



Heading in the Right Direction at  
**Mercyhurst North East**

2009-2010  
**STUDENT HANDBOOK  
CODE OF CONDUCT**

16 W. Division Street North East, PA 16428  
(814)725.6100  
Office of Student Life located in the  
Student Union in Miller Hall on the Lower Level  
(814)725.6312



On behalf of the Mercyhurst North East family, it is my pleasure to welcome you to our beautiful campus. As a member of our community you have both rights and responsibilities.

This Student Handbook & Code of Conduct will help to clarify many of them. I encourage you to take the opportunity to read it carefully. We first opened our gates in 1991 with an entering class of 53 students. As we begin our 18th year, we have grown to over 900 students, with 260 living in on-campus housing. We consider ourselves an opportunity college, giving students the opportunity to both achieve, and in some cases to fail. You are the one who decides what to do with the opportunity you have been afforded. My advice is to choose wisely.

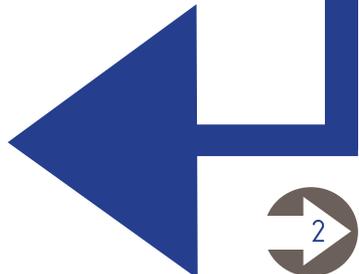


The best thing about being a member of a college community is taking part in all of the different educational arenas. Valuable lifelong learning can and does take place outside the classroom walls. This is now your campus. We encourage you to become involved in Student Government, the Student Activities Committee, the Student Newspaper, the clubs, athletics, etc. From teamwork to problem solving, from planning to attending, your experience and enjoyment depends on your involvement. Your time here is what you make of it. Get involved and make a difference. We challenge you to make Mercyhurst North East a better place.

My personal advice is to stay on top on your studies, ask for help when you need it and above all, treat others the way you would like to be treated. In a short period of time, others will form their opinions of you based on what you do and how you treat them. You have the opportunity to create your own image. Do it wisely.

Good luck and enjoy your stay. Make Mercyhurst North East your temporary home. We all hope to have the opportunity to shake your hand on graduation day.

Dr. Gary Brown  
Executive Vice President  
Mercyhurst North East



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## VISION STATEMENT

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

## MISSION STATEMENT

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

### CORE VALUES

We are...

#### ➤ *Socially merciful,*

Mercy restores human dignity, liberates our social relations, and empowers us to reach out in compassion to others.

#### ➤ *Globally responsible,*

Globalization challenges us to learn how to steward the resources of the Earth wisely and to act in solidarity with the diverse peoples.

#### ➤ *Compassionately hospitable,*

Mercy hospitality begins with self acceptance, welcomes peoples of different faith, ethnic, and cultural traditions, and thus builds communities that transcend mere tolerance.

#### ➤ *Intellectually creative,*

Generous, inquiring and critical habits of mind encourage us in our lifelong search for what is true, good, and beautiful and support the aspirations for excellence manifested within the academic community.

#### ➤ *Reflectively aware,*

Our Christian environment encourages self reflection and contemplation of human behavior, promotes balance of mind, body and spirit, and ultimately offers the opportunity to develop a moral compass for authentic living.

#### ➤ *Ambassadors of Service*



# 2009-2010 ACADEMIC CALENDAR

FALL TERM: September 2 - November 18, 2009

## AUGUST

31	Mon	Freshmen resident students arrive (9:00 - 5:00) Faculty Convocation
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## SEPTEMBER

1	Tues	Freshman Convocation Returning resident students arrive (9:00 - 5:00)
2	Wed	Day and Evening Classes Begin Summer Incompletes to Instructor
5	Sat	Weekend Classes Begin
7	Mon	Labor Day - No Classes
9	Wed	Last Day to Drop/Add Classes
17	Thurs	Summer Incompletes to Registrar
26	Sat	Parents Day

## OCTOBER

9	Fri	Mid-term
15-18	Thurs-Sun	Fall Term Break
23	Fri	Last Day to Withdraw from classes
26	Mon	Online Registration Begins
30	Fri	Last Day to Declare Pass-Fail

## NOVEMBER

12	Thurs	Regular Classes End
13	Fri	Reading Day - No Classes
15	Sun	Weekend Classes End
16	Mon	FINAL EXAMS
17	Tues	FINAL EXAMS
18	Wed	FINAL EXAMS
23	Mon	Grades Due: 9:00 a.m.

WINTER TERM: November 30, 2009- February 19, 2010

## NOVEMBER

30	Mon	Day & Evening Classes Begin
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## DECEMBER

5	Sat	Weekend Classes Begin
7	Mon	Last Day to Drop/Add Classes
18	Fri	Fall Term Incompletes to Instructor
22	Tues	Christmas Vacation Begins No Classes Held

## JANUARY

2-3	Sat/Sun	Weekend Classes Resume
4	Mon	Winter Term Day and Evening Classes Resume
13	Wed	Fall Term Incompletes to Registrar
18	Mon	Martin Luther King Day Observed - No daytime classes

			Evening classes held (any MW classes After 3:30 pm)
	22	Fri	Mid Term
	29	Fri	Last Day to Withdraw from Classes
<b>FEBRUARY</b>			
	1	Mon	Online Registration Begins
	5	Fri	Last Day to Declare Pass-Fail
	14	Sun	Weekend Classes End
	16	Tues	Regular Classes End
	17	Wed	FINAL EXAMS
	18	Thurs	FINAL EXAMS
	19	Fri	FINAL EXAMS
	23	Tues	Grades Due: 9:00 a.m.
<b>SPRING TERM: March 3 - May 19, 2010</b>			
<b>MARCH</b>			
	3	Wed	Day and Evening Classes Begin
	6	Sat	Weekend Classes Begin
	10	Wed	Last Day to Drop/Add Classes
	19	Fri	Winter Term Incompletes to Instructor
<b>APRIL</b>			
	1	Thurs	Easter Break Begins after classes
	6	Tues	Day and Evening Classes Resume
	10	Sat	Winter Term Incompletes to Registrar
	12	Mon	Weekend Classes Resume
	12	Mon	Mid-term
	23	Fri	Last Day to Withdraw from Classes
	29	Thurs	Online Fall Registration Begins
	30	Fri	Last Day to Declare Pass-Fail
<b>MAY</b>			
	13	Thurs	Last Day of Classes
	14	Fri	Reading Day No Classes
	16	Sun	Weekend Classes End
	17	Mon	FINAL EXAMS
	18	Tues	FINAL EXAMS
	19	Wed	FINAL EXAMS
	20	Thurs	Senior Grades Due to Registrar by Noon
	22	Sat	MNE and Adult College GRADUATION
	23	Sun	Baccalaureate Mass and Graduation Erie Campus
	25	Tues	All Other Grades Due: 9:00 a.m.

**SUMMER TERM:**

**Day/Evening Classes:** June 21 - August 5, 2010

**No Classes:** July 5, 2010

**Summer Exams:** August 6 - 7, 2010

**Respiratory Therapy:** June 21 - August 7, 2010

**Medical Lab Tech:** June 21 - August 7, 2010

**Occupational Therapy:** June 8 - August 18, 2010

**Science of Nursing:** June 8 - August 18, 2010

**Practical Nursing:** June 5, - August 28, 2010

31 Mon. Freshmen Resident students arrive 9:00 a.m.- 5:00 p.m.  
First Meal for Freshmen-  
Dinner: Cafeteria-4:30 p.m.-7:00 p.m.

## SEPTEMBER

1 Tues. Returning Resident Students Arrive  
On Campus 9:00 a.m. - 5:00 p.m.  
First Meal for Returning Students-  
Dinner: Cafeteria-4:30 p.m.-7:00 p.m.

2 Wed. Fall Term-Day & Evening Classes Begin  
Regular Meal Hours: Cafeteria

5 Sat. Fall Term-Weekend Classes Begin  
Regular Meal Hours: Cafeteria

## OCTOBER

15-18 Thurs-Sun Fall Term Break: Residence Hall remain open  
Modified Meals: Cafeteria-As Announced

## NOVEMBER

16 Mon. FALL TERM: FINAL EXAMS  
17 Tues. FALL TERM: FINAL EXAMS  
18 Wed. FALL TERM: FINAL EXAMS  
Last Meal at the Cafeteria 4:30 p.m.-6:00 p.m.  
19 Thurs. Residence Halls & Townhouses close at 12:00 Noon

### Residence Halls & Townhouses Closed during the entire Break

29 Sun. Residence Halls & Townhouses Open at 9:00 a.m.  
First Meal at the Cafeteria -4:30 pm-7:30 p.m.

30 Mon. Winter Term: Day & Evening Classes Begin  
Regular Meal Hours in the Cafeteria

## DECEMBER

5 Sat. Weekend Classes Begin  
21 Mon. Last Meal in the Cafeteria from 4:30-6:00 p.m.  
22 Tues. Residence Halls & Townhouses Close at 12:00 Noon

Residence Halls & Townhouses Closed during the entire Break

## MNE CAFETERIA HOURS OF OPERATION

### MON-FRIDAY

Breakfast: 7:00 a.m.-9:00 a.m.  
Continental Breakfast: 9:00 a.m.-11:00 p.m.  
Lunch: 11:00 a.m.-2:00 p.m.  
Afternoon: 2:00-4:30 p.m

UNION CAFE  
MON-SAT  
8:30 a.m.-3:00 p.m.

### SATURDAY

Brunch 11:00 a.m.-1:30 p.m.  
Dinner 4:30 p.m.-6:00 p.m.

### SUNDAY

Brunch 11:00 a.m.-1:30 p.m.  
Dinner 4:30 p.m.-8:00 p.m.

*JANUARY*

- 2 Sat. Winter Term Weekend Classes Resume  
 3 Sun. Residence Halls & Townhouses Open at 9:00 a.m.  
 First Meal at the Cafeteria -4:30 pm-7:30 p.m.  
 4 Mon. Winter Term-Day & Evening Classes Resume  
 Regular Meals Hours: Cafeteria

*FEBRUARY*

- 17 Wed. WINTER TERM: FINAL EXAMS  
 18 Thurs. WINTER TERM: FINAL EXAMS  
 19 Fri. WINTER TERM: FINAL EXAMS  
 Last Meal at the Cafeteria(4:30 p.m.-6:00 p.m.)  
 19 Thurs. Residence Halls & Townhouses Open at 12:00 Noon

Residence Halls & Townhouses Closed during the entire Break

*MARCH*

- 2 Tues. Residence Halls & Townhouses Open at 9:00 a.m.  
 3 Wed. Spring Term-Day & Evening Classes Resume  
 Regular Meals Hours: Cafeteria  
 6 Sat. Spring Term Weekend Classes Begin  
 Regular Meals Hours: Cafeteria

*APRIL*

- 1 Thurs. Easter Break begins after Last Class: Residence Hall  
 Remain Open.  
 Modified Meals: Cafeteria-As Announced  
 6 Tues. Day & Evening Classes Resume

*MAY*

- 17 Mon. Spring Term-FINAL EXAMS  
 18 Tues. Spring Term-FINAL EXAMS  
 19 Wed. Spring Term-FINAL EXAMS  
 Last Meal at the Cafeteria(4:30 p.m.-6:00 p.m.)  
 20 Thurs. Residence Halls & Townhouses close 12:00 Noon  
 for Non Graduating Seniors  
 MNE Graduation  
 22 Sat. Residence Halls & Townhouses close 12:00 Noon  
 23 Sun. for Graduating Seniors

# MNE RESIDENCE & CAFETERIA SCHEDULE 2009-2010

# HISTORY & PURPOSE

The original mission of Mother Catherine McAuley, founder of the Sisters of Mercy, was to assist those who are interested in improving their lives. Mercyhurst North East seeks to extend the Mercyhurst College motto of "Carpe Diem" (Seize the Opportunity) by offering post-secondary education focused on associate degree and certificate education along with the initial two years of education that permit matriculation in the four year college. This is the tradition of the Sisters of Mercy and encourages a greater spectrum of individuals to avail themselves of a post-secondary education in a private college environment.

In 1991, Mercyhurst College established Mercyhurst North East as a lineal descendant of the Mercyhurst College Career Institute and its outreach efforts through classes offered in Corry, Pennsylvania. The intent was to create an "opportunity and career college" dedicated to providing post-secondary education for capable learners who seek to learn job-entry skills --- in essence to fulfill a community college role in the Mercyhurst tradition. This concept effectively broadened the vision and scope of Mercyhurst College to include both non-traditional students and those with academically varied interests and talents.

Mercyhurst North East continues the challenge of offering focused programs to qualified students in an accredited, developmentally sound and academically rigorous learning environment. Students may enroll in one-year job preparation programs at the certificate level and two-year associate degree programs in a variety of fields not limited to but including the health care professions, business and technology as well as the culinary arts and education. The standards for academic programming are developed as a part of the college as a whole and are reviewed and maintained through established collegial processes. Most of the courses are applicable to further study in baccalaureate programs at Mercyhurst College or other institutions.

The purpose of Mercyhurst North East is clear: to enrich and prepare students to successfully manage future academic, career and life challenges. This is the structure that fulfills the vision and Christian commitment of Mercyhurst College to the intrinsic value of each individual.



# THE CAMPUS & ITS RESOURCES

Located in North East, Pennsylvania near Lake Erie, Mercyhurst North East campus is situated on 84 acres just a few blocks from the town center with its traditional architecture and small town atmosphere. The Redemptorist Fathers had previously operated the property for 110 years as St. Mary's College. The North East campus has fourteen buildings providing an imposing vista. The facilities and resources continue to be expanded and enhanced. They include recently modernized academic/residential buildings, a majestic Gothic style chapel, an observatory, a gymnasium with a weight and exercise facility, residential town houses and pod styled living facilities, a swimming pool in a nearby center and several playing fields for soccer, lacrosse, baseball and softball.

The campus has a full Internet infrastructure that connects it with the Erie campus and to the World Wide Web. Each resident room has at least one Internet connection through the college's system. There are computer laboratories and a Library with computers that provide basic resources in word processing, spread sheets and data bases with web browsers permitting full contact to the Erie campus Hammernill Library and its resources including online scholarly materials and access to the web-based catalogue for the college's library collection. That collection is available within a day to the students at Mercyhurst North East. The special dining hall and three instructional kitchens support the culinary arts instruction. Health Science laboratories for physical therapy and nursing are well equipped to support programming. Basic science laboratories for instruction and research in anatomy, physiology and microbiology as well as a bookstore have been added to Miller Hall.

Catherine McAuley Adult Education Center is located on Wayne Street, three blocks east of the Erie campus. The facility provides computer laboratories and classroom areas with most faculty and administrative services available on site. Principally dedicated to serving the non-traditional learner in all curricula, some associate degrees and certificate programs under the auspices of Mercyhurst North East are offered at this site.

# THE CAMPUS & ITS RESOURCES

A number of classes are also offered in the former Corrian Hotel in Corry, Pennsylvania. This provides convenient access for residents of neighboring counties to avail themselves of a Mercyhurst education. The building, which is owned by the Corry Higher Education Council has been renamed the Bruce and Arlene Smith Education Center. The Admission Office is located on the North East campus. The telephone number is: (814) 725-6144.



## Greetings! from the Academic Dean

I welcome you to Mercyhurst North East (MNE). Whether you are a traditional aged student (right out of high school), an adult learner, a returning student, resident or commuter... there is a place for you here at MNE. Welcome aboard! You are our priority and we look forward to working with you during this academic year.

As you embark on your higher education pursuits, I wish you the very best! As a member of our campus community, I look forward to being of service to you. It is my hope that you will use your potential and succeed in all your academic endeavors. The Office of Academic Affairs is located in Miller Hall, Room Hall 104. Along with Debbie Lewis, our office will assist you with academic matters such as registration, academic advising, transcript acquisition and a host of other academic related functions. In addition, I will carefully review your GPA each and every term. Therefore the grades you earn are a very important matter.



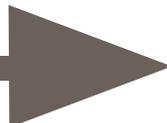
Our faculty is committed to providing quality instruction. Therefore, each instructor strives to establish and create a climate that fosters student success and learning. While faculty will lead you on a learning journey, your success will be a direct result of your own personal commitment to your studies-be sure to attend all of your classes, study on a regular basis, review your notes and textbooks, ask questions, participate in class, prepare for each class, and schedule to meet with your instructors. It is also essential that you stay in contact with your faculty advisor. These activities (on your part) will help you achieve academic success and will assist us in helping you meet your goals.

If I can be of assistance to you, do not hesitate to contact me. I wish for you a successful year at MNE and sincerely hope to congratulate you on graduation day.

Positively,

A handwritten signature in black ink, which appears to read "Tom Staszewski". The signature is written in a cursive, flowing style.

Dr. Tom Staszewski (Dr.S)  
Academic Dean



# ACADEMIC AFFAIRS

Dr. Thomas Staszewski, Dean of Academic Services, Miller104B (814)725-6119

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

*With reference to class assignments:* Academic integrity is an extremely important virtue in students and it is to be maintained in class assignments. Students should follow the directions given by faculty members about assignments. Assignments should be read in full. Students are expected to do their own work; students are not permitted to submit work partially or totally done by another student or documents downloaded from the internet. Use of computer-assisted translation on assignments to be submitted in a language other than English is likewise prohibited. Group work is permitted only when a collaborative effort is assigned; only those who actually worked on the assignment should have their names on the submission.

*With reference to citations in formal writing:* Students are expected to uphold generally recognized standards of citation in order to avoid plagiarism. Though individual instructors may alter the expectations somewhat, general principles include: the necessity to provide citations for any direct quotation, the need to provide citations for any paraphrased material, the need to credit theories or concepts to their authors through citation, and the need to provide full and accurate citations. Mercyhurst North East considers acts of forgery on academic documents to constitute academic dishonesty.

*With reference to library conduct:* Reading and audio-visual materials provided for the enrichment of the college community should be treated with respect by all students. Willful destruction of library materials, including but not limited to books, periodicals, manuscripts, CDs, videos and records constitutes academic misconduct.

*With reference to taking exams:* It is expected that Mercyhurst North East students will exhibit academic honesty when they take exams. Failure to do so is a form of deception that is unacceptable at Mercyhurst. Any action that misrepresents the extent to which a student has mastered material assessed on an exam constitutes academic dishonesty or cheating. Cheating includes, but is not limited to the following types of activities: copying from another student's test or assignment or allowing another student to copy from your test or assignment; collaborating during a test with any person without explicit faculty permission; stealing, buying or otherwise improperly obtaining all or part of a test before the exam; taking a test for someone else or allowing someone else to take a test for you; altering responses after an assignment or test was graded; and marking two answers on a test, so that the choice is unclear in hopes that the teacher will assume a correct response was intended.

When an instructor believes that a student has committed an act of academic dishonesty, the instructor will inform the student and complete an Academic Dishonesty Report. That report is filed and kept in the Office of Academic Affairs. On a first offense, the student will be subject to the consequence determined by the individual faculty member. At the discretion of their instructor, they may be required to redo the plagiarized assignment, or they may receive an automatic F for the exam/assignment and/or course. On a second offense, the student will be subject to the consequence determined by the individual faculty member, as well as any combination of consequences as determined by the Office of Academic Affairs.

Students have a right to appeal if they believe an academic dishonesty allegation is unfounded. The student should submit a formal written appeal to the Academic Dean at the MNE Office of Academic Affairs. The appeal should be word processed and should clearly state the basis for the appeal and all pertinent facts related to it. Appeals will be heard by the Academic Dean. The Academic Dean may also refer the appeal to the Academic Policies Committee. The final determination in any academic dishonesty case lies with the MNE Office of Academic Affairs. Questions regarding academic dishonesty or the appeal process should be directed to the MNE Office of Academic Affairs.

# ACADEMIC STUDENT SUPPORT SERVICES

Mercyhurst North East is invested in providing you with every opportunity for academic success so that you are prepared for the next step, whether it is to continue on to a four year institution or enter into the world of work. While it is important to understand that your success is ultimately your responsibility, you don't have to do it alone. An Academic Counselor has been assigned to assist you while you are a student at MNE. We're here when you need us.

One of the primary duties of the Academic Counselors is to help you monitor your academic progress. They are available to meet with you to assist in goal planning and review.

Counselors work individually or in groups to provide help in the following areas:

- Orienting you to the college and to your program of study.
- Assisting you with career planning and decision-making.
- Academic advising and course selection.
- Assisting you with values clarification and self-concept development.
- Personal counseling including a referral to a professional if deemed appropriate.
- Financial aid counseling. We'll work with you and Student Financial Services.
- Time management and study skills.
- Interest surveys and career exploration information.

## Tutoring Services

The tutoring program is available to assist you and to help you achieve your academic best. Tutoring is free of charge and may be utilized by all students, not just those who are having severe difficulty. Student Support Services maintains a tutoring center staffed by students Monday through Friday, 8:30 - 4:30 or by arrangement. If you would like tutoring in any of your courses, see [Jamie Houston](#) in Karsh 203 for more information ([jhouston@mercyhurst.edu](mailto:jhouston@mercyhurst.edu); (814)725.6148).

## Career Counseling

It's all about outcomes! One of the main reasons you are going to college is to move onto a rewarding career and the MNE Office of Career Services was established to help you any way possible. Services include:

- Coordination of all Internship/Externship Activities
- Posting of job openings, internship and externship opportunities
- Creation and formatting of resumes
- Housing of and transportation to career fairs
- Career counseling and vocational testing
- Help in developing credential files

For more information, contact [David DeSante](#) in Ridge 213; [d-desante@mercyhurst.edu](mailto:d-desante@mercyhurst.edu); (814) 725-6208.

## Vocational Counseling

Your Academic Counselors also provide vocational counseling. Are you having difficulty deciding on a career? Let us help you explore options and create opportunities. We offer:

- Vocational counseling.
- Internship/Externship and Co-op placement.
- Long range career planning.
- Developing job-search skills.
- Creating the perfect resume.
- Developing interviewing techniques.
- Job placement and networking.

## Academic Warnings

From time to time you may encounter academic difficulty due to any number of reasons. The Academic Warning System is designed to let academic counselors know when a student is displaying signs that may lead to academic difficulty.

## ACADEMIC STUDENT SUPPORT SERVICES

The faculty member informs the counselors when students miss multiple classes, do not turn in homework assignments or perform poorly on quizzes or exams. At times, personal situations may interfere with success in the classroom. The Academic Warning system provides the necessary support between you, your faculty, and your counselor to catch and resolve problems as they arise. Together, the student, faculty and counselor develop a strategy for classroom success.

## ← LEARNING DIFFERENCES PROGRAM

Learning is an individual process. Everyone learns at different rates and in different ways. The Learning Differences program at Mercyhurst North East offers eligible students, who have a diagnosed learning disability, reasonable accommodations to assist them with reaching their academic goals and actualizing their full potential.

In keeping with its mission of service, Mercyhurst North East is committed to helping diverse learners and those with special needs. Since it began at Mercyhurst College in 1986, the Learning Differences program has helped more than 250 students from every academic major to graduate.

Students who qualify for the program receive basic services (Level I) like tutoring, testing accommodations and study aids for free, or can receive more structured services like supervised study hall and weekly meetings (Level II) for a fee.

### Level I

→ Qualified students with disabilities are eligible to receive, free of charge, academic adjustments and auxiliary aids as required by Section 504 of the Rehabilitation Act of 1973.

- Academic adjustments including testing accommodations
- Auxiliary aids such as the Kurzweil Personal Reader
- Peer tutors and note takers

## Level II

In addition to all the services provided in Level I, Level II services are available for a fee to students with a documented learning disability who wish, or need, a more structured program than Level I. Included with these are:

- ➔ Mediation with faculty and staff with attention to specific learning needs
- ➔ Assistance with course selection, organizing work schedules, study skills and time management
- ➔ Advocacy training
- ➔ Drop-in assistance
- ➔ Assignment of carefully selected note takers and tutors
- ➔ Resource Center with computers for Level II students adjacent to the LD office.
- ➔ Supervised study hall as needed
- ➔ Social activities
- ➔ Coordinated efforts for appropriate testing and other accommodations as needed
- ➔ Weekly meetings to help students create and implement short and long term goals
- ➔ Individual assistance throughout the student's college career

If you feel you are eligible for the Learning Differences Program, please contact **Lori Hamblin** (814) 725-6299; (lhamblin@mercyhurst.edu) or **Claudia Mokwa** (814) 725-6141; (cmokwa@mercyhurst.edu) in Karsh 206 to discuss appropriate documentation and procedures for accessing services.

## The Freshmen Year Experience (ORI 100)

This one credit course is designed to help you make the transition to the responsibilities and rewards of college, whether you have enrolled directly from high school or are returning after some time off. The Freshmen Experience provides both an introduction to Mercyhurst North East, an introduction to the nature of college education, and general orientation to the functions, support services, and resources of the college as a whole.

ORI 100 provides a support group for you in the first year of college by examining problems common to the first year experience in an atmosphere somewhat less formal than that of traditional courses. Study skills, time and stress management, and test-taking skills are a few of the topics covered to help you make a successful transition to college life.

## Your Academic Support Staff

Please take some time to visit our offices. We are here Monday through Friday 8:30 – 4:30. We look forward to getting to know you. Carpe Diem!

➔ Karen Donnelly  
Perkins Facilitator  
International DSO  
Student Support Counselor  
(814)725.6253 Karsh 205  
kdonnelly@mercyhurst.edu

➔ Jamie Houston  
Vocational Counselor  
Tutoring Coordinator  
Student Support Counselor  
(814)725.6148 Karsh 203  
jhouston@mercyhurst.edu

➔ David DeSante  
Internship/Placement Coordinator  
Student Support Counselor  
(814)725.6208 Ridge 213  
ddesante@mercyhurst.edu

➔ Lori Hamblin  
Learning Differences  
Student Support Counselor  
(814) 725.6299 Karsh 206  
lhamblin@mercyhurst.edu

➔ Claudia Mokwa  
Learning Differences  
Developmental Guidance  
Student Support Counselor  
(814)725.6141 Karsh 206  
cmokwa@mercyhurst.edu

➔ Nicole Swan  
Learning Styles Coordinator  
Student Support Counselor  
(814)725.6207 Annex 9AA  
nswan@mercyhurst.edu

➔ Kristin Tobin  
Perkins Assessment Specialist  
Student Support Counselor  
(814)725-6321 Karsh 204A  
ktobin@mercyhurst.edu

➔ Esther Claros Berlioz  
Guidance Program Support Assistant  
(814) 725.6125 Karsh 204  
eclaro08@mercyhurst.edu

# OFFICE OF THE REGISTRAR



Bonnie Hall, [Registrar](#)

[Location](#): Miller Hall #104 [Phone](#): (814) 725-6254

An "official" transcript is one bearing the College seal and the signature of the Registrar and is issued only upon written authorization of the student. All transcript requests must be submitted to the

[Registrar's Office at the Erie campus, 501 East 38th St; Erie, PA 16546.](#)

Official transcripts are normally mailed directly to other institutions and agencies. Whenever an official transcript is released directly to the students, it will also bear the stamped message "Issued Directly to Student".

A request form for an official transcript can be picked up in the Mercyhurst North East Registrar's Office. A fee of \$4 is charged for the issuance of each official transcript. An "unofficial" transcript does not bear the seal of the College nor the authorized signature. These are issued free of charge to the student upon request. Remember --- an official transcript is only available from the Registrar's Office on the Erie campus.

## *Confidentiality of Student Records*

Student records may be released only to the student or to proper academic and administrative personnel within the College (Public Law 930380). The Educational Rights and Privacy Act (Buckley Amendment) requires that all students and/or former students must provide written authorization for the release of their records to others, if they desire them to be released. Telephone requests to furnish such records, therefore, may not be honored if there is no written record of an authorization to release.

## *Transfer Services*

Transfer services are provided for North East students who have satisfied appropriate academic requirements and desire to transfer to Mercyhurst College, Erie Campus.

Shirley Williams

[Location](#): Miller Hall #105  
(Erie Campus) Main 213

[Phone](#): (814)725.6106  
[Phone](#): (814) 824.3355.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (hereafter referred to as FERPA) affords students certain rights with respect to their education records. These rights are:

- The right to inspect and review their education records within 45 days of the day the College receives a request for access.
- The right to request the amendment of the education records that the student believes are inaccurate or misleading. Students should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mercyhurst College to comply with the requirements of FERPA. Directory information may be released without the student's prior written consent. Students have the right to opt out of having their Directory Information shared. Directory Information is defined as that information that would not generally be considered harmful or an invasion of privacy if disclosed. Mercyhurst College has designated the following as directory information: name, address, e-mail address, telephone number, dates of attendance, class standing, enrollment status (undergraduate, graduate; full- or part-time), class schedule, major or minor fields of study, degrees conferred (including dates), honors received, participation in officially recognized sports and activities, height and weight of athletic team members, photographs, date and place of birth, and most recent educational agency or institution attended.

Each fall, the Registrar's Office sends out an information confirmation form. If students wish to opt out of having their Directory Information shared, they can indicate this preference on this form. Students can also call or visit the Registrar's Office at any time and indicate their preference to opt out. A request to prevent disclosure will remain in effect for the current academic year. A new form for non-disclosure must be completed each academic year. If a student does not return the FERPA notification form, Mercyhurst College assumes approval for disclosure of directory information.

Please consider the effect non-disclosure of Directory Information may have on future employment and requests for verification of enrollment.

## NON DISCRIMINATION POLICY

Mercyhurst College is committed to protecting the rights and dignity of all groups and individuals, and to supporting the educational and professional enhancement of all groups and individuals. Our present and future course is designed to eliminate all policies and practices that work to the disadvantage of individuals on the basis of race, sex, sexual orientation, age, color, religion, national origin, disability, or status as a veteran.

Each employee and student is expected to work diligently to eliminate all forms of discriminatory conduct, including institutional, as well as personal patterns that directly or indirectly feed the destructive forces of this discrimination.

Discriminatory conduct means verbal and physical behavior that explicitly demeans any individual identified in the group above, and that (1) has the purpose or effect of interfering with the education, College-related work, or other institutionally authorized activity of a student, employee, official or guest, or (2) creates an intimidating, hostile or demeaning environment for education, work or other activity authorized by the College.

Respect for the dignity and worth of each individual is a precept of Mercyhurst North East. As such, Mercyhurst North East prides itself as a community that nurtures the growth and development of all its members. Each faculty member, staff member, student, or other individual who is in a working or learning relationship with Mercyhurst North East is entitled to respectful treatment in an environment free from sexual harassment. All persons will be held to standards of conduct ensuring that all members of the Mercyhurst North East community are free from sexual and other forms of harassment.

# SEXUAL HARRASSMENT POLICY

To ensure that a harassment free environment is available to all members of the Mercyhurst North East community, the College has adopted the following policy and procedures related to sexual harassment. The goal of this policy is not simply to enforce limitations on harassment already encoded in civil rights legislation, but to transcend said legal codes and appeal to principles governing honorable behavior in a just and principled community. Nothing in this policy is meant to limit the rights of an aggrieved person to seek relief in a state or federal court of law.

## Definition of Sexual Harrassment

The Term "harassment" refers to behavior that is not welcome, that is personally offensive, and that fails to treat others with dignity and respect.

Title VII of the 1964 Civil Rights Act defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature."

- ➔ Situations in which submission to sexual conduct or requests/demands for sexual favors is made—explicitly or implicitly—a term or condition of employment, education or participation in extra curricular activities.
- ➔ Situations in which submission to or rejection of such conduct is used as the basis for an employment decision or other evaluation, including grading, participation in sports and other institution-related activities.
- ➔ Unwelcome touching; sexual or sexually explicit jokes, stories, pictures, drawings, gestures or language are considered sexual harassment.

Any conduct or communication that has the purpose or effect of substantially interfering with the work environment of other employees, interfering with a students education, or creating an intimidating, hostile or offensive working or learning environment. Each member of the Mercyhurst North East community must understand that even thoughtless or unpremeditated behavior can have the effect of harassment. This effect may or may not constitute sexual harassment.

In any situation where there is an inherent imbalance of power between the parties, romantic and/or sexual relationships are strongly discouraged. However, it should be noted that the intent of the Mercyhurst North East Sexual Harassment Policy is to prevent sexual harassment and not to prohibit personal and social relationships among supervisors, co-works, faculty, and students. However, even consenting relationships between persons where a power differential exists are discouraged; charges of sexual harassment may be raised, even if both parties had initially consented to the relationship.

Dear Mercyhurst North East Student:  
Your decision to attend Mercyhurst North East is one full of promise. You have chosen to make a change in your life. You have chosen to make a difference.

The faculty, staff and administration at MNE are here to partner with you. Your challenge is to live, learn and grow by mastering your course work, expanding your world view and developing relationships which will support your efforts both today and into your future. These opportunities are all here for you. Make the best choices that you can to reach your goals. Do not be distracted or defeated by disappointment. Reach down deep and persist. We are here to help you get to where you want to go.

Have an outstanding year. Learn and live the college's motto:  
Carpe Diem — Seize the Day!



Catherine Anderson  
Dean of Student Life



# STUDENT LIFE

Lawrence G. Kozlowski

**Location:** Student Union in Miller Hall on the Lower Level

**Phone:** (814) 725-6312

The Office of Student Life is an integral part of the educational opportunities of Mercyhurst North East. It seeks to provide the best possible experience for commuter and resident students in terms of physical facilities, programs, activities and opportunities for students to grow socially, culturally, physically, emotionally and academically.

The Student Life Program recognizes that learning extends beyond the classroom. Students must, therefore, be aided in developing adequate standards for behavior in cooperation with others, and respect for the right, privileges and properties of all members of the college community. Students should leave the Student Life Program with the skills necessary to be productive, contributing members of our democratic society.

Mercyhurst North East desires to create strong, positive learning communities where students accept personal and collective responsibility within their communities. Emphasis is placed on helping students understand how their actions impact those around them and to identify their responsibilities to the various communities to which they belong. We challenge students to develop, explore and clarify individual values and foster in each a sense of unconditional acceptance of oneself. Students will be provided with ample opportunities to become involved in a variety of activities to develop leadership skills. They will also be encouraged to participate as active members of their communities. Students are held accountable for adult standards of behavior as a vital part of their growth process. We seek to empower students to utilize the skills learned from their college experience to serve others in need, both on and off campus.

## Student Union

Student Union in Miller Hall on the Lower Level

As a focal point of student life and student activities, the student union is available for use by all members of the College community. Housed in the Student Union are the Office of Student Life, Student Government Office, the Union Cafe (Snack Bar) and a large area for eating, studying, conversation and television watching or relaxing.

## MNE Student Government

Student Government Office Phone: (814) 725-6295

Location: Student Union, Miller Hall, Lower Level

Mercyhurst North East Student Government (MNESEG) is the voice of all students enrolled at MNE operating through elected officers and members. It is a multifunctional organization that serves the College community and the community at large. MNESEG acts as a liaison between students, administration and recognizes and supports all other student organization. MNESEG is also the primary student programming organization on campus whose function is to provide activities which will enrich the college community both culturally and socially. These activities include tournaments, movies, dances, trips or excursions as well as picnics and commuter lunches. All events are sponsored by MNESEG and are published in a weekly activity calendar, as well as posted in the Main Hallway.

## Career Services

David DeSante

Location: Ridge #213 Phone: (814) 725-6208

The Office of Career Services, Cooperative Education/Internship/Externship Programs provides a variety of career-related services for students of all class levels. This office coordinates all internship/externship activities throughout the year. In addition, the office posts part-time jobs, helps students construct resumes, develops credential files and maintains close contact with the Office of Career Services at the Erie campus.

## Health Services

Student Health Services at Vineyard Primary Care

Location: 2060 North Pearl St. Phone: (814)877-7711

As a Mercyhurst North East student you will have access to confidential, same-day basic medical services from a dedicated team of skilled caregivers. Conveniently located in the Hamot Healthcare Center at Mercyhurst North East, Vineyard Primary Care has 12 exam rooms and offers minor injury/illness healthcare services including vaccines, referrals to specialists and laboratories and appointments for students requiring medical attention.

Acute care services include treatment for: colds/sinus, sore throat, ear pain, bronchitis, pharyngitis, sprains/strains. Please note: care of chronic illnesses or routine medication refills need to be addressed by your primary care physician. Students living on campus are required to complete an emergency medical information card which also has emergency information contacts for use by the Residence Life staff. Updates to your card can be made in the Office of Student Life, located in the Student Union.

## Campus Ministry

Patricia Sullivan

Location: Chapel Phone: (814) 725-6277

Campus Ministry at Mercyhurst North East is established to provide the opportunity for spiritual growth to this community. Liturgical celebrations are held Sundays and holidays as announced in St. Mary's Chapel on campus. Schedules are available in the chapel. The regular schedule of Masses celebrated at the local parish of St. Gregory is also made available to our students. Schedules of local services for other denominations are available upon request.

## Bookstore

Russell Leone

Phone: (814) 725-6145

The Mercyhurst North East College Bookstore is located off the lower level entrance. It is the center to purchase all of your necessary books and supplies. The bookstore carries a full line of text books, supplies and gift items including tee-shirts, sweat shirts, glassware, soda pop, candy and chips. Please consult the schedule posted outside the bookstore for hours of operation.

## Mercyhurst North East Dining Services/ Union Café

Karen Potocki, Marcy Fickes

Location: Karsh Hall #113 Phone: (814) 725-6124

Union Café Phone: (814) 725-6236 Student Union in Miller Hall on the Lower Level

Mercyhurst Dining Services at North East understands that dining is an integral part of the college experience. We offer students a number of delicious and nutritious dining options. Nutrition, variety and flexibility - that's what you can expect from Mercyhurst Dining Services at North East. Check out the flavors at North East Hall and the updated Union Café.

# INFORMATION | TECHNOLOGY

Barry Nuhfer

Dave Licata

**Location:** Main 110      **Phone:** (814) 725-6327

Each student room is furnished with one data jack. This jack will enable you to use the campus network. You will need to have an Ethernet card and an Ethernet cable to use this jack. If you do not have an Ethernet card or Ethernet cable you may purchase these at the college bookstore. In addition to this all student housing is covered by wireless access to the campus network. Each student will be required to register his or her computing device on the network at the beginning of every term. If you need to have your system configured please contact your RA They will be taking all information necessary about your computer (brand, operating system, your room number and phone number.) If your computer system is already configured and you are still having problems with the network, please contact your RA and give them as much information as possible regarding your particular problem.

## Computers on Campus for Public Use

The Mercyhurst North East campus has access to over 140 computers located in four computer labs, the Ridge Library, Ridge Computer Lab, Karsh tutoring and writing center, Miller 115, Miller 203, and the FNB building. All labs/work areas utilize Windows based PC.s. The operating systems include Windows XP and Windows Vista. All public computers on campus are loaded with Microsoft Office 2007. Mercyhurst North East computer resources are systematically updated and expanded to parallel growth in information and technology as it develops. Wireless access is available for use in All of Ridge, Miller, Neumann, Karsh, Student Union, Cafeteria, and parts of the FNB building.

For additional information see

<http://lakernet.mercyhurst.edu/infotech/index.asp> or contact the IT helpdesk at 725-6317, or 725-6327.

## DocuCenter

Craig Gindlesperger

**Location:** M # 9 **Phone:** (814) 725-6194

The DocuCenter is provided as a service to the North East College Community. A variety of copy and finishing services are available for a nominal fee. Please consult the schedule posted outside the DocuCenter for hours of operation.

## Mail Room

Location: Miller # 9 Phone: (814) 725-6194

This center serves as the campus mailroom for students and faculty. Resident student mailboxes are located in the Miller Hall lower level as part of the DocuCenter. Mailbox numbers and combinations will be issued the first week of school to each resident student. Please consult the schedule posted outside the DocuCenter for hours of operation. Oversized mail (packages) is available for student pick-up with an I.D. Card in the Front Office during the normal operational hours of 8:30a.m. to 4:30p.m.

Mail sent to a student at the College should be addressed as follows:

Student Name  
Mercyhurst North East College  
16 West Division Street, Box # \_\_\_\_\_  
North East, PA 16428

## Police & Safety

Cpl. Paul Joslin

Location: Miller 7C Phone: (814) 725-6103

The Police and Safety Department's primary responsibility is the safety of the North East Campus community, its students, faculty and staff. Other responsibilities include investigations of theft, criminal mischief and other criminal incidents on campus. All matters relating to institutional or student safety should be reported to the Office of Police and Safety for appropriate action.

## Parking

The College provides a limited number of parking spaces for faculty/staff and students. All vehicles must have a current parking decal in the lower left corner of the rear windshield to avoid being ticketed (no other area of the vehicle). Vehicles must be registered online, afterwards you will be notified when to pick up a valid parking decal from the Office of Police & Safety. All resident students must park in or Lot #5 or Lot #6. Parking for commuter students will be in Lots # 1,2,3 and 4. Vehicles in violation of parking regulations will be ticketed, booted and/or towed. These violations would include but are not limited to no parking zones, violations of handicap zones, parking in the visitors or wrong lot and any announced emergency snow removal periods. Any questions about parking on campus should be directed to a Police and Safety Officer. The Police and Safety Office is located in Miller Hall 7C by the Student Union. All owners and operators of motor vehicles on campus should keep their vehicle locked at all times while on college property.

# STUDENT FINANCIAL SERVICES

Melissa Rizzo

Location: Karsh 201 & 202 Phone: (814)725.6363

It's been said that the hardest part of going to college is figuring out how to pay for it. At Mercyhurst North East, we do our best to help you get through the financial aid process with as little stress and anxiety as possible.

For new students, both the Office of Admissions and the Office of Student Financial Services (SFS) are available to answer your questions and discuss your financial aid options. A counselor can help you fill out the FAFSA and other forms required for various types of aid. He or she will also help you understand your financial aid package and how much your education will cost.

## *Financial Aid Application Process*

There are various types of financial aid, but before any grants, scholarship, or job funded by Mercyhurst College can be awarded, a student must have completed the entire financial aid and admission application process. This applies equally to students enrolling at both the Erie campus and at Mercyhurst North East.

➔ Students need to complete the **Free Application for Federal Student Aid (FAFSA)** by the referential **deadline of March 15th of EACH ACADEMIC YEAR.**

➔ The Free Application for Federal Student Aid (FAFSA) is available through high school guidance offices or can be filed electronically at <http://www.fafsa.ed.gov/>

The Mercyhurst College Title IV Code is 003297. All students should file the FAFSA as soon as possible after **January 1 of EACH ACADEMIC YEAR.**



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# STUDENT FINANCIAL SERVICES

Students chosen for verification by the federal government will be informed of the necessity of submitting additional documents to Student Financial Services.

Upperclassmen must submit all required papers by **March 15**.

Students who fail to do so will not be able to pre-register for the next term.

## *Financial Aid Policies*

The following policies are followed by the Director of Student Financial Services when awarding financial aid funds:

- ➔ Any commitment of aid funds is tentative and contingent upon legislative appropriation and the actual receipt of funds by Mercyhurst College.
- ➔ Financial aid is awarded to full-time students (defined as at least eight academic credits per term for a total of 24 credits) taken per academic year. If the student takes fewer than the above number of credits, the award will be reconsidered and adjusted.
- ➔ All financial aid is awarded contingent upon maintenance of academic progress toward a degree as defined by the agency and/or Mercyhurst College regulations.
- ➔ Financial aid recipients must also maintain satisfactory academic progress. Please refer to the Reference guide to Financing Your Education on LakerNet.
- ➔ To be eligible for **Title IV** aid after the second academic year at Mercyhurst, a **2.0 grade point** average must be maintained in addition to passing the required number of academic credits. This applies to students receiving Title IV aid for the first time beginning on or after July 1, 1987.

- Financial aid awards are reevaluated each year. New applications (FAFSA) are required annually. Applicants completing the filing process by the application deadline (March 15) will be considered first in making awards.
- Scholarship/grants that are more than the cost of Mercyhurst tuition will be adjusted. Award adjustments will be made when federal, state, and private and/or Mercyhurst grants/scholarships exceed the cost of tuition.
- Financial aid applicants must submit proper documentation, as requested by the director of student financial services, to establish eligibility as defined by institutional, state and/or federal guidelines. Consideration for aid may not occur until such requirements are fulfilled. In circumstances where students and/or parents choose not to cooperate with this process, the College has no option but to disallow the financial aid.

Please consult the Mercyhurst College Catalog for the Financial Aid Process-Policies Guidebook for further information.

## Student Employment (Institution Employment Program)

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

## SFS website, locations, and office hours

To access our website, visit <http://lakernet.mercyhurst.edu/> and locate 'Student financial Services' under the 'Office' section of the website.

### ➤ Erie Campus:

Student Financial Services  
Mercyhurst College  
Main Building 115  
501 East 38th Street  
Erie, Pa 16546  
Phone: 814-824-2288  
Fax: 814-824-2300

### ➤ North East Campus:

Student Financial Services  
Mercyhurst North East  
Karsh 201 & 202  
16 West Division St  
North East, Pa 16428  
Phone: 814-725-6363  
Fax: 814-725-6375

The Office of Student Financial Services is open Monday through Friday, 8:30 a.m. to 4:30 p.m.



## Other Important Telephone & Website contacts

### FAFSA

1-800-4fedaid  
TDD 1-800-730-8913  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

### Tuition Management Systems (TMS)

1-800-722-4867  
Fax: 401-736-5050  
[www.afford.com](http://www.afford.com)

### PHEAA (PA State Grant)

<http://www.pheaa.org/stategrant/>

### FDL (Federal Direct Lending)

<http://www.dlsonline.com>

Please refer to the SFS “**Policy and Procedure Guide**” and Mercyhurst Academic Catalog for more detailed information about student financial policies and procedures.

## ONE Card

The Mercyhurst College “One Card” identification card is a “smart card” used for library privileges, access to the Recreation Center, entry to athletic events, dining and meal services, purchases at the Bookstore, snack and specialty food items around campus and access to Redemptorist Residence Hall. Services such as printing and copying as well as vending machines have been added allowing your One Card to be used all over campus. We also now have almost thirty off campus locations that accept your One Card as a debit payment and this list will continue to grow. Look for the One Card logo for additional use locations.

The One Card works on a declining balance system. A student deposits money into his/her One Card account either by sending in a check to the Office of Student Financial Services or by paying in person.

## Replacement Cards

There is a \$15.00 replacement charge for ALL lost, stolen or damaged Student IDs cards first in making awards.

## Temporary ID's

Temporary ID cards are available at the DocuCenter during regular business hours and at Police and Safety for all other times. These temporary cards will allow entry to access areas and limited meal services as well as access to certain other print options. Temporary ID cards are only valid for seventy-two hours (72 hrs) and have a two dollar (\$2.00) fee that will be deducted from the account of the holder.

## *Book Voucher*

In the event that a student is anticipating a refund in any given term, and would like to apply those anticipated funds towards the purchase of books, the student will need to see the Office of Student Financial Services to arrange for a book voucher. A book voucher DOES NOT mean you are getting your books for FREE! You are merely “charging” your books to your account.

 **NOTE** The Office of Student Financial Services reserves the right to refuse a book voucher to any student, particularly if verification, athletic scholarship or student loan paperwork is incomplete.

If you do not anticipate a refund for the term in question, you must pay for your books out of pocket. If you are finding it difficult to come up with the funds, contact SFS for financing options.

## *Access to Student Financial Records*

Students have the right to review and obtain copies of their financial records by making a request in writing to the Office of SFS.

Students’ information and records are kept confidential and are protected under FERPA regulations. Information disclosure on student financial aid and billing records may only be shared with parents when the Office of STS has documentation of file that the parent(s) claimed the student on their federal income tax return, or when the student provides the Office of SFS written consent to share information with parents.

# RESIDENCE LIFE

The Residence Life Program has, as its goal, to be an integral part of the educational opportunities of Mercyhurst North East. It seeks to provide the best accommodations possible, in terms of physical facilities, for students and to provide a living environment that enables students to grow socially, culturally, physically, and emotionally, as well as academically.

## *Staffing*

The Resident Life live-in staff consists of a Director, and eight (8) RA's/ GA's. Resident Assistants (RA's) and Graduate Assistants (GA's) are undergraduate students or graduate para-professional staff members living in each of the residential living areas, who maintain the closest and most enduring contact with residents. They work to promote individual growth, develop a sense of community in their living areas, and encourage pride in Mercyhurst North East. RAs assist in the administrative operation of their individual areas, educate Mercyhurst North East students about the Residence Life policies, provide information about the community and college services, provide opportunities for community service and implement programming for social growth, development and recreation.

## *Room & Apartment Policies*

The College reserves the right to consolidate any rooms/apartments that are less than full occupancy and reassign rooms if necessary. A student may not make a room or apartment change without the approval of the Director of Student Life. Adjusting to living with others takes time and communications with roommates is a key to roommate success. If there are concerns over your housing assignment or a roommate conflict please contact your Resident Assistant or the Director of Student Life.

## *Telephone*

Each student room is equipped with a phone line jack and local/on-campus phone service. To place on campus calls the student dials the last four numbers of the 725-phone exchange number. To place a local call you must press "9" and then the seven digit phone number. Long distance can be dialed using a commercial phone calling card, or obtaining a Telephone Authorization Code (T.A.C.). These codes will be available at the beginning of the school year via the college internet and billing will occur on a monthly basis.



Payment can be made directly to the Student Financial Service Office. Students are responsible and will be billed for all calls made using their T.A.C. code. Residents must provide their own phones. If you experience any problems please report the problem in detail to your Resident Assistant. It is suggested that a phone/answering machine be connected in the room to receive notices of delivered packages and in case there is an emergency.

## Laundry Facilities

 There are four laundry rooms located on campus, one in each housing area for student use. The college does not own the equipment; it is a service supplied to us by an outside vendor. Damage done to this equipment may result in removal of the service and damage charges assessed to the residents. The College assumes no responsibility for clothing or theft of clothes damaged or taken from the laundry rooms.

## Room Keys/Privacy & Security

 Room keys are issued to each student at check-in. This key is for the student's personal use only. All doors should be locked at all times. If a key is lost, it should be reported to the Director of Student Life. The replacement cost of a key is \$25.00. If a student does not return a key upon check-out, there is a charge of \$50.00 for key and core replacements charged against the student's account.

If a student is locked out of their room, the roommate should be located first, if unsuccessful, the RA should be notified, and then security. Every effort is made to ensure the security and privacy of each student's room or apartment. Students are encouraged to lock their doors when they are not in the room or apartment. Room keys should be in your possession at all times. Please report lost keys at once to Police and Safety and to your RA to avoid any additional security problems. The college is not responsible for loss of personal property due to theft, fire, or other causes. Students and their parents are advised to obtain insurance coverage on all personal assets.

## Health & Safety Inspections

 Each month and prior to departure for semester break or vacation, residence life staff will conduct health and safety inspections in all rooms and townhouses occupied by residents. The inspection date and time will be posted in advance. Staff may enter residents' rooms or townhouses with or without the approval or consent of the occupants. If there is a problem or condition the resident will be given ample time to make the necessary alterations or adjustments.



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# RESIDENCE LIFE

## *Building Damage*

Damage done to common areas (living areas, lawns, parking areas, etc.) are assessed to the largest, most reasonable group of residents possible when it cannot be determined who caused the damage. Any damages done in a townhouse will be assessed to all occupants unless an individual is identified.

## *Housekeeping*

Housekeepers are assigned to do routine cleaning on a regular basis in hallways, stairwells, lobbies, common areas, laundry rooms and bathrooms. They will clean up unacceptable or out-of-the-ordinary messes, but the residents will be assessed a cleaning charge.

## *Maintenance*

Maintenance issues should be reported to your Resident Assistant for attention. Emergency maintenance (gas, water or electric) problems should be reported to the front office (725-6100) immediately between the hours of 8:30a.m. and 4:30p.m. or to security (725-6103 or Erie Campus Security 824-2304) after 4:30p.m. and during weekends from Friday at 4:00p.m. to Monday at 8:30a.m.

## *Room Searches*

A room or townhouse may be searched if it is believed to be in the best interest of the College, for reasons that pose a threat to the community, or it is believed the law or College policy is being violated. When possible and appropriate, residents will be asked for their consent prior to a search. The College and its authorized representatives have the right to inspect students' quarters for standards of maintenance, preservation of physical structure, identification of damage, and for the purpose of enforcing College rules and regulations governing the conduct of students and the safety and security of College property. College personnel (RAs) have the absolute authority to inspect any package, box, book bag, etc. being carried into residence halls or apartments. The College reserves the right to remove property belonging to the College, its agents, found in a room or apartment, with out the approval of the residents.

During authorized room searches all contraband, weapons, or “fruits of a crime” will be seized and secured in the Policy & Safety Office. Any “legal” items (items that are legal to possess but nonetheless restricted by campus rules and regulations) that are confiscated may be returned to the student provided the student can prove ownership with documentation. Items falling into this category will be released to the custody of the student immediately prior to leaving campus for their parent’s or guardian’s residence. If the same items are found to be on campus after being released to the student, the student will be charged with failure to comply with a reasonable directive of a college or civil official. The unauthorized item(s) will then again be seized and the student will be dealt with as the College Rules and Regulations direct.

## Storage

There is no student storage space available on campus.

# STUDENT CONDUCT

## Introduction

Mercyhurst North East, as a community of learning dedicated to the lifelong development of the whole person, is where students gather knowledge, insight, skills, and vision necessary to attain fulfillment of the goals they have set for themselves. It is within this community that every member of the College is encouraged and aided to meet the standards set by the College. These standards establish a base upon which the student builds a quality of life reflecting good citizenship, vigilance, and concern for the less fortunate. Excessive regulation, tedious debate, and contentious challenges are not the aim of this Conduct Code. The focus of the Conduct Code is good judgment, responsible social stewardship, and concern for an improved quality of life for the whole community.

## Administration of the Code of Conduct

- An event is documented in an incident report
- The Incident report is given to the Director of Student Life.
- The student is contacted to schedule a conduct meeting. If the student fails to attend the meeting, the reviewing authority will hold the meeting in the student's absence. If the student is found responsible for violations, a sanction letter will be sent to the student detailing the outcome.
- The Student Handbook online comprehensive guide will be used in determining an appropriate sanction. The student is provided with a decision letter which includes the guidelines for appealing the decision.
- A student's housing and student conduct records are protected as education records. In most cases, a student's housing and student conduct record will be retained for seven years after the student graduates, withdraws or transfers from the college. Certain student conduct records, including ones involving sexual assault or other serious violations, are retained indefinitely at the discretion of the Director of Student Life.

# THE DISCIPLINE PROCESS



- An event is documented in an incident report.
- The incident report is given to the Director of Student Life for review.
- The student is contacted to schedule a conduct meeting.
- The On-Line comprehensive Student Handbook will be used as a guide for determining an appropriate sanction.
- The student is provided with a decision letter which includes guidelines for appealing the decision.
- A student's housing and student conduct records are protected as educational records. In most cases, a student's housing and student conduct record will be retained for seven years after the student graduates, withdraws, or transfers from the College. Certain student conduct records, including ones involving sexual assault or other serious violations, are retained indefinitely at the discretion of the Director of Student Life.

# CONDUCT CONSEQUENCES

## ➤ WRITTEN WARNING

A written warning is a notice that the student's behavior is unacceptable to the Mercyhurst College community and that further misconduct may result in more severe outcomes. Warnings are taken into account in the event of future violations. A written warning is the only disciplinary sanction that does not result in the loss of housing points (for an explanation of housing points, refer to the "Residence Life" section).

## ➤ WRITTEN REPRIMAND

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

## ➤ SOCIAL PROBATION

Social probation is meant to monitor and address student behavior to assess their adjustment to the demands of college life. A student on social probation may be denied participation in certain activities until he or she proves to be capable of mature incorporation into the College. Additional violations during this period may result in additional sanctions up to and including expulsion. Social probation results in the loss of two housing points.

## ➔ SUSPENSION

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

## ➔ INTERIM SUSPENSION

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

With the safety and welfare of the College community in mind, it may be necessary for a student with emotional or psychological issues who significantly disrupts student life, or who is a danger to him- or herself, to be required to leave campus immediately for a designated period of time, determined by the Director of Residence Life & Student Conduct or designee in consultation with appropriate College personnel. College authorities must approve an acceptable statement of the student's physical and emotional fitness before determining whether the student will be permitted to return to campus.

## ➔ EXPULSION

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

# DISCIPLINARY SANCTIONS



## ➤ MONETARY FINES

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

## ➤ COMMUNITY SERVICE

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

## ➤ EXTRACURRICULAR RESTRICTIONS

A student receiving extracurricular restrictions is prohibited from participating in extracurricular activities, which could include athletics, intramurals, student government, clubs, organizations, dances, etc. Conduct Code violations may jeopardize a student's ability to participate in commencement activities.

## ➤ RESTITUTION

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

## ➤ EDUCATIONAL SANCTION

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

## ➤ ALCOHOL/EDUCATION CLASS

A student who is found in violation of the Alcohol Policy may be required to complete an Alcohol Education Class.

### ➔ REMOVAL FROM HOUSING

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

### ➔ LOSS OF OFF CAMPUS HOUSING

A student living off-campus may lose that privilege if he or she disturbs or disrupts neighbors or the neighborhood, or brings disrepute to the College.

### ➔ FACILITY RESTRICTIONS

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

### ➔ PERSONAL COUNSELING

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

With the safety and welfare of the College community in mind, it may be necessary for a student with emotional or psychological issues who significantly disrupts student life, or who is a danger to him- or herself, to be required to leave campus immediately for a designated period of time, determined by the Director of Residence Life & Student Conduct or designee in consultation with appropriate College personnel. College authorities must approve an acceptable statement of the student's physical and emotional fitness before determining whether the student will be permitted to return to campus.

## PARENTAL NOTIFICATION

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

# SEXUAL HARASSMENT POLICY

## & SEXUAL HARASSMENT PANEL PROCEDURES



### ➤ I. STATEMENT OF PURPOSE

Respect for the dignity and worth of each individual is a precept of Mercyhurst College. As such, Mercyhurst College prides itself as a community that nurtures the growth and development of all its members. Each faculty member, staff member, student, or other individual who is in a working or learning relationship with Mercyhurst College is entitled to respectful treatment in an environment free from sexual harassment. All persons will be held to standards of conduct ensuring that all members of the Mercyhurst College community are free from sexual and other forms of harassment. To ensure that a harassment-free environment is available to all members of the Mercyhurst College community, the College has adopted the following policy and procedures related to sexual harassment. The goal of this policy is not simply to enforce limitations on harassment already encoded in civil rights legislation, but to transcend said legal codes and appeal to principles governing honorable behavior in a just and principled community. Nothing in this policy is meant to limit the rights of an aggrieved person to seek relief in a state or federal court of law.

### DEFINITION OF SEXUAL HARASSMENT

- A. The term “harassment” refers to behavior that is not welcome, that is personally offensive, and that fails to treat others with dignity and respect.
- B. Title VII of the 1964 Civil Rights Act defines sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.”
- C. Any harassment based on the gender or sexual preferences of the offended individual, including unwelcome sexual advances; requests or demands for sexual favors; and other verbal or physical conduct, including, but not limited to:
  1. Situations in which submission to sexual conduct or requests/demands for sexual favors is made – explicitly or implicitly – a term or condition of employment, education or participation in extracurricular activities.
  2. Situations in which submission to or rejection of such conduct is used as the basis for an employment decision or other evaluation, including grading, participation in sports and other institution-related activities.

3. Unwelcome touching; sexual or sexually explicit jokes, stories, pictures, drawings, gestures or language are considered harassment.

4. Any conduct or communication that has the purpose or effect of substantially interfering with the work environment of other employees, interfering with a student's education, or creating an intimidating, hostile or offensive working or learning environment.

- D. Each member of the Mercyhurst College community must understand that even thoughtless or unpremeditated behavior can have the effect of harassment. This effect may or may not constitute sexual harassment.
- E. In any situation where there is an inherent imbalance of power between the parties, romantic and/or sexual relationships are strongly discouraged. However, it should be noted that the intent of the Mercyhurst College Sexual Harassment Policy is to prevent sexual harassment and not to prohibit personal and social relationships among supervisors, co-workers, faculty, and students. However, even consenting relationships between persons where a power differential exists are discouraged; charges of sexual harassment may be raised, even if both parties had initially consented to the relationship.

## THE COMPLAINT PROCESS

(The complaint process will follow the specific guidelines set forth below)

### ➤ A. Informal Complaint Process

It is frequently advisable to discuss an incident of sexual harassment with another person before taking either informal or formal action. In such a discussion, it can be established how serious the situation may be and how best to address the offensive behavior. Other services, such as counseling, may be available to aid the complainant of harassment. In addition to the friends and advisors to whom a person of the Mercyhurst College community might ordinarily turn, a number of Mercyhurst faculty, staff and administrators will receive training enabling them to help a complainant of sexual harassment. A list of advocates will be available through the Sexual Harassment Officer to any interested person, as well as circulated throughout the College community.

complete an Alcohol Education Class.

# SEXUAL HARASSMENT POLICY & SEXUAL HARASSMENT PANEL PROCEDURES



- Depending on the circumstances of a particular incident and the wishes of the complainant, the advocate's role may include any of the following informational or supportive activities:

1. Listening to and discussing the incident with the advisee;
2. Helping the advisee decide whether to resolve the situation on his or her own;
3. Helping the advisee understand the options available under the College's sexual harassment procedure.

The complainant may choose at any point not to pursue the matter any further. However, should the complainant wish to pursue the matter, the advocate shall assist him/her in doing so.

Should the complainant decide to pursue the matter further, the advocate may assist the complainant with an informal resolution of the complaint. Advocates are expected to respect the confidentiality of all procedures.

## ➤ INFORMAL RESOLUTION OF AN INFORMAL COMPLAINT (may be resolved in two ways)

### 1. Conversation with person whose behavior is at issue

If an advocate believes that the conduct complained of is ambiguous or unintentional, but nonetheless disturbing and/or inappropriate, the advocate may suggest that the person whose behavior is at issue be advised that he or she should be careful to avoid actions that, while innocent, could be misinterpreted. This conversation will be initiated by the Sexual Harassment Officer upon discussing the matter with the complainant, the advocate, or both, and the person who is complaining about the behavior has the right to have his or her name kept confidential throughout the course of the conversation. However, it is important for the advocate to apprise the complainant that the person exhibiting the disturbing behavior may know who submitted the complaint. The Sexual Harassment Officer will inform the advocate that the conversation has taken place. Nothing else is to be conveyed to the advocate without the explicit permission of the person whose behavior is at issue. No record will be kept of the advisory conversation.

## ➤ OTHER INFORMAL RESOLUTIONS



Informal resolutions of sexual harassment charges may also take one or more of the following forms, upon the consent of the complainant:

- a. The parties may meet and discuss the behavior in question, in the presence of an advocate or the Sexual Harassment Officer, who may act as a mediator;
- b. The complaining party may send a letter to the alleged aggressor, describing the circumstances that were offensive and requesting that those actions not be repeated;
- c. Discussions between the parties and advisors may result in a recommendation of professional counseling for either party;
- d. Advisors may recommend referral of the case for mediation;
- e. The parties may consent to any other appropriate action bringing about a resolution to both parties.

It should be understood that complaints and allegations of harassment will be held in confidence insofar as possible when informal procedures are to take place. If informal procedures are inadequate to achieve the goal of preventing further harassing behavior, fairness demands that the accused be apprised of the identity of the accuser. All parties involved in informal procedures are obliged to maintain strict confidentiality of all parties and proceedings.

Resolution of informal complaints is not achieved until the complainant is satisfied that the behavior at issue has stopped.

## ➤ OTHER INFORMAL RESOLUTIONS

Allegations and complaints of any type of harassment must be reported as soon as possible and should be made in writing to the Sexual Harassment Officer. The complaint process will follow the specific guidelines set forth below.

If a charge of harassment cannot be resolved through informal procedures, or if a person who believes he or she has been harassed wishes to pursue formal procedures, the complainant may choose to utilize a more formal process.

## 1. Investigation

Investigation into a sexual harassment allegation will be headed by the Sexual Harassment Officer and/or the Director of Residence Life & Student Conduct or other determining party. All parties and witnesses and any other persons who may have information that would help settle the matter would be interviewed separately. When at all possible, all persons who could corroborate one another's stories will be called in to make statements simultaneously, so that outside corroboration cannot take place.

## 2. Sexual Harassment Grievance Panel

The Sexual Harassment Grievance Panel will serve as an advisory board to the Director of Residence Life & Student Conduct or other determining party. Following the gathering of statements from all involved parties and/or witnesses to an alleged incident, the Sexual Harassment Grievance Panel will meet to discuss the case. The Sexual Harassment Grievance Panel will review all written statements and will hear testimony from the Director of Residence Life & Student Conduct or other determining party, and from the Sexual Harassment Officer. The Sexual Harassment Grievance Panel will then make a recommendation as to the appropriate charge(s) to bring against the accused, along with suggested sanctions.

The Committee shall consist of six members of the College community. Two members of the faculty shall be appointed by the Faculty Senate; two members of the student body shall be appointed by the Mercyhurst Student Government; and two members of the administration shall be appointed by the President. After being convened, the panel shall elect one of its members as chair of the panel. None of the members of the panel shall be a person who receives a copy of the written decision of the grievance panel, as set forth below in section three (3). If any panel member, upon learning the names of the persons involved in the sexual harassment complaint, believes they have a conflict of interest or any potential bias, they shall, at their own initiative, excuse themselves from the case. The chair of the panel shall then appoint other committee members to make up the required panel.

## 3. Inquiry of Sexual Harassment Grievance Panel

At the conclusion of the inquiry, and within five days of the inquiry, the panel shall prepare a written statement of facts. The statement shall include a summary of all relevant facts discovered in the course of the investigation.



Additionally, the panel shall decide whether there has been a violation of the sexual harassment policy, and shall prepare a written statement of its decision indicating its reasons and including a proposed sanction. If the case involves a student, a copy of this statement shall be sent to the Director of Residence Life & Student Conduct.

The Director of Residence Life & Student Conduct will receive and review the panel's report and recommendation of sanctions, if any, which can include dismissal from the College. The Director shall have access to the complete record of the case. If the Director of Residence Life & Student Conduct determines that the sanctions recommended by the panel are inappropriate, he or she shall indicate his or her reasons in writing to the panel. After consultation with the panel, the Director may impose alternate sanctions. The Director will communicate the final decision, in writing, to the panel, the complainant and the respondent within 10 working days of receipt of the panel's recommendation and, in a case in which a violation of the policy on harassment was found to have occurred, shall enter the decision in the permanent discipline file of the respondent.

### ➔ SEXUAL HARASSMENT APPEALS

After the decision by the panel and the reviewing party, either the complainant or the respondent may submit an appeal as is provided for by College policy. Appeals made by students will be made to the Conduct Board. Appeals must be submitted in writing and must state the specific grounds for the appeal. Student appeals must follow procedures set forth in the student handbook regarding appeals to the Conduct Board.

### ➔ RECORD KEEPING

At the conclusion of all cases, all records of the investigation shall be retained in a secure, locked cabinet, in the office of the Sexual Harassment Officer.

# APPEAL PROCESS



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

## I. REQUESTING AN APPEAL

- A student may request an appeal of conduct decisions for review.
- The student must submit a written request for appeal to the Student Conduct Office. Typically, a student is allotted seven calendar days after receiving the initial conduct decision to submit a request. The Director of Residence Life & Student Conduct reserves the right to shorten or lengthen this time based upon individual circumstances.
- The aim of the appeal request is to convince an adjudicating appeal authority that reason exists for a hearing of the original decision or action. The burden of showing such reason rests with the individual making the request. A student should have no expectation that an appeal request will be heard simply because the student is unhappy with or disagrees with the original decision or action. The student needs to do more than simply claim grounds for an appeal hearing; the student must demonstrate that such grounds exist.

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

1. During the student conduct process, deviation from written procedures occurred which impacted the fairness of the process. The deviation must be demonstrated in the appeal request and must clearly impact the fairness of the process.
2. Information unavailable to the original adjudicating authority is now available that could have impacted the original outcome. The relevant information must be presented in the appeal request.

3.The decision (violations and sanctions) reached was not based on substantive information. A reasonable challenge to the information must be provided in the appeal request.

4.The sanction issued as a result of the original decision was disproportionate for the violation. The unwarranted or excessive nature of the sanction must be evidenced in the appeal request.

5.Bias on the part of the adjudicating authority that deprived the student conduct process of impartiality. Allegations of bias must reference the adjudicating authority only. The alleged bias must be evidenced in the appeal request.

- Depending on the severity of the initial incident and/or the resulting sanctions, the appeal request is assigned to one of three adjudicating appeal authorities: an Administrative Hearing, a Student Conduct Panel, or the Conduct Board.
- The adjudicating appeal authority that reviews the request will determine if the request merits an appeal hearing.
- Typically, the student will be informed of the decision on whether or not the adjudicating appeal authority will grant an appeal hearing within 14 calendar days of the date that the office received the appeal request.
- For requests meriting an appeal hearing, the hearing will be conducted in a timely manner.
- Typically, the adjudicating authority will provide the student with a written decision within seven calendar days after the appeal hearing is completed.

## APPEAL PROCESS (cont.)



### APPEAL HEARING INFORMATION

- Normally, appeal hearings shall be conducted in private. However, admission of any other person to the hearing shall be at the discretion of the adjudicating appeal authority.
- In instances involving more than one student, individual appeal hearings may be provided.
- The student has the right to be assisted by an advisor of the student's choice and at the student's own expense. The student is responsible for presenting his or her own information and argument and, therefore, advisors are not permitted to speak or to participate directly in any appeal hearing.
- The student has the right to present the information from witnesses during the appeal hearing. If the appealing student requests witnesses be permitted to present their statements at the hearing, the appealing student must demonstrate the relevancy of the witness's information prior to their admission to the hearing. If such relevancy cannot be demonstrated, the adjudicating appeal authority may refuse to hear the information.
- Permanent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the adjudicating authority.
- All procedural questions are decided by the adjudicating authority.
- The hearings may be taped by the adjudicating authority.
- The adjudicating appeal authority may recommend to eliminate, decrease, increase, modify, or uphold the conduct decision.

### ADMINISTRATION OF APPEALS

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



## STUDENT CONDUCT PANEL

The Student Conduct Panel tends to review those appeal requests in which the original incident involved conduct of a less serious nature than those requests reviewed by the Conduct Board. The panel is composed of three Student Conduct staff members, or their designees, who were not involved in the original incident or decision.

## THE CONDUCT BOARD

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

## ADMINISTRATIVE HEARING

Administrative Hearings are conducted by the Director of Residence Life & Student Conduct or designee. Administrative Hearings review appeal requests in which the original incident involved conduct that is of an extremely sensitive nature, such as those involving sexual misconduct, drug offenses, bias-based offenses.

## Introduction

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

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

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

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

Any student found responsible for violating the Conduct Code may receive one or more of a variety of sanctions tailored to the specific violation(s). The sanctions listed in the Student Handbook are presumptive. Individual mitigating circumstances, as well as aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, may be considered when determining the level and scope of the sanction(s). Sanctions are imposed on a graduated scale, increasing in severity with subsequent violations.

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

➤ **Terroristic Threats (as defined by the Pennsylvania Crimes Code)**

Expulsion

Possible Arrest and Prosecution

➤ **Extreme Physical Assault/Abuse**

Expulsion

Possible Arrest and Prosecution

➤ **Physical Assault/Abuse Against Any Employee of the College (including RAs)**

Suspension

Possible Expulsion

Possible Arrest and Prosecution

➤ **Physical Assault/Abuse**

Suspension

Possible Arrest and Prosecution

➤ **Stalking**

\$350.00 Fine and 70 Hours of Community Restitution

Disciplinary Probation (including Extracurricular Restrictions)

Counseling Assessment

Possible Removal from College Housing

Possible Suspension

➤ **Initiation of a Fight**

\$200.00 Fine and 40 Hours of Community Restitution

Disciplinary Probation (including Extracurricular Restrictions)

Possible Removal from College Housing

Possible Suspension

➤ **Reckless Endangerment**

\$100.00 Fine and 20 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Possible Removal from College Housing  
Possible Suspension  
Possible Arrest and Prosecution

➤ **Creation of a Hostile Environment**

\$100.00 Fine and 20 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Possible Reassignment of College Housing  
Possible Removal from College Housing  
Possible Suspension

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

➤ **Verbal Abuse**

\$50.00 Fine and 10 Hours of Community Restitution  
Social Probation  
Possible Extracurricular Restrictions  
Possible Removal from College Housing

➤ **General Harassment**

\$100.00 Fine and 20 Hours of Community Restitution  
Social Probation  
Possible Extracurricular Restrictions  
Initiation of a Fight

➤ **Verbal Threats**

\$100.00 Fine and 20 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Possible Removal from College Housing

➤ **Threats to or Harassment of Any Employee of the College (including RAs)**

\$150.00 Fine and 30 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Possible Removal from College Housing  
Possible Suspension

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

➔ **Bias-based Acts**

\$250.00 Fine and 50 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Possible Removal from College Housing  
Possible Suspension

4. All forms of sexual offense are expressly prohibited.

➔ **Sexual Harassment**

\$250.00 Fine and 50 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Possible Removal from College Housing  
Possible Suspension

➔ **Sexual Assault**

Expulsion  
Possible Arrest and Prosecution

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

➔ **Failure to Comply**

\$50.00 Fine and 10 Hours of Community Restitution  
Social Probation  
Possible Disciplinary Probation (including Extracurricular Restrictions)  
Possible Removal from College Housing

➔ **Attempting to Flee from an Incident or from a College/Civil Official**

\$100.00 Fine and 20 Hours of Community Restitution  
Social Probation  
Possible Disciplinary Probation (including Extracurricular Restrictions)  
Possible Removal from College Housing

➔ **Providing Inaccurate Information to a College/Civil Official**

\$100.00 Fine and 20 Hours of Community Restitution

Social Probation

Possible Disciplinary Probation (including Extracurricular Restrictions)

Possible Removal from College Housing



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

\$200.00 Fine and 40 Hours of Community Restitution

Disciplinary Probation (including Extracurricular Restrictions)

Possible Removal from College Housing

Possible Suspension

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

➔ **Failure to Provide Identification**

\$50.00 Fine and 10 Hours of Community Restitution

Written Reprimand

➔ **Providing False or Altered Identification**

\$100.00 Fine and 20 Hours of Community Restitution

Disciplinary Probation (including Extracurricular Restrictions)

Confiscation of Illegal ID

Possible Removal from College Housing

Possible Arrest and Prosecution

➔ **Manufacturing False or Altering Identification**

\$200.00 Fine and 40 Hours of Community Restitution

Disciplinary Probation (including Extracurricular Restrictions)

Confiscation of Illegal IDs and/or Equipment

Possible Removal from College Housing

Possible Suspension

Possible Arrest and Prosecution



7. Any activity on College property that negatively affects the College's pursuit of its mission is prohibited.

Any behavior that disrupts or has the potential to disrupt the functions of the Mercyhurst College community, including behavior that disrupts the peace or violates the rights of others, is prohibited. Intentional disruption or obstruction of teaching, study, research, administration, disciplinary procedures, or other College activity, is prohibited.

➤ **Excessive Noise**

\$50.00 Fine and 10 Hours of Community Restitution

Written Reprimand

Confiscation of Equipment (e.g. stereo)

Possible Social Probation

➤ **Pranks**

\$50.00 Fine and 10 Hours of Community Restitution

Written Reprimand

Restitution

Possible Social Probation

Possible Removal from College Housing

➤ **Attempt to Coerce Participation in Disruptive Behavior**

\$50.00 Fine and 10 Hours of Community Restitution

Social Probation

Possible Disciplinary Probation (including Extracurricular Restrictions)

Possible Removal from College Housing

➤ **Public Expression that Intends to Incite Disruptive Disturbances**

\$50.00 Fine and 10 Hours of Community Restitution

Social Probation

Possible Disciplinary Probation (including Extracurricular Restrictions)

Possible Removal from College Housing

➤ **Disruption of College Activity**

\$100.00 Fine and 20 Hours of Community Restitution

Social Probation

Removal from Activity

Possible Disciplinary Probation (including Extracurricular Restrictions)

Possible Removal from College Housing

- **Disrupting or Harming Campus Wildlife**
  - \$100.00 Fine and 20 Hours of Community Restitution
  - Social Probation
  - Possible Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from College Housing
  - Possible Arrest and Prosecution
  
- **Disorderly Conduct**
  - \$150.00 Fine and 30 Hours of Community Restitution
  - Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from College Housing
  - Possible Suspension
  - Possible Arrest and Prosecution
  
- **Interference with College or Civil Authority**
  - \$250.00 Fine and 50 Hours of Community Restitution
  - Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from College Housing
  - Possible Suspension

8. Lewd or indecent conduct is prohibited.

- **Lewd or Indecent Conduct**
  - \$50.00 Fine and 10 Hours of Community Restitution
  - Written Reprimand
  - Possible Removal from College Housing

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

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

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

### Hazing

\$200.00 Fine and 40 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Possible Removal from College Housing  
Possible Suspension  
Possible Action Against Club or Organization

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

### Possession of Fireworks

\$100.00 Fine and 20 Hours of Community Restitution  
Social Probation  
Confiscation of Materials  
Possible Extracurricular Restrictions  
Possible Removal from College Housing

➤ **Reckless Endangerment**

\$100.00 Fine and 20 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Possible Removal from College Housing  
Possible Suspension

➤ **Possession of Weapons/Dangerous Item(s)**

\$350.00 Fine and 70 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Possible Counseling Assessment  
Possible Removal from College Housing  
Possible Suspension  
Possible Expulsion  
Possible Arrest and Prosecution

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

➤ **Blocking Fire Exits**

\$75.00 Fine and 15 Hours of Community Restitution  
Written Reprimand

➤ **Disabling the Smoke Detector**

\$100.00 Fine and 20 Hours of Community Restitution  
Social Probation  
Educational Meeting with the Fire Safety Officer  
Possible Disciplinary Probation (including Extracurricular Restrictions)  
Possible Removal from College Housing  
Possible Arrest and Prosecution

➤ **Failure to Evacuate During a Fire Alarm**

\$100.00 Fine and 20 Hours of Community Restitution  
Social Probation  
Educational Meeting with the Fire Safety Officer  
Possible Disciplinary Probation (including Extracurricular Restrictions)  
Possible Removal from College Housing  
Possible Arrest and Prosecution

- ➔ **Tampering with Fire/Safety/Emergency Equipment**  
\$200.00 Fine and 40 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Educational Meeting with the Fire Safety Officer  
Possible Removal from College Housing  
Possible Arrest and Prosecution

- ➔ **Setting Off a False Fire Alarm**  
Suspension  
Possible Arrest and Prosecution

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

- ➔ **Recklessly or Intentionally Starting a Fire**  
Suspension  
Possible Arrest and Prosecution

13. The College prohibits a student from engaging in, or threatening to engage in, behavior that poses a danger of causing harm to self or others. Mandatory Counseling Assessment and compliance with counseling recommendations.  
Depending on the nature of the situation, possible removal from the College until the student can demonstrate and document his/her ability to return to a learning environment and communal living situation without threat of harm to self or others.

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

- ➔ **Misuse of College Property**  
\$100.00 Fine and 20 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Restitution  
Possible Removal from College Housing

- ➔ **Unauthorized Use or Possession of Property Belonging to the College or Another Person**  
\$100.00 Fine and 20 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Restitution  
Possible Removal from College Housing

- ➔ **Theft**  
Restitution  
Suspension  
Possible Arrest and Prosecution

15. The solicitation of sales, services, memberships, or gifts on campus, without prior permission from the Director of Student Life is prohibited. Solicitation is strictly prohibited in the residential areas.

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

#### **Misuse of College-Issued Proximity Card/Key/Access Codes**

- ➔ \$200.00 Fine and 40 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Restitution  
Possible Removal from College Housing  
Possible Suspension

17. Tampering with official college documents, or attempting to falsify any college record(s), including, but not limited to, computer files and parking passes or decals, is prohibited.

#### **Altering or Manufacturing a Parking Permit or Decal**

- ➔ \$100.00 Fine and 20 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Possible Removal from College Housing

#### **Tampering with Official College Documents, or Attempting to Falsify any College Record(s)**

- ➔ Suspension  
Possible Expulsion

18. Unauthorized entry into, or tampering with, facilities, property, services, or resources belonging to the College, its community members, guests, or licensees is prohibited.



➔ **Unauthorized Entry or Burglary**

Restitution  
Expulsion  
Possible Arrest and Prosecution

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

➔ **Littering**

\$50.00 Fine and 10 Hours of Community Restitution  
Written Reprimand  
Restitution  
Possible Removal from College Housing

➔ **Deliberate Damage or Defacement**

\$100.00 Fine and 20 Hours of Community Restitution  
Social Probation  
Restitution  
Possible Removal from College Housing

➔ **Vandalism**

\$200.00 Fine and 40 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Restitution  
Possible Removal from College Housing

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

➔ **Participation in a Game of Chance Involving Money**

\$50.00 Fine and 10 Hours of Community Restitution  
Written Reprimand  
Possible Social Probation



## Establishing a Game of Chance Involving Money

\$100.00 Fine and 20 Hours of Community Restitution

Social Probation

Possible Disciplinary Probation (including Extracurricular Restrictions)

Possible Removal from College Housing



21. Any violation of the Information Technology Policy is prohibited (see Information Technology Policy).

22. Any violation of the Alcohol Policy is prohibited (see Alcohol Policy).

23. Any violation of the Drug Policy is prohibited (see Drug Policy).

24. Any violation of Housing Rules and Regulations is prohibited (see Residence Life).

25. Any violation of Mercyhurst College policies or regulations is prohibited.

26. Encouraging or aiding Conduct Code violations or providing a haven for misconduct is prohibited.

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

28. Violations of civil or criminal statutes or violations of the Mercyhurst Conduct Code committed off-campus may result in the College's review of a student's conduct. Generally, an individual's actions off-campus are subject to the actions of civil authorities. However, the College reserves the right to take action for off-campus behavior independent of civil authority when the interests of the College are involved.

Any student charged with a serious crime by civil authorities will be suspended for an interim determined by the Director of Student Life. An action involving a student in a legal proceeding in a civil or criminal court does not free a student of responsibility for conduct in a College hearing. If a student is charged in both jurisdictions, the College will proceed with its internal review according to its own schedule and sanction according to its own policies.

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

29. Violations of civil or criminal statutes committed on College-owned or -operated property are considered violations of the Mercyhurst North East Conduct Code, whether or not such violations are referred to and/or prosecuted by public officials. Many such violations, including all violations classified as misdemeanors or felonies under municipal, state, or federal law, may be referred to the appropriate civil authorities and may also be addressed through Student Conduct system.

30. Contempt of the student conduct system, including failure to appear for a student conduct meeting, providing misinformation in a student conduct meeting, or failure to observe and comply with student conduct sanctions, is a violation of the Conduct Code.

#### ➔ Failure to Complete Community Restitution

\$75.00 Fine

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

Possible Disciplinary Probation (including Extracurricular Restrictions)

Possible Removal from College Housing

Possible Suspension

#### ➔ Dishonesty Before the Student Conduct Board

Loss of Right to a Conduct Meeting

Disciplinary Probation (including Extracurricular Restrictions)

Possible Removal from College Housing

Possible Suspension

- ➔ **Failure to Comply with Disciplinary System**
  - \$200.00 Fine and 40 Hours of Community Restitution
  - Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from College Housing
  - Possible Suspension
  - Possible Adjudication of Case in the Student's Absence

## ALCOHOL POLICY

In keeping with the College's commitment to the lifelong development of the whole person, we affirm the posture of the College to uphold the legal requirements of the Commonwealth of Pennsylvania in regard to the possession, transportation, consumption and distribution of alcoholic beverages. As a Catholic college in the Mercy tradition, we recognize our moral obligation to ensure the well-being of each member of the Mercyhurst community and to discourage behavior which debases human dignity. Therefore, the College is committed to taking the necessary steps to discourage and prevent the wanton, reckless and/or illegal consumption of alcohol that may render short-term and/or long-term harm to the consumer, to his/her neighbor, and to the physical premises of this campus.

If a student under 21 years of age is found consuming, or in possession of alcoholic beverages, appropriate disciplinary action will be taken against not only the underage drinker, but also the person(s) serving the alcohol. Alcohol is not permitted in any on-campus room or apartment where all the residents are under 21 years of age.

- ➔ **Consumption or Possession of Alcohol Under 21 Years of Age**
  - First Offense**
    - \$50.00 Fine and 10 Hours of Community Restitution
    - Social Probation
    - Possible Extracurricular Restrictions
    - Possible Parental Notification
    - Possible Arrest and Prosecution

# ALCOHOL POLICY (cont.)



## ➤ Second Offense

\$150.00 Fine and 30 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Parental Notification  
Possible Removal from College Housing  
Possible Suspension  
Possible Arrest and Prosecution

## ➤ Third Offense

\$300.00 Fine and 60 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Parental Notification  
Counseling Assessment  
Possible Removal from College Housing  
Possible Suspension  
Possible Arrest and Prosecution

2. No open containers of alcoholic beverages will be permitted in any public area of the campus or campus housing (including but not limited to hallways, laundry rooms, lounges, porches, stoops, and outside areas).

## ➤ Open Container in an On-Campus Public Area

\$50.00 Fine and 10 Hours of Community Restitution  
Social Probation  
Possible Disciplinary Probation  
Possible Alcohol Education Class  
Possible Extracurricular Restrictions

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

## ➤ Facilitating Underage Drinking

\$250.00 Fine and 50 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Possible Parental Notification  
Possible Removal from College Housing  
Possible Suspension  
Possible Arrest and Prosecution

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

➔ **Open Container in an On-Campus Public Area**

\$50.00 Fine and 10 Hours of Community Restitution

Social Probation

Alcohol Education Class

Possible Disciplinary Probation (including Extracurricular Restrictions)

Possible Parental Notification

Possible Removal from College Housing

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

➔ **Operating a Speakeasy (charging for alcohol)**

\$250.00 Fine and 50 Hours of Community Restitution

Disciplinary Probation (including Extracurricular Restrictions)

Possible Parental Notification

Possible Removal from College Housing

Possible Arrest and Prosecution

6.In no event are kegs, beer balls, AWOL devices, pony kegs, beer pong, beer bong, keg taps or any other container, device, or activity used for mass consumption of alcohol permitted on campus. No event shall include any form of “drinking contest” in its activities or its promotion. (Note: Use of any college property, including bed boards, couches, doors, etc., for a “drinking contest” will also be considered Misuse of College Property.)

- **Participation in a Drinking Contest**
  - \$50.00 Fine and 10 Hours of Community Restitution
  - Social Probation
  - Possible Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from College Housing
  
- **Possession of a Device Used for the Mass Consumption of Alcohol**
  - \$50.00 Fine and 10 Hours of Community Restitution
  - Social Probation
  - Confiscation of the Device
  - Possible Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from College Housing
  
- **Possession of a Keg**
  - \$150.00 Fine (per keg, per person) and 30 Hours of Community Restitution
  - Confiscation of Keg and Related Equipment
  - Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Parental Notification
  - Possible Removal from College Housing

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

- **Public Intoxication**
  - \$50.00 Fine and 10 Hours of Community Restitution
  - Social Probation
  - Possible Alcohol Education Class
  - Possible Arrest and Prosecution
  
- **Drunk and Disorderly**
  - \$150.00 Fine and 30 Hours of Community Restitution
  - Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from College Housing
  - Possible Suspension
  - Possible Arrest and Prosecution
  
- **Driving Under the Influence**
  - \$350.00 Fine and 70 Hours of Community Restitution
  - Disciplinary Probation (including Extracurricular Restrictions)
  - Restitution
  - Possible Loss of Parking Privileges
  - Possible Arrest and Prosecution

# ALCOHOL POLICY



9. Unless authorization has been granted, no reference to alcoholic beverages may appear on promotional material or advertising for any event sponsored by a College-recognized, student-oriented organization. No reference to alcohol may appear on promotional material or advertising featuring Mercyhurst College.

10. No student or organization representing the College will sponsor any activity on or off campus that violates municipal, state, or federal laws.

11. Any violation of the Alcohol Policy will result in the confiscation of any related items.

## DRUG POLICY

### College Requirements

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

When such activity occurs, the College shall initiate appropriate measures that may include disciplinary action. Violators will be subject to penalties that may include separation from the College. In addition, the College may report such matters to the appropriate enforcement agencies for criminal disposition.

1. Use or possession of illegal drugs or drug paraphernalia (including, but not limited to, pipes, bowls, hookahs, bong, clips, rolling papers) is prohibited. In addition, Mercyhurst North East prohibits the medically unsupervised use or possession of prescription drugs or related paraphernalia.

## ➤ Unlawful Possession or Use of a Controlled Substance

### First Offense

\$250.00 Fine and 50 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Parental Notification  
Counseling Assessment  
Possible Removal from College Housing  
Possible Suspension  
Possible Arrest and Prosecution

## ➤ Second Offense

Suspension  
Possible Expulsion  
Possible Arrest and Prosecution

## ➤ Possession or Use of Drug Paraphernalia

### First Offense

\$150.00 Fine and 30 Hours of Community Restitution  
Disciplinary Probation (including Extracurricular Restrictions)  
Parental Notification  
Possible Extracurricular Restrictions  
Possible Removal from College Housing  
Possible Arrest and Prosecution

### Second Offense

Suspension  
Possible Expulsion  
Possible Arrest and Prosecution

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

## ➤ Intent to Sell or Distribute a Controlled Substance

Expulsion  
Possible Arrest and Prosecution

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

➔ **Possession or Use of a “date rape” Drug**

Expulsion

Possible Arrest and Prosecution

4. Facilitating the possession or use of controlled substance is prohibited.

➔ **Facilitating the Possession or Use of a Controlled Substance**

\$250.00 Fine and 50 Hours of Community Restitution

Disciplinary Probation (including Extracurricular Restrictions)

Possible Parental Notification

Possible Removal from College Housing

Possible Suspension

Possible Arrest and Prosecution

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

The use of drugs shall in no way limit the responsibility of students for the consequences of their actions.

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

In situations involving controlled substances or where it is believed a student has been using controlled substances, but use cannot be verified due to a student’s failure to comply or fleeing the scene, it will be presumed that the student has violated the College’s Drug Policy and will be charged accordingly.

# THE MERCYHURST NORTH EAST PROMISE

## A COMMITMENT TO CIVILITY

Mercyhurst North East is committed to the advancement of learning and to extend the college motto of “Carpe Diem” (Seize the Opportunity) This is best accomplished in a collegial atmosphere of mutual respect and civility, self-restraint, concern for others and academic integrity. By choosing to join our campus community I accept the obligation to abide by these common values and commit myself to the following principles and practices.

### As a Mercyhurst North East Student:

- ➔ I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community.
- ➔ I will commit myself to the pursuit of knowledge with personal integrity and academic honesty.
- ➔ I will support a culture of diversity by respecting the rights of those who differ from me.
- ➔ I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued while realizing the importance of using only appropriate language (in the classroom, hallways and throughout the entire campus).
- ➔ I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and strive to leave this a better place for those who follow.
- ➔ By endorsing these common principles, I accept an obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to Mercyhurst North East and its community of scholars.

\*Adapted from University of Pittsburgh August 23, 1997 Freshman Convocation “A Commitment to Civility”

