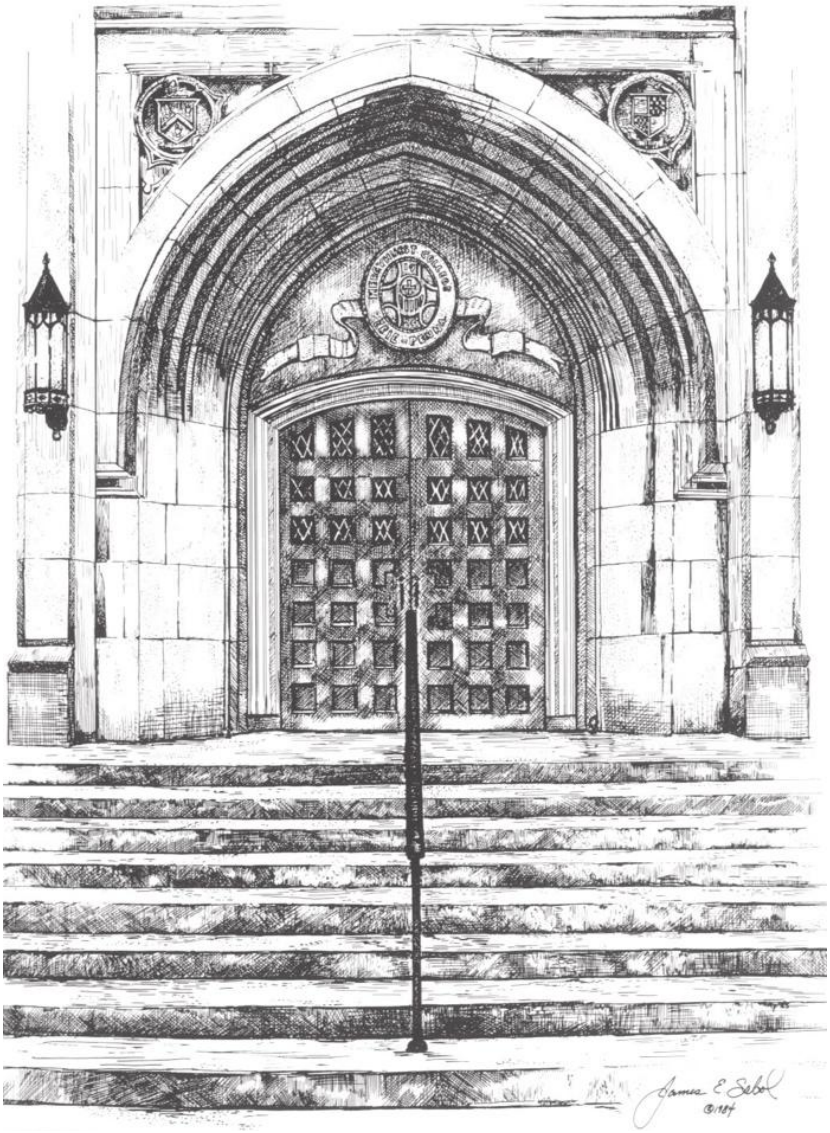


2026-2027
Mercyhurst University
Student Handbook

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CARPE DIEM

To seize the day. To grasp the opportunity. To embrace the whole of life. Let these words be your inspiration for personal growth and professional development. Let them guide and fire your imperatives. Let them underline the vigor and enterprise necessary to achieve great victories. Capture the essence of living the full life. Engage the day. This is, indeed the moment. The opportunity may not come again. Besiege the occasion, wage war upon it. For it is the resolute of mind who receive the greatest achievement and the highest fulfillment and reward. Be vigilant and diligent. The genius of life and secret to success is to capture each precious opportunity. For to seize the moment personally is the essence of living a full life – the kind so many desire and so few know how to achieve. 

The Handbook, along with the University Catalog, outline core policies, rules, regulations, and expectations of all enrolled students. In instances when a conflict exists between the Handbook and the Catalog, the policy outlined in the Catalog shall take precedence. The university may update its policies from time-to-time, including during the academic year. In such instances, policy updates are communicated to students via the Hub or campus email.

The Student Handbook is produced by the Office of Residence Life and Student Conduct. The last revisions to this document were made in July 2026.

MESSAGE FROM PRESIDENT DAVID LIVINGSTON

Dear Students:

Whether this is your first year or your last, we are excited to have you join us at Mercyhurst University.

Perhaps at no other time in your lives will you find so many people wholly focused on helping you make the journey toward your chosen goals. The variety of programs we offer provides ample opportunity for you to explore and build your future. Here, you will find that Mercyhurst faculty members are passionate about their respective fields and want to see you succeed in the endeavors you choose.

In addition to academic study, Mercyhurst delivers a robust student life through extracurricular experiences in a setting that promotes inclusivity and diversity. You can pursue your own interests by participating in clubs, student government, athletics, arts and cultural offerings, and many other opportunities designed to enhance your social life while providing avenues for developing leadership skills that you can carry into your future careers.

I encourage you to take your time perusing the student handbook. Here you will find information about our programs and activities, as well as information on health and counseling services, tutoring, financial aid, and services to assist those who are affected by a disability. College procedures reflected in the student handbook help provide clarity of behavioral expectations and an understanding of how our college community functions.

So, on behalf of our faculty, staff, and administration, I wish you every success as you set forth on a new academic year.

Sincerely,

President David Livingston

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THE HISTORY OF MERCYHURST UNIVERSITY

Mercyhurst College was founded in 1926 by the Sisters of Mercy of the Erie Catholic Diocese, who trace their heritage to Mother Catherine McAuley, who founded the Sisters of Mercy in Dublin, Ireland.

As Mother Eustace Taylor, RSM, Ph.D., wrote in her 50th anniversary history of Mercyhurst, "Mercyhurst College lived first in the desire and will of a remarkable woman – Mother M. Borgia Egan." She supervised everything, from raising money to selecting and purchasing a site to educating a sister-faculty to teach at the college level. As first president of the college and later as academic dean, she guided Mercyhurst through its formative years.

Mercyhurst welcomed its first 23 students, all women, on Sept. 20, 1926. The school received its charter on Oct. 5, 1928.

On Feb. 3, 1969, the Board of Trustees voted to admit the first class of men to Mercyhurst. Sister Carolyn Herrmann, RSM, Ph.D., the first president who was not also Mother Superior of the Sisters of Mercy, led the university through the challenge of coeducation.

Today, Mercyhurst covers more than 120 acres and is the largest piece of unbroken real estate in Erie. More importantly, Mercyhurst – which earned university status in 2012 – has emerged as a major force in the educational landscape of the region, while remaining true to its mission as a private Catholic comprehensive university in the Mercy tradition. The second-largest Mercy University in America, it is consistently recognized as a top-tier master's university by U.S. News & World Report.

Old Main, the stately English Gothic structure built in 1926, remains the heart of the campus. The campus has grown around it, with the most recent additions being the high-tech CIRAT Cyber Education Center, which houses both teaching labs and the CIRAT Security Operations Center, and Ryan Hall, a suite-style residence hall that houses more than 350 students.

Mercyhurst opened its first graduate program (Administration of Justice) in 1978, and today offers 18 master's degrees and 9 graduate certificates, many of them available online to students anywhere. Undergraduate and graduate enrollment on the Erie campus is now near 3,000.

MISSION STATEMENT

Vision Statement
We will be known as a dynamic university that builds community and advances the common good as we promote wisdom, mercy, and respect in all our engagements.

Mission Statement
Rooted in our Mercy Catholic liberal arts identity, we educate and inspire diverse learners in an environment where faith and reason flourish together for meaningful lives, dignified work, and leadership in service toward a just and loving world.

Core Values
We are . . .

Socially merciful,
> Mercy restores human dignity, expands our social relations, and empowers us to reach out in compassion to others.

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

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

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

Reflectively aware,
> Our Christian environment encourages self-reflection and contemplation of human behavior, promotes balance of mind, body, and spirit, and ultimately offers the opportunity to develop a moral compass for a life of integrity.

Ambassadors of service.

Critical Concerns of the Sisters of Mercy
Earth
Immigration
Anti-Racism
Non-Violence
Women

ACADEMIC AFFAIRS

FLORENTINE HOELKER, PH.D., INTERIM PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
OLD MAIN 104, 814-824-2268

Overview: The Office of academic affairs exists to advance academics at the university and provide leadership and services to foster excellence in teaching and learning, scholarship, creative work, and community service. We are dedicated to upholding and realizing the intellectual and ethical promise of the university mission.

Vision and Operating Principles:

- Advocates of the academic mission as the core operating principle of a university.
- Celebrate the Mercy legacy of inclusivity, compassionate challenge and opportunity for all students, and the value of all persons in the success of our university community.
- Foster a university dedicated to the Liberal Arts as central to preparing students to contribute as responsible citizens in a global community.
- Model effective leadership through collegiality, shared accountability, and equity in operations, interactions, and policies.
- Serve as responsible stewards of the university's human and material resources.

REGISTRAR'S OFFICE

MICHELE WHEATON, REGISTRAR
OLD MAIN 106, 814-824-2250

The Registrar's Office maintains the official academic records for current and former students, prepares the academic schedule, and coordinates registration, final grade processing, and graduation. The office is responsible for implementing the academic policies of Mercyhurst University.

Overview
The Registrar's Office provides the following services: processing transcripts upon students' written requests; evaluating transcripts; preparing the academic evaluation (degree audit); producing and distributing the course schedule each term; coordinating the registration process; processing grades at the end of each term; entering transfer credit; verifying that a student meets graduation requirements; and ordering diplomas. In addition, the office schedules classrooms for all courses, and prepares and distributes the final exam schedule. The staff is committed to maintaining the integrity of a student's academic record and protecting a student's right to privacy. At the beginning of the Fall semester, the Registrar's Office notifies students of their rights under the Family Educational Rights and Privacy Act (FERPA). Students may access FERPA information at the following site: ferpa.mercyhurst.edu.

Academic Calendar
The Academic Calendar is available on the Mercyhurst University portal. To access the academic calendar, go to the Mercyhurst portal (hub.mercyhurst.edu). Login. From the Academic link at the top of the home page a drop-down menu will allow you to select Registrar. The Registrar home page has a direct link to the Academic Calendar and final exam schedule titled "Important Academic Dates".

Course Registration
The registration process begins with a conference between students and their faculty advisors. For the registration dates each semester, check the academic calendar or the academic schedule of courses. To register online, students need their advisor's approval. To register in person, students need their advisor's signature on a class schedule form (this can be found in the Registrar's Office). During the drop/add period, which concludes one week from the first day of classes, students may change their schedules, i.e. drop a class or add a class. Students who drop a course after the first week, but before the end of the semester, receive a grade of "W" (withdraw) for the course. The grade of "W" is not calculated in the grade point average, however, it is considered an attempted credit. Before students add and/or drop a course in any term, or withdraw from the University, they need to check with the Office of Student Financial Services to ensure that there will be no loss in financial aid resulting from the change in registration.

Self-Service For Students
Self-Service gives students access to online registration and to their academic profile (grades, listing of completed courses), their individual class schedules, their program evaluation, an unofficial transcript, and the academic schedule of classes for each semester. Since the program evaluation as seen on the progress tab provides an updated summary of the status of completion of courses, students need to review this screen after they have completed online registration. By accessing this data after each registration, students can verify that they have registered correctly for core and major course requirements.

To access Self-Service, go to the Mercyhurst portal. Select Self-Service. For technical questions or login problems contact the Help Desk at 814-824-3200 or e-mail helpdesk@mercyhurst.edu. Inaccurate academic data should be reported in person at the Office of the Registrar, Old Main 106, or by calling 814-824-2250.

Change Of Academic Program
Students who wish to change their academic program (major, concentration, or minor) complete the Declaration of Major/Concentration/Minor form that is available in the Registrar's Office. The form is also available online on the Registrar's site of the Mercyhurst Hub. Log in. Select Academics, Registrar. On the Registrar Student Hub there is a link to Student Forms, one of which is the Change of Academic Major Form. Students who need assistance completing this form may go to the Office of Academic Support.

Course Overload
Students who maintain a 3.0 GPA for two consecutive semesters are permitted to enroll in 21 or more credits per semester. The Office of Academic Affairs must approve all overloads. Consult the Course Catalog for additional information.

Incomplete Grades
The grade of Incomplete (I) is a temporary grade indicating that work in the course is acceptable, though a significant or critical portion is not completed due to illness or other grave circumstances beyond the student's control. The student verifies these conditions with the course instructor. The incomplete grade is not used to extend time for coursework or for the convenience of the student. Consult the academic calendar for the date on which the final grade must be submitted to the Registrar's Office. If the deadline is not met, the "I" is changed to a grade of "F".

Grade Appeals
Grades received in a course are not changed except for special cases in which the instructor has made an error. Grade change requests must be initiated within 45 days after the conclusion of the semester during which the grade was earned, with the exception of the spring semester. Requests to change a grade earned during the spring semester must be initiated within 45 days after the fall semester has begun. A grade change requires approval from the Office of Academic Affairs.

Class Attendance Policy
The instructor will define course requirements, including attendance expectations, within the first week of the semester. Freshmen are expected to attend class. Ordinarily, the course instructor indicates attendance expectations on the course syllabus.

Transcript
An official transcript is one bearing the Mercyhurst University seal and the signature of the Registrar. It is issued only upon written authorization of a student. An unofficial transcript does not bear the seal of the university nor the authorized signature. A fee of $10 is charged for the issuance of each official transcript. Unofficial transcripts are issued without charge. The transcript request form is available online at www.mercyhurst.edu/transcripts.

Off-Campus Study
Students currently enrolled at Mercyhurst University may take a maximum of six (6) credits per academic year at another accredited institution, provided that they have not exceeded the total transfer credit limit (80 credits). All course selections must be approved by the Registrar prior to enrollment. If a student wants to enroll in a course to meet a requirement in a major/minor program, permission from the department director is also required. Transfer of credit to the Mercyhurst University academic record occurs only if the student earns a grade of "C" or higher and arranges for an official transcript to be mailed to the Registrar. Please see the Course Catalog for more details on the transfer policy.

Application For Graduation
To meet graduation requirements of Mercyhurst University, students must successfully complete a minimum of 121 credits in courses, 100-level or above. Graduation requirements for students seeking a Bachelor of Music degree are outlined in the university catalog. Students should refer to the catalog and their program evaluation for core curriculum and major requirements.

Application for graduation is made online through Self-Service by Nov. 30, in the fall semester, of the senior year. The department chairperson reviews this application to report any major course requirements that must be completed by the end of the spring semester. Students who will not complete their studies by the end of the spring semester, but who could do so by the end of the following summer or fall semester, may participate in the May commencement exercises. All degree requirements must be completed for graduation to be posted on the transcript. To be eligible for senior awards, students must complete all course requirements by the end of the fall semester of the year in which they graduate. Any change in the student's graduation status must be reported to the Registrar by March 30.

When completing the online application for degree, please note that unless all coursework will be completed by the end of Spring semester, you should indicate the semester in which you will complete all coursework in the box identified as Graduation Term * (for example, XX Summer or XX Fall), NOT the

semester of commencement. This information is used to post the expected term in which requirements will be complete. There is an area on the application titled Commencement Details for indicating your intent to attend commencement exercises in Spring.

The Mercyhurst University catalog describes the academic policies and procedures of the University. The catalog includes more detailed information regarding academic programs, the core curriculum, academic standards and grades, graduation requirements, as well as other information. Students are encouraged to keep a copy of the catalog they receive during their first year of study at Mercyhurst and to refer to it as needed. It is also posted on the website.

OFFICE OF ACADEMIC SUPPORT

MATTHEW STOEY, DIRECTOR
MAIN OFFICE: 123 EGAN HALL, 814-824-2299, ACCSUPT@MERCYHURST.EDU

The Office of Academic Support is dedicated to fostering a culture of academic excellence and empowerment. We provide personalized, student-centered support services that promote intellectual growth, skill development, and lifelong learning. Through collaborative partnerships with faculty, staff, and students, we strive to ensure that every student has equitable access to the resources and guidance needed to reach their highest academic potential and achieve their educational goals.

Services
The Office of Academic Support can assist students with:

- Providing general academic guidance and academic advising.
- Implementing academic success strategies.
- Assisting with course planning and registration.
- Developing academic goals.
- Navigating the college environment.
- Exploring interest areas and majors.
- Finding a peer tutor.
- Understanding the REACH liberal arts curriculum.
- Addressing academic performance concerns.
- Awareness of academic procedures and policies.
- Connecting with other campus resources.

Student Success Coaches are available for walk-in visits as well as appointments during their office hours of 8:30 a.m.-4:30 p.m. The office is located on the first floor of Egan Hall.

Academic Advantage Program
The Academic Advantage Program is a structured, inclusive academic program designed to help ease the transition to college while fostering skills that encourage academic success and career readiness.

Key features of the program include:

- One-on-one support for students with a professional Academic Success Coach throughout their academic career.
- Specialized opportunities for academic and professional skill development.

- Guided development of executive functioning skills to aid in the students' academic and professional success.
- Personalized assistance for clarifying students' educational needs, goals, and potential.
- A progressive program that promotes student autonomy and self-advocacy in their academic achievements and professional development.
- A strong focus on developing executive functioning skills through modeling, campus collaboration, and building a strong rapport with counselors.

This program includes a scheduled weekly meeting with a trained Student Success Coach to develop an individualized academic action plan based on the student's strengths, abilities, and interests. Services may also include consultations with parents at the student's request. The Academic Advantage Program is a fee-based service.

TESTING CENTER

TRACY KUNIK, ASSISTANT DIRECTOR
225 HAMMERMILL LIBRARY, 814-824-2133
TESTINGCENTER@MERCYHURST.EDU

The Testing Center is a free service available to all new and current Mercyhurst students. The Testing Center is located on the main level of the Hammermill Library in room 225. The Testing Center offers a proctored, alternative location for students who receive academic accommodations and require extended time to complete exams/quizzes. The Testing Center is also available for any student who needs to complete a make-up exam/quiz (faculty permission required). Students using the Testing Center must schedule their exam/quiz at least three business days in advance to ensure proper exam arrangements and appropriate testing environment.

The Testing Center also serves as a proctoring site for non-Mercyhurst community members for a fee. Please visit the Testing Center's Hub page for more information about hours of operation and to schedule your exam.

TUTORING CENTER

JENNIFER VERGA, DIRECTOR
223 HAMMERMILL LIBRARY, 814- 824-2266
TUTORING@MERCYHURST.EDU

The Tutoring Center provides free services to all Mercyhurst undergraduate students. Tutors offer one-on-one and/or small group tutoring in most REACH subject areas along with many major courses. Tutors are current students who have demonstrated mastery over the content area. All tutors are recommended or approved by their faculty at Mercyhurst and maintain a high cumulative grade point average. The Tutoring Center strives to provide a comprehensive offering of available subjects to accommodate tutoring needs. If a tutor is not available for a requested course, the Tutoring Center staff make every effort to connect students with appropriate supports.

Students seeking tutoring can request a tutor through the online appointment system found on the Tutoring Center's Hub page.

WRITING CENTER

224 HAMMERMILL LIBRARY,
WRITINGCENTER@MERCYHURST.EDU

Writing is a central activity for college students and learning how to write for college assignments is crucial to the success of every student. The Mercyhurst Writing Center supports student learning and success by providing help to all students at any stage of the writing process, such as:

- Analyzing and understanding writing assignments.
- Proofreading a rough draft.
- Revising and editing a developed or final draft.
- Following academic style and citation methods.
- Understanding different writing genres (e.g., lab reports, presentations).
- Working through student-specific questions and writing challenges.

Students may bring any project to the Writing Center, such as personal essays, research papers, resumes, business letters, or lab reports. The center's writing consultants work with writers interactively and individually in a friendly and supportive environment. The consultants come from a variety of majors, have demonstrated proficiency in their own writing, and are hired and supervised by the Center's director. They can help students improve their writing skills in any subject or level.

It is very easy to use the Writing Center:

- ***Schedule an Appointment.*** Students can schedule an appointment through WCOnline, where consultants also have their appointments posted. Access to WCOnline and instructions for scheduling can be found on the Writing Center's Hub page.
- ***Go Virtual.*** Graduate students enrolled in an online course and are unable to meet one-on-one with a writing consultant can submit their writing project for a Document Review. Submitting writing for a Document Review is done through WCOnline. Access and instructions for submitting can be found on the Writing Center's Hub page.

CAREER & PROFESSIONAL DEVELOPMENT

CAREERDEVELOPMENT@MERCYHURST.EDU

The Office of Career & Professional Development is located on the first floor of Egan Hall. The mission of Career and Professional Development at Mercyhurst University is to serve students, alumni, and the Mercyhurst community. We strive to do so by providing enriching learning opportunities that help our community integrate academic knowledge, leadership, professional experiences, and active citizenship. We help students explore, investigate and participate in a variety of career-related activities that encourage personal, professional and career development. To fulfill our mission, we offer a number of career-related services.

Career Assessments

Students who are not sure what path to take can visit the Career Development team. The office offers career assessments that can be discussed with one of our career counselors.

Resume Guidance
Career Development can assist with creating a new resume or editing a current one. The office stays actively connected to academic departments and businesses in the community to keep up to date on what employers are looking for.

Cover Letter Guidance
Students can bring in a job or internship posting and work with a career counselor on a cover letter to send in with the resume.

Mock Interviews
Mercyhurst career counselors sit down with students and go over the interview process for job/internships, graduate school, etc.

Internships
In every academic major, there are opportunities to apply the concepts learned in the classroom within an appropriate site. All sites must be approved by Career & Professional Development. There is an opportunity to earn class credit for internship experiences. Students can earn credit for internships as well as completing non-credit internships. Contact a Career Development Counselor for more details.

Job Fairs
Career & Professional Development hosts several career and job fairs both on and off campus. Our on-campus fairs are smaller events focused on a cluster of majors. Check with a Career Counselor to let us know what employers you would like to see. We also participate in three consortium Job Fairs – The WestPACS Collegiate Job Fair every October and March and the PERC Teacher Job Fair every spring.

HONORS PROGRAM

120 RYAN HALL, 814-824-3605
HONSTAFF@MERCYHURST.EDU

The Mercyhurst University Honors Program provides enriched college experiences to promising and talented student. The program seeks to enrich the educational experience of participating students by offering a curriculum of novel and challenging courses, in which discussion is emphasized and a deeper understanding of the course material is the aim. In addition, Honors scholars engage with a variety of intellectual, leadership, and professional development activities each year through program-sponsored workshops and events. True to the mission of the Sisters of Mercy, Honors scholars participate in several service events each year. Community-building honors events organized by the student-run Honors Council create a unique community of like-minded students on campus.

The Honors student who completes the requirements of the program has the distinction of graduating from Mercyhurst a University Honors Scholar. This distinction is noted on the student's transcript and diploma. Students completing the program wear the distinctive white and gold stole at graduation.

Current students and superior transfer students are encouraged to apply to the program. For an application, students must contact the Honors Program Director or the Honors Program Office. To be considered for admittance, current and transfer students with 12 to 29 credits must have a cumulative GPA of 3.30 and students with 30 to 59 credits must have a cumulative GPA of 3.40. Students with 60 to

75 credits who wish to participate must meet with the director. Such students should realize that adjustments to the program requirements are exceedingly rare and should be prepared to complete the program requirements in their entirety.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act of 1974, as amended, (hereafter referred to as FERPA) affords students at a postsecondary institution regardless of age certain rights with respect to their education records. These rights are:

- The right to inspect and review education records within 45 days of the day the university receives a request for access.
- The right to request the amendment of the education records that the student believes is inaccurate or misleading. Students should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 a hearing regarding the request for amendment.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions can be found at ferpa.mercyhurst.edu.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mercyhurst University to comply with the requirements of FERPA.

FERPA permits disclosure without consent to school officials with a legitimate educational interest. A school official is:

- A person employed by the university in an administrative, supervisory, academic or research, or support staff position, including but not limited to health, athletic, or medical staff.
- A person elected to the Board of Trustees.
- A person employed by or under contract with the university to perform a special task, such as an attorney or auditor, or other outside contractor hired to perform a specific function for the institution.
- A person who is employed by the Mercyhurst University Police & Safety Office.
  A student performing work study for the university, or serving on an official committee, such as a disciplinary or judicial committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- Maintaining the safety and security of the campus.

Upon request, the university discloses educational records without consent to officials of another school in which a student seeks or intends to enroll, as well as institutions where the student has already enrolled. Students have the right to request that the university withhold the disclosure of what is known as Directory Information. Directory Information is defined as information that would not generally be considered harmful or an invasion of privacy if disclosed. Mercyhurst University has designated the following as directory information: name, address, e-mail address, telephone number, dates of attendance, class standing, enrollment status (undergraduate, graduate; full or part time), major or minor fields of study, degrees conferred (including dates), honors received, participation in officially recognized sports and activities, height and weight of athletic team members, photographs, date and place of birth, and most recent educational agency or institution attended.

Directory information may be released without the student's prior written consent unless the student has requested the directory information be withheld. Please consider the effect non-disclosure may have on future employment and verification of enrollment. Third parties request verification of a student's enrollment and prospective employers request verification of graduation from the National Student Clearinghouse. If you request that this information be withheld, your enrollment and graduation status cannot be disclosed. Additionally, withholding directory information means that the university cannot indicate any awards or honors you have received without specific written permission. This includes listing your name and degree in the commencement program. A request to prevent disclosure will remain in effect until changed by the student. Instructions on how to opt out of having your directory information shared can be found at ferpa.mercyhurst.edu.

FERPA rights become effective once students attend their first class at the institution.

DISABILITY ACCOMMODATIONS PROCESS

SUSAN REDDINGER, ADA COORDINATOR & COMPLIANCE OFFICER
300 OLD MAIN, 814-824-2362
ADA@MERCYHURST.EDU

Mercyhurst values inclusion and is committed to the goal of providing equal opportunities for all. We comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the Fair Housing Act, and all other applicable laws to ensure that a person with a disability is granted reasonable accommodations, when such accommodations are necessary, to afford that person equal opportunity to obtain a Mercyhurst education and use university facilities. Under the laws listed above, a disability is defined as a significant limitation of one or more major life activities.
The need for accommodations could be related to a temporary impairment (e.g., concussion, broken arm, or recovery from surgery) or a permanent medical, physical, sensory, learning, cognitive, or mental health disability issue. Accommodations are typically requested in the areas of academics, parking, housing, nutrition/food service, and service or support animals.

The student must complete the ***Accommodations Application*** to initiate the process. Requests can be made at any time and are considered individually through an interactive process between the student and the ADA coordinator. For permanent disability issues, eligibility is determined by the ADA Committee.

If eligibility is determined, the ADA coordinator works with the student to provide accommodations that are reasonable. Reasonable accommodations are adjustments that remove barriers and create equal access to programs, activities, or the learning platforms without fundamentally altering the academic content or learning objectives or posing an undue hardship to the university.

Policies and forms are on the ***Accessibility Services & Accommodations*** Mercyhurst Hub, and on the ***Student Consumer Information*** webpage. Questions regarding the accommodations process, need for assistance, or concerns about campus accessibility should be directed to ***ADA@mercyhurst.edu*** or **814-824-2362**.

OFFICIAL COMMUNICATIONS

Mercyhurst University recognizes many forms of communication for official university business. University officials may utilize written documentation, telephone conversations, and Mercyhurst-issued e-mail accounts or Web documents as formal forms of communication. Official university business includes all actions of the university including but not limited to providing general information, course information, student conduct notices, and administrative notices from the university.
Mercyhurst University provides e-mail accounts to students; these are recognized as official document and notification addresses for university communications. **All students are responsible for checking their Mercyhurst-issued e-mail accounts and are held accountable for the contents of e-mails issued by the university.**

NON-DISCRIMINATION POLICY

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

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

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

If you are experiencing a barrier to access on any of our website locations, please contact the ADA Coordinator & Compliance Officer, by email at ***ADA@mercyhurst.edu*** or by phone at 814-824-2362.

To report a potential violation of Mercyhurst's Nondiscrimination Policy, please click here for the ***Nondiscrimination Policy Grievance Form***.

In case of an immediate threat or emergency, call Mercyhurst Police & Safety at 814-824-3911 or dial 911 for local law enforcement.

BIAS ACTIVITY REPORTING

For cases that involve bias but do not rise to the level of harassment or discrimination, reports can be made by completing the ***Bias Activity Reporting Form*** or contacting the ADA Coordinator & Compliance Officer by email ***ADA@mercyhurst.edu*** or phone 814-824-2362.

Reports can be made anonymously, though this limits the university's options for potential investigation, follow-up, or support. The Bias Reporting Team regularly responds to reports by offering support and intervention, along with education and dialogue, to ensure a campus climate of increasing sensitivity and critical learning.

In case of an immediate threat or emergency, call Mercyhurst Police & Safety at 814-824-3911 or dial 911 for local law enforcement.

SEXUAL HARASSMENT POLICY

Mercyhurst University policy prohibits sexual harassment, including sexual violence against any faculty, administrator or staff member, applicant, or student. Respect for the dignity and worth of each individual is a precept of the university. All persons will be held to standards of conduct ensuring that all members of the Mercyhurst University community are free from sexual and other forms of harassment. Nothing in the policy is meant to limit the rights of an aggrieved person to seek relief in a state or federal court of law. The term "harassment" refers to behavior that is not welcome, that is personally offensive, and that fails to treat others with dignity and respect. The following will be taken into account when considering sexual harassment:

Any harassment based on the gender or sexual preference of the offended individual, including unwelcome sexual advances, requests or demands for sexual favors, and other verbal or physical conduct will be considered sexual harassment.

Each member of the university community must understand that even thoughtless or unpremeditated behavior can have the effect of harassment. This effect may or may not constitute sexual harassment. Consenting relationships between persons, when a power differential exists, are discouraged; charges of sexual harassment may be raised, even if both parties had initially consented to the relationship. A power differential may exist even among members of the same group (i.e. two students).

The following person has been designated to handle inquiries regarding the non-discrimination policies and to serve as the overall campus coordinator for purposes of Title IX compliance: Ann Miller, Title IX Coordinator and Compliance Officer, 311 Egan, 814-824-2363, ***titleix@mercyhurst.edu***. The following individuals have been designated as deputy Title IX coordinators: Stacey Gaudette, Associate Athletic Director/Compliance & Senior Women's Administrator, Mercyhurst Athletic Center, 814-824-2079, sgaudette@mercyhurst.edu, Sue Sweeney, Campus Health and Wellbeing Director, 321 Egan, 814-824-3012, ssweeney2@mercyhurst.edu. Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX Coordinator or to the Office for Civil Rights, United States Department of Education. For further information on the notice of nondiscrimination, visit

https://ocrcas.ed.gov/contact-ocr for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

STUDENT LIFE

LAURA ZIRKLE, PH.D., VICE PRESIDENT
314 EGAN HALL, 814-824-2262
SARAH ALLEN, ASSOCIATE VICE PRESIDENT
318 EGAN HALL, 814-824-2089

Mercyhurst University is a community of learning dedicated to the lifelong development of the whole person in the context of our Mercy heritage and Catholic tradition. Student Life is an integral part of our students' education. We are committed to supporting each student's development, not only academically, but also as an engaged and contributing member of our campus community. Recognizing that learning happens both inside and outside the classroom, Mercyhurst provides a vibrant campus environment with a variety of developmental, cultural, service, leadership, athletic, and social experiences.

Through every performance, game, service opportunity, and shared celebration, Mercyhurst remains committed to nurturing the whole person and equipping students not just for a career, but for a life of purpose, community, and meaning.

CAMPUS INVOLVEMENT CENTER

STEPH PRZEPIORA, DIRECTOR
203 STUDENT UNION, 814-824-2388
CAMPUS INVOLVEMENT CENTER, 814-824-3643

As a focal point of campus activity, the Sister Carolyn Herrmann Student Union is available for use by all members of the campus community. Housed on the main level of the Student Union are the Community Engagement Office, Campus Ministry, the Great Room, and the Sister Carolyn Herrmann Student Union Building Commuter Lounge and Study Space. Upstairs from the main level are the Campus Involvement Center, Multicultural Student Lounge, and Prince of Peace Chapel. Housed within the lower level of the Student Union are the offices of Mercyhurst Student Government (MSG), the Mercyhurst Student Government Programming Board (MSGPB), The Roost, Roost Express & Coffee Bar, and Luke's Landing. An ATM is located on the south side of the Student Union and is available 24 hours a day, seven days a week.

For a list of upcoming Recognized Student Clubs/Organizations (RSCO) events, go to Laker Launchpad from the Student Hub page (mercyhurst.presence.io). For more information about the Campus Involvement Center, including building hours of operation and information on RSCOs, commuter student news, and the Leadership Development Program, please visit the Campus Involvement Hub page.

Mercyhurst Student Government (MSG)
Through its elected officers and senators, Mercyhurst Student Government is the voice of all students at Mercyhurst University. MSG consists of eight Executive Board members (president, vice president, treasurer, PR coordinator, equity chair, MSGPB co-chairs, and events coordinator) and a Senate which has seven academic college senators, eight class senators (two from each class), two associate degree-

seeking senators, and one Recognized Student Clubs & Organizations (RSCO) Liaison. MSG is always working to improve student life through projects such as providing MUber ridesharing discount program, bringing distinguished speakers, TVs in the REC Center, establishing the Sport Court, refurbishing Luke's Landing, and designing and implementing a Mercyhurst mascot. MSG acts as a liaison between students and the administration, highlighted most prominently by the MSG president serving as a voting member of the Mercyhurst Board of Trustees. MSG also recognizes and provides financial support to all Recognized Student Clubs/Organizations (RSCOs). It is a multifunctional organization serving the Mercyhurst community as well as the city of Erie. All students are invited to become involved with student government at any level by emailing the Vice President at msgvp@mercyhurst.edu , or by attending an MSG meeting every Monday evening at 8 p.m. All meetings are open to the entire Mercyhurst community. For more information about MSG, review our social media @msgLakers

The Mercyhurst Student Government Programming Board (MSGPB) is the programming arm of MSG. They are the primary student programming organization on campus whose function is to provide activities that will enrich the university community both socially and culturally. MSGPB is composed of 10 student leaders. All students are encouraged to participate in MSGPB by planning events and participating in activities, which are generally held on Friday and Saturday evenings throughout the academic year. Some of MSGPB's many activities have included athletic tournaments, dance parties, movies, coffee nights, comedians, hypnotists, culturally or inspirationally themed events, such as food sampling, or awareness weeks. MSGPB often collaborates with other groups on campus to plan and facilitate these events. Collaboratively, MSGPB and MSG plan large scale annual events such as Homecoming Family Weekend and SpringFest. To become involved in this group, students should stop by the office, located on the lower level of the Student Union. For more information about this organization, review our social media @msgLakers.

Recognized Student Clubs/Organizations (RSCOs)

RSCOs offer events and activities designed for fun and camaraderie; they are great ways to meet other students who share common interests. Getting involved on campus is also a great way to develop leadership skills and is an excellent resume builder for that first job after graduation. The university has more than 70 RSCOs that focus on a wide variety of interests. A current list of RSCOs can be found on the Mercyhurst University Website. Students can create a new RSCO by accessing the RSCO application form on Laker Launchpad, which can be accessed through the Hub page.

Leadership Development Program

The Leadership Development Program (LDP) is a two-level, non-credited program designed to recognize and shape the leadership potential of undergraduate students. LDP allows students to develop specific leadership skills as well as notice their own leadership interests and styles. LDP is an active, high-quality leadership-training program that includes live speakers, workshops, breakout sessions, and a variety of leadership activities. The program is designed to have students working together to learn about leadership and grow as a unit. Students are expected to attend and complete all requirements to be inducted into the LDP. The skills that the students learn will advance their abilities in both their professional and personal lives. Throughout their experiences in the program, students will build networks with other student leaders and will create a strong leadership component for their resume. If you would like to learn more about LDP, please stop by the Campus Involvement Center.

Emerging Leaders
Emerging Leaders is a one-day program that helps students understand their own leadership potential. Students are selected per professor/staff recommendations. The program assists students to learn a basic understanding of leadership and encourages students to take further steps in developing their own leadership skills through the Leadership Development Program (LDP).

Commuter Student Services
Students who commute to campus from the surrounding region are valued members of the Mercyhurst community and offer a unique perspective to campus life. As a commuter student, please know that you are more than welcome to share your energy and enthusiasm by getting involved in some of the wonderful activities and organizations Mercyhurst has to offer. The time you spend participating in cultural, spiritual, and recreational activities can be as rewarding and vital to your education as your academic experiences.

Commuter Student Services assists commuter students with involvement, sense of home, and ease of access at Mercyhurst by providing professional staff support, commuter-only spaces, and resources for students to feel supported while on campus.

The Commuter Lounge is located on the first floor of the Carolyn Herrmann Student Union. It is a comfortable place to study, hang out with friends between classes, or simply relax. The Commuter Lounge offers a range of amenities, including a large-screen television with Roku access, microwave, and refrigerator.

Additionally, a quiet study room located inside the Commuter Lounge is available exclusively for commuters to use. The lounge is open during the Student Union building hours.

COMMUNITY ENGAGEMENT

BETHANY WOODS, DIRECTOR
STUDENT UNION 103, 814-824-2343

The Carnegie Foundation for the Advancement of Teaching defines community engagement as “the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.” The mission and core values of Mercyhurst University build upon a rich history of learning and serving “beyond the gates” of the institution. In an effort to be an excellent steward of institutional resources and understand the plethora of ways the institution engages with the community while providing direct assistance to faculty members – who prepare hands-on learning opportunities for students – with various approaches to their own scholarly engagement with the community, the Academic Community Engagement department is a resource and conduit for the university community in this way.

The department director of Academic Community Engagement (ACE) reports to both the VP for Mission and the VP for Academic Affairs and works with many other faculty, staff, offices, and community partners to support students’ community engagement activities at the university. The department also includes an ACE coordinator, transportation associates, and graduate assistants who all help with the facilitation of programming.

SERVICE-LEARNING
Service-Learning is a major element of Academic Community Engagement. It is both a teaching and learning strategy where meaningful community service is integrated with instruction and reflection to enrich the classroom learning experience. This type of experiential learning teaches civic responsibility and strengthens communities. At Mercyhurst University, there are a variety of courses, highlighted by the 1-credit Beyond the Gates (BTG) course requirement, which utilize service-learning for pedagogical and mission-related purposes. Some students participate in project-based service-learning where others complete a minimum number of hours of service through a nonprofit community-based agency. In both cases, the course instructor incorporates the service experience into the class through reflection techniques, discussion, or research papers. The director facilitates service-learning programming and related community placements for students with support from the faculty liaison for community engagement.

ALTERNATIVE BREAK TRIPS AND HURST RESPONDERS
Students are afforded opportunities to participate in and even co-coordinate local and national service trips – ranging from overnight immersions to week-long alternative break trips – that create co-curricular service and learning opportunities. Additionally, students can join the Hurst Responders list to be contacted about community service projects (one-time and recurring) by scanning the QR code outside the Student Union office or visiting the department's Hub site, located under the Mission tab.

MERCY MARKET
Acknowledging that students may not always have access to enough resources, the department coordinates the Mercy Market. The goal of the Mercy Market is to be socially merciful and compassionately hospitable by serving students facing food insecurity, lacking access to basic necessities, and/or in need of professional wardrobe items. Students can learn more about accessing the MU Food Pantry, applying for meal swipes, and more by visiting the Mercy Market Hub page, located under the Mission tab.

OFF-CAMPUS COMMUNITY SERVICE WORK-STUDY PROGRAM
The department also coordinates the off-campus community service federal work-study program. Students can apply on the Work Study Hub page to the department's community engagement positions, which will place them primarily off-campus at local nonprofits, typically including afterschool programs, senior centers, multicultural centers, and more. Transportation is provided, and positions are renewable each year.

LOCATIONS
The Student Union 101 and 103 are the primary physical locations on campus for students to seek out service opportunities. The Mercy Market's physical location is in the 3809 Briggs Apartment building.

MULTICULTURAL STUDENT PROGRAMMING

JESSICA HUBERT, ASSISTANT DIRECTOR
STUDENT UNION 201, 824-2369

The Multicultural Student Programming Office fosters an educational environment that broadens students' understanding and appreciation of multiculturalism, diversity, inclusive practices, and social

justice. The Office strives to provide the highest quality of programs, initiatives, and resources to educate, appreciate, and celebrate our increasingly multicultural society through inclusive co-curricular learning.

The primary focus areas are:

- To create campus-wide awareness of diversity and social justice issues
- To highlight the cultural richness found among racial, gender, national origin, creed, lifestyle and sexual orientation differences
- To foster a safe environment for all students to learn and develop multicultural competencies

The Multicultural Student Lounge provides a relaxing space for diverse students to be their authentic selves with a range of amenities such as a refrigerator, a microwave, a local resource bulletin board, books, etc.

The programs/activities and workshops offered by the Multicultural Student Programming Office reflect the diversity of our student population.

COUNSELING CENTER

JUDY SMITH, PH.D., EXECUTIVE DIRECTOR
COUNSELING CENTER, 814-824-2431, COUNSELING@MERCYHURST.EDU

The Counseling Center offers a variety of services and programs designed to support and enhance students' well-being and personal growth. Services are directed toward helping students develop confidence and insight, resolve conflicts, and improve coping skills, all of which assist the student in having a successful college experience.

The professional counseling staff provides individual and group counseling, crisis assistance, and various outreach programs and consultations. The Counseling Center is located at 4118 Briggs Avenue, near the campus bookstore, and directly above the Cohen Student Health Center. It provides services that are nonjudgmental, confidential, and connected to the students' overall goals. Clinical services include initial assessments, individual therapy, an "urgent hour," access to crisis counseling/referrals, as well as consultation, training, and workshops. Counseling services are free and available for Mercyhurst students.

Our experienced counseling staff come from a variety of backgrounds, and can provide individual and group counseling, crisis assistance, and various outreach programs and consultations. The Center is open 8:30 a.m. to 4:30 p.m., Monday through Friday, during the academic year. Students can make an appointment by stopping by the Counseling Center, calling 2431, or emailing counseling@mercyhurst.edu.

Many of the challenges that students present are those that occur as part of the normal transition of leaving home, entering adulthood, and developing healthy, significant relationships. Our counselors can assist students with the following:

- Develop stress management skills.
- Manage depression/anxiety.
- Improve communications skills.
- Build healthier interpersonal relationships.
- Support with disordered eating.

- Understand how to navigate behavioral health concerns.

A consulting psychiatrist may assist with medication issues for students engaged in ongoing counseling. The Counseling Center can also make referrals to other professionals and agencies as the need arises or when requested to do so.

The Center offers a walk-in and/or urgent hour Monday through Friday from 2:30 p.m. until 3:30 p.m. Students may walk in during the daily Urgent Hour for a situation that will not wait for a scheduled appointment, or at any time during normal business hours if there is an emergency. A mental health emergency is considered any situation involving immediate safety concerns for self or others, recent crisis involving the death of a family member/loved one or crime victimization. Students requiring after hours or weekend assistance for similar emergencies can access crisis counseling by contacting campus Police & Safety at 814-824-3911 (open 24/7).
Whatever the presenting problem, counseling is intended to enable individuals to be more fully and successfully engage in their life at Mercyhurst University, as well as better prepare for life after college. We look forward to supporting you!

HEALTH CENTER

SUE SWEENEY, DIRECTOR
COHEN STUDENT HEALTH CENTER, 814-824-2431, HEALTH@MERCYHURST.EDU

Student Health Records
All students must complete the University's Student Health Records before coming to campus. This helps support your health and well-being at Mercyhurst University. We have an electronic medical records system called ATS, where you will download the required forms, and upload the completed forms to your electronic health record.

Mercyhurst requires two doses of the Measles, Mumps, Rubella (MMR) vaccine or confirmed immunity from a blood titer test. Also, any student living in campus owned housing must provide proof of one dose of the Meningococcal Conjugate Vaccine (MCV4). All students must download and complete the following forms: Medical History Questionnaire, Immunization Verification Form, and Tuberculosis (TB) Screening Form. A health care provider must complete the Immunization Verification Form and the TB Screening forms. We strongly encourage students to submit their health records prior to the start of their first semester. Failing to submit your health records can impact move-in. Students starting in the fall should submit their health records by July 1, students starting in the spring should submit their records by January 1, and students starting in the summer should submit their records by April 1. Student health records maintained in the Cohen Student Health Center are considered educational records under FERPA. Who do I contact if I have questions about the student health records? You can call the Health Center at 814-824-2431 or email health@mercyhurst.edu.

Cohen Health Center Services
The Cohen Student Health Center provides primary care for ordinary illnesses and a range of medical services. Some of the medical services include assessment and treatment of common illnesses, minor injuries, nutritional guidance, medication support, allergy injections, and specialist referrals. Most visits are made by appointment. We cannot guarantee that walk-in patients will be given a same-day appointment. However, we will schedule an appointment for the student within a few days or provide an

Uber voucher to cover the cost of a ride to and from a local urgent care or emergency room. We can provide students with a small care package that includes common over-the-counter medications for colds and other minor illnesses. However, we are not a pharmacy and cannot refill prescriptions. We work closely with the CVS Pharmacy on Pine Avenue, which is within walking distance of campus. There is no charge for appointments with the nurse or physician for Mercyhurst students. If students seek medical care at an urgent care or emergency room, they are responsible for providing their own health insurance and responsible for paying any fees related to the medical services provided.

We do not provide excuses for classes due to minor illnesses or injuries that result in absence from classes or classwork. Course instructors have their own attendance policies. Students should work directly with their course instructor regarding any missed classes and/or assignments.

What do I do if I am sick and need to see a doctor? Please call 814-824-2431 or email health@mercyhurst.edu to schedule an appointment. You may also stop by the Health Center at 4118 Briggs Avenue (behind the Bookstore) to schedule an appointment. Our office is open from 8:30 a.m. until 4:00 p.m. Monday through Friday.

CAMPUS HEALTH AND WELL-BEING

SUE SWEENEY DIRECTOR
EGAN 321, 814-824-3012, SSWEENEY2@MERCYHURST.EDU

At Mercyhurst, we are committed to supporting the holistic well-being of our students by addressing all dimensions of wellness—physical, mental, emotional, financial, environmental, occupational, and social. Our programs are thoughtfully designed to foster a supportive campus environment where students can thrive academically, personally, and socially. We believe that wellness is the foundation for student success. By building healthy habits, making value-based decisions, and utilizing available resources, students can enhance their overall well-being. Key areas of focus include sleep, nutrition, exercise, stress management, healthy relationships, and social connections. College is an exciting time filled with new friendships, engaging activities, and plenty of learning opportunities. However, it can also bring challenges such as demanding coursework, late nights, and busy schedules. Prioritizing your health may not always feel urgent, but it's essential for feeling your best and performing well in class, on the field, and in your social life. Also visit, Wellness at Mercyhurst for additional information and resources to ensure your well-being as a Laker!

Our campus wellness initiatives are diverse and engaging, including yoga and meditation classes, monthly visits from Therapy Dogs United, an interactive wellness fair, educational guest speakers on health and wellness topics, hands-only CPR training, and various healthy campus campaigns. Additionally, students have access to **Wellness Coaching**—a free, supportive resource for anyone navigating life transitions, working through challenges, or simply aiming to enhance their college experience. Wellness Coaches offer a nonjudgmental space to reflect on personal goals and values. They help students focus on what is within their control, identify strengths, and create simple, sustainable strategies for achieving their goals. Whether you're looking to reduce stress, find balance, or make meaningful changes, Wellness Coaching can help you overcome obstacles and thrive. If you are interested in ~~finding out~~ more information ~~about Wellness Coaching~~, please fill out our Wellness Coaching Fform and a coach will respond to your request. For any questions about campus health and

well-being educational programming or wellness coaching, please contact Sue Sweeney at ssweeney2@mercyhurst.edu or 814- 824-3012.

OTHER SELECTED SERVICES

BOOKSTORE

DAN CULLEN, GENERAL MANAGER
814-824-2395

The Mercyhurst University Bookstore and Coffee Bar is located at 4110 Briggs Ave. There are entrances on both sides of the building: the tower entrance, which faces the inner campus area, and the Briggs Avenue entrance. It is the center for purchasing all necessary school supplies. The bookstore carries all your textbook needs. We try to have as many used books for our students as possible. Some books can be rented in store or online through our website. We also offer some titles in digital format. At least two weeks before the start of class, we link the most current booklist to all courses on Self Service or on the bookstore website. We have a wide variety of notebooks, art supplies, and writing materials. There are many gift items available in the bookstore, such as hooded and crewneck sweatshirts, T-shirts, shorts, sweatpants, hats, water bottles, coffee mugs, glassware, and gift cards. You can shop for the latest Mercyhurst clothing and gifts online at https://bookstore.mercyhurst.edu.

We accept a variety of payment methods, including the Mercyhurst OneCard, cash, personal checks, and all major credit cards. Ten days prior to the start of class, you can also charge your textbooks to your student account if you have a credit balance. The last day you can charge books to your account is seven days after the start of fall and spring term classes. You simply come to the bookstore, and we can check to see if you do have a credit balance from the daily list we receive.

During the academic year the bookstore is open Monday-Friday 7:30 a.m. – 5:00 p.m. and Saturday 10 a.m. – 5 p.m.

CAMPUS MINISTRY

JESSE SPANOGLE, DIRECTOR
CAMPUS MINISTRY LOUNGE, 814-824-2934
JSPANOGLE2@MERCYHURST.EDU

Campus Ministry serves as the center of spiritual life on campus. Rooted in the Catholic identity and Mercy tradition of Mercyhurst University, Campus Ministry also extends hospitality and outreach to students from other Christian traditions, diverse faith backgrounds, and those who do not actively practice a faith tradition. Through prayer, worship, spiritual accompaniment, and community service, Campus Ministry seeks to foster a welcoming environment where all students are encouraged to grow personally, spiritually, and relationally.

Located on the first floor of the Carolyn Herrmann Student Union, the Campus Ministry Lounge has long served as a place of hospitality, reflection, and connection for students across campus. Campus Ministry offers a wide variety of opportunities for spiritual growth and faith formation, including Sunday Masses, the Sacrament of Reconciliation, the OCIA process, chapel choir, liturgical ministries, and weekly

devotional practices such as the rosary, lectio divina, and Eucharistic exposition. In addition, the office provides regular prayer services, weekly Christian fellowship gatherings, Bible studies, retreats including the highly impactful Carpe Diem retreats, interfaith programming, pastoral counseling, spiritual direction, memorial services, and community building opportunities such as Art & Meditation gatherings.

Students seeking to live out their faith through service have opportunities to participate in weekly small groups that engage directly with the local community through acts of service and outreach. Student organizations focused on peace, justice, and human dignity help raise awareness of important social concerns while promoting the Mercy values of compassion and service. Campus Ministry's student leaders play a vital role in fostering servant leadership, peer mentorship, and spiritual accompaniment throughout the student body.

Campus Ministry also coordinates wedding scheduling for students, alumni, and staff at Christ the King Chapel. Throughout the academic year, students receive a weekly e-bulletin featuring upcoming programs, events, and spiritual resources. In addition, Campus Ministry maintains an active presence on Instagram, Facebook, and TikTok to further engage students and share the ongoing story of faith and community at Mercyhurst University.

HAMMERMILL LIBRARY

NORA ARKELIAN, DIRECTOR
HAMMERMILL LIBRARY, 814-824-2234
LIBRARY.MERCYHURST.EDU

The Hammermill Library is committed to providing a welcoming atmosphere to support our students' research, professional, and personal needs, both on and off campus. Its diverse collection encompasses all areas of study, including a physical collection and a digital catalog of eBooks, databases, journals, and more, all accessible online from the library's website at library.mercyhurst.edu . There are spaces for reading and studying as well as internet access, printers, study rooms, and a computer lab.

Research & Reference Assistance
The Hammermill Library staff are always eager to assist students in need of research help. Students:

- Contact the library by email,
- Call 814-824-2234
- Text 814-742-4138
- Visit the Circulation Desk on the main floor
- Reach out directly to our Librarians:
    - Karen Niemla at kniemla@mercyhurst.edu
    - Shane Donaldson at sdonaldson@mercyhurst.edu

Interlibrary Loan
When a desired book or article is not available at the Hammermill Library, it may be possible for the library to borrow it from another library on a student's behalf. More information on the Library's EZBorrow and ILLiad services and their request forms can be found on the Interlibrary Loan web page here or email our interlibrary loan specialist, Lori Krasnesky, at lkrasnesky@mercyhurst.edu .

Study Rooms
The Hammermill Library offers four group study rooms on the main level. These require a reservation. The rooms are equipped with smart technology, and whiteboards. For more information or to schedule a booking, visit the study rooms page here. There are also two study rooms on the third floor, available on a first-come basis.

Telehealth & Prayer (TAP) Room
The TAP room on the main level offers a quiet, private place to pray, mediate, decompress, and attend telehealth appointments. It is equipped with interfaith equipment for prayer and meditation, a noise machine, a computer with webcam and headphones, and mental health recharge supplies. For more information or to schedule a booking, visit the TAP room page here.

Laptop Lending Library
The Laptop Lending Library is available to all students, to help provide laptop access to those in need. Borrowers may apply to receive a laptop on the Mercy Market Hub page, during which time they agree to terms and conditions.

INFORMATION TECHNOLOGY HELP DESK

LIBRARY, 814-824-3200 OR SUPPORT@MERCYHUSRT.EDU

Information technology is a vital part of the University experience. The Information Technology Department (IT) provides a reliable network with robust network services for the entire Mercyhurst community. Whether using campus computers or a personal computer to access the Internet or campus online services, students rely on their ability to get connected. All campus housing is equipped with a wired network connection for each student. Wireless access is available across the campus and in all student residences. Students may provide their own personal computers. All student computers must be protected against viruses, spyware, and other malicious software (malware). To accomplish this, computers connecting to the Mercyhurst network must have current operating system software, security patches, and activated and updated anti-virus software.

The IT Help Desk assists in troubleshooting computer and network issues. Student staff are available to evaluate, diagnose, and resolve software and connectivity problems. It is recommended that students arrive on campus with a good warranty and reinstallation information necessary to rebuild their system. Information about IT staff, services, and standards can be found at hub.mercyhurst.edu under Services and then Information Technology.

DINING SERVICES

LORI BLAKESLEE, SENIOR GENERAL MANAGER
PRESTON HALL, 814-824-2196

Mercyhurst Dining understands that dining is an integral part of the college experience. We offer a variety of dining experiences and flexible options to satisfy the many different lifestyles and tastes on campus.

Grotto Commons
The Grotto Commons offers students a variety of culinary options made with only the freshest and finest ingredients. Students can use their Laker Unlimited Meal Plan, Hurst Unlimited Meal Plan, Green Plan, Blue Plan, Bonus Bucks, Flex Points, Dining Dollars, cash or credit card to purchase a meal filled with delicious and nutritious culinary offerings. Savor Daily Dish with daily comfort foods; the Deli – full of freshly sliced meats and cheeses; the Salad Bar- with a variety of over 70 items, enjoy several offerings from The Oven station with menu items baked in the open brick oven, featuring made-from-scratch pizza dough and sauce; Bravissimo for open display cooking; or The Grill. The Grotto Commons also features a Clean Plate station, a certified allergen friendly station and free from the top nine allergens. The Clean Plate offers confident options for those with allergen and dietary concerns. Please see ourChef for specific requests.

501 Grille
The 501 Grille offers a variety of menu items served in small plate style with a Food Court feel. The food is prepared in front of guests, from our Wok, Smoker and Rotisserie, featuring Parkhurst's brand concepts such as Billie's Coop House, Corner Mercantile, the Wok and Hello Bistro Express, to name a few. The dining hall expands the options for your dining needs beyond the Grotto Commons. Accepted forms of payment include all meal plans, Dining Dollars, Bonus Bucks, Flex Points, cash, and credit cards.

Bookstore Coffee Bar
The Coffee Bar is located inside the campus Bookstore, and is complete with everyone's beloved national brand, Starbucks, and several on-the-go items to make it a one-stop destination during your day. Relax with your coffee in the soft seating area to provide a quiet and peaceful oasis to your busy day. Accepts Dining Dollars, Bonus Bucks, Flex Points, cash, and credit cards.

Anchor Express
The Anchor Express is your campus convenience store and much more! You have many options at this location, whether it's purchasing essential items for your residence hall, grabbing a Starbucks drink, enjoying Parkhurst's On the Go selection of freshly prepared sandwiches, salads and fruit cups, and several made-to-order items to accommodate your needs late into the evening. Accepts Dining Dollars, Bonus Bucks, Flex Points, cash, and credit cards.

The Roost Express
The Roost Express provides in-house ordering or a fast mobile order dining experience with specialties in breakfast and lunch. The pickup window is located in the lower level of the Sr. Carolyn Herrmann Student Union. You can place your order with our cashier, at the kiosk, or order through the Transact Mobile Ordering app and have it ready when you arrive. Accepts Transact Mobile Ordering app, Dining Dollars, Bonus Bucks, Flex Points, cash, and credit cards. There are a variety of menu options to choose from.

The Roost
Our own Irish pub offers traditional Irish fare and a variety of beverages. The Roost is the place to go at the end of your day, to unwind and make memories with your friends. There are monthly trivia nights, karaoke nights, and Mercyhurst athletic games live-streamed. The menu offers mozzarella sticks, fish and chips, the Roost burger, an assortment of create-your-own sandwiches, and much more, including decadent desserts like churros, cheesecake with Bailey's fudge or cherries, and traditional Irish coffee.

The pub is open to all guests but will only serve alcohol to those 21 and older. Accepts the Transact Mobile Ordering app, Dining Dollars, Bonus Bucks, Flex Points, cash, and credit cards.

Other Services

Hello Hurst Meal Kit

Each Hello Hurst Meal Kit contains two servings of ingredients ready to be prepared by students at their residence. Order through the Transact Mobile Ordering app, Monday through Friday, from 9 a.m. to 3 p.m., and our chefs will prepare a customized Hello Hurst Meal Kit to be picked up that day at The Roost until closing time. Third- and fourth-year students may order one kit per week using any of the meal plan choices through the Transact Mobile Ordering app.

Anchor Bag

No time to get to a local grocery store? Let us take the stress out of shopping! Choose from more than 100 items in our Anchor Bag shopping cart. From fresh whole fruit to snacks and toiletries, students will have access to all of their grocery needs without ever leaving campus. This option is for third-and fourth-year students with the Hurst Unlimited Plan or the Green Plan and can be ordered through the Transact Mobile Ordering app.

Swipe a Bite and Swipe at Night

All meal plan options give students the opportunity to use one meal plan swipe per day at either The

Roost Express, the Anchor Express, or 501 Grille Late Night.

The Roost Express — Swipe a Bite:

- Monday through Friday, from 10 a.m. to 3 p.m.
- Choose from a variety of breakfast and lunch options.
- Order in-house or use the Transact Mobile Ordering app.

The Anchor Express & 501 Grille Pizza — Swipe at Night Weekly Food Themed Bars, Deli or Pizza:

- Monday through Thursday, from 9 p.m. to midnight
- Friday, from 9 p.m. to 1 a.m.
- Saturday, from 8 p.m. to 1 a.m.
- Sunday, from 8 p.m. to midnight

If you have any questions or need more information, please stop at any Dining Services office anytime, call us at 814-824-2196, or email lblakeslee@mercyhurst.edu.

STUDENT FINANCIAL SERVICES

NICOLE SOLTIS, DIRECTOR
OLD MAIN 115, 814-824-2288
SFS@MERCYHURST.EDU

The Office of Student Financial Services (SFS) is committed to the pursuit of excellence as follows:

- In serving students by providing timely and appropriate information about application processing for scholarships, grants, loans and work-study.

- In providing the maximum and most favorable financial aid resources available to attract and retain students at Mercyhurst.
- In counseling and advising students on their costs and financial planning, as well as their financial aid rights and responsibilities before and during enrollment and after graduation.
- In providing student bills and pertinent educational tax statements (1098-T, 1042-S, etc.) required for federal and state income tax annual filing.
- In initiating and implementing efficient and student-friendly procedures that add value to its business processes and services.
- In ensuring integrity in the administration of all student aid programs.

Please consult the University Catalog for a full list of policies, procedures, and information related to financial aid, billing, and the official tuition and fee schedule.

STUDENT EMPLOYMENT

STUDENT FINANCIAL SERVICES
FWS@MERCYHURST.EDU

The Student Employment Program provides jobs for full-time students to help pay for their education-related expenses. These jobs are part-time positions that are available throughout the academic year and summer. Students may visit the Student Employment Hub page for further information.
The Federal Work Study award is a type of federal funding that a student may be eligible to receive by filling out the Free Application for Federal Student Aid (FAFSA). Students may contact Student Financial Services for FAFSA and award information.

MAILROOM

PRESTON HALL, 814-824-2396
MAILROOM@MERCYHURST.EDU

We are pleased to offer assistance in shipping and receiving services to the Mercyhurst community. Our qualified staff is willing to answer questions you may have while assisting you with your needs. We welcome the opportunity to help you with all your mailing needs.

Mailroom services include but are not limited to:

- Receive, sort, and distribute interoffice mail.
- Receive, sort, and distribute U.S. Postal Service (USPS) incoming letter mail.
- Meter, sort and ship USPS outgoing letter mail.
- Ship UPS packages.
- Receive packages from UPS, USPS, DHL, FedEx, W.B. Mason and Staples.
- Prepare and process bulk mailings.

Mailbox Information
Students no longer use mailboxes. All mail is sorted and put into folders in the Mailroom. All mail can be picked up at the Mailroom during business hours. A photo ID is required to pick up letters. Students will not be notified of letter mail.

Package Information
Students receiving a package will be notified via email when it has been processed. All packages will be available for pickup at the mailroom after 1 p.m. A photo ID is required when picking up packages.

Campus Address
The campus address is as follows:

Mercyhurst University
Student Name
501 East 38th Street
Erie, PA 16546

Forwarding Mail
The Mailroom does not forward mail during breaks or over the summer. It is strongly recommended that students file a Temporary Forwarding Address with the U.S. Postal Service. This will have items that would be sent to them at their permanent address forwarded to their college address. The U.S. Postal Service will have more information on Temporary Forwarding forms and regulations. Do not file a change of address with the USPS. Students cannot use their college address as their new permanent address. This will present a problem when the individual leaves the college for the summer, moves off campus, or graduates.

POLICE & SAFETY

DJ FUHRMANN, CHIEF
LOWER LEVEL MCAULEY HALL, 814-824-3911

The Police & Safety Department's primary responsibility is the safety of the Mercyhurst University community and the security of the university and university community assets. Other responsibilities include the investigation of theft, criminal mischief, and other criminal incidents occurring on campus. All matters relating to institutional, or student safety and security are reported directly to Police & Safety for appropriate action. The Police & Safety Office is located in the lower level of McAuley Hall and may be reached at the phone number listed above.

Silent Witness Program
If you would like to anonymously report a crime, safety violation, or hazardous condition, visit the Police & Safety page on the Mercyhurst Hub. This will give you access to the Silent Witness Program. You can then click on and print out the Silent Witness form, fill it out, and forward it to the chief of police at Police & Safety. All provided information will remain strictly confidential.

Parking/Motor Vehicles
Every student who brings a vehicle to and parks a vehicle on campus property must register that vehicle with Police & Safety and must have a Mercyhurst University parking permit issued and affixed to the registered vehicle. Associated vehicle registration fee will apply. The person registering the vehicle must be the registered owner or an immediate family member of the registered owner. Any person registering a new vehicle must provide a student ID card or driver's license, a current state registration card and proof of insurance prior to being issued a parking permit. Mercyhurst University assumes no responsibility or liability for loss or damage to any motor vehicle parked on Mercyhurst University

property. Registration of a vehicle does not guarantee a parking space, but only allows the holder of a permit to park on the private property of the university in available spaces

The enforcement of parking regulations and vehicle traffic control is maintained by assessing penalties in the form of fines and through campus vehicle registration. Vehicles may be towed when parked in designated tow-away zones or handicap spaces, during snow emergency removal operations, and/or when otherwise necessary. A wheel-locking device (boot) may be placed on a vehicle's wheel to prevent movement if it is determined that the driver is a chronic offender, or if the owner or operator of a particular vehicle fails to pay fines that have significantly accrued.

The entire parking rules and regulations booklet can be found at the Police & Safety page on the Mercyhurst Hub. First year residential students are not permitted to bring vehicles to campus.

ONECARD OFFICE

JOHN PATTERSON, DIRECTOR
LOWER-LEVEL MCAULEY HALL, 814-824-3640

A Mercyhurst University identification (ID) card or OneCard is the key to accessing most of the available services on campus. It is a student's dining, library and point-of-sale purchase or debit-like card. Students will have instant access to all cold drinks in the vending machines. All multifunction print stations (MFD) will accept the card and can select allotted prints or access the student's Laker Loot account when their free prints are exhausted. The OneCard is accepted at all dining and service locations across campus. Students can use the OneCard office to add funds for Dining Dollars and Laker Loot. We accept cash, checks, money orders, credit and debit cards. Mercyhurst utilizes the Transact Mobile app for online OneCard usage including deposits, online food orders and reporting your card lost. See the OneCard Hub page for more details. Families can call and add funds with a credit card over the phone during normal office hours or use the Transact Mobile app from home.

Mercyhurst University ID card photographs will be taken and OneCards will be issued by the OneCard Office Monday through Friday generally between the hours of 9 a.m. and 4 p.m. The OneCard Office is in the lower level of McAuley Hall next to Police & Safety.

Students who lose their OneCards are required to use the Transact Mobile app to report their lost or misplaced OneCard so it can be disabled. The OneCard Office can issue a temporary card that will allow limited access to meal plans and specific door access that will provide the student an opportunity to find the lost card. If a card is lost after the normal operating hours, Residence Life will have a limited number of temporary cards that can be issued. Students that fail to use the Transact Mobile app, contact the OneCard Office in person or Police & Safety will not have financial coverage if account funds or monies are removed by fraud or other means and reimbursement will be denied. A fee may be charged for the use of a temporary ID card.

Students will be charged for all replacement OneCards. The fee for replacement must be paid at the OneCard Office. The cost for replacement ID cards is $50. Students are not permitted to charge replacement fees to their student accounts, but we accept cash, check, credit or debit card payments when the replacement card is made.

Any card that has been cut, damaged, mutilated, punched, or slotted will require replacement and the fee will be assessed. ID cards are Smart Cards with a proximity control data chip and filament wires inside the card. Any damage to a card will cause the chip to fail and render the card nonfunctional. Any card that fails or ceases to function with no obvious or visible damage will be replaced at no charge if the card is returned to the OneCard Office intact.

Mercyhurst University OneCard identification cards are the property of Mercyhurst University, and any attempts to alter, enhance or reprogram a card may result in disciplinary action including adjudication through the Student Conduct system or criminal arrest. All students must always carry their OneCards when on university property and present the card to any university employee (staff, faculty, and administration, including Police & Safety personnel) when requested to do so. Failure to comply with the request will result in appropriate disciplinary action. Lending or giving this card to another party is prohibited. Misuse of the OneCard can result in loss of privileges and discipline according to the Code of Conduct contained in this handbook.

For a complete listing of all OneCard policies and procedures, please see the listings on Student Hub site under the Services tab. This Hub provides very useful information and links to the services provided. The OneCard office is a division of Mercyhurst Protective Services. This department offers many services, which are all explained and detailed in the OneCard and Protective Services Hub pages.

ATHLETICS

JOE SPANO, ASSISTANT VICE PRESIDENT FOR ATHLETICS
ATHLETIC CENTER, 814-824-2567

Mercyhurst University competes at the National Collegiate Athletic Association Division I level in 25 varsity sports. Mercyhurst's main conference affiliation is the Northeast Conference (NEC).

A current Mercyhurst ID is needed for entrance into any Mercyhurst athletic facility.

The NCAA
Since 1982, the Lakers have participated in the NCAA at various levels, from Division I to III. The NCAA was officially formed in 1906 and has grown to encompass 1,500 colleges and universities. The NCAA draws its members from a diverse group ranging from large state institutions to privately funded colleges. But all its members are trying to reach a common goal – the advancement and achievement of the student-athlete and the common good of higher education.

Athletic Eligibility
The policy on athletic eligibility at Mercyhurst University is as follows:
Student-athletes must meet all requirements of NCAA initial and continuing eligibility standards, in addition to any applicable Mercyhurst standards, to be eligible for competition and receive expenses related to competition.

MERCYHURST CLUB SPORTS

The Mercyhurst Athletic Department has enhanced its Club Sport Programming by boosting current sports and adding several new Club Sports. Mercyhurst is currently established with the ACHA for both

women's and men's Ice Hockey at Division I and II levels, Equestrian, Marching Band, Dance, Cheerleading, Figure Skating, and Pep Band and ESports. Currently enrolled students at Mercyhurst are eligible to participate in Club Sports. For inquiries, visit hurstathletics.com or email athletics@mercyhurst.edu.

INTRAMURALS

HAYDENNE MILLER, ADVISOR
STUDENT UNION, 814-824-2036

Mercyhurst has a wide variety of intramural athletics. Intramurals are available for the student body, faculty and staff. Intramurals are both fun and competitive and are a great means of exercise. Students are encouraged to keep in touch with the coordinator with their feedback and suggestions. Programming is subject to change based on student interest and facility availability. Typically offered sports include basketball, wiffleball, volleyball, flag football, and kickball. Email hmiller2@mercyhurst.edu to learn more about intramural opportunities.

RECREATION CENTER

REC CENTER, 814-824-2574

The Recreation Center is open to all students, faculty, and staff with a valid Mercyhurst University ID. The exercise space contains cardio training, general strength, functional training zone, and fitness classrooms. There are also a number of cardio machines, such as treadmills, ellipticals, stair climber(s), stationary bicycles, and rowing machines. Students can choose from a variety of fitness classes offered daily including spin, Zumba, Pilates, Yoga, and Kickboxing.

All students, faculty, and staff must show a current Mercyhurst University ID Card. Proper exercise attire must be worn to gain entrance and must remain on after entering. Proper attire consists of shorts or sweats, T-shirt and training shoes (no jeans, jean shorts or excessively revealing clothing will be allowed). All patrons of the Rec Center are required to bring a change of shoes to be admitted. Each member is expected to wear their street shoes to the Rec Center. All patrons must change into exercise footwear prior to entering the exercise areas. Exercise footwear consists of training shoes, running shoes, cross training shoes or weightlifting shoes. No one will be admitted with sandals or open-toed shoes. Footwear and/or gear and backpacks can be stored in the storage cubical area inside the Rec Center. This rule and procedure applies, even if you are going to take a Zumba or Spin class. Failure to adhere to this policy may be subject to having privileges removed by Rec Center administrators.

MERCYHURST ICE CENTER

LUCAS FIEVET, ASSISTANT ATHLETIC DIRECTOR – INTERNAL
814-824-3108

The Mercyhurst Ice Center hosts the school's NCAA Division I Men's and Women's Hockey teams as well as our ACHA Hockey teams. The Ice center also hosts youth through adult hockey and figure skating from the community. For interest in renting ice time, please contact Lucas Fievet at lfievet@mercyhurst.edu.

ATHLETIC TEAM GATHERING EVENT POLICY

Mercyhurst University recognizes that participating in team gathering events prior to or after competitive events adds to the pride, fellowship, and loyalty for our athletic teams and for the university felt by students, employees, and families. The Mercyhurst University Athletic Team Gathering Event Policy has been developed to ensure the safety of our students, families, and guests at such events as well as to ensure that the university campus remains conducive to an intellectual and social environment that promotes the mission of the university.

Requesting an Event

Athletic teams must submit a request to hold an event at least two weeks prior to the event. All requests should be submitted to Lucas Fievet, via email at ***lfievet@mercyhurst.edu***. Event requests must include the following information:

- Date(s) of the event(s).
- Time (set-up and clean-up).
- Table and chair needs.
- Expected attendance.
- Event location.
- Catering needs.

Event Policies

Team gatherings may only take place in approved locations across campus. Please note that classrooms are not permissible locations.

Participants are expected to keep the campus clean and dispose of trash properly. Trash cans, dumpsters, and receptacles are located throughout the buildings and grounds on the Mercyhurst University campus.

Events Including Alcohol

Events that include alcohol may only be permitted to be held inside The Roost, located in the lower level of the Student Union. These events may not extend into the outer area of The Roost known as Luke's Landing. Alcoholic beverages are not permitted in any other campus building without a university-issued liquor license. The Roost staff may ask guests to provide proof of being 21 years of age or older. Minors are permitted with parental supervision.

There is a minimum spending requirement if you request to use The Snug (The Roost's private room).
It is expected that any alcohol consumption is in compliance with university policies and regulations, is not abusive, does not violate the rights of others, and does not lead to conduct that is disorderly, disruptive, or destructive.

At its discretion, Mercyhurst University may terminate team gathering events, or take appropriate action against individuals, groups, or organizations whose conduct at the event is irresponsible, unreasonable, inconsistent with university policies and regulations, or violates laws of the commonwealth of Pennsylvania.

STUDENT SUSTAINABILITY

MOLLY TARVIN, SUSTAINABILITY COORDINATOR
EGAN HALL 116, mtarvin@mercyhurst.edu

Mercyhurst University is committed to being globally responsible, and we encourage students to live sustainable lives. Our university's sustainable culture is strengthened by student support, and we encourage you to consider the impacts your actions have on the environment and the world around you. To live greener lives while on campus, we encourage you to take the following steps:

Reducing Consumption
Reduce your environmental impact by avoiding convenience foods and using reusable items, such as water bottles, coffee mugs, silverware, and grocery bags. Bottle filling stations are available throughout campus, and reusable mugs may be used at any Parkhurst coffee locations for a twenty-five cent discount.

Recycling
Mercyhurst University uses Single-Stream Recycling, meaning all recyclable materials can be placed in the same bin. If recyclables are not rinsed, they cannot be recycled and could contaminate other recyclables. Our campus adheres to Erie County's recycling guidelines, which may differ from those you're used to. Always make sure you're only recycling acceptable items, and ensure they are clear of food or debris and loose in the cans. Never bag your recyclables before disposal.
Acceptable recycled items include:

- Plastic bottles and jugs #1 and #2 (beverage bottles, plastic jars, milk jugs)
- Metal food or beverage cans
- Paper larger than a notecard (newspaper, magazines, office paper)
- Cardboard and paperboard (cardboard boxes free of grease and food debris, paper bags, cereal boxes, milk cartons)

Unacceptable items, to be disposed of in the trash:

- All food waste and items contaminated with food waste
- Snack bags and candy wrappers
- Plastics #5 and #6 (yogurt cups, coffee cups, clamshells)
- All glass (can be recycled on campus behind Student Union)
- Pizza boxes
- Paper towels, tissues, and napkins
- Styrofoam
- Plastic bags and plastic wrap (can be recycled in our Trex containers in the Student Union or Old Main)

Recycling bins are located in the trash rooms of underclassman residence halls. For upperclassman apartments, please dispose of your recycling unbagged in the recycling dumpsters near Warde Hall. Small recycling bins are also located in the Ryan Hall pavilion for upperclassmen use.

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

bulbs have been provided in all residential buildings; these are not to be replaced with incandescent or non-energy-efficient bulbs.

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

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

If you have questions concerning temperature settings in your residence building, or if you notice any problems with insulation around windows and doors, submit a work order with maintenance.

Water Conservation
To conserve water, please turn off all faucets and showers when finished and use as quickly as possible. Cold water should be used whenever possible, unless sanitary or other special requirements necessitate the use of hot water. This includes laundry.

Report all leaks in faucets, tubs, and toilets to the maintenance department by submitting a work order.

Transportation
Mercyhurst offers a bike lending program, for students to use for free. You may use a bike for a day or a weekend, and ride to the store, around town, or across campus. The bikes are located in a shed near the Ryan Hall pavilion, and you may rent a bike by going to the Mercy Market during open hours. We have bikes, helmets, lights, tire pumps, and more to use with the rented bikes or with your own personal bikes.

Remember to carpool with roommates or friends if you are traveling long distances or use public transportation to cut back on personal emissions.

Other Programs in Sustainability
Upperclassmen have the option of food waste composting, should they cook in their rooms. Students must email mtarvin@mercyhurst.edu to receive instructions and must use their own bin for collecting and disposing. Fruit, vegetables, eggshells, and coffee grounds are accepted.

If you have need to repair your clothes or any fabric items, the Office of Sustainability offers a sewing machine for campus use. Email mtarvin@mercyhurst.edu to register your time slot with the sewing machine. Guided lessons on how to repair items with the machine or by hand are available.

RESIDENCE LIFE

SIDNEY RICE, DIRECTOR
EGAN HALL 323, 814-824-2422

Pride, service, leadership, and lifelong learning are the developmental components actively promoted and embodied by the Office of Residence Life and Student Conduct at Mercyhurst University. We provide a co-curricular experience, resulting in increased bonds, values, multicultural appreciation, and meaningful interactions with fellow classmates and student leaders. We encourage students to be active members of their residential community while maintaining acceptable standards of behavior. We hold students accountable for respecting the rights, privileges, and properties of all members of the campus community through a developmental student conduct process. Students leave our campus well prepared to enter the world beyond the gates with the skills necessary to be global citizens and contributing members of society.

NOTE: Mercyhurst is a residential campus. Undergraduate students are required to live on campus during their enrollment. See the Residency Requirement Policy on page 49.

STAFFING

The Residence Life professional and student staff consists of the director, the associate director, area coordinators, hall directors, other graduate assistants, resident assistants, desk workers, and office workers.

Director of Residence Life and Student Conduct
The director is a professional, live-in staff member who reports directly to the Vice President of Student Life. They are responsible for the day-to-day management of all residence life, housing, and student conduct.

Associate Director of Residence Life and Student Conduct
The Associate director is a professional, live-in staff member that is responsible for the management of all aspects of the housing systems including keys, billing, assignments, and manages the Residence Life office.

Area Coordinators (ACs)
Area coordinators (ACs) are professional live-in staff members who report to the director of Residence Life and Student Conduct. ACs are responsible for the total management of campus housing. In addition to the routine responsibilities associated with running residential housing facilities, they are also responsible for specific duties including hiring, training, supervision, and evaluation of hall directors and the resident assistant staff. Strong emphasis is placed on program planning and community development activities. The ACs also coordinate all major Residence Life responsibilities which include, but are not limited to, preparing all publications, participating in planning staff and in-service training, maintaining occupancy records, and adjudicating the Student Conduct process when necessary, including disciplinary/developmental conversations.

Hall Directors
Hall directors (HDs) are live-in staff members who are pursuing post-baccalaureate or graduate degrees. They are supervised by the area coordinators of Residence Life and Student Conduct for all residential areas of campus. They assist the ACs in implementing and evaluating Residence Life programs, and supervising the undergraduate staff within their area. They also assume some limited, but well-defined responsibility within the student conduct process. The HDs are charged with maintaining a living and learning environment in which the maximum educational and developmental growth of residents will be realized.

Residence Life Coordinator
The Residence Life Coordinator (RLC) is a live-in staff member pursuing a post-baccalaureate or graduate degree. They are supervised by an Area Coordinator of Residence Life and Student Conduct for the first-year area of campus. The RLC plays an important role in our graduate duty rotation and helps create and implement campus-wide educational programs. This role is also dedicated to overseeing peer educators and aiding in the development and growth of all students on campus.

Student Support Specialist
The Student Support Specialist (SSS) is a live-in staff member pursuing a post-baccalaureate or graduate degree. They are supervised by our Associate Director of Residence Life and Student Conduct. The SSS plays an important role in our graduate duty rotation and helps students adjust to college life. This role is dedicated to supporting students through roommate and conflict mediations, as well as aiding in the development and growth of all students on campus.

Office Coordinator
The Office Coordinator (OC) is a live-in staff member pursuing a post-baccalaureate or graduate degree. They are supervised by our Associate Director of Residence Life and Student Conduct. The OC plays an important role in our graduate duty rotation and helps manage the main Residence Life and Student Conduct office. This role is responsible for supervising office workers and overseeing all email communication for the reslife@mercyhurst.edu account.

Resident Assistants
Resident assistants (RAs) are typically undergraduate paraprofessional staff members who live in each residential area. They maintain the closest, most enduring contact with residents. RAs provide opportunities for individual growth and learning, develop a sense of community in their communities, and encourage pride in Mercyhurst University. RAs assist in the administrative operation of their individual communities, educate students about Mercyhurst University and Residence Life policies, provide information about community and university services and resources, and implement educational and social programming. Additionally, RAs promote safe and positive living environments and enforce University policies. Each student population has a dedicated head RA. This is an experienced RA who plays a larger leadership role within their staff.

Desk Workers
Desk workers staff the front desks of Baldwin, McAuley, Warde, and Ryan Halls during peak traffic hours. These workers provide residents with information about the university and larger community, sign-in and assist guests, and answer phones. Desk workers are responsible for reporting problems or concerns to Police & Safety, RAs, HDs, or ACs. Those who are eligible for work study and are interested in

obtaining a position as a desk worker should contact the Office of Residence Life and Student Conduct at reslife@mercyhurst.edu.

Office Workers
Office workers staff the Main Office in Egan Hall 323. These workers provide customer service to residents and their families with information about the university and larger community. Office workers report issues and concerns to Police & Safety, HDs, professional staff members, and the office coordinator. Those who are eligible for work study and are interested in obtaining a position as an office worker should contact the Office of Residence Life and Student Conduct at reslife@mercyhurst.edu.

HOUSING TYPES

The university has designated the following special housing options for qualified students:

- The freshmen area typically houses only first-year students. Warde Hall is reserved exclusively for first-year students; Baldwin, McAuley, and Mercy Halls may also house upper-class students.
- A limited number of designated single rooms in Baldwin and McAuley Hall at an adjusted price as space allows.
- Living-Learning communities for AIM students. These spaces are typically in the Mercy Apartments; however, there is special transition housing for qualified AIM students.
- Sophomore students are expected to live in Sophomore housing which is located in Ryan Hall, Duval Apartments, and a limited number of Briggs Apartments.
- A limited number of four-, five-, and six-person townhouses in the upperclassman area.
- Triple housing options for sophomore and upperclassman students when housing numbers permit.
- A limited number of residences designated as adult and professional housing when housing numbers permit.

Students who need a specific housing accommodation due to guidelines within the American with Disabilities Act are asked to complete and submit an Accommodation Form or contact Susan Reddinger at ada@mercyhurst.edu.

PROGRAMMING

Mercyhurst University recognizes that a comprehensive approach is necessary to assist students in reaching their full potential. The Office of Residence Life supports the mission of the university by providing programs for the social, spiritual, educational, cultural, and service-learning needs of the students living on campus. Programs are designed with the Mercyhurst core values in mind.

Programming efforts in residential areas are an integral part of developing the whole person. This holistic approach to programming is used to support students striving for a balanced lifestyle. The Residence Life staff facilitates programming utilizing the following model created within our department:

A – Academic and Practical Skill Development
N – Normalizing Diversity, Equity, and Inclusion
C – Civic Engagement and Global Responsibility

H – Health and Wellness
O – Ongoing Self-Exploration
R – Respect and Consent
S – Socialization and Community Building

All students are encouraged to become involved in the many programs facilitated by Residence Life staff. Students are invited to initiate or assist in the planning of programs or events sponsored by the Residence Life staff. All residential students are invited to attend programs that occur in any residential area if the topic piques their interest. All social and educational programs are promoted on Laker Launchpad and Reslife Instagram, as well as through other physical and electronic communication.

KEYS

During the check-in process, keys are issued to students living in apartments, townhouses, and freshman buildings. This key is for the student's personal use only and may not be duplicated or lent to anyone else. Students assigned to Ryan Hall are not issued keys – their student ID allows them to access their suite.

Although the university has made every effort to secure students' living environment, only students can ensure their safety by securing and locking doors as well as windows. Students should be carrying their keys and student IDs with them whenever they go out – even when merely going to another room or apartment within a building.

If a key is lost, it should be reported immediately to the Office of Residence Life. A temporary key will be issued by the Main Office staff so that the student can continue to search for the missing key. If a key is reported missing over the course of the weekend, the student should contact Police & Safety to be connected to the on-call staff member so that a temporary key can be issued. To ensure the safety of all assigned residents the Office of Residence Life can only allow residents to utilize temporary keys for 72 hours before a lock change is necessary. The cost of a lock change and replacement keys is $150. Students locked out of their rooms or apartments should first try to locate their roommate(s), then their RA; if unable to contact a staff member, Police & Safety should be notified.

STORAGE

The Office of Residence Life offers students an opportunity to rent storage space on Briggs and Lewis avenues. Storage is provided on a first-come, first-serve basis. Storage priority will be given to students who are five hours driving distance or more from the university. Depending on demand, priority will be given to International Students. Students are responsible for boxing and labeling their belongings and bringing them to storage. Payment must be received upon reserving a space. Space is limited. One storage space can be reserved per student. Your belongings must fit within this space.

Storage Spaces

- No boxes are provided.
- $50.
- Cash or check only.

Summer/Temporary Storage Reservation
Registration dates will be published through the Office of Residence Life; typically, the week before finals week begins. Each student reserving a storage space will be required to read and sign the storage agreement. This agreement outlines the expectations and limitations of Mercyhurst University storage.

These reservations are non-refundable.

Storage Room Drop-Off Hours (for students with reservations)
The Office of Residence Life staff taking storage reservations will schedule a storage drop-off time with each student upon reserving space.
Students dropping off items must stay within their storage limit. Those who take up more than their allotted space will be charged accordingly, at the discretion of the Office of Residence Life and Student Conduct.

Student Storage Policies

- Payment must be received upon reservation (cash or check only).
- A valid Mercyhurst ID must be presented at time of reservation, drop off, and pick up.
- Only clean mini-fridges and microwaves will be accepted.
- The privilege of summer storage extends only to students who will be residing on campus for the fall semester. Students who need additional storage, or who will be living off campus in the fall, should make arrangements with local storage facilities.
- Any items left in residential areas, not properly labeled in storage, or unclaimed items after the drop/add date will be disposed of at the discretion of the university without notification. When possible and appropriate, items will be donated to a local charity.
- Students must bring and collect their belongings during their assigned storage drop off and pick up times. Students who miss their assigned times must reschedule with Reslife staff when they have availability.
- Students store items at their own risk as the university assumes no responsibility for them. It is suggested that as much as possible be taken home.
- The university is not responsible for theft, loss, or damage of personal belongings. Students should plan to take valuables home during holidays and vacations and should not intend on storing valuables in these storage spaces.

LAUNDRY FACILITIES

Each residential building has washers and dryers available for student use at no additional charge. The washers and dryers are owned and maintained by an outside vendor – hereby referred to as the machine vendor. The university is not responsible for clothing damaged by washers or dryers, or for lost or stolen laundry. Questions or concerns should be addressed to the machine vendor (contact information found on the machines). Students are responsible for their laundry and laundry facilities in each building area. It is the expectation that students do not take or remove items belonging to others from washers/dryers or laundry facilities. Students found responsible for theft of items will be adjudicated through the conduct process. Students' personal belongings (i.e. drying racks, storage bins, etc.) should not be stored in the laundry facilities. Unclaimed laundry and personal items found in the

laundry facility will be confiscated after 24 hours and will be handled in accordance with the Confiscation Policy.

HOUSEKEEPING AND MAINTENANCE

Housekeepers are assigned to do routine cleaning in stairwells, hallways, lobbies, common bathrooms, and laundry rooms. They will clean up unacceptable or out-of-the-ordinary messes, but residents will then be assessed a cleaning charge. Maintenance workers operate on a work order system. If something needs to be repaired, students should complete an online work order available on the Hub, notify an RA, or contact Housing Maintenance (814-824-2273). Damage or the need for excessive cleaning/repair, determined to be malicious or intentional in nature, may result in students going through the Student Conduct Process.

For major maintenance issues after 3:00 p.m. on weekdays, any weekend, or during University breaks, please contact Police & Safety (814-824-3911).

Students should not attempt to make repairs themselves. Periodically, University personnel will be present in the buildings to repair and inspect residential facilities.

Damage, defacement, abandoned property, and trash found in common areas (lounges, stairwells, laundry rooms, etc.) is assessed to the smallest, most likely group of residents responsible when it cannot be determined who caused the damage. Damage in a residence will be assessed equally to all occupants unless a statement is received by the Office of Residence Life indicating who is accepting responsibility. If no resident takes responsibility, via contacting a designee of the Office of Residence Life, each assigned resident will be charged equally for the cost of damages.

COMPUTERS/NETWORK SERVICES

The residence hall rooms, apartments, and townhouses are equipped with a “port per pillow” network connection as well as wireless network service. Students must provide their own personal computers and networking cables. Students are not permitted to bring their own network router. For network requirements or recommended computer specifications, visit Mercyhurst Information Technology (IT) Website on the Hub or call the IT Help Desk (814-824-3200).

Students are automatically provided with e-mail, Self-Service, and Blackboard accounts. Network storage space is available for easy access to files from anywhere on the campus network or from the Internet. Special student pricing is available through companies such as Dell, HP, Apple, and Microsoft for personal computers/laptops, software, and antivirus software. Refer to individual company websites for more information.

The Residence Life office considers Mercyhurst e-mail accounts a means of official communication with individual students. All students are responsible for checking their Mercyhurst-issued e-mail accounts regularly and are held accountable for the contents of e-mails issued by the University.

HOUSING PROCEDURES

HOUSING SIGN-UP PROCESS

The returning student housing sign-up process begins in the spring semester. The Residence Life staff will provide students with information and important dates.

The procedure for the housing sign-up process is as follows:

- Each student completes an application for housing for the next academic year. This application will be the housing contract and will make the student eligible for the Housing Selection Process.
- Students then create groups by selecting their roommates for the following year within the Housing Portal. All students within a planned group must request and accept each other within the Portal to ensure a complete group and allow housing selection participation.
- Housing selection order is determined by the group's combined housing points. Housing points are determined by completed credit hours and student conduct. There are various opportunities for students to earn additional points throughout the year.
- Before housing selection begins, students are given the opportunity to review their earned housing points and discuss discrepancies with a professional staff member. Students may not dispute their housing points after the appeals deadline.
- Each group's timeslot for online selection will be emailed to each confirmed member.
- At their assigned time, one student from the group can log in and begin selecting their future housing assignment.

The housing selection process is subject to change to improve efficiency and due to changing housing needs.

Residence Life strongly urges students to find roommates and to have a complete group. Groups that do not completely fill the number of available beds in their housing assignment will be assigned additional roommates to fill vacancies. Should a student leave the university after being part of a group, the group should anticipate the university will fill that newly vacant spot. Students will be provided opportunities (i.e., roommate social, bulletin board) to assist them in finding roommates.
Rising sophomores are required to reside in the Sophomore Area, designated as Ryan Hall and Duval Apartments. Depending on needs, one or more Briggs Avenue buildings may be designated for rising sophomores.

Preferred housing, which includes but is not limited to townhouses, is extremely limited. Students are encouraged to have back-up plans.

Any student not participating in housing selection during the housing sign-up process will be assigned by the Office of Residence Life.

NOTE: Mercyhurst is a residential campus. Undergraduate students are required to live on campus during their enrollment. See the Residency Requirement Policy on page 49.

HOUSING REFUND POLICY

If the student leaves campus housing after June 1 or withdraws from the university, the student will be responsible for a $500 breach of contract charge. If a student withdraws or leaves the university during a semester within the occupancy period, housing costs will be refunded on a prorated basis, until calendar day 29, after which there will be no refund per university policy. In the event a student is not in housing or on campus as result of removal due to a conduct adjudication, including a determination that an interim suspension is warranted, a refund of housing costs will not be granted.

REFUND POLICY IN THE EVENT OF UNIVERSITY-WIDE RESIDENTIAL DISRUPTION

If the university were compelled to cease residential operations during a semester due to circumstances beyond its control (e.g., public health mandate, natural disaster), the university will offer pro-rated refunds based on the general framework below. The university reserves the right to modify these terms based on the nature of the disruption and surrounding circumstances, including the ability to offer refunds as credits towards future semester costs for those continuing their enrollment.

Tuition
Our students' successful academic progress remains the university's highest priority in the event of an emergency or critical incident. In most circumstances, the university's critical incident response plans ensure that instruction continues remotely through a variety of technologies, sometimes on a compressed or modified calendar. In such circumstances, no refunds of tuition will be issued.

Fees
Standard fees, program fees, lab fees, music fees, and other participation fees are used to support the preparation, maintenance, and operations of specific components of the university; therefore, fees are generally non-refundable. Refunds for fees related to cancellation of specific study abroad programs will be addressed on a case-by-case basis; the university cannot guarantee a full return of these funds for expenses incurred by the university in preparation for travel (e.g., the purchase of non-refundable travel tickets, etc.).

Housing
Room charges will be refunded on a pro-rated basis based on the housing rate assessed to a student, less a $500 room reclamation allocation (the portion of housing charges used to clean and maintain housing in preparation for students' arrivals). In calculating any proration, the start date of housing is equal to the first day all students are permitted to move on campus. The end date is the last date of classes, excluding final exams. The date of determination is the day following the last date students are permitted to remain in campus housing (i.e., the date students are required to exit campus following a public health order). Due to family or travel circumstances, some students may be unable to exit by the stated deadline. For students that request an extension due to extenuating circumstances, they will be permitted to remain on campus for up to seven additional days, in which case their proration shall be based on the original date of determination plus seven days. For students who must remain in emergency housing beyond that point, no housing refund will be provided.

Meal plans
Board refunds for block (Blue and Green) meal plans and unlimited meal plans will be prorated. For students enrolled in block meal plans, the proration will be based on the number of meals used, less any spent Bonus Bucks. Proration for students enrolled in unlimited plans will be based on the number of meal plan service days provided as of the date of determination (as outlined above). As Dining Dollars do not expire, students on Dining Dollar-only plans or with Dining Dollar credits balances will have their balances rolled to future semesters.

Adjustments to institutional financial aid
At the point of admission, residential students are provided with an institutional financial aid package that considers the costs of campus housing and meal plans. In the event of a residential disruption under this policy, the university may reduce the amount of institutional aid provided based on the reduced costs associated with the disruption. Students with institutional need-based aid (e.g., Mercy Scholarship, Presidential Scholarships, etc.), students with scholarships specific to support housing costs (e.g., Erie Housing Grant, Resident Assistant Scholarship, etc.), or students whose total grant and scholarship aid exceeds the costs of tuition and standard fees will have their aid adjusted. These reductions in financial aid are only for the semester in which the disruption occurred; aid will be fully restored in subsequent semesters, provided students continue to meet the eligibility criteria. Adjustments to financial aid may reduce, in whole or in part, any refund of housing or meal plan costs.

HOUSING CONTRACTS

Prior to being assigned to university housing, students are required to sign a Housing Contract. The Housing Contract, which outlines the rights and responsibilities of both student and university, is a legal commitment for the full academic year beginning with the fall semester and ending with the spring semester.

Students signing up for housing for a summer session require a contract covering that specific period.

RESIDENCY REQUIREMENTS & OFF-CAMPUS LIVING EXEMPTIONS

Mercyhurst is a residential campus. Undergraduate students are required to live on campus during their enrollment. Students who live within Erie County, Pennsylvania, may live at home and may be designated a commuter provided they reside with a parent or legal guardian within the county.
In rare cases, exemptions to the residency requirement may be granted. Exemptions are limited to marriage, having a dependent, being over the age of 24, or an approved accessibility accommodation (ADA). A previously signed off-campus lease will not be considered a reason for an exemption to be granted. Completing the Off-Campus Exemption form does not guarantee that approval will be given. Off Campus Exemption forms are found in the student housing portal prior to the start of each semester.

Students released from the residency requirement are required to adhere to the following procedure:

- Once an exemption has been approved, a copy of the signed lease should be submitted to the Office of Residence Life and Student Conduct no later than the last day of classes for the spring semester.

- Any changes in off-campus residency must be reported to the Office of Residence Life and Student Conduct.
- Students residing off campus must adhere to all terms of the Student Handbook, Code of Conduct, and all applicable laws and ordinances of the City of Erie and State of Pennsylvania.
- Failure to adhere to the on-campus living requirement and procedure for exemption may result in a student being billed for campus housing, being denied approval to live off campus, being required to move back into campus housing, adjudication through the Student Code of Conduct, and/or a registration hold being applied to the student's account.

MOVE-IN/MOVE-OUT

When students begin occupancy of their residence, they are required to check in with Residence Life. At the end of occupancy (often at the end of the spring semester), students are required to check out with Residence Life.

Students are checked into their residence by a member of the Residence Life staff, usually an RA. A resident's Room Condition Report (RCR) is completed, which documents the condition of the housing assignment upon check-in. Students are required to evaluate and assess the RCRs completed by the Residence Life staff by the dates provided during move-in. It is important to note students may be held responsible for any damage beyond wear and tear not noted during the RCR and move-in process. When a student leaves the residence, the RCR is used to assess any damage done during the student's residency. Students moving out of a room at any point in the year will be held responsible for leaving any belongings behind.

At the end of each semester, Residence Life will communicate and post the checkout process. A proper check-out requires that students leave their residence in a clean-swept condition, officially check out with a residence life staff member, return their key, and sign check-out paperwork. Students have the option to be present during a traditional move-out inspection to verify the condition of their residence upon check-out. Students who fail to check out with the proper paperwork, who have not followed the proper procedures (including failing to turn in their key) or who fail to check out during designated times will be charged a $100.00 improper check-out fee. Students who do not return assigned keys will be charged an additional $150.00 lost key and lock change charge. Residents who fail to make prior arrangements to stay beyond the move-out date and time will be charged a late check-out fee.
The signed housing contract is for a full academic year. Students leaving at a time other than the scheduled check-out times (in the spring semester) must notify the Office of Residence Life and make arrangements (i.e., set up a time to check out) with their RA to check out of their housing assignment properly.

HOUSING OVER BREAKS

Break periods include Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Easter Break. Break periods are defined as times that the residence halls and residential buildings are closed and there are not classes in session. These break periods are not times that students must completely move out of their housing assignment (i.e. students are free to leave their personal items in their housing assignment). During some break periods the university is closed, and students may not have access to all

offices and services. These break periods are times that fall within the dates outlined in the housing contract. They do not include transitional housing from summer to fall and from spring to summer.

All students (freshmen, sophomores, and upperclassmen) will be asked to register for the break period with the Office of Residence Life. More information regarding this process will be distributed prior to the break period. Card access to the halls will be turned off unless the resident registers to remain on campus over the break period. Students who act inappropriately or violate the Student Conduct Code over the break may be asked to leave campus for the remainder of the break and are subject to disciplinary action.

The university discourages leaving valuable belongings in your residence over breaks; the university is not responsible for any loss or damage. Students who leave campus should take their keys with them, enabling them to re-enter their living space upon return.

ROOMMATES & RESIDENCE CHANGES

Changes in room assignments requested by residents may be made only with the permission of the director of Residence Life or their designee. Adjusting to living with others takes time. Many students believe that a relationship will not work out before they have taken the time to communicate with their roommate(s) to try to work out the issues. Learning to work through challenges and to communicate with others is a vital aspect of living in a community, and Mercyhurst is an excellent place to hone these skills. The Office of Residence Life staff are available to aid students in developing Roommate Living Agreements and help facilitate roommate mediations as needed. Students who fail to uphold the guidelines of behavior that they, as roommates, agree upon may be moved from the room.

The atmosphere residents choose to create in their housing assignment will depend on their relationship with each other. It is important to remember roommates do not have to be best friends—a positive relationship with roommates depends much more on the mutual consideration of each other's differences. Choosing to behave in a hostile and/or unfriendly manner toward roommate(s) is not acceptable and will not be tolerated. Residents choosing to be uncivil will face a formal intervention and potential disciplinary action. If deemed necessary, the Director of Residence Life or their designee, may mandate a specific resident or all residents involved be moved from the housing assignment.

In order to give students time to become acquainted and to work through issues with their roommates, the Residence Life staff does not allow room changes for the first two weeks of each semester, or during the consolidation process, except in cases of emergencies as determined by the Office of Residence Life . When conflicts arise, the students involved are expected to discuss their concerns and differences.

Residents are encouraged to reach out to staff members for help, as they are available to mediate and facilitate these discussions in an attempt to resolve the conflict or to make the living arrangements more comfortable.

VACANCIES

When a vacancy occurs in a housing assignment, the space remains the property of the Office of Residence Life and is subject to the Consolidation Policy outlined above. Students are not permitted to

unilaterally claim, rearrange, or otherwise take over a vacant space within their room or apartment — including moving furniture into the vacant area, using it for storage, or treating it as private space — without prior approval from the Office of Residence Life.

A student's departure from a housing assignment, whether mid-semester or at the end of the fall semester, does not automatically result in a new roommate being placed in the space, nor does it automatically transfer the space to the remaining resident(s) for their use. The vacancy remains under the authority of the Office of Residence Life until a determination is made regarding its use.
All vacant spaces must be kept ready to accommodate a new resident at any time, including a made bed, cleared closet/dresser space, and an uncluttered desk. Residents who fail to keep a vacancy consolidation-ready may be subject to disciplinary action and/or billed for any cleaning, moving, or storage costs incurred as a result.

The Office of Residence Life reserves the right to place a new resident into a vacancy at any time, with or without advance notice to the current occupant(s). While Residence Life will make every reasonable effort to select a roommate match that is favorable to all students involved, certain circumstances — such as timing, availability, or urgency of the placement — may limit our ability to do so. Residents are expected to be respectful and welcoming to any new roommate placed in their assignment.

Students who wish to discuss options for a vacancy in their room — including the options outlined in the Consolidation Policy — should contact their Area Coordinator or the Office of Residence Life directly. Only the Director of Residence Life or their designee may authorize a change to a housing assignment, including the use or reassignment of a vacant space.

CONSOLIDATION POLICY

The Consolidation Policy was developed to make the best use of available residential space at Mercyhurst. In addition, it is intended to allow those students interested in having preferred housing the opportunity to obtain it (when available), to allow for students not presently living together the opportunity to share rooms, and to be fair to those students who have already paid for preferred housing. Therefore, due to the demand for campus housing, it will be necessary to consolidate spaces to accommodate housing requests and student housing needs.

Consolidation may occur at any time though every effort will be made to implement consolidation at the beginning and end of each semester. Information will be provided by the Office of Residence Life. During the consolidation periods, no other student moves will be permitted. Residents who have vacancies should expect to be consolidated. When a vacancy occurs, the remaining roommates will work with the Office of Residence Life to determine how to best fill the vacancies. Students remaining in a housing assignment with a vacancy typically have the following options:

- Retain their current housing with a new roommate of their choice who is involved in the consolidation process.
- Be assigned a new roommate by the Office of Residence Life.
- Choose to move into a space with a current or anticipated vacancy.
- Be assigned to another living space by the Office of Residence Life.

If consolidation is necessary, Residence Life will provide all students involved with information including the date of the move, the new location (if applicable), and the new roommate's name and email. Students living with a Resident Assistant must understand that if a Resident Assistant resigns, is terminated, or is reassigned, the roommates of the Resident Assistant will also be relocated to another apartment or reassigned to available open spaces on campus.

HOUSING PRIVACY AND SECURITY

Every effort is made to ensure the security and privacy of each student's residence. Students are an essential part of keeping themselves and their community safe. Students living in residential halls and buildings are expected to shut exterior and wing doors when entering or exiting their hall or building. Students are also advised to lock their doors and windows when they are in their residence and when they leave. If a key is lost it must be reported immediately to the Office of Residence Life. The University is not responsible for loss of personal property due to theft, fire, flood or other causes. Students and their parents are advised to obtain insurance coverage on all personal assets. Any security concerns should be reported to Police & Safety.

The university reserves the right to enter residents' rooms without permission or consent, in the resident's presence or absence, for the following purposes: maintenance inspection; repairs; cases of clear emergency; to ensure compliance with federal, state, and local law and university policies; or to aid in the responsibility of the university to maintain an environment conducive to learning. Residence Life staff may conduct Health and Safety inspections in university housing at any time to ensure that residents' rooms are free of health and safety hazards, well maintained, and in good repair.

PROTECTING YOUR PERSONAL PROPERTY

Mercyhurst advises students to protect personal belongings in the instance of flood, fire, theft, or other unexpected events that may occur in or around university housing. Mercyhurst is not able to insure personal items owned by students or their guests and does not assume any responsibility for securing or replacing damaged, lost, or stolen personal items. Students and their guests are responsible for their personal belongings and any damages or losses that may occur.

Many of you may be covered under your parents' homeowner's policy, but in some instances, it is necessary to purchase additional renter's insurance.

Mercyhurst University does not endorse a specific insurance company. To determine the best fit for your needs, conduct an inventory of what you are planning on bringing to campus. Then talk with your insurance agent to determine what is covered and if additional coverage is necessary. Some things to keep in mind include the following:

- Policies are usually not very expensive.
- If you have auto insurance, you may receive a multi-policy discount by using that company to cover your personal belongings with a renter's insurance policy.
- When shopping for a policy that is right for you, consider the total replacement value of items at the university, as well as the deductible you choose.
- Jewelry and other property with a high replacement value may require additional insurance.

If you have any questions about the information above, please reach out to the Office of Residence Life at ***reslife@mercyhurst.edu***.

Note: **Mercyhurst University does not assume responsibility for any resident's, student's guests, or other person's loss of money or valuables, or the loss of or damage to property, sustained on or about our campus property.**

HOUSING INSPECTIONS

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

A residential space may be entered and searched if it is believed to be in the best interest of the university, for reasons that pose a threat to the community, or if it is believed that the law or university policy is being violated. When possible and appropriate, university personnel will ask residents for their consent prior to the search. If consent is not obtained, the residence can be searched with authorization from the director of Residence Life and Student Conduct or designee. When possible, a Residence Life staff member will be present to ensure that the search is completed in a reasonable and proper manner. All contraband, weapons, or "fruits of crime" seized during an authorized search will be secured in the Police & Safety evidence room.

Any "legal" items (items that are legal to possess but nonetheless restricted by campus rules and regulations) that are confiscated may be returned to the student if the student can prove ownership via documentation. Items falling into this category will be released to the custody of the student immediately prior to the student leaving campus for a break period. Students must arrange a time with their hall director or area coordinator prior to retrieving the item. These items will be kept until the end of the spring semester following the confiscation. If the student does not collect or retrieve these items, they will be thrown away.

If at any time a previously confiscated item, or similar item, is found in the student's possession or within the student's residential space, the student will not be permitted to collect or retrieve the item. Authorized university representatives have the right to inspect student personal safes, lockboxes, containers, trunks or any other item that may contain a student personal lock if University representatives believe that property belonging to the university, to another resident/student, or prohibited items are contained within.

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

HEALTH AND SAFETY INSPECTIONS

Periodically, the Residence Life and/or Maintenance staffs will conduct Health and Safety Inspections in all residences. The staff will be looking for conditions that may pose a health or safety hazard. The date of inspections is not required to be posted in advance. Staff may enter with or without the presence of the occupants. Residents are required to maintain a safe, healthy, and hygienic living environment. If there is a problem or condition that needs to be corrected, the residents will be given a 48-hour period to make the necessary alterations or adjustments. Failure to comply with mandated adjustments will be adjudicated through the conduct system.

Any illegal or prohibited items found during these inspections will be confiscated in accordance with the Confiscation Policy, and the residents will be adjudicated through the conduct process.

CONFISCATION POLICY

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

Items prohibited by university policy for health, fire, or safety reasons that are confiscated may be returned to the student if the student can prove ownership via documentation. Items falling into this category will be released to the custody of the student immediately prior to the student leaving campus for a break period. Students must arrange a time with their hall director or area coordinator prior to retrieving the item. These items will be kept until the end of the spring semester following the confiscation. If the student does not collect or retrieve the item, these items will be thrown away.
If these items are found within the residency again, they will not be returned to the owner. Illegal items (such as controlled substances, drug paraphernalia, and weapons) are not items that can be released and will not be returned.

Prohibited use or possession of alcohol will result in its immediate confiscation and disposal. Typically, the resident in possession of the alcohol will be asked to dispose of it. Confiscated alcohol, alcohol containers, and items used for the mass consumption of alcohol will not be returned and will be disposed of.

Any confiscated item not claimed by the owner by the end of the academic year in which the item was seized (or at the end of the summer session if confiscated during the summer) will be disposed of without notification.

HOUSING ACCOMMODATIONS

To request any accommodations, please refer to the **Hub** https://lakersmercyhurst.sharepoint.com/sites/StudentsHub. Select the **Services** tab, then **Accessibility Services & Accommodations** from the dropdown options for detailed instructions and information regarding the determination of eligibility process. Please note that the university cannot provide accommodations that are not requested through this process.

If eligibility is determined, the ADA coordinator will work with the individual to provide accommodations that are reasonable. For a student, reasonable accommodations are adjustments that remove barriers and create equal access to programs, activities, or the learning platforms without fundamentally altering the academic content or learning objectives or posing an undue hardship to the university.

Questions regarding the accommodations process or any need for assistance should be directed to Susan Reddinger, ADA coordinator, by email at ada@mercyhurst.edu or by phone 814-824-2362.

The university requires supporting documentation from an appropriately licensed professional that outlines how a special housing assignment supports your medical needs/disability. A diagnosis of a medical condition/disability in and of itself does not automatically qualify a student for a special housing assignment. Private rooms are generally not provided as an accommodation if the accommodation can be provided in another way.

The ADA Committee works closely to identify appropriate and available housing solutions for students with documented disabilities and serious medical conditions. Students requesting special accommodation must complete and submit the Housing Accommodations form to receive consideration.

Please note that any accommodations provided pertain to the student requiring the accommodation and not to any associated roommate(s).

The special housing request form and supporting documentation must be submitted by March 1 for returning students and by May 14 for new students. A housing contract must also be submitted.

Students are required to notify Susan Reddinger, the ADA coordinator, at ***ada@mercyhurst.edu*** or 814-824-2362 of any schedule or housing changes that may occur during their program of study, to ensure that their reasonable accommodations are applied or adjusted accordingly. Students who withdraw from the university or have been suspended will need to contact the ADA coordinator, at ADA@mercyhurst.edu or 814-824-2362 upon their return to re-establish their accommodations.

NOTE: Mercyhurst is a residential campus. Undergraduate students are required to live on campus during their enrollment. See the Residency Requirement Policy on page 49.

ASSISTANCE ANIMALS

The Assistance Animal policy and request form applies to requests for the accommodation of assistance animals in university housing under the FHA or Section 504 (Please note, there is additional documentation required for Assistance Animals that is not covered by the online accommodations request form.) The term “assistance animals” within the meaning of the FHA or Section 504 should be distinguished from the Americans with Disabilities Act term “service animal” which specifically excludes animals who solely provide emotional support, well-being, comfort or companionship. “Assistance animal” is defined by the United States Department of Housing and Urban Development as an animal that works, provides assistance or performs tasks for the benefit of a person with a disability, or

provides emotional support that alleviates one or more identified symptoms or effects of a person's disability.

Residents may not bring an assistance animal into university housing unless they comply with the procedures set forth in this Assistance Animal Policy and until they receive approval from the ADA Committee. Please refer all questions regarding assistance animals or service animals to Susan Reddinger, the ADA coordinator, at ***ada@mercyhurst.edu*** or 814-824-2362.

HOUSING RULES AND REGULATIONS

APPLIANCES

All electrical or gas appliances have the potential to be hazardous, if not used according to manufacturer recommendations and kept in proper repair. Recognizing that some appliances are more hazardous than others, the following list of items may not be used in student housing. Some of these items constitute a serious fire hazard, or could cause damage to physical facilities. The item will be confiscated if found in residential areas and disciplinary action will be taken against students who possess such items. Residence Life reserves the right to limit appliances based on misuse and/or excessive electrical usage.

Unapproved appliances include, but are not limited to:

- Halogen lamps
- Sun lamps
- Hot plates
- Toaster ovens
- Electric fryers
- Electric heaters (unless specifically approved by the university Fire Safety Officer)
- Waterbeds
- Saunas
- Inflatable hot tubs
- Pools of any kind
- Fog machines
- Extension cords – Surge protectors are allowed and recommended

Any kitchen or cooking appliances approved by the Office of Residence Life must be contained (i.e. stored and used) in the kitchen or snack area of the apartment or suite. Approved cooking appliances may be limited by the specific residential building that a student is assigned to.

Regulations in the Freshman Residence Halls
Stand-alone microwaves are not allowed in student rooms in the freshman area, though microwaves are available in common areas. Only microwaves that are part of approved "MicroFridge" units are permitted in freshman housing. Refrigerators larger than 3.2 cubic feet are prohibited in freshman housing. All kitchen appliances other than crock pots/slow cookers — including but not limited to hot plates, toaster ovens, toasters, air fryers, electric griddles, and hot water kettles — are prohibited in freshman housing, particularly any appliance with an open heating element or without an automatic shut-off feature.

APPLIANCE	SHOULD NOT EXCEED
MicroFridge	3.2 cubic feet/10 amps
Refrigerator	3.2 cubic feet
Microwave (stand-alone)	not permitted
Other kitchen appliances (hot plates, toasters, air fryers, etc.)	not permitted
Crock pot/slow cooker	permitted

Regulations In Ryan Hall
A singular mini refrigerator and microwave are provided for each suite in Ryan Hall. These appliances are the property of Mercyhurst University. If there is a maintenance issue with a unit, this should be reported to Maintenance/Housekeeping. Students will be responsible for cleaning the unit while in their use. All appliances must be UL-approved. Refrigerators larger than 3.2 cubic feet are prohibited in Ryan Hall.

ADDITIONAL DOOR LOCKS

Only university-authorized and installed door locks, chains, and deadbolts are permitted.

Unauthorized Door Lock Installed
Written Reprimand
$50.00 Fine
Removal and Confiscation of Lock

DECORATIONS

Residents are welcome to hang posters, signs, and pictures on walls, doors, and closets with masking tape, painters' tape, or white poster-hanging putty. Residents are not permitted to use double-sided or duct tape, as these will leave a heavy residue and/or remove the paint. Residents are permitted to utilize command strips; however, they should use caution when removing the command strips as to not cause paint chips and damage. Residents may not use self-adhesive decals, nails, or bolts. Please note that the self-adhesive LED strip lights cause significant damage upon removal. It is recommended that residents use approved adhesive to avoid expensive damage charges. To avoid being charged for damage, residents are encouraged to decorate and remove items with care. Residents will be held responsible for any damage caused to the walls, ceiling, or flooring of their assigned space due to decorations. Residents may not possess any traffic or street signs without proper documentation as to its origin or legal purchase. Christmas lights must be UL approved. Decorations should not be excessive.

Excessive wall coverings can be considered a fire hazard.

Students are prohibited from decorating their assigned space with university property or property belonging to other individuals. Residents may not have signs in their rooms which are intended for use in other places. This includes traffic signs, road construction barricades, traffic cones, Student Housing or university signs, etc.

Permanent alterations or additions within the residence halls or apartments are prohibited. This includes, but is not limited to, painting or applying stickers to any window, ceiling, floor, wall, or

furniture surface, adding traditional wallpaper or borders, or affixing permanent shelving. Temporary, removable, decorations and alterations are permitted.

Students are not permitted to decorate with empty alcohol or tobacco containers regardless of the student's age. This includes but is not limited to empty beer boxes or cans, liquor/wine bottles, or empty nicotine pouches or pouch containers. Students are also not permitted to decorate with prescription medication bottles.

Any signage, décor, or other item(s) deemed inappropriate, offensive, illegal, inflammatory, or intended to incite violence or disruptive behaviors which can be seen by the general university community or public is prohibited. This includes, but is not limited to windows, doors, and outward facing walls.

Determination will be made at the discretion of the director of the Office of Residence Life in accordance with the university's mission and values.

Any signage or décor on windows, exterior or interior doors that exceed 50% coverage will be removed. Students must decorate with non-combustible items. Students may not hang décor from the ceiling or sprinkler heads within the residential space, and décor should not extend into the building hallways or common areas.

Please note even temporary items can cause permanent damage upon removal. Students are responsible for any damage regardless of intent. If you have specific questions reach out to a Residence Life staff member at ***reslife@mercyhurst.edu***.

Screens may not be removed from any of the windows.

Possession of a Prohibited Item
Written Warning
$25.00 Fine per item
Confiscation of Item
Possible Educational Sanction

Excessive Wall or Ceiling Coverings
Written Warning
$50.00 Fine
Removal of Coverings
Possible Educational Sanction

Excessive Door or Window Coverings
Written Warning
$25.00 Fine
Removal of Coverings
Possible Educational Sanction

Unacceptable Door or Window Signage
Written Reprimand
$50.00 Fine

Community Restitution
Educational Sanction
Removal of Coverings

Alcohol/Tobacco Container Used as Decoration
Written Warning
$25.00 Fine
Confiscation of Container

Damage or Defacement
Social Probation
$50.00 Fine
Community Restitution
Restitution (Cost of repair or replacement)
Possible Housing Reassignment

Excessive Wall and Ceiling Coverings
$25.00 Fine
Written Warning
Removal of Coverings

DAMAGES

Each resident will sign a residence Room Condition Report (RCR) when they move in, anytime a room change occurs, and upon checkout. The student is required to leave the room in the same good order and condition as it was upon move-in. This report will be used at the end of occupancy to determine whether any damage was done to the student's housing assignment. Other than normal wear and tear, residents are responsible for missing furniture and damage in their room or apartment. To avoid damage, residents are asked to decorate with care. Damage, defacement, abandoned property, as well as trash found in common areas (lounges, stairwells, laundry rooms, etc.) is assessed to the smallest, most likely group of residents responsible when it cannot be determined who caused the damage.

Damage cost in a housing assignment will be assigned equally to all occupants unless a statement is received by the Office of Residence Life indicating who is accepting responsibility. If no resident takes responsibility, via contacting a designee of the Office of Residence Life, each assigned resident will be charged equally for the cost of damages.

If the total assessed damage divided by the number of occupants is less than $5.00 per person, the students will not be billed.

FIRE ALARMS

When the fire alarm sounds students must vacate the building as quickly and safely as possible via the nearest fire exit. Elevators may not be used during fire alarms. Students must walk, not run, to the nearest exit. Failure to evacuate is dangerous and may result in disciplinary and/or legal action. The university advises all residents to familiarize themselves with the location of fire extinguishers, alarm

boxes, and fire exits. Anyone deliberately setting off a false alarm will be suspended immediately. In the event of a fire alarm, smoke or fire:

- Do not panic. Remain calm.
- If there is smoke in the room, keep low to the floor.
- Before opening a door, feel the door and the doorknob. If they are hot, do not open the door.
- Before opening a door, brace yourself against it and open it slightly. If heat or heavy smoke is present, close the door and stay in the room.
- If you can leave the room, take your room key and close all doors behind you.
- Go to the nearest exit or stairs. If the exit contains dense smoke, find another escape route. Posted in each room, hallway, and stairwell are evacuation plans for your reference.
- After evacuating the building, meet at your designated area and stand clear of the building
- If all exits are blocked, stay in your room. Remain calm.
- If you have a phone, call university Police & Safety at 814-824-3911 or call 911. Tell them where you are and that you need assistance.
- Open a window slightly to let in fresh air. Take care not to draw smoke into the room or feed the fire by creating a draft.
- Draw water from the bathroom to keep towels and sheets wet.
- Place wet towels and sheets around doors and cracks.
- Hang an object out the window to attract the fire department's attention (sheet, blanket, or jacket).
- If heavy smoke is present, place wet towel over your nose and mouth and keep low to the floor.

Stand clear of the building after evacuating. Go to your designated area and help account for each person on your floor.

Gathering Locations Following Evacuation:

Warde..... Parking lot across from/away from entrance
Baldwin ..... Baldwin Fountain
McAuley ..... Parking Lot 1
Ryan Hall ..... Furthest end of parking lot/Hirt parking lot
Apartment/Upperclassman Halls..... Gather a safe distance from building

Never re-enter a burning building for any reason.

Call Police and Safety 814- 824-3911 or call 911.

In the event of an alarm:

- Awaken any sleeping roommates or suitemates.
- Prepare to evacuate by putting on shoes and coat, if time permits.
- Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, but if heat or smoke rushes in, close the door immediately and remain inside.
- When residents leave their room, they should be sure to take their key in case it is necessary to return to the room should conditions in the corridor deteriorate.
- If for any reason students are not able to leave their room, they should calll the campus Police & Safety at 814-824-3911 or call911 and inform them of their location. Help will be sent immediately.

If exit is possible:

- Make sure to close the door tightly when evacuating.
- Follow a predetermined exit route in a quick and orderly manner.
- Leave the building using the nearest accessible stairway – not the elevator
- When exiting in smoky conditions, keep at least one hand on the wall and crawl to the nearest exit.
- After exiting the building, please keep clear of the building entry to allow quick access by fire and police personnel.
- When the building has been deemed safe for re-entry, the Fire Department or Police & Safety will authorize students to go back inside.

If exit is not possible:

- Make sure the door is tightly closed and use a bed sheet or blanket to fill the cracks around the door.
- Open the window two-thirds at the top to allow hot air and gases to escape—and one-third at the bottom. Keep facing near the bottom opening. This will ease breathing until help arrives. Never break the window. This will result in an inability to control the influx of smoke from other floors.
- Wave a towel or brightly colored shirt from the window to aid rescuers. The Fire Department will look for this sign.

FIRE EQUIPMENT

University housing is equipped with the required smoke and carbon monoxide detectors and fire extinguishers. All fire safety equipment is maintained by the Fire Safety Officer. In the event that equipment is damaged, the residents will be held responsible for the cost of repair or replacement. Battery-operated detectors are located in each residence. Disconnecting or removing a battery from a detector is prohibited. If an extinguisher is used, it must be reported to Police & Safety or the RA immediately. If it is not reported, the occupants of the apartment or hall may be held responsible for Creation of a Fire Hazard.

FIRE SAFETY REGULATIONS

Fire regulations are in place to protect students in their living space:

- The university prohibits the unwarranted discharge of fire extinguishers or tampering with fire-fighting equipment.
- Sounding a false fire alarm is illegal.
- Candles and incense are not permitted in campus housing.
- Gas grills and propane tanks may not be stored anywhere in campus housing.
- Hoverboards and Electric Personal Assistive Mobility Devices (EPAMDs) are not permitted in campus housing.
- Live Christmas trees are not permitted in campus housing. Christmas lights must be UL approved.
- Removing batteries from smoke or carbon monoxide detectors is prohibited.

- Fire doors are to remain closed at all times, since they act to contain toxic fumes and fire to a limited area.
- Hallways, corridors, doorways, and fire escapes must remain unobstructed at all times.
- Detectors and fire alarms in all residence areas must remain unobstructed at all times.
- All ceiling tiles must remain intact. Missing and broken ceiling tiles create drafts that can lead to rapid spread of toxic fumes and fire.
- Wall and ceiling coverings deemed excessive pose a fire hazard and are therefore prohibited.
- All doorways must remain clear of furniture or drapes that may inhibit or prevent students from escaping in case of fire.

Excessive Wall or Ceiling Coverings
Written Warning
$50.00 Fine
Removal of Coverings
Possible Educational Sanction

Failure to Evacuate in the Event of a Fire Alarm
Disciplinary Probation
$250.00 Fine
Educational Sanction
Community Restitution

Possession of Candle/Incense/Hoverboard/EPAMD in University Housing
Written Warning
$25.00 Fine per item
Confiscation
Possible Educational Sanction

Creation of a Fire Hazard
Social Probation
$100.00 Fine
Educational Sanction
Removal and Restitution (Cost of repair or replacement)

Tampering with Fire/Safety/Emergency Equipment
$200.00 Fine
Disciplinary Probation
Community Restitution
Educational Sanction
Possible Restitution (Cost of repair or replacement)
Possible Educational Meeting with the Fire Safety Officer

OCCUPANCY LIMITS

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

- Upperclassman Apartments/Townhouses . . . . . 16 or fewer people
- Ryan Hall . . . . . 10 or fewer people
- Freshmen Rooms . . . . . 8 or fewer people

Residents may not permit more than the specified number of people into their living space.

Exceeding Occupancy Limit
Written Warning
Possible Educational Sanction

Hosting a Gathering Exceeding Occupancy Limit
Social Probation
$150.00 Fine
Possible Educational Sanction
Possible Community Restitution
Possible Housing Reassignment

FRESHMAN AREA VISITATION POLICY

Mercyhurst University was founded in the tradition of the Sisters of Mercy, which includes the ethics and morals of Catholic Christianity. The university has the right and responsibility to establish living arrangements that reflect Christian values while encouraging the growth and development of students into adulthood. All students are called to responsible behavior by making sound moral judgments reflective of this tradition.

Mercyhurst University students' primary purpose is to achieve academic success. The university strives to create living and learning environments within the freshman residence halls that are conducive to study, sleep and healthy living. The right of any resident to sleep, study, or simply enjoy privacy will always supersede a roommate's privilege to host guests/visitors in the room.

Residents may entertain guests of the opposite sex in their rooms from 10 a.m. until midnight, Sunday through Thursday, and 10 a.m. until 2 a.m. on Friday and Saturday. Residents are always required to sign in their guests at the front desk. Hosts are responsible for the behavior of their guests at all times. All hosts and guests must abide by the visitation policy.

Violation of Visitation Policy
Written Warning
Possible Loss of Visitation Privileges

FRONT DESKS

Baldwin, McAuley, Warde and Ryan Halls each have a front desk. All guests must be escorted through the building at all times. Hosts will be held accountable for the behavior of their guests. Proximity readers are installed at each hall entrance to allow residents after-hours access.

FURNITURE

Beds, desks, desk chairs, and dressers are provided by the university. In addition, each apartment has a living room and dining room furniture. No furniture in any residential housing may be taken apart or removed from the residence unless approved by the Office of Residence Life.

Furniture is placed in specific locations within the residential space upon move-in. When students move out of the residential buildings, they must relocate all furniture to its original configuration in the space. Alterations, additions, and/or unauthorized use of university furnishings within residential housing are prohibited. University-owned furniture must always stay inside the room, suite, apartment, or townhouse and may not be found in hallways, basement, or in any other space outside the room, suite, apartment, or townhouse. This includes, but is not limited to, moving furniture from public areas to individual rooms, removing university furniture from residential housing, painting, marking, or applying adhesives to any furniture surface.

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

Students are prohibited from relocating bedroom furniture into common areas such as living rooms, basements, or building lobbies for the purpose of living or sleeping. This policy ensures that common spaces remain accessible and safe for all residents. Moving furniture from its designated location may result in disciplinary action and potential fines. Students are expected to use common areas responsibly and to keep them clean and orderly for community use.

Unauthorized Removal of University Furniture
Written Reprimand
$50.00 Fine
Restitution (Cost of repair or replacement)

Residing in a Common Space
Written Reprimand
$50.00 Fine
Educational Sanction
Possible Housing Reassignment

LOFTS

Residents are not permitted to construct lofts, purchase lofts, or make lofts by modifying University furniture. Residents may use only store-bought bed risers, without electric outlets/usb ports and are up to 6 inches, to raise their beds; no other devices, such as cinderblocks, are permitted.

Prohibited Loft
Written Warning
Removal of Loft
Possible Restitution

GARBAGE

It is the responsibility of residents to dispose of their garbage in the dumpsters located around each building (Townhouses, Wayne Street, Briggs Avenue, Lewis Avenue, and Duval Apartments) or in the designated trash areas within the residence halls (Warde, Baldwin, McAuley, and Ryan). Charges for garbage left in rooms, apartments, hallways, or public areas will be assessed equally to all residents of the apartment or hall when specific individuals cannot be identified. Recycling paper, plastic, and aluminum is encouraged.

Improper Disposal of Garbage
Written Warning
$35 Removal Charge (per resident/per bag)
Community Restitution

Failure to or Improper Disposal of Pet Waste
Written Warning
$35.00 Fine
Community Restitution
Possible Restorative Sanction

GRILLS

Gas grills and propane tanks may not be stored in residential housing, including basements, stairwells, and laundry rooms. The following safety precautions should always be taken when using outdoor cooking equipment:

- Outdoor cooking appliances should be kept a minimum of 10 feet away from any structure and should never be left unattended. All hot equipment should be monitored during and after cooking.
- Charcoal, when cooled, must be disposed of properly.
- Gas grills and propane tanks stored improperly (in residential buildings) will be confiscated.

Outdoor fires, bonfires, and recreational fires are not permitted on campus without prior approval from the director of Protective Services. Personal fire pits are not permitted.

GUEST POLICY

Guests of resident students are welcome on university property provided they conduct themselves in the same manner as is required of all Mercyhurst University students. A guest is defined as anyone who is not an occupant of a residence (room/apartment/suite/townhouse). The resident is responsible for familiarizing their guest(s) with the university's expectations and regulations. Residents are responsible for the conduct of their guests. Guests who violate laws or university policies may be banned from campus and/or face legal action. In instances where the guest is a minor and is a registered guest of a campus department or program (e.g., athletic recruits), Residence Life must be informed by the department, program, or student host of the dates and times for the visit, and the name of the student host that will remain with the minor at all times.

Abuse of the guest policy may result in the host and guest being found in violation of the unauthorized resident policy.

Guests are required to be escorted at all times. Furthermore, students may not give their university keys or access card to their guests for any reason. Guests who are students of Mercyhurst University share responsibility for their behavior with their hosts.

In all cases, the right of any resident to sleep, study, or simply enjoy privacy will always supersede a roommate's privilege to host guests/visitors in the room.

Failure to Abide by Guest Policy
Written Warning
Possible Loss or Restriction of Visitation Privileges
Possible Pro-Rated Housing Charges

Irresponsible Host
Written Reprimand
$50.00 Fine
Possible Loss or Restriction of Visitation Privileges
Restitution (Cost of repair or replacement)

Violation of Escort Policy
First Offense
Written Warning
Possible Loss or Restriction of Visitation Privileges

Second Offense
Written Reprimand
$50.00 Fine
Educational Sanction
Loss of Visitation Privileges

HORSEPLAY IN RESIDENTIAL BUILDINGS

Playing sports, roughhousing, or other conduct that has the potential to cause disruption, damage, or injury inside residential housing is prohibited.

Horseplay
Written Warning
Restitution
Confiscation of Equipment

MANDATORY MEETINGS

At the beginning of each year, mandatory hall/building meetings are held to introduce and review housing policies and regulations. Throughout the year, mandatory meetings may be held by the Residence Life staff to address residents regarding policy changes or concerns.

Attendance at these meetings is required for all relevant residents. Residents are responsible for any information presented at the meeting.

Failure to Attend a Mandatory Meeting
Written Warning
$25.00 Fine

PETS

Pets of any kind except for aquarium fish in a tank no larger than ten (10) gallons are prohibited. The occupants of the room will assume all charges for damages related to the use or malfunction of the tank/aquarium. Students who are found with pets in their rooms, other than service animals or emotional support animals for which the student has been granted accommodation by the Accommodations Committee, will be asked to remove the pet(s). Failure to comply with such a request will result in disciplinary action.

Any exception to the pet policy must be approved by the director of Residence Life or designee prior to the animal's arrival on campus. For more detailed information, refer to the Assistance Animal Policy of the Student Conduct Handbook (Page 61).

Unauthorized Animal
Removal of Pet from Campus
Social Probation
$150.00 Fine
Community Restitution
Educational Sanction
Restitution (Cost of Damage)
Possible Housing Reassignment

Neglect of Animal
Disciplinary Probation

$150.00 Fine
Community Restitution
Educational Sanction
Restitution
Possible Confiscation or Removal of Animal

Abuse of an Animal
Disciplinary Probation
$200.00 Fine
Community Restitution
Educational Sanction
Restitution
Possible Confiscation or Removal of Animal

Failure to Comply with Assistance Animal Policy – First Offense
Written Warning
$25.00 Fine
Community Restitution
Educational Sanction
Possible loss of Approved Accommodation

Failure to Comply with Assistance Animal Policy – Second Offense
Written Reprimand
$50.00 Fine
Community Restitution
Educational Sanction
Possible loss of Approved Accommodation

Failure to Comply with Assistance Animal Policy – Third Offense
Social Probation
$75.00 Fine
Community Restitution
Educational Sanction
Loss of Approved Accommodation

COURTESY HOURS

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

Failure to Abide by Courtesy Hours
Written Warning
Possible Restorative Sanction
Possible Confiscation of Equipment (e.g., speakers)

QUIET HOURS

Quiet Hours have been established to ensure that the living environment is conducive to studying and sleeping. The hours are from 10 p.m. until 8 a.m. Sunday through Thursday and from midnight to 11 a.m. on Friday and Saturday.

Twenty-four-hour quiet hours will be in effect from 6 p.m. on the last day of classes until 6 p.m. on the last day of finals.

Violation of Quiet Hours
Written Reprimand
$25.00 Fine
Restorative Sanction
Possible Confiscation of Equipment (e.g., speakers)
Possible Housing Reassignment

Violation of 24-Hour Quiet Hours
Social Probation
$50.00 Fine
Restorative Sanction
Possible Confiscation of Equipment (e.g., speakers)
Possible Housing Reassignment

SMOKE & TOBACCO-FREE BUILDING POLICY

Mercyhurst University is a tobacco-free campus. There is no smoking, tobacco chewing or use of inhalation devices (e.g., vaporizer, e-cigs) anywhere in residential housing and in the immediate perimeter of campus. Residents will be held responsible for their guests' actions. Please see Smoke and Tobacco Free policy on page 106

STUDENT ID CARD POLICY

Mercyhurst University identification cards are the property of Mercyhurst University, and any attempts to alter, enhance, or reprogram a card may result in disciplinary action including adjudication through the Student Conduct system or criminal arrest. All students MUST carry their ID cards at all times when on university property and present the card to any university employee (staff, faculty, and administration, including Police and Safety personnel) when requested to do so. Failure to comply with the request will result in appropriate disciplinary action. Lending or giving this card to another party is prohibited. Misuse of the ID card can result in loss of privileges and disciplinary action.

Violation of Student ID Card Policy
First Offense
Written Warning
Possible Educational Sanction

Second Offense
Written Reprimand
$25.00 Fine
Educational Sanction

VEHICLE POLICY

First-year students residing in university housing are not permitted to register or park a personal vehicle on campus. This policy supports student success and encourages first-year students to integrate into the residential community and aids with the campus parking capacity.

First year students living in the Freshman Area who are found to have brought their vehicles will be required to take them home and will face disciplinary action, even if the car is parked on a neighborhood street rather than on campus. Residence Life and Student Conduct recognizes that temporary and permanent exemptions to this policy may be appropriate.

Exemption Process
A first-year student may request an exemption to this policy by submitting a Vehicle Exemption Request to the Office of Residence Life and Student Conduct. In order to submit a Vehicle Exemption Request email Reslife@mercyhurst.edu for access to the request form.

Exemptions will be considered only for the limited reasons listed below. Meeting one of these reasons does not guarantee that an exemption will be granted; each request is reviewed individually.
Off-campus employment is not a qualifying reason for an exemption.

Qualifying Reasons

1. **Medical or disability-related need.** The student has a documented medical condition or disability requiring regular access to a personal vehicle. Documentation from a licensed healthcare provider, submitted through Disability Services, is required.
   Students looking for long term (an exemption for the entire academic year) should apply for an ADA Accommodation through the Accessibility Services and Accommodations Office. Students looking for a temporary or short term medical related need can request an exemption through the Reslife Vehicle Exemption Request form.
2. **Academic necessity.** The student is enrolled in a credit-bearing academic program, internship, or clinical placement located off campus essential to coursework.
3. **Family caregiving responsibility.** The student has a regular, ongoing responsibility to provide transportation for a parent, sibling, or dependent. Supporting documentation describing the nature and frequency of this responsibility is required.
4. **Age.** The student is 21 years of age or older at the time of the request.
5. **Active military service.** The student is an active-duty member, reservist, or member of the National Guard. Documentation, such as a military ID or official orders, is required.
6. **Distance from permanent home address.** The student's permanent home address is six hours or more of driving distance from campus.
7. **Other.** Mercyhurst recognizes that exceptional circumstances may arise that are not captured by the categories above. A student who believes such a circumstance applies to them may submit an exemption request explaining the nature of the circumstance for consideration.

Requests will be reviewed by the Office of Residence Life and Student Conduct. A vehicle may not be brought to or kept on campus until the exemption request has been approved and a parking permit has been issued. Approved exemptions are valid for the period specified at the time of approval. The Office reserves the right to revoke an approved exemption if a student violates campus parking or vehicle regulations.

If granted exemption, then the freshman must park in the designated freshman parking lot, Lot 20 located at East 38th Street and Pine Avenue (across from Arby's/CVS). Associated vehicle registration fee will apply.

Violation of the Freshman Area Resident Vehicle Policy:
First Offense
Removal of the Vehicle
Written Warning

Second Offense
Removal of the Vehicle
Written Reprimand
$25.00 Fine

Repeat Offender
Removal of the Vehicle
Social Probation
$30.00 Fine * subsequent violations will be increased $5.00 and not exceed $50.00
Possible Denial of Future Parking Privileges

Resident Vehicle Policy
Visitor passes are available at Police & Safety and are required for friends and family who are visiting. No student may obtain parking permits for others. Police & Safety issue parking permits with the understanding that the permit will be used for the students own use. Allowing another individual to use a permit issued to a student is a violation of University policy. Transference of permits must be facilitated by Police & Safety.

Unauthorized Possession or Misuse of a Parking Permit
Removal of the Vehicle
Written Reprimand
$50.00 Fine
Possible Denial of Parking Privileges

WEAPONS/FIREARMS/EXPLOSIVES

Weapons of any kind are strictly prohibited. The possession, storing, carrying, or use of any weapon, ammunition, explosive or any item that could jeopardize the health and/or safety of the community is prohibited in all residence halls, common buildings, and quad areas immediately adjacent to the residence halls. This includes pistols, rifles, shotguns, BB guns, paintball guns, air gun, spring gun, orbeez

guns, implement that propels a pellet of any kind with a force that could damage or cause bodily harm, starter pistols, flare guns, tranquilizer guns, stun guns, zip guns, spearguns, dart guns, slingshot ammunition or bows and arrows. Any knife, dagger, razor, or other cutting instruments in which the blade is exposed automatically through a switch, push button, or spring mechanism. Any striking instrument including clubs, truncheons, blackjacks, sandbags or metal knuckles. Any martial arts weapons including nunchakus, tonfas, staffs, and throwing stars. Any device that discharges chemical irritant or tear gas including smoke grenades and any incendiary device including fireworks and devices with flammable liquids enclosed in readily breakable containers that can be equipped with an igniter. The university reserves the right to determine whether a specific object jeopardizes the health and or safety of the community.

If a student needs assistance in determining what may be a hazardous device, the Police & Safety office should be contacted. Mercyhurst University adheres to all municipal, state, and federal laws regarding weapons, ammunition, fireworks, and other dangerous substances.

Individuals who need any of these items for a recognized university-sponsored or supervised activity will need to store the item at Police & Safety until they are needed for the activity/event.

In addition, toy weapons including Nerf guns, water guns, or other toys replicating authentic weapons in any way are not permitted to be used in the residence halls or on campus.

Residence hall students may store the toy weapons listed in this paragraph in their residence for use off campus, at university-sponsored or supervised activities/events. Modified toy weapons are not permitted.

UNAUTHORIZED RESIDENTS IN HOUSING ASSIGNMENTS

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

Unauthorized Resident
Immediate Removal of Unauthorized Resident
Social Probation
$50.00
Prorated Housing Charges
Restitution
Possible Restorative Sanction
Possible Housing Reassignment

STUDENT CONDUCT SYSTEM

SIDNEY RICE, DIRECTOR
323 EGAN HALL, (814) 824-2422

INTRODUCTION

Mercyhurst University is a community of learning dedicated to the lifelong development of the whole person where students gather knowledge, insight, skills, and vision necessary to attain the goals they have set for themselves.

Every member of the Mercyhurst community is responsible for meeting the standards of behavior set by the university. These standards establish a foundation upon which the student builds a life reflecting good citizenship, mindfulness, and the safety and wellness of the campus community.

While understanding errors in judgment, the Conduct Code is intended to maintain the integrity of the University Mission and Core Values while fostering the continued growth of the student. The focus of the Conduct Code is good judgment, responsible social stewardship, and concern for an improved quality of life for the whole community. Excessive regulation, tedious debate, and contentious challenges are not the aim of this Conduct Code. It is the responsibility of every Mercyhurst student to read and understand the university conduct code and recognize how the code could impact them.

ADMINISTRATION OF THE CONDUCT CODE

When an event occurs that suggests violation of the Conduct Code, the nature, severity, complexity, or sensitivity of the incident will determine which authority conducts a review. Initial investigations are always completed by the Student Conduct staff. In some situations, the investigating authority may not adjudicate the case. When deemed appropriate by the director of Residence Life and Student Conduct, the case may be heard by a Student Conduct panel, a Student Conduct board, or by an administrative review.

STUDENT CONDUCT STAFF

The Student Conduct staff consists of the director of Residence Life and Student Conduct, area coordinators, hall directors, and the Title IX coordinator. Typically, cases are adjudicated by student conduct staff.

STUDENT CONDUCT HEARING PANEL

A Student Conduct hearing panel is typically composed of three members of the student conduct staff, and/or trained members from the university community. A panel often reviews serious or complex incidents including but not limited to incidents that involve students from several residential areas, repeat offenders, or higher-level conduct violations.

STUDENT CONDUCT HEARING BOARD

The Student Conduct hearing board reviews incidents that involve intricate circumstances or incidents that, by their nature, may involve severe sanctions, such as removal from university housing, suspension, expulsion, etc. The board is directed by a chairperson and is typically composed of two students, two faculty members, and two administrative staff, each selected from a pool of appointees. Students on the board may not be members of the Residence Life staff. The chairperson is appointed by the vice president for Student Life and does not vote except to break a tie.

ADMINISTRATIVE REVIEW

Administrative reviews are typically conducted by the Director of Residence Life and Student Conduct, the vice president for Student Life, or their designee. Administrative reviews occur when incidents may be exceptionally intolerable, nuanced, or of a sensitive nature, such as those involving offenses that violate the rights and privacy of others or depict the university, or university community in a problematic way. As appropriate, sexual misconduct cases will be referred to the Title IX coordinator.

NOTE: **Any student found to be responsible for violating the Conduct Code may receive one or more of a variety of sanctions tailored to the specific violation(s). The sanctions listed in the Student Handbook are presumptive. Individual mitigating circumstances (seeking assistance for a fellow student in distress), as well as aggravating factors (including but not limited to past misconduct by the student or failure to comply with previously imposed sanctions) may be considered when determining the level and scope of the sanction(s).**

The standard of evidence used in the student conduct process is "preponderance of the evidence" as opposed to "beyond a reasonable doubt." This means the hearing officer will make a final decision if there is a 51% chance likelihood a violation of a policy occurred, regardless of any tangible evidence that may or may not be available. The university reserves the right to make necessary changes to the policies and procedures outlined in the Student Handbook without prior notice, so long as such changes do not impact the overall fairness of the Student Conduct process.

The Student Conduct office considers Mercyhurst e-mail accounts a means of official communication with individual students. All students are responsible for checking their Mercyhurst-issued e-mail accounts and are held accountable for the contents of e-mails issued by the university.

CONDUCT PROCESS

- An event is documented.
- A preliminary review of each incident will determine if the case should be heard through the Title IX process or the appropriate Student Conduct process, such as the Sexual and Gender-Based Misconduct process housed within the Student Conduct Code.
- Any student involved will be sent a notice of allegations by student conduct staff. The student will be scheduled for a Student Conduct investigatory meeting based on academic schedule. The notice of allegations will contain the date, time, and location of the Student Conduct meeting. This notice is generally sent to their university email. The student is provided with a copy of their Rights and Responsibilities at this time. If a student does not respond to the initial notice or fails to attend a meeting, the adjudicating authority will hold the meeting in the student's absence.

- Any student present for an incident, but who may not be involved, will be scheduled for a Student Conduct investigatory meeting as a witness. The student will be scheduled for a Student Conduct investigatory meeting based on their academic schedule. A notice containing the date, time, and location of the conduct meeting will be sent to the student's university email. If a student witness fails to attend the meeting, they may go through conduct for failure to comply.
- It is important to remember that there may be cases that require multiple investigatory meetings to help the case adjudicator make an informed decision.
- Once all investigatory meetings have been held, the case adjudicator will schedule Student Conduct hearings based on the students' academic schedule. Students will be notified of the Student Conduct hearing by their university email. If a student fails to attend the Student Conduct hearing they will be notified of the outcome of the case via their university email.
- Typically, hearings will be conducted in private. However, admission of any other person to the hearing may be permitted at the discretion of the adjudicating authority. With incidents involving multiple students, group hearings may be provided when appropriate. Conduct meetings may be modified to be conducted remotely (telephone, Teams, Zoom, or other medium).
- All procedural questions are decided by the adjudicating authority.
- The adjudicating authority has the right to involve other trained staff members in any student conduct meetings for the purpose of note taking or dictation.
- The adjudicating authority determines if the student is responsible for the alleged conduct violations. If the student is found responsible, the adjudicating authority will use the Conduct Code as a guide in determining an appropriate sanction.
- The student is provided with an outcome letter, which includes guidelines for appealing the decision.

  There may be times when there is insufficient evidence to hold a student formally responsible for the violation of the conduct code. Should similar incidents or allegations arise, the university reserves the right to consider previous reports as part of a broader pattern of behavior during any subsequent investigations.

Student Rights & Responsibilities

- The adjudicating authority reserves the right to involve additional participants in the conduct process. For instance, coaches, advisers, IT personnel, peers, etc. may participate in the process when deemed appropriate by the adjudicating authority. Witnesses may also be consulted at the discretion of the adjudicating authority.
- The student has the right to be accompanied by an emotional support person of the student's choice and at the student's own expense. The student is responsible for presenting their own information and argument and therefore, support persons are not permitted to speak or to participate directly in any hearing or meeting.
- The student has the right to present the information from witnesses during the hearing. If the student requests witnesses be permitted to present their statements at a hearing, the student must demonstrate the relevancy of the witness's information prior to their admission to the hearing. If such relevancy cannot be demonstrated, the adjudicating authority may refuse to hear the information. The adjudicating authority will be able to question the witness.
- All student records maintained by the Student Conduct office, including incident reports and sanction information, are protected as educational records by the Family Educational Rights and

Privacy Act (FERPA). Students wishing to share information regarding conduct will need to have a signed information release with the Office of Residence Life and Student Conduct.

- Students may request to review their student conduct records at any time. All requests will be granted. Students have the right to review their personal conduct records in person. These records will be printed, any information identifying other students or personal information will be redacted. Students will not be given their student conduct records and cannot take pictures, videos or notes when reviewing their records. Any reviewing of the student conduct records must be done by the student in front of a Police & Safety officer or a Residence Life and Student Conduct staff member.
- All students have the right to appeal a student conduct decision based on limited grounds. A request for an appeal does not guarantee that a case will be reviewed or reheard. The request must meet one of the following grounds for an appeal:
    - Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the institution's own procedures);
    - New information that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
    - The appeal authority, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

NOTE: **Cases heard under the Sexual and Gender-Based Misconduct Policy generally follow the student conduct policies, procedures, and presumptive sanctions. However, in instances where the Sexual and Gender-Based Misconduct Policy and Student Conduct Process contradict, the Sexual and Gender-Based Misconduct Policy is the controlling policy.**

Permanent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the adjudicating authority.

STUDENT CONDUCT RECORDS

All records maintained by the Student Conduct office, including incident reports and sanction information, are protected as educational records by the Family Educational Rights and Privacy Act (FERPA). In most cases, a student's housing and student conduct record will be retained for seven years after the student graduates, withdraws, or transfers from the university. Certain student conduct records, including ones involving sexual misconduct or other serious violations, may be retained indefinitely at the discretion of the Director of Residence Life and Student Conduct.

Students may request to have their student conduct record expunged by submitting a written request to the director of Residence Life and Student Conduct. A request for expungement may be initiated only upon completion of all degree requirements and attainment of a degree. Record expungement, whether in whole or in part, shall be at the sole discretion of the director of Residence Life and Student Conduct. Expungement may occur only for students who have sanctions other than suspension or expulsion and whose violations were determined to have not threatened or endangered the health or safety of any person.

CONDUCT STANDING

Students going through the conduct process are assigned a conduct standing, or level, when found responsible. The assigned conduct level is determined by the type of conduct violation, the frequency of violations, and the severity of the incident that occurred. Conduct levels are not considered sanctions but rather indicate a student's current disciplinary standing with the university.

Written Warning
A warning is a notice that the student's behavior is unacceptable to the Mercyhurst university community and that further misconduct may result in more severe outcomes. Warnings are taken into account in the event of future violations. Students assigned a written warning are still in good disciplinary standing with the university. A warning is the only disciplinary sanction that does not result in the loss of housing points.

Written Reprimand
A written reprimand is an official censure for violating University regulations and is taken into account in the event of further violations. Students assigned a written reprimand are still in good disciplinary standing with the university, however students are still expected to complete all associated sanctions to remain in good standing. Written reprimands result in the loss of one housing point.

Social Probation
Social probation is meant to monitor and address student behavior to assess their adjustment to the demands of university life. A student is on social probation for a specified period of time. A student may be denied participation in certain activities and/or face facility restrictions. Additional violations while on social probation may result in additional sanctions up to and including suspension or expulsion. Students assigned social probation are still in good disciplinary standing with the university, however students are still expected to complete all associated sanctions to remain in good standing. Social probation results in the loss of two housing points.

Disciplinary Probation
Disciplinary probation is the most severe probation and means that a student is no longer in good standing with the university community. Once a student has completed all assigned sanctions associated with the disciplinary probation their status returns to good disciplinary standing. A student is on disciplinary probation for a specified period of time and may be accompanied by severe restrictions and requirements for the duration of the probation. A student may be denied participation in certain activities and/or face facility restrictions. Involvement in another incident during this probationary period may result in more serious disciplinary sanctions up to and including expulsion. Disciplinary probation results in the loss of three housing points.

Suspension
Suspension is a temporary separation from the university and requires that a student ceases attendance at classes and participation in university activities and vacates the university premises for a specified period of time. There shall be no refund of tuition, room, or other fees due or payable for the period of the suspension. While on suspension, a defiant trespass notice will be issued. Suspension means that a student is no longer in good standing with the university community. Once a student has completed all assigned sanctions associated with the suspension and the suspension date has passed, their status returns to good disciplinary standing. Suspension (including suspension in abeyance) results in the loss of four housing points in the academic year during which the student returns.

Interim Suspension
In certain circumstances, it may be necessary to impose an interim suspension that results in an emergency removal. This action is used when there is substantial reason to fear harm to persons or property, to ensure the safety and well-being of members of the university community, or when there is a threat of or actual disruption or interference with the normal operation of the university. A threat assessment must be completed prior to this action. During the period of interim suspension, a defiant trespass notice will be issued.

With the safety and welfare of the university community in mind, it may be necessary for a student who significantly disrupts student life, or is a danger to others, to be required to leave campus immediately for a designated period of time, determined by the director of Residence Life and Student Conduct or designee in consultation with appropriate university personnel. Before determining whether the student will be permitted to return to campus University authorities must approve an acceptable statement of the student's ability to return. Students must demonstrate their ability to not exhibit behavior that is disruptive to the campus community or threatening towards the safety and well-being of members of the university community. Further behaviors that disrupt the institution or interfere with the mission of the institution may result in additional disciplinary action up to and including suspension or expulsion.

Upon completion of the threat assessment, the student will be notified, and the interim suspension will be imposed immediately. A student has the right to appeal an interim suspension, per the appeal process. Pending the review of the appeal, the emergency removal will remain in effect.

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

REFUND AND WITHDRAWAL POLICY DURING THE CONDUCT PROCESS

Students who are suspended or expelled from the university for a violation of the Student Conduct Code are ineligible for any refund of tuition, fees, room, or board charges for the semester in which the suspension or expulsion is imposed. If a student withdraws while disciplinary proceedings are pending, the university reserves the right to complete the conduct process. In such cases, the student's participation will be solicited; if the student chooses not to participate, the process will continue in absentia.

CONDUCT SANCTIONS

Monetary Fines
Monetary fines may be required of a student who violates the Conduct Code. The student may be permitted to satisfy these fines through community restitution. Monetary fines can be paid directly to the Office of Residence Life and Student Conduct by cash or check, or the restitution can be placed directly on the student's bill. If a student does not pay their fine by the specified date, the adjudicating authority will place the fine directly on the student's bill.

Community Restitution
Community restitution may be required of a student who violates the Conduct Code. The adjudicating authority will assign the number of hours required. The adjudicating authority may also assign the work location, and the name of the community restitution supervisor if deemed appropriate. If the adjudicating authority permits students to determine their own community restitution location and/or supervisor, the authority must be given the site supervisor's contact information prior to hours being started. The student is entirely responsible for contacting, coordinating, completing community restitution hours with the supervisor, and submitting verification to the Student Conduct office by the specified date.

Monetary Restitution
When deemed appropriate, the student may be required to pay for damages or other expenses incurred as a result of the student's actions. Unlike monetary fines, monetary restitution cannot be satisfied through community restitution. Monetary restitution can be paid directly to the office of Residence Life and Student Conduct by cash or check, or the restitution can be placed directly on the student's bill. In some cases the adjudicating authority may decide that the restitution must be placed directly on the student's bill.

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

Reassignment or Removal from University Housing
Any student incapable of cooperative community living may be moved from a room or apartment to another location on campus. Should this occur, the original group of students who signed up to live together may be split up and assigned to available open spaces on campus. The student may also be restricted from visiting specified campus areas or activities. Removal from campus housing, when appropriate, is also a possible sanction or stipulation. There shall be no refund of room or other fees due or payable.

Loss of Off-Campus Housing Privilege
A student living off-campus may lose that privilege if behaviors disturb or disrupt neighbors or the neighborhood or bring disrepute to the university.

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

Counseling or Wellness Assessment
A student who has been assigned a counseling assessment is required to schedule a session (or sessions) with the university's Counseling Center or a counselor approved by the Counseling Center. The student will attend and participate in the assessment session(s) and permit the counselor to provide a verification of attendance and resulting recommendations to the director of Residence Life and Student Conduct.

In certain circumstances a student may be referred to the director of Campus Health and Wellbeing for reflection or further education on their behaviors. In these situations, a mandated counseling assessment may not be necessary, but talking to university wellness coaches on campus may be deemed beneficial for the student going through the student conduct process. In these cases, students will be required to complete any and all assigned tasks discussed with their wellness coach.

With the safety and welfare of the university community in mind, it may be necessary for a student who significantly disrupts student life, or is a danger to self or to others, to be required to leave campus immediately for a designated period of time, determined by the director of Residence Life and Student Conduct or designee in consultation with appropriate university personnel. University authorities must approve an acceptable statement of the student's ability to return to campus without continuing to pose behavior that is disruptive to the campus community or threatening towards the safety and well-being of themselves or of members of the university community, before determining whether the student will be permitted to return to campus. Further behaviors that disrupt the institution or interfere with the mission of the institution may result in additional disciplinary action up to and including suspension or expulsion.

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

APPEAL PROCESS

The purpose of the appeal process is to ensure the policies and procedures of Mercyhurst University are administered in a fair and consistent manner. An appeal is a request to a higher appeal authority to review a conduct decision or action.

REQUESTING AN APPEAL

The aim of the appeal request is to convince an appeal authority that reason exists, within the limited grounds for appeal, to review the case. The responsibility of showing such reason rests with the individual making the request. A student should have no expectation that an appeal request will be heard simply because the student is unhappy with or disagrees with the original decision or action. The student needs to do more than simply claim grounds for an appeal hearing; the student must demonstrate that such grounds exist.

The limited grounds available for appeal are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the institution's own procedures);

- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The appeal authority, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

To appeal, a party must submit their written appeal within five (5) business days of being notified of the decision, indicating the grounds for the appeal. The director of Residence Life and Student Conduct reserves the right to shorten or lengthen this time based upon individual circumstances.
The submission of appeal pauses any sanctions for the duration of an appeal. Supportive measures remain available throughout the duration of the appeal.

Appeals should be typed and not exceed 1,500 words. Appeals that do not meet this standard may be returned to the party for correction, but the time for appeal will not be extended.

If the director of Residence Life and Student Conduct, or their designee determines an appeal requires more information for them to make a decision before being decided upon, they reserve the right to ask the student for a meeting to clarify some of the information provided in the appeal. This meeting is not an appeal hearing.

The director of Residence Life and Student Conduct, or their designee, will review all appeal requests to determine if the request merits an appeal hearing or decision. For requests meriting an appeal hearing, the hearing will be conducted in a timely manner.

APPEAL HEARING INFORMATION

Typically, appeal hearings shall be conducted in private. However, admission of any other person to the hearing shall be at the discretion of the appeal authority.

In instances involving more than one student, individual or group appeal hearings may be provided.
The student has the right to be assisted by an advisor of the student's choice and at the student's own expense. The student is responsible for presenting their own information and argument and, therefore, support individuals are not permitted to speak or to participate directly in any appeal hearing (except as permitted through the Sexual and Gender-Based Misconduct Policy).

The student has the right to present the information from witnesses during the appeal hearing. If the appealing student requests witnesses be permitted to present their statements at the hearing, the appealing student must demonstrate the relevancy of the witness's information prior to their admission to the hearing. If such relevancy cannot be demonstrated, the appeal authority may refuse to hear the information.

Permanent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the appeal authority.

All procedural questions are decided by the appeal authority. The appeal authority may recommend to rescind, decrease, increase, modify, or uphold the conduct decision as deemed fit, based on the information supplied during the appeal process.

Note: Cases that were heard under the Sexual and Gender-Based Misconduct Policy generally follow the student conduct policies and procedures for appeals. However, in instances where the Sexual and Gender-Based Misconduct Policy and Student Conduct Process contradict regarding the terms, processes, and procedures for appeals, the Sexual and Gender-Based Misconduct Policy is the controlling policy.

ADMINISTRATION OF APPEALS

Appeals are conducted by appropriate appeal authorities. These authorities include but are not limited to a Student Conduct Appeal Panel, an Appeal Board, or an Administrative Appeal Hearing.

STUDENT CONDUCT APPEAL PANEL

The Student Conduct Appeal Panel tends to review those appeal requests in which the original incident involved conduct of a less serious nature. The panels are typically comprised of three staff members. The members of the panel may be Student Conduct staff members and/or another member of the university community who were not involved in the original incident or decision.

APPEAL BOARD

The Appeal Board reviews appeal requests in which the original decision involved severe sanctions, such as expulsion, suspension, removal from university housing, etc. The Appeal Board is directed by a chairperson and is typically composed of two students, two faculty members and two staff members each selected from a pool of trained members of the university community. Students on the Appeal Board may not be members of the Residence Life staff. The chairperson is appointed by the vice president for Student Life and does not vote except to break a tie.

ADMINISTRATIVE APPEAL HEARING

Administrative Appeal Hearings are conducted by the director of Residence Life and Student Conduct or designee. Administrative Appeal Hearings review appeal requests in which the original incident involved conduct that is of a sensitive or unusual nature, such as those involving drug offenses, bank robbery, etc. The director of Residence Life and Student Conduct may also convene an Administrative Appeal Hearing panel which is composed of upper-level administrators and faculty, when appropriate.

THE CONDUCT CODE

Mercyhurst University expects and requires of its students behavior consistent with its high standards of scholarship. Upon matriculation to the university, a student accepts its regulations and acknowledges the right of the university to take disciplinary action for conduct deemed unacceptable or disruptive, on campus. The University retains the right to investigate and hold students accountable for incidents and actions that may occur off campus or online.

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

Mercyhurst uses the preponderance of the evidence standards for determinations of responsibility. This means that the determination is based on whether it is more likely than not that a violation of the code occurred.

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

- The student shall be notified of a conduct meeting and/or hearing;
- The student shall be notified of matters requiring the student's response;
- The student shall receive a prompt, fair, and impartial hearing;
- The student shall be given the opportunity to provide relevant information during the conduct meeting.
- The student shall have the opportunity to request an appeal.

Any student found responsible for violating the Conduct Code may receive one or more of a variety of sanctions tailored to the specific violation(s). The sanctions listed in the Student Handbook are presumptive. Individual mitigating circumstances, as well as aggravating factors, including but not limited to past misconduct by the student or failure to comply with previously imposed sanctions, may be considered when determining the level and scope of the sanction(s). Typically, sanctions are imposed on a graduated scale, increasing in severity with subsequent violations.

NOTE: Good Samaritan Statement: Mercyhurst University views student safety as paramount. Student health and safety are the primary concerns of the Mercyhurst community. Students are expected to contact Police & Safety or the AC on duty when they believe that assistance for an intoxicated/impaired student is needed. Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved may have applicable alcohol sanctions waived. In incidents of crisis or medical emergency, Mercyhurst students are expected to care for themselves and for others in the university community by getting help from appropriate officials even when violations of the Conduct Code have occurred. In crisis situations involving alcohol, drugs and/or sexual misconduct the university strongly considers the positive impact of taking responsible action when determining the

appropriate response for alleged policy violations relating to the incident. The granting of any form of amnesty remains a matter of discretion with the adjudicator.

This policy does not preclude taking disciplinary action for violations associated with vandalism, theft, hazing, physical assault, sexual assault, or other policy violations. Amnesty under this policy is a matter of compassion, not a right. It is not to be abused by those who violate the Conduct Code repeatedly.

In the event that additional information is obtained during the conduct process, nothing in the Student Conduct Code prevents the University from seeking the assistance of state or local law enforcement in addition to the appropriate on-campus process.

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

Physical Harm
Disciplinary Probation
$250.00 Fine
Educational Sanction
Restorative Sanction
Possible Community Restitution
Possible Suspension

Physical Assault
Suspension
Possible Expulsion

Physical Abuse
Suspension
Possible Expulsion

Emotional Harm or Abuse
Disciplinary Probation
$250.00 Fine
Educational Sanction
Restorative Sanction
Possible Community Restitution
Possible Suspension

Stalking
Disciplinary Probation
$350.00 Fine
Counseling Assessment
Possible Suspension

Initiation of a Fight

Disciplinary Probation
$200.00 Fine
Possible Suspension

Participation in a Fight
Social Probation
$200.00 Fine
Possible Suspension

Reckless Endangerment
Social Probation
$100.00 Fine
Possible Suspension

Creation of a Hostile Environment
Social Probation
$100.00 Fine
Possible Disciplinary Probation
Possible Reassignment of University Housing

General Harassment
$100.00 Fine
Social Probation
Possible Disciplinary Probation
Possible Reassignment of University Housing

2. Threats and harassment through any medium including, but not limited to, email, text messages, instant messaging, social media, gaming platforms, telephone calls, letters, or any other verbal, written, electronic, or physical means — is strictly prohibited. This includes threats or harassment that are direct, anonymous, or made through a third party, and applies regardless of whether the conduct occurs on or off campus if it affects the safety or well-being of a member of the Mercyhurst community. Violations of this policy may result in disciplinary action up to and including suspension or expulsion and may also be referred to local law enforcement when warranted.

   Terroristic Threats (as defined by the Pennsylvania Crimes Code)
   Expulsion

   Threats to or Harassment of Any Employee of the University (including RAs)
   Disciplinary Probation
   $150.00 Fine
   Possible Suspension

   Verbal Threats
   Disciplinary Probation
   $100.00 Fine

Verbal Abuse
Social Probation
$50.00 Fine

3. Any bias-based acts that violate another person's rights are prohibited (i.e., race, sex, gender, sexual orientation, color, creed, religion, disability, national origin, age, or status as a veteran). If an action is deemed a bias-based act not only will the student be held responsible for the bias-based act, but they will also be held responsible for the violations of specific policies. Meeting with members of the university's Bias Response Team may be part of the mandated resolution for bias-based activities.

   Bias-based Acts
   Disciplinary Probation
   $250.00 Fine
   Possible Educational Sanction (as assigned by Bias Response team)
   Possible Suspension
   Possible Expulsion

4. All forms of sexual misconduct are expressly prohibited. Refer to *Title IX Grievance Policy* or the *Sexual and Gender-Based Misconduct Policy* in this handbook for more information on the policies and processes. This includes, but is not limited to Sexual Assault, Sexual Harassment, Dating and Domestic Violence, and Stalking.

5. Bullying and intimidation fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and can create conditions that negatively affect learning, thereby undermining the ability of students to achieve their full potential. As such, all forms of bullying including those taking place through electronic media are prohibited (cyber-bullying).

   Bullying
   Disciplinary Probation
   $200.00 Fine
   Possible Educational Sanction
   Possible Suspension
   Possible Counseling Assessment
   Possible Reassignment of University Housing

   Intimidation
   Disciplinary Probation
   $200.00 Fine
   Possible Educational Sanction
   Possible Suspension
   Possible Counseling Assessment
   Possible Reassignment of University Housing

6. It is unlawful to retaliate in any way against anyone who has reported, witnessed, or participated in harassment or discrimination. Members of the Mercyhurst community are encouraged to

express displeasure at any conduct which may be sexually harassing or in any way harassing to tell individual(s) engaging in the conduct that it is unwelcome. It is also a violation of the student conduct code to retaliate in any way against anyone who has reported, witnessed, or participated in any violation of the student conduct code.

Retaliation
Disciplinary Probation
$200.00 Fine
Possible Educational Sanction
Possible Suspension
Possible Counseling Assessment
Possible Reassignment of University Housing

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

   Presenting False Information (e.g., misrepresentation as a student of Mercyhurst University, university official, or member of a university organization)
   Disciplinary Probation
   $100.00 Fine
   Possible Suspension

   Providing Inaccurate Information to a University/Civil Official
   Written Reprimand

   Fleeing from an Incident or from a University/Civil Official
   Social Probation
   $50.00 Fine
   Possible Disciplinary Probation

   Failure to Comply
   $50.00 Fine
   Social Probation
   Possible Disciplinary Probation

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

   Manufacturing False or Altering Identification
   Disciplinary Probation
   $100.00 Fine
   Confiscation of Illegal IDs and/or Equipment
   Possible Suspension

Possession of or Providing False or Altered Identification
Social Probation
$50.00 Fine
Confiscation of Illegal ID
Possible Disciplinary Probation

Failure to Provide Identification
Removal from campus
Social Probation
$50.00 Fine
Possible Disciplinary Probation

9. Any activity on university property that negatively affects the university's pursuit of its mission is prohibited. Any behavior that disrupts or has the potential to disrupt the functions of the Mercyhurst University community, including behavior that disrupts the peace or violates the rights of others, is prohibited. Intentional disruption or obstruction of teaching, studying, research, administration, disciplinary procedures, or other University activities is prohibited.

Interference with University or Civil Authority
Disciplinary Probation
$200.00 Fine
Possible Suspension

Disorderly Conduct
Disciplinary Probation
$100.00 Fine
Possible Suspension

Disruption of University Activity
Social Probation
$50.00 Fine
Removal from Activity
Possible Disciplinary Probation

Disrupting or Harming Campus Animals or Wildlife
Disciplinary Probation
$100.00 Fine

Public Expression that Intends to Incite Disruptive Disturbances
Social Probation
$50.00 Fine
Possible Disciplinary Probation

Attempt to Coerce Participation in Disruptive Behavior
Written Warning

Pranks
Written Reprimand
Restitution

Excessive Noise
Written Reprimand
Confiscation of Equipment (e.g., stereo/speakers)

Influencing or Attempting to Influence Another Person to Commit an Abuse of the Conduct Code or State and Federal Laws
Social Probation
$50.00 Fine
Possible Disciplinary Probation

10. Lewd or indecent conduct, such as public urination, is prohibited.

Lewd or Indecent Conduct
Written Reprimand
$25.00 Fine

11. Hazing is prohibited. Pennsylvania's Hazing Law and the Federal Stop Campus Hazing Act define "hazing" as:

> Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of, whether or not established or recognized as, an organization by an institution of higher education. [Any such] activity…upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding.

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

Hazing
Disciplinary Probation
$200.00 Fine
Educational Sanction
Possible Action Against Campus Organization (including dissolving the organization)
Possible Suspension/Expulsion
Possible Withholding of Diploma and/or Transcripts Pending Compliance of Conduct Code

12. Weapons of any kind are strictly prohibited. The possession, storing, carrying, or use of any weapon, ammunition, explosive or any item that could jeopardize the health and/or safety of the community is prohibited in all residence halls, common buildings, and quad areas immediately adjacent to the residence halls. This includes pistols, rifles, shotguns, BB guns, paintball guns, air gun, spring gun, orbeez gun, implement that propels a pellet of any kind with a force that could damage or cause bodily harm, starter pistols, flare guns, tranquilizer gun, stun gun, zip gun, speargun, dart gun, slingshot ammunition or bows and arrows. Any knife, dagger, razor, or other cutting instruments in which the blade is exposed automatically through a switch, pushbutton, or spring mechanism. Any striking instrument including clubs, truncheons, blackjacks, sandbags or metal knuckles. Any martial arts weapons including nunchakus, tonfas, staffs, and throwing stars. Any device which discharges chemical irritant or tear gas including smoke grenades and any incendiary device including fireworks and devices with flammable liquids enclosed in readily breakable containers that can be equipped with an igniter. The university reserves the right to determine whether a specific object jeopardizes the health and or safety of the community.
    If a student needs assistance in determining what may be a hazardous device, the Police & Safety office should be contacted. Mercyhurst University adheres to all municipal, state, and federal laws regarding weapons, ammunition, fireworks, and other dangerous substances.

    Individuals that need any of these items for a recognized university-sponsored or supervised activity will need to store the item at Police Services until they are needed for the activity/event. In addition, toy weapons including Nerf guns, water guns, or other toys replicating authentic weapons in any way are not permitted to be used in the residence halls or on campus. Residence hall students may store the toy weapons listed in this paragraph in their residence room for use off campus, at university-sponsored or supervised activities/events. Modified toy weapons are not permitted.

    Possession of Weapons/Dangerous Item(s)
    Disciplinary Probation
    $350.00 Fine
    Possible Educational Sanction
    Possible Counseling Assessment
    Possible Suspension
    Possible Expulsion
    Possible Arrest and Prosecution

    Use of Toy Weapons On Campus
    Social Probation
    $50.00 Fine
    Possible Educational Sanction

    Possession and/or Use of Modified Toy Weapons On Campus
    Disciplinary Probation
    $100.00 Fine
    Possible Educational Sanction

    Use of Fireworks
    Disciplinary Probation

$100.00 Fine
Restitution
Confiscation of Materials

Possession of Fireworks
Social Probation
$50.00 Fine
Confiscation of Materials

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

    Intentionally Activating a False Fire Alarm
    Suspension

    Tampering with Fire/Safety/Emergency Equipment (including disabling smoke detectors)
    Disciplinary Probation
    $200.00 Fine
    Possible Educational Meeting with the Fire Safety Officer

    Blocking Fire Exits
    Written Reprimand
    $25.00 Fine

    Failure to Evacuate During a Fire Alarm
    Written Reprimand
    $25.00 Fine
    Educational Sanction
    Possible Educational Meeting with the Fire Safety Officer

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

    Recklessly or Intentionally Starting a Fire
    Suspension
    Possible Expulsion

15. The university prohibits a student from engaging in, or threatening to engage in, behavior that poses a danger of causing harm to self or others. The student will be mandated to complete a Counseling Assessment and will comply with counseling recommendations.

    Depending on the nature of the situation, possible removal from the University until the student can demonstrate and document his/her ability to return to a learning environment and communal living situation without threat of harm to self or others.

16. Theft of personal, civil, or university property, including theft of services or resources from Mercyhurst University-owned or -operated property is prohibited. Unauthorized possession of another person's property or university property is also prohibited.
    Theft
    Suspension
    Restitution

    Misuse of University Property
    Written Reprimand
    $25.00 Fine
    Restitution

    Unauthorized Use or Possession of Property Belonging to the University or Another Person
    Social Probation
    $50.00 Fine
    Restitution

17. The solicitation of sales, services, memberships, or gifts on campus without prior permission from the director of the Campus Involvement Center is prohibited. Solicitation is strictly prohibited in the residential areas.

    Solicitation
    First Offense
    Written Reprimand
    $25.00 Fine

    Second Offense
    Social Probation
    $50.00 Fine

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

    Misuse of University-Issued Key/Access Codes
    Written Reprimand
    $25.00 Fine
    Restitution
    Possible Suspension

    Improper Use of University-Issued Identification Card with Dining Services
    Written Warning
    Restitution

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

Tampering with Official University Documents, or Attempting to Falsify any University Record(s)
Suspension
Restitution
Possible Expulsion

Altering or Manufacturing a Parking Permit
Written Reprimand
$25.00 Fine

Unauthorized Possession or Use of a University-Issued Parking Permit
Written Warning
Possible Denial of Parking Privileges

20. Unauthorized entry into, or tampering with, facilities, property, services, or resources belonging to the university, its community members, guests, or licensees is prohibited. This includes construction and maintenance areas, as well as the use of windows as points of entry or exit.

Unauthorized Entry
Social Probation
$50.00 Fine
Possible Suspension
Restitution
Possible Expulsion

Burglary
Suspension
Restitution

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

Vandalism
Social Probation
$50.00 Fine
Restitution

Damage or Defacement
Social Probation
$50.00 Fine
Restitution

Littering
Written Warning
Restitution
Possible $50.00 fine

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

In some instances, registered clubs or organizations, athletic teams, and other groups may be approved to conduct small games of chance for fundraising purposes; consult the Small Games of Chance Policy available on the Hub.

Establishing a Game of Chance Involving Money
Social Probation
$50.00 Fine

Participation in a Game of Chance Involving Money
Written Warning

23. The operation of an unmanned aircraft system (UAS), a drone, is regulated by the Federal Aviation Administration (FAA).

    As a private institution, Mercyhurst University requires UAS operators to abide by FAA guidelines and requirements that promote the safe and responsible use of unmanned aircraft. Any use of a UAS from or over the campus or inside a campus building is strictly prohibited. The use of UAS is for educational or research purposes only and must abide by the following:
    - Must receive prior approval from the office of Police & Safety at least 48 hours prior to the use of the UAS.
    - Must provide date/time, purpose, and length of UAS operations, as well as the area of the campus where the UAS will be used.
    - Must comply with all federal, state and city laws.
    - Must have experience in operating the UAS and operate them in a responsible manner.
    - Must not operate over areas of public assembly, stadium, or areas of construction.
    - Must not photograph, video, or monitor areas where other members of the university community or members of the general public would have a reasonable expectation of privacy.

    Any violations of law (trespassing, illegal surveillance, reckless endangerment) or violations of university policies may subject the individual(s) to both criminal and/or disciplinary action. Students of the Mercyhurst University community who violate this policy will be subject to the Conduct Code. Damages/injuries occurring to university property or individuals will be the responsibility of the UAS operator.

    Failure to Comply with UAS policy
    Social Probation
    $50.00 Fine

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

25. Any violation of the Title IX Grievance Policy is prohibited (see Title IX Grievance Policy).

26. Any violation of the Sexual and Gender Based Misconduct Policy is prohibited (see Sexual and Gender Based Misconduct Policy).

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

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

29. Any violation of the Anti-Hazing Policy is prohibited (see Anti-Hazing Policy).
30. Any violation of Housing Rules and Regulations is prohibited (see Residence Life).

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

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

33. Consistent with the provisions of the Student Conduct Code, Mercyhurst University students are responsible for conducting themselves so as not to bring disrepute to the university. Conduct or activity by members of the student body living on or off-campus or hosting functions at on or off-campus locations that has the effect of unreasonably interfering with the rights of neighbors is prohibited. This standard of conduct recognizes and affirms a responsibility similar to that of students living in residence halls or on-campus apartments. It is also the responsibility of Mercyhurst University students living off-campus to control the nature and size of activities carried out in or on their premises, consistent with standards of the University.
    Students residing off-campus should understand that in the event of any disturbance at any off-campus residence for which police are involved, all signatories to a lease may be held equally accountable for an incident occurring at their residence, whether they actually received a citation or not, and all signatories may be adjudicated through the Conduct Code.

    Disorderly House
    Disciplinary Probation
    $200.00 Fine
    Educational Sanction
    Restorative Sanction
    Community Restitution
    Possible Revocation of Off Campus Housing Privilege

34. Violations of civil or criminal statutes or violations of the Mercyhurst Conduct Code committed off-campus may result in the university's review of a student's conduct. Generally, an individual's actions off-campus are subject to the actions of civil authorities. However, the university reserves the right to take action for off-campus behavior independent of civil authority when the interests of the university are involved. Any student charged with a serious crime by civil authorities will be suspended for an interim determined by the director of Residence Life and Student Conduct. An action involving a student in a legal proceeding in a civil or criminal court does not free a student of responsibility for conduct in university hearing. Regardless of whether a student is charged in both jurisdictions, the University will proceed with its internal review according to its own schedule and sanction according to its own policies.

    If the university learns that there has been an allegation or instance of misconduct off-campus involving a student (which includes a citation, arrest, or conviction), the student is required by the

university to provide a copy of information or documents received from public authorities relating to the alleged misconduct.

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

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

    Failure to Attend a Mandatory Disciplinary Meeting
    Social Probation
    $50.00 Fine
    Adjudication of Case in the Student's Absence

    Failure to Comply with Disciplinary System
    Social Probation
    $75.00 Fine
    Student is required to complete original sanctions

    Dishonesty Before the Student Conduct Board
    Disciplinary Probation
    $100.00 Fine

    Failure to Complete Community Restitution
    Community Restitution Hours Converted to a Fine Amount at a Rate of $10.00 per Hour

37. Students are prohibited from violating the reasonable privacy expectations of others.
    Where there is an expectation of privacy, including but not limited to bathrooms, bedrooms and showers, persons are prohibited from engaging in any electronic exploitation of another person, including but not limited to surveillance, making or attempting to take a photograph or an audio or video recording of any person(s), and/or broadcasting the photograph and/or recording(s) without the knowledge and consent of all participants.

    Making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

    Making a video recording, audio recording, or streaming audio/video of private, non-public conversations and/or meetings, without the knowledge and express consent of all recorded parties.

    Looking through a hole or opening, into, or otherwise viewing, by means of any instrumentality, the interior of a private location without the subject's knowledge and express consent.

“Expressed consent” is clear, unmistakable and voluntary consent that may be in written, oral or nonverbal form.

“Private locations” are settings where the person reasonably expected privacy. For example, in most cases the following are considered private locations: residential living quarters, bathrooms, locker rooms, and personal offices. “Private, non-public conversations and/or meetings” include any communication carried on in circumstances that reasonably indicate that any party wants the communication to be confined to the parties, but excludes a communication made in a public gathering, or in any other circumstance in which the parties to the communication may reasonably expect that the communication may be overheard or recorded.

These provisions do not extend to public events or discussions, nor to lawful official law or policy enforcement activities. These provisions may not be utilized to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly.

Residents may not install, mount, or operate personal cameras, video doorbells, or other recording or surveillance devices (e.g., Ring, Nest, or similar products) in any location that captures hallways, stairwells, lounges, entryways, or any other shared or common space, or that captures the doorway, window, or living space of another resident, without the express consent of every person whose space or likeness would reasonably be captured. This includes devices mounted on or aimed through a resident's own door or window if their field of view extends into a hallway or other shared space.

A personal camera or recording device pointed solely at the interior of a student's own assigned room, and not capturing any shared space or another resident's space, does not by itself violate this policy. However, any audio or video captured of a roommate, suitemate, or guest within that space remains subject to the express consent and private location requirements outlined above.

Residents are not permitted to install any device that requires drilling, adhesive, or other modification to University doors, frames, walls, or other fixtures. Questions about whether a specific device or placement is permissible should be directed to Residence Life staff prior to installation.

Violations of this section will be addressed under the same standards and sanctions applicable to other violations of reasonable privacy expectations described in this policy.

Taking a Video or Picture Without the Subject’s Consent
Social Probation
$75.00 Fine
Educational Sanction
Restorative Sanction
Community Restitution
Possible No Contact Order
Possible Disciplinary Probation

Distributing a Video or Picture Without the Subject’s Consent
Disciplinary Probation

$100.00 Fine
Educational Sanction
Restorative Sanction
Community Restitution
Possible No Contact Order
Possible Suspension
Possible Expulsion

Violating Another Person's Right to Privacy
Social Probation
$75.00 Fine
Educational Sanction
Restorative Sanction
Community Restitution
Possible No Contact Order
Possible Disciplinary Probation

Unauthorized Installation or Operation of a Surveillance or Recording Device
Social Probation
$75.00 Fine
Educational Sanction
Restorative Sanction
Removal/Confiscation of Device
Monetary Restitution For Damage
Possible Disciplinary Probation

Unauthorized Audio Recording of a Private Conversation or Meeting
Social Probation
$100.00 Fine
Educational Sanction
Restorative Sanction
Community Restitution
Possible No Contact Order
Possible Disciplinary Probation

For incidents involving allegations of conduct prohibited by the Mercyhurst University Title IX Grievance Policy, or the Sexual and Gender Based Misconduct Policy, please see the Title IX Grievance or the Sexual and Gender Based Misconduct Policies.

ALCOHOL POLICY

In keeping with the university's commitment to the lifelong development of the whole person, we affirm the position of the university to uphold the legal requirements of the commonwealth of Pennsylvania in regard to the possession, transportation, consumption, and distribution of alcoholic beverages. As a Catholic university in the Mercy tradition, we acknowledge our moral obligation to ensure the well-being of each member of the Mercyhurst community and to discourage behavior which debases human

dignity. Additionally, we recognize the responsibility the entire community holds in keeping one another safe from avoidable suffering. Therefore, the university is committed to taking the necessary steps to discourage and prevent the wanton, reckless and/or illegal consumption of alcohol that may render short-term and/or long-term harm to the consumer, to his/her neighbor, and to the physical premises of the community. In order to accomplish these goals, the following guidelines, rules, and regulations are set forth.

LEGAL REQUIREMENTS

As students living in Pennsylvania and as members of the Mercyhurst community, students have a responsibility to know and obey the law, including the following:

Section 6308 of the Pennsylvania Crimes Code states, "A person commits a summary offense if he, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports and liquor or malt or brewed beverages, as defined in section 6310.6."
Section 6310.1 of the Pennsylvania Crimes Code states: "…a person commits a misdemeanor of the third degree if he intentionally and knowingly sells or intentionally and knowingly furnishes, or purchases with the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than 21 years of age."

Section 493 of the Pennsylvania Liquor Code states, "It shall be unlawful for any . . . person to sell, furnish or give away liquor or malt or brewed beverages, or to permit any liquor or malt or brewed beverages to be sold, furnished or given, to any person visibly intoxicated, . . . or to any minor, or to habitual drunkards, or persons of known intemperance habits."
The Supreme Court of Pennsylvania stated in the case of Congini v. Portersville Valve Co., 504 Pa. 157, 470 a. 2d. 515 (1983) that, "social hosts are negligent per se in serving alcohol to the point of intoxication to a person less than 21 years of age, and they can be held liable for injuries proximately resulting from the minor's intoxication." That liability can extend to include claims for injuries to the intoxicated minor.

Any student found to be responsible for violating the Conduct Code may receive one or more of a variety of sanctions tailored to the specific violation(s). The sanctions listed in the Student Handbook are presumptive. Individual mitigating circumstances (seeking assistance for a fellow student in distress), as well as aggravating factors (including but not limited to misconduct by the student, or failure to comply with previously imposed sanctions) may be considered when determining the level and scope of the sanction(s).

The use of alcohol does not limit the responsibility of students for the consequences of their actions.
Any violation where alcohol plays a significant role may result in required attendance at an Alcohol Education Class.
Any student who feels that they are being unjustly accused of consuming alcohol may request to be tested via a non-invasive alcohol-testing device. However, if the test proves positive, the student may be charged with providing false information to a university official in addition to the consumption and/or possession of alcohol charge.

In situations involving alcohol where consumption cannot be verified due to a student's failure to comply or fleeing the

UNIVERSITY REQUIREMENTS

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

1. Facilitating the consumption of alcohol for person(s) under 21 years of age (i.e., providing alcohol to person(s) under 21 years of age or allowing the underage consumption of alcohol in your residence) is prohibited regardless of the provider's age.
   Facilitating Underage Drinking
   Social Probation
   $50.00 Fine
   Educational Sanction

2. If a student under 21 years of age is found to have consumed, admits to having consumed, or is in possession of alcoholic beverages, appropriate disciplinary action will be taken. Alcohol is not permitted in any campus residence where all the residents are under 21 years of age.
   Consumption or Possession of Alcohol Under 21 Years of Age
   First Offense
   Written Reprimand
   Educational Sanction

   Second Offense
   Social Probation
   Online Alcohol Education Class and Cost of Class ($35.00)

   Third Offense
   Disciplinary Probation
   $100.00 Fine
   Wellness Coach Referral
   Possible Counseling and Substance Misuse Assessment
   Possible Parental Notification

   Fourth Offense
   Suspension
   $300.00 Fine
   Counseling and Substance Misuse Assessment
   Possible Expulsion
   Possible Parental Notification

3. No open containers of alcoholic beverages are permitted in any public area of the campus or campus housing (including but not limited to hallways, laundry rooms, lounges, porches, stoops, and outside areas) with the exception of specifically designated university-sanctioned events.
   Open Container in an On-Campus Public Area

Written Warning
$25.00 Fine

4. No alcohol or alcohol containers, including those used for decoration, are permitted in freshman housing, regardless of the student's age, or in any apartment where all the residents are under 21 years of age.
   Possession of Alcohol in Alcohol-Free Housing
   Written Warning
   $25.00 Fine

   Prohibited Alcohol Container Used as Decoration
   Written Warning
   Educational Sanction
   Confiscation of Container
5. Alcoholic beverages may not be sold, including cover charges for social functions where alcoholic beverages will be available.
   Operating a Speakeasy (charging for alcohol)
   Disciplinary Probation
   $200.00 Fine
   Educational Sanction
6. In no event are kegs, beer balls, pony kegs, beer pong, beer bongs, keg taps or any other container, device, or activity used for mass consumption of alcohol permitted on campus. No event shall include any form of "drinking contest" in its activities or its promotion. (Note: Use of any university property, including bed boards, couches, doors, etc., for a "drinking contest" will also be considered Misuse of University Property.)
   Possession of a Keg
   Social Probation
   $200.00 Fine
   Confiscation of Keg and Related Equipment

   Promotion of Mass Consumption
   Social Probation
   $100.00 Fine
   Educational Sanction

   Participation in a Drinking Game
   Written Reprimand
   Educational Sanction
   Possible $50.00 Fine
   Possible Social Probation

   Possession of a Device Used for the Mass Consumption of Alcohol
   Written Reprimand
   Educational Sanction
   Confiscation of the Device
   Possible $50.00 Fine
   Possible Social Probation

7. A state of intoxication (obvious excessive drinking) is prohibited.
   Driving Under the Influence
   $350.00 Fine
   Disciplinary Probation
   Online Alcohol Education Class and Cost of Class ($75.00)
   Wellness Coach Referral
   Possible Loss of Parking Privileges
   Restitution

   Drunk and Disorderly
   Social Probation
   Minimum $50.00 Fine
   Educational Sanction
   Possible Wellness Coach Referral

   Public Intoxication
   Written Reprimand
   Educational Sanction
   Possible Wellness Coach Referral
8. Good Samaritan Statement: Mercyhurst University views student safety as paramount. Student health and safety are the primary concerns of the Mercyhurst community. Students are expected to contact Police & Safety or the AC on duty when they believe that assistance for an intoxicated/impaired student is needed. Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved may have applicable alcohol sanctions waived. In incidents of crisis or medical emergency, Mercyhurst students are expected to care for themselves and for others in the University community by getting help from appropriate officials even when violations of the Conduct Code have occurred. In crisis situations involving alcohol, drugs and/or sexual misconduct the University strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident. The granting of any form of amnesty remains a matter of discretion with the adjudicator. This policy does not preclude taking disciplinary action for violations associated with vandalism, theft, hazing, physical assault, sexual assault, or other policy violations. Amnesty under this policy is a matter of compassion, not a right. It is not to be abused by those who violate the Conduct Code repeatedly.
9. Unless authorization has been granted, no reference to alcoholic beverages may appear on promotional material or advertising for any event sponsored by a university-recognized, student-oriented organization. No reference to alcohol may appear on promotional material or advertising featuring Mercyhurst University.
10. No student or organization representing the university will sponsor any activity on or off campus that violates municipal, state, or federal laws.
11. Students 21 years of age or older may transport authorized alcoholic beverages in the original, closed containers.
12. In no event may alcohol be served to any person already visibly intoxicated.
13. Food (pretzels, cheese and crackers, sandwiches, etc.) and non-alcoholic beverages must be supplied and available for consumption when alcoholic beverages are available.
14. Any violation of the Alcohol Policy will result in the confiscation or disposal of any related items.

DRUG POLICY

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

When students unlawfully use, possess, or distribute a controlled substance, the university will take disciplinary action. In addition, the university may report such matters to the appropriate enforcement agencies for criminal disposition.

1. Use or possession of illegal drugs or drug paraphernalia (including, but not limited to, pipes, bowls, bongs, clips, rolling papers, needles) is prohibited. In addition, Mercyhurst University prohibits the medically unsupervised use, misuse, or possession of prescription drugs or related paraphernalia. This can include CBD oils that test positive for THC, as well as edible forms of marijuana and controlled substances. Any prohibited items will be confiscated.

   Unlawful Possession or Use of Marijuana
   First Offense
   Written Reprimand
   Educational Sanction

   Second Offense
   Social Probation
   Online Marijuana Education Class and Cost of Class ($75.00)

   Third Offense
   Disciplinary Probation
   $100.00 Fine
   Wellness Coach Referral
   Possible Counseling and Substance Misuse Assessment
   Possible Parental Notification

   Fourth Offense
   Suspension
   $300.00 Fine
   Counseling and Substance Misuse Assessment
   Possible Expulsion
   Possible Parental Notification

   Possession of Drug Paraphernalia
   First Offense
   Written Reprimand
   Educational Sanction

   Second Offense
   Social Probation
   Online Marijuana Class and Cost of Class ($75.00)

Third Offense
Disciplinary Probation
$100.00 Fine
Referral to Wellness Coach
Possible Counseling and Substance Misuse Assessment
Possible Parental Notification

Fourth Offense
Suspension
$300.00 Fine
Counseling and Substance Misuse Assessment
Possible Parental Notification
Possible Expulsion

Unlawful Possession, Use, or Misuse of a Prescription Drug
First Offense
Social Probation
$50.00 Fine
Educational Sanction
Referral to Wellness Coach
Possible Parental Notification
Possible Suspension

Second Offense
Disciplinary Probation
$100.00 Fine
Counseling and Substance Misuse Assessment
Possible Parental Notification
Possible Suspension

Third Offense
Suspension
$150.00 Fine Counseling and Substance Misuse Assessment
Possible Expulsion
Possible Parental Notification

Unlawful Possession or Use of all other Controlled Substances
Suspension
Counseling and Substance Misuse Assessment
Possible Expulsion
Possible Parental Notification

2. Facilitating the possession or use of drugs or allowing the use of drugs in your residence is prohibited.
   Facilitating the Possession or Use of Drugs
   Disciplinary Probation

$100.00 Fine
Possible Educational Sanction

Allowing the Use of Drugs in Your Residence
Written Reprimand
$50.00 Fine
Possible Educational Sanction

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

   Intent to Sell or Distribute a Controlled Substance
   Expulsion
   Possible Parental Notification

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

   Possession or Use of a "Date Rape" Drug
   Expulsion
   Possible Parental Notification

5. Use of any drug or drug combination intended to incapacitate another person by diminishing that person's ability to object to sexual or other inappropriate acts is prohibited.

   Use of Drug to Incapacitate Another Person
   Expulsion
   Parental Notification

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

7. Good Samaritan Statement: Mercyhurst University views student safety as paramount. Student health and safety are the primary concerns of the Mercyhurst community. Students are expected to contact Police & Safety or the AC on duty when they believe that assistance for an intoxicated/impaired student is needed. Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved may have applicable alcohol sanctions waived. In incidents of crisis or medical emergency. Mercyhurst students are expected to care for themselves and for others in the university community by getting help from appropriate officials even when violations of the Conduct Code have occurred. In crisis situations involving alcohol, drugs and/or sexual misconduct the University strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident. The granting of any form of amnesty remains a matter of discretion with the adjudicator.

This policy does not preclude taking disciplinary action for violations associated with vandalism, theft, hazing, physical assault, sexual assault, or other policy violations. Amnesty under this policy is a matter of compassion, not a right. It is not to be abused by those who violate the Conduct Code repeatedly.

The use of drugs does not limit the responsibility of students for the consequences of their actions.
Any violations where drugs play a significant role may result in a drug assessment.

In situations involving controlled substances where use cannot be verified due to a student's failure to comply or fleeing the scene, it will be presumed that the student has violated the university's Drug Policy and will be sanctioned accordingly.

TOBACCO-FREE POLICY

In keeping with the university's commitment to provide a safe and healthy work environment, and consistent with Pennsylvania's Clean Indoor Air Act, smoking and the use of smokeless tobacco is prohibited at all times and at all locations on the Erie campus.

The tobacco-free policy includes university-owned and leased facilities, properties, and grounds and extends to sidewalks adjacent to university buildings and grounds as well as personal vehicles on university property. This includes but is not limited to:

- The interior of university buildings.
- Sidewalks, parking lots, parking decks, and recreational areas.
- Partially enclosed areas such as walkways, breezeways, patios, porches, gazebos, tents, and bus shelters.
- Within university vehicles, including cars, buses, vans, shuttles, and golf carts.
- Within personal cars while on campus.
- Indoor and outdoor athletic and event venues and facilities.

This policy applies equally to all employees, students, visitors, vendors, contractors, and subcontractors. This policy forbids the use of all nicotine, tobacco-derived or tobacco-containing products, including cigarettes, electronic cigarettes (vapes), cigars and cigarillos, hookah-smoked products, and all forms of oral tobacco.

Organizers and attendees at public events using university-owned facilities, grounds and properties, such as conferences, meetings, public lectures, social events, cultural events, and athletic events, are required to abide by this university policy. Organizers of such events are responsible for communicating to attendees the policies of the university and for enforcing this policy.

Members of the Mercyhurst community in violation of this policy may be subject to disciplinary action through the applicable process. Visitors in violation of this policy will be subject to appropriate actions and may be asked to leave campus.

UNIVERSITY REQUIREMENTS

Municipal ordinances, the Pennsylvania Code and related state statutes, and federal law govern all matters relating to tobacco use. The age of use in the state is 21 years or older. No person under the age of 21 is permitted to consume, transport, or possess any all nicotine, tobacco-derived or tobacco-

containing products. As a member of the student body, one is required to observe municipal, state, and federal laws. Mercyhurst University adopts additional conduct standards for situations involving all nicotine, tobacco-derived or tobacco-containing products. Any activity involving all nicotine, tobacco-derived or tobacco-containing products will be governed by the following, and violations of the tobacco free policy will result in appropriate sanctions:

1. Under the age of 21 consumption/possession of nicotine, tobacco-derived or tobacco-containing products

   Consumption or Possession of Nicotine, Tobacco-derived or Tobacco -containing products Under 21 Years of Age
   First Offense
   Written Warning
   Confiscation of the products

   Second Offense
   Written Reprimand
   Possible Educational Sanction
   Confiscation of the products

   Third Offense
   Social Probation
   $25.00 Fine
   Confiscation of the products

2. Over the age of 21 use of nicotine, tobacco-derived or tobacco-containing products

   Use of Nicotine, Tobacco-derived or Tobacco-containing Products on Campus
   First Offense
   Written Warning

   Second Offense
   Written Reprimand
   Possible Educational Sanction

   Third Offense
   Social Probation
   $25.00 Fine

RESPECT AND RESPONSIBILITY

The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All members of the University community share in the responsibility for adhering to and enforcing this policy. Anyone in violation of this policy should be reminded that Mercyhurst is a tobacco-free campus and asked to comply with this policy.

TITLE IX GRIEVANCE POLICY

ANN MILLER, TITLE IX COORDINATOR/SEXUAL AND GENDER BASED MISCONDUCT COORDINATOR AND COMPLIANCE OFFICER
EGAN 311, OFFICE: 814-824-2363 EMAIL: TITLEIX@MERCYHURST.EDU

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence);
- Addresses how this institution must respond to reports of misconduct falling within that definition of sexual harassment, and;
- Mandates a grievance process that this institution must follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

Please review the full text of the ***Final Rule and its extensive Preamble*** (https://www.govinfo.gov/content/pkg/FR-2020-05-19/pdf/2020-10512.pdf) for more information. Based on the Final Rule, Mercyhurst University implemented the Title IX Policies and Procedures (***https://www.mercyhurst.edu/title-ix-policies-and-procedures***) **Grievance policy,** effective August 14, 2020, updated October 2020, January 2025, and July 2025 . The Title IX Grievance Policy can also be found on the Hub.

SEXUAL AND GENDER-BASED MISCONDUCT POLICY

ANN MILLER, TITLE IX COORDINATOR/SEXUAL AND GENDER BASED MISCONDUCT COORDINATOR AND COMPLIANCE OFFICER
EGAN 311, OFFICE: 814-824-2363 EMAIL: TITLEIX@MERCYHURST.EDU

Mercyhurst University prohibits sexual harassment against any staff member, applicant, student, administrator, faculty member, or third-party vendor. Respect for the dignity and worth of each individual is a precept of the university. All persons will be held to standards of conduct that ensure that all members of the university community are free from sexual and other forms of harassment. The university's Sexual and Gender-Based Misconduct Policy governs complaints involving claims of sexual harassment, discrimination, or violence that are not covered in the Title IX Grievance Policy. Both policies can be accessed here .

The university is committed to providing a work and academic environment that is free of discrimination, harassment, and their effects in any form. It shall be a serious violation for any member of the Mercyhurst community to harass another member of the community through conduct or communication. Sexual and other unlawful harassment is unacceptable behavior in the workplace, classroom, and other university-related settings, such as university events or gatherings. Harassment in any form affects not only the victim, but also other members of the community. Conduct of any harassing nature whatsoever has no legitimate business or academic purpose and is a violation of the university's work rules (see Disciplinary Action and Work Rules) and student conduct rules (see Student Handbook).

NON-RETALIATION POLICY

It is unlawful to retaliate in any way against anyone who has complained about harassment or discrimination. Members of the Mercyhurst community are encouraged to express displeasure at any conduct that may be sexually harassing or in any other way harassing, to tell individual(s) engaging in the conduct that it is unwelcome, and to report that conduct using the complaint procedures set forth in the relevant Sexual and Gender-Based Misconduct policy or other applicable policies.

COMPLAINT PROCEDURE

Any Mercyhurst community member who feels that they or others have been subjected to sexual or unlawful harassment by another employee, student or third party, should contact the Title IX Coordinator and Compliance Officer or the Human Resource office to report the situation. Information on filing a complaint can be found on the ***Human Resources Hub***.
Anyone alleging a complaint of sexual or unlawful harassment need not report such harassment directly to any individual who is alleged to have engaged in such harassment. If the reporting requirements of this section would require an individual to report the complaint of unlawful harassment to an individual who is the subject of the complaint, the employee shall report the complaint directly to the Title IX Coordinator or the Director of Human Resources or another member of management who is not the subject of the complaint.

The right to confidentiality, both of the complainant and of the accused, will be respected to the extent possible, consistent with Mercyhurst University's legal obligations and with the necessity to investigate the allegations of misconduct and take corrective action where this conduct has occurred.
Any supervisor or manager who becomes aware of possible sexual or unlawful harassment shall promptly advise the Title IX Coordinator or the Director of Human Resources, who will handle the matter in a timely and confidential manner. Anyone engaging in sexual or other harassment will be subject to disciplinary action, up to and including termination. Where a hostile working environment has been found to exist, the university will take all reasonable steps to eliminate the conduct creating that environment.

The Sexual and Gender-Based Misconduct Policy can be accessed here.

INFORMATION TECHNOLOGY POLICY

CONDUCT CODE FOR
USE OF INFORMATION TECHNOLOGY

This policy applies to all data, voice, video systems and networks (including hardware, software, and data) owned or operated by Mercyhurst University as well as to outside systems and networks to which Mercyhurst University is connected. The systems range from multi-user systems to single-user devices such as computers and telephones, whether freestanding or connected to networks.
The information technology systems and networks at Mercyhurst University are intended to be used in a manner that supports the educational mission of the university and is conducive to the overall academic climate. Because electronic information is easily reproduced, respect for authorial integrity is essential. Violations of integrity, such as plagiarism, unauthorized access, copyright violations and invasion of privacy, will not be tolerated.

ACCOUNTS AND PASSWORDS

Mercyhurst University creates accounts on its systems for current employees and currently registered students. To be granted the use of an account, users must agree to abide by the rules and regulations related to appropriate, legal, and ethical use of Mercyhurst University systems and networks.
Students and employees are assigned an individual login ID or authorization code and must not share that access code or password with any other person. Users are responsible for any and all usage of their assigned IDs on the systems or networks. Passwords should be changed regularly.

ACCEPTABLE USE

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

Users are prohibited from using systems and networks to conduct various activities including, but not limited to, the following:

- Access or use without explicit authorization accounts, information, systems or networks at Mercyhurst or at other sites accessible from Mercyhurst's networks;
- Interfering with or disrupting network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of malware, personal or non-academic uses which negatively impact academic use, and use of the network to make unauthorized entry to any other machines accessible via the network;
- Inspect, copy, transmit, distribute or disclose any proprietary or confidential information or data, including that pertaining to Mercyhurst's students, employees, vendors, donors, and alumni; this applies to both print and electronic formats;

- Copy or distribute or transmit intellectual property without explicit permission of the owner. Intellectual property includes text, video, audio, software programs, and data; create, access, copy, transmit or distribute obscene or pornographic materials or materials contrary to the University's mission and vision;
- Harass, threaten, stalk, or abuse others;
- Conduct business unrelated to the university or excessive use of resources for personal reasons; such use includes, but is not limited to sending stored personal files on computer systems; printing output for personal projects without permission; using university-owned computers for extended periods to send personal e-mail or to browse the Web.

Because materials posted or transmitted on the Internet are identified as coming from Mercyhurst University computer systems, any unofficial material such as student or faculty Web pages must include a disclaimer stating that the information does not necessarily represent the views of Mercyhurst University.

The privacy of Mercyhurst resources such as email, OneDrive, and Teams/Sharepoint is in general respected, but not guaranteed.

Violations of the above guidelines can result in the loss of account privileges as well as other disciplinary sanctions.

1. Claims of copyright infringement must be submitted in writing to Mercyhurst's designated Copyright Officer, Nora Arkelian, Director of Libraries. Claims will be dealt with in accordance with the provisions of the Digital Millennium Copyright Act. Repeated copyright infringement will result in the loss of account privileges as well as other disciplinary sanctions.

   Violation of Copyright Policy
   First Offense
   Written Warning
   Deletion of Illegally Downloaded Files
   Possible Restriction/Loss of Internet Privileges for One Week

   Second Offense
   $50.00 Fine and 10 Hours of Community Restitution
   Written Reprimand
   Deletion of Illegally Downloaded Files
   Possible Restriction/Loss of Internet Privileges for One Term

2. Interfering with or disrupting network users, services or equipment, is prohibited.

   Excessive Use of Bandwidth/E-Mail
   First Offense
   Written Warning
   Possible Restriction/Loss of Internet Privileges for One Week

Second Offense
$50.00 Fine and 10 Hours of Community Restitution
Written Reprimand
Possible Restriction/Loss of Internet Privileges

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

4. Social network sites, other digital platforms, and distribution mechanisms facilitate student communication. Mercyhurst University believes that such sites provide students with opportunities to interact with individuals in innovative and creative ways. It is critical, however, that students are fully aware of the potential negative consequences arising out of irresponsible and inappropriate conduct on these sites. Mercyhurst students are encouraged to exercise good judgment if they choose to engage in online social networking.

   Students will be held responsible for any actions that compromise the integrity of the University. For example, photos or statements placed on these social networks that depict harassment (including sexual harassment); vandalism; underage drinking or consumption of alcohol in violation of Mercyhurst University's alcohol policy; hazing; and selling, possessing, or using controlled substances can be used in student conduct proceedings.

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

The violations and sanctions listed above are presumptive. During adjudication, the technical savvy involved in the violation and the intent of the user will be considered.

Violations of Federal Copyright Laws may result in prosecution of the student(s) involved. In no way does adjudication through the university system exempt a student from prosecution.

SIGNAGE RULES AND REGULATIONS FOR ACADEMIC AND ADMINISTRATIVE BUILDINGS

CONTENT RESTRICTIONS

Publicity, herein referred to as "flyers," is restricted to publicize meetings and events for Recognized Student Clubs/Organizations (RSCO) at Mercyhurst. Flyers should consist of important information, including but not limited to:

- Name of RSCO.
- Major affiliations.
- Event time, date, and location.
- Event specific details.
- Student or advisor contact information (i.e. campus phone number or email address).

Flyers are not to consist of any derogatory or inappropriate language.

Flyers are in no way to promote alcohol and/or drug use, except when in compliance with the Special Event Alcohol Policy.

Flyers must not conflict with the mission, core values and/or Catholic, Mercy identity of Mercyhurst.

Approval of all publicity is at the discretion of Mercyhurst via the Campus Involvement Center.

GENERAL GUIDELINES AND RESTRICTIONS

Flyers can only be no larger than 8 ½ x 11 inches in size and may be hung on bulletin boards in non-residential buildings. Under no circumstances are flyers permitted on any surface other than bulletin boards, including but not limited to doors, windows, walls, walkways, tables, benches, etc.

If interested, RSCOs may request permission from specific departments/offices to place flyers on any departmental/office bulletin boards. If the RSCO has been granted permission to hang flyers on department/office bulletin boards, the RSCO is responsible for removing all copies of the flyer within 24 hours of the event/meeting taking place. If the flyers are not removed within that time frame, the Campus Involvement Center will remove them and the RSCO will receive a warning. If this occurs repeatedly, publicity privileges will be revoked for a time period to be determined by the director of the Campus Involvement Center.

Flyers may be posted on Campus Involvement boards two weeks in advance of the date of the event. Any long-term or semester-long flyers will only be permitted on one bulletin board per building and must follow all other posting policies, including size restrictions. Long term flyers are not recommended. RSCOs are not permitted to distribute flyers through campus mailboxes.

Sidewalk chalk is generally prohibited. Under special circumstances, the director of the Campus Involvement Center may grant approval. On a case-by-case basis, RSCOs wishing to use sidewalk chalk should seek approval by the director prior to using sidewalk chalk.

APPROVAL PROCESS FOR RSCOS

- Print one copy of the RSCO flyer and bring it to the main office of the Campus Involvement Center, any time Monday through Friday between the hours of 9 a.m. through 4 p.m. The Center is located on the second level of the Student Union.
- If the flyer meets the standards listed above, Campus Involvement Center staff will stamp it and make the appropriate number of copies for the Campus Involvement Center boards around campus (if you would like to hang in residence halls, you will need to contact Residence Life, ***reslife@mercyhurst.edu***, regarding signage policies). If the flyer submitted does not meet the standards listed above, it will be returned within 24 hours of receipt and the RSCO will be asked to make the recommended changes. The RSCO will then need to resubmit the flyer for approval.
- The Campus Involvement Center will hang fliers around campus and remove them after the event has ended. There is no need for RSCOs to return to pick up their fliers.

DEPARTMENTAL/OFFICE AND NON-UNIVERSITY ORGANIZATIONS

Any departmental/office publicity (apart from RSCOs sponsored by departments) is exempt from this approval policy. However, flyers must clearly state the name of the Mercyhurst sponsoring department/office, and all other guidelines must be followed. Flyers may be posted on Campus Involvement boards two weeks in advance of the date of the event. Any long-term or semester-long flyers will only be permitted on one bulletin board per building and must follow all other posting policies, including size restrictions. Long term flyers are not recommended. This policy is also in effect for all non-Mercyhurst organizations, and approval will be handled by the director of the Campus Involvement Center. Any exception to the above-mentioned regulations needs to be approved by the Campus Involvement Center. Unapproved publicity and flyers not adhering to the above listed guidelines will be taken down and disposed of, and publicity privileges may be revoked. Any questions or concerns can be addressed to the director of the Campus Involvement Center at 814-824-2388.

PROMOTIONAL ITEMS POLICY FOR RECOGNIZED CLUBS/ORGANIZATIONS

Promotional items include anything that:

- Promotes the Recognized Student Club/Organization (RSCO).
- Is distributed to students, current RSCO members or members of the Mercyhurst community.
- Is presented as a recruiting tool (T-shirts, pens, key chains, novelties, etc.).
- Is purchased using RSCO Mercyhurst designated and/or MSG awarded funding.

Promotional items for RSCOs must adhere to the following guidelines:

- Promotional items must be approved prior to creation/ordering.
- Promotional items must meet the Mercyhurst University marketing brand standards.
- Promotional items are not to consist of any derogatory or inappropriate language.
- Promotional items are not to be sexist, racist, degrade others, or be contrary to the mission, core value and/or the Catholic, Mercy identity of Mercyhurst.
- The promotional item itself cannot be anything that is related to drug use or alcohol consumption. Under circumstances associated with alcohol awareness initiatives or in compliance with the Special Events Alcohol Policy, RSCOs may seek permission for items such as mugs, cozies, etc., from the Campus Involvement Center.
- The promotional item needs to include the name of the sponsoring Recognized Student Club/Organization.
- Promotional items are not permitted to be distributed through campus mailboxes.

Approval of all promotional items is at the discretion of Mercyhurst via the Campus Involvement Center. All requests for promotional item approval must be submitted in writing or via email.

APPROVAL PROCESS FOR RSCOS

- Bring a proposed design to the Campus Involvement Center, any time Monday through Friday between the hours of 9 a.m. through 4 p.m. Make sure to include all content, graphics and logos. The proposed design can also be emailed to the Director of the Campus Involvement Center. The director will not review the proposed design without a signature/approval from the RSCO's advisor.
- If the proposed design meets the standards listed above, the director of the Campus Involvement Center will approve the design and notify the RSCO.
- If the sample submitted does not meet the standards listed above, it will be returned and the RSCO will be asked to make the recommended changes. The RSCO will then need to resubmit the proposal for approval. If the RSCO is not satisfied with the decision of the Campus Involvement Center, they may request a meeting with the director.

If an RSCO fails to adhere to this policy, the Campus Involvement Center may revoke RSCO privileges for a time period to be determined by the director of the Campus Involvement Center. The RSCO student leadership team and advisor will be notified in writing.

SPECIAL EVENT ALCOHOL POLICY

Mercyhurst recognizes that responsible alcohol use can be compatible with healthy adult behavior and successful social events. Our intent is to ensure the safety of our students and to ensure that the campus environment remains conducive to the intellectual and social stimulation, learning and growth. If alcohol is consumed at a special event, it is expected that such consumption is in compliance with Mercyhurst policies and regulations, is not abusive, does not violate the rights of others, and does not lead to conduct that is disorderly, disruptive, or destructive. Any violation of the Special Event Alcohol Policy or regulations for social events with alcohol shall be subject to disciplinary action by Mercyhurst. In addition to the following policy, compliance with the Mercyhurst Student Conduct Code is required. See ***this policy*** for the University.

ANTI-HAZING POLICY

Mercyhurst University makes every effort to create an environment that is fair, humane, and respectful for all students, faculty and staff and works to ensure that academic and co-curricular activities enhance the growth and development of all students. Therefore, and in accordance with federal and state law, Mercyhurst University prohibits hazing of any member of the Mercyhurst community by any organization, student athletic team, group of students or individual. Organizations or individuals found responsible for hazing under the university's Anti-Hazing Policy, whether occurring on or off campus, may be subject to disciplinary action by the university, and may also face criminal charges under federal and state law, including The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. § 2801, et seq. Please see ***https://www.mercyhurst.edu/student-consumer-information*** for the university's Anti-Hazing Policy.

Potential Sanctions for violations by students include the following:

Hazing
$200.00 Fine
Educational Sanction
Disciplinary Probation
Possible Action Against Campus Organization (including dissolving the organization)
Possible Suspension/Expulsion
Possible Withholding of Diploma and/or Transcripts Pending Compliance of Conduct Code

Good Samaritan Statement: Mercyhurst University views student safety as paramount. Student health and safety are the primary concerns of the Mercyhurst community. Students are expected to contact Police & Safety or the AC on duty when they believe that assistance for an intoxicated/impaired student is needed. Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved may have applicable alcohol sanctions waived. In incidents of crisis or medical emergency, Mercyhurst students are expected to care for themselves and for others in the university community by getting help from appropriate officials even when violations of the Conduct Code have occurred. In crisis situations involving alcohol, drugs and/or sexual misconduct the University strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident. The granting of any form of amnesty remains a matter of discretion with the adjudicator.

This policy does not preclude taking disciplinary action for violations associated with vandalism, theft, hazing, physical assault, sexual assault, or other policy violations. Amnesty under this policy is a matter of compassion, not a right. It is not to be abused by those who violate the Conduct Code repeatedly.