Welcome from the Vice President for Mercyhurst North East

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Hello Saints! On behalf of the Mercyhurst North East community, it is my pleasure to welcome each of you to our beautiful campus this new academic year.

Whether you are a first-year or returning student, there is a great sense of renewal that accompanies the beginning of each academic year. We invite you to take part in the many enriching and exciting educational opportunities available on both our North East and Erie campuses. Take advantage of all that the university has to offer. Maximize your experience. Fully immerse yourself in our campus culture. Your time here will go quickly, so make the most of it!

To help guide you along the many avenues of engagement on the Mercyhurst North East campus, we share this Student Handbook and Code of Student Conduct, which presents the policies, procedures, places and personnel who help create the culture that is uniquely Mercyhurst. As a Sisters of Mercy institution, we value the living/learning environment and expect all members to act with care and concern toward each other. This handbook contains information that will help you understand your student rights and responsibilities. And importantly, we have also included sections about the many services and resources available to help you maximize every chance for success.

This information is important for you to know and is your responsibility as a member of the Mercyhurst community to review. It can help you create a memorable Mercyhurst experience that you will treasure now and in the years ahead.

Good Luck and Carpe Diem,

[Signature]

David C. Hyland, Ph.D.
Vice President for Mercyhurst North East
# Student Handbook 2018-2019

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Vision Statement

Mercyhurst University 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 University 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 bond, the University 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, encourage us in our lifelong search for what is true, good, and beautiful.

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 a life of integrity.

Ambassadors of Service
An Affirmation of the Mercyhurst Mission,
Approved by the board of trustees, October 30, 2008

Preamble
The search for truth is a defining quality of Catholic higher education. Likewise, the freedom of inquiry and the free exchange of ideas are constitutive elements of the academic community. These freedoms are not absolute, however. At Mercyhurst, they must be viewed through the lens of the University’s commitment to those principles and values inherent in its Catholic identity and Mercy heritage. The University therefore welcomes opportunities for our students to gain a greater understanding of complex ideas, issues, and values through public discourse; but as a private, value-based institution, the University reserves the right to limit advocacy of counter values.

The Mission Statement of Mercyhurst University shapes the responsibilities and rights afforded to all members of the Mercyhurst community. The University, founded in 1926, is a medium-sized liberal arts institution conducted in the Catholic and Mercy traditions. The University is committed to upholding its traditions and principles as articulated in its Mission Statement and Core Values. (2007)

The University’s educational program strives to give students a foundation for clear thinking and expression. This goal responds to the charge outlined by the Second Vatican Council. “Students are challenged to pursue an education that combines excellence in humanistic and cultural development with specialized professional training. Most especially, they are challenged to continue to search for truth and for meaning throughout their lives, since the human spirit must be cultivated in such a way that there results a growth in its ability to wonder, to understand, to contemplate, to make personal judgments and to develop a religious, moral and social sense.” (Guadium et Spes [Pastoral Constitution on the Church in the Modern World], no. 59); in Walter M. Abbott [ed.], The Documents of Vatican II (Herder and Herder, 1966, p. 265).

“By its very nature, a University develops culture through its research, helps to transmit the local culture to each succeeding generation through its teaching and assists cultural activities through its educational services. It is open to all human experiences and it is ready to dialogue and learn from any culture.” (John Paul II, Ex corde Ecclesiae [On Catholic Universities], no. 43 USCC 1999). “Catholic universities will seek to discern and evaluate both the aspirations and the contradictions of modern culture in order to make it more suited to the total development of individual and peoples.” (John Paul II, Ex corde Ecclesiae, no. 45).

Therefore, Mercyhurst University, in its commitment to achieve excellence with accountability, affirms the following:

1. The University will strive to ensure that each member of this community receives respect.
2. The University has the responsibility to educate members of this community about the beliefs and moral values that make us Catholic.
3. Mercyhurst University is committed to open dialogue about challenging issues. Further, it believes that this public dialogue enhances its commitment as a Catholic University and promotes the institution’s dedication to learning.
4. The University welcomes diversity in cultural, religious and ethnic backgrounds in its students, board of trustees, faculty, administration and staff.
5. The University will provide in-class and extra-curricular opportunities for discussion and debate.
6. The speakers or programs presented to the Mercyhurst University community must be sponsored by a recognized student organization or University department.

History & Purpose

In 1991, Mercyhurst University established the North East campus 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 postsecondary 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 University 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, 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, and two bachelor of science completion programs in allied health fields. The standards for academic programming are developed as a part of the University 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 University 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 University to the intrinsic value of each individual.
The Campus and 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 thirteen buildings providing an imposing vista. The facilities and resources continue to be expanded and enhanced. They include academic/residential buildings, the Michele and Tom Ridge Regional Health and Safety Building, a majestic Gothic-style chapel, an observatory, a gymnasium with a weight and exercise facility, residential townhouses, a swimming pool in a nearby center, and several playing fields for soccer, lacrosse, baseball and softball. In addition, there is the Janet Miller Building located about 2.3 miles away at 5999 Station Road, North East, PA 16428.

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 University’s system.

There are computer laboratories and a Library with computers that provide basic resources in word processing, spreadsheets and databases with web browsers permitting full contact to the Erie campus library, Hammermill, and its resources including online scholarly materials and access to the web-based catalogue for the University’s library collection - available within a day to the students at Mercyhurst North East.

A 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. The Admission Office is located on the North East campus, in Neumann Hall.

In late fall 2007, Mercyhurst North East extended their presence in North East a little further south on Route 89 with the purchase of the former First National Bank building, now known as the Janet L. Miller Center for Growth and Academic Excellence. This new building is used for nursing and municipal police training programs.

Even more growth was seen in the fall of 2008 with the opening of a new residence hall on the northwest side of campus, and the addition of three new majors: respiratory therapy, occupational therapy assistant and medical laboratory technician. The new Hirtzel Human Anatomy and Forensic Anthropology Laboratory, a $1.2 million mega-lab, opened in the fall of 2009. The lab provides an unprecedented learning opportunity for science and nursing students on both the Erie and North East campuses while taking its place among the best-equipped forensic labs in the country.

With fall 2009 enrollment, for the first time, registered nurses were able to earn a bachelor of science in nursing at Mercyhurst University through the school’s newly approved R.N. to B.S.N. completion program.

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 Mercyhurst education. The building, which is owned by the Corry Higher Education Council, was renamed the Bruce and Arlene Smith Education Center.

A number of milestones have occurred throughout the years and in 2011 Mercyhurst North East celebrated its 20th anniversary and the very first bachelor’s degree awarded to BSN students. In addition, the first honorary degree from the campus was awarded at May’s commencement to friend and benefactor Dr. Robert S. Miller.

In the Fall of 2014, MNE’s second bachelor’s degree program will be offered. This program, a bachelor of science in Health Care Science, is designed as a completion program for students in any of our allied health degree programs who earn their associates degree and wish to pursue a bachelor’s degree. It is also open to students who did not attend Mercyhurst University but have earned an associate’s degree in an allied health field.
ACADEMIC AFFAIRS

The principal reason you are attending Mercyhurst North East is to successfully pursue your course of study. This is a shared responsibility – you must be an active participant along with your faculty advisor, your professors and academic success coaches who are here to guide and assist you. At the end of the day, the responsibility lies with you. Class attendance; regular study; completion of assignments (on time); and seeking help from your professors, tutors and the academic success coaches are all responsibilities to which you must attend.

The academic catalog of the University (for the year you enroll) will be available by the end of August in the North East Office of Academic Affairs and online at northeast.mercyhurst.edu/academics. It contains information about your course of study and the academic standards and regulations of the University. Make sure you obtain a copy of this document and use it as you plan your program in collaboration with your faculty advisor.

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Academic Success Center

The Academic Success Center enhances the academic development of students and reinforces the student-centered learning environment at Mercyhurst University. Through proactive, intentional, and innovative programs, the Academic Success Center designs opportunities for students to achieve academic goals, develop as reflective learners, experience peer facilitated learning, and lead their peers through academic accomplishments.

As a partner in the Mercyhurst University community, the Academic Success Center does this by:

- Creating transformative learning experiences for students
- Collaborating to meet the University’s academic success, retention, and graduation goals and objectives
- Incorporating relevant research and implementing best practices into programming and activities

Academic Success Coaching

Academic coaching is an exploration and discovery process that enables students to see themselves from a fresh perspective. Just like a coach in any sport, the academic coach’s goal is to help students perform to the best of their abilities. All students are invited and encouraged to meet with their academic success coach. The academic success coaches welcome students to stop by at any time during their office hours.

Academic success coaches can help you evaluate your study skills, define your challenges, develop strategies for academic success and help you if you are looking for any of the following:

- Regularly scheduled, one-on-one meetings
- Assistance in organizing and planning your semester
- Someone to keep you accountable to your academic plans
- Help with specific academic issues (test-taking, time management, etc.)
- Referral to other appropriate campus resources

Appointments usually last from 30 minutes to 1 hour, depending on your need. You can schedule appointments on a weekly, bi-weekly, or monthly basis. The focus and purpose of these one-on-one meetings is to provide:

- Discovery – how you learn
- Structure – organizational skills
- Support – goal setting and encouragement
- Feedback – progress and growth

Reasons students consider coaching:

- "I spend lots of time studying but am not seeing the results."
- "I'm not sure what to study for exams."
- "I am pretty happy with how I'm doing, but would like to do even better."

Some of the topics covered are:

- Effective Note-Taking
- Creating a Study Plan
- Reading Strategies
- Test Preparation
- Test-Taking Skills

Academic Success Coaching

Each student is assigned a faculty advisor, typically a professor, who will guide students in selecting courses that address academic interests, fulfill core and graduation requirements, and prepare them for baccalaureate work. Students can contact their faculty advisor for most school-related questions and utilize them for general guidance on their path to graduation.
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<tr>
<td>Freshman Convocation</td>
<td>Tuesday, August 21 2018</td>
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<tr>
<td>Fall and Mini1 Begin</td>
<td>Wednesday, August 22 2018</td>
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<tr>
<td>Weekend Classes Begin</td>
<td>Saturday, August 25 2018</td>
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<tr>
<td>Student Add/Drop - Fall semester and Mini 1</td>
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<tr>
<td>Administrative Add/Drop - Fall semester and Mini 1</td>
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<tr>
<td>Labor Day- No Classes</td>
<td>Monday, September 3 2018</td>
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<tr>
<td>Last day to declare pass/fail - Mini 1</td>
<td>Friday, September 28 2018</td>
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<tr>
<td>Last day to withdraw - Mini 1</td>
<td>Wednesday, October 3 2018</td>
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<tr>
<td>Fall Break</td>
<td>Thursday-Sunday, October 4-7 2018</td>
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<tr>
<td>Mini 1 Ends</td>
<td>Friday, October 12 2018</td>
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<tr>
<td>Mini 2 Begins</td>
<td>Monday, October 15 2018</td>
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<td>Grades Due - Mini 1</td>
<td>Tuesday, October 16 2018</td>
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<td>Monday, October 22 2018</td>
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<td>Advising Day</td>
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<td>Registration: Veterans</td>
<td>Wednesday, October 31 2018</td>
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<tr>
<td>Registration: 18+ Credits</td>
<td>Thursday, November 1 2018</td>
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<tr>
<td>Registration: All Students</td>
<td>Friday, November 2 2018</td>
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<tr>
<td>Last day to declare pass/fail - Fall Semester and Mini 2</td>
<td>Friday, November 9 2018</td>
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<tr>
<td>Last day to withdraw - Fall Semester and Mini 2</td>
<td>Friday, November 16 2018</td>
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<td>Thanksgiving Break</td>
<td>Wednesday-Sunday, November 21-25 2018</td>
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<td>Fall Classes End</td>
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<td>Weekend Classes End</td>
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<td>Reading Day</td>
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<td>Finals Week</td>
<td>Tuesday-Friday, December 11-14 2018</td>
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<td>Wednesday, December 19 2018</td>
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<tr>
<td>Spring and Mini 3 Begin</td>
<td>Monday, January 14 2019</td>
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<tr>
<td>Student Add/Drop - Spring semester and Mini 3</td>
<td>Friday, January 18 2019</td>
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<tr>
<td>Weekend Classes Begin</td>
<td>Saturday, January 19 2019</td>
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<tr>
<td>MLK Day – No daytime full-semester classes</td>
<td>Monday, January 21 2019</td>
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<tr>
<td>Administrative Add/Drop - Spring semester and Mini 3</td>
<td>Tuesday, January 22 2019</td>
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<tr>
<td>Incompletes Due to Registrar</td>
<td>Monday, January 28 2019</td>
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<tr>
<td>Last day to declare pass/fail - Mini 3</td>
<td>Friday, February 15 2019</td>
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<tr>
<td>Last day to withdraw - Mini 3</td>
<td>Friday, February 22 2019</td>
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<tr>
<td>Mini 3 Ends</td>
<td>Friday, March 1 2019</td>
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<td>Spring Break</td>
<td>Monday-Sunday, March 4-10 2019</td>
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<td>Grades Due - Mini 3</td>
<td>Tuesday, March 5 2019</td>
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<td>Mini 4 Begins</td>
<td>Monday, March 11 2019</td>
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<tr>
<td>Student Add/Drop - Mini 4</td>
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<tr>
<td>Mid-Semester Grades Due</td>
<td>Friday, March 15 2019</td>
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<tr>
<td>Administrative Add/Drop - Mini 4</td>
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<td>Advising Day</td>
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<tr>
<td>Last day to declare pass/fail - Spring Semester and Mini 4</td>
<td>Friday, April 5 2019</td>
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<tr>
<td>Registration: Veterans</td>
<td>Wednesday, April 10 2019</td>
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<tr>
<td>Registration: 18+ Credits</td>
<td>Thursday, April 11 2019</td>
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<tr>
<td>Registration: All Students</td>
<td>Friday, April 12 2019</td>
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<tr>
<td>Last day to withdraw - Spring Semester and Mini 4</td>
<td>Friday, April 12 2019</td>
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<tr>
<td>Easter Break</td>
<td>Thursday-Monday, April 18-April 22 2019</td>
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<td>Spring Classes End</td>
<td>Friday, May 3 2019</td>
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<tr>
<td>Weekend Classes End</td>
<td>Sunday, May 5 2019</td>
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<tr>
<td>Reading Day</td>
<td>Monday, May 6 2019</td>
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<tr>
<td>Finals Week</td>
<td>Tuesday-Friday, May 7-10 2019</td>
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<tr>
<td>Graduation</td>
<td>Saturday, May 11 2019</td>
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<td>Grades Due - Spring Semester and Mini 4</td>
<td>Wednesday, May 15 2019</td>
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<tr>
<td>Incompletes Due to Registrar</td>
<td>Wednesday, June 19 2019</td>
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<tr>
<td>Summer and Mini 5 Begin</td>
<td>Monday, May 20 2019</td>
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<td>Student Add/Drop - Summer semester and Mini 5</td>
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<tr>
<td>Memorial Day – No Classes</td>
<td>Monday, May 27 2019</td>
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<td>Last day to declare pass/fail - Mini 5</td>
<td>Friday, June 14 2019</td>
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<tr>
<td>Last day to withdraw - Mini 5</td>
<td>Friday, June 21 2019</td>
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<tr>
<td>Mini 5 Ends</td>
<td>Friday, June 28 2019</td>
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<td>Grades Due - Mini 5</td>
<td>Wednesday, July 3 2019</td>
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<td>Summer Break</td>
<td>Monday July 1 – Friday July 5 2019</td>
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<td>Mini 6 Begins</td>
<td>Monday, July 8 2019</td>
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<td>Student Add/Drop - Mini 6</td>
<td>Friday, July 12 2019</td>
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<td>Last day to declare pass/fail - Summer Semester and Mini 6</td>
<td>Friday, August 2 2019</td>
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<td>Last day to withdraw - Summer Semester and Mini 6</td>
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<td>Summer and Mini 6 Classes End</td>
<td>Thursday, August 15 2019</td>
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<td>Grades Due - Summer Semester and Mini 6</td>
<td>Tuesday, August 20 2019</td>
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Academic Honesty

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. 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. According to MNE, acts of forgery on academic documents constitute academic dishonesty.

With reference to library conduct: Reading and audio-visual materials provided for the enrichment of the University 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
  • 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 Assistant Vice President of Academic Affairs at Mercyhurst North East 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 Assistant Vice President of Academic Affairs. The Assistant Vice President of Academic Affairs may also refer the appeal to the Grievance or Grade Appeal Committees. The final determination in any academic dishonesty case lies with the Mercyhurst North East Office of Academic Affairs. Questions regarding academic dishonesty or the appeal process should be directed to the Mercyhurst North East Office of Academic Affairs.

Academic Practices

Poor academic performance could result in disciplinary action such as probation or suspension. The following are examples that may lead to poor academic performance:
  • Failure to attend class. The syllabus for each course has the professor’s attendance requirements for that class.
  • Failure to take notes, or failure to study notes regularly, not just before a test.
  • Not seeking help when it is needed. Many problems can occur, academically or personally. Do not simply abandon your classes, instead seek help.
  • Failure to submit assignments on time.
  • Cheating or plagiarism. The college’s policy on cheating and plagiarism is very clear and is fully explained in the academic catalog.
Career Services

One of the main reasons you are going to Mercyhurst University is to help you advance into a rewarding career. The Internship & Career Center was established to help you move toward that goal. Services include:

- Internship coordination.
- Posting of job openings, internship and externship opportunities.
- Helping identify skills, interests and work values as well as vocational counseling.
- Vocational counseling and skills assessments.
- Resume writing assistance.
- Job search and interview skill development.
- Employer events and career fairs.

The Internship & Career Center coordinates all internship/externship activities throughout the year. In addition, the office posts job opportunities online throughout the online Mercyhurst Career Connect system and maintains close contact with the Career Development Center at the Erie campus.

Valerie Luebke  
Career, Internship & Placement Coordinator / Academic Success Coach  
Miller Hall, 12B  
(814) 725-6208  
vluebke@mercyhurst.edu

Confidentiality of Student Records

Student records may be released only to the student or to proper academic and administrative personnel within the University (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.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (hereafter referred to as FERPA) afford 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 University receives a request for access.
- The right to request the amendment of the education records that the student believes is inaccurate or misleading. Students should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- 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 University 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 University 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 University 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.
Course Scheduling & Academic Information

The following topics are critical as students plan their class schedules:

• At midterm of each semester, students will need to discuss a class schedule for the upcoming semester with the assistance of a faculty advisor. Once their schedule has been approved, it is the student’s responsibility to complete the registration process online. A printed schedule listing of classes will be available and announcements will be posted throughout the campus.

• At the end of each semester, your final grades and academic record will be posted on WebAdvisor. Academic Success Coaches will also receive a copy of the final grades.

• For each course, you will earn credits as well as grade points. Credits and grade points are cumulative and reflect the totality of the level of work done for your entire course of study at the end of each semester. Students who do not meet a cumulative GPA (grade point average) of 2.0 will be placed on academic probation until a 2.0 GPA has been reached. Additionally, the catalog further explains the conditions and performance levels that can lead to a student’s academic suspension.

• It is important to mention that specific programs have their own performance requirements and the program’s standard is always higher than a 2.0 GPA. Such requirements may include higher grades in specific courses and overall higher GPA levels in specific areas of study. Consult your catalog and discuss these standards with your faculty advisor and/or department director.

• If a student should fail a course, a review with a faculty advisor to determine the manner of repeating the course is required immediately. This review and consideration should be done quickly.

• As students plan for each coming semester, collaboration with a faculty advisor is essential to review the implications of academic progress and the number of courses enrolled, which determines financial aid eligibility.

• Eligibility to participate in intercollegiate athletics is determined by the director of athletics in conformity with the standards established by the associations governing sports at the University. This may vary from the standards established by Mercyhurst University.

Curriculum

The academic year is divided into two 15-week semesters, during which students typically carry between four and six classes. Courses vary in credit value from one to four credits. Typically, a first year student will earn 12 to 18 credits per semester and a total of 30 credits, excluding lab credits, in an academic year. On average, students will spend between 11 and 15 hours in direct classroom activities each week. As a liberal arts University, Mercyhurst requires students to study subjects in the humanities, arts and sciences as well as career-specific subjects. These general education requirements, called common core and distribution core classes, will help build critical thinking skills and prepare the student for life as an engaged and informed citizen. You can view the entire course catalog online or pick up a course catalog in the Registrar’s office.

Learning Differences

Learning is an individual process in which everyone learns at different rates and in different ways. Mercyhurst University North East Learning Differences ensures that qualified individuals with disabilities have an equal opportunity to participate in the University’s educational programs. In keeping with its mission of service, Learning Differences offers eligible students, who have a disability, reasonable accommodations to assist them with reaching their academic goals. The office is structured to meet the guidelines of Title III of the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. Learning Differences prides itself on empowering students to be self-advocates on the path of independence.

What can Learning Differences do for those who qualify for services?

• Provide information regarding campus disability policies and procedures to students and assure the availability of campus policies and procedures in accessible formats upon request;

• Determine reasonable and necessary accommodations and/or auxiliary aids on a course-by-course, semester-by-semester basis when requested by an eligible student;

• Assist eligible students in the coordination of approved accommodations and/or auxiliary aids by completing an Instructor Notification of Accommodation letter for each of the student’s applicable courses;

• Consultation with instructor and student to discuss accommodation when requested;

• Test proctoring for any applicable exams requiring the use of assistive technologies;

• Assistance in converting class materials into accessible formats or advice on other types of auxiliary aids that can be used in classroom instruction;

• Consultation with academic departments on issues such as adaptive technology, reasonable accommodations and classroom instruction for students with disabilities;

• Referral to other campus services.
HOW DO I KNOW IF I'M ELIGIBLE FOR LEARNING DIFFERENCES SERVICES?
At Mercyhurst University North East, it is the student's responsibility to disclose their disability to Learning Differences staff in order to request accommodation. Any student who has a history of a diagnosed disability; suspects that he/she may have a disability; or is seeking accommodation for academics, programs or services at the University must contact the Learning Differences Coordinator.

Non-Discrimination Policy
Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Ridge Library Overview
The Ridge Library is located on the first floor in the Michele and Tom Ridge Health and Safety Building. This facility, dedicated on August 26, 2005, serves as a key component in the academic success of each student. The library provides all students and members of the Mercyhurst University community with a great place to study, relax and access a variety of educational resources, while maintaining an academic environment conducive to study.

The library's growing collection contains more than 12,000 books, more than 75,000 electronic books and other educational materials including academic journals and online subscription databases. Mercyhurst North East students also have borrowing privileges from the Hammermill Library located at the Erie campus as well as from other local academic colleges and universities. Student University I.D. cards are required for all library related transactions.

The library has 32 computer stations in the main library and another 28 located in the computer lab/classroom. All of the computers in the library have Internet connections with Microsoft software installed. The use of wireless (wi-fi) technology is available throughout the library. In addition, there are two (2) multi-function devices that allow printing in either black and white or color. Two (2) scanners are also available for students to scan papers and documents as needed.

For students who need group study areas or private study rooms, the Great Room located off the main library, provides those options. The Great Room is also used for meetings, classes and conferences. Three individual study rooms are located in this room.

Located in the lower level of the library is a coffee bar and lounge area where students are welcome to come and enjoy coffee, tea and assorted beverages, snacks, and some select deli items and salads while taking a break from their studies.

Title IX (Sexual Harassment Policy)
To ensure that a harassment free environment is available to all members of the Mercyhurst North East community, the University 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.

Statement of Purpose
Respect for the dignity and worth of each individual is a precept of Mercyhurst University. As such, Mercyhurst University 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 University 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 University 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 University community, the University 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 – 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 University 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 University 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.

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 University community might ordinarily turn, a number of Mercyhurst faculty at the North East and Erie campus, 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 University community.

Depending on the circumstances of a particular incident and the wishes of the complainant on campus, 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 University’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
1. Conversation with the 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.

2. Informal resolutions of sexual harassment charges may also take one or more of the following forms, upon the consent of the complainant:
The Director of Student Life will receive and review the panel's report and recommendation of sanctions, if any, after the decision by the panel and the reviewing party, either the complainant or the respondent may submit an appeal in writing to the Title IX Coordinator or other determining party. Resolution of informal complaints is not achieved until the complainant is satisfied that the behavior at issue has stopped.

3. Allegations and complaints of any type of harassment must be reported as soon as possible and should be made in writing to the Title IX Coordinator. 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.

INVESTIGATION. Investigation into a sexual harassment allegation will be headed by the Title IX Coordinator 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.

SEXUAL HARASSMENT GRIEVANCE PARTY. The Sexual Harassment Grievance Panel will serve as an advisory board to the Title IX Coordinator 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 Title IX Coordinator 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 University community. Two members of the faculty shall be appointed by the Faculty Senate; two members of the student body shall be appointed by the 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.

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 Student Life.

The Director of Student Life will receive and review the panel's report and recommendation of sanctions, if any, which can include dismissal from the University. The Title IX Coordinator shall have access to the complete record of the case. If the Director of Student Life 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 Title IX Coordinator may impose alternate sanctions. The Title IX Coordinator 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 University 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.
The MNE Experience (IMU)

The MNE Experience course is an important part of the transition to college life at Mercyhurst North East. MNE Experience is a one-credit, letter-graded course that challenges first year students to consider aspects of the college "experience" including common choices, obstacles and realities confronting them in the scholarly environment of MNE. The primary purpose of this course is to model learning and motivational strategies that are essential to academic success. In addition, students will identify, reflect upon, and adopt valuable tools to assist them in their studies as well as later in their career life. Students will also discover resources and opportunities available to support them in reaching their goals as a student at MNE. All new students at MNE are encouraged to enroll in this course during their first semester.

Transcripts

An "official" transcript is one bearing the University 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 Erie campus:
Mercyhurst University
Registrar's Office
501 East 38th Street
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 in Miller Hall #105. A fee of $5 is charged for the issuance of each official transcript. An “unofficial” transcript does not bear the seal of the University nor the authorized signature. You may request a transcript from the Mercyhurst University North East website. These are issued free of charge to the student upon request. Remember --- an official transcript is only available from the Registrar's Office at the Erie campus.

Transfer Student Services

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

Tutoring Services

The tutoring and study skills programs help students achieve their academic best in their classes. Student tutoring is free of charge and may be utilized by all students, not just those who are having severe difficulty. Help with homework assignments and projects is available in the Peer Tutoring Center. Individual counseling and assistance is available in learning styles, time management, reading, and note- and test- taking.

Peer Tutoring

The Peer – Tutoring Center is located in the Academic Success Center in Miller 118. Students do not have to make an appointment to use this free service and can drop in at any time their preferred tutor is available.

Who are the Peer Tutor?

- Students who are currently enrolled in classes at Mercyhurst University North East
- Students who have taken the course for which they are tutoring and earned a B or better
- Students currently enrolled in the course who are on their way to earning an A
- All peer tutors have been recommended by instructors and have at least a 3.0 GPA
- All peer tutors have completed a thorough application and training process
How Can Peer-Tutoring Help?

- Learn one-on-one or in a small group with more individual attention
- Learn at your own pace
- Understand the subject matter
- Clarify assignments
- Review previous assignments and tests
- Prepare homework and projects
- Improve study techniques
- Improve time management
- Improve your grade
- Raise your overall GPA

Writing Center

The Writing Center at Mercyhurst North East is staffed by a professional tutor and is a free service available to all Mercyhurst University students. Our goal is to help students master the skills necessary to succeed in their courses and their future careers. The Writing Center aims not only to help students with current projects, but also to foster the skills and self-confidence needed for continued improvement and success.

The Writing Center isn't just for College Writing courses. Students are encouraged to come in for help with any class assignment that involves writing. The Mercyhurst North East Writing Center can help you at all stages of the writing process, including these common areas:

- Prewriting and outlining
- Thesis statements
- Introductions and conclusions
- Developing an argument
- Reading, understanding, conducting and incorporating research
- Revising, editing and proofreading a draft
- Grammar, spelling and capitalization
- MLA or APA citation and formatting
- Presentation strategies
- Blackboard issues and assignments
- And more!

Writing Center hours are 9am - 4pm Monday through Friday. The Writing Center is located in the Academic Success Center in Miller 118. Students can sign up for half hour or hour appointments, depending on the length of the assignment.

Jeanette Long
Writing Center & Peer Tutoring Coordinator
Miller 119
(814) 725-6321
Greetings from the Director of Student Life

Michelle Simpson  
Director of Student Life  
Miller Hall, 4B  
(814) 725-7060  
msimpson2@mercyhurst.edu

Hello and welcome to the beginning of an exciting year at the Mercyhurst North East!

I’m thrilled to welcome you to the campus community I look forward to meeting each of you over the course of the year! My goal is to work collaboratively with students, faculty, staff and administrators to provide programs and services which will allow learning and student development both in and out of the classroom.

I encourage you to become involved in co-curricular activities and leadership opportunities targeted to meet your specific needs –- whether you are an adult, traditional, commuter or resident student. Events, outreach and initiatives will focus on issues impacting student life, including residential and commuter student concerns, personal development, alcohol and drug awareness and leadership development as an overall approach to a “campus life curriculum”.

Our entire campus community is dedicated to providing you with an exceptional environment for intellectual and personal development. We strive to create a meaningful, student-centered environment to further your overall academic, personal and social growth and learning.

I wish you the best for the upcoming year and ask that you join me in supporting our athletic teams and participating in student activities, cultural events and community service opportunities throughout the year.

Carpe Diem!

Michelle R. Simpson  
Director of Student Life

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STUDENT AFFAIRS

While students will invest a great deal of time and effort on their academic studies, it’s a commonly referenced fact that students will spend, on average, more than 85% of their time outside the classroom. Aside from studying, there are a wide variety of extracurricular and social events for students to enjoy.

Making the most of the Mercyhurst experience means choosing to be an engaged member of the campus community. Research shows that an engaged student is more likely to succeed! We encourage students to join a club or organization, attend campus activities, participate in a variety of service and leadership events, and partake in the various athletic and cultural events on campus.

Another important part of your development will be learning to advocate on your own behalf. Mercyhurst University encourages you to seek out a faculty, staff, administrator or coach to help you sort out the problem, identify potential solutions, and rally you to pursue those solutions. Students may face difficult or uncomfortable situations – a roommate conflict, homesickness, difficulties in a class, or navigating the financial aid process – while adjusting to college life.

Mercyhurst University has a number of support services and offices that help students become engaged, healthy, and happy members of the college community. We hope you’ll spend some time learning about some of the resources mentioned in this section.

To help you assess your level of connection to the campus, Mercyhurst University has developed the following goals for first-year students. As a student, you should be:

1. **Gaining confidence and competence as a University-level student.** You’re meeting this goal if you’re:
   - Aware of the campus and location of important offices and services.
   - Aware of the difference between your academic success coach and faculty advisor.
   - Identifying your purpose in pursuing a Mercyhurst education.
   - Developing University-level skills for acquiring knowledge and evaluating ideas.
   - Gaining skill in effective academic communication, in both oral and written forms.
   - Using learning technologies such as WebAdvisor, Blackboard, and research databases.
   - Displaying a knowledge of and willingness to use key campus services.

2. **Making positive connections with faculty, staff, and peers.** You’re meeting this goal if you’re:
   - Attending campus activities, athletic events, or cultural events.
   - Seeking out professors during their office hours.
   - Meeting fellow students in your residence hall.[resident students]
   - Aware of the names of your Resident Assistant and Resident Director.
   - Using Mercyhurst email service on a regular basis.
   - Demonstrating an awareness of campus life and extracurricular opportunities through reading the caMpUsNEWs email newsletter and reading the various posters and flyers throughout campus.

3. **Engaging in behaviors that promote personal health and well-being.** You’re meeting this goal if you’re:
   - Aware of the locations of UPMC Vineyard Primary Care and the Mercyhurst Counseling Center.
   - Establishing a balanced lifestyle that incorporates adequate sleep, nutrition, study and recreation.
   - Making responsible decisions regarding alcohol.

4. **Developing awareness of the impact of your personal choices.** You’re meeting this goal if you’re:
   - Taking responsibility for your actions.
   - Working out differences with roommates or other peers.
   - Taking responsibility for your academic success.

5. **Developing awareness and connection to the University’s core values.** You’re meeting this goal if you’re:
   - Engaging in self-reflection for personal and moral growth.
   - Treating others with empathy and compassion.
   - Acting in ways that are ecologically responsible by reducing waste and recycling.
   - Embracing the larger goals of intellectual curiosity and lifelong learning.
Student Affairs Contacts

Michelle Simpson  
Director of Student Life  
Miller 4B  
(814) 725-7060  
msimpson2@mercyhurst.edu

James Beaulieu  
Director of Counseling and Wellness  
Miller 3B  
(814) 725-6136  
jbeaulieu@mercyhurst.edu

Rachel Pacholke  
Assistant Director of Student Life  
Miller 4C  
(814) 725-7061  
rpacholke@mercyhurst.edu

Campus Ministry

Campus Ministry provides spiritual presence and growth to the entire campus community. Reverend Thomas Brooks, Pastor at St. Gregory Church, is the celebrant for our Masses and Holy Days in St. Mary’s Chapel on campus. He is also available for confessions prior to Mass. Music plays an important role in our liturgies and everyone is invited to be a part of the choir. Schedules are available in the chapel. Services welcome students of all faiths.

Patricia Sullivan  
Coordinator of Auxiliary Services  
Miller 3A  
(814) 725-6277  
pstullivan@mercyhurst.edu

Deacon Richard Winschel  
Deacon  
Miller 3A  
rwinschel@mercyhurst.edu

Sr. Natalie Rossi, RSM  
Campus Minister  
Miller 3A  
nrossi@mercyhurst.edu

Commuter Student Services

We are proud to have students from the region choose Mercyhurst North East and represent our local communities to the resident students. Often people emphasize the differences in the commuting and residential college experiences. As first-year students, however, both groups share a great deal: the goal of succeeding academically, the need to fit in with campus culture, and the desire for lasting friendships. We urge commuters to use fully the Mercyhurst services and opportunities for study and socialization. Commuters have a home away from home in our Student Union, where many commuters congregate.

A significant factor in a successful commuter experience is the amount of time the student spends on campus. This is critical in the first year. Sometimes commuters resist attending events or participating in the co-curricular setting, especially when those activities compete with your time dedicated for working, spending time with your family, and studying. However, these activities are essential because they are designed to connect students with each other and to the important resources of the University. Once classes have begun, commuters can enjoy the routine of attending classes if they extend their time on campus. Rather than driving home after a class, the student can enjoy a quick lunch, a workout in the fitness center, or focused study time in the library.

Student Government coordinates and hosts a variety of commuter outreach such as free lunch on the run and events like Commuter Day. There are family-friendly events in which students with families are encouraged to participate including movie nights, homecoming, Midnight Madness, Winter Fest, Spring Fling and the end of the year festival.
Counseling & Wellness Services

The Counseling Center offers services to all students, right here on the North East campus of Mercyhurst University. The center provides an opportunity for students to consult an objective counselor for guidance with academic, personal, social or relationship concerns. All services are held in complete confidence. Appointments are made directly with the campus counselor who is a licensed psychologist.

Reasons students consider counseling:
- "I find myself putting off studying until the last minute and being stressed out."
- "I feel really anxious before and during tests."

Some of the topics covered are:
- Time Management
- Reducing Test Anxiety
- Motivation

In the session you will:
- Develop strategies to prepare for your most challenging courses.
- Receive personalized recommendations to improve study techniques.
- Discuss any concerns you may have about your academic situation.

Health Services

Mercyhurst University students have access to the Vineyard Primary Care facility located adjacent to the campus on Pearl Street. Vineyard Primary Care provides “primary care” for ordinary illnesses and emergencies. Illnesses of a serious nature are referred to a local hospital and/or specialist for assessment and treatment.

Students will be responsible for all medical fees incurred and are strongly encouraged to have health insurance. Students may enroll in a student health insurance plan by contacting Carrie Jaco, our plan representative at Hubbard-Bert Inc., at (814) 454-1067. Knowledge of limitations, provisions or requirements of personal health insurance is the responsibility of the student. Students with chronic health care needs should follow up with their primary health care providers.

A health record, including a complete immunization record, is required for all students upon entrance. Students who have completed a health form may use the Vineyard Primary Care facility. Students living on campus are required to fill out a health card, which also has emergency information contacts for use by the residence life staff and any appropriate University staff member.
Students are encouraged to have a copy of their parent's insurance card if they are living on campus. When in doubt, the University will always contact an ambulance in an emergency or semi-emergency. If desired, students may contact EmergyCare Inc. at (814) 870-9999 regarding membership information for their ambulance services.

## Residence Life

The Office of Residence Life & Student Conduct is an integral part of the educational mission of the University. The residence life team strives to provide a living environment that encourages students to grow socially, culturally, and emotionally as well as academically.

A live-in staff assists and guides new students with a wide range of matters from maintenance needs and room changes to significant issues of roommate conflicts, University policy enforcement, and adjustment to residential life.

Leading the live-in team is the Director of Student Life. The Director of Student Life lives in on-campus residence and oversees the entire Residence Life Staff. The Director of Student Life works in conjunction with the Police and Safety department to ensure that the campus community is safe. In addition, the Director of Student Life works with the Residential Life team (Resident Directors and Resident Assistants) to enforce the community standards of MNE and help build a sense of community among the residents at MNE.

The Resident Directors (RD). The RDs are master’s-level professionals who oversee the residence halls, supervise the staff, lead community building and developmental efforts, and review violations of the Student Conduct Code. Completing our residence life team are Resident Assistants (RA), who are students with upperclassman standing. RAs live in each residential area and oversee, on average, 25-30 residents – it is the RA who maintains the closest, most enduring contact with residents. RAs are trained to serve as role models and to help new students adjust to campus life.

The RDs work with the RAs to manage the day-to-day affairs and activities for the residents. The entire team plan activities throughout the year to relieve stress and build community among the residential students. In coping with a myriad of new responsibilities and decisions, new students often worry in silence or follow the cues of other inexperienced peers. Throughout their first year, new students can readily solve problems and make sensible choices by talking with their RD and/or RA.

Our Student Handbook & Conduct Code reflects the goals and standards of the University and the Catholic identity and Mercy heritage of the founding Sisters of Mercy. Each new student is challenged to respect the ethos of Mercyhurst University and its regulations, even when popular culture encourages different behaviors. The Student Conduct Code explains our standards for conduct, violation review, typical sanctions, and the appeal process.

A challenge that new students frequently face is underage drinking. Mercyhurst requires its students to comply with all Pennsylvania laws relating to alcohol. Residential housing at Mercyhurst University-The North East Campus is substance free, even if students are of legal drinking age. Students found in violation of the policy face the possibility of fines, community restitution, and alcohol education classes, as well as other sanctions, if appropriate. Our complete alcohol policy is detailed in the Student Handbook.

Mercyhurst also has a freshman vehicle policy. First-year resident students are not allowed to have vehicles while at school. In cases of medical or family emergency, the Director of Student Life will review a student’s request for a temporary vehicle pass. These are not granted for employment or routine medical appointments such as allergy shots or physical therapy sessions.

Frequently students and their families ask about break housing. The Residence Halls close at the end of each academic semester and for major holiday breaks. Generally, the halls close 24 hours after the last scheduled final exam of each semester and after the last scheduled class before the Christmas break. We encourage students to make their travel and break plans in advance. If a student must remain in residence, the student is required to seek permission from the Resident Director prior to the closing of the hall. No student will be allowed to stay without the proper approval.

Throughout your residential experience, the residence life staff will engage you in social activities to build community and educational programs to guide you in making responsible, informed choices. This holistic approach to programming is used to support students who are striving for a balanced lifestyle and wellness.

### Home Away From Home

Going to class is only part of the college experience. Living on campus provides opportunities for students to make friends, learn about other cultures, gain independence, have fun and grow as a person. The Residence Life staff...
seeks to provide the best accommodations possible for students and to provide a living environment that enables students to grow socially, culturally, and emotionally, while they grow academically.

**Neumann Hall:** On the southeast end of campus, Neumann Hall is located in front of the Tom and Michele Ridge Health and Safety Building and connected to Miller Hall. Resident rooms are on the second, third and fourth floors, with male and female configurations separated by floor. Most rooms are double occupancy and a limited number are triples and quads. Students interested in single rooms may apply for a limited number of spaces available for an additional fee. Students have access to washers and dryers, free of charge.

**In-room amenities:**  • Cable service (standard)  • Phone service (on-campus and local; one jack)  • Ethernet connections (one per student)  • Wireless connection

**Furnishings:**  • Bed (one per student)  • Desk and chair (one set per student)  • Dresser/drawers (one per student)  • Armoire (one per student)

**Redemptorist Hall:** On the northeast end of campus, Redemptorist Hall is located behind the Tom and Michele Ridge Health and Safety Building. Known to students as “The Pods,” Redemptorist Hall is co-ed with males and females separated by floor. Each Pod is suite-style with three double-occupancy bedrooms, a common area and restroom facilities. Students have access to washers and dryers, free of charge.

**Amenities:**  • Cable service (standard)  • Phone service (on-campus and local; one jack)  • Ethernet connections (one per student)  • Wireless connection  • Mini Fridge  • Microwave (one each per Pod)

**Furnishings:**  • Bed (one per student)  • Desk and chair (one set per student)  • Dresser/drawers (one per student)  • Armoire (one per student)

**Townhouses:** On the northeast end of campus, the Townhouses are located behind the Michele and Tom Ridge Health and Safety Building. Each townhouse is designated as either a male or female townhouse. Each has three double-occupancy bedrooms, a living room, kitchen, storage closet, linen closet and 1.5 baths. Students have access to washers and dryers, free of charge.

**Amenities:**  • Cable service (standard)  • Phone service (on-campus and local; one jack on first floor, one jack in each bedroom)  • Ethernet connections (one on first floor; one per bedroom)  • Wireless connection

**Furnishings and appliances:**  • Kitchen: Refrigerator, stove, sink, pantry  • Dining room: Table and four chairs  • Living room: Two sofas, two chairs  • Full bath: Toilet, shower/tub, vanity mirror with two sinks  • Half bath: Toilet, sink  • Bedrooms: Two beds (twin standard), one desk, one chair, two dressers, shared closet

**Housing Assignments**
Students are given housing assignments based on date of materials received. In order to be assigned housing, students must return the contract, personal information sheet, health forms and the housing deposit. Housing assignments are mailed to residential students in early August.

**Roommate Requests**
Students may request a specific roommate through the housing contract and personal information sheet. Only mutual requests will be honored (that is, both students must request to live with one another). Every attempt is made to honor each request, however, it is not guaranteed.
The core of the vibrant student life at Mercyhurst University-The North East Campus is the Student Government Association (SGA). This high-energy group of elected student representatives promotes clubs and organizations, offers community service opportunities and presents a lively, diverse schedule of activities, events and outreach throughout the year. SGA also serves as the liaison between the student body and the administration.

SGA offices are conveniently located near the Student Union, Miller 6B, which is a central location for students to get involved with campus activities and events and meet new people. The Student Union is an environment that is welcoming and one in which students can fully interact and participate in a range of activities. There is a free pool table for students to enjoy as well as comfy couches, a flat-screen TV and study tables and chairs, all compliments of SGA. The Student Union is an ideal meeting and event space for student clubs and organizations, group projects, socializing or even curling up on a couch, completing homework or chatting with friends.

For students who are ready to fully participate, consider The National Society of Leadership & Success. This non-credit bearing program is designed to recognize and develop the leadership potential of students. It allows participants to discover their own leadership interests and styles while developing specific leadership skills. The program spans over the course of the academic year allowing students to build networks with other student leaders while building a strong leadership component for their résumé. It is a dynamic, high-quality leadership training program, which is a combination of video conferencing with nationally recognized speakers, a leadership training day, goal setting, success networking team meetings and written reflection. After successful completion of the requirements, students are inducted into Sigma Alpha Pi Honor Society.

Mercyhurst University-The North East Campus has a variety of Recognized Student Clubs/Organizations (RSCO) that students can join. Every fall, Student Life launches the new academic year with the Annual RSCO Fair, which is an excellent opportunity for students to get involved and get connected.

Listed below are the clubs and organizations, arranged by interest area:

**Academic:** Criminal Justice Club, Hospitality and Culinary Arts Club, LPN Student Nurses Association, Student Occupational Therapy Assistant (SOTA) Club, Physical Therapy Assistant Club, Psychology Club, Respiratory Therapy Assistant Club, RN Student Nurses Association and Social Services Club.

**Service & Leadership:** Sigma Alpha Pi – the National Society of Leadership & Success, Student Government Association (SGA), Saints In Service Club and Student Athlete Advisory Committee (SAAC)

**Special Interest:** Campus Ministry, Choir, and Health & Wellness Club

If you are passionate about starting an RSCO that is not represented above, Student Government can assist you with that process. Watch for more details in the CampusNEws weekly email newsletter.
Greetings!

The Mercyhurst North East Athletic Department is here to enhance your college experience. For some, that will mean participating in one of our many offerings in men’s and women’s sports. For others, that will mean enjoying the spectacle of our talented athletes as they excel at their craft.

Our teams have gained national recognition over the past few years and we invite all of you to become part of this special program, not just in the sport you play or love, but in every sport we offer at Mercyhurst North East. We encourage you to come out and support every athlete who dedicates countless hours to represent our school with pride and hard work. Everyone and every team wearing a Saints uniform deserves and commands our respect for what they endure and at the end of the day, they proudly represent all of you that attend MNE.

Also remember that our athletes are held to a higher standard, you are expected to follow the rules set forth in this handbook before you can represent Mercyhurst on a court, field, course, or mat. What you do in the classroom, in the townhouses, in the dorm, library, or cafeteria is a direct reflection of your teammates, classmates, coaches, and everyone else that supports the Saints.

The success we have achieved on and off the field could not be possible without the support of so many, including our student body. Please continue to support our school spirit by coming out to events and having a positive attitude. We are all one team!

Go Saints!

Brian Dewey
Director of Athletics
ATHLETICS & RECREATION

The athletic department at Mercyhurst North East is full of qualified, passionate coaches who are eager to help their athletes excel both in the classroom and in the athlete's sport of choice. Players have access to both their coach and the athletic director to help them navigate the academic year and athletic season.

Athletics Department Contacts

**Brian Dewey**  
Athletic Director  
(814) 725-6105  
Softball Coach  
bdewey@mercyhurst.edu

**Daniel Poe**  
Soccer (Men's & Women's) Coach  
(814) 725-6391  
dpoe@mercyhurst.edu

**Aaron Cooper**  
Wrestling Coach  
(814) 725-6314  
acooper@mercyhurst.edu

**Jake Marinelli**  
Baseball Coach  
(814) 725-6113  
jmarinelli@mercyhurst.edu

**Mashea Williams**  
Basketball (Women's) Coach  
(814) 725-6110  
mwilliams@mercyhurst.edu

**Shannon Pullium**  
Basketball (Men's) Coach  
(814) 725-6115  
spullium@mercyhurst.edu

**Rachel Pacholke**  
Assistant Director of Student Life  
Volleyball Coach  
(814) 725-7061  
rpacholke@mercyhurst.edu

Fitness Center

The fitness center, located in Liguori Field House, is available to all Mercyhurst University students, faculty and staff. Fitness resources include a free weight area, cardio fitness area, weight machines and a universal gym.

**Fitness Center Hours**  
Monday-Friday .................  9am – 9pm  
Saturday-Sunday..............  12noon – 6pm

Intramurals & Fitness Classes

Mercyhurst North East is proud to offer a comprehensive intramural program. Recreationally based intramurals welcomes and encourages all students and staff of all skill levels. Fitness classes such as yoga, zumba and pilates are offered throughout the academic year as well. Stay informed of the latest offerings by reading the weekly caMpusNEws Email Newsletter
SUPPORT SERVICES & RESOURCES

BOOKSTORE
The Mercyhurst North East University Bookstore is located off the lower level entrance of Miller Hall. 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.

Russell Leone
Lower Entrance of Miller Hall
(814) 725-6145
rieone@mercyhurst.edu

DOCUCENTER & MAILROOM
The DocuCenter is provided as a service to the Mercyhurst University community. A variety of copy and finishing services are available for a nominal fee. The DocuCenter 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 DocuCenter during the normal operational hours of 8:30am - 5pm.

Miller Hall, Room 9
Phone: (814) 725-6194
Fax: (814) 725-6262
Email: nedocucenter@mercyhurst.edu

Mail sent to a student at the University should be addressed as follows:
Student Name
Mercyhurst North East
16 West Division Street
North East, PA 16428

INFORMATION TECHNOLOGY
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 semester. In addition to this each resident student room is furnished with one data jack per student. 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 cable you may purchase this at the University bookstore.

Students have an IT accounts that utilize a single sign on: Web Portal, Blackboard, and WebAdvisor. The student may log into my.mercyhurst.edu your home page for easy, quick access to all systems and information. In addition students have an account to access their email at mymail.mercyhurst.edu

Username
The single sign on account username cannot be changed. Your username is case sensitive. The exception is for your email where your id will be your username@lakers.mercyhurst.edu

Student ID Number
Your student ID number can be found on your billing statement and is used to access the following:
1. Computer Help Desk
2. Financial Accounts and Inquiries
3. Password Management Tool

Password
Your single sign on password and email password is initially set as the same. Random passwords are initially assigned to students. Passwords are case sensitive.

Password Management
When you receive your password, you should do the following:
1. Access the Password Management Tool at password.mercyhurst.edu
2. Create a Password Management Account by choosing Create Account
3. Change your password

Note: Passwords (not including email) must be changed every 180 days. Passwords must be at least eight characters long and also must be complex, meaning that they must contain three out of four of the following:
- Uppercase letters
You can use the Password Management Tool to reset your password if you forget it or if the password expires (password expires every 180 days). You must have a Password Management Account to perform a password reset. To reset your email password you must login to your email and under options reset your password. If you are unable to reset either password you may contact the North East IT staff for assistance.

**The Portal**

How to sign on to the portal:

- mercyhurst\username
- password

**Grants access to:**

- MyMail
- Webadvisor
- eBill
- Blackboard
- Student services information

**Computers on Campus for Public Use**

The Mercyhurst North East has access to over 148 computers located in the Ridge Library, Ridge 116 Computer Lab, Academic Success Center, the Writing Center, Miller 115 computer lab, Miller 203 computer lab and Janet L Miller Center computer labs. The operating system is Windows 7. All public computers on campus are loaded with Microsoft Office 2013. Each computer has the ability to print to any publicly accessible Ricoh printer including black and white and color printing as well as copying, and scanning and emailing capabilities. Mercyhurst North East computer resources are systematically updated and expanded to parallel growth in information and technology as it develops through the student’s curriculum. Wireless access is available for all indoor academic areas including Ridge Building, Miller Hall, Student Union, Academic Success Center, Writing Center, Karsh Hall, Student Union, outside of the Bookstore, Liguori Field House, Janet L Miller building, Neumann Hall and the Dining Hall.

If you need help connecting or configuring your accounts, contact:

**Dave Licata**

*PC Computer Specialist*

Miller 7

(814) 725-6327
dlicata@mercyhurst.edu

**Help Desk**

Helpdesk@mercyhurst.edu
ehelp.mercyhurst.edu

**Barry Nuhfer**

*Director for Information Technology Services*

Miller 7

(814) 725-6317
bnuhfer@mercyhurst.edu

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**OneCard (Your Mercyhurst ID)**

Each student will receive a student ID called the Mercyhurst University OneCard. The OneCard is a “smart card” that functions as a student ID and may be used for:

- Athletic event entry
- Dining and meal services
- Library privileges
- Printing and copying
- Recreation Center access
- Riding “the E”
- Access to Redemptorist Hall (assigned residents only)

The OneCard can be used as a debit card if a student has a PNC Bank account. More information on linking a student’s OneCard to a PNC Bank account can be found by visiting:

pnc.com/mercyhurst.
Replacement Cards
Students can obtain a replacement OneCard from the DocuCenter in the lower level of Miller Hall for $50 if the card is lost, damaged or stolen. Students must pay for the replacement card at Student Financial Services (Miller 106) before the card can be replaced.

Temporary IDs
Temporary OneCards can also be obtained from the DocuCenter during regular business hours. The temporary ID allows limited access to areas, limited meal services but no prints options as it is a generic account. Temporary OneCards are only valid for 72 hours and must be returned to the Docucenter or the will be charged to replace the temporary OneCard.

Holes in OneCards
You cannot cut, poke or otherwise punch any holes in the OneCard. There are components inside the card that will be damaged with any break in the card surface. This will deactivate the card and will not allow you access to doors and the copy/print system. If the card is damaged and stops working, you will need to purchase a new OneCard before you will be able to use those services.

Adding more money to your OneCard
If you wish to add monies to your OneCard for either Dining Dollars (cafeteria monies) or Laker Loot (Bookstore, copy, print and vending monies), you must use the ValuPort machine in the Campus Bookstore lobby. Follow the directions posted and pick either Dining Dollars or Laker Loot and deposit the amount you wish to add to your OneCard. The machine is safe and available anytime. Monies added to your OneCard there are available immediately.

Parkhurst Dining Services
To enroll in a North East meal plan, sign up when filling out your housing contract or stop in at the Front Office and fill out an enrollment form.

The North East Plan/Anytime Meal Plan Option
All students living on campus in Neumann and Redemptorist Halls must purchase the ANYTIME North East meal plan each semester, which is unlimited access to North East Dining Hall seven days a week at a cost of $2,660 per semester. Students living in the townhouses may select a block meal plan option but as a minimum, are required to have the 105 block plan. Students must present their card to the cashier to have access to the Dining Hall. Sharing IDs is not permitted.

Block Meal Plan Option
These options are available for townhouse residents and commuter students. All block meal plans for use in North East Dining Hall.

The Complete Plan/225 BLOCK
Any 225 meals per semester
$2,190 per semester

Daily Diner Plan/185 BLOCK
Any 185 meals per semester
$1,810 per semester

Lite Diner Plan/150 BLOCK
Any 150 meals per semester
$1,520 per semester

Convenient Diner Plan/105 BLOCK
Any 105 meals per semester
$1,080 per semester

Hurst Dining Club
Save 20% on every transaction! Join with a minimum transaction of $50, and then bill through your student account a level of $500, $750, or $1,000.

Dining Hall Hours of Operation

Monday - Thursday
Continuous Dining: 7am - 8pm
Breakfast: 7am - 10am
Continental Breakfast: 10am - 11am
Lunch: 11am - 2pm
Afternoon (Featuring Deli, Salad Bar & Grill): 2pm - 4:30pm
Dinner: 4:30pm - 7:30pm
Evening (Featuring Deli, Salad Bar & Grill): 7:30pm - 8pm

Saturday/Sunday
Brunch: 10am - 1:30pm
Dinner: 4:30pm - 6:30pm

Ridge Coffee Bar
- Monday - Friday: 8am - 3pm
- Saturday – Sunday: Closed
* Hours of operation are subject to change
Meal Plan Calendar
The first board meal is dinner on August 18, 2018
The last board meal is May 10, 2019

Meal plans are not accepted during the following breaks:
- Mid-Semester Break – October 4, 2018 and reopens for dinner October 7, 2018
- Thanksgiving – November 21, 2018 and reopens for dinner November 25, 2018
- Christmas – December 14, 2018 and reopens for dinner January 13, 2019
- Spring Break – March 4, 2019 and reopens for dinner March 10, 2019
- Easter Break – April 18, 2019 and reopens for dinner April 22, 2019

- All Resident students must select a meal plan. Neumann and Redemptorist Hall students must select the NE Anytime meal plan. Townhouse students can select the NE Anytime plan or a Block meal plan.
- Block meals expire at the end of each semester and do not roll over. Dining Dollars that are purchased roll over from semester to semester and year to year, but have no cash value. Meal plans can be changed up to the last day to drop/add classes each semester. Meal plans are then closed until the next semester. Dining Dollars are available for purchase anytime to enhance your meal plan.

Christina Sagurney
Karsh Hall, Room 113
(814) 725-6124
csagurney@mercyhurst.edu

Police & Safety

The Office of Police and Safety at Mercyhurst North East is committed to providing a safe and secure environment for the entire Mercyhurst University community. They are open 24 hours a day, 365 days a year, patrolling the campus on foot and vehicle. A close liaison is maintained with the Erie Police Department, the Pennsylvania State Police and the North East Borough Police Department. The department enforces both state and federal laws, and Mercyhurst University rules and regulations, while still protecting individual rights. For Police and Safety, or to file a report (in case of emergency, dial 911):

Office of Police & Safety
Office of Police & Safety
The North East Campus
The Erie Campus
Miller Hall, 6A
McAuley Hall (Lower Level)
(814) 725-6103
(814) 824-2304
nesecurity@mercyhurst.edu

Student Financial Services

It’s been said that the hardest part of going to University is figuring out how to pay for it. At Mercyhurst North East, we do our best to help you 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. The Office of Student Financial Services is open Monday through Friday, 8:30 am to 4:30 pm.

Financial Aid Application Process

There are various types of financial aid, but before any grants, scholarships, or jobs funded by Mercyhurst University 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 University Title IV Code is 003297.
All students should file the FAFSA as soon as possible after January 1 of EACH ACADEMIC YEAR. 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 semester.
Financial Aid Policies
The following policies are followed 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 University.
• Institutional financial aid is awarded to full-time students (defined as at least twelve academic credits per semester 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 University regulations.
• 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 University has no option but to disallow the financial aid.

Please consult the Mercyhurst University 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.

Contacts
Erie Campus: Student Financial Services
Mercyhurst University
501 East 38th Street
Erie, Pa 16546
Phone: 814-824-2288
Fax: 814-824-2300

North East Campus: Student Financial Services
Mercyhurst North East
16 West Division St
North East, Pa 16428
Phone: 814-725-6265
Fax: 814-725-6375

PHEAA (PA State Grant)
http://www.pheaa.org/stategrant/

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 SFS has a signed FERPA form on file.

Linda Watkins
Student Financial Services Representative
Miller Hall 114a
(814) 725-6265
lwatkins@mercyhurst.edu

Other Important Telephone & Website Contacts

<table>
<thead>
<tr>
<th>FAFSA</th>
<th>Tuition Management Systems (TMS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-800-4fedaid</td>
<td>1-800-722-4867</td>
</tr>
<tr>
<td>TDD 1-800-730-8913</td>
<td>Fax: 401-736-5050</td>
</tr>
</tbody>
</table>
Sustainability

**RECYCLING is Mandatory.** Mercyhurst University has Single-Stream Recycling. Please mix all of your recycling materials in the recycling bins located in hallways or your residence; plastic, aluminum, glass, paper, and cardboard can all go together. Recycling must be deposited in the recycling dumpster. You do not need a bag for your recycling, simply deposit recyclables into the nearest correct dumpster. Please use black bags for your trash. Neumann Hall residents, please use the large bins located in the hallways on your floor.

We recycle at Mercyhurst University and expect our staff, faculty, and students to participate. Bins have been placed in hallways, classrooms, and offices: please place your recyclables in appropriate bins.

<table>
<thead>
<tr>
<th>Recyclable Items</th>
<th>Non-Recyclable Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>o glass bottles and jars (any color, not broken)</td>
<td>-NO broken glass</td>
</tr>
<tr>
<td>o metal food or beverage cans (any type)</td>
<td>-NO pizza boxes or wax coated boxes</td>
</tr>
<tr>
<td>o Plastics #1-7</td>
<td>-NO paper towels or napkin</td>
</tr>
<tr>
<td>o paper (newspaper, magazines, office paper, envelopes, wrapping paper, with staples and labels)</td>
<td>-NO Styrofoam</td>
</tr>
<tr>
<td>o cardboard and paperboard (egg cartons, paper bags)</td>
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</tbody>
</table>

**Energy Conservation**

Please turn off all lights and unplug electronics when not in use, or consider using a power strip or surge protector. By leaving electronic items plugged in when not in use, you are still consuming energy.

Please keep heating and cooling units at appropriate set temperatures, 70 degrees during heating season and 74 degrees during cooling season. A/C units should not be set below 70, this could damage the unit. Do not leave windows open when heating or cooling units are in use; the unit must work harder to maintain set temperatures and this damages the system.

During holidays and extended breaks, shut down and unplug all personal electronic equipment. This includes appliances, computers, monitors, personal printers, entertainment systems, etc. Please do not attempt to unplug apartment and townhouse refrigerators or stoves. Turn down heating units or turn off air conditioning and close all windows.

**Water Conservation**

In order to conserve water, please make sure to turn off all faucets and showers when finished. Cold water should be used whenever possible, unless sanitary or other special requirements necessitate the use of hot water. This includes water usage for laundry.

**Conduct Codes, Rules & Regulations**

**In General**

**Fire Safety & Regulation**

**Fire Alarms**

When the fire alarm sounds students must vacate the building as quickly and safely as possible via the nearest fire exit. Students must not use elevators. They must walk, not run, to the nearest exit. Failure to evacuate is dangerous and may result in disciplinary and/or legal action. The University advises all residents to familiarize themselves with the location of fire extinguishers, alarm boxes, and fire exits. Anyone deliberately setting off a false alarm will be suspended immediately.

**Fire Equipment**

Residential housing is equipped with the required smoke and carbon monoxide detectors and fire extinguishers. All fire safety equipment is maintained by the Fire Safety Officer. In the event that equipment is damaged, the residents will be held responsible for the cost of repair or replacement. Battery-operated detectors are located in each residence. Disconnecting or removing a battery from a detector is prohibited. If an extinguisher is used, it must be reported to Police & Safety or the RA immediately. If it is not reported, the occupants of the apartment or hall may be held responsible for Creation of a Fire Hazard.
Fire Safety
One should think ahead about what could happen in case of fire. How would one react? What would you do? Preplanning can help you make the appropriate or right decisions quickly and effectively. Confronting a fire situation often requires momentary quick decisions and reactions.

To complicate matters, every fire is different because of unknown variables that drive a fire out of control. Sometimes there are only moments to assess the situation and decide what action to take. Make the correct decisions by planning ahead. Anticipating a fire before it happens is the kind of thinking that can save a life. Fire safety is life safety!

Fire regulations are in place to protect students in their living space.
- The University prohibits the unwarranted discharge of fire extinguishers or tampering with fire-fighting equipment.
- Sounding a false fire alarm is illegal.
- Candles and incense are not permitted in campus housing.
- Grills and propane tanks may not be stored anywhere in campus housing.
- Live Christmas trees are not permitted in campus housing.
- Strings of lights without plastic coverings are prohibited.
- Removing batteries from smoke detectors is prohibited.
- Fire doors are to remain closed at all times, since they act to contain toxic fumes and fire to a limited area.
- Hallways, corridors, doorways, and fire escapes must remain unobstructed at all times.
- Heat detectors and smoke alarms in all residence areas must remain unobstructed at all times.
- All ceiling tiles must remain intact. Missing and broken ceiling tiles create drafts that can lead to rapid spread of toxic fumes and fire.
- Wall and ceiling coverings deemed excessive pose a fire hazard and are therefore prohibited.
- All doorways must remain clear of furniture or drapes that may inhibit or prevent students from escaping in case of fire.

What to do in case of a fire
To insure the safety of all students in the residence halls at Mercyhurst North East, procedures have been established which should be read and reviewed periodically throughout the year. Be fire safety conscious. Adhere to these procedures:

When the building alarm is sounded you should:
1. Close your room window.
2. Close your room door.
3. Leave the building in a rapid, orderly manner.

When the building fire alarm is sounded, if there are apparent danger signs, you should leave the building immediately, as quickly and as practically as possible.

Before exiting the building, if in your room, you should:
1. Feel the door. If it is hot, or smoke is seeping through the cracks, do not open the door. Stay in your room, keep the door closed. Seal cracks with towels, sheets, etc., open window slightly to aid breathing, wave a sheet or clothing out the window to signal rescuers. DO NOT JUMP FROM WINDOW IF HIGHER THAN TWO STORIES – AWAIT RESCUE.
2. If the door is cool, leave the room, close the door and walk or crawl to the nearest exit.
3. Once outside, report to your Resident Assistant, stay in the group until the all-clear signal is given.
4. Resident Assistants should ensure that all students are accounted for.

If you discover a fire, the procedure is as follows:
1. Set off the fire alarm in your townhouse or residence hall.
2. Evacuate the building.
3. Notify the campus police and safety by telephone by dialing 725-6103.
4. Notify the Resident Assistant or Resident Director. If there is a question of time – Evacuate Immediately!

Library Conduct Code
Access to the Ridge Library at the Mercyhurst North East campus, the information materials, computers, network and building resources is a privilege granted to Mercyhurst University students, faculty, and staff. All individuals are expected to be considerate of others needs in their use of resources and in their behavior. The Code of Conduct is designed to enable all library users to meet their educational objectives. Disruptive behavior of any kind, including excessive noise, harassing other patrons, or harassing library staff is prohibited. All persons must abide
by the policies of the Ridge Library and Mercyhurst University. All individuals should be prepared to present identification at any time.

To provide a secure environment conducive to productive scholarship, library staff or Mercyhurst Police and Safety staff is authorized to:

- Request current identification of any person in the library
- Question any person if it appears that any Ridge Library or Mercyhurst University policies are being disregarded and to call for assistance if necessary.
- Limit or revoke library privileges any time its policies are being disregarded.

This policy applies to all library users, whether or not they are affiliated with the University. All individuals are responsible for their own actions and are accountable for their conduct. Violations of this Code of Conduct may result in the loss of library privileges or further disciplinary actions from Mercyhurst University.

Cutting, tearing, ripping or defacing library materials including, but not limited to books, periodicals, CDs, videos, DVDs, or tampering with computers, software configurations, equipment, furniture and facilities is prohibited.

**Cell Phone Policy**
In order to provide an environment conducive to study, reading and research, the use of cell phones, pagers and other electronic communication devices is NOT PERMITTED in the classroom or the library. Personal communication devices should be turned off or set to “silent” mode upon entering the library. Cell phone conversations are permitted in the outside lobby area. Those who fail to comply with this policy may be asked to leave the library.

**Food, Beverage, and Tobacco Policies**
The following types of food and beverages are permitted in the library in designated locations:

- Non-alcoholic beverages with covered lids are permitted throughout the library.
- Small snacks, such as chips and candy, are permitted at study tables and in the cafe area.
- Aromatic or messy foods such as sandwiches, pizza or fast food are NOT permitted in the library or the cafe and must remain in a backpack or other closed bag while in the library. Delivery of food to the library by outside vendors is not permitted.

No tobacco products OF ANY TYPE may be used in the Ridge Library.

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**Residential Life: Housing Policies & Procedures**

**Housing contracts**
Prior to being assigned to University housing, students are required to sign a Housing Contract. The Housing Contract, which outlines the rights and responsibilities of both the student and University, is a legal commitment for the full academic year, beginning with the fall semester and ending with the spring semester. Students signing up for housing for a summer session require a contract covering that particular period.

**Check-in/Check-out**
When students begin occupancy of their residence, they are required to check in formally. At the end of occupancy (usually at the end of the spring semester), students are required to check out. Students moving into a hall or townhouse are checked into their residence by a member of the Residence Life staff, usually a Residence Assistant. A Residence Condition Report (RCR) is completed, and the student receives a key. The Residence Condition Report documents the condition of the residence upon check-in. When a student leaves the living assignment, the RCR is used to assess any damage done during the student’s residency.

At the end of the spring semester, the Residence Life Office will post the dates and times during which students may check out. A proper check-out requires that a student removes all personal belongings, cleans the living space, and checks out with a residence life staff member, returns keys, and signs check-out paperwork. Students have the option to be present during an initial inspection to verify the condition of their room/apartment upon check-out.

The housing contract that the student signed is for a full academic year. Students leaving at a time other than the scheduled check-out times (in the spring semester) must notify the Residence Life Office and make arrangements (i.e. set up a time to check out) with their Residence Assistant to check out of their residence properly.

**Housing over Breaks**
As stated in the Housing Contract, housing is closed over breaks. Only students authorized to stay may remain over the breaks. Students who wish to remain in on-campus housing during the breaks must contact the Director of Student Life for permission to remain in housing over breaks. Students with permission to remain on campus during a break should be aware that they are here as a courtesy and not because they have the right to stay. Students who act inappropriately over the break may be asked to leave campus for the remainder of the break and are subject to disciplinary action.

The University discourages leaving valuable belongings in the halls or apartments over breaks; the University is not responsible for any loss or damage. Students who leave campus should take their keys with them, enabling them to reenter their living space upon return.
Room/Townhouse changes
The atmosphere residents choose to create in their residence will depend on their relationships with each other. Contrary to popular belief, roommates do not have to be best friends; a positive relationship with roommates depends much more on the mutual consideration of each other’s differences.

Students may not make room or townhouse changes without the approval of either their Resident Director or Director of Student Life. Adjusting to living with others takes time. Many students believe that a relationship will not work out before they have taken the time to communicate with their roommate(s) to try to work out the issues. Learning to work through problems and to communicate with others is a vital aspect of living in a community, and University living is an excellent place to hone these skills.

In order to give students time to become acquainted and to work through issues with their roommates, the Residence Life Office does not allow room changes for the first two weeks of each semester, or during the consolidation process, except in cases of extenuating circumstances. When conflicts arise, the students involved are asked to discuss their concerns and issues. If informed of the problem, staff members will mediate and facilitate these discussions in order to resolve the issues or to make the situation more comfortable.

Room & Apartment Consolidation Policies
The University 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 communication 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 Resident Directors in your area.

These codes will be available at the beginning of the school year via the University 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 various laundry rooms located on campus, one in each housing area for student use. The University 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 University 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 $50. If a student does not return a key upon check-out, there is a charge of $50 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 Resident Assistant 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 the Office of Police and Safety (725-6103), the Director of Student Life (725-7060) and your Resident Assistant to obtain a replacement and avoid any additional security problems. The University is not responsible for any loss of property due to theft, fire or other causes. Students and their parents are advised to obtain insurance coverage on all personal assets.

Roommate Agreements and Contracts
There are times throughout the year when residents living in the same room, apartment, or building may be asked to meet to discuss terms which will allow for a more amicable living environment. These meetings are mandatory and each roommate or housemate must participate in discussion and an agreement must be reached by all roommates, housemates or residents before the end of the session. The agreement must then be signed and will be kept on record by the Director of Student 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. Should a window or door be broken from the outside it is the housing occupant’s responsibility to call Police and Safety and report the damage as soon as possible.
**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. Please keep trash inside the trash container to avoid being assessed a cleaning charge. Maintenance issues should be reported to your Resident Assistant for attention. Emergency maintenance (gas, water or electric) problems should be reported to Police and Safety (725-6103) immediately.

**Preventing Theft**

1. **LOCK**—Your residence hall, apartment, office and automobile doors at all times.
2. **SECURE**—Your valuables: keys, wallets, purses, laptops, I.D cards, textbooks, book bags and briefcases. These items should NOT be left unattended, even for “just a minute.”
3. **REPORT**—Any suspicious activities on campus to security at 725-6103, if there is no answer please contact the Erie CAMPUS Security at 824-2304.

**Housing Searches**

The Residence Life Office reserves the right to enter and search a residence any time it is deemed necessary. University personnel working at the front desks of the residence halls have the full authority to inspect any package, box, book bag, etc. being carried into the halls. The University reserves the right to remove property belonging to the University or its agents found in a residence without the approval of the residents. Prohibited items will be confiscated in accordance with the Residence Life Office’s Confiscation Policy. Police & Safety will be given any items confiscated that are illegal (fireworks, firecrackers, drugs, drug paraphernalia, etc.) or some items that are prohibited by University policy (kegs, party balls, weapons, etc.).

A residence may be entered and searched if it is believed to be in the best interest of the University, for reasons that pose a threat to the community, or if it is believed that the law or University policy is being violated. When possible and appropriate, University personnel will ask residents for their consent prior to the search. If consent is not obtained, the residence can be searched with authorization from the Director of Student Life or designee. When possible, a Residence Life staff member will be present to ensure that the search is completed in a reasonable and proper manner. All contraband, weapons, or “fruits of crime” seized during an authorized search will be secured in the Police & Safety evidence room. 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 if the student can prove ownership via documentation. Items falling into this category will be released to the custody of the student immediately prior to the student leaving campus.

Authorized University representatives have the right to inspect student residences for standards of maintenance, preservation of physical structure, and the identification of damage.

**Health & Safety Inspections**

Periodically the residence life staff, in conjunction with the housing maintenance staff, will conduct health and safety inspections in all rooms and apartments occupied by students. The staff will be looking for conditions that may pose a health or safety hazard. The date of inspections need not be posted in advance. Staff may enter rooms and apartments with or without the presence of the occupants. If there is a problem or condition that needs to be corrected, the residents will be given ample time to make the necessary alterations or adjustments.

Any illegal or prohibited items found during these inspections may be confiscated in accordance with the confiscation policy and the residents of the room or apartment may be adjudicated through the University’s student conduct system.

**Confiscation Policy**

Certain items are prohibited in the residential areas of the University because of health, fire, or safety reasons; city, state, or federal law; or University policy. When these items are encountered or discovered by University officials, they are subject to confiscation. University personnel, including Police & Safety officers and residence life staff members, have the authority to confiscate items.

Items prohibited by University policy for health, fire, or safety reasons may be returned to the owner at the end of the semester (or earlier by arrangement with the assistant director or hall director of the respective area) provided that the item be removed from campus immediately and not returned to the premises. Illegal items (such as controlled substances, drug paraphernalia, and weapons) are not items that can be released and will not be returned.

Prohibited use or possession of alcohol will result in its confiscation and disposal. Typically, the resident in possession of the alcohol will be asked to dispose of it. In the freshman area, alcohol containers, whether empty or full, are prohibited and will be confiscated.

Any confiscated item not claimed by the owner by the end of the academic year in which the item was seized (or at the end of the summer semester if confiscated during the summer) will be disposed of without notification. When possible and appropriate, items will be donated to a local charity.
Residential Life: Housing Safety Regulations

**Appliances**
All electrical or gas appliances have the potential to be hazardous if not used according to manufacturer recommendations and kept in proper repair. It has been determined that the following type of appliances may be used in student housing:

- Electric blankets, lamps (100-watt limit), stereos, TVs, VCRs, DVD players, computers, printers, fans, hair dryers, electric hair curlers, hot air popcorn poppers, electric razors, heating pads, coffee pots and closed-coil hotpots.

Recognizing that some appliances are more hazardous than others, the following list of items may not be used in student housing. Some of these items constitute a serious fire hazard or could cause damage to physical facilities. The item will be confiscated if it is found in residential areas and disciplinary action taken against students who possess such items. Unapproved appliances include, but are not limited to: waterbeds, sun lamps, hot plates, electric pans or skillets, toaster ovens, electric fryers, fog machines, and halogen lamps.

**Roof and Window Ledges**
No one is permitted to be on the roof of any building for any reason. No objects are permitted to be thrown from any of the window ledges of any building. No entrance or exit from any window is permitted with the exception of an extreme emergency.

**Decorations**
Residents are welcome to hang posters, signs, and pictures on walls, doors, and closets with masking tape or white hanging putty. Residents are not permitted to use double-sided or duct tape, as these will leave a heavy residue and/or remove the paint. Residents may not use self-adhesive decals, nails, or bolts. To avoid being charged for damage, residents are encouraged to decorate with care. Alterations or additions within the residence halls or apartments are prohibited. This includes, but is not limited to, painting or applying adhesives to any window, ceiling, floor, wall, or furniture surface, adding wallpaper or borders, or affixing permanent shelving. Screens may not be removed from any of the windows.

**Additional Door Locks**
Only University authorized and installed door locks, chains and deadbolts are permitted.

**Lofts**
The University provides lofts in rooms only where space considerations recommend their use. The Residence Life Office determines which rooms are provided with lofts. Residents are not allowed to construct lofts, purchase lofts, or make lofts by modifying University furniture. Residents may use only store-bought bed risers to raise their beds; no other devices, such as cinderblocks, are permitted.

**Furniture**
Beds, desks, desk chairs, and dressers are provided by the University. In addition, each apartment has living room and dining room furniture. No furniture in any residential housing may be taken apart or removed from the room/apartment. Alterations, additions, and/or unauthorized use of furnishings within residential housing are prohibited. This includes, but is not limited to, moving furniture from public areas to individual rooms, removing University furniture from residential housing, painting or applying adhesives to any furniture surface. It is the responsibility of residents to remove any of their own furniture. Charges for removal of personal furniture will be assessed equally to all residents of the apartment or hall in cases where specific individuals cannot be identified.

**Garbage**
It is the responsibility of residents to dispose of their garbage in the dumpsters located around each apartment complex or in the designated trash areas within the residence halls. Charges for removal of garbage left in rooms, apartments, hallways, or public areas will be assessed equally to all residents of the apartment or hall when specific individuals cannot be identified. Recycling of glass, paper, plastic, and aluminum is encouraged.

**Visitation Hours**
Residents are permitted to entertain guests in their residence from 8am until 12am Sunday through Thursday and from 8am – 2am Friday and Saturday.

**Guest Policy**
A guest is defined as a non-resident of a building. Host residents are responsible for the behavior of their guests at all times, whether or not the host is present. Hosts are required to inform guests of all pertinent rules and regulations. Guests may not stay longer than 48 hours or two consecutive nights. Abuse of the guest policy may result in the host and guest being found in violation of the unauthorized resident policy.

Guests must sign in and leave identification at the front desk and are required to be escorted at all times. Guests who are students of Mercyhurst University share responsibility for their behavior with their hosts. In all cases, a resident’s right to have a guest is superseded by the roommate’s right to the use of the residence.

**Front Desks**
Neumann and Redemptorist Halls each have a front desk. All guests must be signed in by their hosts and must leave photo identification at the desk. It will be returned when the guest signs out of the hall. All guests must be escorted through the
building at all times. Hosts will be held accountable for the conduct of their guests. Proximity readers are installed at each hall entrance to allow residents after-hours access.

**Guidelines for having overnight guests:**

1. Completed Overnight Guest Request Forms (whether or not residents have roommates) must be submitted to Director of Student Life at least 24 hours in advance (48-72 hour notice recommended).
2. If this form is submitted less than 24 hours before guest arrival, the requestor must call/email the Director of Student Life for approval in addition to submitting this form.
3. Each roommate must provide written consent prior to guest invitation by signing this form.
4. Opposite gender guests are not permitted to stay overnight in Hosts residence, but rather with a friend of the same-sex.
5. Residents cannot host overnight guests for more than three consecutive days in a seven-day period, or 10 days in a month.
6. Residents must be present during guest stays and are responsible for guest actions in accordance with the Student Handbook.
7. By requesting a guest, resident is affirming that the requested guest has not been removed or banned from Mercyhurst North East housing for any reason.
8. A copy of the Guest’s drivers’ license must be on file at Police & Safety.
9. Failure to follow the above procedures can result in loss of guest privileges.
10. Failure to comply with all policies, rules and regulations may result in sanctions from Student Life as outlined in the Student Handbook.

**Unauthorized Residents in Housing Assignments**

University housing is only available to actively registered students. Students or non-students found to be living in a campus housing assignment for longer than 48 hours or two consecutive nights without an authorized assignment from the Residence Life Office will face disciplinary and possible legal action. In addition, all residents condoning the behavior will face disciplinary action. Assessed sanctions will apply to both host(s) and unauthorized residents.

**Pets**

With the exception of fish in one aquarium with a capacity of 10 gallons or less, guide dogs or bona fide service animals, no pets are allowed in campus housing. Fish may be kept in rooms with the agreement of all roommates. Fish must be removed from the residential areas during long breaks.

**Courtesy Hours**

Courtesy Hours exist 24 hours a day, every day. At no point should the noise of an individual or group have the potential to disrupt any other member or members of the community. The right to a peaceful environment outweighs the desire to be loud regardless of time of day. Having a stereo or musical instrument on campus is permitted, but the privilege may be revoked should a student demonstrate disregard for volume control.

**Quiet Hours**

Quiet Hours have been established to ensure that the living environment is conducive to studying and sleeping. The hours are from 10pm until 6am Sunday through Thursday and from midnight to 11am on Friday and Saturday.

**Mandatory Meetings**

At the beginning of each year, mandatory hall/building meetings will be held to introduce and review housing policies and regulations. Throughout the year, mandatory meetings may be held by the Residence Life staff to address residents regarding policy changes or concerns. Attendance at these meetings is required for all relevant residents. Residents are responsible for any information presented at the meeting.

**Horseplay in Residential Buildings**

Playing sports, roughhousing, or other conduct that has the potential to cause disruption, damage, or injury inside residential housing is prohibited. Residents may not have dartboards with metal-tipped darts.

**Alcohol Policy**

In all on-campus housing, alcohol and alcohol containers are prohibited for use by any resident or guest under the age of 21; tobacco products may not be used within the building.

**Smoking/Smokeless Tobacco Policy**

In keeping with the University’s commitment to provide a safe and healthy work environment, and consistent with Pennsylvania’s Clean Indoor Air Act, smoking and the use of smokeless tobacco is prohibited at all times and at all locations on the Erie and North East campuses. This policy forbids the use of all nicotine, tobacco-derived or tobacco-containing products, including cigarettes, electronic cigarettes, cigars and cigarillos, hookah-smoked products, and all forms of oral tobacco.

The tobacco-free policy includes university-owned and leased facilities, properties, and grounds and extends to sidewalks adjacent to university buildings and grounds as well as personal vehicles on university property. This policy applies equally to all employees, students, visitors, vendors, contractors, and subcontractors.

All nicotine, tobacco-derived or tobacco-containing products, including cigarettes, electronic cigarettes, cigars and cigarillos, hookah-smoked products, and all forms of oral tobacco are not to be brought on to University housing and if found will be confiscated.

**Storage**

There is no student storage space available on campus.
STUDENT CONDUCT

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 University is encouraged and aided to meet the standards set by the University. 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 Conduct Code

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 students’ absence. If the student is found responsible for violations, a sanction letter will be sent to the student detailing the outcome.
- 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 University. 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 University community and that further misconduct may result in more severe outcomes. Warnings are taken into account in the event of future violations.

Written Reprimand

A written reprimand is an official censure for violating University regulations and is taken into account in the event of further violations.

Social Probation

Social probation is meant to monitor and address student behavior to assess their adjustment to the demands of University 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 University. Additional violations during this period may result in additional sanctions up to and including expulsion.

Disciplinary Probation

Disciplinary probation is the next level of probation. A student is on disciplinary probation for a specified period of time. A student may be denied participation in certain activities and/or face facility restrictions. Involvement in another incident during this probationary period may result in more serious disciplinary sanctions.

Suspension

Suspension is a temporary separation from the University and requires that a student ceases attendance at class and participation in University activities, and vacates the University 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.

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 University community, or when there is a threat of or actual disruption or interference with the normal operation of the University. During the period of Interim suspension, a defiant trespass notice will be issued. With the safety and welfare of the University 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 Student Life or designee in consultation with appropriate University personnel. University 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 University. The University reserves the right at any time to expel any student engaging in any conduct that, in the opinion of the University, is detrimental to the welfare of the University 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.

Consequences of Failing to Fulfill Community Service: Failing to fulfill community service will result in the total number of remaining hours being converted into a fine ($8.00/hour). Furthermore, an additional fine for failing to meet community service hours will also be applied.

Extracurricular Restrictions
A student receiving extracurricular restrictions is prohibited from participating in extracurricular activities, which could include athletics, intramurals, student government, clubs, organizations, 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 University, 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/Drug Education Class
A student who is found in violation of the Alcohol Policy or Drug Policy may be required to complete an education class. Education classes must be attended on the assigned date. If the student does not attend the class on the assigned date, an additional charge of Failure to Comply will be assessed to the student and the student will be reassigned to another class.

The student, if found responsible for an alcohol or drug violation, will be required to take a survey to determine the student’s level of abuse. This survey will be used to determine if the student goes to a larger group educational session or directly to one-on-one counseling. Classes are educational, not punitive and take approximately 2 hours to complete. Class dates, times and locations are determined on a semester by semester basis.

Removal from University 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 townhouse 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.

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 University’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 Student Life. With the safety and welfare of the University 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 Student Life or designee in consultation with appropriate University personnel. University 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 University recognizes the vital interest and supportive role of parents and/or guardians. As such, the University reserves the right, to the extent allowed by law, to notify parents and/or guardians when the University believes it is in the best interest of the student, parents and/or guardians, and/or University to do so. Such notification is intended to help the student, parents and/or guardians, and University 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 University's
ability to provide information without a signed FERPA release from the student. Students may complete and sign the release by visiting the Director of Student Life.

**Appeal Process**

The purpose of the appeal process is to ensure that the policies and procedures of Mercyhurst University 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.

**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 Conduct Board. Typically, a student is allotted five calendar days after receiving the initial conduct decision to submit a request. The Director of Student Life reserves the right to shorten or lengthen this time based upon individual circumstances.

The aim of the appeal request is to convince the Conduct Board 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.

The Conduct Board will review the request and will determine if the request merits an appeal hearing. Typically, the student will be informed of the decision on whether or not the Conduct Board will grant an appeal hearing within seven 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 Conduct Board will provide the student with a written decision within five calendar days after the appeal hearing is completed.

**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 Conduct Board.

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 Conduct Board may refuse to hear the information.

Permanent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the Conduct Board. All procedural questions are decided by the Conduct Board. The hearings may be taped by the Conduct Board. The Conduct Board may recommend eliminating, decreasing, increasing, modifying, or upholding the conduct decision.

**Administration of Appeals**

Appeals are conducted by Conduct Board. This Conduct Board is composed of a faculty member, an administrator, and a student. The conduct board reviews and hears the appeal and provides a recommendation to the Assistant Provost, who makes the final decision based on all the evidence.
Mercyhurst University expects and requires of its students behavior consistent with its high standards of scholarship. Upon matriculation to the University, a student accepts its regulations and acknowledges the right of the University 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 University 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 University career.

While proceedings under the Conduct Code are not criminal proceedings and shall not be construed as such, Mercyhurst University recognizes its responsibility to provide procedures for handling student conduct that are fair and consistent. The University, 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
     - Possible Fine
   - **Extreme Physical Assault/Abuse**
     - Expulsion
     - Possible Arrest and Prosecution
     - Possible Fine
   - **Physical Assault/Abuse Against Any Employee of the University (including RAs)**
     - Suspension
     - Possible Expulsion
     - Possible Arrest and Prosecution
     - Possible Fine
   - **Physical Assault/Abuse**
     - Suspension
     - Possible Arrest and Prosecution
     - Possible Fine
   - **Stalking**
     - Up to $350.00 Fine and 70 Hours of Community Restitution
     - Disciplinary Probation (including Extracurricular Restrictions)
     - Counseling Assessment
     - Possible Removal from University Housing
     - Possible Suspension
   - **Initiation of a Fight**
     - Up to $200.00 Fine and 40 Hours of Community Restitution
     - Disciplinary Probation (including Extracurricular Restrictions)
     - Possible Removal from University Housing
     - Possible Suspension
   - **Reckless Endangerment/Participation in a Fight**
     - Up to $100.00 Fine and 20 Hours of Community Restitution
     - Disciplinary Probation (including Extracurricular Restrictions)
     - Possible Removal from University 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**
     - Up to $50.00 Fine and 10 Hours of Community Restitution
     - Social Probation
     - Possible Extracurricular Restrictions
     - Possible Removal from University Housing
   - **General Harassment**
     - Up to $100.00 Fine and 20 Hours of Community Restitution
     - Social Probation
     - Possible Extracurricular Restrictions
   - **Verbal Threats**
     - Up to $100.00 Fine and 20 Hours of Community Restitution
     - Disciplinary Probation (including Extracurricular Restrictions)
     - Possible Removal from University Housing
   - **Threats to or Harassment of Any Employee of the University (including RAs)**
     - Up to $150.00 Fine and 30 Hours of Community Restitution
     - Disciplinary Probation (including Extracurricular Restrictions)
     - Possible Removal from University 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**
     - Up to $250.00 Fine and 50 Hours of Community Restitution
     - Disciplinary Probation (including Extracurricular Restrictions)
     - Possible Removal from University Housing
     - Possible Suspension

4. Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning, thereby undermining the ability of students to achieve their full potential. As such, all forms of bullying including those taking place through electronic media are prohibited.
   - **Bullying**
     - $100.00 Fine
     - Social Probation
     - Possible Counseling Assessment
     - Possible Reassignment of University Housing

5. All forms of sexual offense are expressly prohibited.
   - **Sexual Harassment**
     - Up to $250.00 Fine and 50 Hours of Community Restitution
     - Disciplinary Probation (including Extracurricular Restrictions)
     - Possible Removal from University Housing
     - Possible Suspension
   - **Sexual Assault**
     - Expulsion
     - Possible Arrest and Prosecution

6. Conduct that significantly interrupts or prevents a University or civil authority from carrying out his or her duties or responsibilities is prohibited. Failure to comply with a reasonable directive of a University or civil authority is prohibited. The University will not tolerate disrespect toward University and/or civil authorities especially when performing their duties.
   - **Failure to Comply**
     - Up to $50.00 Fine and 10 Hours of Community Restitution
     - Social Probation
     - Possible Disciplinary Probation (including Extracurricular Restrictions)
     - Possible Removal from University Housing
Disrespecting a University Official (Including RAs)
• Up to $100.00 Fine and 20 Hours of Community Restitution
• Social Probation
• Possible Disciplinary Probation (including Extracurricular Restrictions)
• Possible Removal from University Housing

o Attempting to Flee from an Incident or from a University/Civil Official
  • Up to $100.00 Fine and 20 Hours of Community Restitution
  • Social Probation
  • Possible Disciplinary Probation (including Extracurricular Restrictions)
  • Possible Removal from University Housing

o Providing Inaccurate Information to a University/Civil Official
  • Up to $100.00 Fine and 20 Hours of Community Restitution
  • Social Probation
  • Possible Disciplinary Probation (including Extracurricular Restrictions)
  • Possible Removal from University Housing

o Presenting False Information i.e., misrepresentation as a student of Mercyhurst University, University official, or member of a University organization.
  • Up to $200.00 Fine and 40 Hours of Community Restitution
  • Disciplinary Probation (including Extracurricular Restrictions)
  • Possible Removal from University Housing
  • Possible Suspension

7. 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.

o Failure to Provide Identification
  • Up to $50.00 Fine and 10 Hours of Community Restitution
  • Written Reprimand

o Providing False or Altered Identification
  • Up to $100.00 Fine and 20 Hours of Community Restitution
  • Disciplinary Probation (including Extracurricular Restrictions)
  • Confiscation of Illegal ID
  • Possible Removal from University Housing
  • Possible Arrest and Prosecution

o Manufacturing False or Altering Identification
  • Up to $200.00 Fine and 40 Hours of Community Restitution
  • Disciplinary Probation (including Extracurricular Restrictions)
  • Confiscation of Illegal IDs and/or Equipment
  • Possible Removal from University Housing
  • Possible Suspension
  • Possible Arrest and Prosecution

o Violation of Student ID Card Policy
  • First Offense
    • Warning
  • Second Offense
    • $25.00 Fine and 5 Hours of Community Restitution
    • Written Reprimand
  • Third Offense
    • $75.00 Fine and 15 Hours of Community Restitution
    • Social Probation

8. Any activity on University property that negatively affects the University’s pursuit of its mission is prohibited. Any behavior that disrupts or has the potential to disrupt the functions of the Mercyhurst University 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 University activity, is prohibited.

o Excessive Noise
  • Up to $50.00 Fine and 10 Hours of Community Restitution
  • Written Reprimand
  • Confiscation of Equipment (e.g. stereo)
  • Possible Social Probation

o Pranks
  • Up to $50.00 Fine and 10 Hours of Community Restitution
  • Written Reprimand
  • Restitution
  • Possible Social Probation
  • Possible Removal from University Housing
- **Attempt to Coerce Participation in Disruptive Behavior**
  - Up to $50.00 Fine and 10 Hours of Community Restitution
  - Social Probation
  - Possible Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from University Housing

- **Public Expression that Intends to Incite Disruptive Disturbances**
  - Up to $50.00 Fine and 10 Hours of Community Restitution
  - Social Probation
  - Possible Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from University Housing

- **Disruption of University Activity**
  - Up to $100.00 Fine and 20 Hours of Community Restitution
  - Social Probation
  - Removal from Activity
  - Possible Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from University Housing

- **Disrupting or Harming Campus Wildlife**
  - Up to $100.00 Fine and 20 Hours of Community Restitution
  - Social Probation
  - Possible Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from University Housing

- **Disorderly Conduct**
  - Up to $150.00 Fine and 30 Hours of Community Restitution
  - Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from University Housing
  - Possible Suspension
  - Possible Arrest and Prosecution

- **Interference with University or Civil Authority**
  - Up to $250.00 Fine and 50 Hours of Community Restitution
  - Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from University Housing
  - Possible Suspension
  - Possible Arrest and Prosecution

9. Lewd or indecent conduct is prohibited.

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

10. 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 University-owned or operated property or at University-sponsored activities or related to any University group shall be considered hazing, and is prohibited.

- **Hazing**
  - Up to $200.00 Fine and 40 Hours of Community Restitution
  - Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from University Housing
  - Possible Suspension
  - Possible Action Against Club or Organization

11. 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 University 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 University adheres to all municipal, state, and federal laws regarding weapons, ammunition, fireworks, and other dangerous substances.

- **Possession of Fireworks**
  - Up to $100.00 Fine and 20 Hours of Community Restitution
  - Social Probation
  - Confiscation of Materials
  - Possible Extracurricular Restrictions
  - Possible Removal from University Housing

- **Reckless Endangerment**
  - Up to $100.00 Fine and 20 Hours of Community Restitution
  - Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from University Housing
  - Possible Suspension

- **Possession of Weapons/Dangerous Item(s)**
  - Up to $350.00 Fine and 70 Hours of Community Restitution
  - Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Counseling Assessment
  - Possible Removal from University Housing
  - Possible Suspension
  - Possible Expulsion
  - Possible Arrest and Prosecution

12. 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**
  - Up to $75.00 Fine and 15 Hours of Community Restitution
  - Written Reprimand

- **Disabling the Smoke Detector**
  - Up to $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 University Housing
  - Possible Arrest and Prosecution

- **Failure to Evacuate During a Fire Alarm**
  - Up to $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 University Housing
  - Possible Arrest and Prosecution

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

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

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

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

14. Occupancy Limits. A fire hazard risk analysis conducted by the Mercyhurst University Fire Safety Officer has determined the maximum occupancy limits for University residences. Based on this analysis, occupancy limits for each building are as follows:

  - Townhouses .................................................................25 or fewer people
  - Redemptorist /Neumann Rooms .................................12 or fewer people
Residents may not permit more than the specified number of people into their living space.

- **Exceeding Occupancy Limit**
  - $50.00 Fine and 10 Hours of Community Restitution
  - Written Reprimand
  - Possible Social Probation

15. The University prohibits a student from engaging in, or threatening to engage in, behavior that poses a danger of causing harm to self or others. Depending on the nature of the situation, possible removal from the University 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.

16. It is the responsibility of residents to remove any of their own furniture. Charges for removal of personal furniture will be assessed equally to all residents of the apartment or hall in cases where specific individuals cannot be identified.

- **Unauthorized Removal of University Furniture**
  - $50.00 Fine and 10 Hours of Community Restitution
  - Written Reprimand
  - Possible Restitution

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

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

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

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

18. 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.

19. 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 University-Issued Proximity Card/Key/Access Codes**
  - Up to $200.00 Fine and 40 Hours of Community Restitution
  - Disciplinary Probation (including Extracurricular Restrictions)
  - Restitution
  - Possible Removal from University Housing
  - Possible Suspension

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

- **Altering or Manufacturing a Parking Permit or Decal**
  - Up to $100.00 Fine and 20 Hours of Community Restitution
  - Disciplinary Probation (including Extracurricular Restrictions)
  - Possible Removal from University Housing

- **Unauthorized Possession or Use of a Parking Permit**
  - $100.00 Fine and 20 Hours of Community Restitution
  - Social Probation
  - Possible Denial of Parking Privileges

- **Tampering with Official University Documents, or Attempting to Falsify any University Record(s)**
  - Suspension
  - Possible Expulsion
21. Unauthorized entry into, or tampering with, facilities, property, services, or resources belonging to the University, its community members, guests, or licensees is prohibited.
   - Unauthorized Entry or Burglary
     • Possible Fine
     • Restitution
     • Expulsion
     • Possible Arrest and Prosecution

22. Defacing, damaging, or destroying property belonging to the University, its community members, guests, or licensees is prohibited. Littering is prohibited.
   - Littering
     • Up to $50.00 Fine and 10 Hours of Community Restitution
     • Written Reprimand
     • Restitution
     • Possible Removal from University Housing
   - Deliberate Damage or Defacement
     • Up to $100.00 Fine and 20 Hours of Community Restitution
     • Social Probation
     • Restitution
     • Possible Removal from University Housing
   - Vandalism
     • Up to $200.00 Fine and 40 Hours of Community Restitution
     • Disciplinary Probation (including Extracurricular Restrictions)
     • Restitution
     • Possible Removal from University Housing

23. Bookmaking, establishing, or promoting a game of chance for personal profit is prohibited.
   - Participation in a Game of Chance Involving Money
     • Up to $50.00 Fine and 10 Hours of Community Restitution
     • Written Reprimand
     • Possible Social Probation
   - Establishing a Game of Chance Involving Money
     • Up to $100.00 Fine and 20 Hours of Community Restitution
     • Social Probation
     • Possible Disciplinary Probation (including Extracurricular Restrictions)
     • Possible Removal from University Housing


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


27. Any violation of Mercyhurst University policies or regulations is prohibited.

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

29. Consistent with the provisions of the Student Conduct Code, Mercyhurst University students are responsible for conducting themselves so as not to bring disrepute to the University. 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 townhouses. It is also the responsibility of Mercyhurst University students living off-campus to control the nature and size of activities carried out in or on their premises, consistent with standards of the University.

30. Violations of civil or criminal statutes or violations of the Mercyhurst Conduct Code committed off-campus may result in the University’s review of a student’s conduct. Generally, an individual’s actions off-campus are subject to the actions of civil authorities. However, the University reserves the right to take action for off-campus behavior independent of civil authority when the interests of the University 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 University hearing. If a student is charged in both jurisdictions, the University will proceed with its internal review according to its own schedule and sanction according to its own policies.
If the University 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 University to provide a copy of information or documents received from public authorities relating to the alleged misconduct.

31. Violations of civil or criminal statutes committed on University-owned or -operated properties 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 the Student Conduct system.

32. 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
     - Up to $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 University Housing
     - Possible Suspension
   - Dishonesty Before the Conduct Board
     - Loss of Right to a Conduct Meeting
     - Disciplinary Probation (including Extracurricular Restrictions)
     - Possible Removal from University Housing
     - Possible Suspension
   - Failure to Comply with Disciplinary System
     - Up to $200.00 Fine and 40 Hours of Community Restitution
     - Disciplinary Probation (including Extracurricular Restrictions)
     - Possible Removal from University Housing
     - Possible Suspension
     - Possible Adjudication of Case in the Student’s Absence

Residence Life Policies

1. Unauthorized Use or Possession of Signs
   - $100.00 Fine and 20 Hours of Community Restitution
   - Social Probation
   - Confiscation of Sign
   - Possible Disciplinary Probation
   - Possible Arrest and Prosecution

2. Possession of a Prohibited Item
   - $50.00 Fine and 10 Hours of Community Restitution
   - Social Probation
   - Confiscation of Item
   - Possible Disciplinary Probation
   - Possible Arrest and Prosecution

3. Prohibited Loft
   - Warning
   - Removal of Loft
   - Possible Restitution

4. Unauthorized Door Lock Installed
   - Warning
   - Removal of Lock
   - Restitution

5. Failure to Comply with Appliance Policy
   - Warning
   - Confiscation of Illegal Appliance
   - Restitution
6. Excessive Wall and Ceiling Coverings
   - Warning
   - Removal of Coverings
   - Possible Written Reprimand
   - Possible $50.00 Fine and 10 Hours of Community Restitution

7. Improper Disposal of Garbage
   - $15 Removal Charge (per resident/per bag)
   - Possible $50 Fine
   - Possible 10 Hours of Community Restitution
   - Possible Written Reprimand

8. Possession of Candle/Incense in University Housing
   - Warning
   - Confiscation
   - Possible Written Reprimand
   - Possible $50.00 Fine and 10 Hours of Community Restitution

9. Creation of a Fire Hazard
   - $50.00 Fine and 10 Hours of Community Restitution
   - Written Reprimand
   - Removal and Restitution

10. Failure to Abide by Guest Policy, Including Overnight Guest Policy
    - $50.00 Fine and 10 Hours of Community Restitution
    - Written Reprimand
    - Possible Loss of Visitation Privileges
    - Possible Pro-Rated Housing Charges

11. Irresponsible Host
    - $50.00 Fine and 10 Hours of Community Restitution
    - Written Reprimand
    - Possible Loss of Visitation Privileges

12. Unauthorized Resident
    - Immediate Removal of Unauthorized Resident
    - $100.00 Fine and 20 Hours of Community Restitution
    - Social Probation
    - Prorated Housing Charges
    - Possible Removal from Housing

13. Unauthorized Pets
    - Removal of Pet from Campus
    - $50.00 Fine and 10 Hours of Community Restitution
    - Social Probation
    - Restitution
    - Possible Removal from Housing

14. Failure to Respect Quiet Hours
    - Warning
    - Possible Written Reprimand
    - Possible $50.00 Fine
    - Possible 10 Hours of Community Restitution
    - Possible Confiscation of Equipment (e.g. stereos)

15. Violation of 24-Hour Quiet Hours
    - $50.00 Fine and 10 Hours of Community Restitution
    - Written Reprimand
    - Possible Social Probation
    - Possible Confiscation of Equipment (e.g. stereos)

16. Failure to Attend a Mandatory Meeting
    - Warning
    - Possible Written Reprimand
    - Possible $50.00 Fine
    - Possible 10 Hours of Community Restitution

17. Horseplay
    - Warning
    - Restitution
    - Confiscation of Equipment

18. Possession of Prohibited Dart Board
    - Warning
    - Restitution
    - Removal of Dart Board and Related Equipment
    - Possible $50 Fine and 10 Hours of Community Restitution
    - Possible Written Reprimand

19. Violation of Smoke-Free Policy
    - $150.00 Fine and 30 Hours of Community Restitution
    - Social Probation
    - Possible Removal from University Housing
Alcohol Policy

In keeping with the University’s commitment to the lifelong development of the whole person, we affirm the posture of the University 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 University in the Mercy tradition, we recognize our moral obligation to ensure the well-being of each member of the Mercyhurst University community and to discourage behavior which debases human dignity. Therefore, the University 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.

Municipal ordinances, the Pennsylvania Liquor Code and related state statutes, and federal law govern all matters relating to alcohol. The drinking age in the state is 21 years or older. No person under the age of 21 is permitted to consume, transport, or possess any alcoholic beverages. As a member of the student body, one is required to observe municipal, state, and federal laws. In an effort to promote responsible use of alcohol, Mercyhurst University adopts additional conduct standards for situations involving alcohol. Any activity involving alcohol will be governed by the following, and violations of the alcohol policy will result in appropriate sanctions.

1. Consumption or Possession of Alcohol Under 21 Years of Age.
   - **First Offense**
     - Up to $50.00 Fine and 10 Hours of Community Restitution
     - Social Probation
     - Possible Extracurricular Restrictions
     - Possible Parental Notification
     - Possible Arrest and Prosecution
   - **Second Offense**
     - Up to $150.00 Fine and 30 Hours of Community Restitution
     - Disciplinary Probation (including Extracurricular Restrictions)
     - Parental Notification
     - Possible Removal from University Housing
     - Possible Suspension
     - Possible Arrest and Prosecution
   - **Third Offense**
     - Up to $300.00 Fine and 60 Hours of Community Restitution
     - Disciplinary Probation (including Extracurricular Restrictions)
     - Parental Notification
     - Counseling Assessment
     - Possible Removal from University 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**
     - Up to $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**
     - Up to $250.00 Fine and 50 Hours of Community Restitution
     - Disciplinary Probation (including Extracurricular Restrictions)
     - Possible Parental Notification
     - Possible Removal from University Housing
     - Possible Suspension
     - Possible Arrest and Prosecution

4. Alcoholic beverages may not be sold, including cover charges for social functions where alcoholic beverages will be available.
   - **Operating a Speakeasy (charging for alcohol)**
     - Up to $250.00 Fine and 50 Hours of Community Restitution
Disciplinary Probation (including Extracurricular Restrictions)
Possible Parental Notification
Possible Removal from University Housing
Possible Arrest and Prosecution

5. In no event are kegs, beer balls, AWOL devices, pony kegs, beer pong, beer bongs, 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 University property, including bed boards, couches, doors, etc., for a “drinking contest” will also be considered Misuse of University Property.)

   o Participation in a Drinking Contest
      • Up to $50.00 Fine and 10 Hours of Community Restitution
      • Social Probation
      • Possible Disciplinary Probation (including Extracurricular Restrictions)
      • Possible Removal from University Housing

   o Possession of a Device Used for the Mass Consumption of Alcohol
      • Up to $50.00 Fine and 10 Hours of Community Restitution
      • Social Probation
      • Confiscation of the Device
      • Possible Disciplinary Probation (including Extracurricular Restrictions)
      • Possible Removal from University Housing

   o Possession of a Keg
      • Up to $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 University Housing

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

   o Public Intoxication
      • Up to $50.00 Fine and 10 Hours of Community Restitution
      • Social Probation
      • Possible Alcohol Education Class
      • Possible Arrest and Prosecution

   o Drunk and Disorderly
      • Up to $150.00 Fine and 30 Hours of Community Restitution
      • Disciplinary Probation (including Extracurricular Restrictions)
      • Possible Removal from University Housing
      • Possible Suspension
      • Possible Arrest and Prosecution

   o Driving Under the Influence
      • Up to $350.00 Fine and 70 Hours of Community Restitution
      • Disciplinary Probation (including Extracurricular Restrictions)
      • Restitution
      • Possible Loss of Parking Privileges
      • Possible Arrest and Prosecution

7. Student health and safety are the primary concerns of the Mercyhurst community. Students are expected to directly contact Police & Safety or a member of the Residence Life staff when they believe that assistance for an intoxicated/impaired student is needed. Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved may have applicable alcohol sanctions waived. The granting of any form of amnesty remains a matter of discretion with the adjudicator. This policy does not preclude taking disciplinary action for violations associated with vandalism, theft, hazing, physical assault, sexual assault, or other policy violations. Amnesty under this policy is a matter of compassion, not a right. It is not to be abused by those who violate the Conduct Code repeatedly.

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

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

10. Any violation of the Alcohol Policy will result in the confiscation of any related items.
Drug Policy: University Requirements

All matters relating to drugs are governed by municipal ordinances, and related state and federal laws. It is the policy of the University to adhere to all municipal, state, and federal laws, including those governing the use of drugs. When such activity occurs, the University shall initiate appropriate measures that may include disciplinary action. Violators will be subject to penalties that may include separation from the University. In addition, the University 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, bongs, 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**
     i. First Offense
     ii. Up to $250.00 Fine and 50 Hours of Community Restitution
     iii. Disciplinary Probation (including Extracurricular Restrictions)
     iv. Parental Notification
     v. Drug Education Class
     vi. Counseling Assessment
     vii. Possible Removal from University Housing
     viii. Possible Suspension
     ix. Possible Arrest and Prosecution
   - **Second Offense**
     i. Suspension
     ii. Possible Expulsion
     iii. Possible Arrest and Prosecution
   - **Possession or Use of Drug Paraphernalia, First Offense**
     i. Up to $150.00 Fine and 30 Hours of Community Restitution
     ii. Disciplinary Probation (including Extracurricular Restrictions)
     iii. Drug Education Class
     iv. Parental Notification
     v. Possible Extracurricular Restrictions
     vi. Possible Removal from University Housing
     vii. Possible Arrest and Prosecution
   - **Second Offense**
     i. Suspension
     ii. Possible Expulsion
     iii. 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**
     • Up to $250.00 Fine and 50 Hours of Community Restitution
     • Disciplinary Probation (including Extracurricular Restrictions)
     • Drug Education Class
     • Possible Parental Notification
     • Possible Removal from University 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 University’s Drug Policy and will be charged accordingly.

**Code of Conduct for the Use of Information Technology**

This policy applies to all data, voice, video systems and networks (including hardware, software, and data) owned or operated by Mercyhurst University as well as to outside systems and networks to which Mercyhurst University is connected. The systems range from multi-user systems to single-user devices such as computers and telephones, whether freestanding or connected to networks.

The information technology systems and networks at Mercyhurst University are intended to be used in a manner that supports the educational mission of the University and is conducive to the overall academic climate. Because electronic information is easily reproduced, respect for authorial integrity is essential. Violations of integrity, such as plagiarism, unauthorized access, copyright violations and invasion of privacy, will not be tolerated.

**ACCOUNTS AND PASSWORDS**

Mercyhurst University creates accounts on its systems for current employees and currently registered students. To be granted the use of an account, users must agree to abide by the rules and regulations related to appropriate, legal, and ethical use of Mercyhurst University systems and networks.

Students and employees are assigned an individual login ID or authorization code and must not share that access code or password with any other person. Users are responsible for any and all usage of their assigned IDs on the systems or networks. Passwords should be changed regularly.

**ACCEPTABLE USE**

Mercyhurst University systems and networks are vital to the programs of instruction, research, and administration of the University; therefore, a framework of responsible, considerate and ethical behavior applies to use of campus computers, network resources, and access through the University resources to other networks. Since users in fact represent Mercyhurst University, they are expected to apply standards of normal academic and professional ethics and considerate conduct in the economical use of all Mercyhurst University systems and resources. In addition, users are expected to be aware that their use of the systems and networks is subject to all applicable University regulations, Internet regulations, and federal, local, and international laws.

- Users are prohibited from using systems and networks to conduct various activities including, but not limited to, the following:
  - Access or use without explicit authorization accounts, information, systems or networks at Mercyhurst or at other sites accessible from Mercyhurst’s networks;
  - Interfering with or disrupting network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, personal or non-academic uses which negatively impact academic use, and use of the network to make unauthorized entry to any other machines accessible via the network;
  - Inspect, copy, transmit, distribute or disclose any proprietary or confidential information or data, including that pertaining to Mercyhurst’s students, employees, vendors, donors, and alumni; this applies to both print and electronic formats;
  - Copy or distribute or transmit intellectual property without explicit permission of the owner. Intellectual property includes text, video, audio, software programs, and data; create, access, copy, transmit or distribute obscene or pornographic materials or materials contrary to the University’s mission and vision;
  - Harass, threaten, stalk, or abuse others;
  - Conduct business unrelated to the University or excessive use of resources for personal reasons; such use includes, but is not limited to sending stored personal files on computer systems; printing output for personal projects without permission; using University-owned computers for extended periods to send personal e-mail or to browse the Web;
  - Because materials posted or transmitted on the Internet are identified as coming from Mercyhurst University computer systems, any unofficial material such as student or faculty Web pages must include a disclaimer stating that the information does not necessarily represent the views of Mercyhurst University. Antivirus software should be run every time a computer starts up, a portable storage device (flash drive, disk, or CD) is used, or a file is downloaded from the Internet or another computer.

The privacy of electronic mail or voice mail is in general respected, but not guaranteed. Violations of the above guidelines can result in the loss of account privileges as well as other disciplinary sanctions.
Claims of copyright infringement must be submitted in writing to Mercyhurst’s designated Copyright Officer, Darci Jones, Director of Libraries. Claims will be dealt with in accordance with the provisions of the Digital Millennium Copyright Act. Repeated copyright infringement will result in the loss of account privileges as well as other disciplinary sanctions.

1. Violation of Copyright Policy
   - **First Offense**
     - Warning
     - Deletion of Illegally Downloaded Files
     - Possible Restriction/Loss of Internet Privileges for One Week
   - **Second Offense**
     - $50.00 Fine and 10 Hours of Community Restitution
     - Written Reprimand
     - Deletion of Illegally Downloaded Files
     - Possible Restriction/Loss of Internet Privileges for One Term

2. Interfering with or disrupting network users, services or equipment.
   - **Excessive Use of Bandwidth/E-Mail**
     - Warning
     - Possible Restriction/Loss of Internet Privileges for One Week
   - **Second Offense**
     - $50.00 Fine and 10 Hours of Community Restitution
     - Written Reprimand
     - Possible Restriction/Loss of Internet Privileges

3. Abuse of Network Resources
   - $100.00 Fine and 20 Hours of Community Restitution
   - Social Probation
   - Possible Disciplinary Probation
   - Possible Restriction/Loss of Internet Privileges

Social network sites, other digital platforms, and distribution mechanisms facilitate student communication. Mercyhurst University believes that such sites provide students with opportunities to interact with individuals in innovative and creative ways. It is critical, however, that students are fully aware of the potential negative consequences arising out of irresponsible and inappropriate conduct on these sites. Mercyhurst students are encouraged to exercise good judgment if they choose to engage in online social networking. Students will be held responsible for any actions that compromise the integrity of the University. For example, photos or statements placed on these social networks that depict harassment (including sexual harassment); vandalism; underage drinking or consumption of alcohol in violation of Mercyhurst University’s alcohol policy; hazing; and selling, possessing, or using controlled substances can be used in student conduct proceedings.

4. Misuse of Social Media
   - $100.00 Fine and 20 Hours of Community Restitution
   - Social Probation
   - Possible Disciplinary Probation
   - Possible Restriction/Loss of Internet Privileges

The violations and sanctions listed above are presumptive. During adjudication, the technical savvy involved in the violation and the intent of the user will be considered. Violations of Federal Copyright Laws may result in prosecution of the student(s) involved. In no way does adjudication through the University system exempt a student from prosecution.

**Traffic and Parking Rules & Regulations**

Traffic, parking rules and regulations have been developed to facilitate parking and smooth movement of traffic at the North East campus of Mercyhurst University. They are enforced by Police and Safety and North East campus administrative personnel and are designed to meet the following objectives:

1. To provide for the most efficient use of available parking spaces and the orderly flow of traffic at all times.
2. To ensure fairness to all members of the Mercyhurst University community by designating parking lots at various campus locations that provides for rapid campus ingress and egress.
3. To fairly and consistently enforce all campus parking and traffic rules and regulations, and to make everyone aware that traffic and parking controls must be a concern to all who live and/or work at, or visit the campus.

These traffic and parking rules and regulations are provided for your information and use. The assignment of parking lots and all other aspects of the University traffic and parking rules and regulations were made and/or enacted after considerable study and research, and are subject to change at any time by the Mercyhurst University administration if it is determined that such change is necessary to ensure or maintain order.
Registration of a vehicle **DOES NOT GUARANTEE** a parking space, but only permits the holder of a permit to park on the private property of the University in available spaces. The permit assists Police & Safety in determining vehicle ownership in case of an emergency. Unregistered vehicles are treated as visitor’s vehicles until an owner is identified as a member of the Mercyhurst University community. Identification of vehicles on campus is a serious concern of the Department of Police & Safety.

By registering a vehicle on campus, and/or by accepting a visitor’s permit, the individual agrees to abide by all traffic parking rules and regulations. Failure to do so may result in ticketing, towing, or vehicle booting, and the loss of University parking privileges.

**FEES**

All staff, faculty, and student vehicles being parked on the Mercyhurst University North East Campus must bear a current vehicle permit. Parking fees are listed on the Fee/Fine Schedule that can be obtained at the Police and Safety Department or the North East Campus Front Office.

**FINES & APPEALS**

All students and employees of the University are expected to obey parking regulations as detailed in this booklet. Anyone who is cited for a parking violation has three business days from the date of the violation to file an appeal or pay the amount of the fine. In order to do either, you must contact the Director of Administrative Services, Miller 120. Failure to do so may result in forfeiture of any right to appeal.

*NOTE:* Visitors on University business who receive parking tickets may give them to the faculty/staff person they came to visit. The faculty/staff person must sign the ticket and return it to the Front Office. In such cases, a fine will not be assessed.

Students and employees accruing significant fines are also subject to having their vehicle immobilized. The wheel boot will not be removed until arrangements are made to pay existing fines, to include an additional cost to have the boot removed. A notice outlining the procedure to having the boot removed by a Police & Safety officer will be placed on any vehicle being booted.

Use of Wheel Boot and Other Matters Relating to Parking Regulations

Vehicle immobilization, better known as “booting,” has proven to be a successful method of collecting unpaid fines. It can also be used to correct and control undesirable parking habits. In the past, campus Police & Safety has had to tow away the vehicles of some offenders. Booting is the preferable treatment, as towing can be very expensive.

Mercyhurst University will designate certain parking lots and areas for campus resident and commuter students, faculty, staff, visitors, and construction and delivery vehicles. Enforcement will be fair, but firm.

Citations will be issued as a first step, wheel boots will be used as a second step, and towing will be used as a last resort, when necessary. In all cases, officers will use good judgment when enforcing campus rules and regulations. Vehicles may be booted for the following reasons:

1. After the owner of the vehicle in question has been issued five (5) or more citations and has failed to take corrective action, and/or continues to violate parking or traffic rules and regulations.
2. Continues to park in violation in a visitors’ area.
3. Continues to park in violation of assigned lots after having been warned or cited.

**CITING**

Citations will be issued for all violations of campus parking rules and regulations, and/or for inappropriate driving.

**SPECIAL INSTRUCTIONS**

Vehicles being booted will be fined in accordance with the Parking Rules and Regulations fee and fine schedule. In a case where the boot has been attached because of unpaid fines, the violator must make financial arrangements with the Front Office to pay all unpaid fines and the boot removal fee, and be able to show proof of payment to the Police & Safety Department, before the boot is removed.

**TOWING**

A vehicle will be towed if the owner cannot be located or if the vehicle presents a hazard, hinders snow removal, appears to be abandoned, or if the owner fails to move at the request of Police & Safety personnel. Towing without warning will occur when a vehicle must be moved for emergency or necessary operational reasons. If a vehicle parks in a tow-away zone, on the grass, or on a roadway or driveway or other area where the vehicle hinders the movement of fire equipment or obstructs the normal traffic flow or University business the vehicle will be towed.

**BANNING**

Any vehicle that is continually operated in violation of campus parking regulations and/or the Vehicle Code of this state will be banned from campus. Police & Safety personnel requesting this drastic action will document the allegations of misconduct.

**SNOW REMOVAL AND EMERGENCIES**

All members of the Mercyhurst community may be required to move their vehicle from their assigned lot for snow removal purposes. A snow emergency is an unforeseen combination of circumstances that calls for immediate
Action. The Mercyhurst North East Chief Operating Officer or their designee will determine when a snow emergency exists. A snow emergency shall remain in effect until the conditions giving rise to the emergency have been corrected to the satisfaction of the Mercyhurst North East Chief Operating Officer and/or their advisors.

A snow emergency shall result in, but not be limited to, the following changes in policies and procedures:

1. Those parking on the campus will be subject to special parking instructions during snow-clearing operations.
2. Those parking on the campus during a snow emergency will be required to cooperate with Police & Safety personnel in the following ways:
   a. Move or remove any vehicle blocking a street, parking lot ingress/egress, or other vehicles, or parked in such a manner that prevents movement of fire equipment, snow plows, or maintenance vehicles.
   b. Make sure that their vehicle will start so that it can be moved on short notice. This requires starting the vehicle occasionally during cold weather.
   c. Arrange to move their vehicle upon request, within a reasonable time. Notice to move will be given at least a few hours ahead of the plowing time, except in extreme emergencies.
3. Those parking on campus, regardless of their residence status, agree as part of their acceptance of a vehicle registration permit that their vehicle can be towed during a snow emergency if they cannot be located in time to move their vehicle before plowing begins, or if their car will not start.
4. The University reserves the right to tow any vehicle parked on its property during a snow emergency if that vehicle obstructs snow removal in any manner. This includes visitors or patrons of any University activity. All towing will be at the owner’s expense, except when mitigating circumstances exist.
5. A schedule for the removal of vehicles to permit plowing of a particular lot will be available prior to such action to allow each vehicle owner to make sure their car starts, and to allow time for the notification of residents when possible. If time permits, a weekly schedule will be available by Monday morning of each week. Notification will be made through the Administration office and/or by any other means available.

PLOWING OPERATIONS
Plowing priority during a snow emergency shall be as follows:

1. All roadways and entrances shall be kept open, plowed and salted.
2. The first lots to be plowed shall be the larger commuter lots, Pearl St. Lots #1 (west) and #2 (east), Athletic Center Lot #3. This will provide parking for incoming commuter students and temporary parking for resident vehicles while their lots are being cleared and plowed.
3. Lot #4 (Ridge Building) and Lot #5 (Town-Houses), and if necessary Lot #6 (Town-Houses) will then be plowed.

Anybody experiencing a problem making it impossible to move their vehicle must notify the Police & Safety Department or the plowing crew to prevent their vehicle from being towed immediately.

NOTE: During a snow emergency, those receiving parking citations (tickets) for being in the wrong lot shall notify their Residence Life staff. If it is verified that they had been requested to move for purposes of plowing, the tickets will be voided.

PARKING LOT ASSIGNMENTS
Lot #1 – Pearl Street (West side)
This lot can be accessed by turning west off of Pearl St. across from the entrance to the rear drive of the campus. Lot #1 is reserved for NON-RESIDENT COMMUTER student vehicles bearing orange permits and Staff/Faculty bearing gold permits.

Lot #2 – Pearl Street (East side) and Lot #2a
This lot can be accessed by turning east off of Pearl St. and is the next driveway north of the rear drive of the campus. The west portion of this combination lot is for only NON-RESIDENT COMMUTER student vehicles bearing orange permits and STAFF AND FACULTY vehicles bearing gold permits. Lot #2a will be reserved for FACULTY and STAFF ONLY BEARING GOLD PERMITS.

Lot #3 – Main Lot: Athletic Center
This lot can be accessed directly from the rear drive of the campus. There is only a single entry and exit to this lot, which has approximately 110 parking spaces. Lot #3 is reserved for only NON-RESIDENT COMMUTER student vehicles bearing orange permits. NOTE that resident student vehicles bearing green permits and Staff and Faculty vehicles bearing gold permits are not permitted to be parked in this lot.

Lot #4 – Rt. 89 Access Behind Ridge Building
This lot is accessed from both the rear drive of the campus and from Rt.89, which runs along the east side of campus. Lot #4 is reserved for only NON-RESIDENT COMMUTER student vehicles bearing orange permits and STAFF AND FACULTY vehicles bearing gold permits.

Lot #5 – Townhouses
This lot is located at the rear of the east townhouses (1-8). This lot is reserved for only resident student vehicles bearing green permits.

Lot #6 – Townhouses
This lot is located on the east side of Pearl Street behind townhouses (9-14). This lot is reserved for only resident student’s vehicles bearing green permits.
Lot #7 – UPMC Hamot Vineyard Primary Care
Reserved for UPMC Hamot Health Center staff and patients only.

Lot #9 - Janet L. Miller Center for Growth and Academic Excellence
This lot is located on the west side of the Janet L. Miller building at Route 89 and Interstate 90 and is reserved for gold permits ONLY.

Lot #10 - Janet L. Miller Center for Growth and Academic Excellence
This lot is located on the east side of the Janet L. Miller building at Route 89 and Interstate 90. This lot is for Faculty/Staff and students vehicle bearing a gold, orange, and green permit.

Lot #11 - Janet L. Miller Center for Growth and Academic Excellence
This lot is located on the east side of the Janet L. Miller building at Route 89 and Interstate 90. This lot is for student vehicles bearing orange and green permits.

Lot # 12 - Janet L. Miller Center for Growth and Academic Excellence
This lot is located on the perimeter of the Janet L. Miller Annex. This lot is for orange & green permits.

RESIDENT VEHICLE POLICY
Visitor passes are available at Police & Safety and are required for friends and family who are visiting.

No student may obtain parking permits for others. Police & Safety issue parking permits with the understanding that the permit will be used for the student’s own use. Allowing another individual to use a permit issued to a student is a violation of University policy. Transference of permits must be facilitated by Police & Safety.

1. Unauthorized Possession or Misuse of a Parking Permit
   o Removal of the Vehicle
   o $25.00 Fine
   o Written Reprimand
   o Possible Denial of Parking Privileges

HANDICAP PARKING
Handicap parking is located in the following lots. Lot #2, 3, 4, 5 and 6 and visitors parking lot. Handicapped signs are posted where only handicapped parking is permitted.

VISITOR PARKING
The visitor’s lot is located on the east side of Neumann Hall. This lot is short term visitor and handicapped parking only. Visitor and handicapped parking signs are posted, and there is NO OVERNIGHT PARKING in this lot.

MISCELLANEOUS PARKING LOT INFORMATION
Each vehicle permit will bear a number and color that will identify the parking lot(s) where that vehicle bearing that color will be permitted to park. Failure to park in the assigned lot(s), and/or parking in restricted zones or other area(s) not assigned to that vehicle will result in a fine, vehicle booting, and/or towing at the owner's expense. This policy applies to ALL members of the University community.

VISITOR AND SPECIAL EVENT PARKING
Visitors may park in the visitor’s parking lot located east of the main building complex, or in parking lot numbers #1, #2, #3 and #4. All of these lots can also be used on occasion for overflow parking due to athletic and other special events held in the Athletic Center or Alex Theater. Parking for other special events will be determined by the Police & Safety Department on a case-by-case basis.

LONG TERM PARKING
Long-term parking will be available in Lot #1 upon request. The Police and Safety Department and/or the Front Office should be notified of any need for long term parking so that the requester can be directed to the proper location to leave their vehicle.

REGISTRATION OF VEHICLES
Students and employees must register their vehicles online. Registration is good from September 1 through August 31, and fees are in accordance with the Fee/Fine Schedule approved by the University. Owners and/or operators of any vehicle must present their driver's license, vehicle registration and proof of insurance when picking up their parking decal, and at any time upon the request of any competent University authority.

MISCELLANEOUS TRAFFIC AND PARKING REGULATIONS
1. All motor vehicles parked on Mercyhurst University property, other than those belonging to visitors, must be registered with the Mercyhurst North East Police and Safety office. The person registering the vehicle is responsible for all violations and fines associated with that vehicle and permit.
2. If for any reason a non-registered vehicle must be on campus due to an emergency, the employee or student must report to the Police & Safety and/or the Mercyhurst North East Front Office so that a
temporary permit can be issued. If a registered vehicle becomes disabled on campus, the Police & Safety and/or Mercyhurst North East Front Office must be notified at once to prevent towing or booting.

3. **THE PARKING PERMIT IS TO BE PLACED ON THE REARVIEW MIRROR WITH THE FRONT FACING OUT.**

4. Parking is permitted only in assigned lots and is forbidden on roadways, in handicapped or visitor zones (other than by handicapped persons or visitors), blocking driveways or exits, on sidewalks, on the grass, or in posted "No Parking" zones.

5. The speed limit on campus is 10 mph. All roadways are two-way unless posted otherwise. Roadways are considered public highways for purposes of traffic enforcement, and law enforcement officers can write Pennsylvania Vehicle Code citations on campus roadways.

6. The amounts of fines are listed on all tickets. Fines are paid at the Front Office located in Miller Hall.

7. Violations must be appealed to The Director of Student Life, within three business days of the issuance of the ticket. That decision will be final. Appeal decisions will be made within 10 working days. Individuals appealing the issuance of a ticket are to contact the Front Office to learn the outcome of all appeal decisions.

8. The Police & Safety Department can be reached by telephone by calling 725-6103.

9. Lending a permit to another person will result in fines and possible parking privileges being revoked.

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| Mercyhurst University assumes no responsibility or liability for loss or damage to any motor vehicle parked on Mercyhurst University property. |

**OBVIOUS "NO PARKING" PLACES OR AREAS**  
Note that obvious no parking places or areas need not be specifically marked with “no parking” signs, or specifically listed in these traffic and parking rules and regulations in order to be enforceable as a parking violation. For instance, common sense dictates that pavement marked with yellow lines, roadways, sidewalks and lawns are obvious no parking areas, and will not necessarily be marked with no parking signs.

**ALL CAMPUS TRAFFIC AND PARKING REGULATIONS ARE STRICTLY ENFORCED BY DEPARTMENT OF POLICE AND SAFETY PERSONNEL. ALL QUESTIONS AND/OR COMMENTS REGARDING THESE TRAFFIC AND PARKING REGULATIONS SHOULD BE REFERRED TO:**

| Ms. Jackie Fink | Robert Kuhn | Chuck Rosequist |
| Director of Administrative Services | Chief of Police / Director of Public Safety | Police Sergeant |
| Phone: (814) 725-6399 | Phone: (814) 824-2104 | Phone (814) 725-6103 |

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**PARKING PERMIT FEE & FINE SCHEDULE**

**PARKING FEE SCHEDULE**

| Administration/Faculty | $100.00 |
| Full Time Staff | $60.00 |
| Part Time | NONE |
| Full Time Students | NONE |
| Part Time Students | NONE |
| Per Semester/Full Time Students | NONE |
| Per Semester/Part Time Students | NONE |
| Second vehicle | NONE |
| Third or fourth additional vehicle | $15.00 |
| Replacement fee for hang permit | $5.00 |

**TRAFFIC/PARKING VIOLATION**

| 2. Improperly Placed | 11. Driving on Walkways | 20. Reserved Area |
| 6. No Permit | 15. Fire Lane | 24. Reckless Driving |
| 9. Parking on Grass | 18. Tow-Away Zone |

**FINE SCHEDULE**

| Items 1 through 5 | $10 per offense |
| Items 6 through 19 | $15 per offense |
Items 20 through 25 ..................... $25 per offense

BOOT FINES
A boot removal fee of $50.00 must be paid to the North East Front Office. All outstanding traffic fines must be paid by either cash or check. If the fee and fines cannot be paid immediately, special arrangements must be made at the business office before the restraint will be removed.

To register your vehicle:
1. Go to northeast.mercyhurst.edu
2. Click on "QuickLinks."
3. Choose "WebAdvisor" from the drop down menu.
4. Choose students.
5. Click the button at the top of the screen that says "LOGIN."
6. Enter your user ID and password.
7. Click submit.
8. Go to "miscellaneous" option and click on "online parking registration".
9. Read the screen and follow directions.

Commitment to Civility

Mercyhurst North East is committed to the advancement of learning and to extend the University 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"