Harassment, Sexual Violence and Sexual Misconduct**

In conducting investigations and/or having hearing/grievance proceeding related to sexual harassment, sexual violence and/or sexual misconduct, the following will apply to the complainant and respondent.

- An explanation of available options for the complainant
- Both have the opportunity to speak on one’s behalf
- Both have the opportunity to be accompanied by an advisor or person of support
- Both have the opportunity to present relevant witnesses who can speak about the alleged conduct,
- Both have the opportunity to present evidence on one’s behalf
- Both have the right to submit questions
- Both have the right to similar and timely access to information (all information is subject to FERPA)
- Both have freedom from having irrelevant sexual history discussed (as determined by the hearing body)
- Freedom from harassment and/or retaliation by the complainant (or supporters)
- Freedom from harassment and/or retaliation by the accused (or supporters)
- Both have the right to be informed of the outcome of the hearing or other proceedings
- Both have the opportunity to appeal the outcome of the hearing or other proceedings
- Both have the right to submit an impact statement

**STUDENT CODE OF CONDUCT AND JUDICIAL EDUCATION PROGRAM**

Changes may be made to the Student Code of Conduct during the school year. The most up-to-date and complete version can be found at [www.mercer.edu/StudentAffairs/Judicial](http://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 an academic atmosphere. We believe that honesty is important to learning.

*Respect for Other Persons*

We value the worth of every individual in the community and we respect the dignity of each member in the community. We take responsibility for the consideration of the rights of others.
Respect for the University Community
We value showing respect for the rights and property of others. We take responsibility to act to maintain University property.

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

Following is a summary of keys 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 the 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.

FORMULATION OF REGULATIONS & CODE OF CONDUCT
Any student, faculty member, or administrator may initiate any revision of, or addition to, the University standards of conduct. Recommendations should be submitted to the senior student affairs officer who, in consultation with appropriate parties, shall ensure discussion of the proposed change. When all parties have had an opportunity to comment on the proposal, it will be presented to the Provost and General Counsel.

RIGHTS OF STUDENTS
Community of Respect ensures certain rights of its members. The University values the following student’s rights:

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

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

In keeping with Mercer University’s values, sanctions imposed on students found to be in violation of the Student Code of Conduct are designed to promote the University’s educational mission, restore community standards, and promote individual civility and positive growth.

Sanctions are also intended to maintain the safety of the University environment and the integrity of the University community. The processes for adjudicating violations of federal, state and local laws and violations of the Student Code of Conduct are separate and may be pursued independently of one another. The University distinguishes its responsibilities for student conduct from the control functions of the wider community. The conduct of students both on campus and in the wider community is ordinarily of University concern when (a) the conduct interferes with the University’s responsibility for ensuring members of the University full and equal opportunity to obtain their educational objectives, (b) the conduct interferes with the University’s responsibility to protect the health, safety and general welfare of
persons in the University community, or (c) the conduct negatively impacts the University’s image and/or academic integrity. The University is not required to postpone disciplinary proceedings pending the outcome of any criminal proceeding.

The Student Code of Conduct applies to students on the Macon and Eastman campus of the University, which includes, but is not limited to, study abroad, international travel, and off-campus educational opportunities. The Vice President for Student Affairs (or designee) may modify non-substantive procedures in the effort to adjudicate violations.

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 or guests-when their actions evolve from or are in any way related to their association with activities of the organization. Student organizations may be charged and adjudicated in addition to any charges levied against the individual members. Student organizations that condone or encourage behavior that violates University or state regulations may be given 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 Associate Dean of Students and/or the Office of Housing and Residence Life, to review and pursue violations of the Student Code of Conduct.

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.

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.

DEFINITIONS
University. Mercer University includes the main campus, all branch campuses and University international programs.
Student. Includes all persons either registered or taking courses at Mercer University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than Mercer University or who may reside in Mercer University residence halls. This includes non-degree seeking students. Persons who are not officially enrolled for a particular term but who have a continuing relationship with Mercer University are considered students. Charged Student. Any student who has been formally charged with an alleged violation of the Student Code of Conduct.
Faculty Member. Any person hired by Mercer University to conduct classroom activities.
Staff Member. Any person hired by Mercer University in a professional position to conduct University activities.
Member of the Mercer University Community. Any person who is a student, faculty member, or employed by Mercer University.
Mercer University Premises. Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Mercer University (including adjacent streets and sidewalks).
Organization. Any group who has been formally recognized by Mercer University as an organization.
Hearing Body. Any Mercer University official or panel authorized to review and evaluate student conduct charges and to impose sanctions upon students found to have violated the Student Code of Conduct.
Appellate Body. Any person or persons authorized by the Vice President for Student Affairs to consider an appeal from a hearing body’s determination that the student has violated the Student Code of Conduct.

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

 Shall. Is used in the imperative sense.

May. Is used in the permissive sense.

NON-ACADEMIC MISCONDUCT PROCESS

Procedure for Reporting Violations

All students and student organizations are expected to adhere to the standards of the 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.

Organizations are expected to investigate and self-report any violations of the Student Code of Conduct. Please refer to the Campus Life web page at http://studentaffairs.mercer.edu/campuslife/studentorgs.cfm.

Procedures 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 (1) the filing of a police report with Mercer University Police Department (or other law enforcement agency), (2) providing a signed written statement directly to the Vice President of Student Affairs (or designee), or (3) 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.

Charges

When a determination to charge is made, the Office of Judicial Education shall notify the student in writing of the charge(s) and the allegation(s) on which the charge(s) are based. This notice shall inform the student that he or she has five (5) regular business days in which to contact the Office of Judicial Education to schedule an informational session, and to select the type of hearing. The informational session is a courtesy to students. If a student does not contact the University during this time, the University shall make a determination regarding the choice of hearing and will proceed with adjudication.

RESPONSIBLE ACTION GUIDELINES

The health and safety of students under the influence of alcohol and/or drugs should always supersede concerns related to conduct violations and/or subsequent University action. The University urges all students to recognize that violations of the law and University policy have consequences, but that these possible consequences should never outweigh or override the decision for providing proper care for the health and wellbeing of a fellow student in crisis.

In a health crisis situation involving alcohol and/or drugs, students are expected to notify appropriate staff to evaluate the situation immediately. Amnesty for minor violations of the student code of conduct will be considered in cases where a student is acting in good faith to rectify a situation, or when the situation involves a more egregious infraction that warrants reporting (for example, sexual harassment, violence or
misconduct). Amnesty may mean waiving formal judicial action, or imposing less harsh sanctions, and is at the discretion of the Dean of Students or designee.

HEARING BOARD OPTIONS
The charged student or organization may have charges heard by a University panel, student panel or by a designated University administrator, who will then review the case and make a recommendation to the Associate Dean of Students with regard to responsibility and sanctioning. In electing one hearing, the student waives the right to the other. The University retains the right to pre-select the hearing forum at any point in the process.

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

For cases handled by the University’s Office of Judicial Education, one of the designated boards is composed of students and faculty/staff members and the other consists of all students. The University hearing board consists of at least two staff and/or faculty members, where one serves as the chairperson, and three students. The student panel is comprised of all students, and one student is designated to serve as the chairperson. The student panel primarily adjudicates organizational violations and minor student violations as determined by the Associate Dean of Students. Decisions of the hearing board are recommendations to the Associate Dean of Students, who in the interest of fairness, clarity, or consistency may choose to accept or modify the recommendations as necessary. The Associate Dean of Students may also refer a case back to the hearing body for further review. For cases handled by a hearing officer, the designated staff member is appointed by the Vice President for Student Affairs (or designee).

RIGHTS OF THE CHARGED STUDENTS
1. Notice. Students or organizations charged with violations of the Student Code of Conduct will be provided clear and complete notice of the charge(s) against them and the allegations upon which the charge is based.
2. Hearing. Students or organizations shall be entitled to a prompt hearing. Students will be given an opportunity to present information, including witnesses during a fair and impartial hearing. The student may inspect all documentary evidence presented at the hearing, may hear and question all available adverse witnesses testifying at the hearing, and may present evidence and call witnesses. If a called witness does not appear, the hearing body may consider their written or taped statements. However, the statement shall be weighted accordingly by the hearing body as the charged student has no opportunity to cross examine the witness making the written or taped statement. Student questioning of witnesses may be modified in cases involving victims of crimes or protected student information. Witnesses for the hearing will be required to wait outside of the hearing until their point of participation.

CONDUCT HEARING GUIDELINES
All hearings are governed by the following guidelines. Procedures may be modified to expedite the proceeding as long as they do not jeopardize the charged student’s fundamental rights or the fairness of the hearing.
1. Burden of Proof. The burden of proof rests with the University. The standard of proof shall be the “preponderance of the evidence.” This standard means that the evidence, taken as a whole, supports that it is more likely than not that the violation occurred.
2. Pre-hearing informational session. To assist the student in preparing for the hearing, a pre-hearing informational will be available for the student. The informational session is a courtesy to students and not a requirement. This informational session will discuss the hearing procedures, inform the student of their rights and responsibilities, and allow the student the opportunity to review the available written information that will be presented.
at the hearing by the University. The student and his or her advisor shall have the opportunity to inspect the information at least three (3) regular business days in advance of the hearing whenever possible. Upon notification of the student’s choice for a hearing body, the university shall schedule a hearing and notify the student in writing of the date, time, and location of the hearing at least three (3) regular business days in advance. A student may choose to waive, in writing, the three (3) regular business day notice and proceed with a hearing.

3. **Decisions.** Decisions of “responsible” or “not responsible” on the charge(s) shall be based solely on the evidence presented at the hearing. When multiple students are charged with the same violation and it is determined that an individual identified was not responsible for that specific violation, but was present and/or had knowledge that the violation was occurring, the hearing board/officer has the authority to find that student responsible for the lesser charge of “failure to report” without recharging the student and having a separate hearing. Information can be conveyed from one hearing to the other in cases where multiple students are charged.

4. **Confidentiality.** All hearings shall be closed and confidential unless specifically requested otherwise by the charged student in writing. This request must be received three regular business days in advance of the hearing and cannot impede the university’s ability to comply with state and federal laws regarding confidential information. In cases involving alleged victims and competing interest, the Associate Dean of Students will make the final determination regarding open and closed hearings.

5. **Failure to Appear.** If the student fails to appear at the hearing, the hearing may proceed in the student’s absence and a decision rendered provided that the student has been properly notified of the hearing.

6. **Official Record.** An official record of the hearing shall be made by the presiding hearing officer for internal University use only. The record of the hearing may exist in written or audible form. No transcript is made. Students may request to inspect their record of testimony and case file after the hearing is closed. Records will be redacted to protect other students’ FERPA rights. Student records are kept on file for 7 years.

7. **Deliberations.** Deliberations are closed and shall include only those members involved in the decision making process.

8. **Notice of Decision.** A written decision shall be available to the student or organization within seven (7) regular business days following the hearing. This time may be extended in cases in which additional time is necessary for deliberations. If additional time is necessary, the charged student or organization shall be notified. The decision letter shall contain a decision on each charge, the finding of fact and any recommended sanctions (if applicable).

9. **Hold on Student’s Records.** The university may place a hold on the transcripts and/or registration of any student who fails to respond to a judicial notice or to ensure resolution of the case prior to transfer or graduation. All pending judicial matters must be resolved prior to a student’s graduation, transfer from, or continued education at Mercer University.

10. **Withholding Degree.** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Conduct Code, including the completion of all sanctions, if any.

11. **Disabilities.** Any student with a documented disability may request that reasonable accommodations be provided during the judicial process. This request must be made at least three (3) regular business days in advance of the hearing, and the accommodations must be approved by the Office of ACCESS and Accommodation and the Associate Dean of Students.

12. **Advisement.** Students and organizations are permitted to bring one advisor of their choice to the hearing. The advisor shall serve as a consultant, and cannot speak on behalf of the student or organization during the proceedings. Students are required to address the hearing body in person on their own behalf. Consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not serve as a witness or be charged in the case. Students must notify the Office of Judicial Education during their informational meeting (or at least five class days prior to the hearing) if they will be bringing an attorney as an advisor.
13. **Testimony.** Students shall not be forced to present self-incriminating testimony. Testimony that is provided during a hearing can be used in another hearing if those details are relevant to clarifying details in those proceedings and only if the cases are connected to the same incident.

**VIOLATIONS OF THE VALUES OF THE COMMUNITY OF RESPECT**
Violation of any of the following, or the aiding, abetting, condoning, or attempting to commit these offenses by a student constitutes an offense that will result in disciplinary action. (*)Indicates that these charges are currently being revised under the Violence Against Women's Act (VAWA) and Campus Sexual Assault Violence Elimination Act (SaVE). Definitions found online supersede those contained here. Please consult with the on-line University Student Handbook found at [http://provost.mercer.edu/handbooks/studenthandbook.cfm](http://provost.mercer.edu/handbooks/studenthandbook.cfm) for the most up-to-date and applicable definitions.

1. **Forgery.** Alteration or misuse of documents or records.
2. **Alcohol Misconduct.**
   A. Possession and/or consumption of alcoholic beverages including empty containers or alcohol paraphernalia on Mercer University property or at University-sponsored events.
   B. Any conduct taken under the influence of alcohol that endangers one’s own health or safety or the safety of others.
   C. Buying, selling or distributing alcohol beverages to individuals under the age of 21.
   D. Possession and/or consumption of alcohol or alcohol paraphernalia by individuals under the age of 21.
3. **Threatening and Harassing behavior.**
   A. **Threatening Behavior.** Intimidation, hostility, coercion, or threats of physical abuse.
   B. **Harassment.** Language and/or physical acts which degrade, insult, taunt, or challenge another person by any means of communication, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments, sexist remarks, racist remarks or any behavior that places another member of the university community in a state of fear, anxiety or emotional distress.
   C. **Stalking.** Engaging in a course/pattern of conduct (i.e. two or more acts) directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress (*).
   D. **Bullying.** Repeated aggressive behavior where one person (or group of people) deliberately intimidates, abuses, or coerces an individual with the intention to hurt that person physically or emotionally. Acts of bullying can be physical, verbal, or relational.
   E. **Cyberbullying.** Bullying that occurs through digital technology, such as text messages, e-mail, and material posted on social media sites.
   F. **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship (*).
   G. **Domestic Violence.** A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. An "intimate partner" is defined as a current or former spouse of the complainant, a person with whom the complainant shares a child in common, or a person who is cohabitating with or has cohabitated with the complainant as a spouse. It also includes any person covered under the current domestic or family violence laws applicable to the jurisdiction of the infraction. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person (*).
4. **Physical Assault/Endangerment.**
   A. Intentionally or recklessly endangering or causing physical harm (including any form of fighting) to any person. It also may include any form of relationship violence, if applicable.
   B. Action(s) that endanger one's own health or safety.

5. **Sexual Misconduct.**
   A. Non-Consensual Sexual Intercourse. Any sexual intercourse however slight, with any part of a person’s body or an object, by a man or woman upon a man or woman, that is without consent and/or by force. Intercourse includes, but is not limited to: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; or oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
   B. Non-Consensual Sexual Contact. Any intentional sexual touching however slight, of any part of one person’s body with any part of another person’s body or an object, by a man or a woman upon a man or a woman, that is without consent and/or by force. Examples include, but are not limited to: intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making one person touch another person or themselves with or on any of these body parts; or any intentional bodily contact in a sexual manner.
   C. Sexual Harassment. Unwelcome sexual advances, requests for sexual favors and other gender-based verbal, non-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 is objectively offensive and sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with an individual’s work performance or educational experience, creates an intimidating, hostile environment, or involves retaliation. Examples include, but are not limited to: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; gender-based stalking; or gender-based bullying. Sexual harassment can occur regardless of the relationship, position or respective sex of the parties. Same sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.
   D. Sexual Exploitation. When a faculty, staff, or student takes non-consensual or sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage another (other than the one being exploited), and that behavior does not otherwise constitute one of the other sexual harassment, sexual violence and sexual misconduct offenses. Examples include, but are not limited to: invasion of sexual privacy; prostituting another individual; non-consensual observation, either by direct observation or video or audio-taping of sexual activity; engaging in voyeurism; knowingly transmitting an STI (Sexually Transmitted Infection) or HIV (Human Immunodeficiency Virus) to another; exposing one’s genitals in non-consensual circumstances; or inducing another to expose his or her genitals.

6. **Destruction/Damage of Property.** Destruction, damaging or misuse of public or private property.

7. **Theft or Possession of Stolen Property.** Taking, possessing, or using property without proper authorization or permission.

8. **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.

9. 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/Taser, air rifles, air pistols, paintball guns, edged weapons (i.e. blades no more than 2 inches), bow and arrows, and martial arts weapons. **Weapons may be stored at Mercer Police. They may not be left in personal vehicles.

10. Disorderly/Disruptive Conduct. This includes acting in a violent manner in a public place, or behaving in a way that reasonably makes others fear for their or their property's safety. It also includes using profane or abusive language—sometimes called "fighting words"—that is likely to provoke an immediate violent reaction, in addition to disturbing the peace whether on or off campus. Disturbing or disrupting the peace includes behavior that interrupts an event or any action determined to infringe upon the privacy, rights, privileges, health or safety of students, faculty, staff, or organizations, whether on or off campus.

11. Conduct Unbecoming. Any conduct not previously stated, which is determined to be potentially detrimental to the University's reputation or in violation of the University's Community of Respect statement. This includes the display of indecent or offensive material, or engaging in indecent or lewd conduct and/or speech.

12. Hate Offenses. Offenses against a person or property motivated in part or in whole by an offender's bias against a race, disability, religion, disability, ethnic origin or sexual orientation

13. Failure to Report. Being present or having knowledge that a violation has occurred and failing to report the incident. [The University retains the right to find a student responsible for this charge in lieu of another if the hearing body determines that the student(s) involvement was sufficiently passive and/or warrants consideration for this lesser charge for any reason. In such cases, the University is not required to recharge the student or rehear the case to find the student responsible for this charge.]

14. Computer Misuse/Unauthorized access. Any misuse of or unauthorized access to a computer, computer system, network, software or data; or the unauthorized alteration, copying or distribution of software or data.

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. Apathy or acquiescence in the presence of hazing is a violation of this rule. Specific examples of hazing include, but are not limited:
   A. Acts that embarrass, harass, or ridicule an individual
   B. Acts that create excessive fatigue
   C. Physical or psychological shocks
   D. Morally degrading or humiliating games or activities
   E. The wearing of signs or advertisements
   F. Activities that involve late or early work sessions
   G. Quests, treasure or scavenger hunts
   H. Acts of servitude

   Further information about Hazing can be found in the Office of Campus Life.

16. Unauthorized Entry or Use of Facilities. The unauthorized access to an area, room or building.

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

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

20. **Campus Elections and Referendums Misconduct.** Casting more than one ballot in any campus election or referendum, or otherwise circumvent the prescribed procedures in an election process.

21. **Student Identification Misconduct.**
   - A. Failure of a student to carry their Mercer identification cards at all times or to allow anyone else to use their identification card.
   - B. Identity Theft. Deceptively using another student, or faculty/staff member’s identification to access resources on or off campus, which includes ID cards, credit cards, email addresses, passwords, etc.
   - C. Unauthorized Representation. Unauthorized representation is when a student or organization falsely uses an emblem, name or falsely claims membership or affiliation with an organization such as any benevolent, fraternal, social, humane, or charitable organization which is entitled to the exclusive use of that name or emblem. This includes, but is not limited to, wearing badges, buttons, paraphernalia, logos as well as the unauthorized use of letterhead, symbols or hand gestures associated with the organization being falsely represented.

22. **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.

23. **Advertising/Media Misuse.** Circulation or display of any media (i.e. electronic or paper) that contains matter that violates or is contrary to University policies or community values. This includes, but is not limited to, the display or promotion of alcoholic liquors, wines, or beers. This also includes displaying materials or information without proper approval from the University.

24. **Solicitation/Fundraising.** The solicitation of sales, services, memberships or gifts on campus without the permission of the Office of Campus Life.

25. **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.

26. **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.

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

28. **Cruelty to Animals.** Intentionally or recklessly causing physical abuse or any form of suffering to animals.

29. **Gambling.** Games of chance or bets in which participants commit money, or anything of value, in order to participate.

30. **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.

31. **Violation of Local, State, or Federal Law.** Any violation of any local, state, or federal law.

32. **Greek Policy Violation and/or Unauthorized Recruitment/Membership Intake.**
   - A. Failure to comply with all the instructions that guide membership into Greek organizations, which includes, but is not limited to recruitment, timelines, events, activities, documentation, etc.
   - B. Participating, arranging, or engaging in unauthorized recruitment or intake processes known as “underground pledging.” This includes coercing a
student or organization to facilitate a process as well as students willingly engaging in a process not approved by the University or the affiliated national organization.

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

1. **Warning:** Formal written notice to the student and official recognition that a violation has occurred.
2. **Counseling Assessment:** A recommendation to be evaluated by psychological services to help the student deal more effectively with his/her conduct issue.
3. **Community Service:** Performance of a preapproved service location 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 or 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 will result in the termination of housing privileges and access to any university owned housing facilities.
   C. **Social Probation.** Notice to an organization or student 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 or an organization’s representation at the university for an indefinite or specified period of time. A suspension means that students may not be on University property or that an organization is prohibited from being recognized at any time without prior approval from the Vice President for Student Affairs or designee. Stipulations may be applied to either the student or organization as a condition for ending the suspension.
12. **Expulsion.** The permanent separation of the student from the University.
13. **Deferred Degree.** The holding of an academic degree for a specified period of time with or without conditions.

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 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 student or organization shall receive a written decision regarding the appeal.

Grounds for appealing a decision are:
1. 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.
2. 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.
3. The imposition of sanctions that are disproportionate to the offense.

Student status. The student's status on campus will remain unchanged pending the final decision and appeals process, except in cases involving interim suspensions (see Interim Suspension). The decision of the Vice President for Student Affairs is final.

INTERIM SUSPENSION OF A STUDENT OR ORGANIZATION
In certain circumstances involving a student or organization 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 or designee may impose an interim suspension prior to the student or organizations conduct hearing. 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 interim suspension means that a student cannot be on university property, cannot attend classes, and cannot use university facilities unless otherwise stipulated. An interim suspension requires that the student or organization be notified in writing by the university. For organizations it means immediate suspension of all or some of the activities associated with the organization as determined by the university.

The student or organization has the right to request a hearing on the interim 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 interim suspension should continue until a hearing is conducted on the facts of the case. Disciplinary charges will be filed either when the interim suspension is imposed or as soon as possible thereafter.

For cases in which a student is placed on interim suspension, 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.

NON-ACADEMIC CONDUCT 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.

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 Conduct.

2. Enrolled students, under the age of 21, found responsible for two offenses involving alcohol will result in parental notification. The process of adjudication 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 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 Students Affairs or designee 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 or designee.

ACADEMIC INTEGRITY POLICY

Mercer University strives to be a Community of Respect, which includes respect for academic integrity. Students operate under an honor system and will exhibit the values of honesty, trustworthiness, and fairness regarding all academic matters. Students, faculty, and staff are expected to report any violations, including but not limited to, cheating, plagiarism, and academic dishonesty, to the honor council appropriate for their campus and program.

Procedures related to Honor Systems and Academic Integrity are outlined in the specific handbooks for each campus and can be found on the Provost website at [http://provost.mercer.edu/handbooks](http://provost.mercer.edu/handbooks).

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
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 ACCESS AND USE
The Mercer University Information Technology Policy (the “Policy”) contains Mercer’s philosophy and requirements governing use of its information technology resources by students, faculty, staff, and others who have been given authorization, either explicitly or implicitly, to access those resources. Mercer University expects each member of the community to use Mercer’s information technology resources, including connections to resources external to Mercer that are made possible by Mercer University’s information technology resources, responsibly, ethically, and in compliance with the Policy, relevant laws, and all contractual obligations to third parties. The use of Mercer University’s information technology resources is a privilege. If a member of the Mercer community fails to comply with this Policy or relevant laws and contractual obligations, that member’s privilege to access and use of Mercer’s information technology resources may be revoked. The use of Mercer University’s information technology resources to send communications to Mercer or non-Mercer persons or entities typically identifies the sender as belonging to the Mercer University community. Each member of the community should, therefore, recognize that any such communication might reflect on how Mercer University is perceived by not only the Mercer community, but also the public at large.

By adopting the Policy, Mercer University recognizes that all members of the Mercer community are bound not only by the Policy, but also by local, state, and federal laws relating to electronic media, copyrights, privacy, and security. Other Mercer University policies that relate to this Policy and also apply to Mercer University students, faculty, and staff (collectively, the “community”) can be found in the Mercer University Student, Faculty, and Employee Handbooks. Each member of the Mercer University community is expected to be familiar with this and all other relevant policies. A complete copy of Mercer’s Information Technology Policy can be found at http://www.mercer.edu/IT.

Peer-to-Peer File Sharing: Prohibition against Unauthorized Distribution of Copyrighted Material
The Mercer University Information Technology Access and use Policy found at http://it.mercer.edu/student/hardware_software/it_access_and_use_policy.htm 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 website of the U. S. Copyright Office at www.copyright.gov, especially the FAQ's at www.copyright.gov/help/faq.

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

Institutional Plans to Combat the Unauthorized Distribution of Copyrighted Material

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

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

Alternatives to Illegal File Sharing

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

- EDUCAUSE Legal Sources of Online Content (http://www.educause.edu/legalcontent)
- Campus Downloading Legal Sites (http://www.campusdownloading.com/legal.htm)
- Recording Industry of America (RIAA) Legal Music Sites (http://www.riaa.com/toolsforparents.php?content_selector=legal_music_sites)
- Music United (http://musicunited.org/6_legalsites.aspx)
- Motion Picture Association of America (http://www.mpaa.org/contentprotection/get-movies-tv-shows)
VOTER REGISTRATION REQUIREMENTS OF THE HIGHER EDUCATION AMENDMENTS

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

- Macon Campus: Tarver Library, the Office of the Vice President and Dean of Students, and the ACCESS and Accommodation Office.
- Atlanta Campus: Swilley Library
- Regional Academic Centers: Program Coordinators’ offices

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

FEDERAL DISCLOSURE REQUIREMENTS

Mercer University’s Federal Disclosure Requirements are available on the University’s website at http://disclosure.mercer.edu/. This website 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, ACCESS and Accommodation 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

FIREFARMS, WEAPONS, FIREWORKS/EXPLOSIVES

Firearms/weapons are not allowed on Mercer University campus or Regional Academic Center (RAC) facilities except when required for students who are in uniform (police, law enforcement officers, etc.) in an official duty status.

Exception Policy

A Mercer student attending class/conducting Mercer business while in uniform and determined to be in an official duty/ emergency recall status by a local police and/or law enforcement department/agency (city police department, county sheriff, Georgia Public Safety, etc.) may have a firearm/weapon. The student must initiate request to have the firearm/weapon at a Mercer facility. Police or law enforcement department/agency must certify the officer-student is required to have the firearm/weapon while in uniform and on duty/emergency recall status and submit request to Mercer Police for approval to have firearm/weapon in a Mercer facility.

Procedures

1. Mercer student completes formal request to have firearm/weapon while in class or conducting other business with Mercer in a Mercer Campus or Regional Academic Center (RAC) facility. (See attached form)
2. The Police/Law Enforcement/Public Safety department/agency requiring the officer (Mercer student) to have a firearm/weapon while in class or conducting business in Mercer facilities (Campus or Regional Academic Center) certifies the requirement and sends request to Mercer University Police (MERPO) at the following address:

Director of Mercer University Police
1765 Winship Street
Macon, GA 31207

3. Director of Mercer Police or Mercer Police designee approves the request. Approved requests are maintained in police files on the Macon and Atlanta campuses. MERPO forwards a copy of the approved request to the Dean of the officer-student’s college/school for notification of faculty and to the Director of Operations, Regional Academic Centers for officer-students attending Regional Academic Center classes in Atlanta, Macon, Douglas County, Henry County, Newnan or Eastman.

4. Director of RAC Operations maintains a file of the approved requests of uniform officers having firearms/weapons and provides a confidential list (Name, Student Number, Badge Number) to each RAC location center coordinator where student could attend class/conduct Mercer business.

5. Mercer staff or faculty may question an individual with a firearm/weapon to insure Mercer Police has approved his or her having the weapon/firearm in a Mercer University facility.

All other weapons are prohibited including, but not limited to, hunting weapons, BB guns, stun guns, air rifles, air pistols, paintball guns, bowie knives, daggers, dirks, slingshots, leaded canes, metal knife sharpeners, switchblade knives, blackjacks, metallic knuckles, and any sharp, pointed or edged instrument (except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance). All fireworks or explosives (defined as any substance prepared for the purpose of producing visible or audible effects by combustion, explosion, or detonation) are forbidden.

**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 campuses/regional academic centers safe for its students, employees, and visitors. The Mercer Police Department has primary responsibility for the security of the campus. All Mercer Police officers are certified by the Georgia Peace Officer Standards and Training Council as having met the qualifications and training requirements for police officers in
Georgia. They are authorized to exercise law enforcement powers, including the power of arrest, on all campuses.

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

The Mercer Police Department is a service-oriented department. Officers are available 24 hours a day, 365 days a year. In addition to routine patrols, the Department is happy to escort students or employees on campus at night as a safety precaution. Mercer Police can be reached at 478-301-4357 (Macon campus) or 678-547-6358 (Atlanta campus).

Reporting Crimes and Emergencies
All students and employees of the University should take an active role in keeping the campuses and regional academic centers safe. Please report any incident or unusual activity on or near the campus to Mercer Police. If you have any doubts as to whether to report an incident that has occurred, you should report it. The Mercer Police Department can then determine whether the event requires further action.

All crimes should be immediately reported. 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 Mercer community.

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

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

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

Before hanging up, be certain the dispatcher has all the needed information. Do not take matters into your own hands as 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.

Drug and Alcohol Policy
The possession or consumption of alcoholic beverages by students 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.

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

In addition to abiding by the regulations prescribed by the Mercer University Student Handbook, students must abide by all local, state, and federal laws pertaining to drug and alcohol use. Violations of such laws, whether they occur on or off campus, are subject to internal University investigation, review, and action. For more information about Mercer University's policy concerning drugs and alcohol, refer to the section titled “Drug-Free Workplace and Campus Program.”

Campus Crime Statistics
Statistics concerning certain criminal offenses reported to have occurred on Mercer’s campuses/ regional academic centers during the most recent calendar year and the two preceding calendar years are posted on the Mercer Police Department's website at http://police.mercer.edu/security/. A printed copy of the report is available upon request in the Human Resources Office, the Mercer Police Department, and the Student Affairs designee for your school.

DRUG-FREE WORKPLACE AND CAMPUS PROGRAM (GENERAL)

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

Relationship to Other Policies
This program sets forth the minimum standards of conduct and requirements with respect to drug and alcohol abuse for all students and employees of the University. Other policies and standards of conduct concerning drugs and alcohol are included in other student handbooks, employee handbooks, 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. (Professional and graduate schools may adopt policies more in line with the profile of their student body, as long as these policies are reviewed and approved in advance by the Provost.)

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

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.
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 in the workplace 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.

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, at 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 Federal and State law, it is a crime to possess, manufacture, sell or distribute illicit drugs. Federal Trafficking Penalties may be found at: http://www.justice.gov/dea/druginfo/ftp3.shtml.

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 delusions, 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.

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

**Alcohol**

Alcohol is a central nervous system depressant. Consumption of alcohol causes a number of changes in behavior that can result in dangerous and high-risk activities. 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 increased risk for various types of cancer, such as esophageal and breast, to heavy, long-term alcohol use.

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

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

**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: | 478-301-2005 |
| 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: 1-800-338-674

**MACON**

**Coliseum Psychiatric Center**
340 Hospital Drive
Macon, Georgia 31217
(478) 741-1355

**River Edge Behavioral Health Center**
175 Emery Highway
Macon, Georgia 31217
(478) 751-4519

**Medical Center of Central Georgia**
The Psychiatric Pavilion
777 Hemlock Street
Macon, Georgia 31201
(478) 471-5389

**Inpatient: Psychiatry and Detox**
Admission
(478) 751-4519

Dr. Dan E. Phillips (Psychiatrist)
Department of Psychiatry & Behavioral Sciences
Mercer University School of Medicine
655 First Street
Macon, GA 31201

ATLANTA
Anchor Hospital
5454 Yorktowne Drive
Atlanta, Georgia 30349
(770) 991-6044

DeKalb Crisis Center
450 Winn Way
Decatur, GA 30031
(404) 294-0499

Metro Atlanta Recovery Residences (MARR)
www.marrinc.org/programs_gender.php
2815 Clearview Place
Doraville, GA 30340
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

Summit Ridge 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)
4700 Waters Avenue

500

(912) 351-3023

Michael Mobley, M.D. (Psychiatrist)
4849 Paulsen Street, Suite 201
Savannah, GA 31405
(912) 354-8108

Barry Rozantine, MD (Psychiatrist)
Gayle Rozantine, PhD
Center for Health and Well Being
400 Commercial Court
Savannah, GA 31406
(912) 352-9500

Manoj Dass, MD (Psychiatrist)
Integrated Behavioral Center
1121 Cornell Avenue
Savannah, GA 31406
(912) 355-4987

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

COLUMBUS
The Bradley Center
(Substance Abuse Services)
2000 16th Avenue
Review of Program
In keeping with Federal Law, this Program shall be reviewed at least biennially to determine its effectiveness, to make changes where necessary, and to ensure that sanctions are consistently enforced.