Mercer University Student Handbook
Last revision: October 14, 2013

The Mercer University Student Handbook sets forth the major policies and procedures affecting students. Because the University is a dynamic institution, changes are inevitable. This Handbook will be revised as new policies and procedures are adopted. The latest edition will supersede all former editions unless stated otherwise in the text.

In addition to the Mercer University Student Handbook, the individual colleges and schools and/or campuses may develop supplemental student handbooks which may contain additional operating guidelines and procedures. Links to the supplemental student handbooks are located on the Provost’s website (http://provost.mercer.edu/handbooks/).

In the event of ambiguity or inconsistency, the provisions of the current Mercer University Student Handbook supersede collegiate and campus policies and procedures.

Wherever the University has chosen to adopt policies and principles similar to, or incorporating portions of, statements of the American Association of University Professors or other external bodies, the University reserves the right to interpret such policies or principles for itself and is not bound by external interpretations.

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Student Affairs Designees

Macon campus (undergraduate) 

Vice President & Dean of Students (478) 301-2685

Atlanta campus

Dean of Students (678) 547-6821

Business

Associate Dean (678) 547-6169

Education

Associate Dean (678) 547-6333

Nursing

Associate Dean (678) 547-6733

Pharmacy

Associate Dean (678) 547-6232

Theology

Associate Dean (678) 547-6460

English Language Institute

Associate Director (678) 547-6394

Health Professions

Associate Dean (678) 547-6232

Law

Assistant Dean (478) 301-2586

School of Medicine–Macon

Associate Dean (478) 301-2542

School of Medicine–Savannah

Assistant Dean (912) 350-2586

Regional Academic Centers

Director of Operations & Business Manager (678) 547-6370

Assistant Director of Operations (678) 547-6551
Macon Center  Center Coordinator  (478) 301-2980
Eastman Center  Center Coordinator  (478) 374-5810
Douglas County Center  Center Coordinator  (678) 547-6516; (678) 547-6489
Henry County Center  Center Coordinator  (678) 547-6521; (678) 547-6522
Newnan Center  Center Coordinator  (770) 683-6115; (678) 547-6551

Online Students
Macon  Vice President and Dean of Students  (478) 301-2685
Atlanta  Dean of Students  (678) 547-6821
Regional Academic Centers  Director of Operations & Business Manager  (678) 547-6370

General Information

Accreditation
Mercer University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor’s, master’s, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Mercer University.

For the most current information on Mercer University’s accrediting bodies, please refer to the catalogs or online at http://oie.mercer.edu/accreditations/accred-list/.

Federal Disclosure Requirements
Mercer University’s Federal Disclosure Requirements are available on the University’s website at http://disclosure.mercer.edu/. This website contains the following information:

- Campus Security: Jeanne Clery Disclosure for Campus Security, campus crime statistics, Campus Sex Crime Prevention Act, and fire safety
- Campus Emergency Procedures
- Drug and Alcohol Policies
- Financial Assistance and Cost of Attendance Information
- Health and Safety Information: immunization and missing persons information
- Institutional Information: accreditation, characteristics of students, degree programs, degree program improvement plans, ACCESS and Accommodation services, FERPA information, retention and graduation rates, peer-to-peer file sharing, post-graduate employment information, readmission of veterans, transfer of credit, withdrawal procedures, voter registration, and satisfactory progress standards

Paper copies of these reports are available upon request. Please contact the Office of Institutional Effectiveness by mailing inquiries to:
Office of Institutional Effectiveness
Mercer University
1400 Coleman Avenue
Macon, GA 31207

Mission
Mercer University’s mission is to teach, to learn, to create, to discover, to inspire, to empower and to serve.

In fulfilling this mission, the University supports undergraduate, graduate, and professional learning as well as basic research and its application in service to others. As a university committed to excellence and innovation, Mercer
challenges members of its community to meet and exceed high standards in their teaching, learning, research, scholarship and service.

Founded by Baptists in 1833, Mercer is an independent university that remains grounded in a tradition that embraces freedom of the mind and spirit, cherishes the equal worth of every individual, and commits to serving the needs of humankind. As a reflection of this heritage:

- We encourage our students to discover and develop fully their unique combination of gifts and talents to become leaders who make a positive difference in the world.
- We seek to inspire members of our community to live virtuous and meaningful lives by using their gifts and talents to serve the needs of humankind as an expression of their love for God and neighbor.
- We seek to enrich the mind and spirit by promoting and facilitating an open and rigorous search for truth and understanding, including an examination of the moral, religious and ethical questions of this and every age.
- We affirm and respect the dignity and sacred worth of every person and celebrate both our commonalities and our differences.

Policies and Procedures

Academic Integrity
Mercer University strives to be a Community of Respect, which includes respect for academic integrity. Students operate under an honor system and will exhibit the values of honesty, trustworthiness, and fairness regarding all academic matters. Students, faculty, and staff are expected to report any violations, including but not limited to, cheating, plagiarism, and academic dishonesty, to the honor council appropriate for their campus and program.

Procedures related to Honor Systems and Academic Integrity are outlined in the specific handbooks for each campus and can be found on the Provost website at [http://provost.mercer.edu/handbooks](http://provost.mercer.edu/handbooks).

ACCESS and Accommodation Services for Students
Mercer University is committed to making all of its programs, services and activities fully accessible to qualified students with disabilities. Students requesting to be recognized as a person with a disability or requesting accommodations for a diagnosed physical, medical, psychological or learning disability must first self-identify by registering with the Office of Accessibility, Consultation, Collaboration, and Education, Support Services (ACCESS) and Accommodation. Appropriate and reasonable accommodations will be determined on a case-by-case basis upon review of the submitted documentation. The Office of ACCESS and Accommodation for students also offers voter registration information and assistance.

Please report any problems for physical access, such as non-working elevators, to the Office of ACCESS and Accommodation immediately. Students who believe they have been discriminated against or denied access to a program or service because of a disability should contact the Office of ACCESS and Accommodation. Further information on policies, procedures and documentation requirements may be obtained by contacting the Director of ACCESS and Accommodation at 478-301-2778. All policies and procedures including Disability Grievance Procedures may be found at [http://studentaffairs.mercer.edu/disabilityservices/](http://studentaffairs.mercer.edu/disabilityservices/).

Campus Event Accessibility Policy
All events that take place on campus must meet accessibility standards in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and the Rehabilitation Act of 1973 (Section 504). All event organizers must be familiar with this policy, comply with its scheduling and notice requirements, and make every effort to accommodate attendees at events who have disabilities.

Responsibility for making events accessible
As an institution that is required to comply with the ADAAA and Section 504, the University must make every
effort to make all of its programs and activities accessible to those who wish to attend. To the extent readily achievable, this includes physical and programmatic access/accessibility as defined below. Accomplishing this goal requires coordination across campus, as well as the participation of those seeking an accommodation. However, primary responsibility for accessibility rests with the event organizer. The organizer will make a good faith effort to accommodate all persons with disabilities.

Scheduling Events
The University will make every effort to schedule all events open to the public in an accessible space. For events open only to students, faculty and/or staff (i.e., the University community), event organizers shall make every effort to schedule such events in accessible spaces. If for any reason a University community event is scheduled in a space that is not accessible, and the event organizer receives a request for an accommodation from an individual with a disability, the event organizer must work to find an alternate location that is accessible and/or assess alternative accommodations.

Publicizing Events
Event organizers must place an accessibility notice statement in all materials announcing the event. This includes electronic communications such as e-mail, as well as print materials (e.g., banners, posters, flyers, brochures, "clings," postcards, etc.). The text must include the name and contact information for the individual, school, department, or other unit or group to contact for accommodations. Suggested text is set forth below.

Suggested accessibility notice statement (long version)
"Please contact (event organizer) at _________________ (phone and e-mail) at least one week prior to the event to request alternative formats or accessible seating due to a disability. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations."

Suggested accessibility notice statement (short version)
"To request alternative formats or accessible seating due to a disability, please contact (event organizer) at _______ (phone and e-mail) at least 7 days prior to the event date."

NOTE: It is not necessary to include an accessibility notice in communications regarding routine or standing meetings for small groups of individuals when none of the individuals is in need of an accommodation.

For more information, please see the Resources section of ACCESS and Accommodation web page at http://studentaffairs.mercer.edu/disabilityservices/ or contact the Office of ACCESS and Accommodation at 478-301-2778.

Attendance
Consult the Student Affairs Designee for your school or program for the attendance policy.

Cell Phones and Pagers
Out of courtesy for all those participating in the learning experience, all cell phones and pagers must be turned off before entering any classroom, lab, or formal academic or performance event. The faculty or staff member in charge of the class, lab, or academic/performance event is responsible for ensuring that their cell phone number has been registered for emergency text alerting and for monitoring their cell phone for emergency text messages.

Children and Guests Policy
The campuses, regional academic centers, and all other facilities of Mercer University are restricted to students, faculty, staff, and guests of the University, except when all or part of the University location, its buildings, or facilities are open to the general public for a designated time and purpose.

A “guest” of the University is a person invited by an officer, employee, or student to visit the campus at a specific time and place for a designated purpose. Personal guests of students are permitted as long as they restrict the length of their campus visits and abide by all appropriate guidelines and policies related to their visit, including those pertaining to Housing and Residential Life.
Arranging childcare is the personal responsibility of students who have children. Students are not authorized to bring children to a Mercer facility for extended periods of time. Frequent or lengthy visits of children are not permitted, as they may create disruptions and distractions and present a liability to the University for their safety. Children, other than those specifically enrolled in a youth specific program, may not attend class, use University equipment, or be left unattended on University property.

Childcare issues frequently arise when Mercer holidays and those of the child’s school do not match, or when a child is sick and cannot attend school or daycare. Students must plan for these challenges in advance. Asking a faculty member to allow a child in class is not an option as faculty members are not authorized to allow children to attend class.

Communication, Official
All students are assigned a Mercer e-mail address. Mercer University will use this address for any official e-mail correspondence to students. In the event of an emergency, Mercer will utilize multiple methods, including emergency text messaging, to notify students. Students are expected to maintain and update their cell phone numbers via MyMercer.

Community of Respect
Mercer University strives to be a Community of Respect where everyone is held in mutual high regard. Because every human being is created in the image of God, each person deserves to be treated with respect and civility. Standards of conduct are based on the values of mutual respect:

Respect for Academic Integrity
We value a community that encourages an academic atmosphere. We believe that honesty is important to learning.

Respect for Other Persons
We value the worth of every individual in the community and we respect the dignity of each member in the community. We take responsibility for the consideration of the rights of others.

Respect for the University Community
We value showing respect for the rights and property of others. We take responsibility to act to maintain University property.

Respect for Community Authority
We acknowledge and value our privileges and rights as members of the University community. We take responsibility for acting to uphold community standards.

Conduct: Off-Campus Behavior
Mercer University and its members are subject to all local, state, and federal laws and statutes. Alleged violations of local laws and statutes, which occur on or off campus, are subject to internal University investigation, review, and action, in addition to any action by proper civil authorities. Each student is individually responsible for being informed of the law. Ignorance of federal, state, or local laws will not be accepted as an excuse for prohibited behaviors.

All students residing on or off campus are expected to comply with University regulations set forth in the Mercer University Student Handbook. Alleged violations of University regulations that occur on or off campus may be investigated and appropriate action taken without regard to the status of any civil or criminal proceeding.

Conduct: Student Conduct and Judicial Programs
Mercer University encourages its students to demonstrate respect for others as mature individuals. The University invites students to participate in the formulation of behavioral policies and to share in the responsibility for judicial decisions. The University retains the ultimate authority for setting behavioral standards and judicial procedures. These standards and procedures have been established to protect the University’s educational purpose, to foster a
sense of responsibility to the community, to provide for orderly conduct of its activities, to protect the members of the University from disrespect, and to safeguard the interests of the University community.

Students are expected to abide by all federal, state, and local laws. Behavior that violates external laws may also adversely affect our University community and lead to disciplinary actions by the University regardless of the outcome of external legal proceedings. Disciplinary action at the University will normally proceed without regard to the status of any civil or criminal proceeding. Hearings and appeal proceedings conducted as part of this process are not considered courts of law and are not subject to many of the rules of civil or criminal hearings.

Each individual college and/or campus implements the values outlined in the “Community of Respect” statement through individual student codes of conduct. Links to these various codes of conduct are located on the Provost’s web page (http://provost.mercer.edu/). However, the following regulations apply to all processes:

- A charged student will be provided basic due process to include written notice of the charges against him or her and the opportunity to respond to those charges.
- In cases involving sexual harassment or sexual misconduct, both the complainant and respondent will have an equal opportunity to present relevant witnesses and other evidence, similar and timely access to information used at the hearing, equal representation, and to have their cases adjudicated using the preponderance of the evidence standard. The University will notify both parties in writing of the outcome of a sexual harassment or sexual misconduct charge and both parties will have equal opportunity to appeal, if permitted, in the process. For complete information see “Grievance Policy for Sexual Harassment, Violence, and Misconduct.”

Absent a stated policy on any campus or program, the Student Code of Conduct and procedures found at http://studentaffairs.mercer.edu/judicial/ will apply.

**Conduct: Formulation of Regulations and Code of Conduct**

Any student, faculty member, or administrator may initiate any revision of, or addition to, the University standards of conduct. Recommendations should be submitted to the senior student affairs officer who, in consultation with appropriate parties, shall ensure discussion of the proposed change. When all parties have had an opportunity to comment on the proposal, it will be presented to the Provost and General Counsel.

**Crime: Awareness and Campus Security**

Mercer University places a high priority on keeping its campuses/regional academic centers safe for its students, employees, and visitors. The Mercer Police Department has primary responsibility for the security of the campus. All Mercer Police officers are certified by the Georgia Peace Officer Standards and Training Council as having met the qualifications and training requirements for police officers in Georgia. They are authorized to exercise law enforcement powers, including the power of arrest, on all campuses.

Students, employees, and campus visitors are subject to all federal, state, and local criminal laws, in addition to campus regulations. The Mercer Police Department maintains a cooperative working relationship with the local and state police to ensure that all laws are enforced. Mercer police officers may arrest individuals suspected of campus crimes or may detain such individuals for arrest by the local police. Local police agencies also provide back-up assistance to the University for any emergency that might require extensive police services.

The Mercer Police Department is a service-oriented department. Officers are available 24 hours a day, 365 days a year. In addition to routine patrols, the Department is happy to escort students or employees on campus at night as a safety precaution. Mercer Police can be reached at 478-301-4357 (Macon campus) or 678-547-6358 (Atlanta campus).

**Crime: Campus Statistics**

Statistics concerning certain criminal offenses reported to have occurred on Mercer’s campuses/regional academic centers during the most recent calendar year and the two preceding calendar years are posted on the Mercer Police Department’s website at http://police.mercer.edu/security/. A printed copy of the report is available upon request in the Human Resources Office, the Mercer Police Department, and the Student Affairs designee for your school.
Crime: Reporting Crimes and Emergencies
All students and employees of the University should take an active role in keeping the campuses and regional academic centers safe. Please report any incident or unusual activity on or near the campus to Mercer Police. If you have any doubts as to whether to report an incident that has occurred, you should report it. The Mercer Police Department can then determine whether the event requires further action.

All crimes should be immediately reported. Crime alerts are published when incidents on or near the campus could present threats to the University community. Your cooperation in making reports promptly assists the University in issuing timely warnings to the Mercer community.

Mercer allows victims or witnesses of crimes to confidentially report those crimes. Furthermore, Mercer encourages pastoral and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of the procedures for confidentially reporting criminal activity.

When reporting a crime, suspicious activity, or other emergency on campus, be sure to provide the following information:
- Your name
- Location of the incident you are reporting
- A description of the scene and/or suspects
- A description of any vehicles involved in the incident, especially a license plate number if possible
- Your telephone number and address, for report purposes

Before hanging up, be certain the dispatcher has all the needed information. Do not take matters into your own hands as this could result in serious injury.

Drug and Alcohol Policy
The possession or consumption of alcoholic beverages by students is prohibited on campus and at University-sponsored events. Public intoxication, consumption, or display of alcoholic liquors, wines, or beer on campus is prohibited. Use or possession of illegal drugs and drug paraphernalia is also prohibited. Professional and graduate schools may adopt policies more in line with the profile of their student body, as long as these policies are reviewed and approved in advance by the Provost.

Mercer University shares the widespread national concern with the serious threat to health, safety, and welfare posed by the unlawful use of drugs and the abuse of alcohol, especially in the workplace and on college campuses. Excessive use of alcohol and illegal drugs can cause serious health problems, and it can negatively affect the success of students in the educational and social areas of university life. For this reason, the University is adamantly opposed to alcohol and drug abuse, and the unlawful possession, use, or distribution of drugs by members of the University community. Mercer University strictly prohibits such activities. The University conducts educational programs designed to lead its students into an understanding of the problems associated with drug and alcohol abuse and to enable them to make responsible choices on personal and social levels.

In addition to abiding by the regulations prescribed by the Mercer University Student Handbook, students must abide by all local, state, and federal laws pertaining to drug and alcohol use. Violations of such laws, whether they occur on or off campus, are subject to internal University investigation, review, and action. For more information about Mercer University’s policy concerning drugs and alcohol, refer to the section titled “Drug-Free Workplace and Campus Program.”

Drug-Free Workplace and Campus Program (General)
Introduction and Purpose
Mercer University shares the widespread national concern with the serious threat to health, safety, and welfare posed by the unlawful use of drugs and the abuse of alcohol, especially in the workplace and on college campuses. As a matter of University policy, growing out of the University's historic mission and character, and in keeping with
applicable Federal and State laws, the University has adopted and has implemented the following program to provide a drug-free workplace and campus/campus for all its students and employees and to prevent the illicit use of drugs and abuse of alcohol.

Relationship to Other Policies
This program sets forth the minimum standards of conduct and requirements with respect to drug and alcohol abuse for all students and employees of the University. Other policies and standards of conduct concerning drugs and alcohol are included in other student handbooks, employee handbooks, and other University documents. These remain in full force and effect. Additional policies in this area may also be developed, subject to University approval, provided they are either consistent with this program or impose higher standards of additional requirements in furtherance of the purposes of this program. In the case of faculty members, violation of the standards of conduct in this program shall be considered "adequate cause" for termination of a faculty appointment. All actions taken and sanctions imposed under this program and related drug and alcohol policies shall be reviewed periodically to ensure consistent enforcement. Nothing in this program shall be interpreted to require the University to violate its obligations under other laws, including laws prohibiting discrimination against qualified handicapped individuals.

Standard of Conduct
The unlawful possession, use, distribution, dispensing or manufacture of illicit drugs or alcohol at any time on any University property or as part of any University-sponsored activity is absolutely prohibited. (Professional and graduate schools may adopt policies more in line with the profile of their student body, as long as these policies are reviewed and approved in advance by the Provost.)

University Sanctions and Procedures
As a condition of employment or enrollment at Mercer, all employees and students must abide by these standards of conduct, and disciplinary sanctions will be imposed for violations. Among the sanctions that may be imposed are: reprimand, probation, suspension, expulsion or termination of employment, and referral for prosecution. Ordinarily the sanctions for drug-related violations will be suspension or termination of employment or enrollment. However, at the University's sole discretion, an employee or student may be permitted to continue in employment or enrollment if he or she satisfactorily participated in an approved rehabilitation program.

Nothing in this policy is intended to affect the procedural rights of students or employees (including faculty members) under existing judicial board, grievance, or review procedures. However, once the University has determined, after reasonable inquiry, that a violation of this policy has occurred, the employee or student may be subject to immediate suspension (without pay, in the case of an employee) pending the conclusion of such procedures. If no existing procedures are in place for an alleged violation by a particular student or employee, the University will adapt other review procedures so as to ensure the individual the opportunity for a fair review, including the right to be heard.

Additional information may be found in your school's handbook.

State and Federal Legal Sanctions
A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol may be found at [insert URL link here].

Convictions for Drug-Related Offenses

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1 Including the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, the Drug-Free Postsecondary Education Act of 1990 (Georgia), and related laws and regulations.
Any student or employee convicted of any drug-related criminal statute must notify the appropriate official, the senior student affairs officer (for students) or the Associate Vice President for Human Resources (for employees), in writing, no later than 5 days after such conviction regardless of where the offense occurred. Under Federal and State laws, any student convicted of a drug-related felony offense must be denied all Federal and State assistance, including Pell grants and Georgia Tuition Equalization Grants; and because the University must notify Federal agencies of drug-related convictions of employees involved in work under a grant or contract. However, a criminal conviction shall not be necessary to find that a student or employee has violated these standards of conduct, and the University need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

**Health Risks Associated With Drug or Alcohol Use**

**Drugs**

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Heroin causes the body's pain reactions to be weakened and can result in coma due to the reduction in pulse rate. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma, and possible death. A person experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.

Depressants such as barbiturates and quaaludes can cause disorientation, slurred speech, and senseless behavior. Depressant overdose results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, and possible coma or death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants such as cocaine and crack cause increased alertness or euphoria, and increased heart rate, blood pressure, and respiratory rate. Immediate effects of use also include dilated pupils, insomnia, and loss of appetite followed by depression. Stimulant overdose results in agitation, increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include irritability, long periods of sleep, depression, and/or disorientation.

Hallucinogens such as Lysergic acid (LSD), amphetamines, mescaline, and phencyclidine (PCP) cause delusions, hallucinations and poor perception of time and distance. Users may experience anxiety, loss of control, confusion, and panic. Flashbacks can occur even when use has stopped. Amphetamines can cause rapid, irregular heartbeat, tremors, and collapse. Heavy users may act out irrationally. The effects of an overdose include psychosis and possible death.

Cannabinus (Marijuana, Hashish) can cause euphoria, increased appetite, lowered inhibitions, and disorientation. Marijuana use can alter sense of time, reduce energy level and coordination, and impair short-term memory. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite. Long-term users may have a lowered immune system and increased risk of lung cancer.

**Alcohol**

Alcohol is a central nervous system depressant. Consumption of alcohol causes a number of changes in behavior that can result in dangerous and high-risk activities. A low dose of alcohol significantly impairs judgment, mental function, and coordination, and alters decision-making skills.

Alcohol consumption decreases the alertness and coordination needed to drive a car safely, increasing the likelihood of the driver causing an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, such as spouse or child abuse. Research demonstrates that the majority of violent behaviors and incidents on college campuses, such as date rape, fights, and vandalism, involve the use of alcohol. Moderate to high doses of alcohol cause drastic impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the heart, liver, and brain. Studies have also linked an increased risk for various types of cancer, such as esophageal and breast, to heavy, long-term alcohol use.
Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, resulting in mental retardation and/or irreversible physical abnormalities.

Counseling, Treatment, and Rehabilitation
Employees and students who wish information about counseling and treatment programs, either for personal substance abuse or for family members or others, may contact the Human Resources Office (for employees) or the appropriate Senior Student Affairs Officer (for students).

| Human Resources - Atlanta campus: | 678-547-6155 |
| Human Resources - Macon campus:  | 478-301-2005  |
| Student Affairs Office - Atlanta campus: | 678-547-6824 |
| Student Affairs Office - Macon campus: | 478-301-2685 |

Information and help is also available from:
- Counseling and Psychological Services - Macon campus: 478-301-2862
- Counseling Center - Atlanta campus: 678-547-6060
- AA Alcohol and Drug Abuse Hotline: 1-800-851-3291
- Drug Hotline: 478-751-7600
- Georgia Drug Abuse Helpline: 1-800-338-6745

Macon
Coliseum Psychiatric Center
340 Hospital Drive
Macon, Georgia 31217
(478) 741-1355

Medical Center of Central Georgia
The Psychiatric Pavilion
777 Hemlock Street
Macon, Georgia 31201
(478) 471-5389

Inpatient: Psychiatry and Detox
(478) 743-1392

Emergency Line
(478) 743-HOPE

River Edge Behavioral Health Center
175 Emery Highway

Macon, Georgia 31217
(478) 751-4519

River Edge Recovery Center
3575 Fulton Mill Road
Macon, Georgia 31206

Dr. Dan E. Phillips (Psychiatrist)
Department of Psychiatry & Behavioral Sciences
Mercer University School of Medicine
655 First Street
Macon, GA 31201

Atlanta
Anchor Hospital
5454 Yorktowne Drive
Atlanta, Georgia 30349
(770) 991-6044

DeKalb Crisis Center
450 Winn Way
Decatur, GA 30031
(404) 294-0499

Metro Atlanta Recovery Residences (MARR)
www.marrinc.org/programs_gender.php
2815 Clearview Place
Doraville, GA 30340
1-800-732-5430

Northside Hospital Behavioral Health Services
1140 Hammond Drive, Building J 1075
Atlanta, GA 30328
(404) 851-8960
Peachford Behavioral Health Systems
2151 Peachford Road
Atlanta, Georgia 30338
(770) 455-3200

Ridgeview Institute
3995 South Cobb Dr., SE
Smyrna, Georgia 30080
(770) 434-4567 x3200

SummitRidge Center for Psychiatry and Addiction Medicine
250 Scenic Highway
Lawrenceville, GA 30045
(678) 442-5800

Talbott Recovery Campus
5448 Yorktowne Drive
Atlanta, GA 30349
(770) 994-0185

Savannah
The Center for Behavioral Medicine
Memorial University Medical Center
(Inpatient Psychiatric Services)
4700 Waters Avenue
Savannah, GA 31404
(912) 350-3023

Recovery Place (Outpatient)
– Alcohol / Substance Abuse Treatment
835 East 65th Street
Savannah, GA 31405
(912) 355-1440

Michael Mobley, M.D. (Psychiatrist)
4849 Paulsen Street, Suite 201
Savannah, GA 31405
(912) 354-8108

RP Community Services (Outpatient)
– Alcohol / Substance Abuse Treatment
515 East 63rd Street
Savannah, GA 31405
(912) 355-5938

Barry Rozantine, MD (Psychiatrist)
Gayle Rozantine, PhD
Center for Health and Well Being
400 Commercial Court
Savannah, GA 31406
(912) 352-9500

Savannah Counseling Services, Inc. (Outpatient)
515 East 63rd Street
Savannah, GA 31405
(912) 344-9403

Manoj Dass, MD (Psychiatrist)
Integrated Behavioral Center
1121 Cornell Avenue
Savannah, GA 31406
(912) 355-4987

Willingway Hospital
(Inpatient Alcohol/Substance Abuse/Detox)
311 Jones Mill Road
Statesboro, GA 30458
1-800-242-9455

Savannah Psychiatry
635 Stephenson Avenue
Savannah, GA 31406
(912) 352-2921
Review of Program
In keeping with Federal law, this program shall be reviewed at least biennially to determine its effectiveness, to make changes where necessary, and to ensure that sanctions are consistently enforced.

Information for this policy was obtained from the following sources:
Information on Federal Trafficking Penalties downloaded from: www.justice.gov/dea/agency/penalties.htm

Emergency Preparedness Plan

Emergency Response Guidelines
General Emergency Response Guidelines:

1. All emergencies are different. Your first priority is to exercise caution and ensure your safety and the safety of the people in the immediate vicinity of the emergency.

2. Collect as much information about the situation as possible (nature of the emergency and specific location).

3. Immediately notify Mercer Police, the local police (911), or the Regional Academic Center (RAC) Coordinator for a RAC not located on the Macon or Atlanta campuses of the situation.

Quick Emergency Contact Guide
Mercer Police
Macon Campus (478) 301-2970
Atlanta Campus (678) 547-6358

Information Hotlines
Macon Campus (478) 301-5335
Atlanta Campus (678) 547-6111

Regional Academic Center Coordinators:
Douglas County (678) 547-6200
Henry County and Newnan (678) 547-6100
Eastman (478) 374-5810

In the event of a broad emergency that has the potential to harm people and/or facilities, it is important for students, faculty and staff to be aware of the following information:

Communication: In the event of an emergency, Mercer Police and the administration will provide alerts and vital information using a variety of formats including emergency text messages, emails, and the office phone system. It is important to note the following:
1. All Mercer faculty, staff, and students are strongly urged to register for emergency text messages.
   - Contact MU Information Technology (number) or visit the website (link) for details on emergency alert registration
2. Faculty with policies prohibiting student cell phone use in the classroom should actively monitor their own cell phones for emergency text messages.
3. Initial notifications may be based on partial data, with the goal to inform campus or RAC occupants of a developing situation requiring immediate action to protect life, safety and facilities.
4. The messaging system will be used to deliver additional emergency information, or that the dangerous event and/or conditions are under control, or “all clear”.

**Building Evacuation Instructions:** When information about a threat is received in a building or facility, evacuation may be ordered by Mercer Police or RAC Coordinator/local emergency response personnel for a RAC not located on the Macon or Atlanta campuses.
1. When a fire alarm is activated evacuation is mandatory.
2. Do not use elevators in an evacuation.
3. Close doors as you exit.
4. All individuals should move away from the building and/or facility in danger (500 feet, or follow instructions from emergency responders).

   **Examples of Evacuation of Facility / Clearance of Area**
   - Fire / Gas Leak / Hazardous Material Release or Spill / Suspicious Package / Bomb Threat

**Active Shooter Instructions:** How to respond (options) if an active shooter is in your vicinity:
1. Run: if there is an accessible escape path, attempt to evacuate the premises.
2. Hide: if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
3. Fight: as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter.

**Lockdown (Violent Acts):** Should the University experience a violent act (such as an active shooter), a lockdown of the University may be ordered by Mercer Police or the RAC Coordinator/local emergency response personnel for a RAC not located on the Macon or Atlanta campuses. In such a situation you should:
1. Immediately go to the closest enclosed area. If possible, choose a room without windows that has a locking door.
2. Lock and/or blockade the doors.
3. Turn out lights and draw blinds.
4. Silence your cell phone, remain quiet, and stay out of sight.
5. Wait for an “All Clear” signal or notice from Mercer Police and/or local emergency response personnel.
6. If outside during the notification, consider leaving the campus if possible.

**Stay in Place (Severe Weather)**
1. If possible, move to designated severe weather areas of the building.
2. Do not use elevators.
3. Avoid glass doors and windows.
4. Wait for an “all clear” signal or notice from Mercer Police and/or local emergency response personnel.

**Equal Opportunity and Affirmative Action Policy**
Mercer University is committed to a policy of equal opportunity without regard to race, color, national origin, disability, veteran status, sex, sexual orientation, genetic information, age, or religion (except in limited circumstances where religious preference is both permitted by law and deemed appropriate as a matter of University policy). This policy applies to all terms and conditions of employment, educational programs, or activities, including, but not limited to, admissions, financial aid, housing, hiring, placement, promotion, termination, transfer, leaves of absence, compensation, training or other educational programs.

In addition, as a federal contractor, the University has adopted an Affirmative Action Plan in accordance with applicable legal requirements. This plan is reviewed and updated annually. Employees and applicants may access, upon request, the full affirmative action plan at locations and times posted in the Human Resources office.
Mercer University will make reasonable accommodations for qualified individuals and students with known disabilities unless doing so would result in an undue hardship. Mercer University prohibits any form of unlawful employee harassment based on race, color, national origin, disability, veteran status, sex, sexual orientation, genetic information, age or religion.

Any employees or students with questions or concerns about any type of discrimination are encouraged to bring these issues to the attention of the Equal Opportunity Officer/Title IX Coordinator, their immediate supervisor or the supervisor of the person behaving objectionably, or for sexual violence/sexual harassment with the Office of Civil Rights. Employees or students can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination.

Mercer University maintains an audit and reporting system to determine overall compliance with its equal employment opportunity mandates and to respond to any specific complaints that students, applicants or employees file with the Mercer University’s equal employment opportunity office. The Associate Vice President for Human Resources [1400 Coleman Avenue, phone (478) 301-2786] is the Equal Opportunity/Affirmative Action Officer/Title IX Coordinator and is responsible for monitoring and coordinating compliance with this policy and applicable laws and regulations, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Executive Order 11246, and other federal and state laws.

**Firearms, Weapons, Fireworks/Explosives**

Firearms/weapons are not allowed in Mercer University campus or Regional Academic Center (RAC) facilities except when required for students who are in uniform (police, law enforcement officers, etc.) in an official duty status.

All other weapons are prohibited including, but not limited to, hunting weapons, BB guns, stun guns, air rifles, air pistols, paintball guns, bowie knives, daggers, dirks, slingshots, leaded canes, metal knife sharpeners, switchblade knives, blackjacks, metallic knuckles, and any sharp, pointed or edged instrument (except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance).

All fireworks or explosives (defined as any substance prepared for the purpose of producing visible or audible effects by combustion, explosion, or detonation) are forbidden.

**Grievance Policies and Procedures**

**Academic Grievances and Appeals**

**Policy:** Students have the right to bring grievances against a faculty member or an administrator and to appeal decisions concerning academic matters. A “grievance” is typically a complaint relating to some allegedly improper action or behavior. An “appeal” is typically a request for review of a routine judgment or decision. Such matters may include, but are not limited to failure to abide by requirements described in the course syllabus, arbitrary awarding of grades, discrimination based on race, color, national origin, disability, veteran status, sex, sexual orientation, genetic information, age, or religion (except in limited circumstances where religious preference is both permitted by law and deemed appropriate as a matter of University policy).

**Time Frame:** For grievances and appeals of any kind, students are required to initiate them with the appropriate faculty member no later than thirty (30) days from the completion of the term in which the course was offered. Grievances or appeals received after this period will not be honored.

**Informal Resolution Procedure:** Student grievance and appeal procedures encourage each student to handle complaints as close to the source as possible. If a student has a complaint against a faculty member, the student should first attempt to resolve the issue by an informal meeting with the faculty member involved. If this is not satisfactory, or if the student believes that he or she cannot discuss the complaint with the instructor, the student may follow the Formal Resolution Procedure.
Formal Resolution Procedure: The following protocol should be followed:

1. The student should meet with the appropriate department chair or program director after submitting to this person a formal written account of the grievance or appeal. This narrative must be submitted no later than thirty (30) days from the date on which the student was formally notified of the instructor’s decision.

2. If the grievance or appeal is not satisfactorily resolved by the department chair or program director, the student should meet with the associate dean after submitting to the associate dean a formal written account. This narrative must be submitted no later than thirty (30) days from the date on which the student was formally notified of the department chair’s or program director’s decision.

3. If the grievance or appeal is not satisfactorily resolved by the associate dean, the student should meet with the Provost after submitting to the Provost a formal written account of the grievance or appeal. This narrative must be submitted no later than thirty (30) days from the date on which the student was formally notified of the associate dean’s decision.

If the student has a grievance or appeal involving a dean, he or she should schedule an appointment with that dean in an attempt to resolve the matter. If the matter is not resolved or if the student believes that he or she cannot discuss the issue with that dean, the student may address the grievance or appeal to the Provost. In all academic grievance and appeal procedures, the decision of the Provost is final.

Nonacademic Grievances
Policy: Mercer University recognizes the importance of providing an efficient procedure for a timely and fair resolution of a nonacademic grievance. Students are encouraged to use the process to resolve allegations concerning (1) a University employee, (2) administrative policies or procedures, and/or (3) a University program, service, or activity.

Informal Resolution Procedure: Many grievances can get resolved via informal personal meetings, phone calls, or e-mails directly with the employee or office responsible for the grievance. Whenever possible, students are encouraged to exercise these avenues of communication first. However, should these avenues not rectify the grievance, or the student wishes to bypass the informal resolution process, then the formal grievance process below should be implemented.

Formal Resolution Procedure: When a student wishes to file a formal grievance that is nonacademic in nature and does not already have a stated appeal or grievance process as prescribed by law or the institution, he or she should follow this procedure:

1. The student should submit the grievance in writing to the supervisor of the University employee responsible for the action or event that forms the basis of the grievance. This statement should contain a brief statement of the grievance and the remedies sought, and be clearly labeled “Formal Grievance” for tracking purposes. A copy of the statement must also be presented to the Associate Vice President of Human Resources and the Vice President for Student Affairs. The grievance should be submitted to the employee’s supervisor within ten (10) days of the action or event that forms the basis of the grievance.

2. The supervisor will meet with the respondent to discuss the grievance within ten (10) days of receipt of the written grievance. The employee’s supervisor will reply in writing to the student with the results of the discussion and plans for further action, if any, within ten (10) days of the meeting. A copy of this reply will be provided to the Associate Vice President of Human Resources and the Vice President for Student Affairs.

3. If the student is not satisfied with the results from the supervisor and wants the grievance to be considered further, the student will have an opportunity for appeal as follows:
   (a) In the case of grievances concerning employees, policies, procedures, or programs of a nonacademic nature within a specific school or college, the student may appeal to the Dean with responsibility for the employee’s unit and request a meeting in order to seek a resolution. This appeal must begin within ten (10) days after the employee’s supervisor has completed consideration of the grievance and responded in writing to the student. A written reply from the Dean indicating the results of the meeting and including further action, if any, to be taken will be sent to the student within ten (10) days after consideration of the grievance. A copy of the appeal and the response from the Dean must be provided to the Associate Vice President of Human Resources and the Vice President for Student Affairs.
If the student is not satisfied with the decision of the Dean, the student may appeal in writing to the Provost with responsibility for the school or college and request a meeting. The appeal must begin within ten (10) days of the date the Dean has completed consideration of the grievance and responded in writing to the student. A written reply by the Provost indicating the results of the meeting and including further action, if any, to be taken will be sent to the student within ten (10) days after consideration of the grievance. The decision of the Provost with responsibility for the employee’s unit will be the final University decision on the grievance. A copy of the appeal to the Provost and the Provost response will be copied to the Associate Vice President of Human Resources and the Vice President for Student Affairs.

(b) In the case of grievances concerning employees, policies, procedures, or programs of a nonacademic nature outside of the administrative organization of a specific school or college, the student may appeal to the Vice President with responsibility for the employee’s unit and request a meeting in order to seek a resolution. This appeal must begin within ten (10) days after the employee’s supervisor has completed consideration of the grievance and responded in writing to the student. A written reply from the Vice President indicating the results of the meeting including further action, if any, to be taken will be sent to the student within ten (10) days after consideration of the grievance. The decision of the Vice President with responsibility for the employee’s unit will be the final University decision on the grievance. A copy of the grievance and their response will be submitted to the Associate Vice President of Human Resources and the Vice President for Student Affairs.

The dean of students or student affairs designee on each campus serves as a resource for students seeking assistance with grievance procedures.

Other Grievances
A number of specific grievance policies and procedures that are prescribed by law, accrediting body, or organization are available to students.

- Equal Opportunity and Affirmative Action Policy/Title IX (Contact Human Resources)
- Disability Policy and Grievance Procedure [Link: http://studentaffairs.mercer.edu/disabilityservices] (Contact Disability Services)
- Family Educational Rights and Privacy Act (FERPA) complaints are directed to the US Dept. of Education (Contact Office of the Registrar)
- Sexual Harassment (Contact Human Resources)
- Accrediting bodies (Specific contact information for each accrediting body is listed in the Mercer Catalogs)

Health and Welfare of Students, Mental and Physical
Mercer University recognizes that the challenges and stresses associated with attending college can be overwhelming at times. In order to provide confidential counseling, support, and guidance to students who seek assistance, Mercer University maintains the counseling services on the Macon and Atlanta Campuses (both provide services to Regional Academic Center Students). However, when it is determined that a serious threat of harm exists for a student, either to themselves or to others, the University is obligated to take proactive action to address this threat.

The University considers any situation in which a student poses a risk for harm to self or others as a serious matter. In cases involving attempted suicide or other life-threatening behavior, the University’s first priority is to ensure the student’s safety and well-being. If you know that a student has or is attempting to harm himself/herself, immediately notify Mercer Police. The Dean of Students or Student Affairs Designee on each campus will then be contacted to evaluate the situation. At any point, Mercer Police and/or the Dean of Students or Student Affairs Designee may make the determination to notify the parents of a student if they believe a substantial health and safety risk exists. A student attempting suicide or exhibiting other life-threatening behavior will not be allowed to return to the University campus or the residence halls until he or she has received approval from the Dean of Students or Student Affairs Designee.
Health Insurance
University policy mandates that all enrolled students (except those in distance learning and in the regional academic centers) must maintain health insurance coverage. Students are automatically charged by the University for health insurance every time they register for classes. This charge can be removed by completing the online waiver form before the end of the waiver period. To complete the waiver process, go to https://bursar.mercer.edu/macon/insurance/. Students must complete the waiver before the stated deadline. Failure to complete this form before the deadline will result in insurance being purchased for you and charged to your account. For more information on student health insurance, please contact Chartis, Inc. by calling 1-888-622-6001 or by visiting http://www.studentinsurance.com.

Honor Code
See Academic Integrity

Housing without Active Enrollment
Mercer University policy stipulates that individuals not registered in courses are ineligible to reside on campus or use the University’s facilities or services. Individuals not registered for classes will be actively evicted from housing.

However, Mercer recognizes the need to offer a grace period to non-enrolled individuals who are actively seeking to address and correct reasonable financial or registration issues during the official add/drop period. Therefore, the following policy will apply:

1. The Office of the Bursar will notify the Office of Residence Life one day after add/drop of any non-enrolled individuals who have accrued charges for room and board but are not registered for courses during that term.
2. Residence Life will then contact each of these individuals and notify them (in person or by email notification) that they have 48 hours to correct their registration and/or financial obligations.
3. If the situation is not resolved at the end of the 48 hour period, these individuals will be required to immediately vacate their housing premises. Verification of resolution must be in writing from the office in question, or by direct phone call from that office, to the Office of Residence Life.

Immunization Policy
The Mercer University Student Health Form is required and must be signed by a physician or other health care provider, and stamped with the provider’s name and address. Students are encouraged to keep a photocopy of this completed form for their personal records.

All students born after 1956 must provide a statement of immunization against Measles, Mumps, and Rubella (MMR), giving the month, day, and year of immunization. A statement of “up to date” is not sufficient. Two doses of Measles (Rubeola) vaccine, two doses of Mumps vaccine, and one dose of Rubella are required. Students must have been at least 12 months old when the first Measles dose was received. Previous diagnosis of disease is proof of immunity against Measles and Mumps (a physician’s statement is required), but not proof of Rubella.

If a student is unable to provide dates of immunization to Measles, Mumps, and Rubella, he or she may document immunity by blood test, at the student’s expense. If this testing shows no immunity to Measles, Mumps, or Rubella, the student may register following documentation of the first dose of MMR, with the second to follow in thirty (30) days, if required.

Tuberculosis (TB) screening (within the past year) is required of all new students. Students at risk for TB will be required to have a PPD skin test (Mantoux). The Tine tuberculosis test is not acceptable. Students should be tested regardless of prior BCG vaccination. Any student with a positive skin test will be required to provide a report of a normal chest x-ray (done after the positive PPD) to be eligible to register. A physician should evaluate individuals with a positive tuberculosis skin test.

Do not assume that childhood immunizations are adequate; requirements have changed during the past several years. Medical facilities in the U.S. and in other countries are required to keep records of vaccinations. Additional sources of immunization information include doctors’ offices, health departments, and schools. Students should make copies
of the completed health form for their own files, and then mail the original forms. Do not rely on health care providers, family members, or other colleges to mail the forms.

Exemptions from compliance with the immunization policy include:

1. Religious exemption, written on letterhead stationery, signed by a religious official and notarized.
2. Medical exemption, written on office stationery, and signed by a health care provider. The letter should state the reason for the exemption, and whether the exemption is permanent or temporary.

Immunizations for the following diseases are recommended, but not mandatory: chickenpox (varicella), hepatitis A, hepatitis B, polio, and tetanus. The most recent tetanus booster should have been within the past 10 years. Immunization against meningococcal meningitis is recommended for college students.

Some academic programs have additional immunization requirements. Students are advised to check with their college or school program for any additional requirements.

Information Technology Policy

The Mercer University Information Technology Policy (the “Policy”) contains Mercer’s philosophy and requirements governing use of its information technology resources by students, faculty, staff, and others who have been given authorization, either explicitly or implicitly, to access those resources. Mercer University expects each member of the community to use Mercer’s information technology resources (including connections to resources external to Mercer that are made possible by Mercer University’s information technology resources) responsibly, ethically, and in compliance with the Policy, relevant laws, and all contractual obligations to third parties. The use of Mercer University’s information technology resources is a privilege. If a member of the Mercer community fails to comply with this Policy or relevant laws and contractual obligations, that member’s privilege to access and use of Mercer’s information technology resources may be revoked. The use of Mercer University’s information technology resources to send communications to Mercer or non-Mercer persons or entities typically identifies the sender as belonging to the Mercer University community. Each member of the community should, therefore, recognize that any such communication might reflect on how Mercer University is perceived by not only the Mercer community, but also the public at large.

By adopting the Policy, Mercer University recognizes that all members of the Mercer community are bound not only by the Policy, but also by local, state, and federal laws relating to electronic media, copyrights, privacy, and security. Other Mercer University policies that relate to this Policy and also apply to Mercer University students, faculty, and staff (collectively, the “community”) can be found in the Mercer University Student, Faculty, and Employee Handbooks. Each member of the Mercer University community is expected to be familiar with this and all other relevant policies. A complete copy of Mercer’s Information Technology Policy can be found at http://www.mercer.edu/IT.

Peer-to-Peer File Sharing

Prohibition against Unauthorized Distribution of Copyrighted Material

The Mercer University Information Technology Access and use Policy found at http://it.mercer.edu/student/hardware_software/it_access_and_use_policy.htm strictly prohibits any form of copyright infringement, including the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.
For more information, please see the website of the U. S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially the FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

In addition to the civil and criminal penalties outlined above, students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the University’s information technology system will also be referred to the Office of Judicial Education and be subject to disciplinary sanctions, up to and including suspension from the University, under the Student Code of Conduct.

**Institutional Plans to Combat the Unauthorized Distribution of Copyrighted Material**

The [Mercer University Information Technology Access and Use Policy](http://www.mercer.edu/information_technology/it_access_use_policy) describes the measures that the University has developed and implemented to effectively combat the unauthorized distribution of copyrighted material. These measures include the following:

- On an annual basis, enrolled students are notified by email of the institutional policies and sanctions related to the unauthorized distribution of copyrighted material. This notice includes the exact electronic address at which this information is posted and a statement that the University will provide a paper copy of this information on request.
- In order to use Mercer computing resources, all members of the University community endorse the Information Technology Access and Use Policy, which includes a section on copyright compliance. The Policy is included in numerous University publications, and links to the Policy are included in numerous departmental websites.
- Posters are placed in student computer labs and elsewhere on campus to inform members of the University community about institutional policies prohibiting illegal file sharing.
- The Department of Information Technology periodically briefs members of Student Government about copyright, illegal file sharing, and related issues.
- Mercer University currently utilizes a Procera appliance to monitor and shape bandwidth usage by P2P and other applications. The University also has the ability to limit the number of simultaneous traffic flows from its residence hall and wireless networks. When a system is detected using excessive bandwidth, the IT Department contacts the owner to ensure that the bandwidth consumption is for legal purposes and that the user is aware of Mercer policies concerning illegal file sharing.
- Mercer provides a timely response to all notices of copyright infringement under the Digital Millennium Copyright Act.

**Alternatives to Illegal File Sharing**

There are a number of organizations that provide links to websites offering legal alternatives for viewing music, movies, and other copyrighted materials online. Some examples include:

- EDUCAUSE Legal Sources of Online Content ([http://www.educause.edu/legalcontent](http://www.educause.edu/legalcontent))
- Campus Downloading Legal Sites ([http://www.campusdownloading.com/legal.htm](http://www.campusdownloading.com/legal.htm))
- Music United ([http://musicunited.org/6_legalsites.aspx](http://musicunited.org/6_legalsites.aspx))
- Motion Picture Association of America ([http://www.mpaa.org/contentprotection/get-movies-tv-shows](http://www.mpaa.org/contentprotection/get-movies-tv-shows))

**Intellectual Property**

**Policy on Inventions, Patents, and Licensing**

**Preamble and Objectives**

Mercer University is dedicated to teaching, research and the expansion of knowledge. Although the University does not undertake research or developmental work principally for the purpose of developing patents and commercial applications, patentable inventions sometimes result from the research activities carried out wholly or in part with University funds and facilities. It is the policy of the University to assure the utilization of such inventions for the common good and, where appropriate, to pursue patents and licenses to encourage their development and marketing.

Mercer University has established the following policies and procedures with respect to inventions, patents and licensing in order to:

- promote the University’s academic policy of encouraging research and scholarship;
• serve the public interest by providing an organizational structure and procedures through which inventions which arise in the course of University research may be made available to the public through established channels of commerce;
• encourage, assist, and provide tangible rewards to members of the University community — faculty, staff, and students — who make inventions processed under this policy;
• establish principles and uniform procedures for determining the rights and obligations of the University, inventors, and research sponsors;
• enable the University to retain title to inventions resulting from federally sponsored research; and
• produce funds for further investigation and research and for the overall needs of the University.

Ownership of Inventions
• Inventions arising from research financed by the Government are controlled by the terms of the applicable grant or contract. Where the University is permitted to retain title to such inventions and chooses to do so, University patent policies will control.
• Inventions arising from research or other work sponsored by nongovernmental entities are controlled by the terms of the sponsored agreement, if applicable, and if not, by University patent policies.
• Inventions arising from research or other work conducted by University employees or students on their own time and without significant use of University funds or facilities shall be considered the sole property of the inventor and may be commercialized by the inventor at his or her own expense. However, by mutual agreement such inventions may be managed by the University under the terms of this policy. The University will not construe the payment of salary from unrestricted funds or the provision of office or library facilities as constituting significant use of University funds or facilities.
• Inventions resulting from research or other work conducted by University employees or students on University time or with significant use of University funds or facilities shall be considered the property of the University. Any income received by the University as a result of licensing or otherwise commercializing these inventions shall be shared with the inventor as provided below. If the University does not wish to undertake patenting and commercialization of such an invention, and if there are no restrictions by any outside sponsor, the University may release its proprietary interest to the inventor.
• Any use of the University’s name in connection with the commercialization of an invention by an individual shall be approved in advance by the University.

Division of Income
• Any income resulting from inventions managed by the University under this policy shall be shared as follows:
  1. First $10,000 of Net Income received:
     (a) 75% to the inventor
     (b) 15% to the inventor’s College or School
     (c) 10% to the University
  2. Net Income received above $10,000:
     (a) 50% to the inventor
     (b) 25% to the inventor’s College or School
     (c) 25% to the University
• “Net Income” is defined as gross royalties and/or other receipts minus the costs incurred by the University for the patent application, interferences, development, licensing and patent enforcement.
• Co-inventors share the inventor’s portion in proportions agreeable to themselves.
• The College or School share shall be administered by the Dean to support research programs in the inventor’s department or division.
• Fifty percent (50%) of the University’s share, after defrayment of patent-related costs not otherwise covered, shall be used to support, or offset the costs of, research in the inventor’s College or School, with the advice and counsel of the Dean.

Disclosure
• Inventions arising in the course of sponsored projects should be promptly disclosed to the Office of the Senior Vice Provost for Research, with simultaneous disclosure to the principal investigator or project
supervisor where applicable. The circumstances of the invention will be reviewed with those involved and the inventor will be notified in writing of the proposed disposition.

- Inventions falling within Section D of Article II above, or about which there is a doubt as to ownership, or which the inventor wishes to have managed by the University, should be promptly disclosed to the Office of the Senior Vice Provost for Research. Within six weeks of the receipt of the disclosure, the inventor will be notified in writing of the determination of ownership (if in doubt) and the proposed disposition.

Invention Management

- For all inventions managed by the University under this policy, the University will at no expense to the inventor make reasonable efforts to evaluate the interest of others in commercializing the invention, seek licenses and options for licenses, have applications for patents filed and prosecuted, and otherwise manage the inventions or arrange for their management by recognized patent management organizations.
- The University will normally evaluate potential commercial use of an invention prior to the filing of a patent application. Options to license and other contractual arrangements appropriate in the circumstances will normally be sought as early as possible as a validation of potential commercial use. If the University determines that neither commercial possibilities nor the potential contribution to the public good warrants proceeding further, the invention will be returned to the inventor and shall belong to the inventor unless such action is precluded by prior agreement with sponsors.
- In licensing, sale or other disposition of rights to inventions, the University will seek to guard against repressive practices. Royalty rates shall be reasonable and consistent with the goal of effectively transferring technology in the public interest. Where feasible, the University will grant nonexclusive, reasonable royalty-bearing licenses to all qualified licensees. The University recognizes, however, that nonexclusive licensing may not always be effective in bringing the invention to the commercial market in a satisfactory manner, and thus may grant an exclusive license if it determines that such is required in the public interest to encourage the marketing and eventual public use of the invention. In all cases, the University shall reserve to itself a non-exclusive, royalty-free license to make or have made and to use the invention within Mercer University for its own purposes.
- In those cases where the University has obtained a patent without obligation to sponsors, if no arrangement has been made for commercial development within a reasonable period from the date of issuance of the patent, ownership of the patent will revert to the inventor upon request.

Publication

Inventors should be aware that a publication disclosing the invention prior to the filing of a U. S. patent application is a bar to the grant of certain foreign patents and can bar the grant of a U. S. patent if the publication occurred a year prior to the filing date. Accordingly, the University may request a temporarily delay in a publication which discloses an invention to permit a U. S. patent application to be filed, but in no event longer than three months.

Disputes

Any disagreement between an inventor and the Office of the Senior Vice Provost for Research concerning rights in an invention shall be resolved by the President, who may appoint an ad hoc committee to make findings of fact and recommendations to him.

Revision or Termination

This policy may be changed or discontinued at any time by action of the Board of Trustees. Any such change or discontinuance shall not affect rights accrued prior to the date of such action.

Patent Agreements

This policy, as amended from time to time, shall be deemed to be a condition of initial or continuing employment of every University employee and a condition of enrollment and attendance of every student who works on any research project under University control. All such employees and students will be expected, upon request, to sign agreements incorporating the terms of this policy. Failure to sign such agreements, however, shall not affect the applicability of the policy nor relieve any employee or student from the obligations imposed.

Copyright Policy

Mercer University’s academic mission is to teach, to learn, to create, to discover, to inspire, to empower, and to serve. This mission is best promoted by creating an intellectual environment that encourages and rewards creativity
and innovation. Mercer supports the development, production, and dissemination of intellectual property by its faculty, staff, and students.

Mercer affirms its commitment to the personal ownership of original works of authorship by their individual creators, whether the creators work alone or with others, and whether they work privately or as members of the Mercer community (faculty, staff, and students). Accordingly, copyright to unpublished works is held by the author or creator, or heirs or assigns, unless a written transfer of copyright has been made to another party.

**International Students Policy**

For current legal information regarding status as an international student, please go to the following website: [http://international.mercer.edu/international-students-and-scholars](http://international.mercer.edu/international-students-and-scholars).

**Mercer’s International Programs**

Mercer’s diverse international programs are designed to help students prepare for a culturally diverse and competitive global society. The Office of International Programs is an academic support unit of the University. Its mission is to facilitate international education through study abroad and exchange experiences, international student advising, and English language development for non-native speakers. Click on the following links for more information on each of these areas of focus.

- Study Abroad [http://international.mercer.edu/study-abroad/](http://international.mercer.edu/study-abroad/)
- The English Language Institute [http://international.mercer.edu/english-language-institute/](http://international.mercer.edu/english-language-institute/)

**International Students**

- International Student & Scholar Services [http://international.mercer.edu/international-students-and-scholars/](http://international.mercer.edu/international-students-and-scholars/)
- What every F-1 visa holder needs to know [http://international.mercer.edu/international-students-and-scholars/f-1-students.shtml](http://international.mercer.edu/international-students-and-scholars/f-1-students.shtml)
- What every J-1 visa holder needs to know [http://international.mercer.edu/international-students-and-scholars/j-1-exchange-visitors.shtml](http://international.mercer.edu/international-students-and-scholars/j-1-exchange-visitors.shtml)
- International Programs Staff [http://international.mercer.edu/contact-us/administrative-staff.shtml](http://international.mercer.edu/contact-us/administrative-staff.shtml)

**Missing Student Policy**

**Reporting**

If a member of the University community (faculty, staff, student, parent, alumni) has reason to believe that a student is missing, that community member will refer the case immediately to the Mercer Police Department. For regional academic center students the community member may contact Mercer Police directly or the Center Coordinator who, in turn, must report the missing student to Mercer Police and the Regional Academic Center Director of Operations.

Mercer Police will work collaboratively with others to contact and locate the student. All reasonable efforts will be made to locate the student and determine his or her state of health and well-being. The efforts include, but are not limited to:

- Phone call to student
- Email to student through Mercer email account (or other known e-mail addresses)
- Messages through social networking websites if possible
- Contact with all professors to determine last day of attendance in each class
- Contact with Housing staff (Resident Advisor or Residence Life Coordinator) and roommate(s) if student is residential (Housing and/or Mercer Police will make a welfare entry into the student’s room)

If the student is located through these attempts, a determination will be made regarding his or her health and well-being. If necessary, a referral to the Counseling Center, Health Services and other appropriate offices may be made at that time. The Dean of Students or Student Affairs designee or Mercer Police will also encourage the student to contact the community member who initiated the search or follow up with that person directly.

**Policy**
If the student is not located through the above measures and has been verified to be missing for more than 24 hours, then the following actions will be taken within the next 24 hours by Mercer Police (or the Director of Operations for RAC):

1. Notification will be made (where and when applicable and appropriate) to the appropriate Dean of Students or Student Affairs Designee for the particular college /campus in which the student is enrolled, the student’s academic advisor, the counseling staff, and health center staff.
2. The Police and/or Dean of Students or Student Affairs Designee will make contact with the student’s emergency contact and, for non-emancipated students under 18 years of age, a custodial parent or guardian. Students should register and continually update emergency contact information on MyMercer.

Students who reside in on-campus housing are also provided an opportunity to identify a confidential emergency contact individual during check-in. This person(s) will also be contacted within 24 hours after the student is determined to be missing unless the student is under 18 years of age and not emancipated, in which case a custodial parent or guardian will be notified as mandated by law.

Once notified, the parent/guardian/emergency contact person may need to work with Mercer Police to submit additional information with outside law enforcement agencies in order to expand the investigation.

**Parking and Traffic Regulations**
Mercer Police is responsible for parking enforcement at Mercer University. All vehicles on the Macon and Atlanta campuses as well as Regional Academic Centers must be registered each year and each vehicle must display a parking decal. The decals are free. Vehicles should be registered before the first day of class. Vehicles can be registered 24 hours a day, 7 days a week at Mercer Police. The tag number is necessary to obtain a decal. If the vehicle or the tag number changes, notify Mercer Police the next business day.

Mercer does not issue handicap access parking decals. Permanently or temporarily disabled persons who require handicap access must see their doctor about getting a permit issued by the State of Georgia. Application forms are available at the Mercer Police station. Only a law enforcement officer can authorize a handicap access space without a decal. Vehicles must be registered with Mercer Police even if the driver possesses a handicapped permit.

ALL DECALS MUST BE PLACED ON THE LOWER FRONT WINDSHIELD ON THE DRIVER’S SIDE.
Possession of a decal does not guarantee a parking space. The responsibility for locating a proper space rests with the driver, not the University. The lack of a parking space (i.e., being late for class or work, parking illegally for a short time, leaving flashers on) are not valid excuses for parking illegally. The absence of a sign prohibiting parking does not mean drivers can park illegally.

More information on the parking system, tickets, and appeals is available from the departmental website at [http://police.mercer.edu/parking/](http://police.mercer.edu/parking/). Special parking brochures are available at Mercer Police.

**Religious Observance Policy**
Mercer University is respectful of the religious practices of members of the student body. Students who will be absent from class for religious observances must confer with their instructor(s) regarding the date of the absence at the beginning of each semester or session, or at least two weeks prior to the dates of the absence. The disposition of missed assignments will be arranged between instructor and student. If a mutually satisfactory solution is not reached, the right to establish a reasonable alternative is reserved by the instructor. Students who feel that their academic performance will be compromised by the alternative assignment/examination timetable may ask that the instructor’s dean review the instructor’s decision.

**Rights of Students**
*Community of Respect* ensures certain rights of its members. The University values the following student’s rights:

- A. Free inquiry, expression, and assembly as long as conducted in a manner that does not infringe upon the rights of others.
- B. Freedom from unreasonable invasion of the privacy of the individual’s person, residence, papers, personal effects, and University records.
- C. Right to due process and equal protection under the University’s judicial system.
D. Freedom to pursue educational goals; the right to free exchange of ideas, thoughts, and viewpoints.
E. Freedom of association for students who meet the University’s standards for participation in co-curricular and extracurricular activities.

Rights Pertaining to Educational Records
The Family Educational Rights and Privacy Act (FERPA) affords students at Mercer University certain rights with respect to their educational records. These rights include:

1. The right to inspect and review a student’s educational records within 45 days of the day the Office of the Registrar receives a written request for access. The student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the student shall be advised of the correct official at the University to whom the request should be addressed.

2. The right to request the amendment of the student’s educational records if the student believes them to be inaccurate. The student may ask the University to amend a record that he/she believes is inaccurate. The student should write the Registrar, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the Registrar (or another appropriate official, if the record is maintained by another office) will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” if the official needs to review an educational record in order to fulfill his or her professional responsibility. Another exception which permits disclosure without student consent is disclosure to officials of another school, school system, or institution of post-secondary education where a student seeks or intends to enroll. Upon the request of an institution in which a student seeks or intends to enroll, the University will forward the student’s education records to the requesting institution. Upon request, the student may obtain a copy of the record that was disclosed and have an opportunity for a hearing as provided above. As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.
4. The right of a currently enrolled student to request that his/her “directory information” not be released by Mercer University. The University, at its discretion and without the written consent of the student, may release “directory information,” which includes the following items: student name, address, e-mail address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, most recent previous institution attended, participation in officially recognized activities and sports, and photographs or video images. A student request for non-disclosure of the above items must be filed with the Office of the Registrar.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mercer University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Sexual Harassment, Sexual Violence, and Sexual Misconduct Policy

Introduction
Mercer University is committed to maintaining an environment free from discrimination on the basis of sex where the dignity and worth of all members, guests and visitors of the University community are respected. Sexual harassment, sexual violence and sexual misconduct harms the environment the University seeks to maintain and are unequivocally prohibited. This policy has been developed in accordance with Title IX of the Education Amendments of 1972 to reaffirm these principles and to provide a grievance procedure for students and employees with complaints regarding sexual harassment, sexual violence and sexual misconduct as defined below. Employee complaints regarding other forms of sex discrimination will be handled in accordance with the grievance procedures outlined in the faculty and staff handbooks (Faculty Handbook Section 2.10 and Non Faculty Handbook Section 5/Grievance Procedures).

All members of the University community are expected to conduct themselves in a manner that does not infringe the rights of others, whether on University premises or at any off campus location. This same responsibility extends to employees of third parties doing business with the University or on University premises and to campus visitors. University administrators and supervisors have the responsibility of preventing and implementing steps designed to eliminate sexual harassment, sexual violence and sexual misconduct within the areas they oversee. If University administrators, faculty, or staff know sexual harassment, sexual violence and/or sexual misconduct is occurring, receive a complaint of sexual harassment, sexual violence and/or sexual misconduct, or obtain other information indicating possible sexual harassment, sexual violence and/or sexual misconduct, they must take immediate steps to ensure the problem is addressed, even if the problem or alleged problem is not within their area of oversight, by reporting the behavior of concern to the appropriate authority charged with investigating such complaints.

Under Title IX, individuals reporting as allegation related to sexual harassment, sexual violence and/or sexual misconduct have the right to prompt resolution of their complaint, to have the University conduct a prompt, thorough and impartial investigation, and to have interim steps taken to ensure the safety and wellbeing of the individuals involved and the University community. The University will communicate regular investigatory updates to the complainant and the respondent. When an allegation of sexual harassment, sexual violence and/or sexual misconduct is brought to the University’s attention, and if a respondent is found to have violated this policy, serious sanctions will be used to prevent its recurrence and address its effects. Mercer University does not tolerate or condone retaliation, will take steps to prevent retaliation, and will evaluate responsive actions, as necessary, for any retaliatory acts.

Individuals reporting sexual harassment, sexual violence and/or sexual misconduct and/or making inquiries concerning the application of Title IX at Mercer University may contact:

Rhonda Lidstone
Associate Vice President for Human Resources/Title IX Officer
Human Resources Building
1400 Coleman Ave., Macon, GA  31207
478-301-2005
Lidstone_rw@mercer.edu
Violations of this policy include, but are not limited to the following offenses, or attempts to commit them, as defined in more detail below.

Definitions

1. **Sexual Harassment is**: Unwelcome sexual advances, requests for sexual favors and other gender-based verbal, non-verbal or physical conduct of a sexual nature when:
   - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or status in a course, program or activity; or submission to or rejection of such conduct is used as a basis for an academic, employment or placement decision affecting the individual; or
   - Such conduct is objectively offensive and sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with an individual’s work performance or educational experience, creates an intimidating, hostile environment, or involves retaliation.

   Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; gender-based stalking; or gender-based bullying. Sexual harassment can occur regardless of the relationship, position or respective sex of the parties. Same sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

2. **Sexual Violence**
   a. **Non-consensual Sexual Contact is**: Any intentional sexual touching
      - however slight,
      - of any part of one person’s body with any part of another person’s body or an object,
      - by a man or a woman upon a man or a woman,
      - that is without consent and/or by force.

   Examples include, but are not limited to: intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making one person touch another person or themselves with or on any of these body parts; or any intentional bodily contact in a sexual manner.

   b. **Non-consensual Sexual Intercourse is**: Any sexual intercourse
      - however slight,
      - with any part of a person’s body or an object,
      - by a man or woman upon a man or woman,
      - that is without consent and/or by force.

   Intercourse includes, but is not limited to: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; or oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

3. **Sexual Exploitation is**: When a faculty, staff, or student takes non-consensual or sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage another (other than the one being exploited),
and that behavior does not otherwise constitute one of the other sexual harassment, sexual violence and sexual misconduct offenses.

Examples include, but are not limited to: invasion of sexual privacy; prostituting another individual; non-consensual observation, either by direct observation or video or audio-taping of sexual activity; engaging in voyeurism; knowingly transmitting an STI (Sexually Transmitted Infection) or HIV (Human Immunodeficiency Virus) to another; exposing one’s genitals in non-consensual circumstances; or inducing another to expose his or her genitals.

Additional Applicable definitions:

1. Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
   - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
   - Current and/or previous relationships or prior consent cannot imply consent to future sexual acts.
   - In order to give effective consent, one must be of legal age, which is 16 years. Sexual activity with someone known to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.
     - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, why or how” of their sexual interaction).
     - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of alcohol or drugs.

2. Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.
   - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
   - NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

Grievance Procedures
If an individual believes he or she has experienced sexual harassment, violence and/or misconduct of any sort, it is particularly important, for the protection of both the complainant and the University community, that the incident be reported immediately.

For cases involving non-consensual sexual contact or non-consensual sexual intercourse, it is particularly important for a complainant to report it immediately to the Mercer Police Department or local police as soon as possible. Mercer Police can assist the individual in getting medical attention and in notifying the proper local law enforcement authorities, if the complainant so chooses. The sooner an assault is reported, the easier it is to preserve and collect the evidence necessary for a criminal prosecution. Reporting the incident to the police does not mean the complainant must press charges against the assailant, but it does help assure that the individual receives assistance in deciding how to proceed.

In addition to Mercer Police, some existing services for victims of sexual assault, both on campus and in the local community, include:

   Counseling and Psychological Services, Macon (478) 301-2862
Where appropriate and possible, the University will take steps to minimize contact and/or potential retribution from a respondent (or any associated group related to the case) to individuals making a complaint of alleged sexual harassment, sexual violence, or sexual misconduct. These actions will be assessed and coordinated by the Student Affairs or Human Resources professional in consultation with the Title IX Officer (See “Preliminary Review” below).

**Complaints may be reported to any of the following:**

**Atlanta:**
- Residence Life Staff at (678) 547-6823
- Dean of Students at (678) 547-6821
- Associate Vice President for Human Resources/Title IX Officer at (478) 301-2005
- Mercer Police at (678) 547-6358

**Macon:**
- Residence Life Staff at (478) 301-2687
- Vice President and Dean of Students (478) 301-2685
- Associate Vice President for Human Resources/Title IX Officer at (478) 301-2005
- Law School Dean of Students (478) 301-2602
- Medical School Dean of Students (478) 301-5570
- Mercer Police at (478) 301-2970

**Savannah:**
- Dean, Savannah Campus (912) 350-1750
- Office of Faculty Affairs, Savannah Campus (912) 350-1750
- Associate Dean for Student Affairs, Savannah Campus (912) 350-1750
- Associate Vice President for Human Resources/Title IX Officer at (478) 301-2005
- Chatham County Police Department (912) 652-6500

**Columbus:**
- Associate Vice President for Human Resources/Title IX Officer at (478) 301-2005
- Local Columbus Police Department (706) 653-3400

**Centers:**
- Center Coordinator for that location
- Director of Operations for the Centers at (678) 547-6370
- Associate Vice President for Human Resources/Title IX Officer at (478) 301-2005
- Henry, Douglas, and Newnan students call Atlanta Mercer Police at (678) 547-6358
- Eastman Local Police (478) 974-7788

**Investigative Procedures**

**Step 1: Report is made**

Once an individual “complainant” reports an alleged incident of sexual harassment, sexual violence and/or sexual misconduct to any official University employee (see reporting procedures), that University employee must immediately notify his or her supervisor, and/or contact the Associate VP for Human Resources if the suspected accused individual (respondent) is an employee, or the Dean of Students (or the Student Affairs designee for their campus) if the suspected accused individual (respondent) is a student. The Dean of Students (or the Student Affairs
designee for his or her campus) or the Associate Vice President for Human Resources (AVP-HR) will then notify the Title IX Officer of the complaint.

The complainant will be encouraged to seek out immediate medical care, offered counseling support, and provided the opportunity to file an official report with either campus or local police. After meeting with police, or if the complainant declines to meet with the police, a meeting with the AVP-HR or the Dean of Students (or designee) will be scheduled as soon as possible.

**Step 2: Preliminary Review-Interim Steps**

A Student Affairs or Human Resource representative professional will meet with the complainant to review the investigative and adjudication procedures related to the allegation and to review and evaluate interim steps that may be taken to protect the complainant and the community. These steps may include modification to class schedules, work assignments, living arrangements, and/or limits on contact with the respondent depending on the circumstances. These modifications will be made with due deference to provide balance and equity for both the complainant and the respondent(s) in the process. Complainant is advised of his or her rights under Title IX at this point.

The Student Affairs or Human Resources professional will interview the complainant and conduct a preliminary investigation, using police reports where available, to ascertain if there is reasonable cause to believe this policy has been violated.

Based on feedback from the complainant, any known and relevant history or patterns related to the case, and the severity of the allegation, the Dean of Students (or designee)/AVP-HR in consultation with the Title IX Officer will determine whether to move forward with a full investigation or to end the process at this stage.

If the decision is made not to proceed further, the institution will make every effort to obtain written verification from the complainant that he or she was made aware of their rights under Title IX. A copy of this report must be sent to the Title IX Officer.

If the decision is made to proceed with a full investigation, the Title IX officer, in consultation with appropriate administrators/Mercer Police, will assign a trained investigator to the case.

**Step 3: Full Investigation**

The trained investigator and/or a Mercer Police Officer will notify both parties of the investigation and will conduct a full review of the allegations including all available relevant witnesses and evidence presented by both the complainant and the respondent. The investigator and/or Mercer Police will write up their findings including an assessment of what they believe to have occurred based on the preponderance of evidence standard (i.e., it is more likely than not that sexual harassment, violence, or misconduct occurred). These findings should include feedback from both the complainant and respondent regarding his or her preference for resolution of the allegations. These findings are to be presented in a written report to the Dean of Students for student cases and the Associate VP for Human Resources for cases involving employees. Typical investigations will be completed within 60-90 days but may vary depending on the complexity of the investigation and the severity and extent of the harassment. A copy of these findings should be sent to the Title IX Officer.

**Step 4: Response to Investigation**

Based on findings from the investigation and feedback from the complainant and respondent, the Dean of Students in consultation with the Title IX Coordinator for student cases, and the AVP for Human Resources for employee cases makes a determination on resolution of the allegations. This resolution will be one of the following:

1) **No Further Action**
   Based on the information obtained during the investigation, and feedback from the complainant and respondent, the University may choose to take no further action. If no action is taken, a copy of the investigation and supporting documentation supporting this decision will be sent to the Title IX Officer.

2) **Informal Resolution**
Based on feedback from both the complainant and respondent, the University may provide an opportunity for informal resolution. Informal resolution will be handled by the Dean of Students (or designee) for student cases and by the AVP-HR for employee cases. Informal resolution does not involve a hearing, but represents resolution for the case that may include stipulations on contact, educational activities, or other actions as determined by the Dean of Students/AVP-HR. If either party does not agree with the outcome and/or stipulations during the informal resolution process, the case may be referred to formal action for review (see below). Any informal resolution must be reviewed by the Title IX Officer before becoming binding.

3) Formal Resolution
When a case is not resolved voluntarily through informal resolution, a review of the allegations is conducted by the appropriate disciplinary process applicable to the respondent(s) (student or employee).

For student respondents:
procedures applicable to the respondent(s) involved.

For employees:
Within 30 days of receipt of the report of the full investigation, the AVP-HR will implement appropriate disciplinary action for the employee. If dismissal of a faculty member is recommended by the AVP-HR, faculty members may exercise their rights as outlined in section 2.08 of the Faculty Handbook.

In both of these resolution processes, a review of the investigative findings of the investigator and/or Mercer Police may suffice in place of hearing from any or all witnesses, and/or the complainant or respondent. However, in the case of students, both the complainant and respondent should be offered the opportunity to be present during the hearing, to make any statements they wish to make prior to concluding the hearing, and to submit impact statements.

The hearing body/AVP-HR retains the right to request additional information deemed necessary to clarify any questions or issues, and to determine responsibility. The final outcome of this hearing body/AVP-HR will be shared with both the complainant and respondent. A copy will be sent to the Title IX Officer.

Step 5: Appeal
Either party may appeal the outcome of the resolution process. If both the complainant and the respondent are students, appeals should be handled in accordance with the Student Conduct Code applicable to the campus/school in which the respondent’s case was processed.

If the respondent is an employee, appeals from either the complainant or respondent should be directed to the Executive Vice President for Finance and Administration within ten (10) working days after the receipt of the written outcome. Any such appeal shall be in writing and shall state the grounds for the appeal. Grounds for appealing the outcome are:

1. An error in procedural due process, which prejudiced the accused to the extent that they were denied a fundamentally fair hearing as a result of the error. Procedural flaws alone are not grounds for an appeal. Significant procedural errors that may have affected the outcome will be considered.
2. The emergence of new evidence that could not have been previously discovered and that, had it been represented at the initial hearing, would have substantially affected the original decision.
3. The imposition of sanctions which are disproportionate to the offense.

For these cases where the respondent is an employee, the Executive Vice President for Finance and Administration shall make a decision within 30 working days of receipt of the appeal. The Executive Vice President’s decision is final.

Both parties will be notified in writing about the outcomes of any appeal. A copy will be sent to the Office of Human Resources for faculty and staff, and to the Title IX Officer.
**Tobacco-Free Policy**

Mercer University is committed to the health and well-being of the members of its student body, faculty, and staff. The University not only has a vested interest in the vitality of its students and those who administer and operate the University’s programs of education, research, and service, but also wishes to promote the advancement of health in general and the maintenance of a healthful environment. The University and its medical, nursing, and pharmacy schools, moreover, have substantial commitments to health-related research and teaching.

The Surgeon General of the United States has determined that cigarette smoking is the largest preventable cause of illness and premature death in the United States; it is associated annually with the unnecessary deaths of thousands of Americans. Research findings now indicate that users of smokeless tobacco and non-smokers who are regularly exposed to tobacco smoke are also at increased risk.

In response to these considerations, the University has adopted as its goal that of achieving an environment as close to tobacco-free as possible. The following guidelines are designed to achieve a relatively tobacco-free environment on the Mercer campuses:

- Smoking is prohibited in all indoor locations. All buildings on all campuses are tobacco-free.
- Smoking is prohibited within 25 feet of all building entrances, air intakes, and windows.
- Residence hall public spaces (lobbies, hallways, lounges, recreation areas, restrooms) and rooms are tobacco-free.
- Use of smokeless tobacco products is prohibited in all University facilities, except in individual residence hall rooms and apartments.

It is the responsibility of each member of the Mercer community to observe this Tobacco-Free Policy and these guidelines. This policy relies on the thoughtfulness, consideration, and cooperation of smokers and non-smokers for its success. Individuals who are smoking inside a building must be directed to the outdoors. Visitors must observe this Tobacco-Free Policy. Department heads, building stewards, and sponsors/hosts of University events are responsible for visitors’ compliance with the University’s Tobacco-Free Policy. The University expects a good faith, common sense, and courteous approach by students and employees in resolving smoking conflicts within the requirements of this policy.

Violation of policies should be reported to Student Affairs for students and Human Resources for employees.

**Voter Registration Requirements of the Higher Education Amendments**

Mercer provides each enrolled student the opportunity to apply to register to vote or to update his or her voter registration records at least once a year. Voter registration information is available at the following locations:

- Macon Campus: Tarver Library, the Office of the Vice President and Dean of Students, and the ACCESS and Accommodation Office.
- Atlanta Campus: Swilley Library
- Regional Academic Centers: Program Coordinators’ offices

For further information on this amendment, contact Student Affairs at (478) 301-2685 (Macon campus), (678) 547-6821 (Atlanta campus), or (678) 547-6370 (Regional Academic Centers). Students with a disability may obtain information and assistance in filling out the cards from ACCESS and Accommodation at (478) 301-2778 (Macon campus) or (678) 547-6823 (Atlanta campus). Students may also obtain voter registration applications at [http://www.statelocalgov.net/50states-secretary-state.cfm](http://www.statelocalgov.net/50states-secretary-state.cfm). Notice regarding this information will be sent to each student during the fall semester of each academic year.

**Withdrawals, Administrative or Medical**

The mental and physical welfare of a student can have a significant impact on his or her academic and developmental success in college. Mercer University provides qualified medical and mental health services for students through Mercer Student Health and counseling services on the Macon and Atlanta main campuses. Under normal circumstances students may withdraw from classes through the eleventh week of fall or spring semester; course withdrawals are not permissible after this deadline. However, medical or psychological situations may arise
that jeopardize a student’s ability to continue enrollment at the University. In such instances the student may request to be administratively withdrawn from the University. This request should be directed to the appropriate Student Affairs Designee on the campus or program at which the student is enrolled. The Student Affairs Designee will make a judgment about the need for an administrative medical withdrawal and once properly evaluated and approved, will implement the appropriate procedures for the withdrawal. Each course in which the student was enrolled will be assigned the grade of “W”. Appropriate medical documentation may be required to evaluate a request for withdrawal.

Once a student has been administratively withdrawn from the University, he or she must present clear evidence of the remediation of the difficulties before he or she may be granted readmission to the University. This evidence may include documentation from an appropriate physical or mental health professional about the treatment the student has received. For more information about administrative or medical withdrawals, contact the Office of Student Affairs at (478) 301-2685.

### The Mercer University Alma Mater

<table>
<thead>
<tr>
<th>Macon Campus, Macon Center, and Eastman Center</th>
<th>Atlanta Campus, Douglas Center, and Henry County Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>On the city’s western border</td>
<td>On the city’s eastern border</td>
</tr>
<tr>
<td>Reared against the sky</td>
<td>Reared against the sky</td>
</tr>
<tr>
<td>Proudly stands our Alma Mater</td>
<td>Proudly stands our Alma Mater</td>
</tr>
<tr>
<td>As the years roll by</td>
<td>As the years roll by</td>
</tr>
<tr>
<td>(Chorus)</td>
<td>(Chorus)</td>
</tr>
<tr>
<td>Forward ever be they watchword</td>
<td>Forward ever be they watchword</td>
</tr>
<tr>
<td>Conquer and prevail</td>
<td>Conquer and prevail</td>
</tr>
<tr>
<td>Hail to thee, O Alma Mater!</td>
<td>Hail to thee, O Alma Mater!</td>
</tr>
<tr>
<td>Mercer, Hail, all Hail!</td>
<td>Mercer, Hail, all Hail!</td>
</tr>
<tr>
<td>Cherished by thy sons and daughters</td>
<td>Cherished by thy sons and daughters</td>
</tr>
<tr>
<td>Mem’ries sweet shall throng</td>
<td>Mem’ries sweet shall throng</td>
</tr>
<tr>
<td>Round our hearts, O Alma Mater</td>
<td>Round our hearts, O Alma Mater</td>
</tr>
<tr>
<td>As we sing our song.</td>
<td>As we sing our song.</td>
</tr>
</tbody>
</table>

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