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Mission Statement

Misericordia University, a co-educational Catholic University sponsored by the Sisters of Mercy of Dallas, is committed to providing quality education to its students and to shaping its educational programs and policies to express the founding Sisters' values and attitudes of mercy, service, justice and hospitality. The University welcomes individuals of all faiths.

The academic development of each student at the undergraduate level is ensured by the University's commitment to provide a learning experience which cultivates higher-order thinking skills through the integration of liberal arts and professional studies. To emphasize academic excellence and to develop critical thinking, all undergraduate curricula provide a common liberal arts base, the objectives of which are further developed in the students' major areas of study. The student's educational programs prepare them for productive careers and continued personal and professional growth.

Graduate programs at Misericordia University emphasize intellectual discourse and focused academic growth. The cornerstone of each program is instruction and practice in methods of critical thinking which promote research and enhanced professional expertise.

As part of its comprehensive educational program, the University is committed to providing a wide range of spiritual, physical, recreational, social, and cultural activities in which all members of the University community can participate.

Misericordia University fosters a cooperative environment in which students, faculty and staff demonstrate personal concern for each individual as a valued member of the University community.

Letter from the President

Dear Students,

The year 2007 is perhaps one of the most important in the life of this 83-year-old institution. In 2007, Misericordia will become a university.

Misericordia University represents more than a name change. In the past several years, we have grown to the point where we are equal in size and scope to a number of other universities in Pennsylvania. As important, we are now organized into three colleges: the College of Arts and Sciences, the College of Professional Studies and Social Sciences and the College of Health Sciences.

Despite our continued growth and our status change, Misericordia will remain an institution dedicated to challenging and supporting each student in class and out. Our emphasis will always be on quality academics, superb career preparation and developing within each student the passion to serve others.

Misericordia University is large enough to offer plenty to do, and small enough so that you can do it. We ask only that you participate in all that Misericordia has to offer because the return to you will be significant, both while you are here and in your future.

This Student Handbook contains a wealth of information that will guide you through your first days here and will continue to serve as a resource during your entire college career. Please use it often, for it will help you make the most of your Misericordia experience.

I make it a point to spend as much time with our students as possible. I look forward to seeing you on campus and working closely with you throughout this very important academic year.

Sincerely,



Michael A. MacDowell
President

A Letter from the Vice President of Student Affairs

Dear Misericordia Student:

Welcome! As you begin this new year at Misericordia University, we encourage you to familiarize yourself with the information provided in this Student Handbook. It contains essential information on the services available to you at Misericordia University, as well as the rights and responsibilities of the members of our learning community. We value individual freedom, personal success, and the common good; therefore, the policies and procedures contained in this Handbook are written from the perspective of the need to balance individual rights with the common good.

As a Misericordia University student, you have chosen to attend a Catholic, liberal arts-based institution sponsored by the Sisters of Mercy. You have become part of a learning community in which faculty, staff, and administration are committed to providing a rich educational environment.

Take advantage of the opportunities offered to you and immerse yourself in the total Misericordia experience in order to achieve your goals as a member of this community of learning.

Sincerely,



Jean Messaros, RSM
Vice President of Student Affairs

A Letter from the President of the Student Government Association

Welcome to Misericordia University!

As a new chapter opens for our college community, we look forward to another year full of new ideas, new people and a new name, but the same mission statement and the four charisms of mercy, service, justice and hospitality. I would like to take this opportunity to welcome the incoming freshmen, transfer students, and everyone involved on the Misericordia campus.

Student Government in the past year has achieved its goal of getting recycling on campus, worked on a paper policy to cut down on the excessive use on campus, and began gathering information to create a Student Union for our University. Being the President for a second term, I hope to accomplish even more than last year.

The Student Government Association is a direct resource for students to report any concerns or comments which they might have or would like to be changed. We need the students input on what needs to be changed and what you want to see done differently. All concerns and comments are kept confidential. The members of Student Government are all students just like you and are here to help ensure that all students have the best learning and memorable experiences while here at Misericordia University.

On behalf of the Student Government Association executive board and your club and class officers, I would like to wish you success in your year here at Misericordia University.

Sincerely,

Ashley M. Wolanski

Ashley M. Wolanski
President, Student Government Association

Misericordia University Policy Statement

This student handbook contains current information regarding Misericordia University's policies, regulations, student rights and responsibilities, discipline procedures, and other student life information. Misericordia University reserves the right in its sole judgement to promulgate and change rules and regulations and to make any changes of any kind to its student life policies whenever it is deemed necessary or desirable.

Misericordia University accords students of any race, color, religion, sex, sexual orientation, ancestry, national origin, or disability all the rights, privileges, programs, and activities generally made available to students of the University. Misericordia University does not discriminate on the basis of age, race, color, religion, ancestry, national origin, marital status, sex, sexual orientation, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic, or other University-administered programs. Misericordia University complies with the Family Education Rights and Privacy Act of 1974 as amended. A copy of the Act is available for inspection in the office of the vice president of student affairs.

Diversity Statement

We at Misericordia University recognize the importance of living the mission in our words and our deeds, demonstrating mercy, service, justice, and hospitality and supporting the ideals of a democratic society. Therefore, we are dedicated to promoting a diverse community in an atmosphere of mutual respect and appreciation of difference.

We believe, as members of a democratic society, individuals have not only the right to live their lives according to their own values and beliefs but also the obligation to respect the right of others to do the same.

We believe all people should be treated with civility, deserving to be heard without demeaning judgments of others.

We believe, as an educational community, we have the responsibility to learn about each other in order to benefit from our diverse population.

General Policies, Procedures, and Regulations

These policies and procedures are based on the principle that it is in the best interest of the University and the students that certain guidelines, policies, and procedures be required in order to make group living as congenial, safe and equitable as possible for all members. No claim is made that this document covers all rules and regulations now in effect at Misericordia University. Students are referred to the academic catalog, the campus safety parking policy, the Campus Safety Handbook, and department policy documents for further information.

All students are responsible for familiarizing themselves thoroughly with all University policies, procedures, and regulations.

Alcoholic Beverages

Misericordia University does not encourage consumption of alcoholic beverages nor does it promote the use or abuse of them. The University adheres to the laws of the Commonwealth of Pennsylvania and does not permit students under the age of 21 to possess, consume, or be in the presence of alcoholic beverages on campus. Possession of empty alcoholic beverage containers may be viewed as evidence of possession or consumption of alcohol. Therefore, the University does not permit students under 21 to possess or display empty alcoholic beverage containers in their rooms. However, the University recognizes the right of individuals 21 years of age or older to possess and consume moderate amounts of alcoholic beverages. With this right come the following responsibilities:

1. Students 21 years of age or older may not possess or consume alcohol in the presence of minors (under 21).
2. Students 21 years of age or older are strictly forbidden from giving or selling alcohol to minors. This includes charging admission to a party.
3. Consumption of alcohol and/or possession of open containers in public areas, including parking lots, back porches of townhouses, and lounges, is not permitted on campus. However, on a case-by-case basis, individual requests for an exception to this regulation will be considered by the vice president of student affairs for special

social functions where all who attend are 21 years of age or older. Permission must be obtained in writing from the vice president of student affairs at least three weeks in advance.

4. Kegs, beer balls, and all other common alcohol containers are not permitted on campus. Exceptions to this regulation may be granted by the vice president of student affairs for a special social function where all who attend are 21 years of age or older. Written permission must be obtained from the vice president of student affairs at least three weeks in advance.
5. Behavior resulting from the consumption of alcohol that disturbs or disrupts any member of the campus or local community will not be tolerated, and will result in appropriate disciplinary action regardless of age. This behavior includes, but is not limited to: public intoxication, and disorderly conduct.
6. Residence halls or living units may make more stringent policy modifications within the guidelines of this policy statement to satisfy their specific situations and wishes.

The University also calls attention to the laws of the Commonwealth of Pennsylvania, which in part state:

- It is illegal for any person under 21 years of age (a minor) to possess alcoholic beverages or to attempt to purchase or to consume or transport any alcoholic beverages within Pennsylvania.
- It is illegal for any person to sell or give alcoholic beverages of any kind to a minor.
- It is illegal for any person to misrepresent his/her own age or the age of another person in order to obtain alcoholic beverages.
- It is illegal for any person, whether or not a minor, to sell alcoholic beverages without a license or to possess or transport alcoholic beverages not purchased from a Pennsylvania Liquor Store or in accordance with regulations promulgated by the Pennsylvania Liquor Control Board.

Violation of University policy or the alcoholic beverage laws of the Commonwealth of Pennsylvania (state and local) will be addressed directly through the University disciplinary process. Direct sanctions will be imposed which range from community service, mandatory fines, and counseling/alcohol education classes to probation, removal from residence, and suspension from the University. Violations of the applicable Pennsylvania Liquor Code (state and local) may also be referred to the appropriate law enforcement officials. If a student is charged with violation of state or local law by law enforcement officials, the student may also be processed through the University disciplinary system, in addition to penalties under Pennsylvania law. For specific information regarding state penalties, contact the director of campus safety or the vice president of student affairs.

Babysitting

Misericordia University students are not allowed to baby-sit children in any campus building. The exceptions to this are the participants in the Women with Children Program at Rosary Hall.

Campus Social Norms

As an institution founded in the Christian tradition and in order to protect itself against scandal or discredit, and to maintain the values on which the University was founded, Misericordia University states explicitly its policy of neither condoning nor permitting illicit sexual behavior on its campus, or allowing speech which is intended to incite (fighting words) or be obscene, or acts of intolerance, or any action/behavior contrary to the mission and philosophy of the University. Any violation of this policy will be considered a serious matter. Those found in violation will be liable for direct disciplinary action.

Check Cashing

Students must present a valid University ID card in order to cash checks in the student accounts office and bookstore. The limit for personal checks is \$50 per day in the student accounts office and \$20 in the Bookstore. There is a \$15 fee for all returned checks.

Compliance with University Employees

Students are expected to comply with the directives of all University employees, including resident assistants who, in the course of their duties, may require a specific action (e.g.; produce an ID or evacuate a building when instructed).

Computer Use Policy

The computing resources at Misericordia University support the instructional, research, and administrative activities of the University. Examples of these computing resources include, but are not limited to, the central computing facilities; the campus-wide network; local-area networks; electronic mail; access to the Internet; voice mail; departmental networks; the public computing, residential student computers or remote access to resources; facilities, and related services. Users of these services and facilities have access to valuable University resources, to sensitive data, and to external networks. Consequently, it is appropriate for all users to behave in a responsible, ethical, and legal manner. In general, appropriate use means respecting the rights of other computer users, the integrity of the physical facilities, and all pertinent license and contractual agreements. These regulations apply to all computing systems owned or managed by Misericordia University. Individual departments and other institutions may have additional guidelines regarding computing equipment held in those departments or institutions. Interested parties are advised to contact the appropriate person for more information about computing guidelines in a specific department or institution.

Access to the University's computing facilities is a privilege granted to University students, faculty, and staff. Data owners—whether departments, groups, faculty, students, or staff—may allow individuals other than University faculty, staff, and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement; University policy or guidelines; or any Federal, state, county, or local law or ordinance.

The University vests the responsibility for ensuring the integrity and performance of its computing systems in various system administrators. While respecting the rights of all users, and when the integrity of the system is threatened, systems administrators are authorized to take those actions necessary to maintain the system and are fully accountable for their actions. The University views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege. The entire computer use policy can be found online. Violations of this policy are subject to disciplinary action.

Campus Community Violence Policy

Misericordia University is committed to providing a work and educational environment that is free from violence. Threats or acts of violence towards persons or property will not be tolerated. Any person(s) engaging in “campus community violence” will be subject to discipline, up to and including arrest, suspension, expulsion, and other civil or criminal liabilities. Threats or acts of violence severely affect the open dialog and free exchange of ideas inherent to higher education along with the well-being or safety of University community members. Therefore, the University has established a policy of zero tolerance for violence against members of its community.

This Policy applies to all employees, students, clinical and practicum supervisors, contracted services employees, and the visitors of the University. It covers conduct occurring both on campus and at off-campus events.

Campus Community Violence Description

For purposes of this policy, “campus community violence” includes, but is not limited to the following:

1. All threats or acts of violence occurring on University property, regardless of the relationship between the University and the individual involved in the incident.
2. All threats or acts of violence not occurring on University property, but involving someone who is acting in the capacity of a representative of the University.
3. All threats or acts of violence not occurring on University property, but involving an employee or student of the University if the threats or acts of violence affect legitimate interests of the University.
4. Any threats or acts of violence resulting in the conviction of an employee or student of the University, or of an individual performing services on the University’s behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests of the University.

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Credit Card Solicitation Policy

Misericordia prohibits credit card solicitation in any form by financial institutions or other companies, groups or individuals seeking to distribute credit card applications on campus. Such prohibited means includes solicitation by posting on University bulletin boards, advertisement in University publication or information processed through campus mailbox or email systems. Periodically the University will provide its student body with educational information regarding the responsible use of credit cards. Appropriate means to communicate this information will include presentations in new student orientation or regular classroom activities, relevant literature placed in designated campus facilities, or special campus programming events scheduled on the University calendar. Violations of this policy will result in appropriate action taken by the University.

Drugs and Other Controlled Substances

The possession, use, or sale of drugs and other controlled substances is a federal and state offense subject to fines and imprisonment. It is the policy of the University to uphold these laws. In any instance where a violation of the law concerning drugs occurs on campus or in connection with the activities of Misericordia University students, the disciplinary policy of the University will permit taking action beyond or separate from any which may be taken by civil authorities. This action may range from a fine to an expulsion. The University does not condone the possession of drug paraphernalia and will respond in a disciplinary manner.

Electronic Devices

Cellular phones, pagers, and other electronic devices shall not be used in a manner that causes disruption in the classroom, library, or within any University-owned or University-operated facility. Abuse of cellular devices with photographic capabilities, and the use of devices for purposes of photographing test questions or other notes and materials is prohibited. Photographing individuals in secured area such as bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy; and/or taking photographs of an individual against their will is strictly prohibited. Electronic transmission of photographs of any person without express permission is strictly prohibited.

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Family Education Rights and Privacy Act

Misericordia University adheres to the rights accorded to students with regard to their educational records as set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974 and as subsequently amended. Educational records are all records that contain information that is directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution. This federal legislation protects the confidentiality of students' educational records. It also affirms the student's right to inspect the contents of his/her educational records, to seek to have the records amended, and to have some control over the disclosure of information from the records. Educational records are maintained in the offices of the vice president of student affairs, dean of students, registrar, controller, student financial services, academic departments, director of residence life and/or advisor.

Misericordia University reserves the right to release "directory information" as defined by FERPA. The University releases the following directory information: name, address, class, hometown and state, on-campus or off-campus telephone numbers, campus e-mail address, major field of study, participation in the officially recognized sports, degrees, awards and honors achieved in the curricular and co-curricular life of the University, the most recent previous educational institution attended by the student, and individually identifiable photographs of the student solicited by or maintained directly by Misericordia University as part of the educational record. Body weight and height are also considered directory information for intercollegiate athletes.

A full copy of the University policy with regards to FERPA and forms for consent to release, and request to withhold release of directory information are available in the registrar's office. Students have an opportunity to request in writing, to the registrar, to release or withhold specific information annually. This policy is subject always to the provisions of the Family Educational Rights and Privacy Act of 1974 and as subsequently amended.

Students have the right to file a complaint with the Family Policy Compliance Office, Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605, concerning any alleged failure by the University to comply with FERPA.

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Firearms, Fireworks, and Weapons

The possession or use of firearms, ammunition, fireworks, major and minor explosives, or any lethal weapon is strictly forbidden anywhere on campus. This includes, but is not limited to, guns, knives, martial arts weapons and brass knuckles. It also includes all air rifles/air pistols (a.k.a. BB guns) or any other type of instruments capable of hurling a potentially lethal projectile (slingshots, dart guns, paintballs, etc.), or brandishing of any object that could be reasonably perceived as a weapon. Violation of this policy will result in disciplinary action.

Fire Safety Equipment, Extinguishers, and Alarms

Tampering with fire safety equipment and/or alarms for any reason other than to report or control a fire is not allowed. Individuals violating this policy will be subject to disciplinary action, not excluding expulsion from the University as well as adjudication in criminal courts of law.

Free Assembly within the University

The University readily acknowledges the rights of members to express their views by way of peaceful individual or collective protest on issues of institutional policy or on matters of interest to the University community. For reasons of courtesy, general information, and assistance, as well as good order, and to protect the rights of others, the University requests those contemplating such protests make their intentions known to the vice president of student affairs.

Gambling

Gambling is prohibited. Raffles and sales must be cleared with the student activities office and may not include alcoholic prizes. Violations will result in disciplinary action.

Good Samaritan Policy

In the event of a situation that is life-threatening or a danger to the community, students can report the incident without the fear of reprisal for the situation in which the student gives assistance. This refers to isolated incidents only and does not excuse or protect those who flagrantly or repeatedly violate University policy.

Harassment

All employees and students have the right to work, learn, and study in an environment free from all forms of discrimination and conduct which

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can be considered harassing, coercive, or disruptive. Accordingly, it is the policy of the University that no member of the campus community may engage in conduct that is abusive to others. This includes any discriminatory, hostile, or hateful act toward another person's personal, educational, or professional interests based on the individual's race, color, gender, age, sexual orientation, marital status, religion, national origin, political affiliation, disability, or Vietnam or disabled veteran status. The University has special procedures for handling harassment or discrimination complaints. Refer to the Campus community policies.

Definition of Harassment

For purposes of this policy, harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion to their race, color, gender, age, marital status, sexual orientation, religion, national origin, political affiliation, disability, Vietnam or disabled veteran status, or such other characteristic recognized by law as unacceptable by an individual or by that individual's relatives, friends, or associates based on if the conduct also includes one or more of the following:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance;
3. Otherwise adversely affects an individual's employment opportunities;
4. Has the purpose or effect of creating an intimidating, hostile, or offensive study or learning environment;
5. Has the purpose or effect of unreasonably interfering with an individual's study or learning experience; or
6. Otherwise adversely affects an individual's educational opportunities.

Hazing

Hazing is prohibited by both the Commonwealth of Pennsylvania and University policy. Hazing is defined 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 membership in an organization.” Any activity described above shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Violation of this policy will result in disciplinary action.

Identification Cards

All Misericordia University students must have an identification card, which is available through the student help desk located on the ground floor of Mercy Hall. The identification cards are not transferable and may not be altered. ID's must be carried by students at all times.

Littering/Trash

Any University student or guest who litters campus or community property or who throws objects out of windows may receive disciplinary sanctions. It is the responsibility of all community members to keep the campus clean.

Medical/Psychological Suspension

Misericordia University endeavors to provide a safe living and learning environment, insofar as possible, in which all students are able to pursue their education. In so doing, the University reserves their right to require professional evaluation and treatment, withdrawal from on-campus housing, and/or involuntary withdrawal from the University in the event a student's behavior is incompatible with minimal standards or academic performance and/or social adjustment. This policy applies to:

- Students who are deemed to be a danger to themselves or others.
- Danger to self or others is here defined to include any danger of suicide, self-mutilation, accident, or assault substantially above the norm for University students which necessitates unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure his/her safety and the safety of those around him/her.
- Students whose behavior is severely disruptive to others.
- Disruptive is here defined to include behavior that causes

emotional, psychological, or physical distress to students, faculty or staff above that normally experienced in daily life. Such disruption may be in the form of a single behavioral incident or somewhat less severe but persistent disruption over a more extended period.

- Students (a) who refuse or are unable to cooperate with recommended assessment and/or treatment and (b) whose behavior or physical condition suggests a disorder, such as an eating disorder, which is likely to deteriorate to the point of permanent disability, disfigurement, impairment, or dysfunction without such assessment and/or treatment. When standard assessment is impossible because of the student's resistance, indirect behavioral observations will constitute the basis for such judgment.
- Students whose physical or psychological disorder is such as to require highly specialized services beyond those available on campus or locally, and whose condition will deteriorate without additional resources.

The vice president of student affairs or their designee (in consultation with the appropriate mental and physical health professionals and other Student Affairs Staff as deemed necessary) may impose an involuntary withdrawal from a University residence or the University. If on withdrawal from residence, the student may not reside on campus. If placed on involuntary withdrawal, the student may not reside on campus and may not attend classes or participate in University sponsored activities and events. The student's withdraw status will remain in effect until such time that the student is able to provide sufficient medical documentation by a certified and licensed medical and/or mental health professional.

Off-campus Behavior

The University community reserves the right to take action against any student whose off-campus behavior threatens the health or safety of members of the campus community and/or discredits the name of the University or disrupts its relationship with the surrounding community. The University president reserves the right to suspend or expel a student if the student is involved in a scandal or other such civil violation in which the name of the University is being discredited.

Serious Disease Policy

Employees, faculty, or students with infectious, long-term, life-threatening, or other serious diseases may continue their work or attendance at the University as long as they are physically and mentally able to perform the duties of their job or meet their academic responsibilities without undue risk to their own health or the health of other employees or students.

Serious diseases for the purposes of this policy include, but are not limited to, cancer, heart disease, multiple sclerosis, hepatitis, tuberculosis, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS). The University will support, where feasible and practical, educational programs to enhance employee and student awareness and understanding of serious diseases.

The mere diagnosis of HIV, AIDS, AIDS-Related Complex (ARC) or AIDS virus antibodies, or any other serious communicable disease is not, in itself, sufficient basis for imposing limitations, exclusions or dismissal. Harassment of individuals with or suspected of being infected with any disease is not acceptable behavior at the University and will be strictly censored. The diagnosis of the condition, as any other medical information, is confidential.

In working with faculty, employees or students diagnosed with HIV, AIDS or any other serious communicable disease, the University will proceed on a case-by-case basis; with the advice of medical professionals these factors will be considered:

1. The condition of the person involved and the person's ability to perform job duties or academic responsibilities;
2. The probability of infection of co-workers or other members of the University community based on the expected interaction of the person in the University setting;
3. The possible consequences to co-workers and other members of the University community if infected;
4. Possible reasonable accommodations and modifications to the individual's job or other obligations to take account of the condition;

5. Risk to the person's health from remaining on the job or in the University community; and
6. Other appropriate factors.

Any determination with respect to an employee or student will be made following consultation with the affected employee or student, the employee or student's treating physician (if available), and such other persons as need to be involved in such a situation.

Disclosure will take place only if deemed medically advisable and legally permissible. The appropriate Health Department will be informed.

Sexual Offense Policy

The University is a community of trust whose existence depends on strict adherence to standards set by its members. The University expects all of its members to respect the rights and dignity of each member. A sexual offense is a serious violation of these standards and will not be tolerated.

Specifically the University defines a sexual offense as the following:

1. **Sexual Assault** – a non-consensual attempted or completed sexual intercourse (oral, anal, and/or vaginal) with a body part and/or object.
2. **Sexual Misconduct**
 - a. Non-consensual physical contact of a sexual nature, including but not limited to fondling, kissing and groping.
 - b. Behavior in which no physical contact is made, but where sexual activities are perpetrated without approval of the other party/ies. (Including but not limited to indecent exposure, indecent photographs/video)

Non-consensual is defined as a lack of clearly expressed consent. A person who is under the influence of drugs and/or alcohol may not be able to clearly express consent. **Consent cannot be assumed, it must be clearly expressed.** These actions are sex offenses even when the parties are acquaintances or very close friends.

Violation of the sexual offense policy is grounds for disciplinary action up to and including permanent dismissal from the University. Students involved in a sexual offense may have a university advocate who is not a lawyer present during the university disciplinary hearing. Students who commit a sexual offense may also be charged with a criminal offense. The University may pursue enforcement of its own rules whether or not criminal proceedings are underway. The complainant in a university sexual offense case will be informed of the outcome of the disciplinary hearing. Sexual Offenses as defined by the State of Pennsylvania can be found in the Campus Safety Handbook.

The following resources are available to all students who have been a victim of a sexual offense:

- The university Sexual Assault Response Team (SART). This team can be accessed by calling 417-8888 24 hours per day.
- The university Counseling Center can be contacted by calling 674-6408 during normal business hours or by contacting Campus Safety at 674-6300 after 4:30pm.
- The university Campus Safety can be contacted 24 hours per day by calling 674-6300.
- The university Health Center can be contacted by calling 674-6276, 8:30am – 4:30pm, Monday thru Friday.
- The Victims Resource Center located in Wilkes-Barre can be accessed 24 hours by calling 823-0765.

All parties involved in a sexual offense will be offered support through the university Counseling Center. A student involved in a sexual offense may request a change in campus residence or class schedule. The university will honor that request whenever possible.

The university will provide educational programs on sexual offenses and their prevention to members of its community.

Sexual Harassment

All employees and students have the right to work and pursue their

education in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment.

Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship and learning environment of the University. It is also illegal under both state and federal law. Employees and students are subject to disciplinary action for violating this policy.

This policy applies to all employees, students, clinical and practicum supervisors, contracted services employees, and the board of trustees of Misericordia University. It covers conduct occurring both on campus and at off-campus, University-related events. Harassment may occur between males and females or between members of the same sex.

Sexual harassment occurs in a variety of circumstances that tend to share a common element, which is the introduction of sexual conduct or comments in the work or educational setting. Often, sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors or sexual attention becomes a condition of employment, work, education, study, or benefits. Sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal or physical behavior have a detrimental effect on a person's ability to study or work at the University.

Sexual advances, requests for sexual favors, and other speech or conduct of a sexual nature constitutes sexual harassment when:

1. Such advances or requests are made under circumstances implying (directly or implicitly) that one's response might affect academic or personnel decisions that are subject to the influence of the person making the proposal (i.e., that such sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation); or
2. Such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; or

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3. Such speech or conduct when it is persistent, pervasive, and not germane to the matter at hand, is reasonably regarded as offensive and impairs the academic or work opportunity of students, colleagues, or co-workers.

Additional examples of sexual harassment include, but are not limited to these actions:

1. Physical assault, indecent exposure, physical contact of a sexual nature, or realized sexual encounters;
2. Direct propositions of a sexual nature;
3. A subtle pressure for sexual activity or a pattern of conduct intended to disconcert, distress, or humiliate through sexual comments or sexually explicit statements, questions, jokes, anecdotes, or sexually explicit visual/auditory material; and/or
4. A pattern of conduct that would disconcert, distress, or humiliate a reasonable person of the same gender as the person to whom the conduct was directed. The pattern of conduct could include one or more of the following actions: unnecessary touching; unwanted staring, patting, hugging, or brushing against a person's body; remarks of a sexual nature about a person's clothing or body; remarks about a sexual activity or speculations about previous sexual experience.

As part of the University commitment to a pro-active stance regarding the prevention of sexual harassment, all members of the University community are required to attend an educational session on sexual harassment which will be offered as part of faculty, staff, and student orientations. Opportunities for further training will be provided regularly for University students and personnel. In addition, every member of the University community will receive written information regarding sexual harassment, including a copy of this policy. Complaints lodged against students by other students will be handled by the dean of students. Complaints lodged against University employees will be handled through the human resources department.

Smoking

The campus facilities have been designated as “smoke-free.” For reasons of community health and fire protections, smoking is not permitted inside any campus building, including residence halls. To avoid littering, smokers should find suitable areas outside buildings where receptacles are available.

Given the serious health and safety issues involved and the fact that the identification of non-smoking areas is University policy, each of us has the responsibility to aid in making the provision effective. While the policy may entail some inconvenience to smokers, it implies no intent to discriminate against them.

Student Record Release Under the Solomon Amendment

The Solomon Amendment is a federal law that mandates universities receiving federal financial aid funding to provide student recruiting information upon request to military recruiting organizations. The request and information released by the University is limited to military recruiting purposes only. The request for information must be in writing on letterhead that clearly identifies the military recruiting organization. Military recruiters must be from one of the following military organizations:

- Air Force
- Air Force Reserve
- Air Force National Guard
- Army
- Army Reserve
- Army National Guard
- Coast Guard
- Coast Guard Reserve
- Navy
- Navy Reserve
- Marine Corps
- Marine Corps Reserve

The release of student recruiting information generally follows the FERPA guidelines defining student directory information (see above).

Students are not permitted under federal law to restrict the release of this information specifically to military organizations, but if students withhold the release of directory information generally, then the University may not release this information to military organizations. The directory information released is limited to the current semester or the previous semester. If the request is received between semesters, the requestor must specify previous semester or upcoming semester. Further, students must be in an enrolled status (incomplete and complete registration status).

Theft and the Removal of University or Personal Property

The removal of items from University facilities, including the food service/dining room, without the specific written approval of the University administrator in charge of such areas is strictly prohibited and will be considered theft. The University will take disciplinary action against any person involved in the theft or removal of University or personal property when reports are filed with the department of campus safety and/or the vice president of student affairs.

Trespassing: Faculty, Staff, and Administrative Offices and Residential Areas

The presence of a student, former student, or employee in any office or residential area without proper authorization will be considered prima facie evidence of illegal entry for dishonorable purposes. Student violators will be pursued through the University discipline system.

Vandalism

Destruction of property anywhere on campus is considered extremely serious and those responsible for such destruction will be referred to the director of residence life and/or dean of students for discipline.

Vendor Policy and Solicitation

Outside groups interested in selling or promoting their goods or services for students must receive approval from the student activities office to do so. See the student activities/vice president of student affairs offices for further information regarding vendor guidelines. Any officially chartered student club or organization may hold fundraisers with the approval of the director of student activities.

University-chartered clubs or organizations interested in setting up tables in the Banks Student Life Center must seek approval for the necessary planning and scheduling through the director of student activities.

Withdrawal from University

Students who wish to withdraw from the College must go to the Office of the Coordinator of Retention Management, located in the Learning Resource Center, Alumnae Hall to begin the withdrawal process. Generally, students who are in good academic standing both in their program and institutionally at the time of withdrawal, are granted a period of up to one year from the time of withdrawal to return to the institution. In extraordinary circumstances, students may request an extension of this time period. Requests for an extension must be submitted in writing to the Coordinator of Retention Management who will consult with the appropriate department chairs.

This policy does not bind the institution to offer the student's curriculum or major program, which may have been discontinued or substantially altered during the period in which the student was not enrolled.

The following must be completed before an official withdrawal can be granted:

- Return books to the library.
- Return residence hall keys to a member of the Residence Life Staff.
- Return parking permit, student ID, and mailbox key to the Coordinator of Retention Management.
- Clear student balance in the Student Financial Services, located on the 1st floor of Mercy Hall.
- Complete withdrawal form and exit interview

The date of withdrawal will be determined by the completion of the above. That date will determine if any refund of tuition is warranted. Cancellation of charges will depend on the date that the withdrawal is official (See Refund Policy).

Student Rights and Responsibilities

I. Student Code of Conduct

In light of the fact that the University must continuously strive for the maintenance of a community atmosphere which promotes individual and collective responsibility among its members, certain regulations have been adopted which act as guiding norms in the governance of student conduct. Students are required to engage in responsible social conduct that reflects positively upon the University community and to model good citizenship in any community. All students attending this institution are responsible for adhering to University policies as highlighted in this publication, the academic catalog, and other University publications. The student code shall apply to a student's conduct even if the student withdraws from the school while a disciplinary matter is pending. The dean of students shall decide at his/her discretion, whether the student code shall be applied to conduct occurring off campus on a case by case basis.

Any student living in University housing is subject to the policies and regulations outlined by the residence life office and its publications. Failure to abide by the policies will result in disciplinary action.

It is important to emphasize that students at the University are adults and are thus responsible for their own actions. Students elected or appointed to student leadership positions may be removed from office if the student leader violates University policy; violates state or federal law(s); or brings disgrace to the name of the University. This action will be taken at the discretion of the vice president of student affairs and/or president of the University and will only be enforced when the violation is grave enough to merit such action. To ensure that the individual's rights are guaranteed, all University and community rules and regulations must be strictly adhered to. The following behaviors are an example and are not intended to be all-inclusive of the reasons why a student may be disciplined by the University. These behaviors will result in disciplinary action not excluding suspension or expulsion:

1. Violation of any University policies, rules, and regulations published in hard copy or available electronically.
2. Violation of federal, state, or local laws on or off campus while

enrolled as a matriculating student at Misericordia University.

3. Incidents of dishonesty which include:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any University instructor or official (including RDs and RAs) with an intent to deceive.
 - c. Forgery, alteration, or misuse of any University document, record or instrument of identification.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities.
5. Physical abuse, verbal, or mental abuse including threats, intimidation, harassment, coercion, or other conduct which offends, threatens, or endangers the health, safety, or emotional well being of any person from the University community on or off campus.
6. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property on or off campus.
7. Failure to comply with a reasonable request of authorized University personnel or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Tampering with, removal of, setting off, or damage to the fire equipment or alarm system of any University building when no apparent fire or immediate danger exists.
9. Unauthorized possession, duplication or use of keys to any University door or facility, unauthorized operation of any locking mechanism, unauthorized entry to or use of University facilities.
10. Violation of the University Alcohol Policy.

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11. Violation of the University's Sexual Offense Policy.
12. Use, possession, manufacturing or distribution of illegal drugs, drug paraphernalia or narcotics, or medicines requiring a physician's prescription without such prescription.
13. Illegal or unauthorized use, possession, or distribution of firearms, explosives, or other dangerous weapons (including BB guns, paintball guns and air guns) or chemicals on University premises.
14. Engaging in behavior deemed by University standards to be indecent, lewd or vulgar, or contrary to the University mission and philosophy.
15. Theft or other abuse of computer time, including but not limited to:
- a. Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the University computing systems.
16. Abuse of the discipline system including but not limited to:
- a. Failure to respond to a summons from an administrative hearing officer or a Disciplinary Board.
 - b. Falsification, distortion, or misrepresentation of information before an administrative hearing officer or a Disciplinary Board.
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- c. Disruption or interference with the orderly conduct of the discipline proceedings.
 - d. Knowingly initiating discipline proceedings without cause.
 - e. Attempting to discourage an individual's participation in, or use of, the discipline system by means of intimidation, coercion, or influence.
 - f. Attempting to influence the impartiality of a member of a Disciplinary Board prior to or during the course of the disciplinary proceeding.
 - g. Failure to complete a disciplinary sanction assigned by administrative hearing officer or a Disciplinary Board.
 - h. Verbal, physical, or mental harassment and/or intimidation of any member of a Disciplinary Board prior to, during, and/or after the disciplinary proceedings.
17. Violation of the Commonwealth of Pennsylvania or University hazing regulations.

II. University Discipline Process

All violations by any student or student group of the general regulations, policies, or Student Code of Conduct of the University in non-academic areas shall be resolved in an informal hearing process when possible and dealt with according to the procedures set forth below. The University reserves the right, depending on specific circumstances, to omit any and/or all steps of the process. If a violation of law, which would also be a violation of this Student code, is alleged, proceedings under this Student Code may go forward against an accused student who has been subjected to criminal prosecution. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

1. The jurisdiction of the University extends to each actively enrolled student.

2. Any member of the University community may issue a complaint against a student alleging violation of one or more of the University's general regulations, policies, or the Student Code of Conduct. The complaint must be in writing and should be directed to the Dean of Students/discipline coordinator who will insure an investigation of the complaint and disposition for an informal or formal hearing.
3. An informal hearing is a one-to-one meeting with an administrative hearing officer. Administrative hearing officers include the resident directors, and the Director of Residence Life, the Assistant Director of Residence Life and the Dean of Students.
4. Violations of the Student Code of Conduct and/or the general policies and regulations of the University may be classified as major or minor.
5. Major violations are the most serious because they may jeopardize the welfare of any student or member of the University community educationally, physically, socially, or emotionally.
6. Minor violations are generally a nuisance to those persons subjected to them.
7. The entire disciplinary process is coordinated by the Dean of Students, assisted by the Director of Residence Life. Official records will be maintained by the Dean of Students.
8. The Dean of Students is responsible to ensure that there is consistency in classification and disposition of cases.

Informal Hearing

The accused student(s) will meet informally with an administrative hearing officer (resident director of his/her building, Director of Residence Life, Assistant Director of Residence life or the Dean of Students/discipline coordinator) to resolve those violations that are believed to have occurred.

As a result of this meeting and hearing, an administrative decision is

rendered. The administrative hearing officer conducting the informal hearing reserves the right to:

- Dismiss the complaint.
- Impose sanctions for the violation(s) as the officer deems appropriate.

Community Standards Board

Minor violations occurring in and around the residence halls may be handled by a residence hall Community Standards Board.

The Community Standards Board will be composed of five members. A resident director will act as an advisor to the Board. The members are chosen from the resident student population and approved by the Dean of Students, the Director of Residence Life, and the judicial coordinator of Student Government. Board members must be full-time residents, be in good social standing, and have a minimum 2.25 GPA. The board will elect a chair from its membership to facilitate the hearing. A quorum requires at least three members be present to conduct a hearing.

The Community Standards Board will make sanction recommendations to the Director of Residence Life who will finalize the disciplinary action. The student will be notified in writing of the results. The residence hall Community Standards Board may recommend sanctions up to but not exceeding residential probation.

University Discipline Board

Major violations occurring campus-wide; major violations occurring in and around the residence halls or at university sponsored events will be reported to the Dean of Students/discipline coordinator. The Dean of Students may opt to convene a formal hearing with the University Discipline Board.

The University Discipline Board is composed of a minimum of three members: one faculty member, one student service staff member and one student who may be the judicial affairs coordinator of SGA. Student members must be full-time and have a minimum grade point average of 2.25 and approved by the Dean of Students. Students may serve more than one year.

The Dean of Students will act as chair to facilitate the hearing and votes only in the case of a tie.

III. Discipline Procedures

1. The student will be notified of the alleged violation within 5 working days and an informal disciplinary meeting will be scheduled with an administrative hearing officer.
2. If the student takes responsibility for the alleged violation an appropriate sanction will be applied by the administrative hearing officer. If the student does not take responsibility, the administrative hearing officer will gather information and make a decision regarding responsibility. Students will be found responsible for violations of the Student Code of Conduct or University policies only if the information shows that it is more likely than not that the Student Code of Conduct or a University policy was violated.
3. The student will be notified in writing the results of all informal or formal hearings. The letter will include the alleged violation, the findings and if found responsible, the sanctions.
4. The Dean of Students may determine that the alleged violation is a major violation and may move the case to a formal University Discipline Board hearing. In the event of this formal hearing the following procedures will apply:
 - In addition to notification of the alleged violation, the student will be notified in writing as to date, time, and place of hearing as well as composition of board.
 - The student may be assisted by an advisor from the University community who is not an attorney.
 - The student has the opportunity to present evidence and/or witnesses for the student's defense.
 - The hearing will be closed.
 - The student will be afforded the right to continue his/her

residence on campus and attendance at classes while the disciplinary matter is pending or an appeal is being processed, except where the student's presence on campus could be a threat to self or others or whose presence would negatively affect the normal operations of the University.

- If the student is found responsible, the University Discipline Board will recommend sanctions to the Dean of Students. The Dean of Students will finalize all board recommendations after consultation with all proper university officials and notify the student in writing as to the results. Note: The Sexual Assault Victim's Bill of Rights states that "both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault."

IV. Appeals

The accused student found in violation of the Student Code of Conduct or the general policies and regulations of the University may file a written appeal within five working days, upon notification of the student's sanction.

When appealing a decision made by the residence hall Community Standards Board, resident directors, the Assistant Director of Residence Life or the Director of Residence Life that appeal is made to the Dean of Students. In the case of appealing a decision made by the Dean of Students or the University Discipline Board, that appeal is made to the Vice President of Student Affairs.

Circumstances for Appeal

The accused student may file an appeal in the following circumstances:

1. Discipline procedures were not adhered to.
2. The accused student believes the administrative hearing officer or the board erred in the finding of fact.
3. The student believes there is new evidence that was not available at the time of the original hearing.

4. The student believes the imposed sanction/s is/are not appropriate for the violation committed.

The Appeal Process

In filing an appeal, the student must adhere to the following process:

1. The student must submit the typed appeal letter to the appropriate administrator within five working days of the decision.
2. The letter must specify at least one of the circumstances listed above as a reason for appealing.
3. The appeal letter must include the following:
 - a. Regulation of Student Code of Conduct or policy for which the student was found in violation.
 - b. Circumstances under which the appeal is filed.
 - c. A detailed rationale clearly stating the reasons for disagreeing with the decision.
 - d. A statement of what the student's proposed outcome should be to the situation.

After reviewing and approving an appeal, the administrator may decide an appeal based on the written appeal, or, at the administrator's option, may meet with the student and/or others related to the incident.

The administrator may then decide to:

1. Affirm the original decision,
2. Reverse or revise the original decision,
3. Reduce the penalty, or
4. Change the sanction.

The student will be notified in writing of the decision within five working days.

University Disciplinary Sanctions

Sanctions include but are not limited to:

1. **Verbal warning** An informal warning stating that a violation has occurred, and that continued violations will warrant a more severe response. The student's disciplinary file shall be noted indicating that the student has received a verbal warning.
2. **Written warning** This penalty places the student on formal notice that the repeat of an offense or misconduct may result in more serious disciplinary action.
3. **Fine** Monetary payments.
4. **Restitution** This is not considered a penalty, but requires a reimbursement for damages, destruction, or misappropriation of property.
5. **Community service work assignments** Work done in compensation for a violation.
6. **Residential probation** An official warning which states that future conduct violations will constitute grounds for the loss of the privilege to live or visit in the residence halls. Once someone is placed on residential probation, future violations will automatically be dealt with by the University disciplinary board or dean of students. The director of residence life has the authority to place the student on residential probation for failure to abide by housing policies.
7. **Change of residence** A student may have the student's residence on campus changed because of policy violations. The director of residence life has the authority to change the residence of a student if the student has failed to abide by housing policies.
8. **Residential suspension** This penalty removes the student from residence on campus and prevents the student from visiting the residence halls for a specific period of time (i.e., the remainder of a given semester or academic year). The director of residence life has the authority to suspend a student from residence if the student has failed to abide by housing policies.

9. **Residential Expulsion** Permanent separation of the student from the residence halls.
10. **Social (disciplinary) probation** This is considered a final warning. Further violations during this period of time may result in suspension from the residence, suspension from the University or expulsion from the University. Once placed on probation, a student may not be permitted to represent Misericordia University (e.g., student office, student activities, varsity athletics, intramural sports, extracurricular activities).
11. **Suspension** This penalty is one of involuntary separation of the student from the University for a specified period of time, after which the student must petition through the vice president of student affairs office, and if permitted to return, does so on a disciplinary probation status. This penalty is imposed for a period of one academic semester and not longer than one year, and must be approved by the vice president of student affairs.
12. **Expulsion** This penalty is one of involuntary separation of the student from the University and is considered permanent. The effective date of the dismissal is determined by the vice president of student affairs and communicated to the appropriate personnel of the University.
13. Consultation sessions with the University Counseling Center.
14. **Withholding degree** The University may withhold awarding a degree otherwise earned until the completing of the processes set forth in the Discipline Procedure, including all sanctions imposed.
15. Other sanctions deemed appropriate.

Alcohol Sanctions

First Offense:

If a student violates the alcohol policy in any of the University residences, the student will be referred to an informal meeting with an administrative hearing officer. Violations which occur in other areas of the campus or at University sponsored events will be handled by the

dean of students. For those students found in violation of the alcohol policy, the sanctions may include but are not limited to:

- Mandatory \$50 fine
- Parental notification (after appeals have been exhausted)
- Mandatory attendance at an alternatives education class, cost \$50
- Written warning
- Community service
- Referral to a Substance Abuse Specialist
- Individual alcohol assessment
- Residential probation/suspension/expulsion

Second Offense:

The Dean of Students handles this case. Sanctions may include but are not limited to:

- Mandatory \$125 fine
- Mandatory residential probation
- Parental notification (after appeals have been exhausted)
- Individual alcohol assessment
- Community service
- Referral to a Substance Abuse Specialist
- Residential suspension and the student may lose the privilege to visit residential areas.

Third Offense:

The Dean of Students or University disciplinary board handles this case. Sanctions may include but are not limited to:

- Mandatory \$150 fine
- Mandatory residential suspension or expulsion. The student loses the privilege to visit the residential areas.
- Parental notification (after appeals have been exhausted).
- Community service
- Referral to a Substance Abuse Specialist

- Referral to alcohol counseling or treatment
- Social/disciplinary probation.

Possession of a keg, beer ball (or the equivalent), or other common containers will result in a mandatory \$300 fine to be paid by the residents of the room, suite, or townhouse where the unauthorized common container was found. These residents will be placed on residential probation. In addition, the students will receive sanctions as listed above.

If an alcohol violation occurs during the last two weeks of the spring semester, it will be at the discretion of the Dean of Students to carry over an alcohol sanction into the fall semester.

Alcohol Host Policy

Allowing one's room/suite/townhouse to be used as the site of a gathering where minors are present and alcohol is possessed/consumed is a violation of University policy. In this case each resident of the room/suite/townhouse where the violation occurred will be sanctioned:

First Offense:

- \$200 fine
- Alternatives plus \$50 fee
- Parental notification
- Referral to a Substance Abuse Specialist
- Residential probation/suspension/expulsion

Second Offense:

- \$300 fine
- Referral to a Substance Abuse Specialist
- Parental notification/meeting
- Residential probation/suspension/expulsion

Third Offense:

- Dismissal from residence.

Drug Sanctions

Possession of Drug Paraphernalia

Possession of drug paraphernalia (pipes, rolling papers, spoofs, bongos, syringes, etc.) is a violation of University policy. If a student is found in possession of drug paraphernalia, the Dean of Students or the University Disciplinary Board will handle the case. The following sanctions will apply:

First Offense:

- Residential probation for at least one year
- \$100 fine
- Parental notification/meeting
- Referral to a Substance Abuse Specialist

Second Offense:

- Suspension or expulsion from residence. The student will also lose the privilege of visiting university residential areas.
- \$200 fine
- Parental notification
- Referral to a Substance Abuse Specialist

Third Offense:

- Suspension from the University
- Parental notification

Use or Possession of a Controlled Substance

Possession of marijuana, cocaine, LSD, heroin, or other controlled substances, and/or prescription drugs possessed or used without a prescription is both illegal and potentially dangerous and in violation of University policy. The Dean of Students or the University Disciplinary Board will handle the case. If a student is found in possession of a controlled substance, the following sanctions will apply:

First Offense:

- Meeting with Vice President of Student Affairs, Dean of Students, Substance Abuse Specialist and parents.
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- Behavioral contract
- \$300 fine
- Residential probation or suspension for at least one year
- Possible suspension or expulsion from the University

Second Offense:

- Suspension from the University

Third Offense:

- Expulsion from the University.

Being Present at a Gathering Involving the Use or Possession of a Controlled Substance or Drug Paraphernalia

A student who is present at a gathering where a controlled substance or drug paraphernalia is used or is possessed is in violation of University policy. The following sanctions will apply:

First Offense:

- \$50 fine
- Alternatives Education Class—Cost \$50
- Parental notification
- Referral to a Substance Abuse Specialist

Second Offense:

- \$200 fine
- Residential probation
- Referral to a Substance Abuse Specialist
- Parental notification

Third Offense:

- Suspension or expulsion from residence. The student will lose the privilege of visiting university residential areas.
- Parental notification.

Distribution or Sale of a Controlled Substance

This includes distributing or selling, in any way and any amount of

controlled substances such as cocaine, LSD, heroin, non-prescribed drugs, or marijuana. The Dean of Students or the University Disciplinary Board will handle the case. If a student is found in violation, the following sanctions will apply:

First Offense:

- Suspension or expulsion from the University. The student will lose the privilege of visiting university residential areas.

Second Offense:

- Expulsion from the University. The student will lose the privilege of visiting university residential areas.

Addiction Education Programs

Alternatives

A full-day education class for first offense alcohol and/or being present at a gathering involving the possession of drug paraphernalia or the use or possession of a controlled substance. There is a \$50 fee for this program.

Individual Addiction Education (Alcohol, Other Drugs, Gambling, etc.)

An individual exploration through standardized testing and individual sessions with an addiction specialist, to assist the participant in taking an honest look at his/her use/abuse patterns and make some decisions about future actions.

Referral Service

A process facilitated by an addiction specialist to assist individuals to take a look at their actions and make some decisions about treatment. Referral to the appropriate level of care, including outpatient, intensive outpatient, inpatient, and hospitalization treatment programs.

Adult Children of Alcoholics

Individual counseling for those affected by growing up in an alcoholic family. How it has affected or continues to affect their personality and behavior and most importantly how to overcome the limitations it has caused.

Academic Policies and Procedures

The academic catalog is the official policy document of the University. Students should consult the catalog for more detailed discussion of any questions they may have concerning academics.

Academic Advising

Students are assigned an academic advisor, ordinarily within the department in which a student is majoring. Advisors will also be assigned to students who are undecided about a major.

The academic advisor is the student's liaison with other University offices. Advisors should be consulted often for guidance and advice. In addition to offering academic guidance, advisors can provide information on where to obtain and how to complete necessary forms pertaining to academics.

Advisors must sign all student schedules and other academic paperwork. Students meet with their advisors individually for pre-registration consultation each semester.

Academic Integrity

Any form of cheating or dishonesty, including plagiarism, is a fundamental violation of the nature and purpose of Misericordia University. Such behavior will not be tolerated and will result in at least lowered grades, possibly failure in a class, program dismissal, and, in the most serious cases, dismissal from the University.

Plagiarism is using someone else's ideas or words and claiming them as one's own. Students who use another person's words must copy them accurately, and identify the source clearly. If another person's ideas are used in a student paper, including paraphrasing, the source must still be identified and the author of the ideas given credit. Students are responsible to make sure they are using sources properly and documenting them properly.

The responsibility for maintaining personal integrity and honor in academic activities rests with the student. Each faculty member will provide information on academic integrity to students in the course

outline at the beginning of the semester, including any necessary explanation of violations, possible infractions of academic integrity and the scope of sanctions, e.g., warning, lowering of the grade on the assignment or course, course failure, or dismissal from the program or University.

Should a violation of Academic Integrity occur, the faculty member must inform the student of the violation before imposing any sanction. Should the violation be considered serious enough to merit any grade of a D or lower on any major assignment, or a more serious penalty, such as course failure or dismissal from the program, the faculty member must notify the Vice President of Academic Affairs and supply any supporting evidence. In the case of multiple violations, the VPAA will discuss this issue with the student and may impose additional sanctions up to and including dismissal from the University. In a case where dismissal from the University is contemplated, the Vice President of Academic Affairs will consult with the faculty member, student's advisor, program director, and college dean.

In cases where the student contests the accusations of academic dishonesty, the student may file a grievance under the applicable Undergraduate or Graduate Grievance Procedure.

Academic Grievance

Refer to the academic catalog for academic undergraduate and graduate grievance procedures.

Early Alert

The Early Alert Program is a referral process used to enhance the retention of our students. Faculty, staff, students, or parents who are concerned about a student submit referrals to the Coordinator of Retention Management for intervention assessments. After the initial assessment, the student will be directed to the appropriate service (i.e., academic support, tutoring, personal counseling, Insalaco Center for Career Development, writing/math labs, minority mentoring, etc.).

Learning Resource Center

The Learning Resource Center offers a variety of services for students who wish to improve the quality of their life and expand their learning experiences both in and out of the classroom. At the Center, students

can seek help for a variety of academic and personal development issues in a casual, comfortable atmosphere. Services include peer tutoring; professional Math Lab; study skill/ learning strategy assessment and support; academic and personal workshops; and academic intervention programs for students who go on probation. The Center is located in the lower level of Alumnae Hall.

Tutorial Program

With extensive hours and a friendly, welcoming atmosphere, Misericordia University's tutorial program is widely used by students at all levels who wish course-specific help or the experience of guided group study. Trained peer tutors offer one-on-one or small group instruction during day and evening hours; and a supportive professional staff is on hand to offer help with study skills, test-taking and time management. Tutoring sign-up forms are available in the Learning Resource Center located on the lower level of Alumnae Hall; there is no fee for services.

Library Services

The Mary Kintz Bevevino Library, named in honor of the alumna who graduated in the class of 1987, is located at the heart of the campus between Mercy Hall and the McHale and Gildea Residence Halls.

The library's mission is to provide research and instructional support to students, faculty, and staff. The library provides comprehensive resources to support the University curriculum. Library staff are always available and ready to assist students with all their research needs consistent with the Misericordia objectives of providing quality academics, professional preparation, and service leadership.

Whether patrons are seeking research assistance, available computer workstations, group study areas, or just a quiet place to read and reflect, the library facilities are designed to meet your needs.

Every fall the library has an open house to introduce students to the library staff and to learn about the library resources and services in a friendly environment.

Library Hours

The library's schedule accommodates the academic schedule of the

University. Library hours are posted on the library website. Hours are extended for Weekend University and are subject to change during semester breaks and University holidays.

Holdings

The Mary Kintz Bevevino library contains more than 73,000 volumes including circulating books, reference resources, and juvenile titles as well as more than 2,800 videos/DVDs. The library subscribes to approximately 600 journals and most major newspapers.

Library Catalog

The library's online catalog, available from the library's homepage at www.misericordia.edu/library, can be searched by author, title, subject, keyword, and advanced searching. Students may also use the library catalog to search for materials that professors put on course reserves. The Mary Kintz Bevevino Library uses the Dewey Decimal Classification System. Floor plans are available on the web site to indicate where materials are shelved.

Circulation

Students must present a valid Misericordia University ID at the circulation desk in order to borrow library materials. Friends of the Library membership includes borrowing privileges for the general public. Information on loan periods and borrowing privileges is available on the library's web site. Materials may be renewed once either in person, by telephone, or online. Fines will be assessed for materials that are overdue.

Reference and Periodicals

The Reference area is located on the second floor of the library. Librarians and staff are available to provide research assistance. Reference staff can assist with constructing a search strategy, identifying appropriate resources, and helping to find information in the collection, in electronic resources, or on the Internet. The library provides numerous databases that contain citations, abstracts, and/or full-text to scholarly journals, trade publications, popular magazines, newspapers, and other periodicals that are needed by students to complete successful research projects. Access to databases is available both on and off-campus. For assistance with access to databases or other research help, call the reference desk at 674-6352.

Periodicals are located on the 2nd floor and are shelved alphabetically by title and arranged chronologically by date. Back files may appear in microfilm. Microfilm readers are located near the periodicals section. Reference staff can assist with accessing articles in periodicals or using microfilm equipment.

Laptops and Wireless

The library has a limited number of laptops that can be checked out for in-library use only. Wireless is available throughout the library and can be used by students borrowing a laptop or bringing their own to the library.

Copying and Printing

Copiers and printers are available for student use. Computer workstations in the library are networked to printers and printing is available through the wireless network for laptops.

Copiers are located on the 1st and 2nd floors. Color copiers are also available. The library charges for copying. A fee structure is available on the library's web pages.

Direct Borrowing

Misericordia is a member of the Northeastern Pennsylvania Library Network (NPLN), the area consortium of regional academic and public libraries. These library collections can be searched from links from the Mary Kintz Bevevino Library web pages. Misericordia students may borrow materials from other member libraries by showing a valid Misericordia ID at the lending institution. Materials must be returned directly to the lending library. Overdue fines or charges are the responsibility of the individual borrower.

Misericordia has reciprocal borrowing privileges with several HILLNEPP libraries, a consortium of local medical libraries.

Interlibrary Loans

The Mary Kintz Bevevino Library participates in interlibrary loan. If students are unable to find the materials they need in the library, the Interlibrary Loan Specialist will attempt to borrow the material from another library. Interlibrary loan forms are available online from the

library's web pages. While some materials can arrive promptly, others may take a considerable amount of time, so students should plan their research accordingly. Some libraries will charge to lend materials; the student must accept these fees before the Interlibrary Loan Specialist will order the materials. The loan period for books is 21 days. The student is responsible for any late fines accrued through the lending institution. Interlibrary loan policies and procedures can be accessed through the library web pages.

Archives

The Sr. Mary Carmel McGarigle Archives, named for Misericordia's first archivist, are located on the 3rd floor of the library. The archives consists of materials relating to the founding and history of Misericordia University. The archives web site provides links to numerous resources and a photo exhibition of Back Mountain history.

Compressed Schedule

In case of inclement weather, the following schedule may be followed. Check CM Central, call the weather hotline at 674-6311 or tune to local TV and radio stations for information.

	Current Schedule	Compressed Schedule
Monday	8:00–8:50	10:00–10:40
Wednesday	9:00–9:50	10:50–11:30
Friday	10:00–10:50	11:40–12:20
	11:00–11:50	12:30–1:10
	Lunch/Meeting Time	1:15–1:55
	1:30–2:20	2:05–2:45
	2:30–3:20	2:55–3:35
Monday	3:30–4:45	3:45–4:45
Wednesday		
Tuesday	8:00–9:15	10:00–11:00
Thursday	9:30–10:45	11:10–12:10
	11:00–12:15	12:20–1:20
	12:30–1:45	1:30–2:30
	2:00–3:15	2:40–3:40
	3:30–4:45	3:50–4:50

*Tuesday/Thursday classes lose 15 minutes per class and Monday/
Wednesday/Friday lose 10 minutes per class.*

Saturday	8:00–12:00	9:30–12:30
Sunday	1:00–5:00	1:00–4:00

Hot Line Number

For commuters, faculty, and staff to call in the event of snow storms and class cancellations:
674-6311 or extension 6311

Misericordia University Honor Societies

Alpha Chi

Alpha Chi is an academic honor society. Membership is limited to juniors and seniors in the Physical Therapy program who are in the top 10% of their class. The society's motto is "Making scholarship effective for good."

Alpha Delta Mu

Misericordia University sponsors the Epsilon Chapter of Alpha Delta Mu, the Honor Society in Social Work.

Alpha Sigma Lambda

Alpha Sigma Lambda is the Honor Society for adult students. For eligibility, students must have completed a minimum of 30 credits at Misericordia on a part-time basis and must rank in the top 10% of the graduating class. For more information, contact the Center for Adult and Continuing Education.

Chi Alpha Epsilon

Chi Alpha Epsilon is a national honor society for students who are members of the ACT 101 Program, and who meet a specific GPA requirement. Its purpose is to promote high academic standards, foster increased communication among its members, and honor the academic excellence of its members.

Delta Epsilon Sigma

Delta Epsilon Sigma is a general honors society crossing all disciplines

and incorporating the top students in member institutions. The Beta Chapter has been sponsored by the University since 1942. A GPA of 3.60 is required for nomination.

Kappa Delta Pi

Kappa Delta Pi recognizes students inducted into the International Honor Society in Education.

Kappa Gamma Pi

Kappa Gamma Pi is the National Catholic College Graduate Honor Society. It is to set a high standard of character, scholarship, service, and leadership by honoring those students who, during their campus years, have demonstrated scholarly endeavor and campus leadership.

Lambda Iota Tau

National Literary Honor Society membership is based on scholarship.

Lambda Nu

Lambda Nu is a national honor society for the radiologic and imaging sciences. Its objectives are to:

- foster academic scholarship at the highest academic levels,
- promote research and investigation in the radiologic and imaging sciences, and
- recognize exemplary scholarship.

Phi Alpha Theta

The Phi Alpha Theta National Honor Society in history recognizes students for overall academic achievement in addition to outstanding academic accomplishment in history.

Psi Chi

The Psi Chi Honor Society recognizes students for scholarship and achievement in psychology.

Pi Theta Epsilon

Pi Theta Epsilon, the National Occupational Therapy Honor Society, was formed to recognize and encourage scholarship and service involvement of occupational therapy students.

Sigma Theta Tau

The Misericordia University Nursing Honor Society is a society organized to encourage and recognize superior academic and/or leadership achievement of students in the field of nursing.

Who's Who Among Students in American Universities and Colleges
Who's Who Among Students in American Universities and Colleges is a national program honoring outstanding campus leaders for their scholastic and community achievements.

Students who exhibit high academic achievement and community service are selected to receive this honor annually. All fourth-year students are notified of the selection process during the fall semester.

Misericordia University General Information

Bookstore

Textbooks and other school items may be purchased in the University bookstore in the Banks Student Life Center. Cash, VISA, MasterCard, Discover, and checks (with proper identification) are accepted. Except for special events and holidays, the store is open:

Monday and Thursday	8:30am–6:00pm
Tuesday/Wednesday/Friday	8:30am–4:30pm
Saturday	11:00am–2:00pm

Exchanges or cash refunds will be made under the following conditions:

1. The proper sales receipt must be presented for the return and/or exchange of all merchandise, including books.
2. ***Textbooks (fall/spring)*** Must be returned within the first two weeks of class.
Textbooks (summer) Must be returned within the first week of class.
Other merchandise Must be returned within two weeks of the purchase date.
3. Books must be in perfect condition, free from any marks or page,

binding, or cover damage unless purchased used. Paperback novels, dictionaries, reference books, shrink-wrapped or boxed books opened or without the box will not be accepted for refund.

ABSOLUTELY no refunds will be allowed after the return period stated above, including required textbooks which were not used during the semester.

Bus Service

The Luzerne County Transportation Authority includes Misericordia University on its bus route daily, Monday through Saturday. Schedules are available in the vice president of student affairs office.

Printing Services

Printing Services is located in the Facilities Annex on the corner of Lake Street and Center Hill Road. This full service print shop offers a variety of services that include offset printing, monochrome and full color digital printing, copying, bindery operations (cutting, folding, stapling, binding, laminating, etc.) and much more.

Weekday hours 8:30 am–4:30 pm
Phone (570) 674-6241

Student Financial Services

Administrative Regulation and Payment of Tuition and Fees

Misericordia University students are expected to pay their bills in a timely manner. The office of Student Financial Services assists students in meeting their obligations and will discuss reasonable payment schedules in extraordinary cases. In order to assure the collection of money due to the University, students with an unpaid balance for tuition, fees, bookstore charges, library fines, parking fines or any other Misericordia University approved fee or fine will be denied the following privileges or services:

1. Class registration.
2. Participation in graduation ceremonies and the awarding of diplomas. Also, seniors may be denied final exams.
3. Transcript issue.

4. Residence hall reservation privileges.

Definition of Academic Year

Misericordia University defines its academic year as the period of at least 30 weeks of instructional time which begins on the first day of classes in the fall semester and ends on the last day of examinations in the spring semester. During this period, a full-time undergraduate student is expected to complete a minimum of 24 credits.

The Student Financial Services staff is available from 8:30 am to 4:30 pm to discuss individual problems and to advise students in matters regarding financial aid.

Institutional Refund Procedure Relating to Withdrawals

When a student withdraws, he or she must file an official notice of withdrawal with the vice president of student affairs and notify the director of residence life in writing. The percentage of refund is determined by the date the vice president of student affairs receives this official notice. Please refer to the University Catalog for a complete description of the refund policies of the University.

Food Service

Location

The dining hall and the Cougar's Den snack bar are located in the Banks Student Life Center.

Hours

The dining hours are:

Monday through Friday

Hot breakfast	7:00–9:30am
Continental breakfast	9:30–10:30am
Formal lunch	11:00am–1:30pm
Dinner service	4:30–6:30pm

Meal Exchange

Cougar's Den	
Lunch	1:15–3:15pm
Dinner	7:00–9:00pm

Saturday and Sunday

Brunch	11:00am–1:00pm
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Dinner *Monday through Friday* 4:30–5:30pm
Saturday and Sunday 4:30–6:00pm

Due to the expanded meal service periods, meals will be deducted from your meal plan cards in the following way:

Breakfast one meal 7:00–10:30am
Lunch one meal 11:00am–3:15pm
Dinner one meal 4:30–6:30pm

You may not re-enter for meals twice within the same meal period for service, and all foods must be consumed in the dining hall. See the residence life office for meal plan policy.

Non-resident meal prices (dining hall):

Breakfast	\$3.10	9:00–10:30am
Lunch	\$5.00	11:00am–3:15pm
Dinner	\$6.00	4:30–6:30pm

Commuter, faculty, and Weekend University lunch and dinner tickets are available for purchase in the director of food service office. These tickets may be used for the current school year. Tickets are non-transferable and non-refundable.

The food committee is your liaison with the food service office. Your involvement and communication with this committee will help you enhance the quality of service offered to you. The vice president of student affairs' office delegates the time and place for these meetings. Please contact them for information about the next committee meeting. Again, we urge all students to get involved with their food committee.

On a regular basis, food service sponsors theme dinners and specials. After long weekends and/or holidays, the dining hall will reopen with dinner the night before classes resume.

Please remember that all resident students are required to show their meal card before entering the dining hall serving line or entrance will be denied. You may not use another student's meal card; meal cards will be checked at every meal. Food is not allowed out of the dining hall. All

food must be eaten in the dining hall.

A snack bar is located within the Cougar's Den coffeehouse in the Banks Student Life Center.

Food service hours for the Cougar's Den

Monday through Friday	9:00am–11:00pm
Saturday and Sunday	4:00–11:00pm

The Cougar's Den has a variety of menu items which is posted within the snack bar. The main attraction in the Cougar's Den is Pizza Express, where you can purchase fresh, fast, and delicious homemade pizza without leaving campus. The grill in the Cougar's Den closes at 10:30pm.

Post Office

The post office is located in Banks Student Life Center. It is an official contract branch of the United States Postal Service.

Here are some important things to note about the post office at CM.

- Open Monday through Friday, 8:30am to 4:30pm
- Closed Saturday and Sunday.
- Out-going mail is picked up by the Dallas post office at 4:00pm daily, Monday through Friday.
- All mail is delivered to residents and commuter boxes by noon daily.
- USPS is delivered after 9:00am daily
- Fed Ex is delivered after 10:30am daily
- UPS is delivered after 1:30 daily
- DHL is delivered as warranted

Students will be notified of delivery through written notification in their mailbox.

- Services offered include the same as any USPS Postal Office. These include, but are not limited to: money orders, stamps, priority, express, media, certified, insured and registered mail. UPS and Fed Ex Service are also available.

- Express Mail must be received to the post office no later than 12 noon for next-day service.
- Money orders sold after 3:00pm will be dated the next business day.
- Mail addressed to you should follow this format:
Jane Smith
Misericordia University
301 Lake Street, Box 42
Dallas, PA 18612-1090

Please do not use room numbers on your address.

The University does not assume responsibility for lost or stolen mail.

Forwarding addresses should be supplied to the post office six weeks before the end of any given term. Publishers of magazines, newspapers, etc. should also be notified six weeks in advance of change of address.

Please make sure that all mail sent out has the correct return address and box number. If mail is returned, the post office can properly identify the person who has sent the letter and return it.

There is a \$5 charge for lost mailbox keys.

At the end of the school year, all mailbox keys must be returned to the campus post office. Students will be charged \$50 if the key is not returned by the end of the current term.

Campus Safety

The campus safety office is located in office #9, Mercy Hall. The department maintains a 24-hour, seven-day-a-week communication and security dispatch system at this location. The department is comprised of the director, one associate director, two safety supervisors and 13 full- and part-time safety officers. Officers are trained in basic emergency procedures, first aid, CPR, and automatic external defibrillator (AED). Officers have detaining powers, but do not carry weapons or make arrests. Officers patrol the campus on foot and in a vehicle.

The safety department cooperates with federal, state, and local law enforcement. The safety department maintains a good working relationship with the Dallas Township Police Department.

It is Misericordia University's policy to protect the rights of all individuals and foster a safe environment for all students, employees, and visitors. Each member of the community has the right to be free from victimization and all members are expected and required to comply with all federal, state, and local laws. Each and every member of the community who is victimized by, observes, or has knowledge of a criminal incident or any emergency should immediately report such an incident to the campus safety department at 674-6300. The safety department makes timely warnings as needed to the University community regarding criminal activity. It will apprise every victim that violations of the law can be referred to the Dallas Township Police Department for criminal prosecution at their request. The safety department will investigate all complaints.

Victims and witnesses can report crimes on a voluntary, confidential basis for making timely warnings and for inclusion in crime statistics to a member of the University's counseling department.

The department also maintains a daily crime log, which is on display in the campus safety office. Crime statistics are available at www.misericordia.edu/safety. The log is a record of all crimes reported to the campus safety department. This log, which is open for public inspection, lists the nature, date, time, and location of each crime occurring on campus and the disposition. The campus safety department files a Uniform Crime Report to the Pennsylvania State Police annually. The crime statistics are also published by the campus safety department for a three-year period and are available in the Campus Safety Handbook and distributed annually to all enrolled students and current employees.

Misericordia University provides educational programs on drug and alcohol abuse through the substance abuse counselor's office. The University also offers programs regarding sexual assault prevention through the Counseling Center. Procedures to follow after a sexual assault are detailed in the Misericordia University "Sexual Assault Booklet." Crime prevention suggestions are offered in the Campus Safety Booklet.

Other security measures are:

CARE Criminal Alert Reporting Extension: 6292, off-campus: 674-6292, which allows any person to anonymously contact campus safety to report criminal or suspicious activity occurring on the University Campus or in the community.

Escort Service Campus safety officers provide dusk-to-dawn service on the campus grounds.

Security Blotter A listing of incidents occurring on the campus is published in the University newspaper, The Highlander.

Vehicle Registration

All students and employees who wish to park and operate a motor vehicle on campus must register their vehicles with the campus safety department. Persons intending to use more than one vehicle must register each vehicle separately. The normal period for vehicle registration is the first two weeks of the fall semester. However, a vehicle, including motorcycles, should be registered immediately upon arrival on campus regardless of the intended period of use.

The \$25 fee for the non-transferrable parking permit entitles the operator to a parking privilege on campus. Parking is available on a first-come, first-served basis in any of the lots identified to accommodate a specific permit designation. Student parking permits expire at the end of the spring semester and must be renewed during the fall semester. A \$5 replacement fee will be charged for lost parking permits.

Parking and Operation of a Motor Vehicle

Parking and operation of a motor vehicle must conform to the laws of the Commonwealth of Pennsylvania and the ordinances of Dallas Township. Abandoned and illegally parked vehicles on University property will be removed in accordance with Section 3353 of the Pennsylvania Vehicle Code. Copies of the University Motor Vehicle Regulations are available in the campus safety office. The campus speed limit is 15mph. Miniature motorcycles known as “pocket rockets” are banned from campus for safety reasons.

First-year Resident Parking

First-year resident students are not permitted to register or park a vehicle on campus. Individual exceptions may be granted on a need basis through the vice president of student affairs office.

The following are not permitted:

1. Parking in a no parking zone
2. Parking in a fire lane
3. Parking in a handicapped zone without proper authorization; this will result in a \$50 fine
4. Parking on a sidewalk
5. Blocking a driveway
6. Obstructing traffic
7. Invalid use of visitors' spaces
8. Parking an unregistered vehicle on University property
9. Parking in an unauthorized lot/permit violation.

During snow removal, students and employees may be directed to move their vehicles to lots which have been cleared. Advance notice will be provided via e-mail and CM Central. Failure to move a vehicle upon request may result in the vehicle being towed at the owner's expense, and will result in a \$100 parking fine.

All fines must be paid to the student accounts office, first floor of Mercy Hall. Fines will be charged against the registrant of the vehicle unless the operator at the time of the violation is identified. Fines not paid will be assessed to the individual's account and considered as any other amount owed to the University. Fourth and subsequent violations may result in the vehicle being towed at the owner's expense or the parking privilege suspended or revoked.

Parking appeals will be held on a monthly basis and will be coordinated through the student government office, the Banks Student Life Center. Appeals must be made within five days of the violation. Appeals received after the five day period will not be considered.

All motor vehicles operated on or parked on University property are done so at owners' risk. The University assumes no responsibility for

damage or loss by fire, theft, accident, or vandalism, or damage by campus safety when assistance is given at a student's request. If students or employees have problems with their vehicles, campus safety may assist them only if other procedures, such as contacting AAA, family members or locksmiths, fail. Campus safety may assist by issuing a battery booster. Campus safety will sign out the battery booster to the person with proper identification, such as a driver's license or a CM ID card.

Student IDs

The student help desk on the ground floor of Mercy Hall issues ID cards to all incoming students.

Students shall possess their IDs at all times and present their IDs to a campus safety officer upon request. A \$10 replacement fee will be charged for lost cards.

Lost and Found

The department of campus safety maintains a lost and found service. Found articles will be retained until the end of the academic year. Articles not claimed by the conclusion of the academic year will be given to Campus Ministry. Please report any lost or found articles to the campus safety office.

Misericordia University is not responsible for misplaced, lost, stolen, or destroyed items. Lost and found items are posted on the portal under "campus services", campus safety section.

Switchboard

The switchboard is located on the first floor of Mercy Hall. It is open 8:30am to 4:30pm, Monday through Friday, except for holidays. After 4:30pm, emergency calls are accepted by campus safety. Public telephones are available in each building, including residence halls.

Phone service is provided to the student in each residence hall room. It is the student's responsibility to bring their own phone and to inform parents, friends, and others of private phone numbers. The University cannot release addresses or phone numbers of students.

Vending Machines

Food, beverage, and change machines are located in the Banks Student Life Center for your convenience. Other vending machines can be found in residence halls, Alumnae Hall, Hafey-McCormick Science Hall, Mercy Hall, and the Anderson Sports and Health Center on the ground floors.

Vending machines are the property of the vendor; care of the machines is the responsibility of the user. Appropriate charges will be made to cover the cost of any damage to the machines. Constant misuse of vending machines will result in the machine's removal.

Complaints regarding the vending machines or requests for refunds should be taken to the office of adult education and/or the food service manager in the dining hall.

Misericordia University Student Services

Student Service Division

Statement of Purpose

The division of student services is committed to creating a hospitable, challenging, and meaningful environment. We provide a comprehensive blend of opportunities which allows students the freedom to explore values; experience community; respect differences; grow spiritually, socially, and emotionally; and enhance physical and intellectual development.

Through a demonstration of compassion in both attitude and service, we encourage students to make positive contributions to society.

Ally Program

An Ally is one who works to end oppression/discrimination of the lesbian, gay, bisexual, trans-gendered population in his/her personal and professional life through support of, and advocate with, and for the LGBT population.

The Ally Program was established by the vice president of student affairs and is intended to support the LGBT population on the campus by:

- Offering access to faculty, staff, and students who support

individuals for who they are as individuals (i.e. safe persons)

- Offering opportunities for confidential discussion
- Raising awareness and offering educational experiences/ opportunities regarding LGBT issues to all members of the University community
- Providing resource information

To identify an Ally member, look for a rainbow triangle.

Athletics

Anderson Sports and Health Center

Misericordia University encourages all students to be involved in intramural and intercollegiate athletics. The intramural program includes activities for men and women in flag football, soccer, volleyball, basketball, softball, tennis, bowling, aerobics, and billiards.

The intercollegiate athletic program offers competitive opportunities for women in field hockey, soccer, volleyball, basketball, softball, tennis, cross-country, cheerleading, swimming, lacrosse, and track and field. Men compete at the intercollegiate level in basketball, baseball, cross-country, golf, soccer, swimming, lacrosse and track and field.

The University retains membership in the NCAA Division III and subscribes to its principles, policies, and regulations.

A comprehensive statement of all athletic policies is found in the publication titled Misericordia University Student Athlete Handbook. This publication is available through the office of the director of athletics. A copy of this handbook is made available to all student athletes and can be obtained by others who are interested.

The Anderson Sports and Health Center is an 80,000 square foot complex which serves the academic, athletic, and recreational needs of the University. Students are encouraged to make use of the gymnasium, racquetball courts, dance/aerobic studio, fitness center, and swimming pool.

With the exception of the swimming pool, athletic facilities are open according to the following schedule.

Monday through Friday	8:30am–10:30pm
Saturday	12:00–6:00pm
Sunday	1:00pm–10:30pm

The swimming pool is open according to hours posted.

Campus Ministry

Campus Ministry advocates a spirituality that incorporates service, justice, mutuality and freedom. Students of all faiths serve as the coordinators of all ministries and are empowered to take leadership roles that respond to the whole community of the college.

Campus Ministry works to promote the Catholic identity of the University and is grounded in the charisms of the Sisters of Mercy: Service, Justice, Mercy and Hospitality.

People of all faiths are always welcome to all experiences of worship and prayer, service opportunities and programs of personal and spiritual development. The Campus Ministry Center offers a place for conversation, discussion and relaxation. Spiritual and religious advice and counseling are available from the directors. Any students looking for how to contact other local congregations and synagogues will find assistance in Campus Ministry.

There are various opportunities for students to become involved in Campus Ministry:

Campus Worship

- Eucharistic Bread Baking
- Eucharistic Ministers
- Liturgical choir
- Liturgical planning
- Readers
- Sacristans

Personal Growth and Education

- RCIA *Rite of Christian Initiation of Adults*
- Retreats
- Soup and stories
- Spirituality on Tap
- Spring break service trips

Service to Others

- Adopt-a-Friend
- Adopt-a-Grandparent
- College Kids
- Habitat for Humanity
- International Service Experiences
- Krafts for Kids
- Salt and Light Social Justice
- Soup Kitchen

Mass Times and Reconciliation

All Catholic liturgies are celebrated in the University Chapel unless otherwise noted. Times and days of masses are listed below:

- Weekend masses are celebrated at 4:00pm Saturday, and 12:30pm and 7:00pm on Sunday.
- The usual time for weekday liturgy is 12:05pm.
- The Sacrament of Reconciliation is celebrated a half-hour before all weekend masses or anytime upon request, with additional opportunities during Advent and Lent.

Campus Ministry is located in the Banks Student Life Center. Presently, the Ministry team consists of Fr. Michael Bryant, Chris Somers, Georgia Young, and a board of students who coordinate the various ministry programs.

Office Phone Numbers and On-campus Extensions:

Father Michael Bryant 674-6315, ext. 6315

Chris Somers 674-6314, ext. 6314
Georgia Young 674-6495, ext. 6495

Counseling Services

Counseling services are available to all full and part-time undergraduate and graduate students. Services include individual counseling, group counseling, consultation services, referral services, and crisis intervention. Counselors also offer workshops on a variety of personal development topics and issues throughout the academic year. All services are free of charge and all counseling contacts are confidential. Records of counseling contacts are kept separate from a student's medical or academic records.

The focus of University counseling services is on personal and life development. Issues addressed through our services typically include problems such as stress management, test anxiety, general anxiety, depression, eating issues, substance abuse, relationship problems, and family problems. Students who present issues that need a more intensive, long-term treatment approach are offered off-campus referral sources where their needs can be more adequately addressed.

The counseling staff includes a Licensed Psychologist, a Masters-level Licensed Professional Counselor, a Certified Addictions Specialist, a Registered Dietitian Consultant, Student Peer Advocates, and Student Peer Educators. The Counseling Center is located on the ground floor of Alumnae Hall. Our hours are 8:30 am to 4:30 pm and appointments may be made by calling 674-6408 or by coming down to the Center. Evening and weekend appointments are available as needed. A counselor is available 24 hours a day for emergencies. Students may access the counselor on call after hours by contacting the Office of Safety and Security at 674-6300 or by making the request through a resident assistant (RA). Students do not have to identify the reason for requesting the counselor on call.

Faculty, staff, and students who wish to refer a student for counseling services may contact the Director, Dr. Cindy March, at 674-6366, or in the case of immediate need, may walk the student to the Center to access a counselor in a more timely manner.

Health Center

Services provided by the health care providers at the Student Health

Center are free to students. Prescription medication may be obtained at one of the four local pharmacies, and incurred expenses may be billed to the student's home address.

The Health Center is a state-of-the-art facility providing first aid, assessment, and treatment of the common illnesses. Referral for more serious health conditions, temporary care until transfer can be arranged to local medical facility, residence hall visits when appropriate, health counseling and education, maintenance of health records, and assistance with student athletic insurance claims, are provided at no cost to the student.

The Health Center requires a medical history, physical examination, and immunization record to be completed and submitted by all new and transfer students before the start of the student's first semester of attendance. It is required that all resident students receive menomune (meningitis), hepatitis, and MMR 2 immunizations prior to beginning their University career. Students enrolled in health science majors (nursing, physical therapy, occupational therapy, speech-language pathology, medical imaging and sonography) have additional yearly requirements as mandated by their respective divisions. Menomune is required by law.

Students requiring hospitalization or those afflicted with acute or long term illness that requires several days in bed and restriction from class will be required to return to their homes at the discretion of the Health Care Provider and director of the health center until activity and class attendance can be resumed. For the safety of all students, it is required that students diagnosed with a communicable disease (measles, chickenpox) should be sent home. Permission to return to campus must be provided in writing from the student's healthcare provider.

The Health Center's self-care room is designed as a teaching model to encourage independence in the student population. Brochures, educational displays and videos are available for student instruction. Limited over-the-counter medications are available free of charge.

The Student Health Center counsels on personal issues and provides informational materials to help students assess their own health needs. This includes, but is not limited to, breast self-exams and urinary tract,

menstrual, and gynecological problems. Counseling on anxieties of possible exposure to STD and/or HIV is available for men and women. Call the Center to arrange an appointment with a nurse practitioner.

Additional services are also available. They include nursing assessment, treatment and follow-up; referrals to specialists; arrangement of medical appointments and testing; physical exams; assistance with dispensing or injection of medication; allergy injections administered under strict protocol; TB skin testing; and medical equipment for short term use (ice bags, crutches, heating pads, vaporizers, and ace bandages). Students will be billed for equipment not returned.

All full-time students are required annually to enroll in a University health insurance plan or provide a photocopied proof of membership coverage in their parent's health insurance plan. Information on a University health insurance plan is available at the office of the vice president of student affairs.

Student Health Center Hours

Monday through Friday 9:00 am–4:30 pm

Nurse Practitioner Hours

Monday and Thursday 9:30 am-11:00 am

Clinic Hours

Wednesday and Friday 11:30 am–12:30 pm

Please contact the Center for health care provider and nurse practitioner appointments.

Phone (570) 674-6276

Insalaco Center for Career Development

Preparing for a successful future demands more than just obtaining a quality education. Truly successful students begin to develop career planning competency as first-year students and build upon this throughout their academic and professional lives. The Insalaco Center for Career Development provides the resources and assistance necessary to turn academic achievement into career opportunity.

Recognizing that the world of work requires life-long learning, the Insalaco Center promotes the development of short-range goals as part of long-range career plans. This approach helps ensure that students build flexibility into their career plans. The Center serves all CM students and alumni with its state-of-the-art career resource library and team of professional staff. The mission of the Center is to prepare students for employment, graduate school or professional school and to manage their careers throughout their working lives.

The Insalaco Center coordinates the Guaranteed Placement Program, which is designed to connect students' academic and co-curricular learning in order to position them for success in today's, and tomorrow's, job markets.

The Center provides the following services:

- Individual career consultations
- The Choice Program for undeclared students
- Career assessment
- Non-curriculum required experiential education (shadowing, internship, externship, part-time, and summer jobs)
- Graduate and professional school advising
- Employment skill development and training
- Recruitment services
- Study abroad advising
- Work-study placements on campus
- A career resource library housing hundreds of print and technical career development resources.

For more information about the Insalaco Center for Career Development, visit our office in Room 10 on the first floor of McAuley Hall, phone (570) 674-6409, or e-mail brushmer@misericordia.edu. You can also visit online at www.misericordia.edu/career.

Student Leadership Transcript

The Student Leadership Transcript (SLT) at Misericordia University affords all students the opportunity to compile a record of their extra-curricular involvement and achievements. Students will work closely

with the Insalaco Center for Career Development to develop their personal record of leadership development over the course of their four/ five years at Misericordia University. The SLT, along with their academic transcript, will be issued to all prospective employees and graduate schools at the request of students.

Commuter Services

Services for commuter students are coordinated by the dean of students. Student lounges are located in Alumnae Hall and in the Banks Student Life Center and the ground floor of Mercy Hall. The student lounge in Alumnae Hall is a study area, lounge, and cooking facility. All lounges are non-smoking and are open during a wide variety of hours to meet the needs of traditional, evening, weekend, and part-time commuter students.

Communication is very important at Misericordia University. The University portal, CM Central, is used extensively to communicate with this unique population. CM Central can be accessed both on- and off-campus. A bulletin board is located in the Banks Student Life Center across from the commuter mailboxes. A commuter bulletin board is available on the ground floor of Mercy Hall and on channel 10 on any University television to further communicate items of interest to commuters.

Commuter students are encouraged to become involved in the Commuter Council, an organization established to express the opinion and needs of commuter students. Monthly meetings are held in one of the Lounges. The time and place will be posted on channel 10 or on CM Central. Commuters are encouraged to participate in all campus activities and services.

Commuter meal plans are available through the student accounts office. The Cougar's Den Snack Bar, located along the side of the dining hall in Banks Student Life Center, is open for socializing and food service. Contact student accounts at 674-6429 for more information regarding meal plans.

For information or updates on the current weather conditions and how they will affect school closing, and for class cancellations, school closing, or delays, commuters may call:
Commuter Hot Line (570) 674-6311 as early as 6:00am

In addition, local news and radio stations will broadcast information concerning school closing or delays. This information is also found on CM Central.

Residence Life

Policies and Procedures

The office of residence life works to improve the quality of life in campus residence halls and to promote personal development through community living experiences. The office, through its staff of resident hall directors and resident assistants, can address student concerns, ranging from roommate difficulties to the physical condition of a student's room. The staff also provides residents with a wide range of recreational, educational, and cultural programs to enrich their experience. Administrative functions, such as housing assignments and replacing keys, are also handled by this office.

The University operates six residential facilities:

- Gildea Hall, consisting of apartment-like suites, is the University's newest facility for upper-class students. Co-ed by unit, students live in three-, six-, or seven-person suites.
- McHale Hall, a traditional residence hall, houses first year students. It is co-ed by floor/wing.
- Alumnae Hall, a traditional co-ed residence hall, houses both first-year and upper-class residents.
- Townhouses are for upper-class students and are self-contained units with kitchen facilities. They are co-ed by unit, and each houses six residents.
- Two co-ed houses on Lake Street are for upper-class students and have full kitchen/laundry facilities.

The environment in the residential areas is one of living and learning. A vital part of the student's total educational experiences is the relationships that develop from living and sharing with others in the residence halls/houses. Resident students participate in making decisions affecting their environment, and are assisted by the Residence

Life staff members who work in unison with the students to maintain an environment conducive to academic success and personal growth. Each of the rooms is furnished with beds, desks, bureaus, and closets, and is conveniently located to other areas of campus. Each building also offers study rooms, laundry facilities, kitchenettes, cable television, phone services, Internet access, and recreational lounges.

University Residence Regulations

The following regulations apply to all CM students living in the residence halls. These policies are not designed to limit personal freedom but to create and promote an environment conducive to study and personal growth. The success of the residential program depends on the willingness of each resident to accept responsibility for themselves and for others in the community.

Alcohol

Alcohol is not permitted in McHale Hall or any public area on campus. Alcohol is restricted to use in private rooms by those who are of legal age (21). Kegs or beer balls are not permitted in residence hall rooms. Admission may not be charged for parties serving alcohol nor may alcohol be freely distributed without charge. Those hosting parties are responsible for the behavior of their guests and the enforcement of the University alcohol policy. Doors to student rooms must be closed when alcohol is legally being used. The possession or consumption of alcohol may not occur in the presence of minors. Underage individuals may not be in locations where alcohol is present or being consumed by those of age. Refer to the alcohol policy in this handbook.

Antennas and Appliances

Residents are not permitted to install outdoor antennas or other devices on the exterior of any University residence or in adjacent trees or shrubbery. Under no circumstances should the electrical wiring in a room be altered. Installation or alteration of electrical equipment and/or splicing cable lines is prohibited. Fires in student rooms have resulted from electrical defects or careless use of electrical appliances. The following are the ONLY appliances which may be operated in student rooms: clocks, fans, hair dryers, curling irons, electric curlers, hot pots (must have closed heating elements), popcorn poppers, small refrigerators (4.6 cu. ft.), small microwaves (.9 cu. ft.), radios, shavers, stereo equipment, televisions, computers, printers, VCRs, and answering

machines. Electrical appliances not included on this list are not allowed and may be confiscated and stored at the student's expense. No appliance may have an exposed heating element. All appliances must be UL approved. Halogen lamps are strictly prohibited.

Bicycles and Hall Sports

For safety reasons, bikes may not be parked or stored in stairwells, lounges, or public areas. Bicycles may not be ridden in the residence halls and sports or sport-like activities of any kind are strictly prohibited from being played inside the residence halls. Motorcycles and mopeds may not be operated or stored in the University residences. Contact the University safety office for information on the registration and parking of bicycles and motor vehicles.

Bunkbeds, Lofts, and Waterbeds

Due to safety issues, lofts or bunkbeds are not permitted in University residences unless they have been provided by the University. The danger of water damage and structural damage due to excessive weight on the floors prohibits waterbeds.

Candles

The use of candles, potpourri, and incense burners are not permitted due to the danger of open flame. Only candles with unburned wicks used for decorative purposes will be allowed. Violations are subject to fines:

First Offense:

\$25 per candle and confiscation of candles

Second Offense:

\$50 per candle and confiscation of candles

Cleanliness

All students are expected to keep their rooms clean. If the University personnel deems a room/suite/townhouse unclean/unsanitary, a warning will be issued. If in 24 hours the room is not cleaned, the student will receive a \$100 fine. Warnings do not apply at breaks or end of year closing.

Cohabitation

Cohabitation (members of the opposite sex living together) within the residence halls is strictly prohibited. There are no housing facilities available for married students on campus.

Compliance

Members of the residence life staff (RDs and RAs) are considered to be University officials. As such, failure to comply with their directives will be just cause for disciplinary measures to be taken.

Consolidation of Vacancies

When vacancies occur in a student room, the remaining student is required to accept another roommate or be reassigned to another room. Students in suites of townhouses must maintain the stated minimum occupancy or may be removed from the area. The director of residence life reserves the right to make any necessary changes in roommates and room assignments.

Damage Billing

Damage to rooms or common areas in the residence halls beyond normal wear and tear will be charged to the students. If those responsible are not determined, then the cost will be equally divided among the roommates and/or those living in the wing, floor, or building. Students responsible for excessive damage will be subject to severe disciplinary action. The director of residence life reserves the right to refuse, revoke, suspend, or reassign housing of a student or group of students based on inappropriate behavior or damages.

Door Keys and Locks

Students are responsible for the care of the keys that are issued to them by the office of residence life. Lost keys will be billed to the student at the rate of \$35 for a room key and \$600 for a building key. Trying to duplicate keys or giving keys to others is strictly prohibited and will result in disciplinary action. If keys have been temporarily misplaced, a set of keys can be issued for no more than three days. After three days, the fees will be automatically charged to the student's account if the keys are not returned. To obtain temporary or replacement keys, students need to go to the Campus Safety office.

Drugs

Possession, cultivation, sale, distribution and/or use of illegal drugs is prohibited, in accordance with federal, state, and local statutes. The possession of drug paraphernalia is illegal in Pennsylvania. Violation of this policy is a sufficient cause for removal from the residence halls. Refer to the drug policies in this handbook.

Electrical Power Failure

In the event of a power failure, emergency hallway lights will be activated. Residents are advised to have a flashlight available during a blackout. As in all emergency situations, residents should remain calm. Residence hall staff will give further instructions during an emergency.

Exit Doors

All corridor and exit doors must be kept free of all items. Exit doors should never be blocked or propped open. This is in keeping with insurance underwriters' and state fire inspection regulations. In Gildea Hall, the suite doors also act as fire doors and should never be blocked or propped open. For safety purposes, students should not allow strangers to enter the residence halls. Guests may use phones at the front door to gain admittance.

Extension Cords and Electrical Outlets

Residents should not use electrical extension cords more than eight feet long or use four-way plugs in the outlets, as both practices may cause an electrical overload and fire hazard. All electrical extension cords and power strips with built in surge protectors must be UL listed.

Floor Meetings

Because of the pertinent information that is distributed at these scheduled meetings, all residents are required to attend them. Missed meetings will impact room lottery. The RD must be contacted for any exceptions.

Guests and Visitation

A guest may stay no more than two consecutive weekend nights and at no time should a roommate be displaced by visitors. Students are expected to register their guests with a residence life staff member at least two days prior to visit. Guests must reside with a host or hostess of the same sex and are required to observe the policies of the residence

hall. The host or hostess is responsible for informing the guest of University policies and is also responsible for the conduct and behavior of the guest in the residence hall. Visitation is from 9:00 am to 2:00 am to assure the privacy of the occupants of the room outside of this time period.

Non-University guests are expected to sign in and to leave an ID with the front desk attendants on special event weekends. If abused, visitation privileges may be revoked or limited by the director of residence life. Weekend overnight visitors must be at least 16 years old unless they are attending a special University-wide event that younger siblings are encouraged to attend. All visitors under the age of 18 must have signed parental consent.

Kitchen Facilities and Cooking

Full kitchen facilities are available in most residences. Be sure to clean up after using the kitchen to avoid common-area billing.

Lounges and Furnishings

Lounge furnishings are provided for the use of all residents and guests for programs or study. Residents must not move lounge furniture from its location in the residence halls. The taking of such furniture is considered theft and will result in disciplinary action.

Meal Plans

It is the policy of the University that all resident students must be on the meal program. All first-year students may choose one of two plans:

- The 265 meal plan with 55 Cougar points
- 190 meal plan with 80 Cougar points

Upper-class students may elect:

- 265 meals with 55 Cougar points
- 190 meals with 80 Cougar points
- 125 meals with 75 Cougar points

The students residing in the townhouses and Lake Street houses may also select a 75 meal plan with 50 Cougar points.

Residents may add flex dollars to their meal plan for purchases at the

Cougar's Den. Flex dollars can be purchased at the Student Financial Services office.

No exceptions will be made or requests taken to be removed completely from the meal plan program. Students can change their meal plan selection only within the first two weeks of each semester. Selected meal plans will be in effect for the entire academic year. For more details on meal plans, please contact the Student Financial Services office in Mercy Hall.

Medical Single Rooms

A limited number of medical single rooms are available for residents. Approved medical reasons must be documented and on file with the Student Health Center and the office of Residence Life. The Residence Life office in conjunction with the Health Center, and/or ADA compliance officer, reserves the right to judge whether a specific medical problem warrants a single room and an additional fee may apply.

Paint, Washable Paint

Painting of individual rooms (doors, door frames, windows, walls, etc.) is not permitted. However, special consideration by the residence life office may be granted for certain pre-approved building beautification projects. Interested student groups must obtain the appropriate paperwork and approval from the Residence Life office.

Personal Property

The University assumes no responsibility for insurance on personal property of students. Any student who wishes to have this kind of protection must make his/her own arrangements. Under no circumstances is the University responsible for losses in cases of fire, theft, water damage, and similar occurrences. Students are advised to leave valuable articles at home.

Pets

For reasons of sanitation, noise, and potential health problems, all pets (including hamsters, aquatic frogs, turtles, etc.) are strictly prohibited. Fish in a bowl or aquarium, which cannot exceed a 20-gallon capacity, are permitted. All prohibited pets brought onto campus must be removed within 24 hours and the room will be fined \$100.

Quiet Hours, Noise

Quiet hours are 10:00pm to 8:00am Sunday through Thursday, and midnight to 10:00am on Friday and Saturday. During these hours, noise must be kept to a minimum in the residence halls. However, students should always respect the rights of others who wish to sleep or study as part of our 24-hour-a-day consideration policy. Stereo speakers may not be directed out of windows. Sound equipment that violates the quiet hours may be removed from the student's room and stored at the owner's expense. Residence hall wings may establish additional quiet hours by a two-thirds majority vote. All residential areas are expected to maintain 22-hour quiet during final exam periods. Violations during quiet hours are subject to fines. The fine will not exceed \$25 per violation.

Residence Hall Closing Times

Opening and closing dates and times for room occupancy are specified on special postings and must be observed. Therefore, students are reminded that they may not check into their residence hall rooms early, nor will they be allowed to deliver personal property to their rooms before the residence halls open.

Residence halls are closed during vacations and no student is permitted to remain in the residence halls during these periods. Students who are not able to comply with these instructions are advised to make suitable arrangements elsewhere or with area motels. If transportation problems arise, students must make other arrangements. No exceptions will be made, and all students must leave by the required time. Students must check out of their residence hall in the presence of a staff member following established check-out guidelines. A fine will be assessed for those not complying with dates and times for opening and closing.

At the end of each semester, students are required to leave within 24 hours of their last exam or no later than the closing hour of the halls on the last day of exams, whichever is earlier. Exceptions may be made for athletes participating in seasonal sports and current student teachers. Exceptions must be authorized at least one week in advance. In accordance with closing procedures, all students must:

1. Unplug all appliances
2. Empty all trash
3. Close and lock windows

4. Open curtains (except on ground floor).

Students who fail to comply with these procedures are subject to fines.

Responsibility

Students will be held accountable for knowing and following the rules, regulations and guidelines of the Office of Residence Life (ORL). This includes information found within the Student Handbook, and special informational newsletters and bulletins as distributed by the office at certain times of the year pertaining to such things as housing lottery/ room selection, room change period, and semester closing. Violation of policies will be dealt with through the University disciplinary process.

Requirements for On-campus Housing

On-campus housing is provided for full-time undergraduate (12 credits or more) students under the age of 25 who have not earned an undergraduate degree. Students 25 years or older may not reside on campus.

Resident students must be in good academic and social standing and provide the University with proof of health insurance, meningitis and MMR vaccinations. Failure to provide or maintain this status will result in the loss of housing privileges. On a space-available basis, part-time and graduate students may be provided housing at the discretion of the director of residence life.

Each residential student must sign the campus housing agreement. This agreement is binding for the entire fall 2007 and spring 2008 semesters and states that the student will remain in residence for the duration of this agreement. Any release from this agreement is permitted only under the conditions of academic withdrawal, dismissal, verified medical reasons, or other extreme extenuating circumstances, and only with the written approval of the director of residence life. Any request for release must be submitted in writing to the director of residence life and will be evaluated on a case-by-case basis at the University's sole discretion. A student from the greater Dallas area wishing to leave campus housing and move home with his or her immediate family must petition, in writing, for a release from their campus housing agreement for the spring semester on or before December 1 of the year prior, to the Office of Residence Life. Percentage of refund of room-and-board fees will be determined by the actual date of departure established by officially

checking out and returning all keys to the Residence Life office.

Room Changes

The granting of room changes is not automatic and is not viewed as an effective way to resolve conflicts. Students are expected to compromise on any differences in their lifestyles. A formal mediation process is set into action prior to any discussion of room change. There is a standard room change process each November for the following semester. Students who fail to follow these guidelines and move without the approval of the director of residence life will face disciplinary action which will include a \$25 charge. Therefore, room changes will only be conducted at specified times and follow a specified process as instructed by the director of residence life. Generally changes do not occur past the first two weeks of each semester and are primarily for consolidation.

Room Entry/Search

University officials, including Residence Life staff members, reserve the right to enter a student's room, locked or unlocked, at any time deemed necessary for rule enforcement, health and safety inspection, maintenance, repairs, illness, hazards, and other similar emergency situations. University officials and residence hall staff will attempt to notify the residents in advance. Consent to search a student's room will not be given to law enforcement officers from outside the University unless campus safety and the vice president of student affairs have been notified and a proper warrant is presented. University officials also reserve the right to search the room and/or belongings of any resident upon reasonable belief that violations of federal, state, or local laws have occurred.

Room Furnishings and Decorations

All furniture must remain in the student rooms at all times. Relocation or storage of such furniture is not permitted. When decorating the room, students should note the following:

- Nails or screws may not be affixed to the walls.
- Nothing may be put on the exterior window sills or hung out of the windows.
- Objects that cover lights, electrical outlets, or fire safety equipment may not be suspended from the ceilings.

The ORL reserves the right to deny the addition of any room decoration or furnishing that is deemed inappropriate to the values of the University or violates the health and safety codes of the building.

Room Inventory and Inspection (Room Condition Report)

Each residence hall room is inspected by the resident assistants prior to the opening of the halls in the fall term. Residents are expected to review the inventory to make certain that all items and existing conditions are accurately recorded. At check-out (after a room change or at the end of the year), the room will be inspected again by the resident assistants to determine the charges, if any, to be assessed to the residents for the repair or replacement of items damaged or lost during their occupancy. When individuals responsible for damage cannot be identified, all the residents of the room shall be liable. Failure to complete the room inventory and the inspection process shall result in a \$50 fine (see Damage Billing section).

Safety

Any activity that endangers one's self or others will not be tolerated in the residence halls. This includes, but is not limited to, possession or use of fireworks, firearms, explosives, or weapons; fighting or threats of bodily harm; and tampering with safety equipment or alarms or failing to evacuate a building when the fire alarm sounds. This also prohibits the use of barbeque grills (except at the townhouse complex/Lake Street houses), live Christmas trees, candles, including birthday candles, potpourri and incense burners, any open-coiled heating units, and smoking in non-designated areas. Any safety violation the residence life staff finds to be threatening or dangerous in any way will be documented and students will be expected to rectify the situation within 24 hours. Failure to comply with such requests will result in fines and/or disciplinary action.

Smoking

Smoking is not permitted in the residence halls. Individuals who choose to smoke must do so outside the building in designated areas away from building entrances. Residents are subject to a \$100 fine per violation for smoking within the residence halls.

Solicitation

Solicitation and selling (e.g., selling merchandise, food, magazines)

either door-to-door, from a student room, or in a public area is not permitted without authorization from the Office of Residence Life. Soliciting by telephone is also not permitted in the residence halls, and students should not assist vendors who attempt to enlist students by telephone to arrange residence-hall canvassing.

Residents should contact Residence Life staff members when unauthorized solicitors are canvassing the residence halls.

Storage

Due to limited space, the University cannot provide storage facilities for residents. All furnishings must remain in the student's room.

Windows and Screens

For health, safety, and maintenance reasons, screens shall not be loosened, propped open, or removed from the windows. Storm windows are not to be removed at any time. Violations are subject to a \$100 fine. In addition, decorations or personal items should not be hung outside the window or placed on window sills or ledges.

Withdrawals

Students who wish to withdraw from residence halls must state their intention in writing to the director of residence life, and are required to officially check out of their room within 24 hours. Refer to the withdrawal process in the academic catalog for refund policy information. Students withdrawing from the University must also go to the vice president of student affairs office to complete an official withdrawal clearance form.

Residents' Bill of Rights and Responsibilities

To foster a spirit of community and to secure the basic rights of individual residents at Misericordia University, a Residents' Bill of Rights and Responsibilities has been established by the Office of Residence Life. The Bill of Rights and Responsibilities serves two functions:

1. It defines the rights and privileges extended to each resident at the University, and
2. It reminds all residents of their responsibility to respect and protect the rights of others.

It guarantees:

1. The right to read and study without undue interference, unreasonable noise, or other distractions,
2. The right to sleep without disturbance,
3. The right to personal privacy,
4. The right to security of personal belongings,
5. The right to live in a clean environment,
6. The right to have free access to one's room and facilities,
7. The right to host guests with the understanding that the guests will honor the rights of roommates and other residents,
8. The right to be free from intimidation, or physical or emotional harassment, and
9. The right to address concerns to members of the Residence Life staff and the Office of Residence Life.

Fire Emergencies

Fire emergency instructions will be reviewed by the Residence Hall staff at the beginning of the academic year and must be strictly obeyed for the protection of all the residents. Smoke detectors may not be dismantled.

When a fire alarm sounds, residents should:

1. Close all windows.
2. Take a towel and wear shoes.
3. Take their keys.
4. Turn lights off.
5. Leave the room and close the door.
6. Proceed to the nearest exit in a calm, orderly manner. If the exit is blocked, remain calm and use the next exit. Residents should become familiar with all emergency exits in their area.
7. All residents must evacuate the building before the fire alarm will be reset. Your residence hall staff will give instructions as to when you may re-enter.
8. Report any damage or tampering with fire equipment to your residence life staff. Tampering with fire alarms, hoses, extinguishers, and exit lights, or refusing to evacuate during a fire alarm seriously impair the effectiveness of residence hall safety.

Such offenses require disciplinary action which includes a \$200 fine and suspension from the residence halls. These violations may also be referred to civil authorities.

Fire Emergency Sanctions

Students whose behavior jeopardizes the safety of the building and/or the community are subject to the following sanctions:

1. Tampering/hanging items from the smoke detectors, sprinklers, or any fire safety equipment:
 - Minimum fine of \$200 and replacement costs
 - Housing probation or housing suspension
2. Deliberately causing a false fire alarm:
 - Minimum fine of \$200
 - Minimum sanction of housing suspension and
 - Possible criminal charges
3. Failure to evacuate the building during a fire alarm
 - \$200 fine
 - housing probation or housing suspension.

Students with Special Needs

The University, through the dean of students and the Alternative Learners Program (ALP), coordinates its efforts to integrate students with disabilities into all areas of campus life. All academic support services/accommodations needed for classroom/clinical/field experiences are coordinated through the Alternative Learners Program. Services from the ALP are provided based on provision and acceptance of specific documentation requirements.

The dean of students, whose office is located in the Banks Student Life Center, coordinates all non-academic services. Should a student with a disability feel that he/she is a victim of discrimination based on ability, he/she can file a grievance through the dean of students office.

Misericordia University does not discriminate on the basis of disability in admission to its programs, services, in access to them, in treatment of individuals with disabilities or in any aspect of their operations. The

University also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Questions, complaints or requests for additional information regarding the ADA and Section 504 may be forwarded to the dean of students who is the designated the ADA and Section 504 compliance coordinator. This notice is available from the ADA and Section 504 compliance coordinator in large print, on audio tape and in Braille.

Student Activities

Developing Student Leadership Potential on Campus

The 2007-2008 Leadership Development Program will include:

1. Orientation leaders training program, SGA Leadership weekend
2. Periodic leadership development programs for class/club officers and advisors,
3. Annual Leadership Awards dinner,
4. Intercollegiate Leadership Wilkes-Barre Program, and

Facilitating Student-sponsored Activities on Campus

The director of student activities works with all students and class/club advisors as a resource/consultant and serves as a liaison between student groups.

Students may reserve rooms for their class/club meetings or events with the director of student activities at least five days in advance of the event. Refer to the All-University calendar policy for details. Students must schedule their events and fundraisers with the director of student activities to ensure an even distribution of activities. For information on upcoming activities, check message boards, the Campus Life page located on CM Central, Get a Life Line or channel 10 on any campus TV.

All-University Calendar

Policy

All Misericordia University student activities are to be scheduled in the All-University calendar with the student activities director.

Procedure

Students must schedule all events with the student activities director. All faculty and staff must reserve rooms through the office of student activities with the exception of Hafey-McCormick Science Hall. This is to be done online using CM Central Web Event.

Any event requiring a room set-up of AV equipment, tables, chairs, etc. MUST be scheduled with the student activities director at least five working days prior to the event date and a work order must be submitted. However, all University-sponsored events should be scheduled as early as possible to improve on-campus communications, eliminate conflict, and promote attendance.

General Information

The All-University Calendar will include:

1. Events that require room reservations
2. On-campus events NOT requiring a room reservation
3. Off-campus, University-sponsored events
4. Academic calendar
5. Holidays.

Reservation of Rooms and Facilities

The following list of rooms and facilities on campus are available for reservations on a first-come, first-served basis. Reservations should be made with the student activities director.

- Wachovia Amphitheater
- The Banks Student Life Center
- Banks dining hall
- Cougar's Den Lounge
- Kennedy Lounge
- Walsh Auditorium
- Presidents Conference Room
- PNC Room
- CTE Room
- Art Gallery
- Catherine Evans McGowan Room

- Heritage Lobby
- Heritage Room

Classrooms in Hafey-McCormick Science Hall and Mercy Hall must be reserved with the registrar.

Sign Policy

Signs must be approved by Darcy Brodmerkel, director of student activities, and stamped before they can be hung on campus. Any unapproved or unstamped signs will be removed. The only exception to this rule is on the bulletin boards designated for each specific club or organization. Members of said club can display signs on their bulletin boards at their own discretion.

Signs will not be permitted on or in front of any glass surface or door thereby obstructing the view. Special permission may be given to hang large signs on the dining hall windows or to paint the windows for specific events.

A maximum of 10 copies of an approved sign for a single event or activity can be placed on campus except residence halls. Signs hung in the residence halls must follow the rules set by residence life; they do not need approval by Student Government.

Clubs or organizations can also advertise on channel 10, Campus Life page, use e-mail, and the Stall Street Journal, provided that the information about the event is submitted to the student activities office at least one week in advance. This will prevent duplication of activities among clubs and classes.

Chartering of Clubs and Organizations

A. Chartering Process

To obtain a charter as an official Misericordia student group, students must:

1. Discuss your proposal with the director of student activities.
2. Fill out a Student Government charter application form.
3. Submit satisfactory written by-laws or goal statements for your club or organization to the director of student activities.

B. Chartering Criteria

To maintain a charter as an official CM student group, you must:

1. Maintain up-to-date by-laws on record in the Student Government Association office.
2. Be sure the goals of your group are consistent with the mission of the University.
3. Sponsor a minimum of two activities per academic year, one of which must be oriented to your club's academic or service affiliation.
4. Sponsor one approved service project each semester.
5. Hold yearly elections during club election week, held in April.
6. Send a list of officers to the student activities office after club elections are held.
7. Participate in leadership workshops offered by the student activities office, e.g., Leadership Training Day.
8. Presidents of clubs and organizations must attend monthly open Student Government meetings. These presidents are part of the University assembly and therefore are voting members of the SGA.
9. Secretaries of clubs and organizations are expected to submit monthly reports to the vice president of student government, summarizing the group's activities and budget.
10. All class officers must attend all open meetings.
11. Student groups are prohibited from maintaining off-campus financial accounts.
12. All clubs must maintain good standing in accordance with all chartering criteria and University policies and must maintain sufficient funds in their budgets.

C. Sanctioning

A violation of any of the above regulations may result in a sanction of probation, suspension, or revocation of charter.

1. *Probation* A written warning of a violation. When probation is issued, the club will be closely monitored for a length of time determined by the Student Government board. Any further violations during probation will result in either suspension or revocation of charter.
2. *Suspension* The issuing of suspension will result in a requirement

to cease all club activities until such time as indicated by the Student Government board. The duration of suspension must be determined at the time of sanctioning.

3. *Revocation of charter* When this sanction is issued, a club or organization will cease to exist, but may apply for a charter after one year, according to the charter process outlined in section A.

D. Fundraising

Any fundraiser done by a club or class must be approved by the director of student activities.

Procedure

Prior to purchasing or ordering merchandise (i.e. tee-shirts, candles, candy, etc.), an application for fundraising, available at the student activities office, must be completed and submitted to the director of student activities. The director will review application and, if approved, will sign off on it.

If this procedure is not followed and there is a conflict with another club or class, the group that has completed all required paperwork will be permitted to hold the fundraiser.

Clubs and Organizations

Academic Clubs

<i>Club Advisor</i>	<i>Extension</i>	
Business Club	Dr. John Mellon	6237
Biology Club	Dr. Barbara McCraith	6359
CMSOTA Occupational Therapy	Dawn Evans	6415
Dead Alchemist Society	Dr. Larry Pedersen	6377
Early Childhood Education Club	Sr. Pat McCann	6261
Educated Bums Society Literary Club	George Sprengelmeyer	6363
Education Club	Dr. Susan Tomascik	6290
History Club	Dr. Thomas Hajkowski	8083
Math/Computer Science Club	Dr. Pat Touhey	6469
Physical Therapy Club	Dr. Kelly Moran	6467
Pre-Law Club	Dr. Tony Serino	6259
Pre-Med Club	Dr. Frank DiPino	6457
Psi Chi Club	Dr. Chuck Lajeunesse	6364
Psychology Club	Dr. Alicia Nordstrom	8008
Medical Imaging Club	Dr. Elaine Halsey	6480

Social Work Club	Deborah Mills	8014
SNAP Student Nurses of PA	Elaine Slabinski	8047
Speech Pathology NSSLHA Club	Dr. Lori Cimino	8050

Service Organizations

Circle K	Carol Llewellyn	6408
	Dr. Chip Hunter	6240

Special Interest Organizations

Campus Peer Advocates	Dr. Cindy March	6366
Chamber Singers	Dr. John Curtis	6739
Choral Society	Dr. John Curtis	6739
Commuter Council	Kit Foley	6304
HIV AID Peer Educator	Fred Chamberlain	6318
Misericordia Theater Group	Don Hopkins	6244
Salad for the Soul Diversity Club		6435
S-CEC Student Council of Exceptional Children		
	Dr. Molly Vitale	6234
S-PSEA Student Pennsylvania State Education Association		
	Dr. Joe Rogan	6338
Sexual Assault Peer Educators	Virginia Conrad	6228
Ski and Snowboarding Club		6411
Substance Abuse Peer Educators	Darcy Brodmerkel	6466
Varsity "M" Club	Robin Fedor-Stahovic	6491

Special Programs

SOAR Student Outdoor Adventure Recreation 6411
Students participate in camping, hiking, canoeing, kayaking, rock climbing, cross country skiing and rappelling as well as environmental service opportunities.

Student Communications

The Highlander Newspaper	Melissa Sgroi	6744
Instress Literary Magazine	Dr. Becky Steinberger	6423
Cougar Radio Station	Dave Phoenix	6214

Student Government Association Standing Committees

Misericordia Activities Committee MAC		
	Darcy Brodmerkel	6466

Publicity for Student Events and Activities

Your club or organization may publicize an activity or event in the following ways:

Internal Publicity

Semester Activities Calendar Submit information to student activities office by last month of previous semester.

Bulletin boards Contact the office or department owning the board for permission.

Announcements in residence halls during evening hours Contact an RA in each hall.

Mailbox flyers Permission from the student activities director in the Banks Student Life Center.

The Highlander, University newspaper Submit to editor.

Instress, University literary magazine Submit to editor.

Posting of publicity in the residence halls Approval of the director of residence life required.

Posting of publicity for clubs or organizations throughout campus Must be approved and stamped by the director of student activities.

No notices of publicity may be posted in the Arcade (glass hallway between Mercy Hall and McAuley Hall), on any glass door or window in any building, or in any elevator.

External Publicity

Off-campus media (newspaper, radio, etc.) Requests must be made through the public relations office, Mercy Hall, 674-6372

Student Government Association

The Student Government Association (SGA) is a parent organization to all chartered student groups on campus. It comprises an executive board, class officers, club officers, commuter representative, and a

resident hall representative. The primary purpose of SGA is to oversee student groups, to sponsor events that meet the needs of the students, and to address concerns of the student body. The SGA office is located in the Banks Student Life Center. Copies of the Student Government Association charter are on file in the SGA office, office of student activities, and the vice president of student affairs office.

E-mail address sgovern@misericordia.edu.

Student Government Executive Board

President	Ashley Wolanski
Vice President	Josh Chaudoin
Treasurer	Lacey DeGraw
Secretary	Julia Bebry
Academic Coordinator	Erica Morrison
Commuter Coordinator	Maggie Doherty
Resident Coordinator	Jennifer Metcalfe
Judicial Coordinator	Jason Jolley
Advisor	Darcy Brodmerkel

Administrative Personnel

President

Michael A. MacDowell, EdD, Mercy Hall, First Floor

Administrative Assistant to the President and Board of Trustees

Marian Hagan, Mercy Hall, First Floor

If You Have Questions...

<i>Concerned With</i>	<i>Where to go</i>	<i>Who to see</i>	<i>Ext.</i>
Academics	Mercy Hall	VP-Academic Affairs or your academic advisor	6218
Student Activities	Banks	Darcy Brodmerkel	6466
Athletics	Anderson	David Martin	6294
Intramurals	Anderson	Mark Stauffer	6492
Bookstore	Banks	Diane Morreale	6271

Public Relations	Mercy Hall	Jim Roberts	6758
Class cancellations, commuter hotline			6311
Commuter Services	Banks	Kit Foley	6304
Co-op Education	McAuley Hall	Bernadette Rushmer	8028
Counseling			
Appointments		Carol Llewellyn	6408
Counselors	Alumnae LL	Dr. Cindy March, RSM	6366
		Fred Chamberlain	6318
Alcohol/other drugs	Banks	Darcy Brodmerkel	6466
Center for Adult Ed.	Mercy Hall	Thomas J. O'Neill	6154
Emergencies	Campus safety		6300
	or contact RA or RD		
Illness or injury	Student Health Center	Charlotte Slocum	6276
Campus Safety	Mercy Hall	Bob Cragle	6300
Student Finan. Svcs.	Mercy Hall	Theresa Thomas	6222
Food Service	Banks	Bruce Deeble	6269
Health Services	Student Health Center	Charlotte Slocum, RN	6276
		Michele Moss, RN	6477
Honors Program	Hafey-Sci.	Lynn Aldrich	6376
	Mercy Hall	Scott Blanchard	6424
Insalaco Center for Career Development			
	McAuley Hall	Bernadette Rushmer	6184
Campus discipline	Banks	Kit Foley	6304
Learning Resource Center	Alumnae LL	Carol Llewellyn	6408
Library Services	Circulation Desk		6231
	Reference Desk		6352
Lost and found	Mercy Hall	Campus safety	6300
Mail Service	Banks		6235
Maintenance and repairs		Contact a RA or RD	

Parking	Mercy Hall	Campus safety	6300
Registration, scheduling	Mercy Hall	Edward Lahart	6756
Religious concerns,	Banks Center	Fr. Michael Bryant	6315
Campus Ministry		Chris Somers	6314
Residence Life	McHale Hall	Donna Ellis	6266
Security	Mercy Hall	Campus Safety	6300
Snow Delays			6311
Student Government	Banks		6220
Support Services			
Academic	Alumnae LL	Jennine Schweighardt	6208
Transfer Student Svcs	Mercy Hall	Joan Foster	6255
Tutorial Services	Alumnae LL	Enrico Mastroianni	6204
Withdrawals			
From classes	Mercy Hall	Ed Lahart	6756
From the University	Alumnae LL	Amy Lahart	6263
Work-Study Program	McAuley Hall	Stephanie Winsock	6701

Other Important Telephone Numbers

VP-Student Affairs	Banks	Sr. Jean Messaros	6320
Police or fire	Department of Campus Safety		6300
Sexual Assault Response Team			
	Mercy Hall	Virginia Conrad	417-8888