

**Mercer University**  
**College of Health Professions**  
**Graduate/Professional Student Handbook**  
**2021 – 2022**



**Doctor of Physical Therapy Program**  
**Master of Medical Science (Physician Assistant) Program**  
**Master of Public Health Program**  
**Doctor of Public Health Program**  
**Doctor of Psychology Program**  
**Master of Athletic Training Program**

**<http://chp.mercer.edu>**

This Student Handbook is intended to offer a framework of the intended learning environment provided by the College of Health Professions faculty and staff. It is also provided to inform College of Health Professions graduate and professional students of their rights as students, and equally important, their obligations and responsibilities. This Student Handbook does not constitute a contract, expressed or implied, between any applicant, student, faculty, or staff member and neither Mercer University nor the College of Health Professions. *The University Student Handbook supersedes all College and Program Student Handbooks.* Updates and changes are made as necessary to the Student Handbook and become effective whenever the University or College administration so determine and will apply to both prospective students and those already enrolled. The Mercer University College of Health Professions reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs.

Detailed instructions on processes related to the Offices of the Registrar, Student Financial Planning, or Bursar can be obtained by contacting the respective office or visiting their websites.

Questions regarding this Handbook or the information contained may be made in writing to the College of Health Professions Dean's Office.

The Mercer University College of Health Professions is committed to providing equal educational and employment opportunities to all qualified students, employees, and applicants, without discrimination on the basis of race, color, national or ethnic origin, religion, sex, age, or disability, as a matter of policy and as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503 and 504, ADEA, ADA, E.O. 11246, and Rev. Pro. 75-50).

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## Message from the Dean



Dear Students:

The College of Health Professions is an exciting, dynamic environment where students and faculty are engaged in classroom and practice-based activities, research, and service. Our commitment to the College mission is demonstrated by actively seeking students, faculty, and staff who personify our College's core values: *collaboration, compassion, excellence, integrity, justice, learning, professionalism, and service.*

The Physical Therapy, Physician Assistant, Clinical Psychology, Public Health, Athletic Training, and Kinesiology faculty are committed to educating outstanding students to become skilled practitioners and leaders in their fields who will, in turn, impact the lives of the patients and community they serve. We are glad you have joined the College of Health Professions team and are looking forward to working with you in the upcoming years!

Sincerely,

A handwritten signature in black ink, reading "Lisa M. Lundquist".

Lisa M. Lundquist  
Dean



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# Calendar for CHP Graduate and Professional Programs

## MERCER COLLEGE OF HEALTH PROFESSIONS CALENDAR 2021-2022

### **Fall 2021**

DPT Orientation	August 19-20
MPH Orientation	August 19
PsyD Orientation	August 20
DPT White Coat Ceremony	August 20
Classes Start (Atlanta: DPT, MPH, PsyD, PA; Macon: AT)	August 23
Drop/Add	August 30
Labor Day	September 6
Fall Break (Macon: AT)	October 14-15
Course Withdrawal Deadline	October 28
Registration for Spring Begins	November 3
Application Deadline for Spring or Summer Graduation	November 5
Fall Break (Atlanta: DPT, MPH, PsyD, PA)	November 22-23
Thanksgiving Break	November 24-26
Classes and Exams End	December 17
Grades Due	December 20

### **Spring 2022**

PA Orientation	January 6-7
Classes Start (Atlanta: DPT, MPH, PsyD, PA, DrPH; Macon: AT)	January 10
PA White Coat Ceremony	January 14
Martin Luther King, Jr. Day	January 17
Drop/Add	January 18
Spring Break (Atlanta and Macon)	March 7-11
Course Withdrawal Deadline	March 23
Registration for Summer/Fall Begins	March 25
MPH Pinning Ceremony	April 5
Good Friday	April 15
Classes and Exams End	May 6
Grades Due	May 9
College of Health Professions Hooding Ceremony	May 13
Commencement (Atlanta)	May 15
Baccalaureate (Macon)	TBD
Commencement (Macon)	May 16

### **Summer 2022**

Classes Start (Atlanta: DPT, MPH, PsyD, PA, DrPH)	May 16
Drop/Add	May 23
Memorial Day	May 30
AT Orientation	June 10
Classes Start (Macon: AT)	June 13
Independence Day	July 4
Course Withdrawal Deadline	July 8
Classes End (Atlanta)	August 5
Grades Due	August 11

## History of the College

The College of Health Professions is comprised of six disciplines: Physical Therapy, Physician Assistant Studies, Public Health, Clinical Psychology, Athletic Training, and Kinesiology. The College offers the doctoral-level physical therapy program, doctoral-level clinical psychology program, doctoral-level public health program, master's-level physician assistant program, master's-level public health program, master's-level athletic training program, bachelor's-level public health program, and bachelor's-level kinesiology program. The Department of Physical Therapy offers an Orthopaedic Manual Physical Therapy residency program, a Neurologic Physical Therapy residency program, a Cardiovascular and Pulmonary residency program, and a fellowship in Orthopaedic Manual Physical Therapy.

## Mission of the College

The College of Health Professions seeks to prepare students to improve the health and quality of life of individuals and society through excellence in teaching, research, and service.

## Statement of College Goals

- Provide an education that is effective, innovative, and comprehensive.
- Foster an environment that is caring, equitable, and responsive toward all stakeholders.
- Ensure quality of programs through continuous assessment and improvement.
- Encourage diversity and adhere to the values of the University's Judeo-Christian heritage while respecting the pluralistic values of our society.
- Engage students in active learning to enhance critical thinking and problem solving skills.
- Foster personal and professional growth and a commitment to lifelong learning.
- Support a highly qualified faculty in their pursuit of teaching, scholarly activity, and service in recognition that these activities are integral components of continuing professional growth.
- Provide the infrastructure to support research that integrates components of basic science, public health, clinical interventions, and pedagogical innovation.
- Prepare graduates to assume leadership roles in their communities and profession.
- Provide postgraduate education including graduate programs, residencies, fellowships, and certificate programs.
- Engage in interprofessional education to develop mutual understanding of and respect for the contributions of various disciplines for the betterment of individuals and society.



## Vision of the College

The College of Health Professions will be nationally recognized for promoting and improving health through excellence in education, leadership, and innovation.

## Core Values of the College

The College of Health Professions bases its educational programs and position in the healthcare community upon certain core values. The core values of the College are:

*Collaboration* – working together and respecting each other’s contributions.

*Compassion* – showing empathy and concern for the wellbeing of others.

*Excellence* – performing at the highest level.

*Integrity* – unwavering adherence to an ethical code of conduct.

*Justice* – committing to fairness and equity in the treatment of others.

*Learning* – acquiring, synthesizing, understanding, and assimilating new knowledge and information.

*Professionalism* – exhibiting appropriate behaviors and adhering to an established code of conduct.

*Service* – offering our talents and skills toward the betterment of our communities.

## Modeled Behaviors

### Collaboration

- Recognizes the value of others, their ideas, beliefs, diversity, and cultural heritage.
- Actively participates in ongoing education, professional, and interprofessional activities.

### Compassion

- Places other’s interest ahead of his/her own.
- Is sensitive to the personal concerns and beliefs of others.

### Excellence

- Initiates innovative ways to increase efficiency, effectiveness, and productivity.
- Develops new approaches to improve health and quality of life.

### Integrity

- Is fair, straight-forward, and truthful.
- Admits, corrects, and learns from mistakes.
- Honors commitments and accepts responsibility for actions.

### Justice

- Addresses any dishonest or unethical behavior both upwards and peer-to-peer.
- Treats everyone fairly and is genuinely concerned about the welfare of others.

### Learning

- Actively participates in continuous professional development.
- Shares knowledge of new practices and procedures, evolving sciences, and leading edge technologies.
- Promotes development of interprofessional learning and collaborative practice.

### Professionalism

- Expresses concerns about work issues and works constructively to create a resolution.
- Supports the University’s and College’s mission, goals, and policies and procedures.

### Service

- Advocates for improved health, wellness, and quality of life for patients and society.
- Actively participates in community-based initiatives.

## **Mission of the Doctor of Physical Therapy Program**

The mission of Mercer University's Physical Therapy Program is to prepare doctors of physical therapy who are advocates for the health and wellness of individuals and society, and who are dedicated to patient/client-centered clinical excellence, lifelong professional development, and scholarly activities.

## **Mission of the Physician Assistant Program**

The mission of the Mercer University College of Health Professions Physician Assistant Program is to educate patient-centered medical providers of the highest quality who are critical thinkers, leaders, and lifelong learners.

## **Mission of the Public Health Programs**

The mission of the Mercer University College of Health Professions Department of Public Health is to produce public health professionals through integrating public health education, service, and research, to engage communities (including minority, rural, or aging populations) in improving population health, eliminating health disparities, and achieving health equity and social justice.

## **Mission of the Doctor of Psychology Program**

The mission of the Mercer University College of Health Professions Doctor of Psychology Program is to prepare psychologists as integrated healthcare practitioners who contribute to and apply scientific knowledge of human behavior to benefit individuals, systems, and society.

## **Mission of the Master of Athletic Training Program**

The mission of Mercer University's Master of Athletic Training Program is to prepare patient-centered athletic trainers who are devoted to improving healthcare for athletes and the greater community, and who are committed to professional development, leadership, and advocacy for the profession.

## **Profiles of the Graduate**

The **Doctor of Physical Therapy** graduate of the College of Health Professions of Mercer University will:

- Provide effective and efficient patient/client-centered care to diverse populations across the lifespan.
- Incorporate sound clinical reasoning and problem solving to make evidence-based practice decisions and recommendations in all aspects of patient/client management.
- Adhere to professional and ethical standards of conduct in compliance with the American Physical Therapy Association (APTA) and to the laws and guidelines that regulate the practice of physical therapy.

- Participate as providers and advocates for the health promotion, wellness, and fitness of individuals and society.
- Manage available human, financial, material, and/or technological resources in a variety of traditional and nontraditional settings.
- Pursue lifelong professional development regarding clinical excellence, service, and scholarship.
- Collaborate effectively as a member and leader of an interprofessional team to provide evidence-based and patient-centered care.

The **Physician Assistant** graduate of the College of Health Professions of Mercer University will be able to:

- Demonstrate the knowledge and skills necessary for entry-level practice as a physician assistant.
- Deliver primary care in a variety of clinical settings across the lifespan.
- Collaborate effectively as a member and leader of an interprofessional team to provide evidence-based and patient-centered care.
- Pursue lifelong professional development in clinical practice, service, and leadership.

The **Master of Public Health** graduate of the College of Health Professions of Mercer University will be able to:

- Apply epidemiological methods to the breadth of settings and situations in public health practices.
- Select quantitative and qualitative data collection methods appropriate for a given public health context.
- Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
- Interpret results of data analysis for public health research, policy, or practice.
- Compare the organization, structure and function of healthcare, public health, and regulatory systems across national and international settings.
- Discuss the means by which structural bias, social inequities, and racism undermine health and create challenges to achieving health equity at organizational, community, and societal levels.
- Assess population needs, assets, and capacities that affect communities' health.
- Apply awareness of cultural values and practices to the design or implantation of public health policies or programs.
- Design a population-based policy, program, project, or intervention.
- Explain basic principles and tools of budget and resource management.
- Select methods to evaluate public health programs.
- Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
- Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.

- Advocate for political, social, or economic policies and programs that will improve health in diverse populations.
- Evaluate policies for their impact on public health and health equity.
- Apply principles of leadership, governance, and management, which include creating a vision, empowering others, fostering collaboration, and guiding decision-making.
- Apply negotiation and mediation skills to address organizational or community challenges.
- Select communication strategies for different audiences and sectors.
- Communicate audience-appropriate public health content, both in writing and through oral presentation.
- Describe the importance of cultural competence in communicating public health content.
- Perform effectively on interprofessional teams.
- Apply systems thinking tools to a public health issue.
- Analyze theoretical frameworks for disparity causation
- Describe actions needed to build internal infrastructure to advance health equity in organizations
- Evaluate empowerment strategies for viability in diverse communities including disparate, rural, and aging populations
- Develop community capacity for leadership among diverse populations
- Engage stakeholders to develop the action model/change model schemas to build sustainable programs and systems in vulnerable communities

The **Doctor of Public Health** graduate of the College of Health Professions of Mercer University will be able to:

- Explain qualitative, quantitative, mixed methods and policy analysis research and evaluation methods to address health issues at multiple (individual, group, organization, community and population) levels.
- Design a qualitative, quantitative, mixed methods, policy analysis or evaluation project to address a public health issue.
- Explain the use and limitations of surveillance systems and national surveys in assessing, monitoring and evaluating policies and programs and to address a population's health.
- Propose strategies for health improvement and elimination of health inequities by organizing stakeholders, including researchers, practitioners, community leaders and other partners.
- Communicate public health science to diverse stakeholders, including individuals at all levels of health literacy, for purposes of influencing behavior and policies.
- Integrate knowledge, approaches, methods, values and potential contributions from multiple professions and systems in addressing public health problems.
- Create a strategic plan.

- Facilitate shared decision making through negotiation and consensus-building methods.
- Create organizational change strategies.
- Propose strategies to promote inclusion and equity within public health programs, policies and systems.
- Assess one's own strengths and weaknesses in leadership capacities, including cultural proficiency.
- Propose human, fiscal and other resources to achieve a strategic goal.
- Cultivate new resources and revenue streams to achieve a strategic goal.
- Design a system-level intervention to address a public health issue.
- Integrate knowledge of cultural values and practices in the design of public health policies and programs.
- Integrate scientific information, legal and regulatory approaches, ethical frameworks and varied stakeholder interests in policy development and analysis.
- Propose interprofessional team approaches to improving public health.
- Assess an audience's knowledge and learning needs.
- Deliver training or educational experiences that promote learning in academic, organizational or community settings.
- Use best practice modalities in pedagogical practices.

The **Doctor of Psychology** graduate of the College of Health Professions of Mercer University will demonstrate:

- Foundational knowledge of the core domains of the science of psychology, including affective, biological, cognitive, developmental, and social aspects of behavior, and history and systems of the discipline.
- Understanding of psychological science, the research methodology involved in generating knowledge, and the scientific foundations of the practice of psychology.
- Knowledge, relational skills, and technical skills involved in evidence-based assessment, diagnosis, intervention, and consultation.
- The ability to impart knowledge and skills to trainees and to colleagues along with the ability to assess the acquisition of such knowledge and skills.
- Understanding of research and clinical practice within a context of ethical and professional attitudes, values, and standards that include self-reflection, self-assessment, and self-care.
- Understanding of dimensions of diversity that impact personal and professional interactions with diverse individuals, groups, and communities.
- Understanding of the perspectives of other healthcare disciplines and an ability to collaborate effectively in interprofessional activities to promote individual, institutional, and/or systems-level change.

The **Master of Athletic Training** graduate of the College of Health Professions of Mercer University will:

- Demonstrate the knowledge, skills, and clinical abilities that will prepare her/him for entry-level practice as an athletic trainer.
- Use patient/client values and circumstances, clinical expertise, and research to guide clinical decision making.
- Adhere to professional and ethical standards of conduct in compliance with the National Athletic Trainers' Association (NATA) and to the laws and guidelines that regulate the practice of athletic training.
- Collaborate effectively as a member and leader of an interprofessional healthcare team to provide evidence-based and patient-centered care.
- Pursue professional development through continuing education and active involvement with the NAT

## Academic Administration

President, Mercer University  
Provost, Mercer University  
Dean, College of Health Professions  
Associate Dean, College of Health Professions  
Assistant Dean for Accreditation & Assessment  
Chair, Department of Physical Therapy  
Chair, Department of Physician Assistant Studies  
Chair, Department of Public Health  
Chair, Department of Clinical Psychology  
Chair, Department of Exercise Science

William D. Underwood, J.D.  
Scott Davis, PhD  
Lisa Lundquist, PharmD, BCPS  
Nannette Turner, PhD, MPH  
Caroline Brackette, PhD, LPC, ACS, NCC  
Jeannette Anderson, PT, DHS, MTC  
Jill Mattingly, DHSc, MMSc, PA-C  
Cheryl Gaddis, DrPH, MPH, CHES  
Craig Marker, PhD  
William Holcomb, PhD, LAT, ATC, FNATA, CSCS\*D, FNSCA

## College Faculty and Staff

### Dean's Office

678.547.6208

Lundquist, Lisa, PharmD, BCPS  
Brackette, Caroline, PhD, LPC  
Turner, Nanette, PhD, MPH  
McClendon, Paul  
Uzzell, Denise  
Jones, Charlene  
White, Angela

Dean and Professor  
Assistant Dean for Accreditation & Assessment; Assoc. Professor  
Associate Dean and Professor of Public Health  
Director of Development  
Director of Finance and Administration  
Administrative Assistant to the Dean  
Instructional Design Specialist

### Admissions and Student Affairs Office

678.547.6391

Ellison, Laura, MBA  
Maddox, J. Addy, MED  
Mosley, Dion, MA  
Sheorn, Sheila

Director, Admissions and Student Affairs  
Admissions Counselor  
Admissions Counselor  
Enrollment Associate

### Physical Therapy

678.547.6778

Anderson, Jeannette, PT, DHS  
Collier, Beth, PT, DPT, FAAOMPT  
Dale, Daniel, PT, DPT  
Ebert, Jeffrey, PT, DPT  
Lucado, Ann, PT, PhD  
McMahon, Tim, PT, DPT, FAAOMPT  
Perlow, Ellen, PT, DPT  
Taylor, David, PT, DPT  
Taylor, Leslie, PT, DPT, PhD, M.S.  
Tunney, Niamh, PT, DPT, MS  
Wendland, Deborah, PT, DPT, PhD  
Williams, Carmen, EdD  
Darden, Jatae  
TBD

Department Chair and Clinical Associate Professor  
Clinical Associate Professor; Director of Anatomy Lab  
Clinical Assistant Professor; Asst. Director of Clinical Education  
Clinical Associate Professor  
Associate Professor  
Clinical Assistant Professor; Clinic Director  
Clinical Associate Professor  
Clinical Associate Professor; Director of Clinical Education  
Professor of Physical Therapy  
Clinical Assistant Professor  
Associate Professor  
Clinical Coordinator  
Physical Therapy Program Specialist  
Medical Office Assistant, Physical Therapy Clinic

**Physician Assistant Studies**

678.547.6214

Mattingly, Jill, DHSc, MMSc, PA-C  
Baeten, Robert, DMSc, PA-C, FCCP  
Bedoya, J. Damian, MD  
de la Cruz, Jennifer, MMSc, PA-C  
Dickerson, Lisa, MD  
Heard, Henry, DHSc, MPAS, MA, PA-C  
Jackson, Shannon, MSPAS, PA-C  
Lepp, Erin, MMSc, PA-C  
Martinelli, LeAnne, RPh, MMSc, PA-C  
Sadowski, Catherine, MHS, PA-C  
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Brown, Monica  
Davis, Shayla, M.Ed  
Edwards-Wright, Cynthia  
Fleming, Barbara  
Johnson, Laura, MBA

Department Chair and Clinical Associate Professor  
Clinical Assistant Professor  
Clinical Assistant Professor  
Clinical Assistant Professor  
Medical Director; Clinical Associate Professor  
Clinical Associate Professor  
Clinical Assistant Professor  
Clinical Associate Professor  
Clinical Associate Professor; Academic Coordinator  
Clinical Associate Professor  
Clinical Assistant Professor  
Program Specialist  
Clinical Coordinator  
Credentialing Coordinator  
Academic Program Support Specialist  
Coordinator of Experiential Learning

**Public Health**

678.547.6492

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Chen, Huey, PhD  
Darville, Gabrielle, PhD  
Madden, Suzie, DrPH, MPH  
Mathis, Mary, DrPH, MPH  
Morosanu, Liliana, MPH  
Sultan, Dawood, PhD, MA  
Thomas, Joy, DrPH, MSPH  
Love-Smith, Barbara  
Rooney, Joseph

Department Chair and Associate Professor of Practice  
Professor; Dir. of the Center for Evaluation & Applied Research  
Assistant Professor  
Assistant Professor of Practice  
Assoc. Professor of Practice; Director of the BSPH Program  
Instructor  
Associate Professor  
Associate Professor; Practicum Coordinator  
Administrative Clerk  
Administrative Clerk

**Clinical Psychology**

678.547.6591

Marker, Craig, PhD  
Kemp, Gail, PhD  
Lakind, Davielle, PhD  
Stillman, Tony, PhD  
Thomas, Elaine, PsyD  
Green, Pamela

Department Chair and Professor  
Assistant Professor  
Assistant Professor  
Assoc. Professor; Director, Clinical Training Program  
Clinical Associate Professor  
Program Specialist

**Exercise Science**

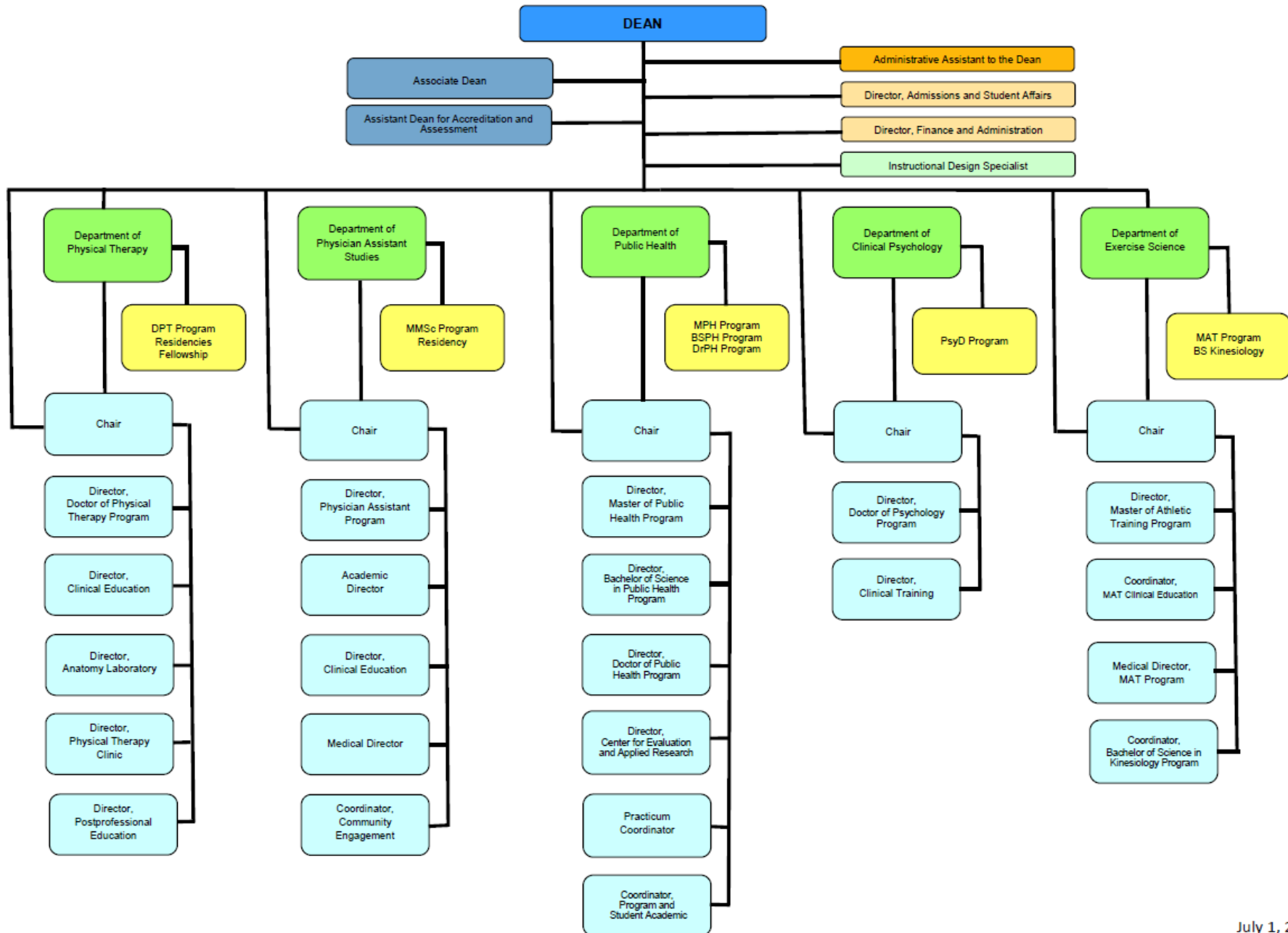
478.301.5530

Holcomb, Bill, PhD, LAT, ATC  
Astin, Matthew, MD, MPH  
Gabriel, Emily, PhD, ATC  
Frederick, Ginny, PhD  
Rooney, Joseph

Department Chair and Professor  
Medical Director; Clinical Assistant Professor  
Assistant Professor; Coordinator of Clinical Education  
Assistant Professor  
Administrative Clerk



## College of Health Professions Organizational Chart



## **Student Policies**

The following policies have been adopted by Mercer University and the College of Health Professions for students. These policies describe what is expected of you as a student. It is your responsibility to familiarize yourself with the information presented in this *Student Handbook*, along with the other information available in the University Student Handbook and within your specific program of study.

The policies in this handbook have evolved through a continual process of feedback, discussion, and exchange among students, faculty, and administrators. Although no policy is considered totally inflexible, the present policies will be supported and adhered to by both students and faculty until changed or amended through appropriate channels. The Mercer University College of Health Professions reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs. The University Student Handbook supersedes all College and Program Student Handbooks.

## **Academic Integrity**

Mercer University strives to be a community of respect that 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 in the forms of, 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 Mercer University Student Handbook and can be found on the Provost website at:

<http://provost.mercer.edu/handbooks>.

## **Attendance-Class**

Attendance at the College of Health Professions is a privilege and not a right. Attendance at all scheduled classes, laboratory sessions, reviews, recitations, examinations, practice experiences, experiential meetings, clinical rotations, or other curricular activities is expected. The following policy governs attendance:

Each professor is charged with the responsibility of establishing an absentee policy for his/her course subject to the approval of the Department Chair. This policy must be a part of the course syllabus distributed to students. In those cases in which the professor does not wish to establish an absentee policy, absenteeism cannot be considered in determining the grade for the course.

Students should also refer to additional policy information listed in the program-specific policies and/or handbooks.

## **Attendance-Professional Meetings**

The College acknowledges that viable professional organizations are essential to the well-being of the profession and contribute to the maintenance of high professional standards thereby assisting in assuring that healthcare professionals provide their patients with state-of-the-art healthcare. As a result, the College will endeavor to encourage its students to become actively involved in professional organizations and will provide them with the opportunity to do so. The College also recognizes that the primary responsibility of students is to achieve academic excellence and that any activity which hinders their pursuit of academic excellence is not in the best interest of the students or profession. Students must obtain, in writing at least one month prior to the meeting, approval from the course coordinator and the Department Chair to be excused from classes/examinations. In such cases students will be required to meet the requirements of the course coordinator(s) whose examination(s) was (were) missed to satisfy the requirements for the course(s) involved.

## **Attitude and Conduct**

The University expects students to conduct themselves in a manner that reflects their maturity and their awareness that matriculation at the University is a privilege afforded only to those who share the ideals of an academic community. Any conduct determined as having an adverse effect on the University community may result in disciplinary action, including dismissal. The Code of Professional Conduct is enforced both on University premises and at University-sponsored events held off campus. Students should familiarize themselves with the Code of Professional Conduct. The Code of Professional Conduct appears in its entirety in the Student Handbook Appendix.

## **Campus Healthcare/Immunization and Insurance Requirements**

Campus Healthcare Services (CHCS) is designed to provide limited services for acute illnesses, and treatments and medications during regular hours of operation for currently enrolled students. Services provided included administration of a variety of immunizations and PPD test, evaluation and treatment of illnesses, and if necessary, referrals to off-campus resources for medical problems. Appointments are encouraged but walk-ins are welcome.

On the first visit all students will receive a copy of the current Health Insurance Portability & Accountability Act (HIPAA) Policy and will need to sign a statement of receipt of the HIPAA Policy.

Campus Healthcare Services is currently staffed by a Family Nurse Practitioner, one Registered Nurse, and an Administrative Assistant, all supported by underwritten protocols of a physician consultant. The physician is available for appointments during the week and referrals to specialists are made as needed.

In the event of a serious illness or accident when the clinic is closed, the student should report to the nearest Urgent Care Facility or Emergency room for immediate treatment. The student must contact CHCS within 48 hours to obtain an Emergency Referral, only if using student health insurance. The Mercer Police must be notified of any injury occurring on campus. They may be

reached at 678.547.6358 or by using a Mercer phone and dialing 6911 in Atlanta, or 478-301-4357 in Macon. Someone should stay with the injured person until the Mercer Police arrive.

Students need to be aware that health services will be billed to either or both student health insurance companies, or private health insurance. A copy of the front and back of the health insurance card should be submitted to Campus Healthcare Services prior to admission if the student will be using an external health insurance policy (non-Mercer policy). Payment for services not covered by insurance, such as lab tests or medications, is the responsibility of the student.

All students are required to complete a Health Information Form to be turned in with proof of required immunizations prior to enrollment. Incomplete or inaccurate information may result in student registration being delayed or blocked. All students living on campus will be required to show proof of the Meningitis vaccine or return a signed Meningococcal Disease Information Acknowledgment form. This is required by Georgia law.

Additionally, the University requires all students to maintain health insurance coverage. In order to enforce this policy, all students will be automatically enrolled and charged for health insurance each semester. This health insurance will be provided by the University's sponsored student insurance plan. Students are provided the opportunity to waive the student insurance coverage and have this charge removed from their Mercer bill each semester if satisfactory evidence is submitted proving that primary health insurance coverage exists. Students who do not submit proof of primary health insurance will be automatically signed up for coverage under the student insurance plan and are not required to enroll individually. A medical identification card and summary of benefits will be mailed to the students once registration has closed and if the student has not waived coverage.

For more information about Healthcare, Immunization and Insurance requirements, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Cell Phones / Smart Phones / Tablets**

Out of courtesy for all those participating in the learning experience, all cell phones/smart phones/tablets must be silenced or 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.

## **Chemical Dependence / Impairment**

Healthcare professions exact a high standard of performance from individuals. Unfortunately, these pressures sometimes result in improper usage of drugs and/or alcohol. The College of Health Professions seeks to respond with concern and care to assist students who have become chemically dependent, to facilitate treatment, and to encourage recovery. The College policy on this issue is outlined in the Student Handbook Appendix A: Chemical Dependence/ Impairment Policy.

For more information on Chemical Dependence / Impairment, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Children and Guests on Campus**

The campuses and facilities of Mercer University are restricted to students, faculty, staff, and guests of the University, except when all or part of the campus, 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.

Arranging childcare off campus is the personal responsibility of students who have children. Students are not authorized to bring children to campus for extended periods of time. Frequent or lengthy visits of children are not permitted, as they may create disruptions and present liability to the University for their safety. Children may not attend classes or be left unattended on Mercer property.

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

For more information on Children and Guests on Campus, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **College-wide Assessment**

As part of the ongoing assessment, evaluation, and review of each program's curriculum, student information is used for evaluation and feedback to improve the educational program and to document student progress. Course evaluations, faculty evaluations, student progress assessment and feedback, surveys, videotaped encounters, and group work are included in this process. Data are primarily reported in the aggregate, and individual identification will be protected. There will be some instances when videotape review will be used to teach interviewing skills and group dynamics. All persons being videotaped will give their consent prior to any use of the videotaped material. When data are used for documenting and publishing about the curriculum and student outcomes, appropriate institutional review will occur and aggregate data used. If the use of identifying information is needed, appropriate student consent will be obtained.

## **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 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.

For more information about the Community of Respect, Student Rights, the Campus Code of Conduct and the Campus Judicial Process, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Computer Accessibility/Information Technology Policy**

Every student must have access to computer resources necessary to complete academic requirements. The prescribed electronic devices ensure that each student has the ability to access required course materials and policies on Canvas, various educational websites, databases, and software during the didactic and clinical/practice-based education.

For more information about Mercer's Information Technology Policy, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

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

Counselors support Mercer students by providing personal, academic, and career counseling. These services are provided through short-term individual counseling, group counseling, and psychoeducational programming.

For more information about CAPS, please refer to additional information available online at:

<https://counseling.mercer.edu/about/>.

## **Crime Awareness and Campus Security**

Mercer University places a high priority on keeping its campuses safe for its students, employees, and visitors. For more information about Crime Awareness and Campus Security at Mercer, please refer to the Mercer University Student Handbook, available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Disability Policy**

All campuses and colleges/schools maintain facilities and make other accommodations for students with disabilities. For more information about Mercer's Disability Policy, please refer to the Mercer University Student Handbook available on the Mercer website at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Drug-Free Workplace and Campus**

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. For more information about Mercer's Drug-Free Workplace and Campus policy, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Emergency Preparedness**

For information about Emergency Preparedness at Mercer, please refer to the Mercer University Student Handbook Supplement available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Equal Opportunity and Affirmative Action Policy**

Mercer University is committed to providing equal opportunity for all student applicants and enrolled students, without discrimination on the basis of race, color, national or ethnic origin, sex, age, or disability, as a matter of University policy and as required by applicable state and federal laws such as Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning this policy may be directed to the Equal Opportunity/Affirmative Action Officer, located in the Human Resources Office; to the senior student affairs officer; to the dean of the student's college or school; or to any member of the Discrimination and Harassment Prevention Board (names, addresses and phone numbers of Board members are available in the Human Resources Office).

Students who believe they have been subjected to discrimination in violation of this policy may use the University's Student Grievance Procedures for Discrimination and Sexual Harassment Complaints, a copy of which is available from any of the offices above.

For more information on the Equal Opportunity and Affirmative Action Policy, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## Examinations / Make-Up Exams

Students must report for examinations scheduled. Permission for a make-up examination due to illness or other emergency may be obtained from the course coordinator (please refer to program-specific policies).

It is the responsibility of the course coordinator of each class to describe in the syllabus the course policy for making up examinations that are cancelled due to inclement weather or some emergency.

## Firearms, Weapons, Fireworks/Explosives

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

For more information about the Firearms, Weapons, Fireworks/Explosives Policy, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## Fundraising

Permission for students/organizations to sell any items on campus must first be obtained in advance from the Director of Admissions and Student Affairs and program Department Chair. Guidelines for granting/denying requests for sales will be determined by whether the item to be offered for sale is presently being sold by some other entity under contract with the University and/or if the sale will adversely affect what is already being sold under contract.

## Grading

### *Grading System and Quality Points*

Cumulative grade point averages are computed on a quality point system. The interpretation of the letter grades and their quality point values is as follows:

Grade		Quality Points Per Credit Hour
A	Excellent	4.0
B+	Good	3.5
B	Good	3.0
C+	Average	2.5
C	Average	2.0
F	Failure	0.0
IC	Incomplete	0.0
AU	Audit	0.0
W	Withdrawal	0.0
Z	Grade Not Reported	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0

Hours earned with a Satisfactory grade will be added to the total required for graduation, but will not affect the grade point average; an Unsatisfactory grade will not carry hours earned and will



carry no penalty to the grade point average. The grade of Incomplete (IC) may be assigned when students have not completed all required coursework and/or examinations for completion of a course. The IC should be removed no later than one year after it was assigned. If it is not removed within the stated time, the IC will automatically change to the grade of F. In cases of illnesses or extreme circumstances the IC will be changed to the grade of W with the approval of the Dean.

A student's scholastic standing is normally determined by calculating a grade point average (GPA). This average, which is calculated for each semester and for the entire period of residence, is determined as follows: the total number of hours for which a grade is received is multiplied by the numerical equivalent for that grade. The results are added, and the sum is divided by the total number of hours for which grades have been assigned. Should a course be repeated, all grades received in that course are used in the computation of the grade point average.

## **Student Progress Deviation Policy**

### *Policy*

A student who deviates from the expected didactic or clinical progression in any program in the College of Health Professions is personally responsible to contact the Mercer University Bursar, Registrar, and Financial Aid offices to ensure that all administrative and financial obligations are addressed. The student is obligated to follow all of the department's/program's policies for continuation in the program, if that option exists.

### *Procedures*

The student will contact the Mercer University Bursar, Registrar, and Financial Aid offices and attend to all administrative and financial obligations within ten business days of awareness of the situation. Failure on the part of the student to follow the stated procedures may result in discontinuation of their enrollment in the program. The department chair/program director will inform the dean's office about student progression deviations immediately upon occurrence.

## **Graduation**

### *Application for Graduation*

All students must apply for graduation. It is the student's responsibility to be aware of all departmental, college, and university degree requirements as published in the catalog, and to ensure that such requirements have been met or that appropriate waivers have been secured and filed in the Registrar's Office. The application for graduation must be filed with the Registrar's Office one term prior to the expected date of graduation.

### *Awarding of Degrees*

The College awards degrees at the end of the semester in which all degree requirements have been met. These requirements are outlined in each program of study's individual policy sections in this Handbook.

### *Graduation Exercises*

A commencement ceremony is held annually at the end of the spring semester. Only students who have met all degree requirements are eligible to participate.

### *Academic Regalia*

The cap (mortar board) and gown-with or without an academic hood-are the formal academic attire for ceremonial events at Mercer University, including commencements. A medallion signifies membership in the national Honor Society of Phi Kappa Phi. Traditional hoods of academic regalia are bestowed upon the Doctor of Physical Therapy, Doctor of Psychology, Master of Medical Science (Physician Assistant), Master of Public Health, and the Master of Athletic Training graduates at a special hooding ceremony held prior to commencement. The Doctor of Physical Therapy hood is lined with the Mercer University colors of orange and black and is trimmed in teal. The Doctor of Psychology hood is lined with the Mercer University colors of orange and black and is trimmed in gold. The Master of Medical Science (Physician Assistant) hood is lined with the Mercer University colors of orange and black and is trimmed in kelly green. The Master of Public Health hood is lined with the Mercer University colors of orange and black and is trimmed in salmon. The Master of Athletic Training hood is lined with the Mercer University colors of orange and black and is trimmed in sage green.

### **Hazing**

The College of Health Professions adheres to the State Code on Hazing (§ 16-5-61).

(a) As used in this Code section, the term:

(1) "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.

(2) "School" means any school, college or university in this state.

(3) "School" organization means any club, society, fraternity, sorority, or a group living together that has students as its principal members.

(4) "Student" means any person enrolled in a school in this state.

(b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

### **Inclement Weather**

In the event of hazardous weather, the following policy will be in effect:

1. A decision as to whether or not school will be open or closed on the days in question will be made and announced. When official closings are announced, complete information for faculty, staff and students will be recorded on the Mercer Weather Hotline, which is 678.547.6111 in Atlanta and 478-301-5335 in Macon. Information about Mercer closings will also be aired on Atlanta area radio and

television stations. The official stations are WSB Radio (AM 750) and WSBTV Channel 2. Students can also check the website ([www.mercer.edu](http://www.mercer.edu)) for information.

2. If a student feels that conditions are so hazardous that coming to school would pose a danger, he/she is automatically excused from classes even if school should be open. In the event that a student should miss an exam, the professor in charge will give a make-up exam at the officially scheduled time for make-up exams.
3. If necessary, cancelled classes will be made up on an appropriate Saturday.

## **Medical Emergency Procedure**

The following steps should be followed when an accident, injury, or other related emergency on campus occurs:

- Notify the Mercer Police Office immediately, by picking up a red phone nearest you or by dialing 6911 (Atlanta) or 4357 (Macon) from any campus telephone nearest you. If the call is placed from an outside phone, call Mercer Police at 678-547.6358 (Atlanta) or 478.301.4357 (Macon) after placing a 911 call to alert them to an emergency on campus. Give the location of the injured person and briefly describe the apparent injury. The Mercer Police Office will then dispatch an officer to the scene, who will determine the appropriate emergency service to be notified, and direct any emergency vehicles to the scene on campus. No employee should assume the responsibility of transporting an injured or ill person.
- If there is difficulty in reaching the Mercer Police by telephone, send another person to the Mercer Police Department. Assist the Mercer Police in filling out an injury report after the injured or ill person has been treated.
- Any attempt to render first aid or other treatment by an untrained party should be limited to only those steps necessary to sustain life and make the injured person as comfortable as possible.
- Remain with the injured party at all times until professional medical aid arrives. A police officer trained in first aid will be on hand as soon as possible to maintain order and render whatever assistance possible.
- After the injured person has been removed or treated by trained medical personnel, give the police officer on the scene as accurate a description as possible of the apparent cause of the accident and the nature of the injury.

By expediting professional medical treatment through a standard emergency procedure, the victim of a serious injury or illness stands a much greater chance of survival and avoidance of serious after-effects.

## **Name Badges**

Name badges will be provided for students at the beginning of the first year. These name badges must be worn at all experiential learning sites and occasionally for on campus programs (for example, admissions interviews). Additional or replacement name badges can be ordered as necessary by the program.

## **Official Communication**

All students are assigned a Mercer email address. This is the address that will be used for official University and College email correspondence to students. It is the student's responsibility to maintain the Mercer email account and understand any and all official communication sent to their Mercer email address. 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.

## **Official Contact Information**

Address changes must be submitted, in writing, to the Office of the Registrar. Please note that address changes submitted to program offices are not automatically transmitted to the Registrar.

## **Posting of Materials**

Posting of signs, fliers, bulletins, announcements, etc. upon doors, walls, and windows is prohibited to prevent damage to campus physical facilities.

The Physical Therapy Program, Physician Assistant Program, Clinical Psychology Program, Public Health Program, and Athletic Training Program detail policies and procedures (please refer to the program specific Student Handbook for greater details regarding Posting of Materials).

Special notices and other information of interest may be posted only on "Public Notice" bulletin boards, located in various areas on campus.

## **Program Specific Handbooks**

Each Program (Physical Therapy, Physician Assistant, Clinical Psychology, Public Health, and Athletic Training) details policies and procedures as an informational guideline for current students. Note: The Mercer University Student Handbook supersedes all College and Program Student Handbooks.

## **Registration**

All students are required to register at the times prescribed in the Academic Calendar. Official enrollment, which includes the completion of satisfactory financial payments, is required for admission to any class or clinical experience. Students who register after the prescribed time are subject to a late registration fee.

**IMPORTANT NOTE:** To cancel a registration at any point after the Registrar's Office has entered course selections in the computer, a student must complete a Course Withdrawal Form. If the appropriate official form is not completed and the student does not attend class, a grade of F will be assigned.

### *Course Load*

Physical Therapy, Clinical Psychology, Athletic Training, and Physician Assistant students are expected to carry the full-time course load each semester as defined in each program of study's individual policy section. Public Health students carry part-time or full-time course loads.

### *Course Changes*

Course changes (dropping and/or adding courses) must be done on or before dates specified in the calendar of the current catalog. For students enrolled in the College of Health Professions, courses may be dropped or added only during the first week of the semester. To change courses during this period, a student must use the *MyMercer* online system. Courses dropped during this time will not appear on the student's grade report or permanent record.

## **Residential Living Policy**

For more information about the Residential Living Policy, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Resignation from the University**

Physical Therapy, Clinical Psychology, Physician Assistant, Public Health, and Athletic Training students must withdraw from all courses in order to resign officially from the University. A grade of W is assigned for the courses in which the student was enrolled before withdrawal, if the withdrawal takes place within the time limit prescribed in each semester of the academic calendar. Without official resignation, a student leaving the University forfeits refunds and the grade of F is assigned to all courses taken in the semester. Withdrawal from all courses for which a student is registered constitutes resignation from the University.

A Physician Assistant student who is not attending classes at the time of withdrawal is required to meet with the Physician Assistant Program Director to officially resign from the University.

## **Student Progress Deviation Policy**

### *Policy*

A student who deviates from the expected didactic or clinical progression in any program in the College of Health Professions is personally responsible to contact the Mercer University Bursar, Registrar, and Financial Aid offices to ensure that all administrative and financial obligations are addressed. The student is obligated to follow all of the department's/program's policies for continuation in the program, if that option exists.

### *Procedures*

The student will contact the Mercer University Bursar, Registrar, and Financial Aid offices and attend to all administrative and financial obligations within ten business days of awareness of the situation. Failure on the part of the student to follow the stated procedures may result in discontinuation of their enrollment in the program. The department chair/program director will inform the dean's office about student progression deviations immediately upon occurrence.

## **Sexual Misconduct and Relationship Violence Policy (Includes sexual harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and gender-based harassment)**

As required by Title IX, Mercer University is committed to maintaining an environment free from discrimination on the basis of sex and/or gender and where the dignity and worth of all members and visitors of the University community are respected. Sex discrimination, which includes, but is not limited to, sexual harassment, sexual assault, intimate partner violence (IPV), stalking, and gender-based harassment, harms the environment the University seeks to maintain and is unequivocally prohibited. Mercer University has developed its policy on Sexual Misconduct and Relationship Violence (SMRV) in accordance with Title IX of the Education Amendments and the Violence Against Women Act to reaffirm the University's commitment to address sexual misconduct and relationship violence and take steps to prevent its reoccurrence and remedy its effects. The SMRV policy explains the rights and options for employees, students, and visitors with reports regarding sexual misconduct and relationship violence, and provides a grievance procedure for handling reports. Employee reports 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 4/Grievance Procedures).

The Sexual Misconduct and Relationship Violence policy applies to all University students and employees, campus visitors, and employees of third parties doing business with the University, regardless of sexual orientation, gender identity, or location. All members of the University community are expected to conduct themselves in a manner that does not negatively affect an individual's school or work experience or the overall school environment, whether on University premises or at any off-campus location. University administrators and supervisors have the responsibility for implementing steps designed to prevent and eliminate sexual misconduct and relationship violence within the areas they oversee.

Under Title IX, individuals reporting an allegation related to sexual misconduct and/or relationship violence have the right to timely resolution; to have the University conduct a prompt, fair, and impartial investigation; and to have interim steps taken to ensure the safety and wellbeing of the individuals involved and the University community. These procedures will be conducted by officials who receive training on issues related to sexual harassment, sexual assault, sexual exploitation, intimate partner violence, and gender-based harassment, as well as how to conduct a hearing process that protects safety, promotes accountability and ensures fairness. The University will communicate regular investigatory updates to the reporting party and the person against whom the allegation or report of sexual misconduct or relationship violence is made. If a responding party is found to have violated this policy, serious sanctions will be used to prevent the reoccurrence of sexual misconduct and relationship violence and address its effects. Mercer University, Campus Sexual Violence Elimination Act (Campus SaVE) and Title IX prohibit retaliation and the University will take reasonably calculated steps to prevent retaliation, and will evaluate responsive actions, as necessary, for any retaliatory acts.

Please visit <http://titleix.mercer.edu/> for more information about Title IX at Mercer University and <http://titleix.mercer.edu/policy.cfm> for the Sexual Misconduct and Relationship Violence policy.

Mercer's Title IX Coordinator, Sharon Stellato, can be reached at (478) 301-2788 or [titleix@merc.edu](mailto:titleix@merc.edu).

## **Social Media and Social Networking**

Online blogs, public mailing lists and social network sites and applications including but not limited to Facebook, Twitter, Instagram, Snapchat, Pinterest, LinkedIn (hereafter collectively referred to as social media) are increasingly popular tools for professional communication and social interaction. Mercer University College of Health Professions recognizes social media as excellent opportunities for students, faculty, and staff to interact both personally and professionally with the latter known as e-Professionalism. While these sites have become a great means of communicating, as healthcare professionals, College of Health Professions students have the responsibility of being fully aware that use of social media is a potential forum for lapses in professional and ethical conduct.

Online social network sites are not a place where someone can say and do whatever they want without repercussions. Internet postings may be traceable forever.

It is the responsibility of each College of Health Professions student to understand that posting certain information is not only unprofessional and/or unethical, but can also be illegal. Public postings on social media may have legal ramifications if comments are made by students concerning patients or if students portray themselves, other students, faculty, staff, clinical instructors, or other colleagues in an unprofessional manner. Postings can be used by the courts or professional licensing boards in the process of decision making. Students must be aware that violation of existing statutes and administrative regulations may expose the offender to criminal and/or civil liability, and punishment for violations may include fines and imprisonment. Students must also be aware that offenders may be subject to adverse actions including, but not limited to, a Code of Professional Conduct violation, removal from a clinical/experiential site, and failure of a course.

College of Health Professions does not actively monitor online activities of the student body; however, unprofessional issues could be, and have been, brought to the attention of the Office of Student Affairs and Admissions through a variety of mechanisms. The College of Health Professions student must understand that by identifying themselves publically using social media, they are creating perceptions about College of Health Professions, a clinical/experiential site, and their chosen health profession, and thereby must assure that all content is consistent with the values and professional standards of Mercer University, the College of Health Professions and their profession.

The following actions are strictly forbidden:

- Reporting personal health information of other individuals. Removal of an individual's name does not constitute proper de-identification of protected health information.

Inclusion of data such as age, gender, race, diagnosis, date of evaluation, photographs, or type of treatment may still allow the reader to recognize the identity of a specific individual.

- Reporting private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course grades, narrative evaluations, examination scores, or adverse academic actions.
- Representing one's self inappropriately or as another person.
- Utilizing websites and/or applications in a manner that interferes with learning while on a clinical/ experiential site.
- Posting any information that could identify a clinical/experiential site, a preceptor, or a patient at a site.
- Knowingly distribute false evidence, statements or charges against another student, faculty, staff, preceptor, or a clinical/experiential site of College of Health Professions.
- Using social media as a means of communicating inappropriate, uncivil or insulting comments or threats of violence regarding peers, faculty, staff, preceptors, or a clinical/experiential site of College of Health Professions.

Social Media Guidelines of Mercer University are accessible at <http://socialmedia.mercer.edu/>

## **Solicitation and Distribution of Literature**

Students may not solicit business of any type, including the selling of products or services, without having been invited or given permission by an official of the University. Students may distribute literature by posting on approved bulletin boards and kiosks. Distribution that includes placing literature/ product samples on cars or in University mailboxes is strictly prohibited.

Any unauthorized persons soliciting or distributing on campus are to be immediately reported to Mercer Police.

## **Student Records and Right of Privacy**

In accordance with the Family Education Rights and Privacy Act of 1974, Mercer University (1) permits students to inspect their education records, (2) limits disclosure to others of personally identifiable information from education records without the student's prior written consent to such disclosure, and (3) provides students the opportunity to seek correction of their education records where appropriate.

### **I. Definitions**

- A. Student means an individual who is or who has been in attendance at Mercer University. It does not include individuals who were applicants for admission to the University but did not matriculate.
- B. Education records include those records which contain information directly related to a student and which are maintained as official working files by the University.

The following are not education records:



1. Records about students made by professors and administrators for their own use and not shown to others;
2. Campus police records maintained solely for law enforcement purposes and kept separated from the education records described above;
3. Employment records, except where currently enrolled students are employed as a result of their status as students;
4. Records of physicians, psychologists, or other recognized professionals or paraprofessionals made or used only for treatment purposes and available only to persons providing treatment (however, these records may be reviewed by an appropriate professional of the student's choice); and
5. Records which contain only information relating to a person's activities after graduation or withdrawal from the University.

## **II. Mercer University permits students to inspect their education records.**

- A. *Right of Access.* Students have the right of access to their education records, except financial records of parents and confidential letters of recommendation received prior to January 1, 1975.
- B. *Waiver.* Students may waive their right of access to confidential recommendations in three areas: admission to an educational institution, job placement, and receipt of honors and awards. The University does not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. If students choose to waive their right of access, they will be notified, upon request, of the names of all persons making confidential recommendations. Such recommendations are used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time, and the revocation will apply to all subsequent recommendations.
- C. *Types and Locations of Education Records.*

Registrar's Office. Undergraduate and Graduate Academic records, Computer files (biographical data, course information).

Office of Student Financial Planning. Application for financial assistance needs analysis statements, awards made. Note: Students do not have access to parents' confidential statements.

Bursar's Office. Records of financial payments. Promissory notes and copies of correspondence.

Colleges, Schools and Academic Departments. Records kept vary with departments but may include results of certain examinations and other advisory information.

- D. *Procedure to be Followed.* Requests for access specifying the records to be inspected should be made in writing to the Registrar. The University will comply with requests within a reasonable time, at most within 45 days. Arrangements normally are made for students to read their records in the presence of a staff member. Students may also obtain copies of their records by paying reproduction costs of \$0.25 per page. However, the University may refuse to release copies of records of students who have not settled their accounts with the University. The University does not provide copies of official transcripts from other colleges.

### **III. Mercer University limits disclosure of personally identifiable information from education records without the student's prior written consent to such disclosure.**

A. *Directory Information.*

1. The following categories of information have been designated as directory information:

Name  
Addresses  
Telephone listing  
Date and place of birth  
Photograph  
Major field of study  
Participation in officially recognized activities and sports  
Weight and height of members of athletic teams  
Dates of attendance  
Degrees and awards received  
The most recent previous education institution attended

2. The University gives annual public notice to students of the categories of information designated as directory information, and allows a reasonable period of time after such notice for the student to inform the University that the information should not be considered directory information.
  3. Directory information may appear in public documents and may otherwise be disclosed without the student's consent unless the student objects as provided above. However, it is the policy of Mercer University to refuse to disclose directory information over the telephone except for purposes of financial aid verification.
- B. *Prior Consent Not Required.* Prior consent is not required for disclosure of education records to the following parties.
1. College officials of Mercer University who have been determined to have legitimate educational interests.
  2. College officials include instructional personnel, administrative personnel, and members of duly constituted University committees and boards, who are or may be in a position to use the information in furtherance of a legitimate objective.

3. Legitimate educational interests include those interests reasonably related to the academic environment.
  4. Officials of other colleges in which students seek to or intend to enroll or are enrolled. Upon request, and at the student's expense, students will be provided with a copy of the records that have been transferred.
  5. Authorized representatives of federal and state educational authorities, but only in connection with the audit or evaluation of federally or state supported educational programs, or in connection with the enforcement of or compliance with federal legal requirements relating to these programs. These officials will protect information received so as not to permit personal identification of students to outsiders, and the data shall be destroyed when no longer needed for the purposes above.
  6. In connection with a student's application for or receipt of financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions.
  7. State and local officials to whom such information is specifically required to be reported by effective state law adopted prior to November 19, 1974.
  8. Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information will be destroyed when no longer needed for these purposes.
  9. Accrediting organizations for purposes necessary to carry out their functions.
  10. Parents of students who are dependents for income tax purposes. Parents may see the academic records of their son or daughter when the student gives permission in writing or when the parents can demonstrate that the student is their dependent as defined by the Internal Revenue Service.
  11. Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of students or other individuals.
  12. In response to a court order or subpoena. The University will make reasonable efforts to notify students before complying with the court order.
  13. The results of a Disciplinary proceeding by the University in connection with an alleged crime of violence may be disclosed to the alleged victim of the crime.
- C. *Prior Consent Required.* In no other cases will the University release personally identifiable information in education records or allow access to those records without the prior consent of the student. The consent must be written, signed, and dated, and must specify the records

to be disclosed and the identity of the recipient. A copy of the record disclosed will be provided to the student upon request and at the student's expense.

D. *Record of Disclosures.* The University maintains with the student's records a record of each request and each disclosure, except disclosures:

1. To the student;
2. Pursuant to the written consent of the student;
3. To instructional or administrative officials of Mercer University; or
4. Of directory information.

The records of disclosures may be inspected by the student, the official custodian of the records, and other University and governmental officials.

#### **IV. Mercer University provides students with the opportunity to seek correction of their education records.**

- A. *Request to Amend Records.* Students who believe that information contained in their education records is inaccurate, misleading, or otherwise in violation of their privacy or other rights may submit a written request to the Office of the Registrar, specifying the document(s) being challenged and the basis for the complaint. The request will be sent to the responsible person at the origin of the record in question. Within a reasonable time of receipt of the request, the University will decide whether to amend the records in accordance with the request. If the decision is to refuse to amend, the student will be so notified and may submit a request for a hearing.
- B. *Right to a Hearing.* Upon request by a student, the University will provide an opportunity for a hearing to challenge the content of the student's records. A request for a hearing should be submitted in writing to the Office of the Registrar.

Within a reasonable time, the student will be notified in writing of the date, place, and time reasonably in advance of the hearing.

1. *Conduct of the Hearing.* The hearing will be conducted by a University official who does not have a direct interest in the outcome. The student will have a fair and full opportunity to present evidence relevant to the issues raised, and may be assisted or represented by individuals of the student's choice, including an attorney, at the student's own expense. The University official conducting the hearing will, after considering all relevant information, make a recommendation to the Registrar.
2. *Decision.* Within reasonable period of time after the conclusion of the hearing, the University will notify the student in writing of its decision. The decision will be based solely upon evidence present at the hearing and will include a summary of the evidence and the reasons for the decision. If the University decides that the information in the

student's record is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, the University will amend the records accordingly.

- C. *Right to Place an Explanation in the Records.* If, as a result of the hearing, the University decides that the information is not accurate, misleading, or otherwise in violation of the student's rights, it will inform the student of the right to place in the record a statement commenting on the information and/or explaining any reasons for disagreeing with the University's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept, and will be disclosed whenever the contested portion of the record is disclosed.

## **Tobacco Use Policy**

Mercer University has been, and continues to be, 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, Pharmacy, and Health Professions 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 tobaccos 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 smoke-free environment on the Mercer campuses:

- Smoking is prohibited in all indoor locations. All buildings on all campuses are smoke-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 smoke-free.
- Use of smokeless tobacco products is prohibited in all university facilities, except in individual resident 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 conflicts within the requirements of this policy.

Violations of this policy will be reported to Campus Student Affairs for students or Human Resources for employees.

## **Traffic Regulations and Parking**

### *Registration and Decals*

The Mercer Police are responsible for parking enforcement at Mercer University. All vehicles must be registered each year and each vehicle must display a parking decal (provided at no cost). You can register vehicles 24 hours a day, 7 days a week at the Mercer Police Department. You must provide your tag number to obtain a decal. If your car or tag number changes, you must notify Mercer Police the next business day. All decals must be placed on the lower front windshield on the driver's side.

### *Handicapped Parking*

Mercer does not issue handicapped access parking decals. If you are permanently or temporarily disabled and require handicapped access, you must see your doctor about getting a permit issued by the State of Georgia. Your vehicle must be registered with Mercer Police even if you possess a handicapped permit. Drivers authorized by the state to use handicapped parking spaces can park in any area with a properly displayed state permit.

### *Parking*

Possession of a decal does not guarantee you a parking space. The responsibility for locating a proper space rests with the driver, not the University. The lack of a parking space, being late for class or work, parking illegally for a short time, leaving your flashers on, are not valid excuses for parking illegally. The absence of a sign prohibiting parking does not mean you can park illegally. More information on the parking policies, tickets, and appeals is available from the departmental web site at [police.mercer.edu](http://police.mercer.edu). Mercer Police can be reached by dialing ext. 6358 (Atlanta) or 4357 (Macon) from any campus phone.

### *Motorized Vehicle Policy*

Motorized vehicles and transportation, outside of authorized golf carts, maintenance equipment, and support mobility devices for disabled individuals, are not permitted on university sidewalks. Segways and hoverboards are expressly prohibited from campus.

### *Traffic Ticket Appeal Process*

Students who feel they have been wrongfully ticketed may appeal to the Traffic Committee. The Traffic Committee is composed of a faculty member, a staff member, a student, a student alternate, and the Associate Director of Mercer Police on the Atlanta campus. All will be voting members, except for the Associate Director of MERPO, who will vote only in the case of a tie. Two of the three voting members must be present to establish a quorum. The committee will convene no later than the second week of the fall semester to select a chair. Meetings to hear appeals will be scheduled as needed.

A student wishing to initiate the appeal process must do so in writing by filling out an Appeal Form (obtained from the Mercer Police Office) and submitting it to their office. The appeal process must be initiated within 5 business days of receiving a ticket. The student will be notified of the time and place of the next meeting. Students appealing a ticket are required to attend this meeting.

If a student who is appealing a ticket is unable to attend the scheduled meeting, he/she has one opportunity to request to reschedule, providing the request is made 24 hours prior to the scheduled meeting. Failure to notify the Chair or Associate Director of MERPO of inability to attend will result in the students' forfeiting the right to appeal.

There will be no formal hearing; rather, there will be a discussion by the members regarding each appeal. Committee members may ask questions of the student if the student is present at the meeting. Students may also ask questions of the committee members. The decision of the Traffic Committee shall be considered final.

## **Travel Policy and Procedures**

The College supports student engagement in professional development and dissemination of original research findings. Policies on financial support to participate in state, regional, national, or international conferences are provided in each program's student handbook.

In all cases, students are required to receive travel preauthorization from their program/department, following the specified guidelines, at least 30 days prior to travel for it to be considered for an excused absence. Students traveling to a professional meeting/conference for the purpose of presenting research (poster or platform) may be eligible for partial reimbursement of expenses incurred through funds made available by the Office of the Provost. Guidelines are available at <https://provost.mercer.edu/www/mu-provost/resources/upload/University-Student-Travel-Awards-Guidelines.pdf> Students are required to follow procedures published by the College and University in order to be eligible for these funds.

## **Student Services-Atlanta**

### **Auxiliary Services/Bear Card**

678.547.6144

[auxiliary.mercer.edu](https://auxiliary.mercer.edu)

Pharmacy Administration/Cafeteria Building, Lower Level (next to Bookstore)

Monday-Thursday, 9:00 a.m. to 6:00 p.m.; Friday, 9:00 a.m. to 1:30 p.m.

Auxiliary Services is responsible for many different functions on campus including: the Bear Card (the campus identification card and debit card program), Mercer Food Services-Meal Memberships, Campus Vending Services, Mercer Copy Center/Postal Services, Mercer Laundry Services (washers and dryers for University housing), Mercer Alarm Services, and the Mercer Bookstore.

**Bookstore**

678.547.6350

<https://mercer-macon.bncollege.com/shop/mercer-atlanta/home>

Pharmacy Administration/Cafeteria Building, Lower Level

Monday-Friday, 11:00 a.m. to 6:00 p.m.; Closed Saturday and Sunday

The Atlanta Campus Bookstore serves the campus community with all educational needs. Considered the first choice to purchase or rent textbooks, school supplies, and spirit merchandise; the bookstore also provides services such as UPS shipping, document faxing, and book reservations.

**Bursar's Office**

678.547.6121

[bursar.mercer.edu](mailto:bursar.mercer.edu)

Jessica Ellison, University Bursar (Ellison\_jk@mercer.edu)

104 Davis Administration Building

Monday-Wednesday, 9:30 a.m. to 5:00 p.m.; Thursday, 9:00 a.m. to 1:00 p.m., Friday, 9:00 a.m. to 4:30 p.m.

The Bursar's Office, under the direction of the University Bursar, serves as both business office and payment office for students. This office is responsible for student billing, fee payment, refunds and the collection of various forms of University revenue.

**Campus Life**

678.547.6823 Fax 678.547.6373

[campuslife.mercer.edu/atlanta](http://campuslife.mercer.edu/atlanta)

Richard Stilley, Assistant Dean for Campus Life (stilley\_r@mercer.edu)

Tangela Mitchell, Coordinator of Student Affairs Services (mitchell\_ty@mercer.edu)

208 Sheffield Center

Monday-Friday, 9:00 a.m. to 5:00 p.m.

The Campus Life Office encompasses a variety of student services:

Disability Services-if you have a documented physical, psychological or learning disability and require accommodations each academic session, in advance of or by the close of the first class meeting or as soon thereafter as possible.

Housing-On campus apartments house 184 students in three buildings. Apartments come in one, two, and four-bedroom units. Each individual has separate telephone, internet (including wireless) and basic cable hook-up. These services along with all utilities are included in your rent. Apartments are furnished and include a fully appointed kitchen. The apartments are located directly across the street from the Sheffield Student Center housing a comprehensive wellness program, gym and pool. *Please call for rental rates and to plan a tour.*



Housing Judicial Affairs-Rules and Regulations for living on campus are outlined in the Residential Handbook. This document is updated every year. Residential students are responsible for reviewing the content and following the code of conduct as outlined.

Campus Activities-Help plan activities of interest to you and your peers. We bring together students, faculty and staff from across campus in activities that are fun for everyone! Remember ... there is life outside the classroom. To get involved or to share a program idea, contact the Campus Life office at 678.547.6814.

### **Center for Career and Professional Development**

678.547.6023

<https://career.mercer.edu>

Kim Meredith, Executive Director (meredith\_kc@mercerc.edu)

Services provided by the Center for Career and Professional Development (CCPD) are available to all Mercer students and alumni. Services provided on an individual basis include career exploration; assessments; resume, CV, and cover letter assistance; interview preparation and mock interviews; job search preparation and resources; career transitioning; and salary negotiation skills.

Internship opportunities and career resources are available online at <http://career.mercer.edu/internship>. Career opportunities are available through various resources including online databases, career fairs and networking events. All students are encouraged to participate in annual Career Day events.

### **Counseling and Psychological Services**

678.547.6060

<https://counseling.mercer.edu/atlanta/>

Bates Canon, LPC, CPCS      Director, Student Health and Counseling (canon\_ab@mercerc.edu )

Julie Cannon, LPC, CPCS, NCC      Assistant Director, Counseling Services (cannon\_je@mercerc.edu)

215 Sheffield Center

Counseling is available to currently enrolled Mercer students at no charge. Call 678.547.6060 for Atlanta Campus, or Macon Campus 478.301.2862 for information and appointments. If you are seeking counseling outside of office hours, please call the Georgia Crisis & Access Line at 1.800.715.4225. Some examples of the kinds of issues students may discuss with a counselor include: managing relationships, handling family problems, coping with stress and anxiety, grief and loss, decreasing depressed feelings, vocational/career issues, improving communication, study skills, time management, decision-making skills, and personal awareness and growth.

### **Food Service / Cafeteria / Catering**

404.341.1231

[www.carlylescatering.com](http://www.carlylescatering.com)

Mary Atkinson, Catering Coordinator

Pharmacy Administration/Cafeteria Building

### Catering by Request

Facilities: Mercer Atlanta Cafeteria (MAC)

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

Starbucks Coffee (in MAC) Monday-Friday 7:00 a.m. to 3:00 p.m.

Evening Carts (AACC Building and BE Building Room 116) Monday-Thursday 4:00 p.m. to 8:00 p.m.

Hours of operation subject to change due to holidays and class schedules.

Carlyle's Corporate food service currently operates in the Cafeteria building and provides catering for events on and off campus. Please call for the latest catering menus or go to our website at:

[www.carlylescatering.com](http://www.carlylescatering.com). We look forward to serving you!

Carlyle's, the campus food service provider, has exclusive rights to provide catering to campus. In addition, the campus food service provider has exclusive rights to provide food by operating the retail dining. "The MAC," Douglas Regional Academic Center, and AACC Food Carts. Outside food service providers are not allowed to provide food for events on campus unless an exception is approved by the Senior Vice President's Office (Atlanta), or the Associate Vice President of Auxiliary Services (Macon).

### International Students and Scholars Program

678.547.6375

Brenda Austrie-Cannaday      International Student/Scholar Coordinator, Office of International Programs

(austrie-cannaday\_b@mercer.edu)

Day Hall

Monday-Friday, 9:00 a.m. to 5:00 p.m.: Please call for an appointment.

### Mercer Police

678.547.6358 ~ Emergency Number: 678.547.6911

Major Willie Woolfolk, Associate Director (woolfolk\_w@mercer.edu)

Pharmacy Administration/Cafeteria Building, Lower Level

### Registrar's Office

678.547.6263

[registrar.mercer.edu](http://registrar.mercer.edu)

Diana Hill, Registrar (hill\_d@mercer.edu)

102 Davis Administration Building

Monday-Thursday, 9:30 a.m. to 5:30 p.m.; Friday, 9:30 a.m. to 4:30 p.m.

The Registrar's Office provides many services to students, faculty and staff of the University, including publication of the schedule of classes and University catalogs, coordination of the registration process, recording of semester grades, facilitation of degree audits and coordination of graduation. The Registrar's Office also assists students with transcript requests, enrollment verifications (via the National Student Clearinghouse), name and address changes, transient and

cross registration requests, and the evaluation of transfer credit. Requests for Mercer transcripts are free, but must be in writing and signed by the student as required by the Family Educational Privacy Act of 1974.

### **Student Financial Planning**

678.547.6444

[financialaid.mercer.edu/atlanta-campus/](http://financialaid.mercer.edu/atlanta-campus/)

1st Floor Davis Administration Building

Monday-Thursday, 9:00 a.m. to 5:00 p.m.; Friday, 9:00 a.m. to 12:30 p.m.

Extended office hours available by appointment.

Mercer University's Office of Student Financial Planning is available to provide information and assistance to students who need financial aid in order to attend the University. Financial aid may include a combination of loans, scholarships, grants, and part-time employment. It is important that students apply for financial assistance as early as possible so that forms may be processed and the financial need of each applicant determined. All necessary forms and applications can be obtained from the Office of Student Financial Planning or at Mercer's website. Students may speak with a financial aid advisor during office hours with no appointment necessary. Students who would like to make appointments may do so by calling 678.547.6444. Additional information is available online at <http://atlanta.merceraid.com/>.

### **Student Health Centers**

678.547.6130

Fax: 678.547.6054

<https://shc.mercer.edu/>

206 Sheffield Center

Hours of Operation: Monday-Friday, 8:00 a.m. to 4:00 p.m.

Student Health is designed to provide limited health care and treatments for enrolled students who are actively attending classes at the university. Services include, but are not limited to, treatment of minor illnesses, accidents, providing medication as indicated, and issuing referrals as requested. There is no cost to students for the clinical visit. However, there may be small fees incurred if lab tests, immunizations, TB skin tests, and/or certain medications are deemed necessary.

### **Swilley Library**

678.547.6280

<http://libraries.mercer.edu/about-us/about-swilley>

Dr. Jeffrey Waldrop, Dean of the University Library

Reference: 678.547.6282

Service Desk: 678.547.6284

Please check website for hours.

One of four full service libraries within the University, the Monroe F. Swilley, Jr. Library serves as the library for Mercer's Atlanta campus.

**Technology Support Services**

678.547.6310 or 478-301-7000

<http://it.mercer.edu/>

Ken Donnelly, Director

108 Swilley Library Building

Monday-Friday, 8:00 a.m. to 7:00 p.m.

Contact the IT Help Desk if you need technology support: [helpdesk@mercer.edu](mailto:helpdesk@mercer.edu); 678.547.6310.

**Student Services-Macon****Auxiliary Services/Bear Card**

478.301.2741

[auxiliary.mercer.edu/bear-card](http://auxiliary.mercer.edu/bear-card)

Auxiliary Services Building/Technology Support Services Building

Monday-Friday, 9:00 a.m. to 4:30 p.m.

Auxiliary Services is responsible for many different functions on campus including: the Bear Card (the campus identification card and debit card program), Mercer Food Services-Meal Memberships, Campus Vending Services, Mercer Copy Center/Postal Services, Mercer Laundry Services (washers and dryers for University housing), Mercer Alarm Services, and the Mercer Bookstore.

**Bookstore**

478.301.2945

<http://mercer-macon.bncollege.com/>

The Loft in Mercer Village

1602 Montpelier Avenue, Suite 100, Macon, GA, 31207

Monday-Thursday, 10:00 a.m. to 4:00 p.m.; Friday, 10:00a.m. to 2:00p.m.; Saturday, 8:00 a.m. to 5:00 p.m.

The Macon Campus Bookstore serves the campus community with all educational needs. Considered the first choice to purchase or rent textbooks, school supplies, and spirit merchandise; the bookstore also provides services such as UPS shipping, document faxing, and book reservations.

**Campus Life**

478.301.2868 Fax 478.301.4201

[campuslife@mercer.edu](mailto:campuslife@mercer.edu)

<http://campuslife.mercer.edu/macon/>

Dr. Douglas R. Pearson, Vice President for Student Affairs and Dean of Students  
([pearson\\_dr@mercer.edu](mailto:pearson_dr@mercer.edu))

The Office of Campus Life and Student Involvement strives to enhance student life by promoting involvement in the Mercer community as well as leadership development. This mission is accomplished by providing educational, social, and cultural campus-wide programming through Mercer's student activities board, Quadworks, and by providing direct advisement for the governing bodies of Mercer's seventeen chapters of (inter)national Greek-letter organizations.

### **Center for Career and Professional Development**

478.301.2863

Stephen Brown, Director (brown\_sr@mercer.edu)

3<sup>rd</sup> Floor of the Connell Student Center above the cafeteria

Monday-Friday, 8:30 a.m. to 5:00 p.m.

Services provided by the Center for Career and Professional Development (CCPD) are available to all Mercer students and alumni. Services provided on an individual basis include career exploration; assessments; resume, CV, and cover letter assistance; interview preparation and mock interviews; job search preparation and resources; career transitioning; and salary negotiation skills.

Internship opportunities and career resources are available online at <http://career.mercer.edu>. Career opportunities are available through various resources including online databases, career fairs and networking events. All students are encouraged to participate in annual Career Day events.

### **Counseling and Psychological Services**

478.301.2862

<https://counseling.mercer.edu/macon/>

Emily Piassick, PhD, Director and Psychological Services (piassick\_ea@mercer.edu)

Counseling is available to currently enrolled Mercer students at no charge. Call 678.547.6060 for Atlanta Campus, or Macon Campus 478.301.2862 for information and appointments. If you are seeking counseling outside of office hours, please call the Georgia Crisis & Access Line at 1.800.715.4225. Some examples of the kinds of issues students may discuss with a counselor include: managing relationships, handling family problems, coping with stress and anxiety, grief and loss, decreasing depressed feelings, vocational/career issues, improving communication, study skills, time management, decision-making skills, and personal awareness and growth.

### **Food Service/Cafeteria/Catering**

478.301.2925

<https://mercer.campusdish.com>

Roy Sosby, Catering Director (sosby-roy@aramark.com)

1400 Coleman Avenue

Macon, GA 31210

Catering by Request

**International Students and Scholars Program**

Julie Strecker, PhD, PDSO, Director of International Programs (strecker\_jl@mercer.edu)  
Mercer University  
1400 Coleman Ave  
Macon GA 31207  
478.301.5341

The International Programs Office initiates, processes, and issues documents necessary for international students to enter, transfer, and continue their studies at Mercer University. This office is staffed with an immigration specialist who is knowledgeable in the up-to-date laws and regulations that affect the international student.

International students who have questions or concerns are welcome to visit the International Programs Office anytime during their educational career at Mercer University. This office works closely with all departments of the University to ensure that international students' needs are met and that they are compliant with immigration requirements.

**Mercer Police**

478.301.4357 ~ Emergency Number: 478.301.2911  
Chief Gary Collins, Director of Mercer Police (collins\_g@mercer.edu)  
1765 Winship Drive  
Macon, GA 31207

The Mercer Police is staffed with professionally trained police officers (P.O.S.T. certified) and qualified dispatchers 24 hours daily. In addition to conducting routine mobile and foot patrols for your safety and convenience, the Police Department offers escorts to your car, jump-starts and access to cars with keys locked inside. The Police Department completes reports of all criminal, accident and miscellaneous incidents that occur on Mercer University property.

Parking decals can be obtained at the Police Department. All students/faculty/staff members must register their vehicle(s) with the Police Department and place their decals on their vehicle(s). Residential students can pick up their decal through the Campus Life office. There is no charge for the parking decal. Decals enable you to park anywhere on campus except for visitor, handicap (unless you have a handicap decal), cycle and restricted parking areas. Parking at the on-campus apartments is restricted to residential students.

**Student Health Centers**

478.301.2696  
Fax: 478.301.2116  
<https://shc.mercer.edu/>  
1327 Stadium Drive (inside the Field House)  
Clinic Hours are Monday-Friday, 8:00 a.m. to 5:00 p.m.  
SPECIAL NOTE: Please call for available appointment schedule times.

The Student Health Center (SHC) provides health services for all Mercer students, regardless of insurance coverage (SHC is considered the primary healthcare provider for students that have the school insurance and students who have this insurance should contact Student Health if appointments or referrals are needed prior to seeking other medical attention unless after hours or in cases of emergency.)

The Student Health Center provides many services including health care for acute illnesses and injuries, allergy injections, immunizations, women's health, health education, and various physical exams. Some students may be referred, depending on the illness/injury, at the discretion of the Student Health Center Staff.

### **The Jack Tarver Library**

Circulation Desk and Checkout: 478.301.2961

<http://libraries.mercer.edu/>

Dr. Jeffrey Waldrop Dean of the University Library (waldrop\_ja@mercer.edu)

The Jack Tarver Library provides services primarily for Mercer University's Macon campus. As part of a University-wide initiative, the Library supports research at all levels. Students have access to group study rooms, computers for individual and group projects, and a 24-hour study area. Partnership with Information Technology enables the Library to offer technology assistance during evening hours. In addition to encouraging student research, the Library offers individual carrels for faculty research. Research assistance is available through instant messaging, email, individual consultations, and classroom instruction.

### **Technology Support Services**

478.301.7000

<http://helpdesk@mercer.edu/>

Denise Rogers, Director

Auxiliary Services Building

Contact the IT Help Desk if you need technology support: [helpdesk@mercer.edu](mailto:helpdesk@mercer.edu); 478.301.7000.

The mission of Mercer University Information Technology is to support, develop, and maintain Mercer University's Information Technology environment in support of University endeavors and to provide leadership in the application of information technology and computer support. Mercer University is dedicated to the missions of teaching, education, research, and public service. In support of these missions, Mercer University provides access to electronic information resources, including networks, software, and equipment, to its students, faculty, and staff.

### **BearNet**

BearNet is Mercer's university-wide network connecting all Mercer campuses and locations. The following covers some basic information about what type of computer should be purchased and what will be needed for a student to connect to BearNet. Each student will have direct access to the services on BearNet: e-mail; library information systems; MyMercer, Canvas; and high-speed access to the Internet. Computers are available in the Open Access Lab and the Jack Tarver Library.

Wireless access to BearNet is available in all facilities on the Macon campus. Connection to BearNet will require each student to login with their MUID and Password (YYMMDD).

#### Computer Labs

Stetson Hall, Room 133 - Mercer IT New Media Development Lab

Mercer IT operates several computer labs on the campuses. Labs are not identical—lab capacity, staffing availability, number of workstations, and computing resources vary. (Some colleges/departments also operate computer labs; these resources are also listed on this page for your convenience.) Some labs are reservable for class meetings; to reserve a lab, contact the operating college/department.

#### Electronic Mail

All currently enrolled students are assigned Mercer email accounts. You can find your Mercer email address by logging into MyMercer. Select **My Profile** then **My Information** from the menu on the left hand side of your MyMercer homepage. Your Mercer email address is listed in your personal information.

MercerLive is the university's student email system, powered by Microsoft. Mercer students may access their MercerLive email accounts over the Internet or via an email access program (client). Email is also accessible via the web at <http://mercerlive.mercer.edu/>.

#### Educational Use of Information Technology

Mercer's Stetson Hall Campus is very aggressive in applying technology to education. The Technology Support Services department, with the support of the Learning Technology Center, has established an online instructional system called Canvas that allows faculty to develop courses and deploy them to students using the internet.

#### Help Desk Support

Technology Support Services currently provides access to support personnel who may be contacted in person, by phone, or by e-mail. Most calls to the "help desk" require the dispatch a member of the technical staff. The support staff makes every effort to respond to all calls within 24 hours. We provide student support on configuration-setup for network access, wireless network access registration, troubleshooting and basic assistance for system problems. You can contact the Help Desk by calling 478.301.7000 or sending an email to [helpdesk@mercer.edu](mailto:helpdesk@mercer.edu).

#### Wireless Network Access

All students have access to Mercer's wireless network (MU\_Student). Students are required to login with their MUID and Password (YYMMDD).

#### Virus Protection

Landesk AntiVirus is provided for all Mercer-owned computer systems. All student systems are required to have an antivirus product installed and up to date. Students can download a free version of MSE using the link [http://www.microsoft.com/en-us/security\\_essentials/default.aspx](http://www.microsoft.com/en-us/security_essentials/default.aspx). Please contact us if you need assistance with your antivirus utility at [helpdesk@mercer.edu](mailto:helpdesk@mercer.edu).



## **Wellness and Recreation**

478.301.2370

[rsw.mercer.edu/macon](http://rsw.mercer.edu/macon)

Todd Thomas, Director of Recreational Sports & Wellness (thomas\_ta@mercerc.edu)

University Center

Please check the website for hours.

The University Fitness Center gym is available for use by Mercer University students, faculty, and staff who hold a valid Mercer ID (Bear card) and their immediate family members. Members of the community may pay to use the gym on a space available basis. Guests may accompany bear card or membership card holders for \$5.00 per visit.

Use of the facility is governed by the rules posted at the check-in desk. Each patron is responsible for reading and adhering to the rules.

The mission of Recreational Sports and Wellness is to provide leadership and direction that engages the students and University community in healthy and active lifestyles through participation in programs, services, and facilities that support the academic mission of the University.

## **Student Organizations**

Mercer University recognizes the significant role of students in institutional decision making. Students in the University's schools and colleges serve with faculty and staff on many committees. Various student government organizations serve as the voice of the students and are liaisons with the administration and faculty. Students at the College of Health Professions are encouraged to cultivate involvement in professional organizations and extracurricular activities while enrolled. A variety of student organizations are available:

### **American Physical Therapy Association (APTA)**

The American Physical Therapy Association (APTA) is an individual membership professional organization representing more than 100,000 member physical therapist (PTs), physical therapist assistants (PTAs), and students of physical therapy. APTA seeks to improve the health and quality of life of individuals in society by advancing physical therapist practice, education, and research, and by increasing the awareness and understanding of physical therapy's role in the nation's health care system. Membership in the APTA is open to all students enrolled in the Department of Physical Therapy.

### **Mercer Public Health Association (MPHA)**

MPHA was founded in October 1999, in the spirit of promoting the values of public health at Mercer University School of Medicine. The mission of MPHA is to create a forum for the exchange of ideas, the accumulation of experiences, the acquisition of information and skills, and the performance of research related to public health issues in communities throughout the state of Georgia, the nation, and the world. Some of the MPHA collaborations involve community-based public health organizations such as local health departments, local public health agencies, and other

organizations such as the Ronald McDonald House. MPHA prides itself on being involved in various community events throughout the year such as the Susan G. Komen Race for the Cure, March of Dimes, and community health fairs.

### **Delta Phi Tau**

The National Physical Therapy Student Honor Society was founded in 2018 by the American Council of Academic Physical Therapy (ACAPT), to recognize exceptional current Doctor of Physical Therapy student achievements in academics, research, service, and leadership. All members of the Society are expected to exemplify the core values of the physical therapy profession.

### **Delta Omega**

The Delta Omega Honorary Society in Public Health was founded in 1924 at Johns Hopkins University within the School of Hygiene and Public Health (now known as the Bloomberg School of Public Health) by two graduate students, Dr. Edgar Erskine Hume and Dr. Claude W. Mitchell. At the time, public health as a profession was still in its infancy and, prior to the establishment of university-based education in public health, entrance into the field had been largely through practical experience and political favor. To promote the graduate study of the field, Dr. Hume and Dr. Mitchell organized this honorary society in order to recognize outstanding achievement in the new field. Over 80 years later, Delta Omega has expanded to more than 70 chapters throughout the world and has more than 14,000 members from top echelons of graduate schools and programs of public health, as well as the public health community.

### **Godsey-Matthews Society**

The Godsey-Matthews Student Society of the American Academy of Physician Assistants (AAPA) was established in 2008 as the official organization for the students of the Mercer University College of Health Professions Physician Assistant Program. The purpose of the Society is to educate and orient all members of the Society to the AAPA; promote the Physician Assistant as a member of the Healthcare delivery team in the medical community and the community at large; provide academic and professional guidance for the incoming class; instill in the Physician Assistant the importance of keeping abreast of current medical advancement; and to serve as the official liaison between the national and state levels of the AAPA, and the College of Health Professions PA Program.

### **Phi Kappa Phi**

The Honor Society of Phi Kappa Phi, founded in 1897, has as its primary objective the recognition and encouragement of superior scholastic endeavor in all academic disciplines. Membership is open to men and women in all academic fields with eligibility being based on excellence of scholarship and integrity of character. Selection for membership in the Honor Society of Phi Kappa Phi is the highest honor that can be earned by a student at Mercer University. In order to be eligible for selection, students in the College of Health Professions must rank scholastically in the upper ten percent of all students currently enrolled in the College. The student must have an outstanding scholastic record as evaluated by the chapter selection committee, must have been registered as a student in the College on a full-time basis for at least one academic year, or its equivalent, or must have been a former post-baccalaureate student who has been awarded an advanced degree by the

University subsequent to the last previous election of members to the chapter.

### **Simons Society**

The David G. Simons Society is the student organization for all Physical Therapy students enrolled in the program. In all aspects of its function, the Simons Society will pursue the core values of altruism, accountability, caring and compassion, excellence, integrity, professional duty and social responsibility for the student physical therapist as a future healthcare provider.

### **National Athletic Training Association (NATA)**

The National Athletic Trainers' Association (NATA) is the professional membership association for certified athletic trainers and others who support the athletic training profession. Founded in 1950, NATA has grown to more than 45,000 members worldwide today. The majority of certified athletic trainers choose to be members of NATA to support their profession and to receive a broad array of membership benefits. The mission of NATA is to represent, engage, and foster the continued growth and development of the athletic training profession and athletic trainers as unique healthcare providers. Membership in NATA is open to all students enrolled in the Athletic Training program.

### **National Rural Health Association**

The National Rural Health Association (NRHA) is a national nonprofit membership organization with more than 20,000 members. The association's mission is to provide leadership on rural health issues. NRHA membership consists of a diverse collection of individuals and organizations, all of whom share the common bond of an interest in rural health.

### **Mercer Athletic Training Club**

The Athletic Training Club aims to engage students who are interested in sports medicine. The club includes educational, service, and fundraising events. Undergraduate and graduate students are welcome to join.

### **Mercer Clinical Psychology Student Association**

The PsyD Student Association exists as an avenue for student self-governance and promotion of the mission of the Department, to prepare psychologists as integrated health care practitioners who contribute to and apply scientific knowledge of human behavior to benefit individuals, systems, and society.

## ***Class Officers-Doctor of Physical Therapy***

### ***Doctor of Physical Therapy – Class of 2022***

Tucker Coppage – President

Logan Edwards – Vice President

Morgan Whaley – Secretary/Treasurer

### ***Doctor of Physical Therapy – Class of 2023***

Austin Granger – President

Laura Flick – Vice President

Kristin Nicolosi – Secretary/Treasurer

***Doctor of Physical Therapy – Class of 2024***

TBD – President

TBD – Vice President

TBD – Secretary/Treasurer

***Simons Society***

Carolyn Einertson – President

Abigail Barrett – Vice President

Kelsey Campbell – Secretary

Rachel Seals – Treasurer

Class of 2022 Representatives: Dorothy Travasos, Morgan Whaley

Class of 2023 Representatives: Shea Duckworth, Greg Nudi

Faculty Student Governance Advisor: Dr. Beth Collier

***Class Officers-Physician Assistant***

***Godsey-Matthews Society – Class of 2022***

Tyler Fredlund – President

Madeleine McDonald – Vice President

Lindsay Leiner – Secretary

***Godsey-Matthews Society – Class of 2023***

Jennifer Roberts – President

Cayley Johnson – Vice President

Amanda Porocho – Secretary

Faculty Advisor: Dr. Damian Bedoya

***Class Officers-Public Health***

**MPH Student Advisory Board Representatives**

Adreana Tipton – President

Amy Chroeng – Vice President

Jasmine Maina – Treasurer

Stacie Ihewunwa – Secretary

Yollaine Kaja and Jamaray Stewart – Admissions Committee

Muna Said and Uling Bunbury – Curriculum Committee

Breyana Williams and Chelsea Gould – Service & Workforce Committee

Stephanie Roman Aguayo and Emilie Lefrancois-Gijzen – Research & Evaluation Committee

Faculty Advisor: Dr. Joy Thomas

**Mercer Public Health Association Officers**

Elim Oluwole – President

D’Jata Barrett – Vice President

Brinley Bowen – First Year President Elect  
Timothy Turner – Secretary  
Joey-Ann Grinion – Treasurer  
Felicia Coker & Chelsea Gould - Event Coordinators  
Khaila Williams – Historian/Journalist  
Chelsea Gould – Mentor-Mentee Coordinator

Faculty Advisor: Dr. Dawood Sultan

### ***Class Officers-Clinical Psychology***

Eileen Robertson – Class of 2025 representative  
Alexis Smith – Class of 2024 representative  
Nada Gill – Class of 2023 representative  
Austin Oberfeld – Head Representative

Faculty Advisor: Dr. Davielle Lakind

## **Campus Student Organizations and Activities**

There are a variety of organizations on campus specific to each college/school. There are a growing number of campus-wide groups that you can also join, which include the Baptist Student Union (BSU), the Program Council and Delta Sigma Theta. To get involved, share a program idea, or if you are interested in starting a new organization that would be open to the campus community, please contact the Assistant Dean for Campus Life.

### **Wellness and Recreation**

Wellness and Recreation classes can be taken at the Sheffield Center. The Center houses a basketball court, swimming pool and weight room with many exercise and weightlifting machines. A variety of fitness classes are also offered each semester in order to help students maintain a healthy lifestyle.

For a complete detailed listing of all student organizations please click link below:

<http://campuslife.mercer.edu/atlanta/student-orgs/list/>

## Mercer Alma Mater

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

# **Appendix A**

## ***Chemical Dependence / Impairment Policy***

### ***Position Statement***

- The Mercer University College of Health Professions: recognizes that chemical dependency (including alcoholism) is a disease that affects all of society.
- attempts to assist chemically impaired students and their immediate families towards recovery.
- attempts to support students in their recovery from co-dependent relationships with chemically impaired individuals.
- advocates referral of chemically impaired students to recovery programs in the state when possible and other support programs, which may include counseling or formal treatment programs, for appropriate evaluation and referral for treatment.
- recognizes the need for cooperation with the Georgia licensure boards wherever public safety may be endangered by impaired students.
- accepts responsibility for providing professional education concerning chemical dependency disease in entry-level programs of the College.
- encourages research in chemical dependency in healthcare.
- encourages school participation in public education and prevention programs concerning chemical dependency diseases.
- accepts responsibility for restricting alcohol use promotions within the College.
- accepts responsibility for the development and dissemination of policies which prohibit illicit drug use by students enrolled in the College.

### ***General Goals for the Chemical Impairment Programs***

1. Provide compassionate assistance for chemically impaired or co-dependent students and their families.
2. Afford recovering students who are not legally restricted and are no longer chemically-impaired the opportunity to continue their professional education without stigma or penalty.
3. Protect society from harm that impaired students may cause.

## ***Definitions***

As used in these Policies and Procedures, unless the context otherwise requires:

1. Chemical dependence or chemical impairment shall mean a chronic, progressive illness which involves the use of alcohol and/or other drugs to a degree that it interferes in the functional life of an individual as manifested by health, family, job, legal, financial or emotional problems.
2. Chemically impaired student shall mean a student suffering from chemical impairment whose use of alcohol or other drugs diminishes or affects his or her ability to perform the duties of his or her profession to an extent likely to be harmful to the public health, safety, or welfare or threatens the student's normal academic progression.
3. Drug shall mean a chemical substance alone, or in combination, including alcohol.

## ***Procedures***

1. It is the intent of the College to assist any student chemically impaired by reason of improper use of drugs and/or alcohol from such dependency. Successful recovery will assure re-entry to the College at a time deemed appropriate by the College. Conditions may be placed on re-entry.
2. A student who voluntarily seeks such assistance will be afforded the opportunity to enter a drug treatment program. Upon the recommendation of the addictionologist, the student will be granted re-entry to College.
3. Any student who does not voluntarily seek such assistance or who resists such assistance will be subject to the following procedure:
  - a. The College will first discuss the problem with the student.
  - b. If this discussion is not fruitful, the College will discuss this situation with the student's spouse and/or parents or guardian.
  - c. The College will require an evaluation by an appropriate Healthcare professional.
  - d. The student must adhere to the recommendation of the Healthcare professional or be dismissed from College.
  - e. The College may notify the appropriate licensing board.
  - f. Notifying other colleges or health professions programs should the student seek to transfer to such colleges.
  - g. Successful recovery will allow for consideration for re-entry to College.



4. Students may be required to sign a form signifying that they understand these policies and procedures and agree to abide by them, but failure to sign such a form does not affect the College's right to act in accordance with these policies.
5. The College will establish a drug intervention committee which will investigate all cases of suspected chemical dependence/ impairment and which will have authority to discuss suspected cases of chemical dependence/impairment with the student, the student's parents and/or spouse and/or guardian, to require the student to undergo a drug screen and/or require the student to submit to appropriate (inpatient, outpatient) therapy. The committee shall also accept and evaluate the committee shall also accept and evaluate the recommendations of the attending health professionals in such cases.

The student may appeal any decision of the committee to the dean. In cases of appeal, the dean's decision is final.

6. A condition for re-entry shall be that the student shall not again misuse and/or abuse drugs. Violation of this condition will result in the permanent dismissal of the student from College.
7. Chemical Dependence/Impairment Intervention Committee: Director of Admissions and Student Affairs (chair), two faculty members appointed by the Dean, one student member appointed by the Dean.

All members are voting members. Three or more positive votes are required for action by the committee. The committee shall report all of its actions to the Dean, but the Dean shall not overrule any committee action which allows the student to continue in and/or return to College if the committee affirms that the student has met whatever conditions demanded by the committee.

8. Students may be suspected of improperly using and/or abusing drugs on the basis of one or more of the following:
  - a. Possession of an illegal substance(s).
  - b. Conviction of a drug related crime.
  - c. Theft of a drug product of abuse potential.
  - d. Alcohol intoxication at school or a school-sponsored function.
  - e. Unexplained decrease in class attendance.
  - f. Concern expressed by a faculty member, staff member, fellow student, preceptor, health professional, police authority, etc.
9. A preliminary investigation of available evidence will be undertaken, without involving the suspected student. If in the opinion of the committee there is not sufficient reason to justify further action, the investigation will cease and no further action will be taken. If the

preliminary investigation indicates probable cause for improper use and/or abuse of drugs, an in-depth investigation will commence including an interview with the student.

10. The College will establish a liaison with:

- a. A psychologist and/or psychiatrist and/or firm qualified to evaluate individuals as to chemical dependence and/or the need for in-patient or outpatient treatment.
- b. Should the report of the above addictionologist indicate the need for treatment, the student shall be required to submit to such treatment at the student's expense.

11. In those cases in which outpatient treatment is recommended, the student will be allowed to continue his/her academic program if such is deemed appropriate and in the best interest of both the student and College. The chemical dependence/impairment intervention committee will have the authority to allow the student to continue or not continue his/her academic program. In reaching a decision, the committee will give major consideration to the report and recommendation of the attending addictionologist.

12. In those cases in which in-patient treatment is recommended, the student must agree to such treatment, successfully complete such treatment, and obtain a recommendation for return to College from the attending addictionologist as conditions for consideration for readmission to College. Petitions for readmission shall be made to the chemical dependence/impairment intervention committee which shall have the authority to re-admit or deny re-admission.

## **Appendix B**

### ***Mercer University Student Code of Conduct***

**Changes may be made to the Student Code of Conduct during the school year. The most up-to-date and complete version can be found in the Mercer University Student Handbook at [www.mercer.edu/provost/handbooks](http://www.mercer.edu/provost/handbooks)**

**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.

These values are codified into the following Student Code of Conduct, which includes a general overview of the process, a listing of unacceptable student conduct, possible sanctions, and other key information. This Student Code of Conduct applies to all students on all campuses, including online programs, and supersedes any student conduct policies and procedures previously used by colleges or programs. Program-specific regulations and policies (including professional standards) may apply to students beyond those outlined here and may be found in supplemental handbooks. Nothing in this policy prohibits these academic programs from pursuing additional review and action of professional standards as appropriate to their professions. Students are expected to be aware of and conduct themselves in a manner that is in compliance with all applicable policies found in the University Student Handbook and related campus supplements. Academic violations are handled through a separate process found in the academic Honor Code.

## **GENERAL POLICY**

Mercer University is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. University students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. The University invites students to participate in the formulation of behavioral policies and to share in the responsibility for conduct decisions. 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 interest of the University community. Student conduct is expected to be lawful and in accordance with all federal, state, and local laws, and University regulations.

In keeping with Mercer University's values, sanctions imposed on students found to be in violation of the Student Code of Conduct are designed to promote the University's educational mission, maintain community standards, and promote individual civility and positive growth.

Sanctions are also intended to maintain the safety of the University environment and the integrity of the University community. The processes for adjudicating violations of federal, state and local laws and violations of the Student Code of Conduct are separate and may be pursued independently of one another. The University distinguishes its responsibilities for student conduct from the control functions of the wider community. The conduct of students both on campus and in the wider community is ordinarily of University concern when (a) the conduct interferes with the University's responsibility for ensuring members of the University full and equal opportunity to obtain their educational objectives, (b) the conduct interferes with the University's responsibility to protect the health, safety and general welfare of persons in the University community, or (c) the conduct negatively impacts the University's image and/or academic integrity. The University is not required to postpone disciplinary proceedings pending the outcome of any criminal proceeding.

The Student Code of Conduct applies to all University students in settings, which includes, but is not limited to, study abroad, international travel, online, and off-campus educational opportunities. The Vice President for Student Affairs (or designee) may modify non-substantive procedures in the effort to adjudicate violations.

Student organizations will be held responsible for the behavior of their members, alumni, or guests, when their actions evolve from or are in any way related to their association with activities of the organization on or off campus. Student organizations may be adjudicated in addition to any charges levied against the individual members. Student organizations that condone or encourage behavior that violates University or state regulations may be held responsible for such violations. See Non-academic Misconduct Process for Student Organizations.

Authority for student discipline ultimately rests with the University President. For cases involving non-academic conduct violations, the President delegates this authority to the Vice President for Student Affairs (or designee), who in turn delegates it to the following designees to oversee, review, and pursue violations of the Student Code of Conduct.

<u>Location</u>	<u>Primary Designee(s):</u>
Macon and Atlanta Campus (including Law, Medicine (Columbus and Savannah), Macon, Douglas, Henry and Newnan Centers)	Assistant Vice President for Student Affairs, Macon Office of Student Conduct Resolution

Students enrolled in online courses will be adjudicated in Macon or Atlanta as determined by the educational program in which they are enrolled. Should conflicts arise, that location will be determined by the Vice President for Students Affairs. Modifications to procedures to adapt to the physical location of the student may be implemented as long as the student is notified of the charges against them and provided with an opportunity to respond to the charges.

The Vice President for Student Affairs (or designee) has the authority to notify the person listed as the student's emergency contact (or other appropriate person) in cases of emergency or life-threatening incidents.

The Vice President for Student Affairs (or designee) may order any student or organization to cease and desist from any activity adjudged to be disruptive to the University. If the student or organization fails to cease and desist from such activity, the Vice President for Student Affairs (or designee) may immediately suspend the student pending a judicial hearing. Student organizations should refer to the "Non-Academic Misconduct Process for Student Organizations".

### **RESPONSIBLE ACTION GUIDELINES**

The health and safety of students under the influence of alcohol and /or drugs should always supersede concerns related to conduct violations and/or subsequent University action. The University urges all students to recognize that violations of the law and University policy have consequences, but that these possible consequences should never outweigh or override the decision for providing proper care for the health and wellbeing of a fellow student in crisis.

In a health crisis situation involving alcohol and/or drugs, students are expected to notify appropriate staff to evaluate the situation immediately. Amnesty for minor violations of the student code of conduct will be considered in cases where a student is acting in good faith to rectify a situation, or when the situation involves a more egregious infraction that warrants reporting (for example, sexual misconduct and relationship violence). Amnesty may mean waiving formal disciplinary action, or imposing less harsh sanctions, and is at the discretion of the Vice President for Student Affairs, Dean of Students or designee.

## **DEFINITIONS**

University. Mercer University includes the main campus, all branch campuses, centers, and University international programs.

Student. Includes all persons either registered or taking courses at Mercer University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than Mercer University or who may reside in Mercer University residence halls. This includes non-degree seeking students. Persons who are not officially enrolled for a particular term but who have a continuing relationship with Mercer University are considered students (i.e. students enrolled in another college for a term, between semesters, internships, etc.)

Charged Student. Any student who has been formally notified of an alleged violation of the Student Code of Conduct.

Reporting Party. An individual reporting an alleged violation.

Responding Party. An individual alleged/ suspected of violating a University policy.

Faculty Member. Any person hired by Mercer University to conduct classroom activities.

Staff Member. Any person hired by Mercer University in a professional position to conduct University activities.

Member of the Mercer University Community. Any person who is a student, faculty member, or employed by Mercer University.

Mercer University Premises. Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Mercer University (including adjacent streets and sidewalks).

Organization. Any group who has been formally recognized by Mercer University as an organization.

Hearing Body. Any Mercer University official or panel authorized to review and evaluate student conduct charges and to impose sanctions upon students found to have violated the Student Code of Conduct.

Appeals. Appeals can be heard by any person or persons authorized by the Vice President for Student Affairs to consider an appeal from a hearing body's determination that the student has violated the Student Code of Conduct.

Student Justice. Student members trained in the procedures of the adjudication process, and in the mechanics of preparing for a case.

Faculty/Staff Justice. Faculty/Staff members trained in the procedures of the adjudication process, and in the mechanics of preparing for a case.

Shall. Is used in the imperative sense.

May. Is used in the permissive sense.

Preponderance of the Evidence. The weight of evidence used to adjudicate student conduct violations. This standard means that the evidence, taken as a whole, supports that it is more likely than not that the violation occurred or did not occur.

Investigator(s). The person assigned by the University to gather the facts and details related to an alleged violation of the Student Code of Conduct. Investigators may serve as witnesses to any case for which they investigated.

## **NON-ACADEMIC MISCONDUCT PROCESS FOR STUDENT ORGANIZATIONS**

Student organizations are expected to operate in accordance with the law, student organizational guidelines (as outlined by the Office of Campus Life), and with all University policies including the Student Code of Conduct. Student organizational recognition is not a right, and can be evaluated and rescinded by the University at any time for any reason.

When the University becomes aware of any allegation of misconduct by a student organization, the Assistant Vice President for Student Affairs may assign a staff member to investigate and review the allegation(s), as needed, by meeting with any individual the staff member determines is warranted. In cases involving sensitive or confidential reporting (e.g., cases involving hazing, sexual misconduct, hospitalizations, etc.), the staff member investigating the case may use appropriate discretion in releasing information placed in the report to protect the identity and confidentiality of the reporting or involved student or witness. That staff member will meet with the organization to review the allegations related to the organization before making a recommendation back to the Assistant Vice President for Student Affairs on his or her evaluation of policy infraction(s) and proposed sanctions, if any (including suspension or expulsion of an organization). The prior disciplinary history of the organization, the forthrightness and cooperation of the organization and its members during the proceedings, and the severity of the allegations may all be evaluated as part of this recommendation.

The Assistant Vice President for Student Affairs will then choose to accept that recommendation, modify it, or conduct further inquiry on his or her own before finalizing the decision. This decision will then be communicated to the organization in writing. This decision is final; however, in cases in which a group can clearly substantiate that an egregious and obvious error occurred at some point in the determination, it may request the Vice President and Dean of Students to review the decision. This request must be made in writing within three days of receiving the decision and clearly outline and substantiate the error that was made. The Vice President and Dean of Students may then choose, but is not obligated, to review the case and make any modifications as deemed appropriate.

Nothing in this section prohibits the University from implementing an “interim suspension” as outlined in the Student Code of Conduct while the case is being investigated. Nothing in this policy prohibits the Assistant Vice President for Student Affairs or Vice President for Student Affairs from reviewing a case directly at any point.

## **NON-ACADEMIC MISCONDUCT PROCESS FOR STUDENTS**

### Procedure for Reporting Violations

All students and student organizations are expected to adhere to the standards of the Community of Respect. In affirmation to these standards, every student subscribes to the following pledge:

**"Having been accepted as a member of the Community of Respect of Mercer University, I pledge myself: to hold each person in high mutual regard; to uphold, respect, and defend the rights of every individual in the community; and to respect the community as a whole. I further pledge that I will not allow to go unreported any violation of the standards of our community."**

Each student is responsible for reporting any and all infractions of the standards valued by the Community of Respect. All students accept this responsibility when they enroll. If a student sees, knows, or hears of a violation, he/she is responsible for reporting the suspected violation to Mercer Police, the Vice President of Student Affairs, or an appropriate faculty/staff member of Mercer University.

Organizations are expected to investigate and self-report any violations of the Student Code of Conduct. Please refer to the Campus Life web page at <http://studentaffairs.mercer.edu/campuslife/studentorgs.cfm>.

#### Procedures for Filing Charges

This process for review is initiated by either (1) the filing of a police report with Mercer University Police Department (or other law enforcement agency), (2) providing a signed written statement directly to the Vice President of Student Affairs (or designee), or (3) by filing an incident report or written statement with the Office of Housing and Residence Life. This information will then be reviewed by the designated authority to determine the most appropriate action to be taken. This may result in conducting further investigation into the incident, resolving the conflict in an informal manner, referring the case to Housing, or charges being initiated by the Office of Student Conduct Resolution in accordance with this code.

In compliance with Title IX and other related federal mandates, cases involving Sexual Misconduct and Relationship Violence may require and involve additional investigatory, procedural, and adjudication standards that supersede any listed here. Please refer to the procedures outlined in the [Sexual Misconduct and Relationship Violence Policy](#) for complete information on these procedures. Should any policy or procedural guidelines conflict between these two policies, the Vice President for Student Affairs in consultation with the Title IX Coordinator is the final arbiter of procedural decisions.

#### Charges

When a determination to charge is made, the designated office (primary designee) shall notify the student in writing of the charge(s) and the allegation(s) on which the charge(s) are based. This notice shall inform the student that he or she has five (5) regular business days in which to contact the designated office outlined in their charge letter to schedule an informational session, and to select the type of hearing forum in which to adjudicate the violation (unless pre-selected by the University). The informational session is a courtesy to students. If a student does not contact the

University during this time, the University shall make a determination regarding the choice of hearing and will proceed with adjudication.

The University takes requests for confidentiality seriously, and will evaluate a Reporting Party's request for confidentiality in the context of University's responsibility to provide a safe and nondiscriminatory environment for all students, including the Reporting Party. However, should University officials receive credible reports that a Responding Party has allegedly perpetrated several acts of sexual violence against different students, and/or that multiple reports are emerging from a particular location or student organization, that pattern of conduct may trigger an investigation into the conduct, and may be expanded to include whether other students have been subjected to sexual violence by that Responding Party or organization. In such cases, as appropriate, the University will take affirmative steps during the investigation to inform the Responding Party that the University made the decision to go forward despite being requested not to do so by the Reporting Party.

### **HEARING BOARD OPTIONS**

The charged student may have charges heard by a University Hearing Board or by a designated University Administrator selected and trained by the Assistant Vice President for Student Affairs or designee on the Macon or Atlanta campus. The Hearing Board or Administrator will review the case and make a recommendation to the Assistant Vice President for Student Affairs with regard to responsibility and sanctioning. (The Assistant Vice President for Student Affairs may hear cases directly if they choose to and do not have any clear conflicts of interest.) In electing one hearing forum, the student waives the right to the other. The University retains the right to pre-select the hearing forum at any point in the process. University Hearing Boards may consist of two Mercer employees (either faculty and/or staff) and a student trained in university proceedings. However, in cases involving especially serious charges that potentially could result in expulsion or suspension, the University may in its discretion require the charges to be heard at a specific campus location, and by a University Board that includes two Mercer employees (either faculty and/or staff), one student, and at least one representative from outside the University, to be selected by the University, with experience in contested adversarial hearings.

When two or more individual cases stem from the same incident, the same hearing body shall hear all cases, when possible. Procedural modifications are permitted when incidents involve more than one individual charge or corresponding organizational charges. In such cases, the University may either pre-select the hearing body or consult with the students involved before making the determination. This hearing body will hear individual cases separately. In cases involving multiple students charged from the same incident, information obtained at one hearing may be used at another hearing provided that the charged student involved has the opportunity to review and to respond to any information that will be used against them, when possible.

For cases handled by the University's Office of Student Conduct Resolution in Macon, a board consisting of all students is an additional option for adjudicating minor student cases as determined by the Assistant Vice President for Student Affairs.



Decisions of all hearing bodies (University Hearing Boards and University Administrator) are recommendations to the Assistant Vice President for Student Affairs, who in the interest of fairness, clarity, or consistency may choose to accept or modify the recommendations as necessary or refer a case back to the hearing body for further review. The Assistant Vice President for Student Affairs may consult with appropriate staff or the academic dean of a particular academic program before accepting or modifying the recommendation of a student in that program.

## **RIGHTS OF THE CHARGED STUDENTS**

1. Notice. Students charged with violations of the Student Code of Conduct will be provided notice via their official University e-mail address of the charge(s) against them and the allegations upon which the charge is based.
2. Hearing. Students shall be entitled to a hearing. Students will be given an opportunity to present information, including witnesses during a fair and impartial hearing.
  - The student may inspect documentary evidence presented at the hearing, may hear and question available adverse witnesses testifying at the hearing, and may present evidence and call witnesses.
  - If a called witness does not appear, the hearing body may consider their written or taped statements. However, the statement shall be weighted accordingly by the hearing body as the charged student has no opportunity to question the witness making the written or recorded statement.
  - Student questioning of witnesses may be modified in cases involving violations of the Sexual Misconduct and Relationship Violence Policy (see next section).
  - Witnesses for the hearing will be required to wait outside of the hearing until their point of participation.
  - The University may require any student or employee with information relevant to the charges to participate in the investigative process, provide any such information to the University investigators, attend the hearing and present that information to the hearing panel for consideration.
  - For cases in which information provided to the University requires confidentiality and/or sensitivity toward a witness (example includes but is not limited to Title IX allegations), an investigative summary may suffice in place of direct witness testimony. In such cases, the investigator may present the information obtained during the investigation at the hearing and answer questions.

In compliance with Title IX and related federal mandates, additional procedural rights for student Reporting Party's and Responding Party's involving violations of the Sexual Misconduct and Relationship Violence Policy apply and are outlined below.

## **SUPPLEMENTAL RIGHTS FOR CASES INVOLVING SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE**

When alleged violations are resolved through the University student disciplinary process related to sexual harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, gender-based harassment, and retaliation related to sexual misconduct and relationship violence, the following rights will apply to *both* the Reporting Party and to the Responding Party:

1. To be accompanied by an advisor or person of support of their choice. (See additional advisement information in the "Conduct Hearing Guidelines" in the Student Code of Conduct).
2. To have an equal opportunity to present witnesses and evidence, as well as to speak on one's behalf.
3. To be made aware that responsibility for charges is determined using the "preponderance of the evidence" standard.
4. To have similar and timely access to information. All information is subject to FERPA protection and stipulations.
5. To submit questions to the hearing body to consider posing to the Reporting Party, Responding Party, and/or witnesses.
6. For the Reporting Party to be able to request alternative methods of inquiry (e.g. written questions or video conferencing) if needed when presenting testimony.
7. To have any non-relevant sexual history exempt from review. Decisions regarding relevancy issues will be determined by the hearing body.
8. To be notified in writing regarding the outcome of the complaint at every step of the process (i.e. Initial hearing and any appeals). The University will not impose any "non-disclosure requirement" on either party as a condition for sharing this information.
9. To have the right to appeal the outcome as outlined in the appeal process. Both the Reporting Party and Responding Party are permitted one appeal.
10. To be free from harassment and/or retaliation during the process. This includes harassment and retaliation through third parties.
11. To submit an impact statement to be considered by the hearing body before the sanctioning phase to be used if the Responding Party is found responsible.

### **CONDUCT HEARING GUIDELINES**

All hearings are governed by the following guidelines. Procedures may be modified to expedite the proceeding as long as they do not jeopardize the charged student's fundamental rights or the fairness of the hearing.

1. Burden of Proof. The burden of proof rests with the University. The standard of proof shall be the "preponderance of the evidence." This standard means that the evidence, taken as a whole, supports that it is more likely than not that the violation occurred.
2. Pre-hearing Informational session. To assist the student in preparing for the hearing, a pre-hearing informational session will be available for the student. The informational session is a courtesy to students and not a requirement. This informational session will discuss the hearing procedures, inform the student of their rights and responsibilities, and allow the student the opportunity to review the available written information that will be presented at the hearing by the University. The student and his or her advisor shall have the opportunity to inspect the information at least three (3) regular business days in advance of the hearing whenever possible. Upon notification of the student's choice for a hearing body, if not pre-selected by the University, the University shall schedule a hearing and notify the student in writing of the date, time, and location of the hearing at least three (3) regular business days in advance. A student may choose to waive, in writing, the three (3) regular business day notice and proceed with a hearing. In cases involving sexual misconduct and relationship violence, the following applies:
  1. Both parties must submit all questions at least five business days in advance of the hearing, whenever possible.

3. Decisions. Decisions of “responsible” or “not responsible” on the charge(s) shall be based solely on the evidence presented at the hearing and information contained in file. When multiple students are charged with the same violation and it is determined that an individual identified was not responsible for that specific violation, but was present and/or had knowledge that the violation was occurring, the hearing board/officer has the authority to find that student responsible for the lesser charge of “failure to report” without recharging the student and having a separate hearing.
4. Confidentiality. All hearings shall be closed and confidential. To protect the integrity of the disciplinary process no audio or visual recordings of the hearing may be made other than by the hearing body.
5. Failure to Appear. If the charged student fails to appear at the hearing, the hearing may proceed in the student’s absence and a decision rendered provided that the student has been properly notified of the hearing.
6. Official Record. An official record of the hearing shall be made by the presiding hearing officer for internal University use only. The record of the hearing may exist in written or audible form. No transcript is made. Students may request to inspect their record of testimony and case file after the hearing is closed. Records will be redacted to protect other students’ FERPA rights. Written records are kept on file for 7 years, with the exception of suspension and sexual misconduct and relationship violence cases.
7. Deliberations. Deliberations are closed and shall include only those members involved in the decision making process (including anyone assisting the University with the conduct process).
8. Notice of Decision. A written decision shall be available to the student within ten (10) regular business days following the hearing. This time may be extended in cases in which additional time is necessary for deliberations. If additional time is necessary, the charged student shall be notified. The decision letter shall contain a decision on each charge, the finding of fact and any recommended sanctions (if applicable).
9. Hold on Student’s Records. The University may place a hold on the transcripts and/or registration of any student who fails to respond to a conduct notice or to ensure resolution of the case prior to transfer or graduation. All pending disciplinary matters must be resolved prior to a student’s graduation, transfer from, or continued education at Mercer University. Holds may also be placed on records after graduation if the University becomes aware of any unresolved conduct issues.
10. Disabilities. Any student with a documented disability may request that reasonable accommodations be provided during the conduct process. This request must be made at least three (3) regular business days in advance of the hearing, and the accommodations must be approved by the Office of Access and Accommodation and the Assistant Vice President or Associate Dean of Students.
11. Advisement. Students charged with a violation are permitted to bring one advisor of their choice to the hearing. The advisor shall serve as a consultant, and cannot speak on behalf of the student during the proceedings. Students are required to address the hearing body in person on their own behalf. Consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not serve as a witness or be charged in the case. Students must notify the Assistant Vice President for Student Affairs or Associate Dean of Students on the applicable campus at least five class days prior to the hearing if they will be bringing an attorney as an advisor. When multiple students are charged from the same incident (or a

related incident), students are not allowed to have the same advisor and/or person of support at any point during the disciplinary proceedings.

12. Witness. A witness is any student, staff, faculty member or individual who has, or is believed to have, relevant knowledge to an event related to an alleged violation of the Student Code of Conduct.
13. Testimony. Testimony is expected to be provided orally in person. Relevancy of testimony is determined by the presiding hearing officer. In situations where a witness is unable to be physically present, testimony may be obtained via telephone or video-conferencing. In cases where a witness cannot testify in person, their written statement and/or the testimony provided to a University investigator may be utilized and weighted accordingly. The University reserves the right to exempt certain witnesses from being called to provide testimony.

### **VIOLATIONS OF THE VALUES OF THE COMMUNITY OF RESPECT**

Violation of any of the following, or the aiding, abetting, condoning, or attempting to commit these offenses by a student constitutes an offense that will result in disciplinary action. Please consult with the on-line University Student Handbook found at <http://provost.mercer.edu/handbooks/studenthandbook.cfm> for the most up-to-date and applicable definitions.

1. Forgery. Alteration or misuse of documents, records or electronic communications.
2. Alcohol Misconduct.
  - A. Possession and/or consumption of alcoholic beverages including empty containers on Mercer University property or at University-sponsored events. (Professional and graduate programs may adopt policies related to alcohol that are more in line with the profile of their student body, as long as these policies are reviewed and approved in advance by the Provost).
  - B. Any conduct taken under the influence of alcohol that endangers one's own health or safety or the safety of others.
  - C. Buying, selling or distributing alcohol beverages to individuals under the age of 21.
  - D. Possession and/or consumption of alcohol or alcohol paraphernalia by individuals under the age of 21.
3. Threatening and Harassing behavior.
  - A. Threatening Behavior. Intimidation, hostility, coercion, or threats of physical violence.
  - B. Harassment. Language and/or physical acts which degrade, insult, taunt, or challenge another person by any means of communication. This includes communication of threats, defamation of character, use of profanity, verbal assaults, derogatory comments, racist remarks or behavior that would place a reasonable person in a state of fear, anxiety or emotional distress.
  - C. Bullying. Aggressive behavior where one person (or group of people) deliberately intimidates, abuses, or coerces an individual physically or emotionally. Acts of bullying can be physical, verbal, or relational.
  - D. Cyberbullying. Aggressive behavior where one person (or group of people) deliberately intimidates, abuses, degrades, insults, taunts, challenges or coerces an individual with the intention to hurt that person physically or emotionally, that occurs through digital technology, such as text messages, e-mail, and/or material posted on social media sites.

4. Physical Assault. To injure or harm another person using violence or force (which includes fighting).
5. Endangerment. Actions that endanger one's own health or safety, the health or safety of another person, or the community.
6. Sexual Harassment: Unwelcome sex-based and/or gender-based verbal, non-verbal, written, online, and/or physical conduct of a sexual nature that is:
  - sufficiently severe, or
  - persistent or pervasive, and
  - objectively offensive that it:

Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational, employment, social, and/or residential program from both a subjective (the reporting party) and objective (reasonable person) point of view.

Sexual harassment can occur when submission to the conduct is made a term or condition of employment, status in a course, program, or activity; or submission to or rejection of such conduct is used as the basis for an academic, employment or placement decision affecting the individual. In these cases (quid pro quo) there is generally a power differential. Sexual harassment can also occur when the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creates an intimidating, hostile or offensive environment for working or learning (hostile environment).

Sexual harassment can occur regardless of the relationship, job title or respective sex and/or gender of the parties. Same-sex harassment violates this policy, as does harassment by a student of a faculty member or harassment by a subordinate employee of a supervisor.

7. Sexual Assault (defined as follows):

A. Non-Consensual Sexual Intercourse:

- any sexual intercourse
- however slight,
- of any part of one person's body with any part of another person's body or an object,
- that is without consent and/or by force.

Intercourse includes:

- 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 (by one person upon another person regardless of sex or gender).

B. 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, that is without consent and/or by force,

Sexual contact includes:

- intentional contact includes but is not limited to the breasts, buttocks, groin, upper thigh, or genitals, or touching another with any of these body parts, or making one person sexually touch another person or themselves with or on any of these body parts; or

- any intentional bodily contact in a sexual manner (by one person upon another person regardless of sex or gender).
8. Sexual Exploitation. Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
- invasion of sexual privacy;
  - prostituting another individual;
  - non-consensual observation, either by direct observation or digital, video or audio recording of nudity or sexual activity.
  - unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
  - knowingly exposing someone to or transmitting an STI (Sexually Transmitted Infection) or HIV (Human Immunodeficiency Virus) to another person;
  - intentionally or recklessly exposing one's genitals in non-consensual circumstances and/or inducing another to expose that individual's genitals.
9. Stalking. A course and/or pattern of conduct
- directed at a specific person
  - that is unwelcome, and
  - would cause a reasonable person to fear for that individual's or others' safety, or to suffer substantial emotional distress.

Such conduct includes two or more acts by which the stalker directly, indirectly, or through third parties follows, monitors, observes, surveils, threatens, or communicates about a person or interferes with his or her property.

10. Intimate Partner Violence (IPV). Any physical violence or psychological aggression occurring between intimate partners. Intimate partners include current or former spouses, a person whom the reporting party shares a child with, boyfriends or girlfriends, casual dating partners, romantic partners, and/or sexual partners. IPV can occur between heterosexual or same-sex couples and does not require sexual intimacy. IPV can manifest through both physical violence and/or psychological aggression and can vary in frequency and severity.

- A. Physical violence is the intentional use of physical force with the potential for causing death, disability, injury, or harm. Physical violence includes, but is not limited to, scratching; pushing; shoving; throwing; grabbing; biting; strangulation; shaking; aggressive hair pulling; slapping; punching; hitting; burning; use of a weapon; and use of restraints or one's body, size, or strength against another person. Physical violence also includes coercing other people to commit any of the above acts.
- B. Psychological Aggression is the use of verbal and non-verbal communication which impacts another person mentally or emotionally, and/or to exert control over another person. Psychological aggression can include expressive aggression (e.g., name-calling, humiliating); coercive control (e.g., limiting access to transportation, money, friends, and family; excessive monitoring of whereabouts); threats of physical or sexual violence; control of reproductive or sexual health (e.g., refusal to use birth control; coerced pregnancy termination); exploitation of vulnerability (e.g., immigration status, disability); and presenting false information to the victim with the intent of making them doubt their own memory or perception (e.g., mind games, manipulation).

11. Gender-based Harassment. Acts of verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation, gender identity or expression, but not involving conduct of a sexual nature, when a reasonable person would find such conduct:
- sufficiently severe, or
  - persistent or pervasive, and
  - objectively offensive that it:
    - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational, employment, social, and/or residential program from both a subjective (the reporting party) and objective (reasonable person) point of view.

Exclusion from an activity based on sexual orientation or gender identity or persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity may also violate this policy.

12. Retaliation. Any adverse action taken in response to an individual who has filed a report, testified, assisted, or participated in any manner in an investigation or proceeding under any University Policy (including the academic honor code, student code of conduct, or Sexual Misconduct and Relationship Policy). Retaliation includes intimidation, threats, harassment, or any type of adverse action taken against an individual in the attempt to deter them from addressing, reporting, or testifying on adverse conduct. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct.
13. Destruction/Damage of Property. Destruction, damage or misuse of public or private property.
14. Theft or Possession of Stolen Property. Taking, possessing, or using property without proper authorization or permission.
15. Drug Misconduct.
- A. Possession and/or consumption of drugs or any controlled substance prohibited by law.
  - B. Manufacturing, buying, selling or distributing drugs or any controlled substance prohibited by law.
  - C. Possession of drug paraphernalia.
  - D. Any conduct taken under the influence of drugs that endangers one's own health or safety or the safety of others.
  - D. Any conduct taken under the influence of drugs that endangers one's own health or safety or the safety of others.
16. Possession and/or Use of Weapons, Firearms. Unauthorized possession or use of weapons, firearms, fireworks, or explosive devices (except for use in the Department of Military Science and in the rifle range). This includes, but is not limited to BB guns, stun guns/Taser, air rifles, air pistols, paintball guns, edged weapons (i.e. blades no more than 2 inches), bow and arrows, and martial arts weapons. \*\*Weapons may be stored at Mercer Police. They may not be left in personal vehicles.
17. Disorderly/Disruptive Activity: Disruption or obstruction of teaching, research, administration, or other University activities (including public-service functions on or off campus) or of other authorized non- University activities that occur on University Premises. Such activities may include, but are not limited to:
- A. Leading or inciting others to disrupt scheduled and/or normal activities on *University Premises*.

- B. Classroom behavior that seriously interferes with either (a) the *faculty member's* ability to conduct the class or (b) the ability of other *students* to profit from the instructional program.
  - C. Acting in a violent manner in a public place toward another person causing reasonable fear of safety, or conduct that puts a person's property in danger of being damaged or destroyed.
  - D. It also includes use of abusive or inciting words toward another person intended to provoke violence or escalate a situation (also called "fighting words") without provocation.
  - E. It also includes using obscene and/or vulgar language in a public setting or when communicating with professional staff, and/or interrupting an event, program, academic, or living environment without appropriate cause.
18. Conduct Unbecoming. Any conduct which is determined to be potentially detrimental to the University's reputation or is in violation of the University's Community of Respect statement. This includes the display of indecent or offensive material, or engaging in indecent or lewd conduct and/or speech.
19. Hate Offenses. Offenses against a person or property motivated in part or in whole by an offender's bias against a race, disability, religion, ethnic origin or sexual orientation.
20. Failure to Report. Being present or having knowledge that a violation has occurred and failing to report the incident. [The University retains the right to find a student responsible for this charge in lieu of another if the hearing body determines that the student(s) involvement was sufficiently passive and/or warrants consideration for this lesser charge for any reason. In such cases, the University is not required to recharge the student or rehear the case to find the student responsible for this charge.]
21. Computer Misuse/Unauthorized access. Any misuse of or unauthorized access to a computer, distribution of falsified documents, social media or email account, computer system, network, software or data; or the unauthorized alteration, copying or distribution of software or data.
22. Hazing. Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is a violation of this rule. Specific examples of hazing include, but are not limited:
- A. Acts that embarrass, harass, or ridicule an individual
  - B. Acts that create excessive fatigue
  - C. Physical or psychological shocks
  - D. Morally degrading or humiliating games or activities
  - E. The wearing of signs or advertisements
  - F. Activities that involve late or early work sessions (not affiliated with a University academic program)
  - G. Quests, treasure or scavenger hunts
  - H. Acts of servitude
- Further information about Hazing can be found in the Office of Campus Life.
23. Unauthorized Entry or Use of Facilities. Access to an area, room or building without appropriate permission.
24. Fire Alarms and Fire Safety Misconduct.



- A. Inappropriate activation of any emergency warning equipment or the false reporting of any fire emergency.
  - B. Removal, damage or tampering with fire safety or other emergency warning equipment belonging to a student, student organization, the University or the Macon community.
  - C. Initiating and/or igniting of a fire.
  - D. Failure to evacuate during a fire alarm.
25. Possession and/or use Fireworks, and Explosive Devices. Unauthorized possession and/or use of fireworks, or explosive devices.
26. Furnishing False Information. Knowingly providing false or misleading information in any form to a University official, to a hearing body, on a University document, or to a law enforcement agent or agency.
27. Failure to Comply. Noncompliance with the reasonable direction of University officials acting in the performance of their duties.
28. Campus Elections and Referendums Misconduct. Casting more than one ballot in any campus election or referendum, or otherwise circumvent the prescribed procedures in an election process.
29. Student Identification Misconduct.
- A. Failure of a student to carry their Mercer identification cards at all times or to allow anyone else to use their identification card.
  - B. False Identification. Using an ID card in any form that is forged, altered, or otherwise intends to establish the false identity of another person. It includes knowingly using a fake ID to obtain access to events and/or resources or to purposely provide a false identity verbally, electronically or in written correspondence.
  - C. Identity Theft. Deceptively using another student, non-student, or faculty/staff member's identification to access resources on or off campus, as well as online, which includes ID cards, credit cards, email addresses, passwords, etc.
  - D. Unauthorized Representation. Unauthorized representation is when a student or organization falsely uses an emblem, name or falsely claims membership or affiliation with an organization such as any benevolent, fraternal, social, humane, or charitable organization which is entitled to the exclusive use of that name or emblem. This includes, but is not limited to, wearing badges, buttons, paraphernalia, logos as well as the unauthorized use of letterhead, symbols or hand gestures associated with the organization being falsely represented.
30. Refusal to Vacate. Refusal to vacate a building, sidewalk, driveway, or private facility being used by the University for a student or department-sponsored activity when directed to do so by an authorized officer of the University.
31. Advertising/Media Misuse. Circulation or display of any media (i.e. electronic or paper) that contains matter that violates or is contrary to University policies or community values. This includes, but is not limited to, the display or promotion of alcoholic liquors, wines, or beers. This also includes displaying materials or information without proper approval from the University.
32. Solicitation/Fundraising. The solicitation of sales, services, memberships or gifts on campus without the permission of the Office of Campus Life.

33. Unauthorized Visitation/Campus Housing. No unauthorized student, group of students, or organization shall enter or remain in restricted areas of residential facilities during non-visitation hours, as published in the Housing Handbook.
34. Contempt and/or Disregard for University Procedures.
  - A. Failure to fully comply with all instructions and imposed sanctions of the University disciplinary system and Honor Council.
  - B. Coercing a student or organization member to give false information.
  - C. Engaging in conduct that disrupts the proceedings, lessens their authority or dignity, or otherwise obstructs justice on campus.
35. Unsanitary or Unsafe Facilities. Failure to maintain a student organization, facilities, property, or surrounding property so as to prevent a potential danger to the health and safety of members of the University community.
36. Cruelty to Animals. Intentionally or recklessly causing physical abuse or any form of suffering to animals.
37. Gambling. Games of chance or bets in which participants commit money, or anything of value, in order to participate.
38. Violation of Published University Regulations. Violation of any published Mercer University policies, rules or regulations. This includes-but is not limited to, housing policies, computer policies or other University policies directly related to departments, organizations or clubs.
39. Violation of Local, State, or Federal Law. Any violation of any local, state, or federal law.
40. Greek Policy Violation and/or Unauthorized Recruitment/Membership Intake
  - A. Failure to comply with all the instructions that guide membership into Greek organizations, which includes, but is not limited to recruitment, timelines, events, activities, documentation, etc.
  - B. Participating, arranging, or engaging in unauthorized recruitment or intake processes known as "underground pledging." This includes coercing a student or organization to facilitate a process as well as students willingly engaging in a process not approved by the University or the affiliated national organization.

## **SANCTIONS**

The determination of sanctions is made in light of the unique facts and circumstances surrounding each individual case and the previous conduct history of the student. The Students found responsible of violations(s) of the Student Code of Conduct will be subject to one or more of the following sanctions:

1. Warning. Formal written notice to the student and official recognition that a violation has occurred.
2. Counseling Assessment. A recommendation to be evaluated by psychological services to help the student deal more effectively with his/her conduct issue.
3. Community Service. Performance of a preapproved service location for a prescribed number of hours to the local or University community.
4. Creative/Educational Sanctions. Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, research papers and other educational activities related to the violation.
5. Restriction. The withdrawal of specified privilege(s) for a definite period of time. Restrictions may include, but are not limited to requirements such as: not entering certain areas of housing or the campus, not contacting a certain individual or group, or not

operating a motor vehicle on campus. Students may also be restricted from holding office in any student organization or participating in some activities.

6. Fines. Not to exceed \$150 per individual or \$300 per student organization.
7. Restitution. A payment of financial injury in cases involving theft, destruction or property or deception.
8. Probation. A period of time during which any further violations of the Student Code of Conduct may impact or jeopardize the student's status in a specific manner. The four types of probation that can be imposed are as follows:
  - A. Conduct Probation. A specified period of time in which any future violations of the Student Code of Conduct can result in increased sanctions being imposed that exceed those of a student who is not on conduct probation.
  - B. Housing Probation. A specified period of time in which any future violations of the Student Code of Conduct will result in the termination of housing privileges and access to any University owned housing facilities. S
  - C. Social Probation. Notice to an organization or student that all or a portion of social functions must Cease for a designated period of time.
  - D. University Probation. A specified period of time during which any further violation of the Student Code of Conduct may result in suspension or expulsion. As part of this probation, students may be restricted from holding certain leadership positions or participating in some activities.
9. Forced Change of Residence. The temporary or permanent relocation of a student within housing.
10. Eviction from University Housing. Permanent removal from the housing system.
11. Suspension. The termination of the student's attendance or an organization's representation at the University for an indefinite or specified period of time. A suspension means that students may not be on University property or that an organization is prohibited from being recognized at any time without prior approval from the Vice President for Student Affairs or designee. Stipulations may be applied to either the student or organization as a condition for ending the suspension.
12. Expulsion. The permanent separation of the student from the University.
13. Deferred Degree. The holding of an academic degree for a specified period of time with or without conditions.
14. Withholding Degree. The withholding of a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a grievance pending, or as a sanction if the student is found responsible for an alleged violation.
15. Revocation of Degree. Revoking a degree awarded from the University for fraud, misrepresentation or other violation of University policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

## **APPEALS PROCEDURE**

For cases involving non-academic appeals, a student may appeal the original decision to the Vice President for Student Affairs within three (3) working days after receipt of the written decision (additional time may be requested for extenuating circumstances). The Vice President may choose to hear the appeal or designate an appropriate staff member from the academic program or

location in which the student is enrolled to review the appeal and make a recommendation. No person may hear or decide an appeal if he or she participated in the hearing process. The appeal shall consist of a review of the prior proceedings; it shall not be another hearing. The student shall receive a written decision regarding the appeal.

Grounds for appealing a decision are:

1. A significant error in adhering to Mercer's procedural process, which prejudiced the accused to the extent that the student was 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 verdict or sanction 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 of the hearing body.
3. The imposition of sanctions which are disproportionate to the offense.

Student status. The student's status on campus will remain unchanged pending the final decision and appeals process, except in cases involving interim suspensions (see Interim Suspension). The Vice President shall have the authority to act *de novo* to determine the issues of both responsibility and sanction(s). The decision of the Vice President for Student Affairs is final.

### **INTERIM SUSPENSION OF A STUDENT OR ORGANIZATION**

In certain circumstances involving a student or organizations actions that may affect the safety, health, or general welfare of the student or the University community, the Vice President for Students Affairs, the Assistant Vice President for Student Affairs, Associate Dean of Students, or Student Affairs designee on each campus may impose an interim suspension prior to the student or organizations conduct hearing. The Vice President of Student Affairs, the Assistant Vice President for Student Affairs, Student Affairs designee on each campus, and the Director of Housing and Residence Life have the authority to cancel a student's University housing contract under a separate process.

An interim suspension means that a student cannot be on University property, cannot attend classes, and cannot use University facilities unless otherwise stipulated. An interim suspension requires that the student or organization be notified in writing by the University. For organizations it means immediate suspension of all or some of the activities associated with the organization as determined by the University.

The student or organization has the right to request a hearing on the interim suspension with the Vice President for Student Affairs. If requested, the hearing will be conducted within three (3) regular business days from the receipt of the student's written request by the Vice President for Student Affairs or designee. The scope of this hearing is solely on whether the interim suspension should continue until a hearing is conducted on the facts of the case. Student disciplinary charges will be filed either when the interim suspension is imposed or as soon as possible thereafter. Student organizations should refer to the Student Organization Policy.

For cases in which a student is placed on interim suspension, but subsequently found not responsible for all violations, the University will take the following steps: (1) correct any record of

the change in enrollment status in the student's permanent records and reports in a manner compliant with state and federal laws; and (2) refund to the student a pro rata portion of any fees, charges for tuition, or other University specific fees and charges, as appropriate due to the temporary change in enrollment status.

### **PARENTAL NOTIFICATION POLICY**

Mercer University, like many other colleges and universities, is concerned about the health and safety of its students specifically where there is use and abuse of drugs and alcohol. Under the Family Educational Rights and Privacy Act (FERPA), institutions are permitted to release any and all information to parents, without the consent of the student, "if the student is a dependent for tax purposes under the IRS rules." FERPA allows colleges and universities to disclose information to parents if there is a health or safety emergency involving their student as well as to disclose information if the student is under the age of 21 and "has violated any law or policy concerning the use or possession of alcohol or a controlled substance." The Vice President for Student Affairs or designee will be the responsible University official to contact the parent or guardian. Students whose parents are divorced or separated have the option of designating the parent to be contacted. The Vice President for Students Affairs or designee may use discretion regarding parental notification in incidents where it is determined that extenuating circumstances exist that would directly and conclusively impact the situation negatively. Alternative guardian contact determinations will be made by the Vice President for Student Affairs or designee. The process of adjudicating any violations will be handled in accordance with the Student Code of Conduct.

Mercer University has opted to contact parents and/or legal guardians under the following conditions:

1. Mercer students, under the age of 21, found responsible for first time minor offenses involving alcohol in accordance with the Student Code of Conduct will be dealt with directly, without notification of their parents. "Minor offenses" are defined as non-life-threatening, non-threatening to the community, and not involving any other significant violations of the law or the Student Code of Conduct.
2. Enrolled students, under the age of 21, found responsible for two or more offenses involving alcohol will result in parental notification.
3. Enrolled students, under the age of 21, found responsible for offenses involving drugs will result in parental notification.
4. Incidents related to alcohol and/or drugs that are determined to be life threatening to the student, threatening to the community, or involving other significant violations of the law or the Student Code of Conduct may result in parental notification regardless of the number of offenses. An incident in which a student is transported to the hospital as a result of alcohol and/or drugs may also be determined to constitute a threat or disruption to the campus community depending on the circumstances.

### **NON-ACADEMIC CONDUCT RECORDS**

The Office of the Vice President for Student Affairs in Macon and Dean of Students in Atlanta are the official custodian of all records involving non-academic misconduct. Student files involving cases that do not result in suspensions or expulsions shall be expunged seven (7) years after a decision is reached on a charge. Cases that result in suspensions or expulsions will be kept permanently.

Statistical data and database information may be kept permanently at the University. Students have the right to view their files. Students found “not responsible” or cases in which charges are dropped are considered not to have a disciplinary record.

## **Appendix C**

### ***Student Leadership Group***

The Student Leadership Group is an organization of selected College of Health Professions students representing each academic class and each discipline. The objectives of the Student Leadership Group shall be:

- To establish centralized communication between the students and faculty/administration
- To promote and perpetuate professionalism in all endeavors pertaining to Mercer
- To communicate and promote student events within the College

The Student Leadership Group will consist of one student representative per academic class per year for each discipline. Participation in all meetings and activities of the group is an expectation for all appointed representatives. Membership in the Student Leadership Group shall be limited to students with an overall grade point standing of 3.0 or better, with conduct in accordance with the Code of Professional Conduct outlined in the Student Handbook. One student per each academic class will be selected by the respective program cohort and/or the Program Director to serve on the Student Leadership Group:

- Physical Therapy: entering class representative appointed each October
- Physician Assistant: entering class representative appointed each February
- Public Health: entering class representative appointed each October
- Clinical Psychology: entering class representative appointed each October
- Athletic Training: entering class representative appointed each August

The College advisor shall be the Director of Admissions and Student Affairs and will serve in an advisory capacity. The Director of Admissions and Student Affairs will schedule at least one meeting per semester with the Student Leadership Group at a time that accommodates all representatives' academic schedules; additional meetings will be scheduled as needed. The advisor will be available for consultation with any of the Student Leadership Group representatives, as needed, and should attend all Student Leadership Group meetings.

## **Appendix D**

### ***Student Ambassadors***

Student Ambassadors are current students who are selected by the Admissions and Student Affairs team to represent Mercer University's College of Health Professions in the public arena. Ambassadors represent the college and its respective programs in a positive, enthusiastic, and professional manner. The Student Ambassador Group will consist of student representatives for each discipline.

Student Ambassadors may be asked to participate in a variety of different programs including Open House/Info Session events, new student orientation, White Coat Ceremony, and possibly college and/or career fairs.

The College advisor shall be the Director of Admissions and Student Affairs and will serve in an advisory capacity. The Director of Admissions and Student Affairs will schedule at least one meeting per semester with the Student Ambassador Group at a time that accommodates all representatives' academic schedules; additional meetings will be scheduled as needed.

## **Appendix E**

### ***Honor Council Constitution***

#### **ARTICLE I**

##### **NAME**

Section 1. The name of this organization shall be the Honor Council of the Mercer University College of Health Professions.

#### **ARTICLE II**

##### **PURPOSE**

Section 1. The purposes of this organization are to:

- (a) Investigate and hear all cases involving College of Health Professions students accused of academic dishonesty/Honor Code violation;
- (b) Act as a judicial body and determine the guilt or innocence of students who have allegedly committed such violations;
- (c) Recommend the disciplinary action to be taken in all cases in which there has been a violation;

- (d) Work with the faculty, the Associate Dean, and the Dean in all matters regarding the administration of the Honor Code;
- (e) Educate the faculty and students on the Honor Code of the College of Health Professions.

### **ARTICLE III**

#### **HONOR CODE VIOLATIONS**

Section 1. Cheating, plagiarism, lying, and academic theft are considered Honor Code violations. These violations serve as the basis for reporting cases to the Honor Council and by which the Honor Council will recommend the proper penalty or dismissal for each case presented.

- (a) Cheating-Cheating includes, but is not limited to, a deliberate submission of coursework, for a grade or credit, that is not one's own or that violates the professor's instructions for the assignment. Any other student or students who contribute to the submitted coursework in question will be held equally responsible for violating the Honor Code as the student who accepted and submitted the coursework. It includes but is not limited to:
  - 1. The unauthorized use of prior years' testing materials as a study guide.
  - 2. Possessing or having in close proximity, any unauthorized materials or devices containing test information during an examination.
  - 3. Any form of communication between students pertaining to exam information or answers during an examination.
- (b) Plagiarism-Plagiarism is the copying of words, phrases, ideas, or facts belonging to another individual without giving that individual proper acknowledgement. It includes but is not limited to:
  - 1. Inserting sentence fragments, entire sentences, or paragraphs from another's work without properly citing the original individual within one's work.
  - 2. Rearranging words or replacing words with terms that are synonymous of another individual's work without properly citing the original individual within one's work.
- (c) Lying-Lying is to make a statement that one knows is false with the intent to deceive. It includes but is not limited to:
  - 1. Lying to an administrator, faculty member, or Honor Council member about academic matters concerning an Honor Code violation.
  - 2. Falsifying any Mercer University document by word or symbol manipulation, addition, or deletion.
- (d) Academic Theft-Academic theft is the removal of academic materials depriving or preventing others from having equal learning opportunities. It includes but is not limited to:



1. Removal of an exam during examination periods.
2. The unauthorized removal of an exam from a professor's office.
3. Computer theft of an exam.
4. The unauthorized imaging or reproduction of an assignment or exam (cameras, phones, PDAs, or written).

#### **ARTICLE IV**

##### **PENALTIES**

Section 1. Upon determination of a violation of the Honor Code or admission of responsibility, the following penalties shall be assigned:

(a) First Offense

A grade of 0 on the exam or assignment in question or a grade of F for the course in question.

If the alleged violator accepts responsibility for the incident, the penalty is a 0 on the exam or assignment in question. If the alleged violator denies responsibility, but is determined by an Honor Council hearing to have violated the Honor Code, the penalty is an F in the course.

(b) Second Offense

A grade of F for the course in question and dismissal from the College of Health Professions.

Section 2. The penalty imposed may be appealed to the Dean who may accept or negate the penalty. After appeal to the Dean, the penalty imposed may be appealed to the Provost who may accept or negate the penalty.

#### **ARTICLE V**

##### **HONOR CODE OATH**

Section 1. Honor Code Oath-As a student of the College of Health Professions of Mercer University, I give my oath that I will follow the Honor Code. I understand that any acts which violate the Honor Code will be held accountable under the penalties listed under Article IV Section 1 of the Honor Council Constitution.

Section 2. During student orientation, each student must sign the Honor Code Oath stating that he/she will follow the Honor Code and understands the penalties for violations of the Honor Code. Violation of this statement constitutes a violation of the Honor Code. This statement may also be used by faculty on assignments or examinations for the students to sign before completion of the work.

Procedures related to Honor Systems and Academic Integrity are outlined in the Mercer University Student Handbook and can be found on the Provost web site at:  
<http://provost.mercer.edu/handbooks>.