



MISERICORDIA  
UNIVERSITY®

**STUDENT HANDBOOK**  
2019–2020

The Student Handbook is in 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. You may also click on a section of the Table of contents and you will be redirected to that section.

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## LETTER FROM THE PRESIDENT

Dear Students:

Welcome to Misericordia University and the 2019-2020 academic year!

Misericordia University fosters positive, productive relationships among its students, faculty, and staff. I always enjoy the beginning of the academic year and the opportunity to meet many new first-year students and their parents as we introduce them to the Misericordia University community. Our new students join an impressive group of returning students – we are excited to have them back as well.

Construction on the Frank M. and Dorothea Henry Science Center began this summer. We are very excited about the opportunities this amazing new facility will provide to all our students. So, whether you are new to Misericordia or one who is very familiar with campus, you have joined us at a great time. No matter how our physical space and campus resources improve and modernize, one thing that remains constant about Misericordia University is the climate that encourages our students learn to be professionally competent, collaborative, innovative, and skilled in relating to others.

My wife, Vanessa, and I look forward to joining you in many of your favorite activities, including service opportunities, plays, musical events, as well as 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 we 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! #MisericordiaProud

Best regards,

A handwritten signature in black ink that reads "Thomas J. Botzman". The signature is written in a cursive, flowing style.

Thomas J. Botzman, Ph.D.  
President

## LETTER FROM THE VICE PRESIDENT OF STUDENT LIFE

Dear Student:

Welcome to the new academic year! As a Misericordia University student, you have chosen to attend a Catholic, liberal arts-based institution sponsored by the Sisters of Mercy where all are welcome. You have become part of a community of learners in which faculty, staff, and administration are committed to providing a rich educational environment both in and out of the classroom.

Take advantage of the opportunities offered to you and immerse yourself in the total Misericordia experience. If we don't have the club or organization you are interested in, then start it! College is a time to try new things so think about study abroad/away, national or international service or try an outdoor adventure. Don't be afraid to take the plunge. Getting actively involved in co-curricular experiences will help you develop skills you will use every day in your professional life and it is an opportunity to broaden your social network. Who knows, you may even find something you are passionate about!

Please take time to familiarize yourself with the contents of the Student Handbook. This resource contains essential information on the services available to you at the University, as well as the rights and responsibilities of the members of our community. The values of Mercy, Service, Justice and Hospitality define how we live in community. We also value respect for each person, integrity, and the common good. The policies and procedures contained in this Handbook are written from the perspective of the need to balance individual rights with the common good and respect for the dignity of each individual.

We are excited you are here and please feel free to stop in and say hello. Have a great year!

A handwritten signature in black ink that reads "Kit Foley". The signature is written in a cursive, flowing style.

Kathleen "Kit" Foley

Vice President of Student Life

## LETTER FROM THE PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION

Dear fellow Misericordia students,

It is that time of the year again! I would like to welcome back our current and new students to MU! As for returning students, it is back to the grind as we get back into the fix of things and look forward to another productive year. For the newcomers, I am honored to welcome you all into the cougar family and hope you make yourself at-home here at MU. There is a lot of things to look forward to this upcoming year and I hope you are all as ecstatic as I am to get started. We, as students, are what is unique at MU and we should take pride in that. Misericordia pride is shown on campus through tradition, leadership and service to allow us to walk out as better people when the time comes.

Student Government (SGA) is an on-campus council that is a voice for you as students. Any concerns or ideas by any student are always welcomed to be introduced and brought to the board. No idea is a bad idea and your opinions matter, so don't hesitate and allow your voice to be heard. Any questions you may have, we will do our best to comply and get the answers you need. However, if the answer can't come from us, we will lead you to someone who can. At the end of the day, we are students just like you. In the case, please feel welcome to participate and grow with the board as much as you desire. Each month, there is an open meeting to retrieve any student input and our office (located on the corner by Starbucks in the Banks Student Life Center) is open daily. If there are any questions, concerns, comments or you would just like to say hello; feel more than free to come in.

Once again, your voice is more than important and I encourage you to use that to your advantage this upcoming year. With plenty of work to get done in the classroom, I still recommend to get involved on campus this year. Choosing to get involved separates you from the rest and gives you something to look back on when the experience concludes. In addition, it also gives you the chance to continue or create value at MU. I wish the very best for you this upcoming year, both in academics and whatever you choose to pursue greatness.

Here's to a great year!  
Roll Cougs!



SGA President  
Michael Diakunczak

## NON-DISCRIMINATION POLICY

It is the policy of Misericordia University that its administration of educational programs or activities, admissions, scholarship and loan programs, athletic or other University-administered programs, or employment decisions are based on merit, qualifications, and competence. In compliance with federal law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1974, Sections 503 and 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, Misericordia University does not discriminate against individuals on the basis of race, color, gender, age, marital status, religion, national origin, disability, gender identity, sexual orientation, medical condition, veteran status, or any other characteristic protected by law. The University subscribes to the principles and laws of the federal government and the Commonwealth of Pennsylvania pertaining to civil rights and equal opportunity. This policy governs all aspects of employment, evaluation, promotion, assignment, dismissal, and other terms and conditions of employment. Moreover, this policy governs all aspects of student admissions. As an educational institution with an Affirmative Action program, the University complies with government regulations, including Affirmative Action responsibilities where they apply.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the University has developed policies and procedures that prohibit sexual misconduct in all of its forms. The University complies with Section 304, of the Violence Against Women Reauthorization Act of 2013 (VAWA).

## 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

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 Handbook](#), and department policy documents for further information.

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

#### AMNESTY POLICY FOR MEDICAL EMERGENCIES INVOLVING DRUGS/ALCOHOL/HAZING

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.

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#### TO SEEK MEDICAL ATTENTION IMMEDIATELY CONTACT:

- Campus Safety at 570-674-6300
- Resident Assistants (RA) on-call
- Call 911

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#### AMNESTY POLICY

In times where a student seeks assistance for a student in need, due to intoxication/overdose of drugs/alcohol or due to hazing, neither the student who is intoxicated nor the student(s) who is seeking assistance will be charged with violations of alcohol, drug, or hazing policies.

All students involved will be contacted by a Conduct Officer to discuss the incident. Students may be required to complete an assessment and/or education within a timeframe determined by the Dean of Students or designee. Failure to do will result in moving the incident into the conduct process.

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

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#### EXCEPTIONS AND OTHER INFORMATION

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.). Amnesty may not apply to students who refuse to cooperate with medical, law enforcement, or University personnel at the time of initial contact and beyond.

If a student is transported to the hospital, a parent/guardian will still be notified under this policy. Please refer to the [Notification of Parent\(s\) or Guardian\(s\) section](#) for more information.

Documentation of the incident and all follow up will be placed in the student's disciplinary record. This allows the Dean of Students Office to recognize patterns of behavior and possible health concerns. While the incident is recorded in the student's file, it will not be reported out as a part of the student's disciplinary record.

Please see the [Amnesty for Personal use of Alcohol or Other Drugs section](#) for amnesty related information for complainants related to the [Sexual Harassment and Misconduct \(Title IX\) Policy](#).

This policy only provides amnesty from violations of University policy related to the consumption of alcohol and drugs and/or the anti-hazing policy. It does not grant amnesty for criminal, civil or legal consequences for violations of Federal, State or Local law. Please see the exceptions to Pennsylvania law below (18Pa.C.S. § 6308.1. and PA Act 139).

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PA STATE LAW REGARDING ALCOHOL AMNESTY - [18PA.C.S. § 6308.1. SAFE HARBOR](#)

PA STATE LAW REGARDING DRUG AMNESTY- [PA ACT 139 SECTION 13.7](#)

PA STATE LAW REGARDING HAZING AMNESTY- [18PA.C.S. § 6308.1. SAFE HARBOR](#)

#### ANTI-HAZING POLICY

Misericordia University is committed to providing a learning environment that is free of violence and supports the health and well-being of its students. Our core values guide and govern the actions of our community. Intentional behaviors that put a person at risk of physical and/or emotional harm are an affront to the dignity of the individual and are at odds with the values and mission of the University. This policy applies to individuals who attend, have applied to attend, or have been admitted to the University. This policy also applies to recruits, prospective students and admitted candidates.

This Anti-Hazing Policy applies to behaviors that take place on the campus, at University sponsored events, and may also apply to off campus events, when the administration determines, in its discretion, that the off-campus conduct affects a substantial University interest. Sanctions can be applied to individuals, and/or organizations, clubs and athletic teams. Advisors, coaches, or other persons associated with a student organization, club, or team may face disciplinary action or criminal charges under state law.

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#### PROHIBITED CONDUCT

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##### HAZING

Misericordia University has no tolerance for hazing. Hazing is defined by Pennsylvania law\*, and for purposes of this Policy, as follows: When a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting, or affiliating a person into or with a club, organization, or athletic team, or for the purpose of continuing or enhancing a person's membership or status in a club, organization, or an athletic team, causes, coerces, or forces a person to do any of the following:

- Violate federal or state criminal law
- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment
- Endure brutality of a sexual nature\*\*
- Endure any other activity that creates a reasonable likelihood of bodily injury to the student.



***The above types of behavior will be considered hazing even if the person consents to the activity or if the conduct was sanctioned by the club, organization, or athletic team.***

\* See PA State Law: [Timothy J. Piazza Antihazing Law](#)

\*\* Including but not limited to the prohibited conduct listed in the [Title IX/Sexual Harassment and Misconduct Policy](#)

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## AGGRAVATED HAZING

Aggravated Hazing is defined by Pennsylvania law\*, and for purposes of this Policy, as follows:

A person, club, organization or athletic team commits aggravated hazing when the hazing results in serious bodily injury or death to a student and:

- the person, club, organization, or athletic team acts with reckless indifference to the health and safety of a student; or
- the person, club, organization, or athletic team causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

**Note:** Aggravated hazing is a felony of the third degree and will automatically result in the University contacting local law enforcement as well as utilizing the University Conduct System. The University retains the right to contact law enforcement in all hazing incidents.

\* See PA State Law: [Timothy J. Piazza Antihazing Law](#)

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## ORGANIZATIONAL HAZING

An organization, club, or athletic team that is recognized or sponsored by Misericordia University that intentionally, knowingly or recklessly promotes or facilitates hazing or aggravated hazing commits the offense of organizational hazing and will be held accountable by the University. Organizational hazing also violates Pennsylvania law\*, and is subject to penalties as set forth by the law.

\* See PA State Law: [Timothy J. Piazza Antihazing Law](#)

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## ENFORCEMENT OF POLICY

Any violation of this Policy shall be deemed a violation of Misericordia University's Student Code of Conduct. All allegations of Hazing, Aggravated Hazing, or Organizational Hazing will be investigated through the Dean of Students Office and in collaboration with Campus Safety. The University reserves the right to take appropriate actions to preserve the safety of the campus community during the investigation process until resolution. The University retains the right to contact law enforcement in all hazing incidents.

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## SANCTIONS

Individuals and/or clubs, organizations or athletic teams can be found responsible for hazing or aggravated hazing. The following is a list of sanctions that can be applied by the University if a violation of this policy occurs:

- [Educational Sanctions](#)
- [Residential Sanctions](#)

- [Status Sanctions](#)
- Club, Organization or Athletic Team Probation
- Club, Organization or Athletic Team Suspension
- Revocation of the club or organization charter
- Other applicable sanctions

This listing does **not** include those sanctions that an individual, club, organization, or athletic team could also be subject to pursuant to law, including, but not limited to, the Pennsylvania Antihazing Law, 18 Pa.C.S. § 2801, et seq.

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## SAFE HARBOR

Under certain specific conditions, and consistent with PA state law, when a student seeks medical assistance for another student who is believed to be in need of immediate medical attention to prevent death or serious bodily injury due to hazing, neither the student who is in need of medical attention nor the student who has reported it will be charged with violations of the Anti-Hazing policy.

See [Amnesty Policy for Medical Emergencies involving Drugs/Alcohol/Hazing](#) section for more information.

See [PA State Law Regarding Alcohol Amnesty](#) section for more information.

See [PA State Law Regarding Drug Amnesty](#) section for more information.

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## REPORTING

Misericordia University encourages all members of the community who believe that they have witnessed, experienced or are aware of conduct that constitutes Hazing, Aggravated Hazing or Organizational Hazing in violation of this policy to report the violation. Reports can be made to Campus Safety, the Dean of Students Office, the Athletics Office, or the Student Engagement Office. Anyone can also report concerns by submitting a form online. This Incident Reporting form can be found [here](#).

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## ACT 80 INSTITUTIONAL REPORT

Misericordia University will maintain a report of all violations of this Policy or of Federal or State laws related to hazing that are reported to the University. Misericordia University will update the report biennially on January 1st and August 1st and will post the updated report on Misericordia.edu [website](#).

## 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 termination, 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 related events.

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## CAMPUS COMMUNITY VIOLENCE DESCRIPTION

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

- All threats or acts of violence occurring on University property, regardless of the relationship between the University and the individual involved in the incident.
- 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.
- 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.
- Any threats or acts of violence resulting in the conviction of an employee or student of the University, or of an individual performing services on the University’s behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests of the University.

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## EXAMPLES OF PROHIBITED CONDUCT

Specific examples of conduct that may be considered “threats or acts of violence” prohibited under this policy include, but are not limited to, the following:

- Physically harming or threatening to harm an individual, group of individuals, or relatives of those individuals.
- The possession on University property, including the parking lots and in personal vehicles or at University sponsored activities, of a weapon or any kind of incendiary device, or the brandishing of any object that could reasonably be perceived as a weapon even if the employee, student, clinical supervisor, practicum supervisor, contracted service employee or visitor has a permit to carry a concealed weapon.
- Loud, angry, or disruptive behavior that is not appropriate to the University environment.
- Callous or intentional disregard for the physical safety or well-being of others.
- Intentional destruction of University or employee or student property.
- Commission of a felony or misdemeanor on or off University property.
- Any other conduct that a reasonable person would perceive as constituting a threat of violence.
- Off-site threats, which include but are not limited to via telephone, fax, electronic, or conventional mail, or any other form of communication.
- Disorderly conduct and other violent and inappropriate aggressive behavior.

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## FIREARMS, FIREWORKS, AND WEAPONS

The possession or use of firearms, ammunition, fireworks, major and minor explosives, or any lethal weapon is strictly forbidden anywhere on University properties, facilities and grounds even if an employee, student, clinical supervisor, practicum supervisor, contracted service employee or visitor has a permit to carry a concealed weapon. This includes, but is not limited to, guns, stun guns, knives or swords (except for kitchen knives possessed and used in their intended manner), 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, bows and arrows, etc.), or brandishing of any object that could be reasonably perceived as a weapon. Violation of this policy will result in disciplinary action.

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## EXCEPTIONS

All persons covered by this policy are strictly prohibited from carrying firearms or any weapons as defined and described above except for the following:

- Law Enforcement Officials
- Campus Safety Personnel designated as armed in accordance with university job requirements
- Officials in conjunction with a sanctioned athletic contest where the weapon (starter pistol) is required for the activity.
- Participants in connection with historical displays, military ceremonies, and theatrical performances where the weapon is required for or is a central part of the activity provided that prior authorization is granted by the President or his/her designee.

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## PROCEDURE

All complaints of campus community violence are treated seriously. Anyone may seek advice, information or counseling on matters related to workplace violence without having to lodge a complaint. Persons who feel they are being threatened, or are uncertain as to whether what they are experiencing are acts of violence are encouraged to talk with a member of the University community with whom they feel comfortable. Staff of the Counseling and Psychological Services Center (CAPS Center), the Human Resources Department or the Campus Safety Department are among those who can offer such assistance.

Anyone who is subject to, witnesses, or has knowledge of acts of violence or threats of imminent violence which require immediate response, shall immediately contact Campus Safety and Security. Anyone who is subject to, witnesses, or has knowledge of violent behavior of any of the types listed above or has reason to believe that violent behavior may occur at or in connection with activities of Misericordia University, is required to report it immediately to a supervisor, Campus Safety or the Human Resources Department. Dissemination of information relating to the issue shall be on a need to know basis, in order that the right to confidentiality of all individuals involved is safeguarded as fully as possible. Individuals should feel free to raise concerns and make reports without fear of reprisal.

If the source of such inappropriate behavior is a member of the public, the response may also include prohibiting the person(s) from University owned or leased premises, termination of business relationship with that individual, and/or prosecution of the person(s) involved. In addition, each employee or student who receives a protective or restraining order which lists University owned or leased premises as a protected area is required to provide Campus Safety and Security and the Human Resources Department with a copy of such order.

This policy should not preclude the governance of the University from investigating alleged threats or acts of violence absent a complaint, and disciplining employees and students should such abuses be proved to be factual.

## CIVIL BEHAVIOR IN THE MISERICORDIA UNIVERSITY SETTING

Misericordia University, a Catholic liberal arts institution established in the traditions of the Sisters of Mercy, fosters intellectual curiosity, critical thinking and respect for persons in an environment where all

are welcome. Our core values of Mercy, Service, Justice and Hospitality challenge us to live in a community that is compassionate, active, fair and open.

Misericordia University believes that freedom of expression is central to an open and engaged institution of learning. It is the right of all members to explore new ideas and learn from one another. As a university, we welcome diverse opinions. The ideas of different members of the community may conflict, and we do not attempt to shield people from ideas that they might find unwelcome, disagreeable, or even offensive. Tolerance and civility are at the heart of true freedom of expression to create a climate of mutual respect. The University will use the educational means at its disposal, including mediation, public forums and sponsorship of debate and discussions to promote civil discourse and reasoned debate of key social and political issues.

There are, however, circumstances in which behavior so violates our community's standards that formal University intervention may be appropriate. The University may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the University. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University.

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## FREEDOM OF ASSEMBLY

Misericordia University, a welcoming community of faculty, staff, and students, values the rights of its members to express their views on particular positions, actions, or situations. Individual students or student groups may wish to exercise their right to peacefully assemble. To ensure that the event takes place in a constructive and peaceful manner it is highly encouraged that any student or student organization that wishes to peacefully demonstrate make an appointment with the Vice President of Student Life (VPSL), or designee, no less than 72 hours prior to the start of the event. This is by no means an intent by the University to censor or marginalize any group or point of view. The VPSL, or designee will meet to assist the organizers in understanding their rights and the requirements of this policy. The VPSL, or designee, may consult with others on campus to ensure the safety and well-being of all involved.

The University reserves the right to limit the time, place, and manner of any form of peaceful demonstration to ensure the safety of all involved and minimize disruption to the University community and/or its operations. If an individual student or student group chooses not to disclose their intent to peacefully demonstrate to the Vice President of Student Life, or designee, they are still responsible for following this policy. Failure to notify the VPSL, or designee, severely limits the University's ability to facilitate a peaceful assembly and puts the individual or organization at risk for their own safety and well-being and the safety and well-being of others.

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## PEACEFUL DEMONSTRATIONS

Misericordia University respects the rights of free speech and peaceful assembly and supports their exercise as integral to academic freedom and scholarly pursuits among its students. However, when the exercise of speech and assembly becomes disruptive or non-peaceful, infringes upon the rights of others, threatens property or public safety or the ability of the University to conduct its normal business, the University will respond and act according to this policy.

Participation in a demonstration that is intentionally disruptive, non-peaceful, and/or involves substantial disorder or invasion of the rights of others on the property of Misericordia University is prohibited. Determination of when a demonstration or action is non-peaceful or disruptive may be difficult, but Misericordia University subscribes to the general guidelines listed below.

1. Non-peaceful actions or demonstrations are those that endanger or injure, or threaten to endanger or injure any person, or that damage or threaten to damage property.
2. Disruptive actions are those that restrict free movement, or interfere with, or impede access to, regular activities or facilities of the University.

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## GENERAL GUIDELINES

When Campus Safety officers, the Vice President of Student Life, or designee, informs students in a given area that their collective actions are judged non-peaceful or disruptive and they are asked to disperse, students remaining may be charged with a violation of this policy.

Any student acting in a non-peaceful or disruptive manner, whether they are acting individually or within a group, may be charged, on the basis of the individual or group's behavior with a violation of this policy. Ignorance of this policy or lack of intent to violate this policy is not an acceptable reason for violating it.

The Vice President of Student Life, or designee, is authorized to take actions against any student violating this policy. Actions may include contacting campus safety, the police, or other legal action, or notice of disciplinary charges to be handled through the University's disciplinary procedures student code of conduct and/or The Enforcement Policy detailed in Section B, below. The Vice President of Student Life may delegate authority to act.

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## ENFORCEMENT POLICY

In the event of a non-peaceful or disruptive action on the property of Misericordia University, the University will act according to the following procedures:

- The Vice President of Student Life, or designee, in consultation with other University officials, will determine whether or not discussions will take place with those involved in the demonstration or disruption. The VPSL, or designee, will also determine the actions to be taken including, but not limited to, interim suspension or contacting the local police.
- Cases of disruption or non-peaceful action normally will be treated as a violation of the Student Code of Conduct and will be adjudicated by the normal conduct process at the University. The Vice President of Student Life, or designee, may put disruptive or non-peaceful students on notice that they are in violation of this policy. Nothing in this paragraph limits the Vice President of Student Life's or designee's authority to place a student on interim suspension for violating this policy as set forth above.
- While University officials may temporarily revoke any or all privileges or take steps to end disruptive or non-peaceful demonstrations, the University will adjudicate complaints and make final decisions about alleged violations of conduct. These decisions will be made separately from those decisions made by a court of law.

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## STUDENT DEMONSTRATION GUIDELINES

Misericordia University's environment encourages diverse views and the free exchange of ideas. The University respects the right of all students to express themselves freely and ensures that all students

may demonstrate concerns collectively by orderly means. The University expects all participants to act in a civil, peaceful manner that is not disruptive to others or to the normal operation of the University.

When expressing their views, students must be clear that they are expressing their own personal viewpoints and do not represent the views or positions of the University, therefore, they may not use University logos or official symbols. Placards, banners and signs are allowed but the sign's placement or construction may not be dangerous for others or impede the participation of others in the activities of the University. If the use of placards, banners, and signs are deemed to be dangerous or impede the participation of others, University officials will require the individuals carrying the placards, banners, or signs to move to different location or remove their materials.

Students are responsible for their actions and the consequences that may follow. All forms of speech/protest must adhere to all applicable University policies and the local, county, state and federal law.

In an effort to help students understand their responsibilities, below are examples of actions that the University considers non-peaceful and/or disruptive.

- Blocking entrances to buildings, events, campus parking, or impeding foot/vehicle traffic;
- Having amplification at the event;
- Engaging in physical abuse;
- Disrupting teaching, testing, exams, administration, events, athletic events or the residential experience;
- Possession of any type of weapon or items that could be reasonably perceived as a weapon;
- Engaging in theft, vandalism or destruction of property;
- Having any type of open flame;
- Climbing on or rappelling from University buildings or trees unless participating in a University sponsored event;
- Camping or lodging on University property, unless participating in a University sponsored event;
- Demonstrating inside a University building including both academic buildings and residence halls.

In addition, no persons from outside the University may be involved in a student protest.

Students wishing to peacefully demonstrate must comply with the instructions and directions of University officials, including Campus Safety officers and other police agencies who may be called to assist.

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## DEMONSTRATION AT EVENTS OR PROGRAMS

When peaceful demonstrations occur in the context of a speaker or program on campus, audience members may not behave in a way that infringes upon others' ability to view or comprehend the speaker or participate in the program. During the speech or program, prolonged or continued chanting or possible incitement of a disturbance intended to distract the speaker or disrupt the speech or program will, at the discretion of designated University Officials or law enforcement, result in individuals being removed from the event.

## 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 the policy on our website 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 their actions regardless if they have 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.

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#### WAYS TO STAY IN COMPLIANCE

- If you have a computer account, you are responsible for the use made of that account. Set your password and only use your own account. **Do not give anyone your password.** Do not respond to any email requesting your password.
- Do not intentionally seek information, browse, obtain copies, or modify files, or passwords 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.

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#### DO 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 20 addressees, without proper authorization. Nor email large groups of people via one of many email services 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. Sending the same or similar message to smaller groups is still considered abuse.

- 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 [online](#).

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.

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## 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.

## 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 Dean of Students Office. 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 their 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 a valid identification card, which is available through the Student Helpdesk. The identification cards are not transferable and may not be altered. IDs must be carried by students at all times. There is a \$10 replacement fee for a lost or damaged card.

## INVOLUNTARY WITHDRAWAL POLICY

A student who exhibits behavior: (1) that indicates the student is unable to or unwilling to carry out substantial self-care obligations, (2) where current medical knowledge and/or best available objective evidence indicates that the student poses a significant risk to the health or safety of others, (3) where the student poses an actual risk to their own safety not based on mere speculation, stereotypes, or generalizations about individuals with disabilities, (4) that poses a significant risk of damage to property, (5) that is disruptive to the normal educational processes of the University (including activities in University-owned housing), or (6) that renders him/her incapable of achieving academic goals, may be administratively withdrawn from the University. An Involuntary Withdrawal may be implemented by the Dean of Students (or designee) in consultation with the Office of Academic Affairs, the Counseling and Psychological Services Center, Office for Students with Disabilities and/or the Health and Wellness Center. In most cases, an Involuntary Withdrawal will be immediate and shall be for a reasonable length of time. Note that at any time prior to the implementation of an Involuntary Withdrawal, a student may choose to withdraw voluntarily. If a student wishes to appeal such a decision, they must submit an appeal in writing, within five business days, to the Vice President of Student Life. The appeal decision will be made by the Vice President of Student Life.

Decisions regarding Involuntary Withdrawal will be based on observations of student conduct, actions and statements, not based on knowledge or belief that the student has a disability. Before placing any student with a disability on a mandatory withdrawal, Misericordia will do an individualized assessment to determine if there are reasonable accommodations that would permit the student to continue to participate in Misericordia University's campus community without being withdrawn. All decisions will be made in consultation with a professional qualified to interpret the information and will include consideration of reasonable accommodations.

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

- The reason(s) for this action;
- Information regarding the student's eligibility for any tuition and/or fee refund;
- Information regarding any impact this action may have upon the student's current grades and academic progress;
- 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;
- Information regarding the student's presence on campus or use of University services/facilities;
- 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 Life or designee.

A student who is involuntarily withdrawn from the University must reapply for admission to the University in order to resume their studies.

Although this policy is not intended to be punitive, invoking the policy does not imply that the student will be exempt from regular disciplinary action according to the policies governing the university community Student Code of Conduct as printed in the Student Handbook.

## 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.

## SEXUAL HARASSMENT AND MISCONDUCT POLICY (TITLE IX)

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 their 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.

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## 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.

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## PROHIBITED CONDUCT

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### 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.

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## 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.

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## 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.

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## 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.

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## PHYSICAL HARM OR 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.

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## 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.

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## 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.

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## DEFINITIONS

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### 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.

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### 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.

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## 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.

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## 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.

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## PROHIBITED RELATIONSHIPS BY PERSONS OF 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.

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## 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.

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## 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.

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## 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.

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## 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 myMU. 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 this [link](#).

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## 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.

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## 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.

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## DALLAS TOWNSHIP POLICE DEPARTMENT

(570) 674-2003 or 911

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## 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.

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## 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:

- Seek a remedies-based resolution that does not involve disciplinary action against a respondent; or,
- 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.

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## 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.

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## REMEDIES-BASED RESOLUTION

Remedies-based resolution is an informal approach designed to eliminate a hostile environment without taking disciplinary action against a respondent. When 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.

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## 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.

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## 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:

- In person by the Title IX Coordinator, Deputy Title IX Coordinator or designated University administrator;
- 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 Life.

To view the policy in its entirety click here: [Sexual Harassment and Misconduct Policy](#).

## SOCIAL MEDIA POLICY

Misericordia University does not monitor students or employees social media pages (i.e. Facebook, Twitter, Instagram, 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.

In order to represent any official department, sanctioned club or function of the University on a social media platform, that department or entity must first submit an application to the Marketing Department. Important social media guidelines should be accessed and reviewed at <http://misericordia.edu/socialmediapolicy> before applying. The application can be accessed at <http://misericordia.edu/socialmediaform>. Any questions about the application process or guidelines can be directed to Steve Filiplik, Web Content Coordinator, at [sfiliplik@misericordia.edu](mailto:sfiliplik@misericordia.edu).

## STUDENT CONFIDENTIALITY AND PRIVACY

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### 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
- Most recent previous educational institution attended by the student

- 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 they 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.

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## NOTIFICATION OF PARENT(S) OR GUARDIAN(S)

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 their 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 University 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.

## COMMUNITY STANDARDS

### PURPOSE

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.

### JURISDICTION

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 their 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 in its publications. For specific information regarding Residence Life, see Residence Life policies. 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 Life 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.

### 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;
- 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 Dean of Students Office for disciplinary action.

## 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 groups, organizations, and teams should refer to the [Anti-Hazing Policy](#) for additional responsibilities regarding [Organizational Hazing](#).

## RETENTION OF STUDENT 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 or suspension, the University will retain records indefinitely.

## CODE OF CONDUCT

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:

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### 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](#).

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## 2. BEHAVIOR WHICH JEOPARDIZES THE SAFETY OR WELL-BEING OF OTHERS

This rule prohibits, but is not limited to:

1. Use or threat of physical violence. This includes engaging in any form of fighting.
2. Verbal abuse, threats, intimidation, harassment\*, coercion or other conduct which threatens the health, safety, physical or emotional well-being of any person. Any of the previously mentioned conduct that takes place through electronic means (i.e. social media, email, etc.) is also prohibited.

\*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 identity, 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:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
  - Has the purpose or effect of unreasonably interfering with an individual's work performance;
  - Otherwise adversely affects an individual's employment opportunities;
  - Has the purpose or effect of creating an intimidating, hostile, or offensive study or learning environment;
  - Has the purpose or effect of unreasonably interfering with an individual's study or learning experience;
  - Otherwise adversely affects an individual's educational opportunities.
3. 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 Harassment and Misconduct Policy](#).
  4. 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 (Exceptions for campus safety as per the [Firearms, Fireworks, and Weapons](#) sections), stun guns, knives or swords (except for kitchen knives possessed and used in their intended manner), 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, bows and arrows, etc.), or brandishing of any object that could be reasonably perceived as a weapon.
  5. 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:
    - a. Placing the person in reasonable fear of bodily injury; or
    - b. 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.

6. 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:
  - a. 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
  - b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
  - c. 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.

7. Violation of the Anti-Hazing Policy. See the [Anti-Hazing Policy](#) for more information.
8. Aggressive behavior toward a University official.

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### 3. VIOLATIONS OF FIRE AND SAFETY REGULATIONS

This rule prohibits, but is not limited to:

1. Intentionally starting a fire. Exceptions for fire pits, bonfires and/or other similar activities must be approved, in advance, by Campus Safety.
2. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or another emergency.
3. 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.
4. Failure to follow proper emergency evacuation procedures.
5. Improper use of emergency equipment.
6. 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.

For sanctions relating to Fire and Safety regulations, please read the [Recommended Minimum Sanctions for Fire and Safety Offenses Section](#).

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#### 4. DISRUPTING THE FUNCTION OF THE UNIVERSITY

This rule prohibits, but is not limited to:

1. 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.
2. Conduct that is disorderly, lewd, or indecent.
3. Behavior that consistently interferes with or disrupts the residential experience.
4. Abuse of the student conduct system which includes, but is not limited to, failing to respond to an appointment notice of a conduct conference; falsification, distortion, or misrepresentation of information before a conduct officer; 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 conduct officer prior to or during the course of the disciplinary proceeding; failure to complete a disciplinary sanction assigned by a conduct officer; Verbal, physical, or mental harassment and/or intimidation of any conduct officer prior to, during, and/or after the disciplinary proceedings.
5. Violating the [Civil Behavior in the Misericordia University Setting Policy](#).

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#### 5. MISCONDUCT INVOLVING ALCOHOL

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 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 responsibilities.

This rule prohibits, but is not limited to:

1. Use and/or possession of alcohol by persons not of legal drinking age.
2. 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.
3. Providing alcohol to a person less than the legal drinking age.
4. Being present during a gathering where alcohol is being consumed while being under the legal drinking age.
5. Consumption of alcohol and/or possession of open containers in public areas of the University, including lounges, residence hall hallways, parking lots, front or back porches of townhouses or university owned houses is not permitted. Exceptions to this rule include registered events at the discretion of the Vice President of Student Life.
6. 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. One student should not have more than twelve (12) 12-ounce cans of beer, or a twelve-pack of wine coolers/malt beverages, or one bottle of wine (750 ml), or one fifth of a distilled beverage (750 ml) in their possession.

7. Possession of drinking paraphernalia and/or participation in or being in the presence of activities that promote and encourage the fast consumption of alcohol/binge drinking (drinking games, funnels etc.) will not be tolerated regardless of age.
8. Serving alcohol to intoxicated individuals.
9. 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.
10. Students may not possess/consume grain alcohol (i.e. Everclear), liquor in excess of 100 proof, or caffeinated alcoholic energy drinks (including but not limited to: Four Loko, Sparks, Joose, Spylles, 24/7, Tilt, or Torke).
11. The possession of alcohol paraphernalia (including, but not limited to: empty alcoholic beverage containers, empty beer/wine boxes, bottle caps from alcoholic beverages, etc.) by a person under the age of 21. Those over the age of 21 must still comply with rules regarding excessive quantities as described in number 6 in this section.
12. Students 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.

For sanctions relating to alcohol, please read the [Recommended Minimum Sanctions for Alcohol and Other Drug Offenses](#) section.

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## 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 educational service hours to a dismissal. The University does not condone 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.

This rule prohibits, but is not limited to:

1. Use of any controlled substance, or illegal drug.
2. Possession of any controlled substance or illegal drug.
3. Possession/Use of drug paraphernalia.
4. Unauthorized distribution or possession for purpose of distributing any controlled substance or illegal drug(s).
5. 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.
6. Being present where a controlled substance or illegal drug is being consumed and/or present.

For sanctions relating to drugs, please read the [Recommended Minimum Sanctions for Alcohol and Other Drug Offenses](#) section.

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## 7. THEFT OR PROPERTY DAMAGE

This rule includes, but is not limited to:

1. Theft of property or of services.
2. Possession of stolen property.
3. Intentionally or recklessly destroying, damaging, or defacing University, personal, or corporate property.
4. Misuse of University funds or resources.
5. Littering or scattering of trash.
6. Misusing copyrighted material in accordance with federal law. For more information on federal copyright laws see: [Government Information on Copyrights](#).

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## 8. ACTS OF DISHONESTY OR FALSIFYING COLLEGE RECORDS

This rule includes, but is not limited to:

1. Intentionally furnishing false information to University personnel.
2. Possession or use of any false identification. This includes fake IDs.
3. Forgery, unauthorized alteration, or unauthorized use of any University document or instruments of identification.
4. 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/video of an individual against their will.

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## 9. UNAUTHORIZED PRESENCE IN OR ON UNIVERSITY

This rule includes, but is not limited to:

1. 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
2. Unauthorized use, sharing, and/or transfer of ID cards or keys. Keys and ID cards should only be utilized by the individual to whom the key and/or ID card has been assigned and for the purpose the key/ID card was issued.

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## 10. FAILURE TO COMPLY AND/OR FAILURE TO ACT

This rule includes, but is not limited to:

1. Failure to comply with the directions of University officials, and in a civil manner, including but not limited to campus safety officers, student life administrators, residence life staff, faculty and staff members, and dining room employees in the performance of their duties.
2. Being present when and where a violation of the Code of Conduct is occurring and failing to leave the scene or notify University authorities that there is a violation of the Code of Conduct taking place.

3. Knowingly violating a no contact order and/or the terms of any student conduct sanction.

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## 11. AFFILIATION WITH UNRECOGNIZED GROUPS OR SOLICITATION

This rule includes, but is not limited to:

1. 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).
2. Using University buildings, bulletin boards, electronic modes of communication, or other means to solicit on campus without prior approval from the Office of Student Life or the Office of Student Engagement. This includes, but is not limited to credit card companies, textbook sales/buyers, merchandise, etc.
3. Any person(s) that uses any university owned facilities to hold meetings, recruit, spread information about, or advertise an organization that is not officially recognized by the Student Government Association or the Office of Student Engagement may be subject to disciplinary action unless permission has been granted by the Dean of Students or designee.

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## 12. VIOLATIONS OF OTHER RULES AND POLICIES

This rule includes, but is not limited to:

1. Violation of published University regulations or policies. Such regulations or policies include, but are not limited to, the [Computer Use Policy](#), Policy posted in the [Campus Safety Handbook](#), and the [Sexual Harassment and Misconduct \(Title IX\) policy](#). This includes 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.
2. Violation of federal, state, or local laws on or off campus while enrolled as a matriculating student at Misericordia University.
3. Engaging in behavior deemed by University standards to be contrary to the University mission and philosophy.
4. Babysitting is not permitted on campus or in any campus building. The exceptions to this are the participants in the Women with Children Program.
5. 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 Engagement Office and may not include alcoholic prizes.
6. Smoking inside or within 20 feet of University buildings or the Shakespeare Garden is prohibited. This includes the use of smokeless tobacco (i.e. chewing tobacco) and e-cigarettes or vaporizers. Smoking is also prohibited within University owned vehicles.
7. Hookahs are not permitted on campus.
8. Drones or any other flying, remotely controlled devices are not permitted to be flown within 50 feet of campus buildings without permission from the Director of Campus Safety and Security or designee.
9. Hoverboards and self-balancing scooters are not permitted to be stored or used on University property due to potential fire and safety hazards the devices may cause.

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### 13. VIOLATION OF RESIDENCE HALL POLICIES

The rule includes, but is not limited to:

1. Violation of the [Housing Agreement](#).
2. Violation of Residence Hall Alcohol Policies. See [Residence Hall Alcohol Policies](#).
3. Participating in hall sports and/or sport-like behavior. See [Bicycles and Hall Sports](#).
4. Possession of prohibited items. See [Prohibited Items and Activities](#).
5. Failure to maintain acceptable levels of cleanliness. See [Cleanliness/Damage](#) section.
6. Violation of the visitation policy. This includes overnight guests. See [Visitation and Guests](#) for more information.
7. Violation of the Pets policy. Please see [Pets](#) in the Residence Life Section.
8. Failure to abide by quiet hours and noise policy. See specifics in the [Noise and Quiet Hours](#) section.
9. Failure to abide by [Residence Halls/Houses Opening and Closing Times](#).
10. Smoking in the Residence Halls. For more information please refer to the [Smoking/Vaping](#) section in the Residence Life section.
11. Solicitation or any sales within Residence Halls as per the [Solicitation](#) policy.

### DISCIPLINE PROCESS

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#### PURPOSE

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

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#### AUTHORITY AND EXCEPTION

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 a conduct conference when possible and dealt with according to the procedures set forth below. The University reserves the right, depending on specific circumstances, to implement any applicable interim measures or omit any and/or all steps of the process. If a violation of law, which would also be a violation of this Student Code of Conduct, is alleged, proceedings under this Student Code of Conduct may go forward against an accused student who has been subjected to criminal prosecution. Determinations made or sanctions imposed under the Student Code of Conduct shall not be subject to change because criminal charges were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

The jurisdiction of the University extends to each actively enrolled student. The Dean of Students has oversight of the disciplinary process. 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. Please see the [Off-Campus Behavior](#) policy for more information.

Any member of the University community may issue a complaint against a student alleging a violation of one or more of the University's general regulations, policies, or the Student Code of Conduct. The complaint must be submitted [online](#) and will be directed to the Assistant Dean of Students who will insure an investigation of the complaint and disposition for a conduct conference.

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## ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities requesting accommodations related to the conduct process should contact Kristen Ricardo in the Office for Students with Disabilities (OSD) at [kricardo@misericordia.edu](mailto:kricardo@misericordia.edu) or 570-674-6205. Requests should be made in advance of the scheduled conduct meeting so the University can respond in a timely manner. When a request is made, the OSD will coordinate appropriate accommodations with the Dean of Students Office. More information about services for students with disabilities are [available on the university website](#).

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## INTERIM SUSPENSION

The University may suspend a student on an interim basis pending the result of a serious incident on or off campus that may or may not include law enforcement. 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 Life 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:

- The reliability of the information concerning the student's conduct, including the matter of his or her identity;
- 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 Life or designee 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.

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## CONDUCT CONFERENCES

When possible, the student will be notified of an alleged violation(s) within five working days and a student conduct conference will be scheduled with a conduct officer. Students will be notified via email to schedule their conduct conference.

The accused student(s) will meet informally with a conduct officer (Residence Life Staff, Assistant Dean of Students, or Dean of Students) to resolve those violations that believed to have occurred.



If the student takes responsibility for the alleged violation, an appropriate sanction will be applied by the conduct officer. If the student does not take responsibility, the conduct 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 (a preponderance of evidence standard is used in all student conduct proceedings) that the Student Code of Conduct or a University policy was violated.

As a result of this conduct conference a decision is rendered. The conduct officer administering the conduct conference reserves the right to:

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

The student will be notified in writing (via email) the results of their conduct conference. The letter will include the alleged violation, the findings and if found responsible, the sanctions.

Please note that 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."

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## ALTERNATIVE RESOLUTION PROCESS

Following receipt of a complaint or report, the Dean of Students Office may propose resolving allegations against a respondent through an Alternative Resolution Process. Examples of Alternative Resolution Processes include mediation, facilitated dialogue, conflict coaching, and restorative justice. Participation in an Alternative Resolution Process must be mutually agreed upon and voluntary for all parties and may or may not result in agreement or resolution.

If resolution is reached through an Alternative Resolution Process, the situation is considered resolved. Agreements are binding and not subject to appeal. Failure to abide by the agreement may result in disciplinary action.

If resolution is not achieved, allegations against the respondent will be resolved through one of the conduct processes listed in the Student Code of Conduct.

The nature of some conflicts, including those involving violence or sexual misconduct, are not appropriate or permitted through Alternative Resolution Processes. The use of Alternative Resolution Processes as an appropriate method of resolution is at the discretion of the Dean of Students Office, based on the facts and circumstances of the case.

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## 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).

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## CIRCUMSTANCES FOR APPEAL

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

- Discipline procedures were not adhered to.



- The student believes there is new evidence that was not available at the time of the original conduct conference.

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## APPEAL PROCESS

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

- This student must submit an online appeal form at the following link: [Appeal Form](#), which is also provided at the bottom of the outcome letter issued by the conduct officer within five business days of the decision that is being appealed.
- The form must specify at least one of the circumstances listed as an approved reason for appealing.
- The appeal letter must include the following:
  - Regulation of Student Code of Conduct or policy for which the student was found in violation.
  - Circumstances under which the appeal is being filed.
  - A detailed rationale clearly stating the reasons for disagreeing with the decision.
  - A statement of what the student's proposed outcome should be to the situation.

After receiving, accepting and reviewing an appeal, an Appellate Officer may decide the appeal based on the written appeal itself, or at the Appellate Officer's option, may meet with the student and/or others related to the incident.

The Appellate Officer may then decide to:

- Affirm the original decision,
- Reverse or revise the original decision,
- Change the sanction(s) or
- Call for a new conduct conference to be held.

When possible, the student will be notified in writing of the decision within five working days. The decision of the Appellate Officer is final.

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## SANCTIONS

A sanction is a requirement a student must abide by or complete when found responsible for a violation of the Student Code of Conduct. Sanctions are imposed through the student conduct process and serve to educate the student, address conflict and repair harm to the community.

The conduct officer will determine all sanctions by considering the following:

- The nature and seriousness of the violation(s)
- Any previous disciplinary history of the student
- University's sanctioning guidelines and precedent for the violation(s)
- Other mitigating or aggravating factors (example: intent, personal circumstance, attitude displayed during the process, demonstration of understanding)

Sanctioning is a cumulative process. Students with multiple violations across categories will generally be subject to greater levels of sanctioning. Many sanctions will require the completion of a written reflection assignment even when not explicitly stated below.

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## STATUS SANCTIONS

- **Written Warning:** The student receives a formal notice that a repeat of the behavior may result in more serious disciplinary action.
- **Disciplinary Probation:** Disciplinary probation is the imposition of a trial period in which students must show that they are willing to abide by the expectations described in the Code of Conduct. This status implies that further violations of the Code may result in University Probation, Suspension or Dismissal.
- **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. When students are placed on University Probation, the Dean of the College the student is a member of will be notified. Further violations during this period will result in suspension or dismissal from the University.
- **Suspension\*:** Involuntary separation from the University for a specified period of time, after which, the student must petition through the Admissions Applicant Background Review Committee, 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.
- **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 Life 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.
- **Withholding Degree\*:** the University may withhold awarding a degree otherwise earned until there is a completion of the conduct process and all imposed sanctions.

*\* Considered not in good disciplinary standing with the University.*

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## RESIDENTIAL SANCTIONS

- **Change of Residence:** Require a student to move to another room or building.
- **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.
- **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.
- **Residential Suspension\*:** Removal of student from housing for a minimum of one semester and a maximum of one academic year (including summer). The student is not permitted to visit University residential facilities during the suspension.
- **Residential Dismissal\*:** Permanent loss of housing. The student may no longer visit University residential facilities.

*\* Considered not in good disciplinary standing with the University.*

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## EDUCATIONAL SANCTIONS

- **Fine:** Monetary payments for conduct violations.
- **Restitution:** Repayment to the University or to an affected party for damages resulting from a violation of this Code.

- 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.
- Alternatives Education Class: This is a full-day alcohol and other substance education class scheduled on campus 3-4 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. This is typically assigned to students who have already attended the Alternatives Education Class.
- Marijuana 101: This is an online marijuana education program. There is a \$35.00 fee for this program, paid online with a credit card. This is typically assigned to students who have already attended the Alternatives Education Class.
- 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 their use/abuse patterns and make some decisions about future actions. Students may self-refer or are referred through the conduct process. Contact Counseling and Psychological Services (CAPS) at (570)674-6408.
- Referral to Addictions Counselor: 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. Contact Counseling and Psychological Services (CAPS) at (570)674-6408.
- Decision Making Workshop/In the Presence Class: A 1-2 hours class created to increase awareness, develop decision-making skills, and practice removing yourself from problematic situations. Students found in the presence of alcohol and/or drugs are often sanctioned to this class.
- Educational Service hours: A conduct officer may assign a number of service hours. These should be completed on campus. Hours can be completed by utilizing Campus Ministry service opportunities or by contacting Laurie Finnegan in the Grounds Department (570)674-8182.
- Reflective Sanctions: These sanctions are to be reflective in nature. They may include but not limited to reflection papers, research prompts, apology letters, and shadowing employees.
- Peer Education Sanctions: These sanctions are meant to share knowledge between peers. They may include but not limited to creating signs, creating bulletin boards/posters, develop programs, and surveying peers.
- Alternative Resolution: This may include mediation, facilitated dialogue, conflict coaching, and restorative justice. Please see the [Alternative Resolution Process](#) for more details.
- Discretionary Sanctions: Other sanctions deemed appropriate and may be applied to an individual or an organization. They may include, no contact orders, restrictions, withdrawal of privileges to participate in athletics, or a club or organization for specified period of time.

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## NON-COMPLIANCE WITH ASSIGNED SANCTIONS

Should a student not complete assigned sanctions by the assigned date on their outcome letter, a registration hold may be placed on their account until the assignment has been completed. A charge of [Failure to Comply](#) may be added as deemed appropriate.

## RECOMMENDED MINIMUM SANCTIONS FOR ALCOHOL AND OTHER DRUG OFFENSES

These are recommended minimum sanctions for alcohol and other drug offenses for students at Misericordia University. Sanctions may be increased based on the nature of the behavior and/or the previous disciplinary history of the student, but may not be reduced unless the conduct officer finds adequate mitigating factors present. The University encourages students to make healthy and responsible choices, as well as to adhere to the Student Code of Conduct, federal, state, and local laws. Be advised that the University asserts jurisdiction for all off-campus cases involving the possession, use, manufacture and/or distribution of alcohol and other drugs.

Please note that situations that fall under the [Amnesty Policy](#) may not result in being held responsible for a policy violation, but student still may be required to complete the educational sanction(s) as listed below.

<b>Offense</b>	<b>Violation</b>	<b>Recommended Sanctions</b>
Any Level – <i>Only for students with no prior AOD violations</i>	Being In the presence of alcohol or other drugs with no possession/use	<ul style="list-style-type: none"> <li>• Written Warning</li> <li>• In the Presence Class</li> </ul>
Any Level – <i>Only for students with no prior AOD violations</i>	Paraphernalia possession (with no evidence of use)	<ul style="list-style-type: none"> <li>• Written Warning</li> <li>• Alternatives Education Class (\$50 fee)</li> </ul>
Any Level	Possession of Kegs or common containers of Alcohol	<ul style="list-style-type: none"> <li>• Mandatory \$300 Fine</li> </ul>
1 <sup>st</sup> Offense	Possession/consumption of alcohol	<ul style="list-style-type: none"> <li>• Written Warning</li> <li>• Alternatives Education Class (\$50 fee)</li> <li>• Parental Notification</li> <li>• 5 Educational Service Hours</li> </ul>
1 <sup>st</sup> Offense	Possession/use of marijuana(<15g) and/or other illicit drugs and/or illicit use of prescription drugs	<ul style="list-style-type: none"> <li>• Written Warning</li> <li>• Alternatives Education Class (\$50 fee)</li> <li>• Parental Notification</li> <li>• 5 Educational Service Hours</li> </ul>
1 <sup>st</sup> Offense	Possession/use of marijuana (>15g) and/or other illicit drugs and/or illicit use of prescription drugs	<ul style="list-style-type: none"> <li>• Disciplinary or University Probation</li> <li>• Residential Probation*</li> <li>• 20 Hours of Service</li> <li>• Parental Notification</li> <li>• Referral to Additions Counselor</li> </ul>
1 <sup>st</sup> Offense	Distribution/sale of alcohol to minors	<ul style="list-style-type: none"> <li>• University Probation</li> <li>• Residential Probation*</li> <li>• 15 Hours of Service</li> <li>• Parental Notification</li> <li>• Referral to Additions Counselor</li> </ul>
1 <sup>st</sup> Offense	Distribution/sale of marijuana or illicit/prescription drugs	<ul style="list-style-type: none"> <li>• Suspension (<i>may be interim if charges are pending in the criminal justice system</i>) or Dismissal from the University</li> <li>• University Probation status if student returns to the University</li> <li>• Residential Suspension*</li> <li>• Parental Notification</li> </ul>

<b>Offense</b>	<b>Violation</b>	<b>Recommended Sanctions</b>
2 <sup>nd</sup> Offense	Possession/consumption of alcohol	<ul style="list-style-type: none"> <li>• Disciplinary or University <i>Probation</i></li> <li>• Residential Probation*</li> <li>• Under the Influence (\$35 fee)</li> <li>• 20 Educational Service Hours</li> <li>• Parental Notification</li> </ul>
2 <sup>nd</sup> Offense	Possession/use of marijuana(<15g) and/or other illicit drugs and/or illicit use of prescription drugs	<ul style="list-style-type: none"> <li>• Disciplinary or University Probation</li> <li>• Residential Probation*</li> <li>• Marijuana 101 (\$35 fee)</li> <li>• 20 Educational Service Hours</li> <li>• Parental Notification</li> <li>• Referral to Addictions Counselor</li> </ul>
2 <sup>nd</sup> Offense	Possession/use of marijuana (>15g) and/or other illicit drugs and/or illicit use of prescription drugs	<ul style="list-style-type: none"> <li>• University Probation</li> <li>• Residential Suspension* or Dismissal*</li> <li>• 20 Educational Service Hours</li> <li>• Parental Notification</li> <li>• Referral to Addictions Counselor</li> </ul>
2 <sup>nd</sup> Offense	Distribution/sale of alcohol to minors	<ul style="list-style-type: none"> <li>• University Probation or Suspension</li> <li>• Residential Suspension*</li> <li>• 20 Educational Service Hours</li> <li>• Parental Notification</li> <li>• Referral to Addictions Counselor</li> </ul>
2 <sup>nd</sup> Offense	Distribution/sale of marijuana or illicit/prescription drugs	<ul style="list-style-type: none"> <li>• Dismissal from the University</li> <li>• Parental Notification</li> </ul>
3 <sup>rd</sup> Offense	Possession/consumption of alcohol	<ul style="list-style-type: none"> <li>• University Probation</li> <li>• Residential Suspension* or Dismissal*</li> <li>• 30 Educational Service Hours</li> <li>• Referral to Addictions Counselor</li> <li>• Parental Notification</li> </ul>
3 <sup>rd</sup> Offense	Possession/use of marijuana (<15g) and/or other illicit drugs and/or illicit use of prescription drugs	<ul style="list-style-type: none"> <li>• University Probation or Suspension</li> <li>• Residential Suspension* or Dismissal*</li> <li>• 30 Educational Service Hours</li> <li>• Referral to Addictions Counselor</li> <li>• Parental Notification</li> </ul>
3 <sup>rd</sup> Offense	Possession/use of marijuana (>15g) and/or other illicit drugs and/or illicit use of prescription drugs	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• University Probation if student returns to the University</li> <li>• Residential Dismissal*</li> <li>• 30 Educational Service Hours</li> <li>• Referral to Addictions Counselor</li> <li>• Parental Notification</li> </ul>
3 <sup>rd</sup> Offense	Distribution/sale of alcohol to minors	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• University Probation if student returns to the University</li> <li>• Residential Dismissal*</li> <li>• Parental Notification</li> </ul>
4 <sup>th</sup> + Offense(s)	Possession/consumption of alcohol	<ul style="list-style-type: none"> <li>• Suspension from the University</li> <li>• University Probation if student returns to the University</li> <li>• Parental Notification</li> </ul>

<b>Offense</b>	<b>Violation</b>	<b>Recommended Sanctions</b>
4 <sup>th</sup> + Offense(s)	Possession/use of marijuana (<15g) and/or other illicit drugs and/or illicit use of prescription drugs	<ul style="list-style-type: none"> <li>• Dismissal from the University</li> <li>• Parental Notification</li> </ul>
4 <sup>th</sup> + Offense(s)	Distribution/sale of alcohol to minors	<ul style="list-style-type: none"> <li>• Dismissal from the University</li> <li>• Parental Notification</li> </ul>

\*For residential students only

#### RECOMMENDED MINIMUM SANCTIONS FOR FIRE AND SAFETY OFFENSES

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

<b>Violation</b>	<b>Recommended Sanction(s)</b>
Tampering/hanging items from smoke detectors, sprinklers, and/or any fire safety equipment	<ul style="list-style-type: none"> <li>• Disciplinary Probation</li> <li>• Residential Probation* or Residential Suspension*</li> <li>• Monetary fine</li> <li>• Restitution (as applicable)</li> <li>• Other sanctions deemed appropriate up to and including dismissal</li> </ul>
Failure to evacuate the building during a fire alarm	<ul style="list-style-type: none"> <li>• Disciplinary Probation</li> <li>• Residential Probation* or Residential Suspension*</li> <li>• \$100 Fine</li> <li>• Other sanctions deemed appropriate up to and including dismissal</li> </ul>
Failure to evacuate the building during an evacuation drill	<ul style="list-style-type: none"> <li>• Written Warning</li> <li>• Educational Sanctions as appropriate</li> </ul>
Deliberately causing a false fire alarm	<ul style="list-style-type: none"> <li>• Disciplinary Probation or University Probation</li> <li>• Residential Probation* or Suspension*</li> <li>• Minimum fine of \$200</li> <li>• Possible criminal charges</li> <li>• Other sanctions deemed appropriate up to and including dismissal</li> </ul>

\*For residential students only

## ACADEMIC AFFAIRS

### ACADEMIC POLICIES

All University academic policies are detailed in the [Academic Catalog](#).

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#### CLASS ATTENDANCE

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.

If a student is unable to attend class, she/he is to contact the faculty member directly in accordance with the class syllabus, if applicable. Should a situation arise where a student will be missing classes for an extended period of time, the student is to contact the Dean of Students (570-674-6263) who will then notify the office of the Vice President of Academic Affairs. The Office of Academic Affairs will notify the student's course instructors of the absence. It is the student's responsibility to contact his/her instructors for information on fulfilling course requirements.

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#### 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.

### 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.

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#### MISSION

We welcome all in the tradition of Mercy and guide those who gather information, raise inquiry and embrace discovery.

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.

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## 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.

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## HOLDINGS

The Mary Kintz Bevevino library contains more than 80,000 volumes of books which include a juvenile literature collection. The library also holds more than 4,000 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. The Misericordia community also has access to streaming videos and e-books through the library's databases. Access to databases is available both on and off campus for Misericordia students, faculty, and staff.

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## LIBRARY CATALOG

The library's online catalog, available from the [library's homepage](#), 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.

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## 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](#).

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## LIBRARIANS

Librarians 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. Students can contact a librarian by visiting the library or by contacting their assigned librarian by email, phone, or through the University's course management system.

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## 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.

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## PRINTING

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. A scanner and color laser printer are also available.

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## 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.



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## 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 Tipasa request forms for journal articles and books or through the E-Z Borrow 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 ILL 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 borrowing patron is responsible for any fees accrued. Interlibrary loan policies and procedures can be accessed through the library [web pages](#).

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## 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.

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## ELECTRONIC RESERVES

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

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## 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.

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## STUDENT SUCCESS CENTER

The Misericordia University Student Success Center (SSC) enhances learning through our collaborative, compassionate, and personalized approach. We seek to empower students through the development of academic and social skills, connection to resources, and the encouragement of self-efficacy. As campus liaisons, we strive to create an environment that welcomes all, and to develop relationships that promote student persistence and success.

The SSC houses a variety of services including the Tutoring and Writing Centers, and the Office for Students with Disabilities. The SSC is located in the lower level of Alumnae Hall. All services are free of charge.

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## ACADEMIC SUPPORT

The SSC offers a variety of options to assist students in achieving academic goals. Individual and group tutoring is provided in most core curriculum courses and some professional courses in the Tutoring Center. Students also have access to Smarthinking, an online 24/7 tutorial service.

Peer paper review is available for all courses in the Writing Center. Academic coaching assists those students who wish to improve their academic skills such as note taking, study strategies or time management. Academic intervention and recovery programs are also offered for students on academic probation.

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## FIRST YEAR EXPERIENCE PROGRAM

The First-Year Experience (FYE) Program provides first-year students the opportunity to acclimate to the University experience during their first semester at Misericordia. Through weekly classroom workshops, all first-year students will explore topics such as the history of Misericordia, campus resources, academic skills, information literacy, Misericordia University's Guaranteed Placement Program (GPP), and advising and registration. Students will have the opportunity to interact with faculty and peers by engaging in small group discussions and activities.

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## STUDENT ALERT

The Student Alert Program is a referral process used to enhance the retention of our students. Faculty, staff, or parents who are concerned about a student may submit referrals to the SSC at 570-674-6408 for intervention assessments. An initial assessment will be completed by the appropriate College Liaison. The student will be directed to services (i.e., academic support, tutoring, personal counseling, Insalaco Center for Career Development, Writing Center, etc.) that the College Liaison and student determine will be most effective, based on a collaborative process. Follow-up meetings are typically scheduled to reassess student needs and progress in order to continue support.

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## OFFICE FOR STUDENTS WITH DISABILITIES

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### 504 PLANS

Misericordia University is committed to creating an environment where all are welcome and does not discriminate in the recruitment, admission, educational process, or treatment of students. In the spirit of hospitality and justice, we comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), as amended. In order to receive services, students must self-identify their disability and provide documentation from a healthcare professional. Eligibility for accommodations such as academic adjustments and/or auxiliary aides is determined through an individualized, interactive process in the Office for Students with Disabilities (OSD).

The OSD is located in the SSC, on the lower level of Alumnae Hall. Individuals seeking accommodations may call (570)674-6408 or email Kristen Ricardo, Assistant Director SSC/Office for Students with Disabilities at [kricardo@misericordia.edu](mailto:kricardo@misericordia.edu).

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### ALP- ALTERNATIVE LEARNERS PROGRAM

The Alternative Learners Program (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 Accommodation Plan. The Accommodation Plan 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.

## GENERAL INFORMATION

### BUS SERVICE

The Northeastern Pennsylvania Transportation Authority includes Misericordia University on its bus route daily, Monday through Saturday. The schedule can also be accessed at the [NEPTA website](#) or call (570) 288-9356 for more information.

### CAMPUS STORE

Textbooks and other school items may be purchased in the University Campus Store located in the Banks Student Center. All forms of payment, including Flex dollars are accepted in the store.

For current store hours please visit our on-line store at, [www.bkstr.com/misericordiastore](http://www.bkstr.com/misericordiastore) or phone: (570)674-6271

### IT STUDENT HELP DESK

The Misericordia University IT Student Helpdesk provides free support for all computer, internet, viruses, wireless set up, myMU and Blackboard issues. These services are free to all residential and commuter students.

ID Cards can be replaced (if lost or broken) at the Student Helpdesk with a fee of \$10. Payment of this fee is made at the Student Financial Services Office.

**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 the full [Computer Usage Policy](#) along with other policies that govern the use of technology services provided.

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### HOURS OF OPERATION DURING THE SEMESTER

The Misericordia University IT Student Helpdesk will now be available 24x7x365, regardless if the University is officially open or closed. Misericordia has partnered with Pearson to provide after-hours support to all students outside the physical hours that the helpdesk will be open.

The physical IT Student Helpdesk, located on the ground level of Mercy Hall at the Misericordia University main campus will augment their hours with this after-hours service to provide coverage. The IT Student Helpdesk will be open Monday through Friday from 9:00am to 6:00pm when the University is open to provide service to all students. Upon University closures and after-hours students will have the ability to contact our after-hours support for their technology needs.

### 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, 10:00 a.m. to 4:30 p.m. (Subject to staffing availability)
- Closed Saturday and Sunday.

- Out-going mail is picked up by the Dallas Post Office at 3:30 p.m. daily, Monday - 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 email/text.
- Services offered include the same as any USPS Postal Office. These include, but are not limited to: money orders, stamps, priority, media, certified and insured mail. UPS and Fed Ex Service are also available.
- The University does not assume responsibility for lost or stolen mail.
- Mailboxes are assigned to students who live on campus.
- There is a \$5 charge for lost mailbox keys. Students will be charged \$50 if the key is not returned by the end of the current term.

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 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.

**Please do not use room numbers on your address.**

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

- Graduating
- Withdrawing from the University
- Moving off Campus

## 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:

- Class registration
- Participation in graduation ceremonies and the awarding of diplomas. Also, seniors may be denied final exams
- Transcript issue
- Residence hall reservation privileges

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#### DEFINITION OF AN 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.

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#### INSTITUTIONAL REFUND PROCEDURE RELATING TO WITHDRAWALS

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.

## 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, Operations Manager, Coordinator, two Safety Supervisors, and 22 full-time and part-time Safety Officers. Officers are trained in response to emergency situations, first aid, CPR, automatic external defibrillator (AED), and the use of Naloxone (Narcan) – anti-opioid overdose devices. Officers work in both an armed and unarmed capacity, and have detention authority when appropriate to preserve a safe and secure campus. Supplemental armed security personnel may be employed during certain events and situations. Response to critical situations on campus, including active shooter and/or mass casualty events, is a carefully coordinated effort between Campus Safety, local law enforcement, and other emergency responders.

## 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

Voluntary Confidential Reporting of criminal activity is an available option under most circumstances. If you are the victim of a crime or want to report a crime you are aware of, but do wish further action by the University or criminal justice system, an available option is to file a voluntary, confidential report. Depending upon the circumstances of the criminal activity, you may be able report an incident while remaining anonymous. In these cases, your personal information will remain confidential, while the University can take steps to ensure your safety and the safety of others. These reports allow the University to maintain accurate statistical records and are included in the Annual Security Report. In limited circumstances, your confidentiality may not be guaranteed. You will be informed in these situations. Information disclosed to members of the Counseling and Psychological Services staff (CAPS) and members of the clergy will be kept confidential unless a serious risk of danger exists to the campus community.

## 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 Campus Safety's [website](#).

## SECURITY PROGRAMS AND SERVICES

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### CRIME PREVENTION

Crime prevention suggestions are offered in the [Campus Safety Handbook](#).

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### BUILDINGS AND GROUNDS

Campus Safety Officers conduct quarterly 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.

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### MISSING PERSONS

If a member of the University community has reason to believe that a student who resides on campus is missing, they 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 Life. 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.**

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### 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.

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### IDENTIFICATION TO AUTHORITIES

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.

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### EMERGENCY TELEPHONES

Emergency telephones are located throughout the University campus. These phones connect directly to 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 and/or Campus Safety is contacted. Please provide a detailed description of your location when reporting an emergency from a cell phone.

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## EMERGENCY NOTIFICATION AND RESPONSE

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

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 website](#) and various social media outlets.

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## MUALERT

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 myMU. 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 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 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.

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## 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.

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## PARKING REGULATIONS

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### 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](#).

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## MOTOR VEHICLE REGULATIONS

Misericordia University provides parking spaces for employees, students, and visitors in various areas on the upper and lower campus. The following regulations have been adopted by the University and remain in force unless otherwise amended.

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### REGISTRATION OF MOTOR VEHICLES

- 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. Persons planning to use more than one vehicle must register and obtain a separate parking permit for each vehicle. Annual fees for parking are set by the University Administration. The vehicle registration process can be initiated on the Campus Safety page of the myMU portal. Payments can be made by credit card or by a charge to your student account. No cash will be accepted.
- Vehicles should be registered immediately upon their arrival on campus.
- Temporary and guest parking permits are available through the Campus Safety Department.
- 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.

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### 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 Founders Circle in front of Mercy Hall 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 Founders Circle in front of Mercy Hall.**

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### PARKING AND OPERATION OF MOTOR VEHICLES

- 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.
- The following are prohibited:
  - Parking in a "No Parking" zone.
  - Parking in a fire lane.

- Unauthorized use of a handicapped zone.
- Parking on a sidewalk.
- Blocking a driveway.
- Obstructing traffic.
- Unauthorized use of visitors' spaces.
- Parking an unregistered vehicle on University property.
- Parking in an unauthorized area.
- 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.

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### 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 Life.

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### PENALTIES FOR VIOLATIONS OF REGULATIONS

- Enforcement of parking will begin the first day of the fall semester.
- 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.
- 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.
- Multiple parking violations and parking in hazardous areas 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.
- 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.

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### 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.

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### 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 myMU under the Campus Life tab, (click on SGA); or at [this link](#). Please explain in detail the reason for your parking appeal.

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## 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 attempt to jump start a vehicle with a battery booster– Student's may also borrow this equipment - ID is required. The Campus Safety Department does not provide vehicle lock-out services.

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## 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.**

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## DRIVER TRAINING AND AUTHORIZATION

The Campus Safety Department provides driver training to those individuals 21 years and older interested in operating University-owned vehicles including multi-passenger vans. The training program consists of multi-media instruction, testing, and an on-road driving evaluation. Drivers of the age of 21 and over must have an acceptable driving history report 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.

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## STUDENT TRANSPORT SERVICES

A campus shuttle transport service for students and staff members between the upper and lower campus areas is available through the Campus Safety Department. Student Transport Officers are on duty from 7:30am to 9:30pm Monday through Thursday, and until 7:00pm on Friday; and run on a continuous loop schedule. Pick Up/Drop Off areas are located at Passan Hall and the Banks Student Life Center bus shelter. Student Transport shuttle service from other areas including the Machell Ave. residence hall can be requested by calling the Campus Safety shuttle line at (570)674-6302.

## STUDENT LIFE

### MISSION

The Misericordia University Student Life Division educates students by fostering personalized relationships, modeling the mercy charisms, and creating innovative opportunities to inspire personal and professional growth.

Student Life will cultivate a transformative student experience by:

- Creating an inclusive community.
- Enhancing educational opportunities for students through experiential learning.
- Encouraging balance and wellness.
- Inspiring students to begin to discover their most authentic self.

### ALLY EDUCATION PROGRAM

The Ally Education Program at Misericordia University provides training and resources to the campus community about gay, lesbian, bisexual, transgender, and questioning issues. In addition to sexuality and gender, the Ally Education Program also covers issues of race, socioeconomic status and class, religion, disability, and other underrepresented identities. The program aims to build a strong network of allies to further create safe and inclusive spaces across campus. A welcoming ally network that celebrates diversity makes the Misericordia community a safer and happier place for everyone.

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#### WHAT IS AN ALLY?

An “ally” is a term used to describe someone who is supportive of the LGBTQ+ community. It encompasses non-LGBTQ+ allies as well as those within the LGBTQ+ community who support each other, e.g. a lesbian who is an ally to the bisexual community. Because Misericordia’s Ally Training extends further than LGBTQ+ topics, an ally also describes someone who is supportive of all underrepresented identities and actively creates spaces of inclusion.

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#### GOALS

- Be a listener.
- Be open-minded.
- Be willing to talk and engage in dialogue.
- Continue to educate yourself and others.
- Don’t assume anyone’s identities. Encourage them to tell their story when they’re comfortable.
- Challenge friends, family, and community members when you find their comments offensive or biased.
- Confront your own prejudices and bias, even if it is uncomfortable to do so.
- Defend your underrepresented populations against discrimination.
- Believe that all people should be treated with dignity and respect.

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#### PROUD ALLY STICKERS

Misericordia University community members who have completed a formal Ally Education Training have pledged to create an accepting environment for all community members regardless of identity.

Proud Ally stickers can be found on doors of faculty, staff, and students that have completed the training. Ally Education Training is offered every semester for faculty, staff, and students.

## ATHLETICS

Misericordia University encourages all students to be involved in intramural and intercollegiate athletics. The intramural program includes activities for men and women in basketball, racquetball, soccer, softball, tennis and volleyball, in addition to several other activities which are announced annually.

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, track and field, and volleyball. Misericordia University will offer esports as a varsity activity beginning in the fall 2019.

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 Student Athlete Handbook. This publication is available to all students online at the [MU Athletic website](#) under Inside Athletics.

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## ANDERSON SPORTS AND HEALTH CENTER

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.

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## HOURS OF OPERATION

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

Monday - Friday:	6:00 a.m.–10:00 p.m.
Saturday	10:00 a.m.–5:00 p.m.
Sunday:	12:00 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.

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## LITURGICAL MINISTRIES

- Eucharistic Ministers
- Lectors
- Liturgical Choir
- Ministers of Hospitality at Liturgy
- Sacristans

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## SPIRITUALITY AND FAITH FORMATION

- Bible Studies
- Faith & Fitness
- Faith Sharing
- Praise & Worship
- RCIA
- Retreats

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## SERVICE TO OTHERS

- Adopt a Grandparent at Mercy Center
- Adopt-a-Veteran
- Blue Chip Farms
- Dorothy Day Catholic Worker Farm
- Food Bank
- Habitat for Humanity
- Hospitality Ministry
- Kids on Campus/ WWC Program
- Serendipity Therapeutic Horseback Riding Program
- Starry Knights Tutoring
- St. Joseph's Center Daycare (children with special needs)

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## SOCIAL JUSTICE

- Catholic Relief Services Student Ambassadors
- Immigrant/Refugee Ministry

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## SERVICE TRIPS

- Jamaica Experience
- Spring Break Service Trips
- Fall Break Service Trips
- Special Mercy Leadership conferences and workshops for Students

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## COMMUNITY OUTREACH PROGRAMS

- Community Work Study Program
- Days of service on and off campus
- Holiday Meals Outreach program
- Mercy Leaders Program

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## MASS TIMES AND RECONCILIATION

All Catholic Liturgies are celebrated in the University Chapel unless otherwise noted.

- Sunday Evening Liturgy 7:00 pm
- Weekly Liturgy schedule is Tuesday 7:00 pm
- Adoration is scheduled twice a month at noon & 7pm

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

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## CONTACT INFORMATION

Dr. Christine Somers, Director: (570)674-6314

Sean Farry, Campus Minister: (570)674-6315

Lindsey Riddell, Community Outreach Coordinator: (570)674-8041

Georgia Young, Administrative Assistant: (570)674-6495

## COMMUTER LIFE

Services for commuter students are coordinated by the Assistant Dean of Students. Student lounges are available for use while on campus, and are located in the Henry Student Lounge, in the Banks Student Life Center, in 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 myMU, is used extensively to communicate with all members of the university community. MyMU can be accessed both on and off campus. Students can also find information posted on bulletin boards in the Banks Student Life Center or with any social media sites.

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 myMU 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 events and activities programs can be found on the Student Life tab on myMU.

Meal plans and flex dollars are available to all commuters through the Student Accounts Office. Flex dollars can be used in Starbucks, the Intermetzo, Chopping Block, Chick-Fil-A and commuter meal plans are available for use in Banks Student Life Center. Contact Student Accounts at 570-674-6222 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 [MUALERT](#) (text messaging system), check myMU or call: the Weather 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.



## HEALTH SERVICES AND POLICIES

### COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Counselors are available to meet with students to explore a wide variety of issues. Common concerns addressed are stress, anxiety, depression, relationship issues, academic distress, and substance abuse/addiction issues. The counseling staff is committed to helping students find appropriate and effective ways of managing their areas of concern.

All students are eligible for at least one initial assessment and consultation session to discuss their concerns and receive recommendations about potential services and resources. Regarding individual counseling services, only full-time undergraduate and graduate students are eligible for ongoing individual counseling services beyond the first session. After participating in the initial assessment and consultation session, students enrolled part-time may be provided with information about local resources that provide individual counseling as well as other services.

All students (i.e. part-time, full-time, undergraduate, graduate) are eligible to participate in all of the other services that the CAPS Center offers, including couples counseling, workshops, group counseling, substance abuse and addiction counseling, consultation services, referral services, and crisis intervention. The CAPS Center also sponsors several student peer associate groups (e.g., Active Minds, HOPE, and Peer Advocates) and offers outreach programming on a variety of personal development topics and issues throughout the academic year.

All counseling services are provided free of charge to currently enrolled students. Additionally, the topic of confidentiality is taken very seriously at the CAPS Center, since counseling often involves sharing personal and private information. Confidentiality is maintained in compliance with state and federal laws as well as professional ethics and standards. Client files at the CAPS Center are securely stored separately from students' academic, medical, or career services records. Information may not be released to anyone without the written consent of the student, except in rare cases, such as dangerousness to self or others, which the counselor will discuss in greater detail at the first session.

Regarding referrals, the CAPS Center utilizes a short-term counseling model and is not equipped to treat all types of psychological concerns. Some students may require more specialized or comprehensive treatment than what we can offer and will be referred to resources in the community. If applicable, the counselor will discuss these options in greater detail and answer any questions to support the student in making informed decisions. If desired by the student, the CAPS Center is also available to consult with any current or prospective providers to provide information and help to ensure a smooth transition for continued care.

Counseling appointments may be made during normal business hours (8:30 a.m. – 4:30 p.m.) by visiting the CAPS Center, located on the lower level of McGowan Hall, or by calling 570-674-6408. Faculty, staff, or students who would like to consult about a concern or refer a student may call the CAPS Center at 570-674-6408 or walk with the student to the CAPS Center during business hours to ensure immediate access to a counselor. A Counselor on Call is also available 24/7 for crisis situations on campus and is accessed by contacting a RA/RD or Campus Safety at 570-674-6300 (Note: The Counselor on Call service is not in operation over university holidays, winter break, or over the summer).

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## **SUBSTANCE ABUSE EDUCATION PROGRAMS.**

The CAPS Center also offers a wide range of Substance Abuse Education. For more information contact CAPS at (570)674-6408

### **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 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 ADDICTIONS EVALUATION (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 their use/abuse patterns and make some decisions about future actions. Students may self-refer or are referred through the conduct process.

### **REFERRAL SERVICE**

A process facilitated by the Addictions Specialist 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.

### **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.

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## **HEALTH AND WELLNESS CENTER**

The Student Health & Wellness Center, located on the lower level of the Anderson Sports/Health Center, is under the direction of a full time, Board Certified Family Nurse Practitioner (DNP, FNP-BC). 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 Nurse Practitioner and Registered Nurse are available by appointment to assess and treat both acute and chronic medical conditions. 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. 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.

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## ELECTRONIC MEDICAL RECORDS

The University has chosen to utilize the services of Mediat (Electronic Medical Records) for the collection of all required health forms. Students are required to pay a one-time fee of \$25.00. 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. Students are required to update their medical forms annually including insurance information as well as any other changes to health forms. Information regarding Mediat can be found on the myMU portal under the Orientation tab as well as at the one-day orientations, which all students are required to attend. All current students are able to access Mediat by clicking on the Student Life Tab on top of myMU page, then click on Health & Wellness tab to the left, then click on Mediat on the left. All full-time students, regardless of their housing status, are required to register with Mediat to submit all health forms. Such forms include, but are not limited to, a physical by their primary care provider; verification of immunization including a meningitis booster (Menactra) after their 16th birthday; as well as proof of health insurance coverage. Part time students not registered with Mediat may be seen at the Health Center but will need to complete the necessary paperwork, including health history, authorization form, Insurance card and student ID.

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## BILLING FOR SERVICES

The Health & Wellness Center is utilizing a billing company, Medical Health Care Solutions (MHS). The Health Center bills 3rd party payers and is credentialed with the following insurance companies:

- Highmark/Blue Cross Blue Shield
- United Health Care
- Geisinger
- Tri-care

More insurance companies may be added throughout the year. Please check out the [Health Center website](#) for the updated list.

If your insurance is **not** listed you can still seek medical care at the Health Center. There is no co-payment required. You will be responsible for payment of services rendered.

Each student is required to bring insurance card and photo ID to each appointment. Some insurances require a referral or pre-authorization from their PCP before being seen/treated.

If your insurance company requires a referral then you are responsible to obtain the referral. Bring the referral at the time of the appointment.

Some insurances may provide the student with a Guest Pass (so we suggest that you contact your insurance carrier to see if you can get a guest pass to utilize the Health Center during your time at Misericordia). Co-Payments will be waived as part of the student health fee; however, students will be responsible for their deductibles, co-insurance payments and any services not covered by your health insurance plan. MHS will send students a bill for services rendered. Payments can be made via check or credit card. A “HOLD” will be placed on the students’ account if payment is not received after 3 billing cycles. A reminder text message will be sent to the student’s cell phone number.

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## SELF-CARE & RESOURCE ROOM

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 several local Pharmacies and Pharmedix, 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 prescriptions. In keeping with our Catholic values, the Health & Wellness Center does not distribute condoms or any other type of birth control.

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## HEALTH INSURANCE REQUIREMENT

All full-time undergraduate students carrying a minimum of 12 credits are required to have health insurance. Each year, students will be required to either complete a hard waiver, or select the University sponsored health insurance plan. Students will be notified in the spring when they can begin the waiver or selection process. For additional information, please contact the Office of Student Life.

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## HOURS OF OPERATION

The Health & Wellness Center is open daily Monday through Friday 8:30 a.m. to 4:30 p.m. (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.

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## HEALTH POLICIES

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### CONCUSSION POLICY – RETURN TO LEARN

At Misericordia University, we are committed to the overall health and well-being of our students. Individuals needing post-concussion academic support may be approved for reasonable accommodations during recovery.

Following the diagnosis of concussion, cognitive and physical rest is the first step. The amount of rest varies based on the individual. Communication among all who are in contact with the student is important. As more specifically set forth below, the Dean of Students will facilitate appropriate communication with faculty and staff. The Office for Students with Disabilities in consultation with health care providers will coordinate academic accommodations. It may be determined that a decrease in class attendance, academic work, computer use, smart phone use, television viewing and physical activity is needed. Assistance with note taking and/or additional time to complete assignments and tests may also be helpful at this time. If symptoms increase, it may be recommended that all cognitive and physical

activities be stopped until symptoms improve. As symptoms improve, cognitive and physical activities may increase. Returning to class and academic work, computer use, smart phone use, television viewing and physical activity may be gradual. Limited duration to these activities during recovery is the key.

Students are expected to meet with a health care provider and thereafter present appropriate documentation to the Dean of Students that shows that they have been diagnosed with a concussion and that, as a result, they are undergoing treatment. The student is expected to meet with the Dean of Students to discuss post-concussion management.

#### STUDENT & FACULTY CONCUSSION MANAGEMENT: RETURN TO LEARN POLICY

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Step 1: Students who have incurred a head injury should seek medical evaluation from an urgent care/ER facility, a physician/primary care provider or if an athlete, from Athletic Training.

Step 2: Students (non-athletes) with a diagnosed concussion must provide a diagnosis of concussion by an urgent care/ ER facility or physician/primary care provider to the Dean of Students (DOS). Athletic training will notify the DOS of a diagnosis of concussion if the student is an athlete. Students may wish to discuss their condition with their faculty member or instructor, but they ARE NOT REQUIRED TO provide the diagnosis to a faculty member or instructor. If a faculty member has a concern about a student that may be related to post-concussion syndrome, the faculty member will notify the Associate Vice-President of Academic Affairs.

Step 3: The DOS will assist the student with the process of return to learn clearance, and the Office of Students with Disabilities (OSD) will assist with classroom accommodations, as follows:

- DOS notifies Health and Wellness Center and Vice President of Academic Affairs (VPAA) Office of student medical concerns.
- Health and Wellness Center or Athletic Training notifies OSD to provide temporary accommodations, as needed.
- OSD meets with the student, and temporary accommodations are developed.
- The VPAA's office will provide a note to the student's faculty regarding class attendance or clearance to attend class. (Students have the right to disclose/not disclose status of concussion to their faculty).

Step 4: Students will work with Health and Wellness Center or Athletic Training to routinely assess return to learn, and OSD will be kept informed of student progress.

Step 5: OSD will work with the student to implement changes to learning accommodations, as required and as necessary. It is the student's responsibility to notify faculty/instructor of any changes to the student's learning accommodations.

Step 6: The decision to permit a student to resume full cognitive and physical activity is based on the student's self-report and the medical assessment of the Health and Wellness Center or Athletic Training, or a release from an off-campus medical provider.

The Health and Wellness Center or Athletic Training will notify the Dean of Students of the student's clearance to resume full cognitive or physical activity, or the student will bring a release from a physician to the DOS.

- A. The Dean of Students will notify the VPAA's office of receipt of documentation clearing the student to resume full cognitive and physical activity.

- B. The VPAA's office will notify all of the student's faculty of the student's clearance to resume full cognitive and physical activity.

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## 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:

- The condition of the person involved and the person's ability to perform job duties or academic responsibilities;
- 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;
- The possible consequences to co-workers and other members of the University community if infected;
- Possible reasonable accommodations and modifications to the individual's job or other obligations to take account of the condition;
- Risk to the person's health from remaining on the job or in the University community; and
- 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.

## 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 Insalaco Center serves all University students and alumni with its career resources and team of professional staff. The mission of the Insalaco Center is to prepare students for employment, graduate school or professional school, and to provide them with the necessary knowledge to manage their careers throughout their working lives.

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### GUARANTEED PLACEMENT PROGRAM (GPP)

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

The Insalaco Center provides the following services:

- Individual career consultations
- Resume and interviewing skill development
- The Choice Program for undeclared students
- Career assessments by MBTI and Strong Interest Inventory Certified staff
- Experiential education assistance including internships, externships, part-time and summer jobs
- Shadowing opportunities
- Job search assistance
- Graduate and professional school advising and resources
- Employment skill development and training
- On-campus recruiting, job fairs and employer information sessions
- Career exploration resources

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### 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 their [website](#).

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### MULTICULTURAL AND INCLUSION INITIATIVES

The office of Multicultural and Inclusion Initiatives serves as a resource to students, faculty, and staff. The office provides educational programming focused on celebrating diverse cultures, traditions, ideas, and backgrounds in addition to providing opportunities for the campus community to engage in dialogue about inequity and social justice. Programs include speakers, trainings, workshops, community conversations, off-campus trips, and heritage celebrations. Additionally, the office of Multicultural and Inclusion Initiatives advocates for underrepresented identities on campus to ensure that all community members feel welcomed on campus.



## RESIDENCE LIFE

The Residence Life Office 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 nine residential facilities: Alumnae Hall, Gildea Hall, MacDowell Hall, McGowan Hall, McHale Hall, Townhouse Complex, two houses on Lake Street and the Machell Avenue Graduate Residence.

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 Office 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 Residence Life Office 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.

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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:

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

### IT GUARANTEES:

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



## 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 Residence Life Office. This includes information found within the Student Handbook, and targeted announcements 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.

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## LIVING ON CAMPUS

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### REQUIREMENTS FOR ON CAMPUS HOUSING

The University has determined that in the best interests of the students, the institution, and the community, that all traditional entering first-year students whose permanent residence is further than a 40 mile distance (utilizing Google Maps) from the University are required to live in campus housing for a minimum of 2 academic years (4 academic semesters). Students living within 40 miles can either live on-campus or at their permanent legal address with their parent or guardian.

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. On a space- available basis, part-time students may be provided housing at the discretion of the Director of Residence Life. Residence Life does offer graduate student housing at the Machell Ave. Residence. Space is limited.

Resident students must provide the [Health Center](#) with proof of health insurance, meningitis, TB and MMR vaccinations through Mediscan. Failure to provide or maintain this status will result in the loss of housing privileges.

Each residential student must sign a 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 University Housing Committee. Any request for release must be submitted in writing to the Director of Residence Life. Request for spring semester release must be submitted by December 1. 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.

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### 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, TX 75212

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.

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## 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, the following is required:

- Current residential students must complete a Campus Housing Agreement form. This form can be found on-line on the Residence Life page on myMU. They must also be registered as a full time student (12 or more credits) for the following fall semester.
- Commuter students must complete a Campus Housing Agreement form. This form can be found on-line on the Residence Life page on myMU. They must also be registered as a full time student (12 or more credits) for the following fall semester. Additionally a deposit will be required.

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.

Once a room has been selected through the lottery process, the Campus Housing Agreement is initiated. The Campus Housing Agreement will not be voided unless the student withdraws from the University or released through the Housing Committee. Moving off campus is not a valid reason to void the Campus Housing Agreement.

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## HOUSING RELEASE

Students who wish to withdraw from housing must receive a Request for Release from Campus Housing Agreement Form from the Director of Residence Life. Once complete, the form must be returned to Residence Life. The Housing Committee will review the request and determine if a release is warranted or not. If released, a check out will be scheduled with the Resident Director (RD) or Area Coordinator (AC) of the building.

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## ROOM CHANGES

Misericordia University reserves the right to change room assignments for the benefit of the community as determined by Residence Life. Students may be moved to consolidate space. See [Consolidation of Vacancies](#) Section.

The granting of a room change is not automatic. The Residence Life Office will work with students to find the most appropriate space while also mentoring students through conflict and onto resolution. Often this process includes mediation where students are expected to discuss concerns and evaluate personal responsibility.

Students who fail to follow the guidelines regarding room changes and move without the approval of the Director of Residence Life will be referred to the Dean of Students Office.

## TIMELINE

Dates and times for these processes will be announced by the Residence Life Office via myMU and other electronic means.

Room changes do not take place through the first three weeks of the Fall semester, with exception of emergencies. There will be designated times during the fall semester that room changes are permitted when following the appropriate process. The process will be announced on myMU and other electronic means.

The University reserves the right to consolidate vacancies. However, students who have open spaces in their room may be offered a buy-out option. This prevents the Residence Life Office from placing a student into the vacant space. After the open room change timeframe, students will no longer be able to buy-out the space.

After the designated open room change time period, room changes may only take place if the following steps are taken:

- Students must speak directly with their roommate.
- A meeting with the Resident Director/Area Coordinator must take place to determine needs of all students involved.
- Roommate mediations may be required before it is determined that a room change is in everyone's best interest.

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## CONSOLIDATION OF VACANCIES

When vacancies occur in a student room, the remaining student may be given another roommate or be reassigned to another room. The Director of Residence Life reserves the right to make any necessary changes in roommates and room assignments. Based on availability and at the discretion of the Residence Life Office, the University may allow the current resident to buy-out the vacant space in their assigned room. The University will communicate all requirements including pricing and timeline via myMU and other electronic means.

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## 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 the Residence Life page on myMU. Students may change their meal plan selection over the summer until the end of the first week of the Fall semester and from the end of the Fall semester until the end of the first week of the Spring semester.

Residents may add "flex dollars" to their student ID card for purchases at any Metz dining or café locations and at 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.

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## 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 Assistant (RA) or their Area Coordinator (AC)/ Resident Director (RD). Failure to attend floor meetings may result in meeting with RAs, RDs/ACs, or referrals to the Dean of Students Office.

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## COMPLIANCE

Members of the Residence Life staff (Area Coordinators, 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 Dean of Students Office.

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## ROOM INVENTORY AND INSPECTIONS (ROOM CONDITION REPORTS)

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 [Cleanliness/Damage section](#)).

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## ROOM ENTRY POLICY

As per the students signed Campus Housing Agreement, 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/drills, 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.

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## 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.

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## STORAGE

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

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## SUMMER HOUSING

Summer housing is only available to full-time students who are registered for summer classes, summer clinical placements or summer employment at the University. Further information regarding Summer housing will be released in the spring semester.

There is no meal plan available during the summer.

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## WITHDRAWALS FROM THE UNIVERSITY

Students withdrawing from the University must call the Student Success Center at 570-674-6408. Refer to the withdrawal process in the [Academic Catalog](#) for refund policy information. An appointment will be made and all necessary paperwork will be completed and forwarded to Residence Life. A check out will be scheduled with the Resident Director (RD) or Area Coordinator (AC) of the building.

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## SAFETY AND SECURITY IN THE RESIDENCE HALLS

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### 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 Residence Life Office and IT. Lost room keys will be billed to the student at the rate of \$50.00. Gildea Hall, MacDowell Hall, the Townhouses and Yellow House will be billed \$100.00 for lost entry/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 Dean of Students Office.

If Access IDs/keys have been temporarily misplaced, students must immediately contact the Residence Life staff. If the original keys are not found within three days, Campus safety will be notified to create a new core and set of keys. 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 \$10.00 for the replacement of a lost or damaged card. If a student loses their card and the Student Help Desk is closed, Residence Life will issue a Temporary ID until a new ID can be issued by IT/Help Desk.

### 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.

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## ELECTRONICS AND APPLIANCES

### 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, 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.

\*Note-refrigerators and microwaves are provided in all of our residence halls. If you require an extra refrigerator you must contact of Residence Life Office to obtain permission for any reason.

## **EXTENSION CORDS AND ELECTRICAL OUTLETS**

Residents should not use electrical cords more than eight feet long or use four-way plugs/ outlet extenders 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.

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## **EXIT DOORS/EMERGENCY EXIT ONLY 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 result in a referral to the Dean of Students Office. 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, at all times, by their hosts.

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## **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 or covered for any reason.

When a fire alarm sounds, residents should:

- Close all windows.
- Take a towel and wear shoes.
- Take keys and ID card.
- Turn lights off.
- Leave the room and close the door. Evacuation locations can be found in the [Campus Safety Handbook](#) and are listed below.
- 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.
- 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.
- 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 may include a fine and suspension from the residence halls. These violations may also be referred to civil authorities.

## EVACUATION LOCATIONS

Building	Physical Address	Evacuation Locations
Alumnae Hall	80 Misericordia Way	Rosenn Plaza/Emerging Statues
Gildea Hall	102 Misericordia Way	Wells Fargo Amphitheatre
McGowan Hall	82 Misericordia Way	Rosenn Plaza/Emerging Statues
McHale Hall	118 Misericordia Way	Beyond Outdoor Basketball Courts
MacDowell Hall	136 Misericordia Way	Grass Lot towards Mercy Hall
Machell Ave. Residence Hall	10 Machell Ave.	Parking lot towards Dallas Borough Bldg.
Townhouse Complex	15 Townhouse Rd.	Parking area opposite affected building (keep entrance clear)
White House	120 Lake St.	Passan Hall Parking Lot (keep entrances clear)
Yellow House	179 Lake St.	Parking Lot - Rear (keep entrances clear)

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## FIRE AND SAFETY HAZARDS

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 (refer to the [Behavior Which Jeopardizes the Safety or Well-Being of Others](#) section under the [Code of Conduct](#)); 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 live Christmas trees, candles (including birthday candles), potpourri and incense or candle (wax) burners, Scentsies, 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 Dean of Students Office.

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## 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 their 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.

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## 13. RESIDENCE HALL POLICIES (FROM THE CODE OF CONDUCT)

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### 1. HOUSING AGREEMENT

Students must abide by the Campus Housing Agreement which can be found on myMU.

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### 2. RESIDENCE HALL ALCOHOL POLICY

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 [Misconduct Involving Alcohol](#) section in the [Code of Conduct](#).

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### 3. BICYCLES AND HALL SPORTS

For safety reasons, bikes may not be parked or stored in stairwells, lounges, or public areas. Bicycles, scooters/skateboards 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. Hoverboards are not permitted on-campus.



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.

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#### **4. PROHIBITED ITEMS AND ACTIVITIES**

##### **BUNK BEDS, LOFTS, AND WATERBEDS**

Due to safety issues, bed risers, 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, incense burners, candle (wax) warmers, Scentsies are not permitted due to fire hazards and their use is subject to fines.

- First Offense: warning / burner and confiscation of items
- Second Offense: \$25 per candle / burner and confiscation of items
- Third and Subsequent Offenses: \$50 and Referral to the Dean of Students Office

##### **GRILLS**

Personal barbeque grills are not permitted in the Residence Hall areas (Alumnae, Gildea, MacDowell, McGowan and McHale) but are permitted at the Townhouse Complex, Lake St. Houses and Machell Ave. Residence. Grills at the Townhouses Complex, Lake St. Houses, and Machell Ave. Residence may not be larger than a small 2 burner single propane tank grill with no attachments on the side (no extra side hotplate). Grills must be kept on the outside of those units and are never permitted inside the Townhouses, Lake St Houses or Machell Ave. Residence. When not in use, propane tanks must be turned off and during the winter months it is recommended you take the grill home instead of leaving them outside. Propane tanks must be taken home or returned to local propane re-fueling centers during the winter months. If Residence Life Staff or Campus Safety believes the grills and tanks are not being used properly, you will be asked to take the grill and tank home immediately.

##### **LOUNGE 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 Director of Residence Life or the Dean of Students Office.

##### **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 Dean of Students Office



When decorating the room, students should note the following:

- 3M command strips, 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.
- Use only poster putty (preferably white), scotch tape or painters tape

The Residence Life Office 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.

## **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 will result in referral to the Dean of Students Office.

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## **5. CLEANLINESS/DAMAGE**

### **CLEANLINESS**

For the health & safety of the community, all students are expected to keep their rooms clean. If University personnel deem a room/suite/townhouse/house/apartment unclean or unsanitary, a warning will be issued. If in 24 hours the room is not cleaned, a \$25 fine per occupant of the room will be issued. Continued failure to comply with this policy will result in referral to the Dean of Students Office. Warnings are not given at breaks or end of year closing. The student will be fined automatically during breaks and at the end of the year.

### **DAMAGE**

#### *Common Areas*

Students can be held responsible for damage to common areas in the buildings or on their floors.

- Building common areas are defined as lobbies, elevators, stairwells, and any space that all students in the building have key access to.
- Floor common areas are defined as hallways, bathrooms, lounges and study rooms on a specific floor.

After a thorough investigation, if the University is unable to determine who is responsible for the common area damage, the building or floor will be assessed the damage fee. A student will not be billed for damages until the damage fees reach a threshold of \$5.00 per person each semester.

If a particular incident results in excessive damage or if multiple incidents have occurred in succession in a building or on a floor, an excessive damage fee (minimum of \$250) will be charged to the residents accordingly. An excessive damage fee is at the discretion of the Residence Life Office in consultation with Facilities and/or Housekeeping Supervisors. The excessive damage fee will be billed to the student account immediately.

### *Student Rooms*

Prior to the arrival of the students in the fall semester, Residents Assistants will assess each room and develop a Room Condition Report (RCR). On move in day, each student will be emailed a copy of their RCR. Each resident will have until the end of the first day of classes to review the RCR and report any damage in their room not indicated on the RCR. After that time period, the RCR cannot be modified.

When a student is ready to check out of the room (withdrawal, room change or at the end of the year), the RA will preliminarily assess the room for any damage. The professional staff will also assess the room to determine if there are any damage charges to be applied. Students will receive an email indicating RCR has been processed and will be notified if any charges have been incurred. All charges for room damage will be placed on the student's account. If a student believes they have been charged inappropriately for damage they can appeal through the Residence Life Office by the deadline stated in the notification email. Any items left in the room are subject to disposal and will result in a minimum charge of \$25.

### *Kitchens*

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.

### *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.

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## **6. VISITATION AND GUESTS**

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.

### **VISITATION**

Guests are defined as any non-resident of the building. Guests are allowed to visit residents from 9:00 AM to 2:00 AM daily. Guests must be accompanied by a resident of the building at all times. Guests staying after 2:00 AM are considered Overnight Guests and must follow policy listed below.

### **OVERNIGHT GUESTS**

Approved overnight guests may stay no more than two consecutive nights and at no time should a roommate be displaced by visitors. Limit one overnight guest per resident. Guests must reside with a host of the same gender. Guests may not stay in unoccupied beds, without the consent of the student whose bed is to be used. The host is responsible for informing the guest of University policies and is also responsible for the conduct and behavior of the guest at all times while they are on campus. Overnight visitors must be at least 18 years old unless they are visiting through Admissions/Athletics or are a

younger sibling participating in Family Weekend activities. At no time may a guest sleep in residence hall lounge areas.

Students are expected to register their guests using the [Guest Registration Form](#) at least two days prior to the visit. Students who reside in other buildings must also be registered as overnight guests. All guests must be approved by the Resident Director or Area Coordinator of the building/area.

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## 7. PETS

For reasons of sanitation, noise, and potential health problems, all pets (including hamsters, aquatic frogs, snakes, turtles, hermit crabs etc.) are not permitted. Toothless 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 referred to the Dean of Students Office.

Emotional Support Animals are exempt if they are in compliance with the [Office for Students with Disabilities](#) Animal Policy and are approved by the [Office for Students with Disabilities](#).

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## 8. NOISE AND QUIET HOURS

To ensure that there is an environment conducive to study, quiet hours are as follows.

Sunday – Thursday: 10:00 PM to 8:00 AM

Friday and Saturday: midnight to 10:00 AM

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.

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 will be referred to the Dean of Students Office.

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## 9. RESIDENCE HALL OPENING AND CLOSING TIMES

Students are notified of Opening and Closing dates and times via email or myMU. 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 in-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 Residence Life Office for academic and/or athletic related reasons.

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 comes first. 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 Residence Life Office one week in advance.

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## 10. SMOKING/VAPING

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. This includes e-cigs, vapor pens, and Juuls. Residents may be subject to a fine and referral to the Dean of Students Office for smoking within the residential facilities.

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## 11. SOLICITATION

Solicitation and selling (e.g., selling services, merchandise, food, magazines) either door-to-door, from a student room, or in a public area is not permitted without authorization from the Student Engagement Office or the Residence Life 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 immediately when unauthorized solicitors are canvassing any of the residential facilities.

# STUDENT ENGAGEMENT

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## DEVELOPING STUDENT LEADERSHIP POTENTIAL

The 2019-2020 Leadership opportunities will include, but are not limited to:

- Orientation Leaders Training Program
- SGA Leadership Weekend
- Periodic leadership development programs for class/club officers and advisors
- Intercollegiate Leadership Wilkes-Barre Program
- Student Outdoor Adventure and Recreation (SOAR) Leadership Training
- Mercy Leadership Program (Sponsored by Campus Ministry)
- Annual Leadership Summit
- Cougar Leadership Series (Sponsored by the Athletics Department)

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## FACILITATING STUDENT-SPONSORED ACTIVITIES ON CAMPUS

The Office of Student Engagement works with all students and class/club advisors as a resource/consultant and serves as a liaison between student groups. Only recognized student groups or organizations may sponsor an event and reserve rooms, they may not reserve rooms for outside groups.

If a group or organization wishes to invite a non-university speaker (not employed by the University) to an event, they should consult their advisor first. An on campus speaker notification form can be found on myMU by going to the Student Life tab and clicking the link under the MU Weekly. This form should be submitted at least two weeks in advance to the anticipated date of the event. Approval of the speaker will be made by the Vice President of Student Life. The group/organization sponsoring the event is responsible for assuring that the activity follows University guidelines and for any costs the activity may incur including but not limited to the use of campus safety officers. The University reserves the right to determine the level of safety needed at any event.

All clubs and organizations must schedule their events and fundraisers with the Office of Student Engagement to ensure an even distribution of activities. Fundraising forms are available in the Office of Student Engagement.

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## RESERVATION OF ROOMS AND FACILITIES

Students may reserve rooms for their class/club meetings or events by going to the Student Life tab and under the MU Weekly, clicking on 'Need to Schedule a Room', completing the form and making sure to put down a flexible date for the event. This form will be sent to the club advisor for approval and then automatically returned to the Office of Student Engagement to be submitted onto the event calendar.

Any event requiring a room set up of AV equipment, tables, chairs, etc., MUST be scheduled with the Director of Student Engagement or designee at least five working days prior to the event date to allow ample time for the work order to be submitted. However, all University sponsored events should be scheduled as early as possible to improve on-campus communication, eliminate conflict and promote attendance.

The following list of rooms and facilities on campus are available for reservations on a first-come, first-served basis. Reservations must be submitted through the event manager calendar using the link found on the Student Life tab.

- Wells Fargo Amphitheater
- The Banks Student Life Center
- Banks Dining Hall
- Henry Student Lounge
- Cougar's Den Lounge (Chick-fil-a/Chopping Block)
- Lemmond Theater (Additional approval needed to use this space)
- President's Conference Room – Mercy Hall
- PNC Room – Mercy Hall
- CTE Room – Mercy Hall
- Alden Conference Room – Insalaco 219
- Huntzinger Conference Room – Insalaco 218
- Muth Classroom – Insalaco 217
- Dudrick Classroom – Insalaco 216
- Catherine Evans McGowan Room - Library
- Heritage Lobby – Library
- Heritage Room – Library
- Nesbitt-Orr Conference Room – Insalaco 019
- Passan Hall lobby

All Misericordia University student activities will be scheduled in the University calendar by the Office of Student Engagement.

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## PUBLICITY FOR STUDENT EVENTS

Postings, leaflets and chalking are permissible. The content of the publicity will not be restricted, unless it violates the law, falsely defames a specific individual, constitutes a genuine threat or harassment, unjustifiably invades substantial privacy or confidentiality interests or is otherwise directly incompatible with the functioning of the University or the Mission and core values of the University.

Clubs or organizations may advertise on the Student Life page of myMU, the MAC Attack, the Stall Street Journal and MU Weekly, provided the information about the event is submitted to the Office of Student Engagement at least two weeks in advance. This prevents 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 Office of Student Engagement for approval. If approved, the only window to be used is the last window in the Banks lobby leading into the hallway. The display can be exhibited for no more than two weeks, and students are responsible for removing the signs (including any tape) at the end of that time frame. The display cases in Banks 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 Office of Student Engagement.

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## SIGNS

Signs (all postings) and lawn signs must be approved by the Director of Student Engagement or designee, and stamped before they can be displayed on campus. All postings must clearly identify the name of the organization or individual responsible for the posting. Posters may go up no more than 2 weeks prior to an event and must be taken down by the sponsoring organization or individual within 24 hours of the conclusion of the event. Any out of date postings may be removed by the University. 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 or organization 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 for residence halls). Individuals posting materials may not remove the postings placed by other groups and may not cover up other postings.

Students, clubs and/or organizations who want to post flyers/signs within the Residence Halls on Residence Life designated posting areas can only do so with the permission of the Residence Life Office. Posters displayed without permission will be removed. No windows, including windows or glass panels in or beside doors, may be covered.

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## CHALKING

Chalking is permitted on concrete walkways and plazas and must be approved by the Director of Student Engagement or designee. Chalking is not permitted on buildings, walls, or covered entryways. It is a violation to remove chalking placed on campus in accordance with this policy. Chalking in non-sanctioned areas may be removed by the University.

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## WINDOW PAINTING

Only windows surrounding the lobby entrance of the Banks Student Life Center may be used for marketing and advertising for campus events. The display can be posted for no more than two weeks. For reservations, please contact the Office of Student Engagement.

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## LEAFLETS

Leaflets must be approved by the Office of Student Engagement. In an effort to support our care for the earth we ask that organizations minimize the number of leaflets printed. The organization is also responsible for cleaning up any discarded leaflets at the event.

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## CHARTERING OF CLUBS AND ORGANIZATIONS

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### CHARTERING PROCESS

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

- Discuss your proposal with the Director of Student Engagement.
- Fill out a Student Government charter application form.
- Submit satisfactory written by-laws or goal statements for your club or organization to the Director of Student Engagement.

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### CHARTERING CRITERIA

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

- Maintain up-to-date by-laws on record in the Student Government Association office.
- Be sure the goals of your group are consistent with the mission of the University.
- Sponsor a minimum of two activities per academic year, one of which must be oriented to your club's academic or service affiliation.
- Sponsor one approved service project each semester.
- Hold yearly elections during club election week, held in April.
- Send a list of officers to the Office of Student Engagement after club elections are held.
- Participate in leadership workshops offered by the Office of Student Engagement (e.g. Leadership Training Day).
- 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.
- 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 myMU under SGA tab.
- All class officers must attend all open meetings.
- Student groups are prohibited from maintaining off-campus financial accounts.
- All clubs must maintain good standing in accordance with all chartering criteria and University policies and must maintain sufficient funds in their budgets.

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### SANCTIONING

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

- 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.
- 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.
- 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 above.



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## FUNDRAISING

All fundraising done by a club or class must be approved by the organization's advisor first and then by the Director of Student Engagement. Fundraising approval forms are available in the Office of Student Engagement located in Bank's Student Life Center

Prior to purchasing or ordering merchandise (i.e. tee-shirts, candles, candy, etc.), an application for fundraising must be completed and submitted to the Director of Student Engagement. The Director will review application and, if approved, will sign off on it. This is to ensure proper use of the copy written MU logos and to eliminate or partially control competition between clubs for the same fundraisers.

If this procedure is not followed or there is a conflict with another club or class wanting to do the same fundraising activity during the same time frame, the group that has completed all required paperwork first, will be permitted to hold the fundraiser.

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## STUDENT CLUBS

<b>Club</b>	<b>Advisor</b>	<b>Telephone</b>	<b>Email</b>
Active Minds	Dr. Curtis Wiseley	570-674-6366	<a href="mailto:cwiseley@misericordia.edu">cwiseley@misericordia.edu</a>
American Medical Student Association (AMSA)	Dr. Angela Asirvatham Dr. Cosima Wiese	570-674-8002 570-674-6774	<a href="mailto:aasirvatham@misericordia.edu">aasirvatham@misericordia.edu</a> <a href="mailto:cwiese@misericordia.edu">cwiese@misericordia.edu</a>
Autism Awareness Club	Dr. Lori Charney	570-674-3330	<a href="mailto:lcharney@misericordia.edu">lcharney@misericordia.edu</a>
Biology Club	Dr. Larry Corpus	570-674-8166	<a href="mailto:lcorpus@misericordia.edu">lcorpus@misericordia.edu</a>
Business Professional	Charles Makar	570-674-1875	<a href="mailto:cmakar@misericordia.edu">cmakar@misericordia.edu</a>
Colleges Against Cancer	Elizabeth Pedro	570-674-8055	<a href="mailto:epedro@misericordia.edu">epedro@misericordia.edu</a>
Commuter Council	Callie Rimpfel	570-674-8318	<a href="mailto:crimpfel@misericordia.edu">crimpfel@misericordia.edu</a>
Dead Alchemist Society	Dr. Anna Fedor Dr. Beth Haas	570-674-6769 570-674-8149	<a href="mailto:afedor@misericordia.edu">afedor@misericordia.edu</a> <a href="mailto:bhaas@misericordia.edu">bhaas@misericordia.edu</a>
Education Club	Dr. Stephen Broskoske	570-674-6761	<a href="mailto:sbroskoske@misericordia.edu">sbroskoske@misericordia.edu</a>
Government Law National Security (GLNS)	Dr. Rebecca Padot	570-674-8160	<a href="mailto:rpadot@misericordia.edu">rpadot@misericordia.edu</a>
Health Care & Management Association (HCMA)	Dr. Ronald Petrilla	570-674-1764	<a href="mailto:rpetrilla@misericordia.edu">rpetrilla@misericordia.edu</a>
History Club	Dr. Jennifer Black	570-674-1491	<a href="mailto:jblack2@misericordia.edu">jblack2@misericordia.edu</a>
Library Club	Sue Lazur	570-674-6225	<a href="mailto:slazur@misericordia.edu">slazur@misericordia.edu</a>
Irish Dance Club	Dr. Rebecca Steinberger	570-674-6423	<a href="mailto:rsteinberger@misericordia.edu">rsteinberger@misericordia.edu</a>
Math/Computer Science	Dr. Steven Tedford	570-674-6771	<a href="mailto:stedford@misericordia.edu">stedford@misericordia.edu</a>
Medical Imaging Club	Lynn Blazaskie	570-674-8153	<a href="mailto:lblazaskie@misericordia.edu">lblazaskie@misericordia.edu</a>
Multicultural Club	Linh Nguyen	570-674-6160	<a href="mailto:lnguyen@misericordia.edu">lnguyen@misericordia.edu</a>
Occupational Therapy (MSOTA)	Dr. Dawn Evans	570-674-6415	<a href="mailto:devans@misericordia.edu">devans@misericordia.edu</a>
Operation Smile	Dr. Jessica Kisenwether	570-674-8408	<a href="mailto:jkisenwether@misericordia.edu">jkisenwether@misericordia.edu</a>
Physical Therapy Club	Dr. Kelley Moran Dr. Laurie Brogan	570-674-6467 570-674-1876	<a href="mailto:kmoran@misericordia.edu">kmoran@misericordia.edu</a> <a href="mailto:lbrogan@misericordia.edu">lbrogan@misericordia.edu</a>
Psychology Club	Dr. Kelly Filipkowski	570-674-1486	<a href="mailto:kfilipkowski@misericordia.edu">kfilipkowski@misericordia.edu</a>
Ski and Snowboarding Club	TBD		
Social Work Club	David Hage	570-674-6268	<a href="mailto:dhage@misericordia.edu">dhage@misericordia.edu</a>
Speech Pathology (NSSLHA) Club	Dr. Cari Tellis	570-674-6207	<a href="mailto:ctellis@misericordia.edu">ctellis@misericordia.edu</a>



<b>Club</b>	<b>Advisor</b>	<b>Telephone</b>	<b>Email</b>
Sport Management Club	Dr. David Gargone	570-674-6337	<a href="mailto:dgargone@misericordia.edu">dgargone@misericordia.edu</a>
Student Nurses of PA (SNAP)	Dr. Lisa Shustack Dr. Patty Maloney	570-674-6443 570-674-3329	<a href="mailto:lishustack@misericordia.edu">lishustack@misericordia.edu</a> <a href="mailto:pmaloney@misericordia.edu">pmaloney@misericordia.edu</a>
Ultimate Frisbee	Dr Joe Curran	570-674-8082	<a href="mailto:jcurran@misericordia.edu">jcurran@misericordia.edu</a>
<b>Special Interest Organizations</b>			
Adult Education Advisory Council (AEAC)	Lisa Miller	570-674-6332	<a href="mailto:lmiller@misericordia.edu">lmiller@misericordia.edu</a>
Beyond Harmony	Dr. Ryan Weber	570-674-6182	<a href="mailto:rweber@misericordia.edu">rweber@misericordia.edu</a>
Campus Peer Advocates	Dr. Curtis Wiseley	570-674-6366	<a href="mailto:cwiseley@misericordia.edu">cwiseley@misericordia.edu</a>
Circle K	Michael Coolbaugh	570-674-6300	<a href="mailto:mcoolbaugh@misericordia.edu">mcoolbaugh@misericordia.edu</a>
Corn Hole Club	TBD		
Cougars for Change	Dr. Cindy March, RSM	570-674-8490	<a href="mailto:cmarch@misericordia.edu">cmarch@misericordia.edu</a>
Dance Team & Dance	Darcy Brodmerkel	570-674-6466	<a href="mailto:dbrodmerkel@misericordia.edu">dbrodmerkel@misericordia.edu</a>
First Responders Club	Mark Van Etten	570-674-6170	<a href="mailto:mvanetten@misericordia.edu">mvanetten@misericordia.edu</a>
Healthy Options Peer	Brittany O'Reilly	570-674-6726	<a href="mailto:boreilly@misericordia.edu">boreilly@misericordia.edu</a>
Humanity in Health Medicine Club	Dr. Amanda Caleb	570-674-8113	<a href="mailto:acaleb@misericordia.edu">acaleb@misericordia.edu</a>
Mini-Thon Club	Rob Wingert	570-674-8311	<a href="mailto:rwingert@misericordia.edu">rwingert@misericordia.edu</a>
Misericordia Community	Matthew Rupcich	570-674-3021	<a href="mailto:mrupcich@misericordia.edu">mrupcich@misericordia.edu</a>
Misericordia ECO Reps	TBD	570-674-6411	<a href="mailto:akinsey@misericordia.edu">akinsey@misericordia.edu</a>
Misericordia Theater Group	Jeff Kelly	570-674-3069	<a href="mailto:jkelly2@misericordia.edu">jkelly2@misericordia.edu</a>
Off the Hook Crocheting	Sue Barry	570-674-6319	<a href="mailto:sbarry@misericordia.edu">sbarry@misericordia.edu</a>
PHREE – Promoting Healthy Relationships	Samantha Brockway	570-674-8307 570-674-8001	<a href="mailto:sbrockway@misericordia.edu">sbrockway@misericordia.edu</a>
Phi Beta Lambda	Kevin Feifer	570-674-6322	<a href="mailto:kfeifer@misericordia.edu">kfeifer@misericordia.edu</a>
Pi Theta Epsilon	Dr. Joe Cipriani	570-674-6412	<a href="mailto:icipriani@misericordia.edu">icipriani@misericordia.edu</a>
Sign Language Club	Dr. Tara O'Neill	570-674-1475	<a href="mailto:toneill1@misericordia.edu">toneill1@misericordia.edu</a>
Student-Athlete Advisory Committee (SAAC)	Robin Fedor-Stahovic	570-674-6491	<a href="mailto:rstahovic@misericordia.edu">rstahovic@misericordia.edu</a>
Toastmasters International	Dr. Joshua Winneker	570-674-8320	<a href="mailto:jwinneker@misericordia.edu">jwinneker@misericordia.edu</a>
Tri Beta	Dr. Grace Chen	570-674-8147	<a href="mailto:gchen@misericordia.edu">gchen@misericordia.edu</a>
Veterans Club	Lindsey Riddell	570-674-8041	<a href="mailto:lriddell@misericordia.edu">lriddell@misericordia.edu</a>
Yoga Club	Lindsey Riddell	570-674-8041	<a href="mailto:lriddell@misericordia.edu">lriddell@misericordia.edu</a>
<b>Special Programs</b>			
Student Outdoor Adventure and Recreation (SOAR)	TBD		
<b>Student Communications</b>			
The Highlander Newspaper	Dr. Melissa Sgroi	570-674-6744	<a href="mailto:msgroi@misericordia.edu">msgroi@misericordia.edu</a>
Instress Literary Magazine	Dr. Matt Nickel	570-674-8021	<a href="mailto:mnickel@misericordia.edu">mnickel@misericordia.edu</a>
Cougar Radio Station	Tony Del Regno	570-674-6710	<a href="mailto:adelregno@misericordia.edu">adelregno@misericordia.edu</a>
<b>Student Government Association Standing Committees</b>			
Misericordia Activities Committee – Where's the Fun (MAC WTF)	Darcy Brodmerkel	570-674-6466	<a href="mailto:dbrodmerkel@misericordia.edu">dbrodmerkel@misericordia.edu</a>

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## ADULT EDUCATION ADVISORY COMMITTEE (AEAC)

To serve as a discussion forum for topics and issues relevant to adult learners seeking both credit and non-credit learning opportunities.

This group will look to create an environment that is conducive and responsive to the ideas and needs of adult learners in all undergraduate, graduate, and non-credit program offerings, as well as promote, encourage, and maintain good relationships with the university community both on and off campus.

Advisor: Lisa Miller - [lmiller@misericordia.edu](mailto:lmiller@misericordia.edu) or (570) 674-6332

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## 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.

Advisor: Dominick de Matteo – [ddematteo@misericordia.edu](mailto:ddematteo@misericordia.edu) or (570)674-6266

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## STUDENT GOVERNMENT ASSOCIATION (SGA)

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 Engagement Office, and the Vice President of Student Life Office and on the SGA page on myMU.

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

Advisor: Darcy Brodmerkel – [dbrodmerkel@misericordia.edu](mailto:dbrodmerkel@misericordia.edu) or (570)674-6466

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## STUDENT GOVERNMENT EXECUTIVE BOARD

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<b>Position</b>	<b>Name</b>
President	Michael Diakunczak
Vice President	Danielle Clifford
Treasurer	Nicole Joers
Secretary	Morgan Karas
Academic Coordinator	Michael Schlosser
Commuter Coordinator	Mitchell Frantz
Resident Coordinator	Gabby Sherman
Judicial Coordinator	Skyler Behrend
Advisor	Darcy Brodmerkel

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## VETERANS' CLUB

The purpose of a Veteran's Club is to connect Veterans, develop camaraderie and to create an atmosphere devoted to veteran support. Our focus on the individual and the community of veterans strives to meet the personal and professional aspirations of the student body. We do this by becoming resources to all college community and fellow military members and by maintaining a common bond between those students currently attending and new incoming students entering Misericordia University.

## VETERANS' SERVICES

Misericordia recognizes the importance of a quality education while upholding strong values and honor within the community. Those values make Misericordia the perfect place to attain one's educational goals. With this mission in mind, Misericordia Veterans Services provides assistance to the men and women who have served or are serving our country in the U.S. Armed Forces, including spouses and dependents. Veterans eligible for education benefits follow the same application process as other students. For more information regarding veterans' benefits contact the Veterans Certifying Official or contact the Veterans' Educational Counselor of the Veterans Administration at 1-888-442-4551. For information about all of our veterans' services, visit our website at [www.misericordia.edu/veterans](http://www.misericordia.edu/veterans)

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### VA CERTIFYING OFFICIAL

Jo Anna Naylor, Associate Director of Financial Aid

Email: [jnaylor@misericordia.edu](mailto:jnaylor@misericordia.edu)

Telephone: (570) 674-3022

Mercy Hall Room 114

## ADMINISTRATIVE PERSONNEL

### President

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

### Special Assistant to the President

James Roberts, Mercy Hall, 3<sup>rd</sup> Floor

### Executive Assistant to the President and Board of Trustees

Lisa Borchert, Mercy Hall, First Floor

## IF YOU HAVE QUESTIONS

<b>Concerned With</b>	<b>Contact/Location</b>	<b>Telephone</b>
Academics	VP-Academic Affairs Office or your academic advisor/Mercy Hall	570-674-6218
Athletics	Chuck Edkins/Anderson Center	570-674-6397
Bookstore	Campus Store /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	Paul Nardone/ Mercy Hall	570-674-8130
Class Cancellations	Weather Hotline	570-674-6311
Commuter Services	Callie Rimpfel/ Banks Center	570-674-8318
Co-op Education	McAuley Hall	570-674-6409
Counseling and Psychological Services Center (CAPS Center)		
Appointments	Kathy Zawatski/Alumnae Hall LL	570-674-6408
Counselors	Dr. Curtis Wiseley/McGowan Hall LL Brittany O'Reilly/McGowan Hall LL T B A / McGowan Hall LL	570-674-6366 570-674-6726 570-674-6318
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	Paul McMillan/Banks Center	570-674-6269
Health Services	Dr. Sandra Federo/ Health Center	570-674-6276
Honors Program	Mercy Hall	
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 Reference Desk/Library	570-674-6231 570-674-6352
Lost and Found	Campus Safety/Mercy Hall	570-674-6300
Mail Service	Banks Student Life Center	570-674-6235
Maintenance and Repairs	Facilities	570-674-6300
Public Relations	Paul Krzywicki/Mercy Hall	570-674-6372
Registration, Scheduling	Joe Redington/Mercy Hall	570-674-6756
Residence Life	Laura Angeline/Banks Center	570-674-6178
Snow Delays/Weather related concerns	Weather Hotline	570-674-6311
Student Engagement	Darcy Brodmerkel/Banks Center	570-674-6466
Student Financial Services	Susan Fronzoni/Mercy Hall	570-674-6249
Student Government	Banks Center	570-674-6220
Student Success Center	Kathy Zawatski/Alumnae Hall LL	570-674-6408
Academic Support	Kristen Ricardo/Alumnae Hall LL	570-674-6205
Early Alert	Kathy Zawatski/Alumnae Hall LL	570-674-6408
Office for Students with Disabilities	Kristen Ricardo/Alumnae Hall LL	570-674-6205
Tutorial Services	Jennifer Cory/Alumnae Hall LL	570-674-6204
Transfer Student Services	Christine Marks/Mercy Hall	570-674-6462
VP-Student Life	Kit Foley/Banks Center	570-674-6304

## IMPORTANT TELEPHONE NUMBERS

<b><i>Office</i></b>	<b><i>Location</i></b>	<b><i>Telephone</i></b>
Police or Fire	Campus Safety Office/ Mercy Hall	570-674-6300
Sexual Assault Response Team		570-417-8888

## ACADEMIC CALENDAR

### FALL SEMESTER 2019

<b>Event</b>	<b>Date</b>	<b>Time</b>
Convocation	Thursday, August 22	2:00pm
First-Year Student Orientation	Thursday, August 22 – Sunday, August 25	
Transfer Orientation	Sunday, August 25	1:00pm
Classes Commence	Monday, August 26	8:00am
Labor Day Recess Begins	Saturday, August 31	8:00am
Classes Resume	Tuesday, September 3	8:00am
Add/Drop Period Ends	Tuesday, September 3	4:30pm
Fall Recess Begins	Thursday, October 10	8:00am
Classes Resume	Monday, October 14	8:00am
Midterm Grades Due	Wednesday, October 16	Noon
Advisement Week	Monday, October 28 – Friday, November 1	
Last Day to Withdraw from Courses (or MU)	Monday, November 4	4:30pm
2020 Spring Registration	Wednesday, November 6 – Wednesday, November 13	
<b>FOLLOW THURSDAY CLASS SCHEDULE</b>	Tuesday, November 26	
Thanksgiving Recess Begins	Wednesday, November 27	8:00am
Classes Resume	Monday, December 2	8:00am
<b>FOLLOW FRIDAY CLASS SCHEDULE</b>	Monday, December 9	
Classes End	Monday, December 9	4:45pm
Final Examinations Begin	Monday, December 9	6:00pm
Final Examinations End	Saturday, December 14	12:30pm
Commencement Rehearsal	Saturday, December 14	3:00pm
Winter Baccalaureate and Commencement	Sunday, December 15	
Final Grades Due	Monday, December 16	Noon

For all undergraduate programs – incomplete grades must be resolved no later than six weeks from the conclusion of the last day of the semester or accelerated term in which the course was offered. For all graduate programs – incomplete grades must be resolved no later than one calendar year from the last day of the semester or accelerated term in which the course was offered.

## SPRING SEMESTER 2020

<b>Event</b>	<b>Date</b>	<b>Time</b>
Transfer Student Orientation	Sunday, January 12	TBD
Classes Commence	Monday, January 13	8:00am
Add/Drop Period Ends	Monday, January 20	4:30pm
Midterm Grades Due	Wednesday, February 26	Noon
Spring Recess Begins	Saturday, February 29	8:00am
Classes Resume	Monday, March 9	8:00am
Advisement Week	Monday, March 16 – Friday, March 20	
Last Day to Withdraw from Courses (or MU)	Monday, March 23	4:30pm
Fall 2020 Registration	Wednesday, March 25 – Wednesday, April 1	
Easter Recess Begins	Thursday, April 9	8:00am
Classes Resume	Tuesday, April 14	8:00am
<b>FOLLOW THURSDAY CLASS SCHEDULE</b>	Tuesday, April 28	
<b>FOLLOW FRIDAY CLASS SCHEDULE</b>	Wednesday, April 29	
Classes End	Wednesday, April 29	5:00pm
Study Day	Thursday, April 30	
Final Examinations Begin	Friday, May 1	
Final Examinations End	Thursday, May 7	
Spring Baccalaureate	Friday, May 8	4:00pm
Commencement Rehearsal/Awards Ceremony	Friday, May 8	6:30pm
Spring Graduate Commencement	Saturday, May 9	10:00am
Spring Undergraduate Commencement	Saturday, May 9	2:00pm
Final Grades Due	Tuesday, May 12	Noon

For all undergraduate programs – incomplete grades must be resolved no later than six weeks from the conclusion of the last day of the semester or accelerated term in which the course was offered. For all graduate programs – incomplete grades must be resolved no later than one calendar year from the last day of the semester or accelerated term in which the course was offered.

## ACCELERATED TERM SCHEDULES

### FALL 2019

<b>Term Schedule</b>	<b>Add/Drop Deadline</b>	<b>Withdrawal Deadline</b>
First Seven Weeks (8/26-10/13)	August 30, 4:30pm	September 27, 4:30pm
Second Seven Weeks (10/14-12/8)	October 18, 4:30pm	November 15, 4:30pm

### SPRING 2020

<b>Term Schedule</b>	<b>Add/Drop Deadline</b>	<b>Withdrawal Deadline</b>
First Seven Weeks (1/13-3/1)	January 17, 4:30pm	February 14, 4:30pm
Second Seven Weeks (3/2-4/26)	March 6, 4:30pm	April 3, 4:30pm

### SUMMER 2020

<b>Term Schedule</b>	<b>Add/Drop Deadline</b>	<b>Withdrawal Deadline</b>
Full Summer – Weekend (5/16-8/14)	May 22, 4:00pm	July 17, 4:00pm
Full Summer – All Other Programs (5/18-8/14)	May 22, 4:00pm	July 17, 4:00pm
First Five Weeks (5/18-6/19)	May 22, 4:00pm	June 5, 4:00pm
First Six Weeks (5/18-6/26)	May 22, 4:00pm	June 12, 4:00pm
First Seven Weeks (5/18-7/3)	May 22, 4:00pm	June 19, 4:00pm
First Four Weeks (5/26-6/22)	May 29, 4:00pm	June 12, 4:00pm
Second Five Weeks (6/22-7/24)	June 26, 4:00pm	July 10, 4:00pm
Second Seven Weeks (6/29-8/14)	July 2, 4:00pm	July 31, 4:00pm
Second Four Weeks (7/6-7/31)	July 10, 4:00pm	July 24, 4:00pm
Second Six Weeks (7/6-8/14)	July 10, 4:00pm	July 31, 4:00pm

(Clinical fieldwork and other academic activities may take place outside of these formal summer terms)

Specific grade submission deadlines for accelerated term courses will be communicated to faculty by the Registrar's Office, but are usually no less than three days, and no more than one week after the conclusion of the accelerated term.

For all undergraduate programs – incomplete grades must be resolved no later than six weeks from the conclusion of the last day of the semester or accelerated term in which the course was offered. For all graduate programs – incomplete grades must be resolved no later than one calendar year from the last day of the semester or accelerated term in which the course was offered.



## COMPRESSED SCHEDULE

Monday – Wednesday – Friday	
<i>Current Schedule</i>	<i>Compressed Schedule</i>
8:00 – 8:50	10:00 – 10:40
9:00 – 9:50	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
Full-Time Faculty Sacred Time	1:20 – 2:20
1:30 – 2:20	2:30 – 3:10
2:30 – 3:20	3:20 – 4:00

Monday – Wednesday	
<i>Current Schedule</i>	<i>Compressed Schedule</i>
12:00 – 1:15	1:20 – 2:20
3:30 – 4:45	4:10 – 5:10

Tuesday – Thursday	
<i>Current Schedule</i>	<i>Compressed Schedule</i>
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	
<i>Current Schedule</i>	<i>Compressed Schedule</i>
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 myMU, hotline (570-674-6311), MUALERT, and television stations.