



The Student Handbook is in a PDF format which enables you to use the Find feature located on the toolbar to search for a word, or group of words, within the document which will assist you in accessing the information being sought. You may also click on a word in the Table of Contents to further guide you.

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## **Mission Statement**

Misericordia University is a Catholic, liberal arts-based, co-educational university. It was founded in 1924 and it is sponsored by the Religious Sisters of Mercy. The university offers both undergraduate and graduate programs. In 1978, the board of trustees approved a mission statement that describes the nature and purpose of the university (formerly College Misericordia), and in 1994 it was revised as follows:

Misericordia University, a co-educational Catholic university sponsored by the Institute of the Sisters of Mercy of the Americas, 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 students' 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

Letter from the President

Dear Students:

Welcome to Misericordia University and the 2014-2015 academic year!

It's exciting to welcome our first-year students as new members of the Misericordia University community. And, of course, welcome to our returning students – we've missed you over the summer. Our campus is beautiful as we begin the new academic year, and you will find that the local community boasts a wide range of opportunities for service, learning, and relaxation.

You are not alone at being new to Misericordia. A number of new faculty and staff colleagues are also beginning their time at Misericordia University and will work with each of us to provide excellent academic and residence life programs. They join the faculty and staff already here at Misericordia University, making our campus even more exceptional.

My wife, Vanessa, and I are especially excited about joining you in many of your favorite activities, including service opportunities, plays and musical events, and intercollegiate and recreational athletics. We enjoy the many campus traditions and look forward to experiencing them with you. We recognize that you have chosen to attend Misericordia University for the outstanding academic programs, but also know that you'll be enjoying our campus in many ways outside the classroom as well.

I wish you a happy, healthy, and engaging academic year. Go Cougars!

Best regards,

A handwritten signature in black ink that reads "Thomas J. Botzman". The signature is written in a cursive style and is contained within a thin black rectangular border.

Thomas J. Botzman, Ph.D.  
President

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.

Become involved!

A handwritten signature in black ink that reads "Kit Foley". The signature is written in a cursive style with a large, sweeping "K" and "F".

nt Affairs

## Letter from the President of the Student Government Association

Dear Fellow MU Students,

Welcome back to campus! This year, we celebrate the 90<sup>th</sup> anniversary of the founding of Misericordia. Since 1924, our institution has been led by the Sisters of Mercy in the spirit of the four charisms of mercy, service, justice and hospitality. For the past 90 years, the charisms of the Sisters have been instilled in Misericordia students, giving them the foundation to live out these charisms in the world.

Student involvement is an integral part of Misericordia and the voice of the student is highly valued in university decision making. It is through the Student Government Association (SGA) that students are represented to the university administration. In order to enhance your college experience, I encourage you to bring any concerns or suggestions that you may have to SGA. We hold an open monthly meeting where you can bring these thoughts to our attention. Your ideas for increasing academic success, enriching the university community and improving student life are essential to creating a better campus. I strongly encourage you to make your opinions known. We at SGA will continue to represent you, the Misericordia student, and make your voice heard.

As we begin the next step of our college journey together, let me also invite you to take part in one of the many extracurricular clubs and organizations here on campus. Whatever your major may be, there are many opportunities to get involved with those who share your interests. In addition to over 40 clubs at Misericordia there are also opportunities for service, recreation and leadership.

I hope all of you celebrate this 90-year milestone in Misericordia history and as we work toward building a better future, I encourage you to become involved in all that Misericordia has to offer.

Go Cougars!



Michael Pheasant  
SGA President

## **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 judgment 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. Inquiries concerning the application of Title IX and its implementing regulations may be referred to our Title IX Coordinator, Pamela Parsnik. The Coordinator can be reached at 301 Lake Street, Dallas, PA 18612, 570-674-6310, or at [pparsnik@misericordia.edu](mailto:pparsnik@misericordia.edu). Student inquiries should be directed to Kit Foley, Dean of Students, at 301 Lake Street, Dallas, PA, 18612, 570-674-6304, or at [kfoley@misericordia.edu](mailto:kfoley@misericordia.edu).

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 Vice President of Student Affairs Office.

## **Diversity Statement**

Misericordia University recognizes 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, that 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, that we have the responsibility to learn about each other in order to benefit from our diverse population.

We believe our demonstration of individual integrity and mutual respect sets a standard for the community and exemplifies a broader commitment to human understanding and service.



## **General Policies, Procedures and Regulations**

St 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.

### **Administrative Withdrawal of Students**

A student who exhibits behavior that (1) poses a significant risk to the health or safety of others, (2) poses a significant risk of damage to property, (3) is disruptive to the normal educational processes of the University (including activities in University-owned housing) or (4) renders him/her incapable of achieving academic goals may be administratively withdrawn from the University. An Administrative Withdrawal may be implemented by the Vice President for Student Affairs (or designee) in consultation with the Vice President of Academic Affairs (or designee) , the Director of the Counseling and Psychological Services Center (or designee) and or the Director of the Health and Wellness Center. In most cases, an Administrative Withdrawal will be immediate and shall be for a reasonable length of time. There is no appeal to implementation of an Administrative Withdrawal. Note that at any time prior to the implementation of an Administrative Withdrawal, a student may choose to withdraw voluntarily.

Decisions regarding Administrative Withdrawal will be based on observations of student conduct, actions and statements not based on knowledge or belief that the student has a disability. All decisions will be made in consultation with a professional qualified to interpret the information and will include consideration of reasonable accommodations. Any student facing administrative withdrawal will be given the opportunity to be heard on the decision by the Vice President of Student Affairs (or designee) understanding that exigent circumstances, this opportunity may be after the fact. The University will apply this policy in a nondiscriminatory manner.

When a student is administratively withdrawn from the University, the student shall be provided with the following in writing:

1. The reason(s) for this action;
2. Information regarding the student's eligibility for any tuition and/or fee refund;
3. Information regarding any impact this action may have upon the student's current grades and academic progress;
4. Conditions which must be met prior to the student's request for re-enrollment as well as the earliest date at which the student may re-enroll providing all conditions are met;
5. Information regarding the student's presence on campus or use of University services/facilities;
6. Results of non-compliance with the treatment recommendations for the student's academic future at Misericordia University (see below).

The written plan outlined above may be subject to amendment as determined by the Vice President of Student Affairs or designee.

In the event that the student does not fulfill the conditions outlined at the time of withdrawal in the specified timeframe, the Vice President of Student Affairs (or designee) and the Vice President of

Academic Affairs (or designee) in consultation with the appropriate mental health and or health professionals may extend the administrative withdrawal period or permanently withdraw the student from the University. A student who is permanently withdrawn from the University must reapply for admission to the University in order to resume his/her studies. A student will be notified in writing by the Vice President of Student Affairs (or designee) if she/he is permanently withdrawn. Although this policy is not intended to be punitive, invoking the policy does not imply that the student will be exempt for regular disciplinary action according to the policies governing the University community Student Code of Conduct as printed in the Student Handbook.

### **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, dismissal, 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.

### **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 \$50.00 per day in the Student Accounts Office and \$20.00 in the Bookstore. There is a \$20.00 fee for all returned checks.

## 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. Please refer to <http://www.misericordia.edu/computerpolicy> for the full computer usage and other policies that govern the use of technology services provided.

All users are to behave in a responsible, ethical and legal manner, 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 policies, contact them for detailed information.

The University supports computing activities, which promote research and learning by users of the computer system; however, the user is responsible for all of his/her actions regardless if he/she has read the policies or not. It is the user's responsibility to be aware of the policies, read them, and address any questions to the Information Technology Department for clarification PRIOR to performing any activity that may be against policy.

By accepting use of the computer services provided by the University, the user agrees to comply with the policies as well as licenses or contractual agreements; University policy or guidelines; any federal, state, county, or local law or ordinance. Use is a privilege, not a right. The University will take any action needed to secure its system if threatened and failure to comply with a policy will result in corrective actions.

Electronic information is volatile and easily reproduced; therefore, respect for the work and personal expression of others is critical in computer environments.

*Easy ways to stay in compliance:*

- If you have a computer account, you are responsible for the use made of that account. Set password and only use your own account. Do not give anyone your password. Do not respond to an email requesting your password.
- Do not intentionally seek information, browse, obtain copies, or modify files, passwords, or tapes belonging to other people, whether at Misericordia University or elsewhere.
- Understand public facilities are shared. Refrain from any offensive behavior; this includes, but is not limited to, social networking sites.

- Avoid activities such as: tying up shared computing resources for excessive game playing or other trivial applications; sending frivolous or excessive mail or messages locally or over an affiliated network; or printing excessive copies of documents, files, images or data.
- The University presents many programs and data, which have been obtained under contracts or licenses. If it is unclear whether you have permission to copy such software or not, assume that you may not do so.
- If unsure about actions regarding the Internet policies, ask IT.

*You must not:*

- Break into another user's electronic mailbox.
- Knowingly or carelessly run or install on any computer system or network any harmful programs.
- Attempt to circumvent data protection schemes or uncover security loopholes/~~security~~ cracking/hacking/spreading viruses, worms, Trojans.
- Create mail or electronic distribution lists larger than 10 addressees, without proper authorization. Nor email large groups of people via one of many emails that maybe considered spam by the receiver. The address book is available for individual communication not to be used to email mass groupings of Misericordia users.
- Post anything that violates existing civil laws or Misericordia University policy.
- Use the University computer systems for commercial or profit making purposes/solicitation.
- Use any Misericordia University system as a staging ground for any other illegal activity.
- Create, send, or forward electronic chain letters.
- Use unwarranted or excessive amounts of storage.
- Print frivolous documents or files.**
- Use the network for any illegal sharing/downloading/uploading of unlicensed material.
- Install network equipment (Access points, switches, routers, etc.)

Ignorance of a Misericordia University policy does not prevent Misericordia University users from violations. Students should fully understand the policies in their entirety; the policies are located at <http://www.misericordia.edu/computerpolicy>.

If you are unsure about doing something on the network and are not clear whether actions will violate any policies or laws, check with the IT Helpdesk and local ordinances.

The Internet and digital material is very sensitive and should be taken extremely seriously.

*Violations:*

Penalties may include, but are not limited to, restricted access, no access, suspended access or other University actions as deemed necessary up to, and including, dismissal from the University. Violators may also be subject to prosecution under applicable Federal and Commonwealth of Pennsylvania statutes.

## **Family Education Rights and Privacy Act of 1974, as Amended**

Misericordia University recognizes the privacy rights of individuals who are or who have been students, as guaranteed by the Family Educational Rights and Privacy Act (FERPA) of 1974. No information from records, files, or data directly related to a student shall be disclosed to individuals or agencies outside the University without the express written consent of the student. FERPA does authorize disclosure without consent to school officials with legitimate educational interests who need to review an education record in order to fulfill their professional responsibilities. The following people or agencies are also allowed access to records without consent: persons or companies with whom the University has contracted (such as attorneys, auditors, or collection agents); students serving on official committees, such as disciplinary or grievance committees, or assisting other school officials in performing their tasks; persons or organizations to whom students have applied for financial aid; persons in compliance with a lawful subpoena or court order; and persons in an emergency in order to protect the health or safety of students or other persons.

The University considers the following to be public information which may be made available, at its discretion, without prior consent of the student:

student name, hometown and state, electronic mail address, dates of attendance, degrees, awards and honors received in the curricular and co-curricular life of the university, participation in officially recognized activities and sports, weight and height of members of athletic teams, 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. A student wishing to prevent the public disclosure of any or all of the above information may request so by notifying the Registrar's Office, where she or he may obtain the form prohibiting disclosure. Except where prescribed by law, information regarding a student's educational records may not be disclosed to a parent, guardian or spouse without the student's written authorization on file in the Registrar's Office.

FERPA affords students the right to inspect and review their educational records within 45 days of the day the University receives such requests. Students should submit to the Registrar official written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

Students have the right to request the amendment of any educational records that they believe are inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record that they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to appeal the decision. Additional information regarding the appeal will be provided to the student when notified. For more information regarding FERPA, please contact the Office of the Registrar in Mercy Hall, Room 115. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Misericordia University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW  
Washington, DC 20202-4605

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information contained in such records—including your Social Security Number, grades, or other private information—may

be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and private information without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and private information without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your private information, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent private information from your education records, and they may track your participation in education and other programs by linking such private information to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

### **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.

### **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, religion, national origin, disability, gender identification, sexual orientation, medical condition, veteran status, or any other characteristic protected 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.

### **Hold on Student Registration and Records**

To ensure compliance with University policies or to ensure communication with a student regarding the need to fulfill certain administrative or college requirements, some University offices are

authorized to place holds on student records. A hold means that a student cannot register for classes, receive a transcript or participate in room lottery.

The types of holds that can be placed on a student's record are as follows:

**Administrative** – placed and removed by the appropriate college dean, the VPAA or the Registrar's office. An administrative hold is placed when you have not met a particular enrollment requirement.

**Disciplinary** – placed and removed by the Office of Community Standards. A disciplinary hold is placed on a student's record after the student has missed the deadline to complete a conduct sanction or until the student completes all required meetings with this office.

**Financial** – placed and removed by the Student Accounts Office. A financial hold is placed when there is an outstanding financial obligation.

A hold is considered temporary and is removed as soon as the conditions for placing the hold are resolved. The student is notified through the university e-mail system as soon as a hold is placed on his/her record. A student should work with the office that placed the hold to initiate the actions that will remove it.

## **Identification Cards**

All Misericordia University students must have an identification card, which is available through the Student Helpdesk located on the ground floor of Mercy Hall. The identification cards are not transferable and may not be altered. IDs must be carried by students at all times. There is a \$20 replacement fee for a lost or damaged card.

## **I.T. Student Helpdesk**

The Misericordia University I.T. Student Helpdesk provides free support for all computer, internet, viruses, wireless set up, cable television, e-MU and Blackboard issues. These services are free to all residential AND commuter students.

Hours of Operation during the Semester:

Monday–Thursday: 9:00 a.m.–8:30 p.m. Friday: 9:00 a.m.–6:30 p.m. Saturday: 11:00 a.m.–4:00 p.m.

Sunday: Noon–4:00 p.m.

ID Cards can be replaced (if lost or broken) at the Student Helpdesk with a fee of \$20.

A list of the cable stations can be picked up in the Helpdesk and can also be viewed by going to [www.zap2it.com](http://www.zap2it.com).

**\*\*No Wireless Routers or Network Equipment (hubs, Access Points, switches, etc.) are allowed in the residence halls.\*\***

For more information about our policies, please refer to <http://www.misericordia.edu/computerpolicy> for the full Computer Usage Policy along with other policies that govern the use of technology services provided.

## **Medical Emergency (Alcohol/Drugs) Amnesty Policy**

The health and safety of the members of the Misericordia University community is of primary concern. Students need to seek immediate attention for themselves or others when someone's health/safety is at risk. The University understands that students may be reluctant to seek assistance

for fear of consequences. Misericordia seeks to remove the barriers when possible, so that students will receive the medical help they need.

TO SEEK MEDICAL ATTENTION CONTACT CAMPUS SAFETY at 570-674-6300 or the RA ON CALL or call 911.

NOTE: This policy only provides amnesty from violations of University policy related to the consumption of alcohol and drugs. It does not grant amnesty for criminal, civil or legal consequences for violations of Federal, State or Local law. Please see the exception to Pennsylvania law below (18Pa.C.S. § 6308).

**Exception for persons seeking medical attention for another.**--A person shall be immune from prosecution for consumption or possession under subsection (a) [related to consumption or possession of liquor or malt or brewed beverages] if he can establish the following:

- (1) The only way law enforcement officers became aware of the person's violation of subsection (a) is because the person placed a 911 call, or a call to campus safety, police or emergency services, in good faith, based on a reasonable belief and reported that another person was in need of immediate medical attention to prevent death or serious injury.
- (2) The person reasonably believed he was the first person to make a 911 call or a call to campus safety, police or emergency services, and report that a person needed immediate medical attention to prevent death or serious injury.
- (3) The person provided his own name to the 911 operator or equivalent campus safety, police or emergency officer.
- (4) The person remained with the person needing medical assistance until emergency health care providers arrived and the need for his presence had ended.

### ***Policy***

Students who seek emergency medical attention for themselves related to the consumption of alcohol or other drugs, will not be charged with violations of university policy related to the consumption, provided that the student subsequently completes an assessment and / or education within the timeframe determined by the Dean of Students or designee. Failure to do will result in moving the incident into the conduct process.

Students who seek medical attention for others will not be held responsible for violations of university policy related to the consumption of alcohol or drugs if they have consumed. Where appropriate, an alcohol/drug education program and/or counseling may be recommended.

This policy does not apply to highly intoxicated students discovered by University employees (Campus Safety, Residence Life Staff, other employees).

This policy does not preclude disciplinary action regarding other violations of university policy as a result of the consumption (causing or threatening harm, harassment, sexual misconduct, damage to property etc...).

All students involved will be contacted by a student conduct officer to discuss the incident.

Repeated violations of this policy may result in disciplinary action by the university.

There will be no documentation of medical amnesty on the student's disciplinary record. All records of medical amnesty requests will be maintained separately by the Office of Community Standards.

Please see the Sexual Harassment and Misconduct Policy for amnesty related information for complainants related to the Sexual Misconduct/Harassment policy.



## Missing Students Policy

On an annual basis, every student at Misericordia University, especially those living in university residence facilities is encouraged to provide the university with the name of a confidential contact person in the event they should go missing. Only authorized campus officials and law enforcement officers involved will have access to this information. To register such a contact person, resident students will complete a Missing Person Form through their residence hall and off-campus students can register with the Dean of Students.

If any member of the Misericordia community has a reason to believe that a student is missing, all possible efforts will be made to locate the student to determine his/her state of health and well-being. The efforts to locate the student will be collaborative between the Division of Student Affairs, Campus Safety and the missing student's family and friends.

### What to do if you cannot contact a student?

Students are busy and it can often be difficult to get in touch with them. If an individual has not been able to reach a student by e-mail or telephone, it may be a sign of a more serious problem. If an individual believes a student is missing or in distress he/she should contact the **Dean of Students (570-674-6304)** or the **Campus Safety Department (570-674-6300)** immediately. Representatives of these offices will work together to make contact with the student in question and coordinate resources as necessary. Moreover, the Dean of Students serves as the primary point of contact for both the student in question and the individual reporting the student as missing.

#### If it is determined that the student has been missing for 24 hours:

- (i) The Associate Director of Campus Safety will file within 24 hours an official missing persons report with the law enforcement agency with jurisdiction. The Dean of Students and the Associate Director of Campus Safety will cooperate with, aid, and assist the primary investigative agency in all ways allowable under the law.
- (ii) The Dean of Students will notify the missing student's designated emergency contact person within 24 hours that the student is missing.
- (iii) If the student is under the age of 18 and not emancipated, the Dean of Students will notify the student's parent or guardian, and any other designated contact person, within 24 hours that the student is missing.

Any missing member of the Misericordia community under the age of 21 will be reported missing to the National Crime Information Center of the Department of Justice (Crime Control Act of 1990 – 5779 & 5780 reporting requirement).

### Notification of Parent or Guardian

The University encourages students to communicate on a regular basis with their parents or guardians. There are specific instances where the University reserves the option to notify a student's parent or guardian for the benefit of the student's well-being or educational progress. They are:

- The student, due to illness, is not able to make a decision regarding contacting his/her parents.
- The student is a potential threat to self or others.
- The student is admitted to a hospital or treatment center.
- The student is placed on disciplinary probation, residential probation, residential suspension, or dismissal.
- The student is being detained by local or state authorities.

The student is found in violation of the University alcohol policy and is under the age of 21. The student is found in violation of the University drug policy.

## **Off-Campus Behavior**

Misericordia University is an integral part of the Back Mountain community. Respect and concern for the dignity, well-being and property of members of the local community are essential. All Misericordia University students are obligated to exhibit exemplary citizenship at all times. All University policies also apply off campus, including study abroad and internship programs, when the administration determines in its discretion that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any action that constitutes criminal offense as defined by federal or state law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the University.

Accordingly, the University reserves the right to refer students involved in policy violations, as well as other disruptive behavior, to the Coordinator of Student Affairs/Community Standards for disciplinary action.

## **Retention of Student Conduct Records**

The University will retain physical and electronic student conduct records for resolved cases for seven (7) years from the date of graduation or separation from the University. The University reserves the right to keep records for a longer period of time if unresolved or deemed necessary. In cases of expulsion, the University will retain records indefinitely.

## **Room Entry Policy**

University officials, (including but not limited to; Residence Life, Campus Safety, Dean of Students or designee, Maintenance staff) reserve the right to enter a student's room, locked or unlocked, at any time deemed necessary for rule enforcement, health and safety inspections, maintenance, repairs, illness, hazards and other emergency situations. University officials and Residence Life staff will attempt to notify the residents in advance of a room entry.

## **Search Policy**

University officials (Campus Safety, Residence Life, Dean of Students or designee) reserve the right to enter and search a room and/or belongings of any student or guest upon reasonable suspicion of:

- Violation of University policy
- Health and/or safety concerns

Authorization to search a room will be given by the Dean of Students or designee. University officials will attempt to notify the resident/s of the room whenever possible prior to the search. A student's room cannot be searched by law enforcement unless the student gives consent; or law enforcement provides a warrant or other legal documentation authorizing a search. Consent to search a student's room cannot be given to law enforcement officers by University Officials. When the police are contacted to take possession of evidence or contraband found during a search, criminal charges against the student/guest may result. Students are responsible for informing their guests of university policies and for their actions. Students may be subject to disciplinary action for the actions of their guest. Guests who are present on the property of Misericordia University are subject to all University rules and policies.

### **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 Harassment and Misconduct Policy**

Misericordia University is a Catholic institution of higher education committed to excellence in teaching, learning, scholarship, and service. As such, the University acknowledges specific core values that guide and govern the actions of its community. Sexual harassment, sexual violence, stalking and intimate partner violence of any form is an affront to human dignity and fundamentally at odds with the values and mission of Misericordia University. Ultimately, each member of the Misericordia University community is expected to assume responsibility for his/her conduct, to report behaviors that may violate this policy, and to take reasonable and prudent actions to prevent or stop acts of sexual harassment, sexual violence, stalking or intimate partner violence.

This policy prohibits a broad continuum of behaviors, all of which constitute a form of sexual or gender-based harassment or discrimination, sexual violence or intimate partner violence. Individuals who are found responsible under this policy may face disciplinary sanctions up to and including expulsion.

The University will not tolerate retaliation against an individual who makes a report or participates in an investigation. The University will make every reasonable effort to stop retaliation immediately, to conduct a complete and thorough investigation of alleged acts of retaliation in a timely manner, to provide remedies to victims of retaliation, and to sanction the perpetrators of retaliation as appropriate.

This Sexual Harassment and Misconduct Policy applies to all members of the Misericordia community, including faculty, staff, students, volunteers, visitors, guests, patrons, independent contractors, Board members, consultants, vendors, and others engaged in business with the University.

This Policy applies to behaviors that take place on the campus, at University sponsored events and may also apply off campus, including study abroad and internship programs, when the administration determines in its discretion that the off-campus conduct affects a substantial University interest.

This policy may be applied to conduct that takes place from the time a person accepts enrollment and continues until the student withdraws or graduates, including periods during semester breaks and between semesters. Further, this policy applies to guests of community members whose hosts may be held accountable for the misconduct of their guests.

This policy also applies to behavior conducted online, including via email. Blogs, web page entries on sites such as Tumblr, Facebook, and Twitter and other similar online postings are in the public sphere and are not private. These postings can subject a community member to allegations of conduct

violations. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials.

The University is committed to protecting the privacy of all individuals involved in a report of sexual harassment, sexual violence, stalking, and intimate partner violence. All University employees who are involved in the University's Title IX response receive specific training and guidance about safeguarding private information.

Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those University employees who "need to know" in order to assist in the active review, investigation, or resolution of the report.

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without express permission of the individual

Community members wishing to seek completely confidential assistance may speak with counselors in the Counseling and Psychological Services Center (CAPS Center), health service providers in the Student Health and Wellness Center, off-campus rape crisis resources, or members of the clergy/chaplains who will maintain confidentiality.

### **Reporting on Campus**

It is important to understand that any other University employee who is not designated as a confidential resource under this policy is required to share a report of sexual harassment, sexual violence or intimate partner violence with the University's Title IX Coordinator. For students, The Title IX Deputy Coordinator (the Dean of Students) will conduct an initial assessment of the incident or behavior at issue, the complainant's desired course of action, and the necessity for any interim remedies or accommodations to protect the safety of the complainant or the community.

If a report of misconduct discloses a serious and immediate threat to the campus community, the University will issue a timely notification to the community to protect the health or safety of the community.

### **Prohibited Conduct**

#### **Sexual Harassment**

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature when one or more of the following conditions are present:

- Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or any aspect of a University program or activity; or
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work, study habits, or academic performance, i.e. it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working,

academic, residential, or social environment under both an objective (a reasonable person's view) and subjective (the complainant's view) standard.

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature. Same-sex harassment violates this policy.

A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe.

### **Sexual Assault**

Having or attempting to have sexual intercourse with another individual:

- By force or threat of force;
- Without effective consent; or
- Where that individual is incapacitated.

Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact.

### **Non - Consensual Sexual contact**

Having sexual contact with another individual:

- By force or threat of force;
- Without effective consent; or
- Where that individual is incapacitated.

Sexual contact includes any intentional touching of the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

### **Sexual Exploitation**

Taking advantage of the sexuality of another person without consent or in a manner that extends the bounds of consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, or any other non-legitimate purpose.

Examples of sexual exploitation include:

- Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- Non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
- Prostituting another individual;
- Exposing one's genitals in non-consensual circumstances;
- Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and

- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

### **Physical Harm and Intimidation**

Threatening, or causing physical harm, written or verbal abuse or other conduct that threatens or endangers the health or safety of any person; or implied threats or acts that cause an unreasonable fear of harm in another. When these acts occur in the context of intimate partner violence or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the Sexual Harassment and Misconduct Policy.

### **Harassment, Bullying or Cyberbullying**

Harassment, bullying or cyberbullying, are defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally that includes, but is not limited to: creating web pages with a negative focus; posting insults or lewd photos on social networking sites; and/or spreading rumors with malicious intent. When these acts occur in the context of intimate partner violence or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the Sexual Harassment and Misconduct Policy.

### **Stalking**

Stalking occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances that demonstrate either of the following:

- Placing the person in reasonable fear of bodily injury; or
- Reasonably causing substantial emotional distress to the person.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

### **Consent**

In accordance with Catholic teaching, the University does not condone engaging in sexual activity outside the confines of marriage. However, the University understands that students will make their own moral and ethical decision with regard to sexual activity. Individuals who choose to engage in sexual activity of any type with each other must first obtain clear consent. Consent is clear permission and can only be given by one of legal age. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. While consent can be given by words or actions, non-verbal consent is more ambiguous than explicitly stating one's wants and limitations. Silence cannot be assumed to indicate consent.

### **Force**

Force is the use or threat of physical violence or intimidation to overcome an individual's freedom of will to choose whether or not to participate in sexual activity.

## **Coercion**

Coercion is the use of unreasonable and persistent pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats and blackmail. Coercion may be emotional, intellectual, psychological or moral

## **Incapacitation**

An individual who is incapacitated lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. The warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility.

In general, the University considers sexual contact while under the influence of alcohol or other drugs to be risky behavior. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

## **Prohibited Relationships by Persons in Authority**

Amorous, sexual or other intimate relationships in which one party maintains a direct supervisory or evaluative role over the other party are viewed as professionally unethical, violate Misericordia University rules of conduct and therefore may be subject to discipline. In general, this includes all amorous, sexual or other intimate relationships between faculty and students, staff and students, and supervisors and subordinate faculty and staff.

## **Reporting**

Making a report under this policy means telling any University employee other than a confidential resource (CAPS Center counselor, nurse or family nurse practitioner, or chaplain) what happened -- in person, by telephone, in writing or by email. At the time a report is made, a complainant does not have to decide whether or not to request any particular course of action, nor does a complainant need to know how to label what happened. The University provides support that can assist each individual in making these important decisions, and to the extent legally possible, will respect an individual's autonomy in deciding how to proceed.

Complainants and third party witnesses are encouraged to report sexual harassment, sexual violence, stalking, and intimate partner violence as soon as possible in order to maximize the University's ability to respond promptly and effectively. There is no time limit on reporting violations of this policy. An incident does not have to occur on campus to be reported to the University.

Upon receipt of a report of sexual harassment, sexual violence or intimate partner violence, the University will impose reasonable and appropriate interim measures designed to eliminate the reported hostile environment and protect the parties involved. The University will maintain consistent contact with the parties to ensure that all safety and emotional and physical well-being



concerns are being addressed. Interim measures are available and may be imposed regardless of whether formal disciplinary action is sought by the complainant or the University in order to ensure the preservation of the complainant's educational experience and the overall university environment.

Any individual who reports sexual harassment, sexual violence or intimate partner violence can be assured that all reports will be investigated and resolved in a fair and impartial manner. All individuals involved can expect to be treated with dignity and respect. In every report under this policy, the University will make an immediate assessment of any risk of harm to the University or to the broader campus community and will take steps necessary to address those risks. These steps will include interim measures to provide for the safety of the individual and the campus community.

### **University Investigations without a Complaint**

The University may investigate alleged incidents of sexual misconduct of which it becomes aware, even if no formal complaint has been filed or the individual/s involved is/are unwilling to pursue a complaint or cooperate in an investigation.

### **Complaints Against Non-University Community Members**

If a complaint is made against someone who is not a member of the University community (including an individual who has graduated from a University program), the Title IX Coordinator or Title IX Deputy Coordinator will assist the Complainant in identifying appropriate campus resources or authorities if the student would like to file a report. In addition, the University may investigate to the fullest extent possible and take other actions to protect the individual and others in the University community.

### **Anonymous Reporting**

Any individual may make an anonymous report concerning an act of sexual harassment, sexual violence or intimate partner violence. A report can be made without disclosing one's own name, identifying the respondent, or requesting any action. Depending on the level of information available about the incident or the individuals involved, anonymous reporting may impact the University's ability to respond or take further action.

Anonymous reports can be made online by using the incident reporting form found on the Student Life tab on e-MU. This allows direct interaction with the Title IX Coordinator and Title IX Deputy Coordinator without providing identifying information. This form can also be accessed at: [www.misericordia.edu/report](http://www.misericordia.edu/report)

### **Amnesty for Personal use of Alcohol or Other Drugs**

The University seeks to remove any barriers to reporting. The University will generally offer any student, whether the complainant or a third party, who reports sexual harassment, sexual violence or intimate partner violence limited immunity from being charged for policy violations related to the personal ingestion of alcohol or other drugs, provided that any such violations did not and do not place the health and safety of any person at risk. The University may choose, however, to pursue educational or therapeutic remedies for those individuals.

### **Reporting to Law Enforcement**

The University encourages complainants to pursue criminal action for incidents of sexual harassment, sexual violence, stalking and intimate partner violence that may also be crimes under state criminal statutes. The University will assist a complainant, at the complainant's request, in contacting local law enforcement and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process.

The University's policy, definitions, and burden of proof may differ from the Commonwealth of Pennsylvania criminal law. A complainant may seek resolution through the University's complaint process, may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement's determination whether or not to prosecute a respondent nor the outcome of any criminal prosecution are determinative of whether sexual harassment, sexual violence or intimate partner violence has occurred under this policy. Proceedings under the University's Sexual Harassment and Misconduct Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

### **Dallas Township Police Department**

(570) 674-2003 or 911

### **University Imposed Interim Suspension**

If the Dean of Students (or designee) decides at any point that the health and safety of a student or of the community is at stake, an interim suspension may be imposed on a student who is suspected of violating this policy.

### **Procedural Options**

Upon receipt of a report, the University will conduct an initial Title IX assessment. The assessment will consider the nature of the report, the safety of the individual and of the campus community, and the complainant's expressed preference for resolution, and the necessity for any interim remedies or accommodations to protect the safety of the complainant or the community.

Following this assessment, the University may: 1) seek a remedies-based resolution that does not involve disciplinary action against a respondent; or, 2) seek formal resolution by initiating an investigation to determine if disciplinary action is warranted. This process (investigation and resolution) will be completed within 60 days, but this time frame may be extended depending on the complexity of the circumstances of each case.

### **Complainant's Request Not to Proceed**

Where a complainant makes a report but requests that a name or other identifiable information not be shared with the respondent or that no formal action be taken, the University will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all Misericordia University community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against a respondent.

In the event that a complainant does not wish to proceed with an investigation or formal resolution, the Title IX Coordinator or Title IX Deputy Coordinator will determine, based on the available information, including any investigative report, whether the investigation or judicial resolution proceedings should nonetheless go forward.

The University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the complainant.

### **Remedies-Based Resolution**

Remedies-based resolution is an informal approach designed to eliminate a hostile environment without taking disciplinary action against a respondent. Where the Title IX assessment concludes that remedies-based resolution may be appropriate, the University will take immediate and corrective

action through the imposition of individual and community remedies designed to maximize the complainant's access to the educational, extracurricular and employment activities at the University and to eliminate a hostile environment.

The University will offer mediation for appropriate cases, but will not compel a complainant to engage in mediation, to directly confront the respondent, or to participate in any particular form of remedies-based resolution. Mediation is never used in a sexual assault case.

### **Formal Resolution**

Where the Title IX assessment concludes that disciplinary action may be appropriate, the University will initiate an investigation. The University will designate an investigative team who has specific training and experience investigating allegations of sexual harassment, sexual violence, stalking, and intimate partner violence. The investigative team may be an employee of the University or an external investigator engaged to assist the University in its fact gathering. The University will typically use a team of two investigators.

The University will seek to complete this process (investigation and resolution) within sixty (60) business days of receiving the complaint, but may extend this time for good cause and with notice.

If the investigative team, in consultation with the Title IX Coordinator or the Title IX Deputy Coordinator, determines based on a preponderance of evidence, that there is insufficient information alleged to suggest that a policy violation may have occurred, the decision of the Title IX Team is final. The Title IX Team will render a decision, in writing, to both parties

If the investigative team, in consultation with the Title IX Coordinator or the Title IX Deputy Coordinator, determines that there is sufficient information alleged to suggest that a policy violation may have occurred, the investigative team will issue a decision based on a preponderance of the evidence as to whether the respondent is responsible for conduct in violation of this policy. The investigative team will notify the complainant and the respondent in writing and refer the report for disciplinary action to the sanction officer. The sanction officer will assign sanctions after reviewing the investigative report, impact statements, and any other relevant information.

### **Notice of Outcome and Appeal**

A notice of outcome including the rationale for the decision and appeal rights will be provided simultaneously to the complainant and the respondent. University email is the primary means of communication of the notice of outcome but alternative methods may include:

1. In person by the Title IX Coordinator, Deputy Title IX Coordinator or designated University administrator;
2. Mailed to a local or permanent address of the individual as indicated in official University records.

Either party may appeal the outcome of the matter. A review of the matter will be prompt and narrowly tailored to stated appeal grounds.

All appeals must be submitted within five (5) business days of the date of the outcome letter to the Vice President of Student Affairs.

To view the policy in its entirety go to e-MU and click on the Student Life tab (the policy will be on the left hand side of the page) or go to [Misericordia University Office of Community Standards](#).

## **Social Media Policy**

Misericordia University does not monitor students or employees social media pages (i.e. Facebook, Twitter, Tumblr, etc.). If concerning information is brought to administration's attention, it will, however, be investigated to the fullest extent as possible. If a policy violation is determined to have taken place via social media, that person may be subjected to disciplinary action or referral to Counseling or the Behavioral Intervention Team.

## **Student Group/Organization/Team Infractions**

When members of a student group, organization, or team or individuals acting collusively act in concert in violation of the Student Code of Conduct, they may be charged as a group or as individuals, and an investigation may proceed against the group as joint respondents or against one or more involved individuals as appropriate given available information and the circumstances.

A student group, organization, or team's officers and membership may be held collectively and individually responsible when violations of this code by the organization or its members take place at organization sponsored events, have received the consent or encouragement of the organization or of the organization's leaders or officers, or was known or reasonably should have been known to the membership or its officers.

In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual.

## **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).

## **Student Rights and Responsibilities**

### **I. Student Code of Conduct**

Misericordia University is a Catholic institution sponsored by the Religious Sisters of Mercy. The Core Values of Mercy, Service, Justice, and Hospitality permeate the university community. In an effort to promote individual and collective responsibility among its members, the University has adopted certain regulations which act as guiding norms in the governance of student conduct. Students are required to engage in responsible social conduct grounded in the Core Values 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. Students are also responsible, and may be held accountable, for the actions of their guests. 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 serious enough to merit such action. To ensure that all individual rights are guaranteed, all University and community rules and regulations must be strictly adhered to. The following behaviors are examples 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 dismissal:

#### **1. 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.

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 "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 (VPAA) 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

VPAA will consult with the faculty member, student's advisor, department chair/program director, and college dean.

In cases where the student contests the accusations of academic dishonesty, the student may file an academic grievance under either the undergraduate or graduate grievance procedure, whichever one is applicable. The academic grievance process is found in the University Catalog.

## **2. Behavior Which Jeopardizes the Safety or Well-Being of Others**

This rule prohibits, but is not limited to:

- a. Use or threat of physical violence. This includes engaging in any form of fighting.
- b. Verbal abuse, threats, intimidation, harassment, coercion or other conduct which threatens the health, safety, or physical or emotional well-being of any person. Harassment is also defined as acts that unreasonably interfere with a person's work or educational performance or creates an intimidating or hostile working/learning environment. Physical or verbal conduct, including through electronic means (i.e. social media, email, etc.) that harasses an individual based on their race, gender, age, color, national origin, religion, handicap, marital status, sexual orientation, veteran status, or other characteristics defined by the law is also prohibited.
- c. Deliberate physical contact of a sexual nature (or threats or attempts thereof) which is against the person's will or without their consent or cognizance. Sexual misconduct may involve various forms of coercion or force and can occur when a victim is incapable of giving consent due to the influence of drugs, alcohol, emotional trauma, or other factors. For further information, see the University's Sexual Misconduct Policy.
- d. 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, stun 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.
- e. Stalking occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances that demonstrate either of the following:
  - Placing the person in reasonable fear of bodily injury; or
  - Reasonably causing substantial emotional distress to the person.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

f. Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature when one or more of the following conditions are present:

- Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or any aspect of a University program or activity; or
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work, study habits, or academic performance, i.e. it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective (a reasonable person's view) and subjective (the complainant's view) standard.

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature. Same-sex harassment violates this policy.

A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe.

g. Hazing, which is defined as: any action taken or situation created as part of initiation to or continued membership in a student group or organization which (1) produces or has the potential to produce mental or physical discomfort, harm, or stress; embarrassment; harassment; or ridicule; or (2) violates the University policy or law. This applies to behavior on or off University or organization premises. Hazing can occur even when an individual consents to the activity. Hazing does not include actions or situations that are incidental to officially-sanctioned and supervised University activities. For further information, see the University Hazing Policy.

h. Aggressive behavior toward a University official.

### **3. Violations of Fire and Safety Regulations**

This rule prohibits, but is not limited to:

- Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.
- The creation of a fire hazard, the endangering of the safety of persons or property through tampering with fire safety equipment (this also includes hanging items from fire suppression equipment); improper use and/or possession of flammable or hazardous substances.
- Failure to follow proper emergency evacuation procedures
- Improper use of emergency equipment.
- Breach of security which includes, but is not limited to, such behaviors as propping open a locked door, tampering with or removing an automatic door locking mechanism or door alarm, or possession and/or use of a University key when not specifically authorized.

### **4. Disruption of University Programs or Activities**

This rule prohibits, but is not limited to:

- Intentionally or recklessly interfering with normal University or University-sponsored activities, including, but not limited to, teaching, research, University administration, fire, police, or emergency services.
- Conduct that is disorderly, lewd, or indecent.
- Behavior that consistently interferes with or disrupts the residential experience.

d. Abuse of the student conduct system which includes, but is not limited to, failing to respond to an appointment notice of a formal or informal hearing; falsification, distortion, or misrepresentation of information before an administrative hearing officer or a Student Conduct Board; disruption or interference with the orderly conduct of disciplinary proceedings; knowingly initiating discipline proceedings without cause; attempting to discourage an individual's participation in, or use of, the student conduct system by means of intimidation, coercion, or influence; attempting to influence the impartiality of a member of a Student Conduct Board prior to or during the course of the disciplinary proceeding; failure to complete a disciplinary sanction assigned by an administrative hearing officer or a Student Conduct Board; Verbal, physical, or mental harassment and/or intimidation of any member of a Student Conduct Board prior to, during, and/or after the disciplinary proceedings.

## **5. Misconduct Involving Alcohol**

This rule prohibits, but is not limited to:

- a. Use and/or possession of alcohol by persons not of legal drinking age.
- b. Use and/or possession of alcohol in any first-year living area, regardless of one's age. This restriction applies to all students of Misericordia University, their guests, and members of their families.
- c. Providing alcohol to a person less than the legal drinking age.
- d. Being present during a gathering where alcohol is being consumed while being under the legal drinking age.
- e. Use and/or possession of alcohol in a student room or common area when none of the occupants are of legal drinking age.
- f. Use and/or possession of alcohol in University common areas (e.g., lounge) except where parties have been registered at the discretion of the Vice President of Student Affairs. For further information, see Alcohol Policies and Sanctions.
- g. Possession of excessive quantities of alcohol in apartments, suites, and/or individual rooms or by any one person. Excessive quantities is defined as but not limited to: kegs, beer balls, or similar bulk containers and is more than twelve (12) 12-ounce cans of beer, or a twelve-pack of wine coolers/malt beverages, or one liter of wine, or one fifth of a distilled beverage in any one person's possession.
- h. Use or possession of beer bongs, funnels, and similar products.
- i. Open alcohol containers in public areas, such as residence hall hallways or outdoors.
- j. Serving alcohol to intoxicated individuals.
- k. Impairment attributable to the consumption of alcohol that substantially interferes with student judgment and decision-making causes a disturbance, and/or requires the intervention of University personnel.
- l. Participating in drinking games.
- m. Consumption of grain alcohol (i.e. Everclear).

For further information regarding misconduct involving alcohol and the consequences, please see Alcohol Policies and Sanctions.



## **6. Misconduct Involving Illegal Drugs, Controlled Substances, or Other Intoxicants**

Misericordia University is a drug-free school zone. 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 a dismissal. The University does not condone the possession of drug paraphernalia and will respond in a disciplinary manner.

This rule prohibits, but is not limited to:

- a. Use of any controlled substance, illegal drug, or drug paraphernalia.
- b. Possession of any controlled substance, illegal drug, or drug paraphernalia.
- c. Unauthorized distribution or possession for purpose of distributing any controlled substance or illegal drug.
- d. Impairment attributable to the use of illegal drugs, controlled substances, or abuse of other intoxicants that substantially interferes with student judgment and decision-making, causes a disturbance, and/or requires the intervention of University personnel.

## **7. Theft or Property Damage**

This rule includes, but is not limited to:

- a. Theft of property or of services; possession of stolen property.
- b. Intentionally or recklessly destroying, damaging, or defacing University property or personal or corporate property.
- c. Misuse of University funds or resources.
- d. Littering or scattering of trash.
- e. Misusing copyrighted material in accordance with federal law. For more information on federal copyright laws see: <http://www.copyright.gov/title17/>

## **8. Acts of Dishonesty or Falsifying College Records**

This rule includes, but is not limited to:

- a. Intentionally furnishing false information to University personnel.
- b. Forgery, unauthorized alteration, or unauthorized use of any University document or instrument identification.
- c. Unauthorized recording of any conversation, electronic or oral, without the consent of all parties involved. This also includes, but is not limited to the use of electronic devices, such as cell phones with photo/video graphic capabilities, video camera devices, or still camera devices in areas such as bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy in University owned or operated facilities; and/or taking photographs of an individual against their will.

## **9. Unauthorized Presence In or On University Property**

This rule includes, but is not limited to:

a. Unauthorized presence in, or use of University premises, facilities, or property including telephones and computers; this also includes unauthorized presence in another student's room, any University building, or other University premises or property; unauthorized access or attempted access to any computer file, program, or facility; attempting to access University facilities when not authorized to do so; inviting, encouraging, or admitting an unauthorized person to enter University facilities or property.

#### **10. Failure to Comply/Failure to Act**

This rule includes, but is not limited to:

- a. Failure to comply with the directions of University officials, and in a civil manner, including but not limited to campus safety officers, student affairs administrators, residence life staff, faculty and staff members, and dining room employees in the performance of their duties.
- b. Being present when and where a violation(s) of the Code of Conduct is occurring and failing to leave the scene or notify University authorities that there is a violation(s) of the Code of Conduct taking place.
- c. Knowingly violating the terms of any student conduct sanction imposed in accordance with this Code.

#### **11. Affiliation with Unrecognized Groups or Solicitation**

This rule includes, but is not limited to:

- a. Affiliation with a student organization that has had its recognition revoked and still continues to conduct its business on University owned property (i.e. a club or student organization that has been suspended or had its recognition revoked).
- b. Using University buildings, bulletin boards, electronic modes of communication, or other means to solicit on campus without prior approval from the Office of Student Affairs or the Office of Student Activities. This includes, but is not limited to credit card companies, textbook sales/buyers, merchandise, etc.

#### **12. Violations of Other Rules and Policies**

This rule includes, but is not limited to:

- a. Violation of published University regulations or policies. Such regulations or policies include, but are not limited to, the Computer Use Policy, the Sexual Misconduct Policy, all Residence Hall policies (which include room regulations and proper closing of residences during breaks and end of year checkouts), the conditions of the Housing Agreement which include policies pertaining to visitation, alcohol, quiet hours, security, pets, keys, room capacity, health and cleanliness, as well as those regulations relating to entry and use of University facilities, use of motor vehicles, use of amplifying equipment, misuse of identification cards, and student organization policies.
- b. Violation of federal, state, or local laws on or off campus while enrolled as a matriculating student at Misericordia University.
- c. Engaging in behavior deemed by University standards to be contrary to the University mission and philosophy.

- d. **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.
- e. Gambling is prohibited. Any student found to be engaged in gambling for material gain will be subject to disciplinary action. Raffles and sales must be cleared with the Student Activities Office and may not include alcoholic prizes. If you believe you have a gambling problem, seek help through the Addictions Counselor.
- f. Smoking inside or within 20 feet of University buildings or the Shakespeare Garden is prohibited. This includes the use of smokeless tobacco and e-cigarettes or vaporizers. Smoking is also prohibited within University owned vehicles.
- g. Hookahs are not permitted on campus.

## **I. Discipline Process**

As adults, students are expected to be good citizens and responsible for their own actions. Managing autonomy and independence can be challenging to students and there are times when the University must respond in a disciplinary manner to student behavior. The University has developed a disciplinary process designed to help students learn to:

- Make responsible decisions.
- Take responsibility for their actions.
- Think about consequences for their actions.
- Understand the impact of their behavior on others.
- Live in a community as a responsible citizen

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 the 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.

The University may suspend a student on an interim basis pending criminal proceedings against the student as a result of an incident on or off campus. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student on campus poses a substantial and immediate threat to the safety and welfare of the student or others, or to the stability and continuance of the normal operations of the University. A student suspended on an interim basis may be given an opportunity to address the Vice President of Student Affairs or a designee within 48 hours from the effective date of the

interim suspension (in writing, over the phone or, in some instances, in person) to discuss the following issues only:

- a. The reliability of the information concerning the student's conduct, including the matter of his or her identity;
- b. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to himself or herself or to others or the stability and continuance of normal operations of the University.

The Vice President of Student Affairs may only repeal the interim suspension if the above issues are resolved favorably on the part of the student. Every effort will be made to expedite the process to minimize any possible negative impact on the student.

If a student is convicted of a felony, as a result of an incident on or off campus, that establishes (i) the student poses a substantial and immediate threat to the safety and welfare of the student or others or (ii) the student's presence on campus would negatively affect the stability and continuance of the normal operations of the University, the University has the right to suspend or dismiss the student.

The following should be noted with respect to the discipline process:

1. The jurisdiction of the University extends to each actively enrolled student. The Dean of Students has oversight of the disciplinary process.
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 Coordinator of Student Affairs/Community Standards 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, the Assistant Director of Residence Life, the Director of Residence Life, the Coordinator of Student Affairs/Community Standards, and the Dean of Students. A formal hearing is before the University Student Conduct Board.
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 Coordinator of Student Affairs/Community Standards (assisted by the Office of Residence Life). Official records will be maintained by the Coordinator of Student Affairs/Community Standards.
8. The Coordinator of Student Affairs/Community Standards is responsible to ensure that there is consistency in classification and disposition of cases.
9. The Dear Colleague Letter issued by the U.S. Department of Education, Office for Civil Rights, April 4, 2011, regarding sexual violence, indicates, in part, that: "...a post-secondary institution may disclose to anyone – not just the alleged victim – the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies."

### **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 Coordinator of Student Affairs/Community Standards) to resolve those violations that 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.

### **Formal Hearing**

#### ***University Student Conduct Board***

Major violations occurring campus-wide, major violations occurring in and around the residence halls/houses, major violations occurring off campus or at university sponsored events will be reported to the Coordinator of Student Affairs/Community Standards. The Coordinator of Student Affairs/Community Standards will confer with the Dean of Students and may opt to convene a formal hearing with the University Student Conduct Board.

The University Student Conduct Board is composed of a minimum of three members: one faculty member, one Student Affairs 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.

A non-student chair will be selected to facilitate the hearing.

## **II. Discipline Process**

As adults, students are expected to be good citizens and responsible for their own actions. Managing autonomy and independence can be challenging to students and there are times

when the University must respond in a disciplinary manner to student behavior. The University has developed a disciplinary process designed to help students learn to:

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### **Formal Hearing**

#### ***University Student Conduct Board***

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The University Student Conduct Board is composed of a minimum of three members: one faculty member, one Student Affairs 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.

A non-student chair will be selected to facilitate the hearing.

### **III. Discipline Process**

1. When possible, the student will be notified of the alleged violation(s) within five working days and an informal student conduct hearing 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 hearings. The letter will include the alleged violation, the findings and if found responsible, the sanctions.

4. The Coordinator of Student Affairs/Community Standards in consultation with the Dean of Students may determine that the alleged violation is a major violation and may move the case to a formal University Student Conduct Board hearing. In the event of this formal hearing, the following procedures will apply:

In addition to notification of the alleged violation(s), the student will be notified in writing as to date, time, and place of hearing as well as the composition of the board.

The student may be assisted by a non-speaking 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 Student Conduct Board will recommend sanctions to the Dean of Students. All Board recommendations will be finalized after consultation with all proper University officials. The student will be notified 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 forth 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 an appeal within five working days, upon notification of the student's sanction(s).

When appealing a decision made by Resident Directors, the Assistant Director of Residence Life, or the Director of Residence Life that appeal is made to the Coordinator of Student Affairs/Community Standards. In the case of appealing a decision made by the Coordinator of Student Affairs/Community Standards, that appeal is made to Dean of Students. Finally, when appealing a decision made by the Dean of Students or the University Student Conduct Board, that appeal will be 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 student believes there is new evidence that was not available at the time of the original hearing.

##### **The Appeal Process**

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

1. This student must submit an online appeal form at the following URL:  
<http://www.misericordia.edu/appeal>, which is also provided at the bottom of the outcome letter issued by the hearing officer within five working days of the decision being appealed.
2. The form must specify at least one of the circumstances listed as an approved 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 being 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 receiving, accepting and reviewing an appeal, the administrator may decide the appeal based on the written appeal itself, 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(s)

When possible, the student will be notified in writing of the decision within five working days.

### **Conduct Sanctions**

Sanctions include, but are not limited to:

1. *Written Warning* The student receives a formal notice that a repeat of the behavior may result in more serious disciplinary action.
2. *Fine* Monetary payments for conduct violations.
3. *Restitution* Repayment to the University or to an affected party for damages resulting from a violation of this Code.
4. *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.
5. *Change of Residence* Require a student to move to another room or building.
6. *Weekend Suspension* Student is removed from living on campus 5:00 p.m. Friday and may not return to University housing until 5:00 p.m. on Sunday afternoon.
7. *Residential Suspension* Removal of student from housing for a minimum of one semester and a maximum of one academic year (including summer). Student is not permitted to visit University residential facilities during the suspension.
8. *Residential Dismissal* Permanent loss of housing. Student may no longer visit University residential facilities.
9. *University Probation* This is a final warning for serious or repeated conduct violation(s). Once placed on University Probation, a student may not represent the University as a resident assistant, student government association executive board member, class officer, club organization, or honor society officer or intercollegiate athlete. Further violations during this period will result in suspension or dismissal from the University.
10. *Suspension* Involuntary separation from the University for a specified period of time, after which, the student must petition through the Dean of Students, and if permitted to return does so on University Probation status for a minimum of one academic year and communicated to the appropriate personnel of the University. The student will be given a W in all current courses. Refunds will be governed by the University's refund policy.
11. *Dismissal from the University* Permanent involuntary separation from the University. The effective date of the dismissal is determined by the Dean of Students in consultation with the Vice President of Student Affairs and communicated to the appropriate personnel of the University. The student will be given a W in all current courses. Refunds will be governed by the University's refund policy.
12. *Consultation Sessions with the University Counseling and Psychological Services (CAPS) Center* The counselor will disclose that the student attended the session(s), but all information is confidential.

13. *Withholding Degree* The University may withhold awarding a degree otherwise earned until there is a completion of the conduct process and all imposed sanctions.

14. *Discretionary Sanctions* Other sanctions deemed appropriate and may be applied to an individual or an organization. They may include, but are not limited to educational service hours, educational reflection assignments, participation in alcohol or drug awareness and education programs, withdrawal of privileges to participate in athletics, or a club or organization for specified period of time.

### ***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:

- Monetary fine and replacement and damage costs as applicable.
- Residential probation or residential suspension
- Other sanctions deemed appropriate up to and including dismissal.

2. Failure to evacuate the building during a fire alarm

- \$100 fine
- Residential probation or residential suspension.
- Other sanctions deemed appropriate up to and including dismissal.

3. Deliberately causing a false fire alarm:

- Minimum fine of \$200
- Minimum sanction of residential suspension
- Possible criminal charges
- Other sanctions deemed appropriate up to and including dismissal.

### **Alcohol Policies and Sanctions**

Misericordia University supports the health and well-being of each individual, therefore, it 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 or consume alcohol. The University does not permit students under 21 to be in the presence of alcoholic beverages on campus unless it is at a university sponsored event. However, the University recognizes the right of individuals 21 years of age or older to possess and consume moderate amounts of alcoholic beverages. With these rights come the following responsibilities:

- Students 21 years of age or older may not possess or consume alcohol in the presence of minors (students under 21).
- Students 21 years of age or older are strictly forbidden from giving or selling alcohol to minors.

- Students may not possess or consume liquor in excess of 100 proof or possess/ consume caffeinated alcoholic energy drinks (including but not limited to: Four Loko, Sparks, Joose, Spylles, 24/7, Tilt, or Torke).
- Possession of drinking paraphernalia and/or participation in or being in the presence of activities that promote and encourage binge drinking (drinking games, funnels etc.) will not be tolerated regardless of age.
- Consumption of alcohol and/ or possession of open containers in public areas of the University, including lounges, parking lots, front or back porches of townhouses or university owned houses is not permitted. 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 (VPSA) for a special social function where all who attend are 21 years of age or older. Permission must be obtained in writing from the VPSA at least three weeks in advance.
- Kegs, beer balls and all other common alcohol containers are not permitted on University property. 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. Permission must be obtained in writing from the VPSA at least three weeks in advance.
- Behavior resulting from the consumption of alcohol that disturbs or disrupts any member of the campus or local community will not be tolerated, regardless of age. This behavior includes, but is not limited to: public intoxication, vomiting, erratic or disorderly conduct. Excessive consumption of alcohol is not an excuse for behavior that violates the Student Code of Conduct.

***Possession of Empty Alcohol Containers by Students Under the Age of 21***

The University does not permit students under 21 to possess or display empty alcoholic beverage containers in their rooms as it views this as promoting underage alcohol use. Students in violation of this policy will be referred for disciplinary action and sanctions deemed appropriate will be applied.

***Being Present at a Gathering Involving the Use or Possession of Alcohol***

A student under 21 who is present at a gathering that is not sponsored by the University where alcohol is used or possessed is in violation of University policy. The student will be referred for disciplinary action and sanctions deemed appropriate will be applied up to and including dismissal.

***Excessive Amount of Alcohol***

Students who are 21 years of age who choose to consume alcohol are expected to do so responsibly. **One** student should not have in their possession more than **one twelve pack of beer or malted beverage, wine coolers, or one 750ml bottle of liquor, or one 750ml bottle of wine**. Anything found in excess of this amount will be confiscated and disposed of. The student will be referred for disciplinary action and sanctions deemed appropriate will be applied up to and including dismissal.

***Common Containers***

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, townhouse or university owned off campus house where the unauthorized common container was found. These

residents will be placed on residential probation along with other sanctions deemed appropriate up to and including dismissal.

### ***Alcohol Host Policy***

Students who are 21 years of age or older, who allow their room, suite, townhouse, university owned off campus house to be used as the site of a gathering where minors are present and alcohol is possessed/consumed are in violation of University policy. Each student who lives in the housing unit who is present at the time of the alleged violation will be considered a host and will be referred for disciplinary action and subject to sanctions deemed appropriate up to and including dismissal.

### ***Use of a False ID to Purchase Alcohol***

The University expects honesty from all members of its community; therefore, students who use a false ID to purchase alcohol will be referred for disciplinary action and subject to sanctions deemed appropriate up to and including dismissal.

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 offers a substance free housing option. For more information, contact the Residence Life office.

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. Please note that under Pennsylvania state law, charging admission, selling mugs, glasses, tickets, etc. constitute furnishing alcohol with a legal license and are illegal.

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 will be addressed directly through the University conduct process. Off campus behavior may be addressed by the University if a student is cited by the police or if behavior related to alcohol consumption is disruptive to the surrounding community. Students who are 21 years of age or older who do not comply with University policy or are cited by the police can also be disciplined. Direct sanctions will be imposed which range from educational sanctions to dismissal from the University. The sanction will be determined by the nature and severity of the violation. 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 a violation of state or local law by enforcement officials, the student may also be processed through the University conduct system, in addition to penalties under Pennsylvania law. For specific information regarding state penalties, contact the Associate Director of Campus Safety or the Dean of Students.

***First Offense:***

If a student violates the alcohol policy in the residence halls, the student will be referred to an informal meeting with an administrative hearing officer. All other violations which occur on or off campus will be handled by the Dean of Students or designee. For students found in violation of the alcohol policy, the sanctions may include but are not limited to:

- \$75 fine
- Attendance at the Alternatives Education Class and the completion of a minimum of a 2 page reflection paper on the class experience. Cost \$50 for class
- Parental notification
- Other sanctions deemed appropriate up to and including dismissal.

***Second Offense:***

Students will be referred to an administrative hearing officer and sanctions may include but are not limited to:

- \$150 fine
- Completion of "Under the Influence" an online educational program, cost \$35
- Residential probation
- Parental notification
- Other sanctions deemed appropriate up to and including dismissal.

***Third Offense:***

The Dean of Students or designee, or the university student conduct board handles this case. Sanctions may include but are not limited to:

- \$300 fine
- Residential suspension
- University probation
- Parental notification
- Other sanctions deemed appropriate up to and including dismissal.

**Note: The University reserves the right to accelerate the level of discipline depending on the nature and severity of the violation.**

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 or designee to carry over an alcohol sanction into the fall semester or substitute a sanction not listed that is appropriate for the violation committed.

**Drug Policies and Sanctions**

The use, possession or distribution of any type of illicit drugs, including synthetic drugs is not condoned by the University. Misericordia University is a drug-free school zone. 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 off campus in connection with the activities of Misericordia University students, the Student Code of Conduct will permit taking action beyond or separate from any which may be taken by civil authorities. The action may range from fines to dismissal from the University, depending on the nature and severity of

the violation. The University does not permit the possession of drug paraphernalia and will respond in a disciplinary manner. If drug paraphernalia and/or controlled substances are found on campus, the local police will be contacted to take possession of the contraband. The student may face charges by the police in addition to university disciplinary action.

***Possession of Drug Paraphernalia***

Possession of drug paraphernalia (pipes, hookahs, bowls, bong, rolling papers, spliffs, etc.) is a violation of University policy.

***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.

If the student is found responsible for violating either of the policies above, the following sanctions may apply:

***First Offense:***

- Residential probation
- \$100.00 fine
- Completion of "Marijuana 101" an online educational program. Cost: \$35.00
- Parental notification
- Other sanctions deemed appropriate up to and including dismissal.

***Second Offense:***

- Suspension or dismissal from residence
- \$200.00 fine
- Parental meeting
- Referral to the Addictions Counselor
- Other sanctions deemed appropriate up to and including dismissal.

***Third Offense:***

- Suspension or dismissal from the University
- Parental meeting

***Use or Possession of a Controlled Substance***

Possession of marijuana, cocaine, narcotics, heroin, or other controlled substances, and/or other prescription drugs possessed or used without a valid prescription is both illegal and potentially dangerous and in violation of University policy. The Dean of Students, University Student Conduct Board, or designee will handle these cases. Sanctions will depend upon the nature and the severity of the violation up to and including dismissal from the University.

***Distribution or Sale of a Controlled Substance***

This includes distributing or selling, in any way and any amount, controlled substances such as cocaine, narcotics, heroin, non-prescribed drugs, or marijuana. It also includes distribution or sale of a prescription drug to a person to whom the prescription was not originally issued to.

This policy includes both on campus and off campus behavior. The Dean of Students, the University Student Conduct Board, or designee will handle these cases. If a student is found in violation, they will be removed from the University.

### **Substance Abuse Education Programs**

#### *Alternatives*

This is a full-day alcohol and other substance education class scheduled on campus 4-5 times per semester on a Saturday. There is a \$50.00 fee for this class and students who are typically found responsible for a first time alcohol violation on campus or are cited by the police and have not attended this class are required to attend.

#### *Under the Influence*

This is an online alcohol education program. There is a \$35.00 fee for this program, paid online with a credit card.

#### *Marijuana 101*

This is an online marijuana education program. There is a \$35.00 fee for this program, paid online with a credit card.

#### *Individual Addiction Education (alcohol, other drugs, gambling, etc.)*

An individual exploration through standardized testing and individual sessions with an addictions counselor, to assist the participant in taking an honest look at his/her use/abuse patterns and make some decisions about future actions. Students may self-refer or are referred through the conduct process. Contact Darcy Brodmerkel at [dbrodmer@misericordia.edu](mailto:dbrodmer@misericordia.edu).

#### *Referral Service*

A process facilitated by an Addictions Counselor to assist the individuals to take a look at their actions and make some decisions about treatment. The student will be referred to the appropriate level of care including outpatient, intensive outpatient, inpatient, and hospitalization treatment programs. Students are referred through the conduct process or may contact Darcy Brodmerkel, the Addictions Counselor, directly at [dbrodmer@misericordia.edu](mailto:dbrodmer@misericordia.edu).

#### *Adult Children of Alcoholics*

This is an opportunity for individual counseling for those affected by growing up in an alcoholic family. Students will learn how it has affected or continues to affect their personality and behavior and most importantly, how to overcome the limitations it has caused. For more information, contact Darcy Brodmerkel at [dbrodmer@misericordia.edu](mailto:dbrodmer@misericordia.edu).

## **Academic Affairs**

### **Academic Policies**

All University academic policies are detailed in the University Catalog, available online at <http://www.misericordia.edu/catalog/>.



## **Co-Curricular and Extracurricular Activities**

Misericordia University through its mission recognizes the importance of personal development through participation in co-curricular and extracurricular activities. The University endorses, supports, and takes pride in these co-curricular and extracurricular activities in which students represent the institution in authorized activities on and off campus.

Faculty and staff are committed to on-going collaboration for the purpose of continuing rapport, joint problem-solving, and the ultimate benefit of the individual student's overall learning and development. However, there may be times in which the academic class schedule and the co-curricular or extracurricular activity conflicts.

It is the responsibility of the student to be aware of the attendance policy of each faculty member in whose classes they are enrolled. It is the responsibility of the student to consult with the appropriate faculty member prior to a necessary absence to determine and confirm arrangements for make-up work.

## **Student Success Center**

The Student Success Center (SSC) offers services to students who wish to improve the quality of their learning. The center offers comprehensive support services through the following programs: peer tutoring, study skill support, one on one learning specialist support, writing support, and workshops. Individual assessment and intervention services regarding study skills and learning strategies are also offered, as well as developmental intervention programs for students on academic probation or for those who are not satisfied with their level of performance. The SSC is located in the lower level of Alumnae Hall. All services are free of charge.

## **Early Alert**

The Early Alert Program is a referral process used to enhance the retention of our students. Faculty, staff, or parents who are concerned about a student submit referrals to the Student Success Center at 570-674-6408 for intervention assessments. An initial assessment will be completed by the appropriate College Retention Liaison. The student will be directed to the appropriate services (i.e., academic support, tutoring, personal counseling, Insalaco Center for Career Development, Writing Center, minority mentoring, etc.).

## **Tutorial Assistance**

Misericordia University offers a variety of tutorial options to assist students in achieving academic goals. Individual and group tutoring is provided in most core curriculum courses and some professional courses. Professional staff members are available to assist those students who wish to improve their study skills. Tutorial services are provided by the Student Success Center which is located in the lower level of Alumnae Hall. All tutorial services are free of charge. Students also have access to Smarthinking, an online 24/7 tutorial service.

## **Office for Students with Disabilities**

### ***504***

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, students with documented disabilities may seek academic accommodations for their disability free of charge. These academic accommodations include extended time on tests, use of a note sharer, and tape recording of lectures.

### ***ALP***

The Alternative Learners Project (ALP) is a fee-based program of services offered in addition to the services Misericordia University is required to provide students with disabilities under 504. ALP services include an eight-week course in Learning Strategies and an individualized Program of Accommodations (POA). The POA may include writing support instruction, access to a dedicated study room, and time management skills. Each student meets individually with a Program Coordinator on a weekly basis.

The 2014-2015 fee schedule is as follows:

First year freshmen: \$2,250 (first semester)

Second semester freshmen and all upper-classmen: \$1,750 semester

## **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 quality services with diverse resources for intellectual growth and development. Library staff is 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.

### ***Library Hours***

The library's schedule accommodates the academic schedule of the University. Library hours are posted on the library website. Hours are subject to change during semester breaks and University holidays.

### ***Holdings***

The Mary Kintz Bevevino library contains more than 80,000 volumes including circulating books, reference resources, and juvenile titles as well as more than 2,000 DVDs. The library

subscribes to approximately 92 print journals and provides full-text access to over 52,000 electronic journals through the library's licensed databases.

### ***Library Catalog***

The library's online catalog, available from the library's homepage at [http://www.misericordia.edu/mu\\_library](http://www.misericordia.edu/mu_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.

### ***Circulation***

Students must present a valid Misericordia University ID at the circulation desk in order to borrow library materials.

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. Reference staff are available to provide research assistance. They 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.

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

### ***Laptops and iPads***

The library has laptops and iPads that can be checked out by Misericordia students, faculty and staff for a 7-day loan period or for use in the library. Students wishing to use their personal laptops in the library may connect to the internet by borrowing an Ethernet cord at the circulation desk or having their laptops configured at the Student Help Desk in Mercy hall for Wi-Fi use in 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 second floor. A scanner and color laser printer are also available for a charge.

### ***Reciprocal Borrowing***

Misericordia students may borrow books directly from several of the local academic and public libraries. The student will need to present a valid Misericordia ID and proof of residence at the lending institution. Materials must be returned directly to the lending library. Overdue charges are the responsibility of the individual borrower.

### ***Interlibrary Loan***

The Mary Kintz Bevevino Library offers interlibrary loan services to current students, faculty and staff. When a specific resource is unavailable in the library, it may be requested from another library via the online ILLiad request forms for journal articles and books or through the E-ZBorrow direct patron borrowing system for books. Patrons will be notified through their Misericordia email account when materials have arrived. Books and DVDs can be picked up at the library's circulation desk. Most articles are delivered directly to the student's ILLiad account or via email. While most materials arrive within a few days, others may take a considerable amount of time. Students are encouraged to plan their research accordingly. Though most materials are obtained free of charge, occasionally the lending library has a fee. The patron must accept these fees before the materials are requested. The loan period for returnable materials is 21 days, usually with the option of a 21-day renewal period. The borrowing patron is responsible for any fees accrued. Interlibrary loan policies and procedures can be accessed through the library web pages.

### ***Traditional Reserves***

Selected library materials, DVDs, and books from the collection and items belonging to instructors may be placed on reserve in the library for ease of student access. These materials may be checked out at the library circulation desk with a valid ID card. Depending on the directive of the instructor, loan periods may range from two hours to seven days. These items accrue fines when not returned at the designated time.

### ***Electronic Reserves***

Articles and book chapters selected by the instructors are directly loaded into Blackboard's course management system. If applicable, direct links are supplied to journal articles owned by the library.

### ***Archives***

The Sr. Mary Carmel McGarigle Archives, named for Misericordia's first archivist, are located on the third floor of the library. The archives consist of materials relating to the founding and history of Misericordia University.

### **Compressed Schedule**

#### ***Current Schedule***

*Monday-Wednesday-Friday*

8:00–8:50

9:00–9:50

#### ***Compressed Schedule***

10:00–10:40

10:50–11:30

10:00–10:50	11:40–12:20
11:00–11:50	12:30–1:10
12:00–12:50	1:20–2:00
Lunch/Meeting Time	1:20–2:20
1:30–2:20	2:30–3:10
2:30–3:20	3:20–4:00

*Monday-Wednesday*

12:00–1:15	1:20–2:20
3:30–4:45	4:10–5:10

*Tuesday-Thursday*

8:00–9:15	10:00–11:00
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

*Saturday-Sunday*

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

*Tuesday-Thursday classes lose 15 minutes per class. Monday-Wednesday-Friday classes lose 10 minutes per class. Day classes scheduled at times other than listed above will be compressed by 20%. Evening classes are as scheduled if on a compressed schedule.*

Compressed schedule or school cancellation will be announced via e-MU, hotline (570-674-6311), MUALERT, and television stations.

## **Misericordia University Honor Societies**

### *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 rank in the top 10% of the graduating class. For more information, contact the Center for Adult and Continuing Education.

### *Beta Beta Beta Biological Honor Society*

Beta Beta Beta Biological Honor Society is an honor and professional society for students of the biological sciences. Membership is based on academic achievement in the biological sciences.

### *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.

### *Kappa Delta Pi*

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

### *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 Historical Honor Society recognizes students for overall academic achievement in addition to outstanding academic accomplishment in history.

### *Phi Sigma Tau*

Phi Sigma Tau is the International Honor Society in Philosophy, with a network of over 200 [chapters](#) in public and private institutions of higher learning. Its purpose is to encourage interest and activity among students and to promote ties between philosophy departments in accredited institutions. Phi Sigma Tau publishes a journal, [Dialogue](#), for student contributions in all areas of contemporary philosophical research.

### *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.

### *Psi Chi*

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

### *Sigma Beta Delta*

Sigma Beta Delta is an international honor society for persons of high scholarship and good moral character who are enrolled in business, management and administration.

### *Sigma Tau Delta*

Sigma Tau Delta is an international honor society for English majors; MU sponsors the Alpha Sigma Epsilon chapter. Its central purpose is to confer distinction upon students of the English language and literature.

### *Sigma Theta Tau*

Sigma Theta Tau International Honor Society for Nursing 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. Full-time students who will graduate in the current year and exhibit high academic achievement, and participate and show leadership in extra-curricular activities and community service are eligible to apply for this award.

## **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	8:30 a.m.–6:00 p.m.
Tuesday/Wednesday/Friday	8:30 a.m.–4:30 p.m.
Saturday	11:00 a.m.–2:00 p.m.

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/summer)* must be returned within the first week of class.
3. *Other merchandise* must be returned within two weeks of the purchase date.
4. 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. The schedule can also be accessed at [www.lctabus.com](http://www.lctabus.com), or call 570-287-8463 for more information.

## **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 a.m.–4:30 p.m.  
*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 a.m. to 4:30 p.m. to discuss individual problems and to advise students in matters regarding financial aid.

### ***Institutional Refund Procedure Relating to Withdrawals***

Students who wish to withdraw from the residence halls/houses must state their intention in writing to the Assistant 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 call the Student Success Center at 570-674-6408. An appointment will be made and all necessary withdrawal paperwork will be completed.



## **Food Service**

The Dining Hall and the Cougar's Den Grill and Convenience Store are located in the Banks Student Life Center.

### ***Dining Hall Hours***

*Hot Breakfast Monday to Friday 7:00 a.m. - 9:45 a.m.*

*Continental Breakfast Monday to Friday 7:00 a.m. - 10:30 a.m.*

A wide variety of delicious items are offered at breakfast, including cooked to order eggs, fresh fruit, hot and cold cereals, breakfast meats and potatoes, a Belgian waffle station, assorted freshly baked pastries, hot and cold beverages and much more.

*Lunch Monday to Friday 11:00 a.m. - 1:30 p.m.*

*Extended Lunch Monday to Friday 1:30 p.m. – 3:00 p.m.*

*Dinner Monday to Friday 4:30 p.m. – 7:00 p.m.*

*Extended Dinner Monday to Friday 7:00 p.m. – 8:30 p.m.*

Lunch and dinner consist of all you care to eat from the full salad bar with freshly prepared soups, a variety of hot entrées at our Signature Entrees station, J. Clark's Grille station, Corner Deli station, and made to order culinary specialties at our Bravo station.

Extended lunch and dinner will feature all you care to eat options at our full soup and salad bar, Market Street Deli, J. Clark's Grill, Sweet Endings Desserts, Hand Dipped Ice Cream, and all you care to drink beverages.

*Brunch Saturday and Sunday 11:00 a.m. - 1:30 p.m.*

Hot breakfast selections including made to order eggs, French toast, breakfast meats and potatoes are offered along with a variety of hot luncheon items and a full salad bar with two soups.

*Dinner Saturday 4:30 p.m. – 6:00 p.m.*

*Dinner Sunday 4:30 p.m. – 6:30 p.m.*

The Dining Hall is not only for eating! Throughout the school year, there are many activities featured during regular dining hours such as Oktoberfest, the Super Bowl Tailgate Luncheon, March Madness, the Ultimate Campus Chef competition, and live entertainment just to name a few!

*\*\*The times noted are valid when school is in session. Hours vary while on breaks and over summer vacation. After long weekends and/or holidays, the Dining Hall will reopen with dinner the night before classes resume.*

Students and guests are able to purchase meals in the Dining Hall with cash, credit card, debit card or flex dollars, if available.

The “all you care to eat” rates are as follows:

Breakfast	\$4.75
Lunch	\$6.75
Dinner	\$7.75

Commuter, faculty, and weekend students may purchase meal plans or place money (flex dollars) on their ID card in the Student Financial Services Office.

The Culinary Student Advisory Board 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 Culinary Student Advisory Board.

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. Students 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.*

### ***Cougar’s Den***

A favorite with Misericordia students, faculty, and staff, the Cougar’s Den is the place to go when you’re looking for quick eats-in or take-out options. The daily menu features hot and cold sandwiches, hand-tossed pizza cooked in our Brick Oven, and grill favorites like cheese steaks, chicken tenders and mozzarella sticks.

In a hurry? We also have delicious, and nutritious, items in the Up-for-Grabs cooler. Made fresh daily, we offer a variety of large salads, side salads, fruit cups, desserts, and much more. We even offer Sushi during the week.

There is also a Convenience Store area in the Cougar’s Den. Guests may shop for groceries such as power bars, cereals, cookies, microwave meals, ice cream, health and beauty items, household staples, and much more.

The Cougar’s Den is the place on campus to enjoy Green Mountain Coffee. Not only do we brew six varieties of coffee daily, we also whip up your favorite creations like lattes. Not a fan of coffee? We have blended smoothies and energy drinks, too. The Cougar’s Den accepts flex dollars, credit cards and cash.

### ***Cougar’s Den Hours***

*Monday, Tuesday, Wednesday 8:00 a.m. - 11:00 p.m.*

*Thursday & Friday 8:00 a.m. - Midnight*

*Saturday 3:00 p.m. - Midnight*

*Sunday 3:00 p.m. - 11:00 p.m.*

### ***Intermetzo Café***

Located within Insalaco Hall, the Intermetzo Café is home to unique hot and cold items that are not available anywhere else on campus! We offer a variety of flatbread, personal pizzas and gourmet hot sandwiches, as well as a variety of salads and sandwiches in the Up-for-Grabs cooler.

Looking for an afternoon pick-me-up? Intermetzo proudly brews Green Mountain coffee, including espresso drinks like Cappuccinos and Lattes. Intermetzo Café accepts flex dollars, credit and debit cards and cash.

### ***Intermetzo Café Hours***

*Monday-Friday 8:00 a.m. - 3:00 p.m.*

*Closed Saturday and Sunday*

### ***Passan Hall Kiosk***

Health Science students and faculty have the convenience of our Passan Hall Kiosk for delicious breakfast, lunch and snack options. Each day, a wide variety of sandwiches, salads, snacks, and drinks are available for purchase. Hot coffee, fresh baked goods, soup and sushi are just a few of the treats you will find at the kiosk. Cash, credit cards and flex dollars are currently accepted.

### ***Passan Hall Kiosk Hours***

Open During Academic Year Only

Monday to Friday 7:30 a.m. - 2:00 p.m.

Meal Equivalency available 11:00 a.m. - 2:00 p.m.

Closed Saturday and Sunday

### **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 the University.

- Open Monday through Friday, 8:30 a.m. to 4:30 p.m.
- Closed Saturday and Sunday.
- Out-going mail is picked up by the Dallas Post Office at 4:00 p.m. daily, Monday through Friday.
- All mail is delivered to student boxes daily.
- Fed Ex is delivered after 10:30 a.m. daily.
- UPS and Fed Ex Ground are delivered after 3:00 p.m. daily.
- Students will be notified of delivery via 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.

- Money orders sold after 3:00 p.m. will be dated the next business day.

Mail addressed to you should follow this format:

Jane Smith  
Misericordia University  
301 Lake Street, Box 0000 (*enter student's assigned mail box #*)  
Dallas, PA 18612-1090

\*Your address must include your Box Number. Mail that does not include a Box Number may be delayed.

**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.

Mailboxes are assigned to students who live on campus and students who participate in the Work Study Program.

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

Mailbox keys must be returned to the Campus Post Office if you are:

- Graduating
- Withdrawing from the University
- Moving off Campus
- No longer participating in the Work Study Program

Students will be charged \$50 if the key is not returned by the end of the current term.

### **Campus Safety**

The Campus Safety Department is located in Room #7, ground floor of Mercy Hall. The department maintains a 24-hour, seven-day-a-week, communication, security dispatch and remote surveillance camera system at this location. Officers engage in both foot and mobile patrols on the upper and lower campuses and at adjacent University owned properties. The department is comprised of the Director, Associate Director, three Safety Supervisors, and 21 full-time and part-time Safety Officers. Officers are trained in response to emergency situations,

first aid, CPR and automatic external defibrillator (AED). Officers are unarmed, but do have detention authority when appropriate to preserve a safe and secure campus.

### **Closed Circuit Surveillance System**

Misericordia University utilizes a system of video cameras and closed circuit televisions to monitor and record activity on University property. All video monitoring and related recording conducted by the University shall be limited to locations in which a person does not have a reasonable expectation of privacy, and conducted in a manner that is professional and ethical, and that is consistent with all relevant University policies.

In general, camera locations are indicated with appropriate signage. However, the University may have cause to utilize the system in the course of conducting an investigation into conduct which violates law, University policy, or otherwise poses a threat to campus security or safety, or in the course of assisting in a law enforcement investigation. Under these circumstances, there shall be no notification that locations being monitored for any of the purposes set forth above are under video surveillance.

Information obtained through video monitoring and/or recording is deemed to be Confidential Information pursuant to the University's Confidential Information Policy, and will also be used for the following purposes:

- To assist the University in its efforts to provide a safe and secure campus;
- For purposes of a University investigation;
- To ensure compliance with University procedures;
- When necessary due to exigent circumstances, for the assistance of duly authorized law enforcement officers;
- In conjunction with special events.

### **Local Law Enforcement**

Misericordia University is comprised of upper and lower campus areas which are located within Dallas Township and Dallas Borough, Pennsylvania. The Campus Safety Department maintains a positive working relationship with those municipalities. The Campus Safety Department cooperates fully with all federal, state and local law enforcement agencies. Arrests for criminal activity are within the scope of the appropriate law enforcement investigating agency.

### **How to report Criminal Incidents and other Emergencies**

It is the policy of Misericordia University to protect the rights of all individuals and foster a safe environment for all students, employees and visitors, free from threat and victimization.

Conversely, members of the campus community are expected and required to comply with all federal, state and local laws. Any member of the community who has been the victim of a crime, has observed, or has knowledge of a criminal incident or emergency, should immediately report this information to the Campus Safety Department at 570-674-6300. This number is monitored 24 hours a day by Campus Safety personnel. The Campus Safety Department will investigate all complaints. Victims of criminal acts will be advised that violations of the law can be referred to

the proper law enforcement agency for possible criminal prosecution at their request. The Campus Safety Department initiates timely warnings as necessary to the University community regarding criminal activity and emergencies.

To directly report a crime to the local or state police, dial 911. The 911 system is available to every member of the University community. If you dial 911 from a hard-line, on-campus phone, the Campus Safety Department will receive notice of the location of the call. Calls from cellular phones do not have this automatic tracking feature. Call takers at the 911 center are dependent on information provided by the caller. Make an effort to know your surroundings and provide an accurate description of the events in order to obtain a timely and effective response.

### **Voluntary Confidential Reporting**

A victim or witness to a criminal offense may decide she/he does not want to pursue action or desires to keep their identity confidential. In these situations, an individual may want to consider an anonymous report. The purpose of an anonymous report is to take steps to ensure the future safety of the reporting person and others while protecting her/his identity. The University can use such information to keep accurate records about the number of incidents, look for patterns concerning location or methods of operation, and alert the campus community to potential danger. If a victim wishes to file an anonymous report, they may contact the Vice President of Student Affairs Office, Dean of Students Office, Coordinator of Student Affairs/Community Standards Office, Residence Life Office, the Counseling and Psychological Services Center, Academic Dean's Office, Athletic Department professional staff, the Health & Wellness Center or Campus Safety Personnel. An anonymous third party report with information regarding the incident will be completed; however, no names or identifying information will be used without the consent of the victim. No follow-up or investigation will be conducted without the consent of the victim.

### **Daily Crime and Fire Log**

The Campus Safety Department maintains a daily log, which is on display at the main Safety Desk. The log is a record of all crimes, fires and fire alarm activations reported to the Campus Safety Department. This log, which is open for public inspection, lists the nature, date, time, general location and disposition of all above listed incidents reported to the Campus Safety Department. The Campus Safety Department submits monthly information to the Pennsylvania State Police – Uniform Crime Report. Crime statistics gathered by the Campus Safety Department for the most recent three-year period are published in the *Campus Safety Handbook* and available for review by students, staff and the public at <http://www.misericordia.edu/safety>.

### **Security Programs and Services**

#### ***Support Services***

The University provides educational programs on drug and alcohol abuse through the Addictions Counselor's Office. The Counseling and Psychological Services Center offers speakers and programs on sexual assault education and oversees the Sexual Assault Response Team (SART). SART and the Sexual Assault Facts & Education (SAFE) Peer Educators, provide counseling for students, distribute brochures on date violence, acquaintance rape, rape crisis services, and

guidance for rape victims, their families, and friends. Procedures and guidelines for dealing with sexual misconduct situations are detailed in the *Sexual Assault* section of this publication.

**Crime prevention** suggestions are offered in the *Campus Safety Handbook*.

### ***C.A.R.E.***

Criminal Alert Reporting Extension: 6292; off-campus: 570-674-6292, which allows any person to anonymously contact the Campus Safety Department to report criminal or suspicious activity occurring on the University campus or in the community.

### ***Special Escort Service***

Campus Safety officers provide dusk to dawn service on the campus grounds and on request during special circumstances.

### **Building and Grounds**

Campus Safety Officers conduct comprehensive safety inspections which involve all University owned properties and the exterior areas. These inspections include lighting surveys, fire extinguisher status, walkway conditions, and many other areas of increased risk. Facilities work orders are submitted to correct and improve lighting efficiency and other areas of concern which are identified through the safety inspection process. The facilities staff attends to the campus buildings and grounds with a concern for safety. They are available to respond to calls for service regarding unsafe facility conditions. These conditions include unsafe steps, rails, icy/snow covered walks and/or parking lots. The facilities staff also attends to inoperable locking mechanisms. We encourage any member of the University community to report a concern about physical security or safety to the Campus Safety Department at 570-674-6300.

### **Missing Persons**

If a member of the University community has reason to believe that a student who resides on campus is missing, he or she should immediately notify the Campus Safety Department at 570-674-6300. The Campus Safety Department will investigate reports of missing persons and make every effort to locate the student in conjunction with Student Affairs. The Dean of Students will notify the student's contact person, if provided, 24 hours after the student is deemed to be missing. Contact information provided by the student will be confidential, accessible only to authorized University officials and law enforcement and will not be disclosed outside of a missing person investigation. If a missing student is under the age of 18, the University will notify a custodial parent or guardian in addition to any additional contact person designated by the student. Campus Safety will also report the missing student to local law enforcement within twenty-four (24) hours. **Certain circumstances may exist, such as possibility of abduction, emotional concerns, and threat of violence, which will result in notification to law enforcement prior to the 24 hour time period mentioned above.**

### **Access to Campus Facilities**

The Campus Safety Department is responsible for locking and unlocking all campus buildings as needed. All administrative and classroom buildings are locked following the regularly scheduled use for the day and evening. Students are required to carry their identification cards at all times

and present them to a Safety Officer upon request when attempting to gain access to University properties.

### **Emergency Telephones**

Emergency telephones are located throughout the University campus. These phones ring directly and automatically into the Campus Safety Office. Hard line phones are located in the lobby areas of residence halls and other University buildings. The Campus Safety Department can determine the location of callers from emergency phones as well as any calls originating from hard line phones on campus. Cell phone calls cannot be automatically traced to a caller's location when 911 is contacted. Please call Campus Safety at 570-674-6300 and provide a detailed description of your location when reporting an emergency from a cell phone.

### **Emergency Notification/Response**

If a serious injury, illness or other emergency occurs on campus, contact Campus Safety at 570-674-6300 (or at ext. 6300 if using on campus phone system).

In the event of a serious incident, which poses an immediate threat to members of the Misericordia community, the University has various emergency notification systems in place to communicate information. Some or all of these methods of communication may be used in the event of an immediate threat to the Misericordia community. The methods of communication include emails, text messaging, public address and a siren. The University will post updates during a critical incident on the MU web site at [www.misericordia.edu](http://www.misericordia.edu) and [www.twitter.com/misericordia.edu](http://www.twitter.com/misericordia.edu).

MUALERT is the emergency notification system used to notify the campus community upon the confirmation by the Campus Safety Department of a significant emergency or dangerous situation involving an immediate threat to the health or safety of employees or students. MUALERT notifications are immediate and provide members direct access to news and instructions. To fully participate in this system, students and employees need to provide the University with key contact information such as a cell phone number and an email address. Members of the University community are notified annually regarding registration procedures and access to the MUALERT system. Registration for MUALERT is available on the main page of e-MU. MUALERT is tested annually during a scheduled, but unannounced drill.

The Campus Safety Department may consider various forms of information to confirm and verify the threat; including but not limited to, direct witness observation, and Safety Officer or local police investigation.

The Director of Campus Safety or the Associate Director of Campus Safety will determine the content of the notification and initiate the notification. The notification and its content will be issued without delay, unless in the professional judgment of the Director or Associate Director, issuing a notification will jeopardize efforts to assist a victim or to contain, respond to or otherwise compromise the effective control of the emergency. Notification will be sent to entire campus community.



## **PARKING REGULATIONS**

### **General Information**

The Campus Safety Department coordinates all student, faculty, staff and guest parking on campus. Students who wish to park a motor vehicle on the University campus must register their vehicle with the Campus Safety Department. Student vehicle registration permits can be obtained for an annual fee set by the University Administration. Employees, faculty and staff are also encouraged to register their vehicles with Campus Safety. Copies of the parking regulations and procedures are provided in this Handbook and also the Campus Safety Handbook.

## **MOTOR VEHICLE REGULATIONS**

Misericordia University provides parking spaces for employees, students, and visitors in areas as convenient as possible. The following policy has been adopted by the University and remains in force unless otherwise amended.

### **I. Registration of Motor Vehicles**

- A. All students who wish to park and operate a motor vehicle on the campus of Misericordia University must register their vehicle with the Campus Safety Department, office #7 on the ground floor of Mercy Hall. Persons planning to use more than one vehicle must register each vehicle separately. A parking permit is required for each vehicle, and can be obtained through the payment of an annual fee set by the University Administration.
- B. Vehicles should be registered immediately upon its arrival on campus.
- C. Temporary and guest parking permits are available through the Campus Safety Department.
- D. Parking at Misericordia University is a privilege, not a right, and may be revoked at any time for dangerous driving or flagrant disregard of these parking regulations. The possession of a parking permit does not guarantee a person a parking space in any particular location.

### **II. Parking Lots**

Parking area designations have been established for your convenience and utilize color-lined identification striping and signage according to the following guidelines:

**Students:** Students are authorized to park in areas designated by white-lines only which will often include signage indicating student parking or general parking.

**Employees:** Employee parking is allowed in areas designated by yellow lines and is also authorized in areas identified with signage indicating employee parking or general parking.

**Visitors:** Visitors may park on the roadway in front of Mercy Hall Circle and on parking areas marked general parking, visitor parking, and marked as necessary with special reserved parking signs. Cooperation and timely consideration is requested to reserve special parking spaces for visitors to our campus.

**Unless otherwise indicated by special signage, students and employees are not authorized to park on the roadway in front of Mercy Hall.**

### **III. Parking and Operation of Motor Vehicles**

- A. Parking and operation of motor vehicles shall conform to Misericordia University regulations, the laws of the Commonwealth of Pennsylvania and the ordinances of all applicable local municipalities.
- B. The following are prohibited:
  - 1. Parking in a “No Parking” zone.
  - 2. Parking in a fire lane.
  - 3. Unauthorized use of a handicapped zone.
  - 4. Parking on a sidewalk.
  - 5. Blocking a driveway.
  - 6. Obstructing traffic.
  - 7. Unauthorized use of visitors’ spaces.
  - 8. Parking an unregistered vehicle on University property.
  - 9. Parking in an unauthorized area.
  - 10. Failure to move for snow removal.

Parking is not authorized in any lot or the access road to the Mercy Center.

In addition to Campus Safety Department enforcement, fire lane and handicapped area violations may also be enforced on campus by the Dallas Township and/or Dallas Borough Police Departments.

#### **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 limited basis through the Vice President of Student Affairs.

### **IV. Penalties for Violation of Regulations**

- A. Enforcement of parking will begin the first day of the fall semester.
- B. Parking violation fees vary according to the offense. Unregistered vehicle violations, unauthorized parking in handicapped areas and failure to move vehicles during campus snow removal, carry more significant fines than standard violations. Parking violation fees are set on an annual basis by the University Administration.
- C. All fines must be paid to the Student Accounts Office, first floor of Mercy Hall, weekdays between 9:00 a.m. and 4:00 p.m.
- D. Third and subsequent parking violations may result in the vehicle being towed from University property and/or parking privileges being suspended or revoked. Payment of fees charged by the towing contractor, including daily storage fees, is the sole responsibility of the vehicle owner/ operator. The University is not affiliated with the towing contractor and will not intervene with the retrieval of a student’s vehicle once the vehicle has been towed.
- E. Unpaid parking fines will be assessed to the individual student’s account and considered as any other amount due the University. Final grades will not be released until all parking fines are satisfied.

## **V. Handicapped Parking**

Handicapped parking is available on the University campus and is designated by signs. Only vehicles bearing official handicapped parking license plates and/or official handicapped parking permits are authorized. The Campus Safety Department, in conjunction with the University Health & Wellness Center, will issue a temporary handicapped parking permit after consideration of a physician's note.

## **VI. Parking Ticket Appeals**

Parking appeals are coordinated and scheduled through the office of the Student Government Association (SGA), located in the Banks Student Life Center. Appeals must be made within 5 days of the violation. Appeal forms can be found outside the SGA Office and/or on e-MU under the Campus Life tab, (click on SGA); or at <http://www.misericordia.edu/emuforms/sga/parkingAppeal.cfm>. Please explain in detail the reason for your parking appeal.

## **VII. Disabled Vehicle Services**

The Campus Safety Department will assist disabled motorists on the University campus by contacting AAA Road Service, a family member, or an auto repair shop. The Campus Safety Department will also loan a battery booster to jump start a vehicle – Student ID is required to borrow this equipment. The Campus Safety Department does not provide vehicle lock-out services.

## **VIII. Campus Snow Removal Efforts**

During snow removal, students and employees will be instructed to move their vehicles to specific parking locations according to the respective snow removal plan. Advance notice will be provided. Failure to move a vehicle upon request may result in the vehicle being towed at the owner's expense.

ALL MOTOR VEHICLES OPERATED ON OR PARKED ON UNIVERSITY PROPERTY ARE DONE SO AT THE OWNER'S RISK. MISERICORDIA UNIVERSITY ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS BY FIRE, THEFT, ACCIDENT, OR VANDALISM.

## **IX. Driver Training and Authorization**

The Campus Safety Department provides driver training to those individuals interested in operating University-owned vehicles including multi-passenger vans. The training program consists of classroom instruction, testing, and an on-road driving evaluation. An acceptable driving history report is necessary to receive authorization as a University-approved driver. There is no cost associated with this training. Contact the Campus Safety Department at 570-674-6300 for further information and scheduling.

## **X. Student Transport Service**

A campus shuttle transport service for students and staff members between the upper and lower campus areas is available through the Campus Safety Department. Pick-up schedules are posted

at Passan Hall, Machell Ave. Residence Hall, and the Banks Student Life Center bus shelter. Student Transport shuttle service can be requested by calling the Campus Safety shuttle line at 570-674-6302.

### **Lost and Found**

The Campus Safety Department maintains a lost and found service; reports can be made at the main Safety Desk. Found articles are retained for one year. Articles not claimed are distributed to applicable charitable organizations. Misericordia University is not responsible for misplaced, lost, stolen or destroyed items.

### **Switchboard**

The switchboard is located on the first floor of Mercy Hall. It is open 8:30 a.m. to 4:30 p.m., Monday through Friday, except for holidays. After 4:30 p.m., emergency calls are accepted by Campus Safety.

### **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, Hafey-McCormick Science Hall, Mercy Hall, Passan 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 Student Activities Office.

## **Student Affairs**

### **Student Affairs Division**

#### *Statement of Purpose*

The Division of Student Affairs 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, transgendered 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 Space)
- 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 a Safe Space, look for a rainbow triangle.*

### **Multicultural Education Office**

Location: Banks 109

Phone: (570) 674-6160

The Multicultural Education office serves as a resource to students, faculty, staff, and community members. We foster a welcoming and vibrant environment through innovative and informational programming, civic engagement, leadership development and mentoring opportunities. Our office's objective is to promote, educate and embrace the many cultures, traditions, ideas and backgrounds of the campus community and the world.

#### **Our Goals**

- Educate the campus community about cultural awareness
- Promote an inclusive community that values mutual respect, appreciation and acceptance of various identities
- Provide experiences for students to identify goals, discover interests, and develop professional skills
- Mentor students to become excellent leaders
- Encourage participation in activities that promote social responsibility
- Cultivate a community that embraces the many cultures, backgrounds, ideas and traditions of the campus community

### **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 basketball, bowling, flag football, racquetball, soccer, softball, tennis and volleyball.

The intercollegiate athletic program offers competitive opportunities for women in basketball, cheerleading, cross-country, field hockey, golf, lacrosse, soccer, softball, swimming, tennis,

track and field and volleyball. Men compete at the intercollegiate level in baseball, basketball, cross-country, football, golf, lacrosse, soccer, swimming, tennis 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	6:15 a.m.–10:00 p.m.
Saturday	12:00 p.m.–5:00 p.m.
Sunday	1:00 p.m.–10:00 p.m.

The swimming pool is open according to hours posted.

## **Campus Ministry**

Campus Ministry at Misericordia University serves the Mission of the University by making visible and effective our Mercy Charisms and Catholic Tradition. We seek to respond to the Critical Concerns of the Sisters of Mercy through advocacy, education and action.

We seek to reach out and respect persons of all faith backgrounds and traditions while inviting them to join us in our mission.

We do this by nurturing and celebrating our faith through prayer and liturgies; educating our students in Christian values, morals, leadership and decision making; developing in our students practices of prayer and reflection; fostering a passion for social justice issues that enable our students to be an advocate on behalf of those who are poor and oppressed; empowering students to be leaders in the community and on campus.

### **Liturgical Ministries**

Eucharistic Bread Baking

Eucharistic Ministers

Lectors

Liturgical Choir

Sacristans

Hospitality Ministry

### **Spirituality and Faith Formation**

Faith Sharing

Praise and Worship

RCIA

Retreats

Spirituality on Tap

### **Service to Others**

Adopt a grandparent at Meadows Nursing Facility and Mercy Center

Blue Chip Farms

Mercy Services

Habitat for Humanity

Soup Kitchen

Starry Knights Tutoring

### **Social Justice**

Catholic Relief Services Ambassadors

Critical Concerns Ministry

Students for Life

### **Service trips**

Guyana Experience

Jamaica Experience

Peru Experience

Spring Break Service Trips

Fall Break Service Trips  
Special Mercy Leadership conferences and workshops for Students

**Community Outreach Programs**

Days of service on and off campus  
Holiday Meals Outreach program  
Hunger and Homelessness Awareness Week  
America Reads America counts tutoring program  
McAuley Scholars Housing  
Starry Knights Tutoring Program

**Mass Times and Reconciliation**

All Catholic Liturgies are celebrated in the University Chapel unless otherwise noted. Times of liturgies are listed below;

Sunday Evening Liturgy 7:00 pm

Weekday Liturgy schedule is Monday (12:05), Wednesday (12:05) and Friday (8:00 am)

The Sacrament of Reconciliation is celebrated once a semester as a communal service. Individual reconciliation is celebrated anytime upon a special request.

Campus Ministry is located in the Banks Student Center.

**Campus Ministry Office Phone Numbers**

Dr. Christine Somers, Director 570-674-6314

Jeffrey Passetti, Assistant Director; 570-674-6315

Kristen Samuels, Community Outreach Coordinator: 570-674-8041

Georgia Young, Administrative Assistant; 570-674-6495

**Counseling and Psychological Services Center (CAPS Center)**

The services offered by the CAPS Center are available to all full-time undergraduate and graduate students. Part-time matriculated students are welcome to schedule a one-time free consultation session to learn of local resources that provide personal counseling. Services include individual counseling, group counseling, consultation services, referral services, and crisis intervention. Counselors also offer programs 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. Common 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 Registered Dietitian Consultant, Student Peer Advocates, and Student Peer Educators. We also have access to the services of an Addictions Counselor. The CAPS Center is located on the ground floor of McGowan Hall. Our hours are 8:30 a.m. to 4:30 p.m. Appointments may be made by calling 570-674-6408 or by coming down to the Center. 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 570-674-6300 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, or to consult about a student, may contact the Director, Dr. Cindy March, at 570-674-6366, or in the case of immediate need, may walk the student to the Center to access a counselor in a more timely manner.

### **Health & Wellness Center**

The student Health & Wellness Center, located on the lower level of the Anderson Sports/Health Center, is under the direction of a Board Certified Family Nurse Practitioner (FNP). The staff also includes a Registered Nurse (RN) and an Administrative Assistant. As reflected in its name, the Center is dedicated to the health and wellness needs of our students here at Misericordia University. Our goal is to provide the best possible evidence-based health care in a manner which is competent, compassionate, confidential and timely, all within an atmosphere of mutual respect and responsibility without regard to race, gender, ethnic heritage, or sexual orientation. The Health & Wellness Center adheres to the principles and standards of ethical conduct endorsed by the American College Health Association: To do no harm, provide services in a caring manner, respect autonomy, protect privacy, maintain competence, promote justice, and respect diversity. Furthermore, the Center strives to be exemplars of the Sisters of Mercy's charisms of mercy, service, justice and hospitality in every encounter we have with our patients.

The Health & Wellness Center provides our students with an assessment and treatment for common illnesses. Referrals for more serious health issues, health counseling and education, or needing the FNP or the RN to make a visit to a residence hall are all provided at no additional cost to our students. Faculty members, staff and visitors are advised to seek care from their primary care providers (*PCP*). In the event that a student should miss class due to illness, it is his/her responsibility to contact their professor and advise them of the situation. The Health & Wellness Center can issue a note stating that the student was indeed seen in the Center, but by no means does this qualify as an excuse. Furthermore, if a professor should desire, they may call the Center to confirm that a student was evaluated by the medical professional, but no information about the condition or treatment will be given. Students requiring hospitalization, or those afflicted with an acute or long term illness that requires several days in bed and restriction from class, will be advised by the Center's Director to return to their homes until classes can be resumed. For the safety of all students, it is required that students diagnosed with a communicable disease (measles, chicken pox, etc.) be sent home. Permission to return to campus must be provided in writing from the student's primary care provider.

Within the Health & Wellness Center is the Self Care & Resource room. This room is designed as a teaching model in order to encourage and empower our students to be proactive with their health care needs. This room contains a plethora of up-to-date educational materials in addition to basic over-the-counter (OTC) medications and supplies – all at no cost to our students. In addition, through a partnership with Cook’s Pharmacy of Shavertown, PA, the Health & Wellness Center keeps on hand a supply of commonly used prescriptions in order to provide convenient, point-of-care service for our students. There is a \$10.00 charge for these items. In keeping with our Catholic values, the Health & Wellness Center does not distribute condoms or any other type of birth control.

All full-time students, regardless of their housing status, are required to submit annual health forms. Such forms include, but are not limited to, an annual physical by their primary care provider; verification of immunization including a meningitis booster after their 16<sup>th</sup> birthday and a current PPD; as well as proof of health insurance coverage. The University has chosen to utilize the services of Magnus Health for the collection of these forms. Students are required to pay a one-time fee of \$25.00 which is paid directly to Magnus Health. As this is a web-based system, the student will have continuous access to their medical records as well as the ability to make updates when needed. Information regarding Magnus Health and how to access it will be provided at the one-day orientations which all students are required to attend. All current students are able access Magnus through the link provided on the Health & Wellness Center’s page on the campus portal.

Hours of operation are Monday through Friday 8:30 a.m. to 4:30 p.m. with the Center being closed daily from 12:00 p.m. to 1:00 p.m. for lunch. If medical services are needed after hours students are advised to contact their Resident Assistant (RA) or Campus Safety.

Please contact the Health & Wellness Center at 570-674-6276 should you have any questions.

### **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 University 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. Opportunities to expand personal horizons and enhance one’s ability to function as a global citizen through study abroad are also facilitated by the Insalaco Center.

The Center provides the following services:

- Individual career consultations
- Resume and interviewing skill development
- The Choice Program for undeclared students
- Career assessment to assist with major selection
- Non-curriculum required experiential education (shadowing, internship, externship, part-time, and summer jobs)
- Mentoring opportunities
- Graduate and professional school advising/testing center
- Employment skill development and training
- On-campus recruiting
- Study abroad advising
- Student employment position postings
- A career resource library housing hundreds of print and technical career development resources.

### **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 years at Misericordia University. The SLT, along with their academic transcript, will be issued to all prospective employers and graduate schools at the request of students.

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 email [iccareer@misericordia.edu](mailto:iccareer@misericordia.edu). You can also visit online at [www.misericordia.edu/career](http://www.misericordia.edu/career).

### **Commuter Services**

Services for commuter students are coordinated by the Coordinator of Student Affairs/Community Standards. Student lounges are available for use while on campus, and are located in the Henry Student Lounge – a small building outside of McGowan/Alumnae Hall, in the Banks Student Life Center, Insalaco Hall and on the ground floor of Mercy Hall. 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 intranet, e-MU, is used extensively to communicate with all members of the university community. E-MU can be accessed both on- and off-campus. Students can also find information posted on bulletin boards in the Banks Student Life Center or by turning on any university TV to channel 10.

Commuter students are encouraged to become involved in all aspects of campus life, especially the Commuter Council. This organization was established to connect commuters to the University and provide them a forum where they can bring their opinions and needs. Meetings are held monthly and a reminder is emailed through e-MU to all commuters reminding them of the time and location of the meeting.

Commuters are encouraged to utilize all university services and participate in campus activities. A listing of all student activities programs can be found on the Campus Life tab on e-MU. Commuter meal plans and flex dollars are available through the Student Accounts Office. The meal plans or flex dollars can be used in the student dining room or the Cougar's Den; located in Banks Student Life Center. Contact Student Accounts at 570-674-6429 for more information regarding meal plans and flex dollars.

For information or updates on how the current weather conditions affect school closing, and for class cancellations, school closings, or delays, sign up for MU-Alert (text messaging system), check e-MU or call: Commuter Hot Line 570-674-6311 as early as 6:00 a.m. In addition, local news stations will broadcast information concerning school closing or delays.

## **Residence Life**

### **Policies and Procedures**

The Office of Residence Life works to improve the quality of life in all residential facilities 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.

Misericordia University manages ten residential facilities: McHale Hall, Alumnae Hall, Gildea Hall, MacDowell Hall, McGowan Hall, Townhouse Complex, three houses on Lake Street and the Machell Avenue Residence.

- McHale Hall - is a traditional standard double room residence that houses first year students. It is co-ed by floor/wing and is equipped with air conditioning and elevator access. Fireside Lounge is located on the main floor and serves as a recreational area with a full kitchen facility.
- Alumnae Hall – is a traditional co-ed standard double room residence that houses first year and upper class students. This residence is connected to McGowan Hall where students share modern recreational lounges, study areas and a full kitchen facility.
- Gildea Hall – are apartment-like suites for upper class students, co-ed by unit and holding three, six or seven occupants. All suites contain a full bath and common room area. The

facility is air conditioned with elevator access and offers recreational / study lounges and kitchenettes.

- McGowan Hall – is a modern double room facility for upper class / first year students with a private full bathroom shared with the bedroom next door. The second and fourth floor lounges are equipped with a full size kitchen and study areas. The third floor lounge contains all the same amenities minus the kitchen. The R.E.A.C.H. (Residents Excelling in Academics, Community, and Health) program is located on the second, third and fourth floors. This community is committed to academic excellence and a substance free lifestyle.
- Townhouse Complex - consists of eighteen individual townhouse units for upper class students. Each is equipped with four bedrooms, two bathrooms, a common living room and full kitchen. This residence is co-ed by unit and houses six students.
- Lake Street Houses - are off-campus houses for upper class students that offer the full amenities of a typical household with a kitchen and laundry facility. The 111 Lake Street house will be the home for the McAuley Scholars Service house for the 2014-2015 academic year.
- MacDowell Hall- consists of three and five person apartments. The three person apartments have one single bedroom and one double bedroom, while the five person apartments have one single bedroom and two double bedrooms. All apartments are air conditioned, have full kitchens (stove, refrigerator, microwave and dishwasher), a furnished living room, and a bathroom. The building has on-site coin operated laundry and two lounges.
- Machell Avenue Residence – consists of six single rooms, three double rooms, and four triple rooms. The facility is air conditioned and has a full size kitchen, living room, on-site laundry, parking and five bathrooms. .

At Misericordia University, the residential facilities serve two purposes in accommodating a student's overall university experience: to live and to learn. Living and sharing with others is a vital part of one's educational experience at Misericordia. Through programming, the Residence Life department provides opportunities for students to build relationships and connections that will last a lifetime. Within the residential facilities, students are challenged to make decisions that not only affect their lives, but those around them as well.

The Office of Residence Life assists the residential students in their academic success and growth as a professional and a person. Residence Life staff members work in unison with the students to create and maintain an environment conducive to academic success and individual growth.

### **Community Guidelines**

The following guidelines apply to all students living in the residence halls and houses. 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), including guests. Kegs or beer balls are not permitted in residential facilities. Doors to student rooms must be closed when alcohol is legally being used and all occupants of the room must be 21. Individuals under the age of 21 may not possess, consume or be in the presence of alcohol. Refer to the alcohol policy in the University Policy Manual or the Student 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. Due to safety concerns, electrical wiring in a room and electrical equipment cannot be altered. This includes splicing cable lines. 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, clothes irons (with automatic shut-offs), hot pots (must have closed heating elements and auto shut-offs), popcorn poppers, small refrigerators (4.6 cu. ft.), small microwaves (.9 cu. ft./700 watts), automatic shut-off coffee pots, radios, shavers, stereo equipment, televisions, computers, printers, video game consoles, VCRs/DVDs/Blue Ray players. 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 and Medusa lights are prohibited because of the risk of fire.

### **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 / houses and sports or sport-like activities of any kind may not be played inside the residential facilities. Motorcycles and mopeds may not be operated or stored in the University residences. Contact the Campus Safety office for information about registering and parking of bicycles and motor vehicles.

### **Bunkbeds, Lofts, and Waterbeds**

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

### **Candles**

The use of candles, potpourri, and incense burners are not permitted due to the danger of an open flame and their use is subject to fines.

First Offense:

- \$25 per candle / burner and confiscation of items

Second Offense:

- \$50 per candle / burner and confiscation of items

### Third and Subsequent Offenses:

- Referral to the Office of Community Standards

### **Cleanliness**

For the health & safety of the community, all students are expected to keep their rooms clean. If University personnel deems a room/suite/townhouse/house unclean or unsanitary, a warning will be issued. If in 24 hours the room is not cleaned, the student will receive a \$100 fine. Continued failure to comply with this policy will result in referral to the Office of Community Standards. Warnings are not given at breaks or end of year closing. The student will be fined.

### **Compliance**

Members of the Residence Life staff (Resident Directors and Resident Assistants) are considered to be University officials. All students are expected to respect staff and their directives. Failure to comply will result in referral to the Office of Community Standards.

### **Consolidation of Vacancies**

When vacancies occur in a student room, the remaining student will be given another roommate or be reassigned to another room. The Director/Assistant Director of Residence Life reserves the right to make any necessary changes in roommates and room assignments.

### **Damage Billing**

Students are asked to take an active part in maintaining their community. Damage to rooms or common areas in the residential facilities beyond normal wear and tear will be charged to the students. If those responsible do not come forward or are not identified, 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 referred to the Assistant Director of Residence Life. The Director/Assistant 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, Locks and Access IDs**

As active participants in the safety of the community, students are responsible for the care of the keys/access ID cards that are issued to them by the Office of Residence Life and IT. Lost room keys will be billed to the student at the rate of \$50.00. Gildea Hall, MacDowell Hall, the Townhouses and Lake Street houses will be billed \$100.00 for lost perimeter keys. Duplicating keys or giving keys / Access IDs to others is a danger to the community and will result in a referral to the Office of Community Standards.

If Access IDs / keys have been temporarily misplaced, students must immediately contact the Residence Life staff. Students will be instructed to go to Campus Safety and a temporary Access

ID / set of keys will be issued. If the original keys are not found within three days, new keys will be issued to maintain the safety of the building and the student's account will be billed.

If a student loses their ID/access card, the Residence Life staff should be notified immediately to protect the safety of the community. The student's lost card will immediately be deactivated. Students should go to the Help Desk for a new ID/Access card. The student's account will be charged \$20.00 for the replacement of a lost or damaged card. If a student loses their card and the Student Help Desk is closed, Campus Safety will issue a temporary card with the approval of the Residence Life office.

### **Electrical Power Failure**

In the event of a power failure, emergency hall 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 Life staff will give further instructions during an emergency.

### **Exit Doors / Emergency Only Exit Doors**

Due to fire and safety regulations, all corridor and exit doors must be kept free of all items. Exit doors should never be blocked or propped open. Doors marked "Emergency Only" may only be used for emergencies. Students who violate this policy will be charged \$50.00 per violation and repeated offenses will result in a referral to the Office of Community Standards. In Gildea Hall, the suite doors also act as fire doors and should never be blocked or propped open. In order to protect the community, students should not admit strangers to residential facilities. All guests should be escorted by their hosts.

### **Extension Cords and Electrical Outlets**

Residents should not use electrical 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. Do not plug extension cords into other extension cords or into surge protectors. All extension cords and surge protectors must be plugged directly into the wall sockets to prevent a fire.

### **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 keys and ID card.
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.

### **Floor Meetings**

Because of the pertinent information that is distributed at these scheduled meetings, all residents are expected to attend. A student who cannot attend must contact the Resident Director. Failure to attend one floor meeting will result in a verbal warning. Continued missed meetings will result in a referral to the Director / Assistant Director of Residence Life and may impact your lottery number.

### **Guests Overnight**

The right of a student to live in reasonable privacy takes precedence over the right of a roommate to entertain a guest in the room. In determining when a guest should be invited to the room, common sense and mutual respect should prevail. Student rooms are for use by the University student assigned to that room and may not be used by other students or by those who are not members of the University community without the prior approval of all their roommates.

#### **Rules & Regulations**

A guest may stay no more than two consecutive 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 the visit. Guests must reside with a host or hostess of the same sex and are required to observe the policies of the residential facilities. Guests may not stay in unoccupied beds, without the consent of the student whose bed is to be used. 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 residential facilities at all times. Overnight visitors must be at least 18 years old unless they are visiting through Admissions / Athletics or are a younger sibling participating in a special University event. At no time may a guest sleep in University lounges.

All guests must be registered through the on-line Guest Registration Form found on the Residence Life e-MU page. All guests must be approved by the Resident Director.

### **Visitation**

Visitation is from 9:00 AM to 2:00 AM Sunday to Saturday.

The University employs Desk Assistants Thursday – Saturday. All guests (MU students included) who do not reside in the buildings must sign in and leave an ID card at the front desk during that time.

\*\*\*Visitation privileges may be revoked or limited by the Director /Assistant Director of Residence Life.

### **Illegal Drugs**

Misericordia University is a drug-free school zone. 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 residential facilities. Refer to the drug policies in the University Policy Manual or Student Handbook.

### **Kitchen Facilities and Cooking**

Full kitchen facilities are available in most residences. Students are responsible to clean up after using these facilities. All appliances (stoves, refrigerators, sinks, microwaves, etc.) must also be kept clean. Failure to keep the kitchen areas clean will result in common area billing or the closing of the facility. Kitchen items left more than forty eight hours will be removed / disposed of.

### **Lock Outs**

For the safety of the community, students are responsible for carrying their keys / access cards at all times. Students who have been locked out of their rooms should find the RA on duty or another Residence Life staff member. A verbal warning will be given the first time and subsequent offenses will result in the following fines.

Second Offense: \$1.00    Third Offense: \$2.00    All further Offenses: \$5.00

All monies collected will go into the Programming budget for the residential community.

### **Lounges and Furnishings**

Lounge furnishings are provided for the use of all residents and guests for programs or study. Therefore lounge furniture should not be moved from its location. If lounge furniture is found in a student's room, a written warning will be given. Further violations of this policy will result in referral to the Assistant Director of Residence Life or the Office of Community Standards.

### **Meal Plans**

All students living in University housing are required to have a meal plan. Information regarding the various meal plan options will be shared with first year/transfer students prior to their arrival. Returning students' meal plan options can be found on e -MU / Campus Life tab, the Residential Life general information section.

Students may change their meal plan selection only within the first two weeks of each semester. No exceptions will be made.

Residents may add "flex dollars" to their student ID card for purchases at the Cougar's Den, Café and the Bookstore. Flex dollars can be purchased at the Student Financial Services Office,

Room 120 in Mercy Hall. Flex dollars are not lost at the end of a semester and can be carried over.

### **Paint, Washable Paint**

The University regularly paints all university residential areas. Painting of individual rooms (doors, door frames, windows, walls, etc.) by students 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 through their own insurance company. The University is not 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, snakes, turtles, hermit crabs etc.) are not prohibited. Fish in a bowl or aquarium, that does not exceed a 20-gallon capacity, are permitted. If pets are found in a residential area, the pet must be removed in 24 hours. The student will be fined \$100 each time a pet is found.

### **Quiet Hours, Noise**

To ensure that there is an environment conducive to study, quiet hours are 10:00 PM to 8:00 AM Sunday through Thursday, and midnight to 10:00 AM on Friday and Saturday. During these hours, noise must be kept to a minimum in the residential facilities. However, students should always respect the rights of others who wish to sleep or study as part of our 24-hour-a-day courtesy 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/houses 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. This also includes the University's designated study day. Relief and break hours are observed daily from 5:00 PM – 7:00 PM.

Violations during quiet hours are subject to fines. The fine will not exceed \$25 per violation.

### **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. Exceptions may be made on an individual basis depending on the circumstance and the availability of space; however, students 25 years or older may not reside on campus.

Resident students must provide the University with proof of health insurance, meningitis, TB 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/Assistant Director of Residence Life.

Each residential student must sign the campus housing agreement. This agreement is binding for the entire fall and spring 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 approval of the Director/Assistant Director of Residence Life. Any request for release must be submitted in writing to the Director/Assistant 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.

### **Residence Hall Association (RHA)**

The Residence Hall Association is a student-run organization comprised of five executive officers and a general assembly of student representatives from the Misericordia University residence halls and houses. RHA advocates student leadership, coordinates programs for the Misericordia University residential community, and works diligently to improve the living/learning experience of students. RHA partners with the Misericordia University administration and other on-campus organizations in order to enhance cooperation and to create an avenue for students to raise their concerns.

### **Residence Halls/Houses Opening and Closing Times**

Students are notified of Opening and Closing dates / times via mail, email or e-MU. Students may not check into their rooms early or deliver personal property to their rooms before the residential facilities open. (Exceptions are made to students involved in special programs or season Athletes.)

Residential facilities are closed during all University designated vacations and student breaks. No student is permitted to remain during these periods unless permission is granted by the Office of Residence Life for academic and/or athletic related reasons.

Opening and Closing dates follow the Academic calendar and can be found on-line and in the Student Handbook.

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. All students must follow the established check out guidelines and leave by the designated time or be subject to an Improper Check -out fine.

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. Closing

instructions and procedures will be given to all residential students at least one week prior to closing.

Students who are involved in academic internships, clinical placements, student teaching and/or in season athletes may stay in residence as long as permission is authorized by the Office of Residence Life one week in advance.

### **Responsibility**

As in any community, members are expected to know community expectations. 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 days.

### **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.

Students who fail to follow the guidelines regarding room changes and move without the approval of the Director/Assistant Director of Residence Life will face disciplinary action which will include a \$25 charge.

MU reserves the right to room assignments/reassignments for the benefit of the community as determined by MU. Students may be moved to consolidate space.

There are two designated times during the Fall semester when students can apply for room changes or a roommate swap. These processes occur after a few weeks into the first semester. Dates and times for these processes will be announced by the Office of Residence Life.

### **Room Entry Policy**

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 emergency situations. University officials and Residence life Staff will attempt to notify the residents in advance of a room entry.

### **Room Furnishings and Decorations**

All furniture must remain in the student rooms at all times. Relocation or storage of such furniture is not permitted. Students who violate this policy will be held accountable.

- First Offense – Verbal warning
- Second Offense - \$25.00 fine
- Third and Subsequent Offenses – Referral to the Office of Community Standards

When decorating the room, students should note the following:

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

The Office of Residence Life 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)**

Every residential room is inspected by the Resident Assistants prior to the opening of the halls in the fall term. Residents are expected to review the Room Condition Report (RCR) 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/suite/townhouse or house shall be liable. Failure to complete the room inventory and the inspection process shall result in a \$50 fine (see Damage Billing section).

### **Room Selection/Lottery Process**

During the spring semester, The Residence Life Office conducts its annual Room Selection/Lottery process for the next academic year. In order to select a room, all students must currently reside on-campus and be registered as a full time student (12 or more credits) for the following fall semester.

- In order to participate, eligible students are required to complete a Campus Housing Agreement form. This form can be found on-line on the Residence Life page on e-MU.
- Students are also required to update their health records on the Magnus Health System by the start of each school year.

All paperwork must be turned into the Residence Life Office by 4:00 PM on the designated date. Specific instructions concerning room lottery will come out each year at the beginning of the Room Selection/Lottery Process. Room Lottery takes place on-line through the Misericordia Room Lottery site.

### **Safety**

In an effort to make sure that our community is safe, any activity that endangers one's self or others will not be tolerated in the residential facilities. 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 and the Machell Avenue Residence) 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 referral to the Office of Community Standards.

### **Search Policy**

University officials reserve the right to enter and search a room and/or belongings of any student or guest upon reasonable suspicion of: Violation of university policy, Violation of federal, state, or local laws, or Health and/or safety concerns.

Authorization to search a room will be given by the Dean of Students or designee. University officials will attempt to notify the resident/s of the room whenever possible prior to the search.

A student's room cannot be searched by law enforcement unless the student gives consent; or law enforcement provides a warrant or other legal documentation authorizing a search. Consent to search a student's room cannot be given to law enforcement officers by University Officials.

When the police are contacted to take possession of evidence or contraband found during a search, criminal charges against the student/guest may result.

Students are responsible for informing their guests of university policies and for their actions. Students may be subject to disciplinary action for the actions of their guest.

Guests who are present on the property of Misericordia University are subject to all University rules and policies.

### **Smoking**

Smoking is not permitted in the residential facilities. Individuals who choose to smoke must do so outside the building in designated areas, at least twenty five feet away, from building entrances and windows. Residents are subject to a \$100 fine per violation for smoking within the residential facilities.

### **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 Student Activities Office. Soliciting by telephone / computer is also not permitted in the residential facilities, and students should not assist vendors who attempt to enlist students by telephone / computers in order to arrange residential facilities canvassing.

Residents should contact Residence Life staff members when unauthorized solicitors are canvassing any of the residential facilities.

### **Special Housing/Medical Accommodations**

Students requesting residential accommodations due to a physical, psychological, or health disability / impairment may make a specific housing request through the Office for Students with Disabilities (OSD). To initiate the request, students should submit a Disability Declaration and

Release Form and current documentation from an appropriate medical physician or mental health provider which states the current condition along with a description of the recommended, reasonable residential accommodations. Students can send documentation to:

Office for Students with Disabilities  
301 Lake Street  
Dallas, PA 18612

The confidential request will be discussed with the Residence Life Office and the Office for Students with Disabilities. In the event that the requested accommodations are not available, the OSD office will provide possible alternatives.

### **Storage**

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

### **Summer On-Campus Housing**

Summer housing is only available to full-time students who are registered for summer classes or summer clinical placements and have lived in university housing in the spring semester. The cost of Summer housing is \$75.00 per week for students who take five or less credits.

### **Eligibility for Housing fee to be waived:**

- Students must be registered for six or more credits in a non-weekend program, have already registered for a minimum of twelve credits in the fall, and signed a Campus Housing Agreement for the next academic year.
- Students who participate in a clinical placement that is six credits or more, or forty hours per week, are eligible for their housing fee to be waived during that clinical rotation as long as they have already registered for a minimum of twelve credits in the fall and have signed a Campus Housing Agreement for the next academic year; or they have completed their fourth year and have lived in university housing in the Spring semester.

There is NO MEAL PLAN available during the summer. Students may purchase meals in the Cougars Den or pay at the cafeteria when they are opened. The Cougars Den summer hours are 8:00 AM – 2:00 PM.

A “No-Tolerance” Alcohol Policy will be strictly enforced for all students under the legal age of 21. (Any student found in violation will forfeit their Summer Housing privileges and given 24 hours to pack and leave the residence.)

### **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. In addition, decorations or personal items should not be hung outside the window or placed on window sills or ledges.



Violations are subject to a \$100 fine for the first offense and subsequent offenses may result in referral to the Office of Community Standards.

### **Withdrawals**

Students who wish to withdraw from the residence halls/houses must state their intention in writing to the Assistant 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 call the Student Success Center at 570-674-6408. An appointment will be made and all necessary paperwork will be completed.

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### **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...

### **Ruth Matthews Bourger Women with Children Program**

The Women with Children Program is designed for academically qualified single mothers and provides the opportunity to live on campus with their children while attending classes. Women with Children families live in Rasmussen House/Rosary Hall and the Pauly House.

## **Student Activities**

### **Developing Student Leadership Potential on Campus**

The 2014-2015 Leadership Development Program will include:

1. Orientation Leaders Training Program
2. SGA Leadership Weekend
3. Periodic leadership development programs for class/club officers and advisors
4. Annual Leadership Awards Dinner
5. Intercollegiate Leadership Wilkes-Barre Program
6. Student Outdoor Adventure and Recreation (SOAR) Leadership Training
7. Mercy Leadership Program

### **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 by having their advisor access the event manager calendar to check for availability or 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 e-MU, the MAC Attack, Stall Street Journal 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 using the Catertrax on-line reservation system which then will be approved through Student Activities. The exception to this is the Hafey-McCormick Science Hall or any classrooms, which can be reserved through the Registrar. This is to be done online using e-MU event manager calendar.

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***

1. The All-University Calendar will include:

2. Events that require room reservations
3. On-campus events NOT requiring a room reservation
4. Off-campus, University-sponsored events
5. Academic calendar
6. 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 approved by the Student Activities Director, and must be submitted through the event manager calendar by the club advisor.

- Wells Fargo Amphitheater
- The Banks Student Life Center
- Banks Dining Hall
- Henry Student Lounge
- Cougar's Den Lounge
- Lemmond Theater
- President's Conference Room
- PNC Room
- CTE Room
- Alden Conference Room - 219
- Huntzinger Conference Room - 218
- Muth Classroom - 217
- Dudrick Classroom - 216
- Catherine Evans McGowan Room
- Heritage Lobby
- Heritage Room
- Nesbitt-Orr Conference Room – 019
- Passan Hall lobby

### ***Sign Policy***

Signs must be approved by the 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. Tape is not to be used on any painted walls.

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, MAC Attack and the Stall Street Journal, provided that the information about the event is submitted to the Student Activities Office at least two weeks in advance. This will prevent duplication of activities among clubs and classes.

The Dining Hall windows are not to be used for posting; however, if any club or organization would like to hang a display for a special event, they must submit a request form to the Director of Student Activities for approval. If approved, the only window to be used is the last window in the Banks lobby leading into the hallway. Display can be exhibited for no more than two weeks, and students are responsible for removing the signs and tape at the end of that time frame.

The Banks Display Case can also be reserved for a month at a time to bring recognition to special occurrences taking place within the club or organization. Forms can be picked up in the Student Activities office.

## **Chartering of Clubs and Organizations**

### ***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.

### ***Chartering Criteria***

To maintain a charter as an official University 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. This can be found on e-MU under SGA tab.

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.

### ***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.

### ***Fundraising***

Any fundraiser done by a club or class must be approved by the organization's advisor and by the Director of Student Activities. Fundraising approval forms are available through 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. Also, this is to ensure proper use of the copywritten MU logos.

## Clubs and Organizations

<u>Club</u>	<u>Advisor</u>	<u>Telephone/Email</u>
AMSA American Medical Student Association	Dr. Anthony Serino	570-674-6259
Biology Club	Dr. Larry Corpus	570-674-8166
Colleges Against Cancer	Elizabeth Pedro & Laura Angeline	570-674-8055 570-674-6178
Culture Club	Dr. Tom Simko	tsimko@misericordia.edu
Dead Alchemist Society	Dr. Frank Yepez castillo	570-674-6377
Education Club	Dr. Stephen Broskoske	570-674-6761
Harry Potter Club	Jacob Garner	570-674-6296
History Club	Paul Fetzer	pfetzer@misericordia.edu
Library Club	Jacob Garner	570-674-6296
Math/Computer Science Club	Dr. Steven Tedford	570-674-6771
Medical Imaging Club	Dr. Elaine Halesey	570-674-6480
MISPASS Misericordia Physician's Assistant Student Society	Lynn Blazaskie	570-674-8153
MSOTA Occupational Therapy	Abigail Davis	570-674-6733
Multicultural Club	Dr. Dawn Evans	570-674-6415
OT International	Maria Cabrera	570-674-6160
Photography	Dr. Ellen McLaughlin	570-674-6399
Physical Therapy Club	David Thackara	dthackar@misericordia.edu
Government Law National Security	Dr. Kelly Moran & Dr. Laurie Brogan	570-674-6467 570-674-1876
Psychology Club	Dr. Christopher Stevens	570-674-1446
Ski and Snowboarding Club	Dr. Kelly Filipkowski	570-674-1486
SNAP Student Nurses of PA	Patrick McKamy	570-674-6411
Social Work Club	Christina Tomkins	570-674-6714
Speech Pathology NSSLHA Club	Dr. Susan McDonald	570-674-6216
Sport Management Club	Dr. Cari Tellis	570-674-6207
	Dr. David Gargone	570-674-6337
<b><i>Special Interest Organizations</i></b>		
Campus Peer Advocates	Dr. Cindy March	570-674-6366
Chamber Singers & Beyond Harmony	Alvera Sylvester	570-226-7423
Commuter Council	Gary Samuels	570-674-8318
Dance Team	Darcy Brodmerkel	570-674-6466
HOPE	Dr. Cindy March	570-674-6366
Healthy Options Peer Educators		
Misericordia Theater Group	Jeff Kelly	570-674-3069
Pi Theta Epsilon	Dr. Joe Cipriani	570-674-6412
Psi Chi	Dr. Chuck Lajeunesse	570-674-6364
Sexual Assault Peer Educators	Courtney Burgess-Michak	570-674-6318
Student-Athlete Advisory Committee	Robin Fedor-Stahovic	570-674-6491
SSDA Students Supporting Disability Awareness	Kathy Scaler Scott	570-674-1437
Substance Abuse Peer Educators	Dr. Molly Vitale	570-674-6243
	Darcy Brodmerkel	570-674-6466

Tri Beta	Dr. Cosima Wiese	570-674-6774
Pep Band	Ryan Weber	570-674-6182

***Special Programs***

SOAR Student Outdoor Adventure and Recreation	Patrick McKamy	570-674-6411
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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	570-674-6744
Instress Literary Magazine	Tom Simko	570-674-6400
Cougar Radio Station	Dan Kimbrough	570-674-6214

***Student Government Association Standing Committees***

Misericordia Activities Committee MAC	Darcy Brodmerkel	570-674-6466
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**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.

*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.

Channel 10, MAC Attack and Stall Street Journal must be submitted to Student Activities two weeks in advance.

***External Publicity***

*Off-campus media (newspaper, radio, etc.):* Requests must be made through the Public Relations Office, Mercy Hall, 570-674-6372.

## **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, Student Activities Office, the Vice President of Student Affairs Office and on the SGA page on e-MU.

*Email address:* [sgovern@misericordia.edu](mailto:sgovern@misericordia.edu)

### ***Student Government Executive Board***

President	Michael Pheasant
Vice President	Hunter Pates
Treasurer	Tori Dziedziak
Secretary	Rachel Bossler
Academic Coordinator	Meghan Stack
Commuter Coordinator	Dana Jolley
Resident Coordinator	Caitlin Vitale
Judicial Coordinator	Robert Wiacek
Advisor	Darcy Brodmerkel

Adult Student Government    Johnna Evans                    570-674-3021

## **Adult Student Council**

To provide an environment that is open to the ideas of Misericordia University's adult students in both the undergraduate and graduate programs and to serve as a discussion forum for topics and issues relevant to adult learners.

They will look to help affect change in the adult learning environment with the goal of making it even more conducive and/or responsive to the needs of adult students and to help increase the visibility and participation of adult students on the Misericordia University campus and in the community.

## **Administrative Personnel**

President  
Thomas J. Botzman, Ph.D., Mercy Hall, First Floor

Administrative Assistant to the President and Board of Trustees  
Carol Fahnstock, Mercy Hall, First Floor



## If You Have Questions...

<i>Concerned With</i>	<i>Contact/Location</i>	<i>Telephone</i>
Academics	VP-Academic Affairs or or your academic advisor/Mercy Hall	570-674-6218
Athletics	David Martin/Anderson Center	570-674-6294
Bookstore	Diane Morreale/Banks Center	570-674-6271
Campus Ministry	Dr. Christine Somers/Banks Center	570-674-6314
Campus Safety	Mercy Hall	570-674-6300
Center for Adult and Continuing Education	Mercy Hall	570-674-1225
Class Cancellations, Commuter Hotline		570-674-6311
Commuter Services	Gary Samuels/Henry Student Lounge	570-674-8318
Co-op Education	McAuley Hall	570-674-6409
Counseling and Psychological Services Center (CAPS Center)		
Appointments	Carol Llewellyn/Alumnae Hall LL	570-674-6408
Counselors	Dr. Cindy March/McGowan Hall LL	570-674-6366
	Courtney Burgess-Michak/McG Hall LL	570-674-6318
Alcohol/Other Drugs	Darcy Brodmerkel/Banks Center	570-674-6466
Dean of Students	Amy Lahart/Banks Center	570-674-6263
Emergencies	Campus Safety/Mercy Hall or contact RA or RD	570-674-6300
Food Service	Bruce Deeble/Banks Center	570-674-6269
Health Services	Health & Wellness Center	570-674-6276
Honors Program	Thomas Hajkowski/Mercy Hall	570-674-8083
Illness or Injury	Health & Wellness Center	570-674-6276
Insalaco Center for Career Development	Bernadette Rushmer/McAuley Hall	570-674-8028
Intramurals	Mark Stauffer/Anderson Center	570-674-6492
Library Services	Circulation Desk/Library	570-674-6231
	Reference Desk/Library	570-674-6352
Lost and Found	Campus Safety/Mercy Hall	570-674-6300
Mail Service	Lisa Shaw/Banks Center	570-674-6235
Maintenance and Repairs	Contact a RA or RD	
Public Relations	Jim Roberts/Mercy Hall	570-674-6758
Registration, Scheduling	Joe Redington/Mercy Hall	570-674-6756
Residence Life	Donna Ellis/Banks Center	570-674-6266
Snow Delays		570-674-6311
Student Activities	Darcy Brodmerkel/Banks Center	570-674-6466
Student Financial Svcs.	Susan Fronzoni/Mercy Hall	570-674-6249
Student Government	Banks Center	570-674-6220
Student Success Center	Carol Llewellyn/Alumnae Hall LL	570-674-6408
Academic Support	Kristen Ricardo/Alumnae Hall LL	570-674-6205

Early Alert	Carol Llewellyn/Alumnae Hall LL	570-674-6408
Office for Students with Disabilities	Kristen Ricardo/Alumnae Hall LL	570-674-6205
Tutorial Services	Bruce Riley/Alumnae Hall LL	570-674-6204
Transfer Student Svcs.	Kristen Andrews/Mercy Hall	570-674-6255
VP-Student Affairs	Kit Foley/Banks Center	570-674-6304
Withdrawals		
From Classes	Registrar's Office/Mercy Hall	570-674-6756
From the University	Carol Llewellyn/Alumnae Hall LL	570-674-6408
Work Study Program	Stephanie Winsock/McAuley Hall	570-674-6701

## Important Telephone Numbers

Police or fire	Campus Safety Office	570-674-6300
Sexual Assault Response Team		570-417-8888

## Academic Calendar

### FALL SEMESTER – 2014

Convocation	Thursday, August 21	2:00 p.m.
First-Year Student Orientation	Thursday, August 21-Sunday, August 24	
Classes Commence – Compressed Schedule	Monday, August 25	8:00 a.m.
Labor Day Recess Begins	Saturday, August 30	8:00 a.m.
Classes Resume	Tuesday, September 2	8:00 a.m.
Add/Drop Period Ends	Tuesday, September 2 (last day 100% refund)	4:30 p.m.
Last Day for change of status (FT to PT)	Friday, September 5	4:30 p.m.
Last Day to Resolve Summer 2014 Incompletes	Friday, September 12	4:30 p.m.
Fall Recess Begins	Thursday, October 9	8:00 a.m.
Midterm Grades Due	Wednesday, October 15	Noon
Advisement Week	Monday, October 20-Friday, October 24	
Spring 2015 Registration	Wednesday, October 29-Monday, November 10	
Last Day to Withdraw from Courses (or MU)	Monday, November 10	4:30 p.m.
Writing Proficiency Exam	Wednesday, November 12	Noon
FOLLOW <b><u>THURSDAY</u></b> CLASS SCHEDULE	Tuesday, November 25	
Thanksgiving Recess Begins	Wednesday, November 26	8:00 a.m.
Classes Resume	Monday, December 1	8:00 a.m.
FOLLOW <b><u>FRIDAY</u></b> CLASS SCHEDULE	Monday, December 8	
Classes End	Monday, December 8	5:00 p.m.
Final Examinations Begin	Monday, December 8	6:00 p.m.

Final Examinations End	Saturday, December 13	12:30 p.m.
Commencement Rehearsal	Saturday, December 13	4:00 p.m.
Winter Baccalaureate and Commencement	Sunday, December 14	
Final Grades Due	Tuesday, December 16	Noon

### **Spring Semester – 2015**

Transfer Student Orientation	Sunday, January 11	11:00 a.m.
Classes Commence	Monday, January 12	8:00 a.m.
Martin Luther King, Jr. Day – Compressed Schedule	Monday January 19	
Add/Drop Period Ends	Monday, January 19 (last day 100% refund)	4:30 p.m.
Last Day for change of status (FT to PT)	Friday, January 23	4:30 p.m.
Last Day to Resolve Fall 2014 Incompletes	Friday, January 23	4:30 p.m.
Midterm Grades Due	Wednesday, February 25	Noon
Spring Recess Begins	Saturday, February 28	8:00 a.m.
Classes Resume	Monday, March 9	8:00 a.m.
Advisement Week	Monday, March 9-Friday, March 13	
Fall 2015 Registration	Wednesday, March 18-Monday, March 30	
Last Day to Withdraw from Courses (or MU)	Monday, March 30	4:30 p.m.
Writing Proficiency Exam	Wednesday, April 1	Noon
Easter Recess Begins	Thursday, April 2	8:00 a.m.
FOLLOW <b><u>THURSDAY</u></b> CLASS SCHEDULE	Tuesday, April 28	
Classes End	Wednesday, April 29	5:00 p.m.
(FOLLOW <b><u>FRIDAY</u></b> CLASS SCHEDULE)		
Study Day	Thursday, April 30	
Final Examinations Begin	Friday, May 1	
Final Examinations End	Thursday, May 7	
Final Grades Due	Monday, May 11	9:00 a.m.