Mercer University
College of Health Professions
Graduate/Professional Student Handbook 2017-2018

Doctor of Physical Therapy Program
Master of Medical Science (Physician Assistant) Program
Master of Public Health Program
Doctor of Clinical Medical Psychology Program

http://chp.mercer.edu

This Student Handbook is intended to offer a framework of the intended graduate/professional student learning environment provided by the College of Health Professions faculty and staff. It is also provided to inform College of Health Professions 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 Medical Psychology, and Public Health 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,

Lisa M. Lundquist
Dean
# Mercer College of Health Professions Calendar 2017-2018

## Fall 2017
- **DPT Orientation**
- **MPH Orientation**
- **CMP Orientation**
- **DPT White Coat Ceremony**
- **MPH Pinning Ceremony**
- **Classes Start**
- **Drop/Add**
- **Labor Day**
- **Registration for Spring**
- **Fall Break**
- **Thanksgiving Break**
- **Classes and Exams End**
- **Grades Due**

### Dates
- **August 17-18**
- **August 18**
- **August 18**
- **August 18**
- **August 21**
- **August 21-28**
- **September 4**
- **November 8**
- **November 20-21**
- **November 22-24**
- **December 15**
- **December 20**

## Spring 2018
- **PA Orientation**
- **Classes Start**
- **Drop/Add**
- **PA White Coat Ceremony**
- **Martin Luther King, Jr. Day**
- **Spring Break**
- **Good Friday**
- **Registration for Summer/Fall Begins**
- **Classes and Exams End**
- **Grades Due**
- **College of Health Professions Hooding**
- **Ceremony Commencement**

### Dates
- **January 4-5**
- **January 8**
- **January 8-16**
- **January 12**
- **January 15**
- **March 5-9**
- **March 30**
- **April 4**
- **May 4**
- **May 11**
- **May 11**
- **May 12**

## Summer 2018
- **Classes Begin**
- **Drop/Add**
- **Memorial Day**
- **Independence**
- **Day Classes End**
- **Grades Due**

### Dates
- **May 14**
- **May 14-21**
- **May 28**
- **July 4**
- **August 3**
- **August 10**

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*DPT: Doctor of Physical Therapy  MPH: Master of Public Health  CMP: Clinical Medical Psychology  PA: Physician Assistant*
History of the College

The College of Health Professions became operational in 2013. The College is comprised of four departments: Physical Therapy, Physician Assistant Studies, Clinical Medical Psychology, and Public Health. The College offers the doctoral-level physical therapy program, the doctoral-level clinical medical psychology program, the master’s-level physician assistant program, and both the bachelor’s and master’s-level public health programs. The Department of Physical Therapy offers residencies in Orthopaedic, Neurologic, and Cardiovascular and Pulmonary Physical Therapy and a fellowship in Orthopaedic Manual Physical Therapy. The Department of Physician Assistant Studies offers an Advanced Cardiology residency program.

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 better 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 program 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 betterment of our communities.

Modeled Behaviors

**Collaboration**
- Recognize the value of others, their ideas, beliefs, diversity, and cultural heritage.
- Actively participate in on-going education, professional, and interprofessional activities.

**Compassion**
- Place other's interest ahead of his/her own.
- Is sensitive to the personal concerns and beliefs of others.

**Excellence**
- Initiate innovative ways to increase efficiency, effectiveness, and productivity.
- Develop new approaches to improve health and quality of life.

**Integrity**
- Is fair, straightforward, and truthful.
- Admit, correct, and learn from mistakes.
- Honor commitments and accept responsibility for actions.

**Justice**
- Address any dishonest or unethical behavior both upwards and peer-to-peer

**Learning**
- Actively participate in continuous professional development.
- Share knowledge of new practices and procedures, evolving sciences, and leading edge technologies.
- Promote development of interprofessional learning and collaborative practice.

**Professionalism**
- Express concerns about work issues and work constructively to create a resolution.
- Support the University's and College's mission, goals, and policies and procedures.

**Service**
- Advocate for improved health, wellness, and quality of life for patients and society.
- Actively participate in community-based initiatives.
Mission of the Doctor of Physical Therapy Program
The mission of the Mercer University College of Health Professions Doctor of Physical Therapy Program is to prepare doctors of physical therapy who are advocates for the health promotion 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 leaders, lifelong learners, possess an appreciation or ethical values and human diversity, and are provided a foundation to practice in every discipline of allopathic medicine. The Physician Assistant Program emphasizes evidence-based medicine, informatics, critical decision making, interdisciplinary teamwork, and continuous quality improvement.

Mission of the Public Health Program
The mission of the Mercer University College of Health Professions Master of Public Health program will prepare competent health professionals to advance Public Health practice in communities, primarily rural and underserved populations through instruction, research, and service to promote social justice and health equity.

Mission of the Clinical Medical Psychology Program
The mission of the Mercer University College of Health Professions Doctor of Psychology in Clinical Medical Psychology program is to prepare psychologists as integrated health care practitioners who contribute to and apply scientific knowledge of human behavior to benefit individuals, systems, and society.
Profiles of the Graduate

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

- Integrate foundational, clinical, and behavioral science knowledge to provide effective and efficient patient/client-centered care to a culturally-diverse population in a variety of traditional and nontraditional settings.
- Demonstrate sound clinical reasoning and problem-solving skills incorporating scientific literature and patient/client values to make evidence-based practice decisions and recommendations in all aspects of patient/client management.
- Contribute to the elimination of healthcare disparities to benefit individual patients/clients and society by advocating for improvements in the healthcare system.
- Consider the implications of healthcare through effective management of human, financial, material, technological, and informational resources.
- Adhere to professional and ethical standards of conduct in compliance with the American Physical Therapy Association and to the laws and guidelines that regulate the practice of physical therapy.
- Pursue life-long professional development.
- 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:

- Elicit an accurate and thorough medical history.
- Perform a complete and problem-focused physical examination.
- Develop a diagnostic plan using medical informatics and evidence-based medicine.
- Initiate an individualized therapeutic management plan.
- Provide patient-centered verbal and written instructions.
- Accurately document medical records.
- Perform medical and surgical procedures consistent with a primary care physician assistant.
- Promote administrative, management, and research skills.
- Demonstrate a commitment to professionalism in all situations.
- Dedicate one’s self to a process of life-long learning.
The **Master of Public Health** graduate of the College of Health Professions of Mercer University will be able to:

- Assesses the health status of rural and underserved populations and their related determinants of health and illness (e.g. factors contributing to health promotion and disease prevention, availability and use of health services)
- Uses methods and instruments for collecting valid and reliable quantitative and qualitative data for rural and underserved populations
- Uses information technology to collect, store, and retrieve data for rural and underserved populations
- Analyzes information relevant to specific public health policy issues related to rural and underserved populations
- Utilizes decision analysis for policy development and program planning for rural and underserved populations
- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency for rural and underserved populations
- Presents demographic, statistical, programmatic, and scientific information for use by professional and lay audiences in rural and underserved populations
- Incorporates strategies for interacting with persons from diverse backgrounds including rural and underserved populations, cultural, socioeconomic, educational, racial, ethnic, and sexual orientation
- Considers the role of cultural, geographic, social, and behavioral factors in the accessibility, availability, acceptability and delivery of public health services in rural and underserved populations
- Responds to diverse needs that are the result of cultural and geographic differences in rural and underserved populations
- Explains the dynamic forces that contribute to cultural and geographic diversity in rural and underserved populations
- Assesses community linkages and relationships among multiple factors (or determinants) affecting health in rural and underserved populations
- Describes the role of governmental and non-governmental organizations in the delivery of community health services in rural and underserved populations
- Relates public health science skills to the Core Public Health Functions and Ten Essential Services of Public Health
- Applies the basic public health sciences (including but not limited to biostatistics, epidemiology, environmental health sciences, health services administration, and social and behavioral health sciences) to public health policies and programs in rural and underserved populations
- Conducts a comprehensive review of the scientific evidence related to a public health issue, concern, or intervention in rural and underserved populations
- Develops a programmatic budget for a project which serves rural and underserved populations
- Evaluates program performance which targets rural and underserved populations
- Incorporates ethical standards of practice as the basis of all interactions with organizations, communities, and individuals in rural and underserved populations
- Incorporates systems thinking into public health practice in rural and underserved populations
The **Doctor of Psychology in Clinical Medical 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 health care disciplines and an ability to collaborate effectively in interprofessional activities to promote individual, institutional, and/or systems level change.

- Understanding of the perspectives of other health care disciplines and an ability to collaborate effectively in interprofessional activities to promote individual, institutional, and/or systems level change.
**Academic Administration**

President, Mercer University  
Provost, Mercer University  
Dean of the College of Health Professions  
Associate Dean  
Chair, Department of Physical Therapy  
Chair, Department of Physician Assistant Studies  
Chair, Department of Public Health  
Chair, Department of Clinical Medical Psychology  
William D. Underwood, J.D.  
Scott Davis, Ph.D.  
Lisa Lundquist, PharmD, BCPS  
Leslie F. Taylor, PT, Ph.D., M.S.  
Jeannette Anderson PT, DHS, MTC  
Jill Mattingly, DHSc, MMSc, PA-C  
Nannette Turner, Ph.D., MPH  
Craig Marker, Ph.D.

**College Faculty and Staff**

**Dean's Office**  
678.547.6208

Lundquist, Lisa, PharmD, BCPS  
Nelson, Becky  
Taylor, Leslie, PT, Ph.D., M.S.  
Uzell, Denise  
Dean and Professor  
Administrative Assistant to the Dean  
Associate Dean and Professor of Physical Therapy  
Finance/Budget Coordinator

**Admissions & Student Affairs Office**  
678.547.6391

Ellison, Laura, MBA  
Buren, Megan  
Spear, Sara-Ashley  
Director, Admissions and Student Affairs  
Admissions Counselor  
Enrollment Associate

**Physical Therapy**  
678.547.6778

Anderson, Jeannette, PT, DHS, MTC  
Department Chair and Clinical Associate Professor  
Clinical Assistant Professor; Director of Anatomy Lab  
Clinical Professor; Director of Postprofessional Education  
Clinical Assistant Professor  
Associate Professor  
Assistant Professor  
Clinical Assistant Professor; Clinic Director  
Clinical Assistant Professor  
Clinical Assistant Professor; Director of Clinical Education  
Associate Dean; Professor of Physical Therapy  
Clinical Associate Professor  
Assistant Professor  
Clinical Education Program Specialist  
Physical Therapy Program Specialist  
Administrative Clerk, Physical Therapy Clinic
Physician Assistant Studies

Mattingly, Jill, DHSc, MMSc, PA-C
Aycock, Mallory, MPA, PA-C
Brown-Waller, Sheena, PhD, MSCR
Dickerson, Lisa, MD
Heard, Henry, DHSc, MPAS, MA, PA-C
Saberi, Asif, MD
Sadowski, Catherine, MHS, PA-C
Sohl, Tia, MSPAS, PA-C
Brown, LaTosha, MBA
Brown, Monica
Davis, Shayla, M.Ed
Fleming, Barbara

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

Public Health

Turner, Nanette, Ph.D., MPH

Chair and Associate Professor
Professor; Director of the Center for Evaluation and Applied Research
Assistant Professor of Practice; Director of the MPH Program
Assistant Professor
Instructor
Assistant Professor of Practice; Coordinator of BSPH Program
Instructor
Assistant Professor of Practice, Liaison for Academic Health Department
Administrative Clerk

Clinical Medical Psychology

Marker, Craig, Ph.D.
Cody, Meghan, Ph.D.
Morris-Alexander, Nneka, Ph.D.
Robinson, Brittan, Ph.D.
Stillman, Tony, Ph.D.
Thomas, Elaine, Psy.D.
Green, Pamela E.

Chair and Associate Professor; Director, Clinical Medical Psychology Program
Assistant Professor
Clinical Assistant Professor
Assistant Professor
Associate Professor; Director, Clinical Training Program
Clinical Associate Professor
Program Specialist
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 specific handbooks for each campus 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 Chairperson. 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.

Doctor of Physical Therapy students should also refer to additional policy information listed in the DPT Program policy section of this Handbook, as well as the Department’s Policy and Procedure Manual, and Clinical Education Manual.

Physician Assistant students should also refer to additional attendance policy information listed under the PA Program policy section of this Handbook, as well as the Student Orientation Manual and Clinical Rotation Manual.

The Master of Public Health students should refer to the course schedule prior to each semester. Faculty announce their expectations regarding attendance in course syllabi.

Doctor of Clinical Medical Psychology students should also refer to additional policy information listed in the CMP Program Handbook.
**Attendance-Professional Meetings**

The College acknowledges that viable professional organizations are essential to the wellbeing 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 include 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 Pearce and Pearce. 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. 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.

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.

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.

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, including the Religious Observance Policy, the Campus Code of Conduct and the Campus Judicial Process, please refer to the Atlanta/Macon Student Handbook Supplement, available on the web at:


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 Atlanta/Macon Student Handbook available online at:


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 Atlanta/Macon Student Handbook Supplement, available on the web at:


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 Atlanta/Macon Student Handbook Supplement, available on the Mercer website at:


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 Mercer University Student Handbook available online at:


Emergency Preparedness
For information about Emergency Preparedness at Mercer, please refer to the Atlanta/Macon Student Handbook Supplement, available on the web at:


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). Inquiries may be made to the Office of Audit and Compliance at 478-301-2788 or TitleIX@mercer.edu.

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.

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 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 Student Affairs and Admissions. 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
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.

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. Mercer University provides cords and ribbons for graduates to wear indicating specific academic honors: teal and orange indicates membership in the Physical Therapy Honor Society; blue and green indicates membership in Pi Alpha (Physician Assistant Honor Society). 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), and the Master of Public Health graduates at special hooding ceremonies 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
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.

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-678.547.6111. 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) 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 from ANY campus telephone nearest you. IF THE CALL IS PLACED FROM AN OUTSIDE PHONE, CALL MERCER POLICE AT 678.547.6358 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.

**Mental and Physical Health and Welfare of Students**

The mental and physical health of students can strongly affect their academic and social success at the University, as well as influencing the other members of the University community. Mercer staffs the Counseling Center office and the Campus Health Center with qualified medical and mental health professional who provide short-term health services to students seeking assistance. For some students, pre-existing conditions or severe stress during college may create a situation where the student must be referred out of community resources that can give long-term or in-patient care.

For more information about the Mental and Physical Health and Welfare of Students, please refer to the Atlanta/Macon Student Handbook Supplement, available on the web at:


Additionally, Mercer University has a policy for providing assistance to students who have attempted suicide or who exhibit other life-threatening behavior. This policy is also available electronically in the Cecil B. Day Campus Student Handbook.

**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 Office of Student Affairs and Admissions.

**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.
Physical Therapy Program, Physician Assistant Program, Clinical Medical Psychology Program, and the Public Health Program details policies and procedures (please refer to the 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 of the Cecil B. Day Campus. These boards are monitored and maintained by the Campus Student Life Office located in the Sheffield Center.

Program Specific Handbooks
Each Program (Physical Therapy, Physician Assistant, Clinical Medical Psychology, and Public Health) details policies and procedures as an informational guideline for current students. Note: The 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 Medical Psychology, 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 Atlanta/Macon Student Handbook Supplement, available on the web at:  

**Resignation from the University**
Doctor of Physical Therapy, Clinical Medical Psychology, Physician Assistant, and Public Health 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. Procedures related to Withdrawals: Administrative or Medical are outlined in the specific handbooks for each campus and can be found on the Provost website at http://provost.mercer.edu/handbooks.

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.

**Sexual Harassment**
The University is committed to maintaining an environment in which the dignity and worth of all members of the institutional community are respected. Sexual harassment harms the environment the University seeks to maintain and is unequivocally prohibited. Moreover, sexual harassment is a form of sex discrimination and violates Federal laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or same sex when the behavior falls within the following definition.

*Definition*

Sexual harassment is defined as unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity; or

- submission to or rejection of such conduct is used as a basis for an academic, employment or placement decision affecting the individual; or

- such conduct 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

*Examples*
Examples of conduct prohibited by this policy include, but are not limited to:

- persistent, unwelcome flirtation, advances or propositions of a sexual nature;
- repeated insults, jokes, anecdotes, or gestures that are commonly considered by people of a specific sex to be demeaning to that sex;
- repeated, unwelcome comments of a sexual nature about an individual’s body or clothing or about sexual activity or speculations about previous sexual experience;
- unnecessary or unwelcome touching, such as patting, pinching, hugging or repeated brushing against an individual’s body;
- direct or implied threats that submission to or rejection of requests for sexual favors will affect decisions regarding such matters as an individual’s employment, work assignments or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation; and unwarranted use of sexually suggestive materials.

A faculty member’s choice of teaching techniques, selection of instructional materials, or other conduct through which the faculty member seeks to communicate with students in an instructional setting shall not be prohibited under this policy if the faculty member claims that the conduct is legitimately related to the subject matter of the course, unless the Discrimination and Harassment Prevention Board finds that the faculty member’s claim is clearly unreasonable.

**Formal Grievance Procedures**

Any student who believes he or she has been subjected to sexual harassment may file a formal complaint with any member of the Discrimination and Harassment Prevention Board, either initially or after having sought informal resolution as described above, with the possible outcome of disciplinary action against the accused. The complaint must be in writing, signed by the complainant, and must describe the specific action(s) complained of. A complainant who wishes to pursue a formal complaint must be willing to be identified to the accused. The complaint will be investigated and resolved in accordance with the University’s Grievance Procedures for Discrimination and Sexual Harassment Complaints. Copies of these procedures are available from the Equal Opportunity/Affirmative Action Officer, located in the Personnel Office, or from the Office of the Director of Student Affairs and Admissions.

**Counseling, Advice and Informal Resolution**

In many instances, informal discussion and mediation can be useful in resolving perceived instances of sexual harassment. Problems are sometimes easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to deal with it.

Problems, questions and grievances may be discussed with any of the officials or Discrimination and Harassment Prevention Board members indicated in the Equal Opportunity Policy. Members of the Discrimination and Harassment Prevention Board are particularly well-informed and well-placed to help. They may be especially useful in advising and aiding a student’s own efforts to resolve a problem.

Such help may involve coaching the individual in preparation for a conversation with the person causing the problem or assisting the student in writing a letter to that person describing the offending behavior and requesting that it stop. Alternatively, the student may ask the Board member to meet with the person causing the problem. In other cases, it may be necessary to arrange for a change in section assignment or for a re-evaluation of work submitted for a grade.
Throughout the advising and informal resolution process, the information provided by the student will ordinarily be held in confidence unless and until the student agrees that another party or parties must be informed to facilitate a solution. The student’s identity will not be revealed to the person against whom the complaint is made without the consent of the student.

Please consult with the on-line University Student Handbook found at http://provost.mercer.edu/handbooks/studenthandbookcfm for the most up-to-date and applicable policies regarding sexual harassment.

Social Media and Social Networking

Online blogs, public mailing lists, and social networking sites and applications including but not limited to Facebook, Twitter, MySpace, Pinterest, and 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 publicly 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.

Sodal 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. Postings are approved through the Campus Student Life Office located in the Sheffield Center.

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 to 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.


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:
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 duty 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 auditor 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 tobacco smoke are also at increased risk.

In response to these considerations, the University has adopted as its goal that of achieving an environment as close to tobacco-free as possible. The following guidelines are designed to achieve a relatively 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, or 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 website at www.mercer.edu/police. Mercer Police can be reached by dialing ext. 6358 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. Each will be asked by the Senior Vice-President of the Atlanta campus to serve a 1 year term, with the exception of the Assoc. Director of MERPO, who will be a standing member. 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 Assoc. 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.

**Student Services-Atlanta**

**Auxiliary Services/Bear Card**

678.547.6144
http://www.mercer.edu/auxiliary/
Pharmacy Administration/Cafeteria Building, Lower Level (next to Bookstore)
Monday-Thursday, 10:00 a.m. to 5:30 p.m.; Friday, 10:00 a.m. to 2:00 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
http://mercer-atlanta.bncollege.com/
Pharmacy Administration/Cafeteria Building Lower Level
Monday-Friday, 8:30 a.m. to 6:00 p.m.; Saturday, 8:30 a.m. to 2:00 p.m.

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
http://bursar.mercer.edu/atlanta/
Jessica Ellison, University Bursar (ellison_jk@mercer.edu)
104 Davis 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
http://atlstuaffairs.mercer.edu/
Richard Stilley, Assistant Dean for Campus Life (stilley_r@mercer.edu)
Tangela Mitchell, Housing Assistant  
(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.

Career Services  
678.547.6023  
Maureen Sweatman, Director; Office of Career Management  
(sweatman_ma@mercer.edu)  
3rd Floor, Suite 318, Atlanta Administration & Conference Center (AACC)  
https://studentaffairs.mercer.edu/careerservices/atlanta/

Services provided by the Office of Career Services 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://www.mercerprofessional.org. 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 Center  
678.547.6060  
http://atlstaffairs.mercer.edu/shac/counseling-services.cfm  
Bates Canon, LPC, CPCS, Director; Student Health and Counseling (canon_ab@mercer.edu)  
Julie Cannon, LPC, CPCS, NCC, Assistant Director; Counseling Services (cannon_jo@mercer.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. Atlanta Campus walk-in hours are Mondays through Thursdays from 11:30 a.m. to 12:30 p.m. and 3:00 p.m. to 4:00 p.m. Macon Campus hours are Mondays through Fridays from 8:30 a.m. until 5:00 p.m. 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
404.872.4231
http://www.mercer.edu/auxiliary/Carlyle/Welcome%20to%20Carlyle!.htm
MaryAtkinson, Catering Coordinator
Pharmacy Administration/Cafeteria Building
Catering by Request
Facilities: Mercer Atlanta Cafeteria (MAC)
Cafeteria:
MAC (Mercer Atlanta Cafeteria) Monday-Friday 8:00 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-Friday 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. We look forward to serving you!

International Students and Scholars Program
678.547.6109
Brenda Austrie-Cannaday, International Students Advisor (Austrie-Cannaday.B@mercer.edu)
Davis Building
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
Diana Hill, Registrar
http://www.mercer.edu/registrar/
102 Davis 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
http://atlanta.merceraid.com/
Lance Fussell, Director (fussell_jg@mercer.edu)
1st Floor Davis 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

**Student Health Services**
678.547.6130
Fax 678.547.6054
http://atlstuaffairs.mercer.edu/shac/health-services.cfm
Linda Johns, RN, BS, Assistant Director (johns_la@mercer.edu)
Yvonne Williams, Administrative Assistant (williams_y@mercer.edu)
206 Sheffield Center
Clinic Hours are Monday-Friday, 8:00 a.m. to 4:00 p.m. (closed daily for lunch from 1:00-1:30 p.m.)

Student Health Services (SHS) is designed to provide limited services for acute illnesses, and treatments and
medications during regular hours of operation for currently enrolled students. Students should come in, check in at
the desk and be seated until called.

Appointments are encouraged, but walk-ins are welcome. On the first visit, all students will receive a copy of the
current HIPPA policy and will need to sign a statement of receipt of the HIPPA policy. Students need to submit student
ID card and Insurance card to be copied and placed on student’s chart.

Services provided include administration of immunizations and Tuberculin testing, evaluation and treatment of
illnesses, and, if necessary, referrals to off-campus resources for chronic medical problems or for problems outside
the staff’s scope of practice. Current pricing for the clinic’s services is available online:
http://atlstuaffairs.mercer.edu/shac/lab-tests.cfm.

Student Health Services is currently staffed by a registered nurse, a part-time family nurse practitioner 2 days a week
(Tuesday and Friday), and a physician three times a month. Student Health Services reserves the right to limit or change
services offered to students as resources and budgetary changes dictate.

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, which can defray the costs of off campus treatment. 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.
Someone should stay with the injured person until the Mercer Police arrive.
Office visits are free to currently enrolled students. There is a minimal charge for prescription drugs, immunizations, TB tests and laboratory fees. It is the responsibility of the student to pay fees at the time services are rendered.

All students are required to complete a Health Information Form as prescribed by their academic program to be turned in with proof of required immunizations and proof of current Health Care Insurance.

All students living in campus housing 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.

Swilley Library
678.547.6280
http://libraries.mercer.edu/swilley
Scott Gillies, Director of Swilley Library
Reference: 678.547.6282 Checkout: 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. Library collections, faculty and staff support all the graduates and undergraduates on campus. Librarians are responsible for a collection of 155,000 cataloged volumes, over 36,072 subscriptions in both electronic and paper format, and almost two million documents in microform. The Special Collections and Archives Room houses rare or unusual titles in pharmacy, theology, nursing and literature. The library offers seating for approximately 280 users, 22 group study rooms, a computer simulation presentation room, the Brown Gallery for art exhibitions, and the Dr. Jean Hendricks Library Classroom. An after-hours study area in the cafeteria is available for those students who wish to pursue their studies after the library closes in the cafeteria.

Checking Out Materials
A Mercer ID card (Bear Card) is required to check out library materials. Circulating books are checked out for three weeks. Videos, DVD’s, CD’s, and Reserve items vary. Laptops are available for checkout for use within the library and audio visual equipment is available for check out for three days. Online renewal at http://catalog.mercer.edu or telephone renewal of materials is often possible; call 678.547.6284 for assistance. Reference materials and periodicals may not be taken from the library.

Fines
Regular circulating three week items do not incur fines. However, replacement costs are assigned if an item is lost or damaged. Videos and DVDs are $1.00 per day with a maximum fine of $100.00 per item plus replacement or the replacement cost, whichever is less. Two-hour reserves have $2.00 per hour per item late fees and up to the $100.00 per item maximum. Overdue notices are sent as a courtesy. Failure to receive an overdue notice does not change the obligation of the borrower. Please see http://swilleymercer.edu/circulation.asp for more details.

Lost Materials
Please notify the library as soon as you discover an item is lost or damaged. The replacement cost for a lost or damaged item is $65 or the current market price whichever is higher, plus a $10.00 processing fee. If the material is found in the same fiscal year and has not already been re-ordered, the cost of the item will be refunded. Processing fees are non-refundable.

Copies
Photocopyers are available for student use. Photocopies cost 10 cents per page with a Bear Card or 15 cents per page using coins.
Printing
Colored prints are 20 cents per page. Black and white prints are 8 cents per page. Microform reader printers are 10 cents per page.

Other Services
Library services include a student information commons with twenty student computers equipped with MS Office Suite as well as access to library subscription databases and electronic journals. Library services also include interlibrary loan-available electronically, reference assistance, Virtual Reference email/instant messaging and library research instruction. The Library is also equipped for wireless computer technology. Mercer students with a Wi-Fi compatible device may access the wireless network by logging into the MU-Student wireless network. The Library’s website [swilley.mercer.edu] is designed with LibGuides specifically for each college/school on campus and the classes taught in those. All basic research needs for students who study on the Atlanta campus are approached via these individual LibGuides. This should be one of every student’s first places to begin his/her research.

Thanks in part to participation in the statewide consortium, GALILEO; the Library offers access to over 184 electronic databases for student research. Most of these databases plus the computerized catalog of the library’s books and current journals are searchable from home or office as well. Check with a reference librarian for proper modem parameters and passwords.

The Swilley Library belongs to several local consortia. Most prominent is the Atlanta Regional Council for Higher Education (ARCHE). This organization gives members access to library services at several Atlanta university libraries. Please consult the reference librarians concerning information regarding these or other Swilley Library services. The Library also belongs to the Atlanta Health Sciences Library Consortium, the North Georgia Associated Libraries Group, Georgia Interactive Network (GaIN), and the American Theological Library Association.

Technology Support Services
678.547.6310
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; 678.547.8989.

Student Services-Macon

Auxiliary Services/Bear Card
478.301.2741
http://departments.mercer.edu/auxiliary/
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.
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

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

Dr. Douglas R. Pearson, Vice President for Student Affairs and Dean of Students (pearson_dr@mercer.edu)

Dr. Samantha W. Murfree, Associate Dean of Students (murfree_sw@mercer.edu)

Jeff Takac, Director of Residence Life (takac_j@mercer.edu)

1400 Coleman Avenue
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.

The Office of Campus Life and Student Involvement strive 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.

The Office of Campus Life and Student Involvement also provide services, leadership development resources, and recognition programs for Mercer’s nearly 140 student organizations. Developing relationships with many Macon community organizations, including the College Hill Alliance, the Office of Campus Life and Student Involvement encourages students to become engaged in the Macon community, especially those areas adjacent to Mercer’s campus. Please feel free to stop by our office anytime! We’re located adjacent to Duncan Lounge on the top floor of the Connell Student Center. We can also be reached at 478.301.2868 or at campuslife@mercer.edu!

**Career Services**

478.301.2863

Stephen Brown, Director of Career Services (brown_sr@mercer.edu)

3rd Floor of the Connell Student Center above the cafeteria
Monday-Friday, 8:30 a.m. to 5:00 p.m.

Services provided by the Office of Career Services 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](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 Center**

478.301.2862  
[http://studentaffairs.mercer.edu/studenthealthcenter/](http://studentaffairs.mercer.edu/studenthealthcenter/)  
Emily Piassick, Ph.D., Director and Psychological Services (piassick_ea@mercer.edu)  
Brent Meyer, L.C.S.W., Assistant Director and Psychological Services (meyer_ba@mercer.edu) Monday-Friday, 8:30 a.m. to 5:00 p.m.

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. Atlanta Campus walk-in hours are Mondays through Thursdays from 11:30 a.m. to 12:30 p.m. and 3:00 p.m. to 4:00 p.m. Macon Campus hours are Mondays through Fridays from 8:30 a.m. until 5:00 p.m. 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  
Roy Sosby, Catering Director (sosby-roy@armark.com)  
1400 Coleman Avenue  
Macon, GA 31210  
Catering by Request

**International Students and Scholars Program**

Julie Strecker, PDSO, Coordinator, 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
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 Services**

478.301.2696
Fax 478.301.2116
http://studentaffairs.mercer.edu/studenthealthcenter/

Warren S. Hutchings, MD, Medical Director of Student Health Center (hutchings_ws@mercer.edu)
Kaye Miller, RN, BS, Registered Nurse Student Health Center (miller_kw@mercer.edu)
Kacie Milholen, MSN, APRN, Nurse Practitioner Student Health Center (milholen_kg@mercer.edu)

Located inside the Medical School building on the first floor
Clinic Hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. (Closed 12:00 p.m. to 1:00 p.m.)
SPECIAL NOTE: Please call Student Health Center for summer hours

Student Health Services (SHS) is designed to provide limited services for acute illnesses, and treatments and medications during regular hours of operation for currently enrolled students. Students should come in, check in at the desk and be seated until called.

Appointments are encouraged, but walk-ins are welcome. On the first visit, all students will receive a copy of the current HIPPA policy and will need to sign a statement of receipt of the HIPPA policy. Students need to submit student ID card and Insurance card to be copied and placed on student's chart.

Services provided include administration of immunizations and Tuberculin testing, evaluation and treatment of illnesses, and, if necessary, referrals to off-campus resources for chronic medical problems or for problems outside the staff's scope of practice. Current pricing for the clinic's services is available online: http://atlstuaffairs.mercer.edu/shac/lab-tests.cfm.

Student Health Services is currently staffed by a registered nurse, a family nurse practitioner, and a part-time physician each day. Student Health Services reserves the right to limit or change services offered to students as resources and budgetary changes dictate.

The Student Health Center (SHC) is the primary provider of health services for all Mercer students, regardless of insurance coverage. It is staffed by two RNs, and a physician who sees patients by appointment during scheduled clinics. The Student Health Center provides health care for acute illnesses and injuries, allergy injections, immunizations, and health education. Some students will be referred, depending on the type of illness/injury, at the discretion of the Student Health Center staff. Located on the 2nd floor of the Patterson Building, on the corner of College and Edgewood. (Across from Tarver Library and Penfield Hall)

**Hours of Operation**

Fall and Spring Semesters
Monday through Friday, 8-12 and 1-5 (Closed 12:00 p.m.-1:00 p.m.)
CALL to see about physician's hours
478. 301.2696 or 800. 637.2378

AFTER HOURS and WEEKEND EMERGENCIES

For urgent or emergency care when the Student Health Center is closed, the student should go to a facility that is covered by his/her insurance plan.

Call the facility for directions.
Quick Care Centers-Open 7 days a week
Quick Med Zebulon Road
7:00 a.m. to 11:00 p.m.
5925 Zebulon Rd., 478.757.7865
Quick Med Riverside Drive
8:00 a.m.-8:00 p.m.
3400 Riverside Dr., 478.474.5600

Quick Med Gray Highway
8:00 a.m.-8:00 p.m.
1339 Gray Hwy., 478.749.9200

HOSPITAL EMERGENCY ROOMS
Medical Center of Central Georgia Emergency Center
24 hours/day
777 Hemlock St., 478.633.1000

Coliseum Medical Center
24 hours/day
350 Hospital Drive, 478.765.7000

Coliseum Northside Hospital
24 hours/day
400 Charter Blvd., 478.757.8200

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, which can defray the costs of off campus treatment. The Mercer Police must be notified of any injury occurring on campus. They may be reached at 478.301.4357 or by using a Mercer phone and dialing 6911. Someone should stay with the injured person until the Mercer Police arrive.

Office visits are free to currently enrolled students. There is a minimal charge for prescription drugs, immunizations, TB tests and laboratory fees. It is the responsibility of the student to pay fees at the time services are rendered.

All students are required to complete a Health Information Form as prescribed by their academic program to be turned in with proof of required immunizations and proof of current Healthcare Insurance.

All students living in campus housing 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.

The Jack Tarver Library
478.301.2961
http://libraries.mercer.edu/tarver
The Jack Tarver Library offers hands-on instructional options across academic disciplines to assist library users in identifying and making the best use of our library resources. Instruction is available by appointment for classroom or individual sessions for students, faculty, and staff. Whether information is needed for a class assignment, research, or personal use, the Tarver Library seeks to assist you in making library resources and materials available.

If you have any questions about our instruction program, or would like to schedule an activity in the Chappell Classroom, please contact:

Christian Pham, Instructor Systems Librarian  
(phone cs@mercer.edu)  
Telephone: 478.301.2052  
Fax 478.301.2252  
or the Reference Desk at 478.301.2055

Checking Out Materials
A Mercer ID card (Bear Card) is required to check out library materials. Circulating books are checked out for three weeks. Videos, DVD’s, CD’s, and Reserve items vary. Laptops are available for checkout for use within the library and audio visual equipment is available for check out for three days. Online renewal at http://catalogmercer.edu/ or telephone renewal of materials is often possible; call 478.301.2961 for assistance. Reference materials and periodicals may not be taken from the library.

Fines
Regular circulating three week items do not incur fines. However, replacement costs are assigned if an item is lost or damaged. Videos and DVDs are $1.00 per day with a maximum fine of $100.00 per item plus replacement or the replacement cost, whichever is less. Two-hour reserves have $2.00 per hour per item late fees and up to the $100.00 per item maximum. Overdue notices are sent as a courtesy. Failure to receive an overdue notice does not change the obligation of the borrower. Please see http://libraries.mercer.edu for more details.

Lost Materials
Please notify the library as soon as you discover an item is lost or damaged. The replacement cost for a lost or damaged item is $65 or the current market price whichever is higher, plus a $10.00 processing fee. If the material is found in the same fiscal year and has not already been re-ordered, the cost of the item will be refunded. Processing fees are non-refundable.

Copies
Photocopiers are available for student use. Photocopies cost 10 cents per page with a Bear Card or 15 cents per page using coins.

Printing
Colored prints are 20 cents per page. Black and white prints are 8 cents per page. Microform reader printers are 10 cents per page.

Other Services
Library services include a student information commons with twenty student computers equipped with MS Office Suite as well as access to library subscription databases and electronic journals. Library services also include interlibrary loan-available electronically, reference assistance, Virtual Reference email/instant messaging and library research instruction. The Library is also equipped for wireless computer technology. Mercer students with a Wi-Fi
compatible device may access the wireless network by logging into the MU-Student wireless network. The Library's website [swiley.mercer.edu] is designed with LibGuides specifically for each college/school on campus and the classes taught in those. All basic research needs for students who study on the Atlanta campus are approached via these individual LibGuides. This should be one of every student's first places to begin his/her research.

Thanks in part to participation in the statewide consortium, GALILEO, the Library offers access to over 184 electronic databases for student research. Most of these databases plus the computerized catalog of the library's books and current journals are searchable from home or office as well. Check with a reference librarian for proper modem parameters and passwords.

Technology Support Services
478.301.2696
http://helpdesk@mercer.edu/
Denise Rogers, Director
Auxiliary Services Building
Monday-Thursday, 8:30 am. to 9:00 p.m.
Friday 8:30 a.m. to 5:00 pm.
Saturday (closed)
Sunday 5:00 p.m. to 9:00 p.m.
Contact the IT Help Desk if you need technology support: helpdesk@mercer.edu; 478.301.2696.

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 (YMMDD).

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://mercerville.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 478.301.2696 or sending an email to 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 (YMMDD).

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. Please contact us if you need assistance with your antivirus utility at helpdesk@mercer.edu.

Wellness and Recreation
478.301.2370
http://studentaffairs.mercer.edu/recreationsports/
Todd Thomas, Director of Recreational Sports & Wellness (thomas_ta@mercer.edu)
University Center
Please check the website for hours.

Our Purpose
Our purpose in the wellness department is to provide programs and learning opportunities that support the "Holistic Individual". Live well...as you Learn how to master it through our monthly seminar program. Each month we will present a new topic specially selected to address particular areas of need. Different speakers with varying areas of expertise will be presenting. As classes are scheduled, notifications and reminders will be sent to all those signed up to receive Wellness-Macon news via email. We try very hard to offer these valuable opportunities mid-days so that faculty and staff may use their lunch period to attend. Brown bag lunches are not only permitted but also encouraged. Cardiovascular equipment includes Life Fitness elliptical Cross Trainers, stair climbers, stationary bikes and treadmills. Weight equipment by Hammer Strength and Life Fitness includes a full line of selectorized machines, isolateral equipment and free weights.

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.
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 85,000 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 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; serve as the official liaison between the national and state levels of the AAPA, and the College of Health Professions PA Program; serve as the liaison and
promote communication between other Physician Assistant student societies, medical societies, and other healthcare providers; promote camaraderie between members of the student society throughout their tenure at Mercer University; and encourage philanthropic activities among the members of the Godsey-Matthews Society, Mercer University, and the community. In all aspects of its function, the Society will pursue integrity, equality, dignity, and competence for the physician assistant as a health practitioner.

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 DPT 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 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 Clinical Medical Psychology Student Association
The CMP Student Association exists as an avenue for students 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**

**Simons Society**
Kelly McKinnon – President
Kenny Wessel – Vice President
Rebecca Goldberg – Secretary
Corrine Bolles – Treasurer
Dr. Joseph Donnelly-Faculty Student Governance Advisor

**Doctor of Physical Therapy – Class of 2018**
Andrew Thompson – President
Bill Djire – Vice President
Katie June – Secretary

**Doctor of Physical Therapy – Class of 2019**
Tom Christ – President
Luke Siegnann – Vice President
Sarah Harmon – Secretary

**Doctor of Physical Therapy – Class of 2020**
TBD

**Class Officers-Physician Assistant**

**Godsey-Matthews Society**
Elizabeth Pajares-President
Laura Nelson-Vice President
Chelsea McKenzie-Secretary
Brennan Comeaux-Treasurer
Will Sabin-Historian
Sarah Stallman-AOR Representative
Cassidy Lee-AOR Alternate Representative
Elizabeth Heard-GAPA Representative
Bryan Rainbolt-Social Chair
Chloe Jackson-Outreach Chair
Sara Rodriguez-Diversity Chair
Ashley Williams-Merchandising
Kathleen Matthews – Missions Chair
Brandon Cook – Missions Chair
Sarah Grady – Philanthropy Chair
Rachel Garner-New Student Coordinator

Faculty Advisors:
Professor Mallory Aycock
Professor Catherine Sadowski

**Class Officers-Master of Public Health**

**MPH Student Advisory Board Representatives**
TBD – President
Abiola Fakile – Vice President
Shelbie Richardson – Treasurer
Peter Mgbemena – Secretary
Abiola Fakile – Admissions Committee
James Pope – Curriculum Committee
Paige Crawford – Service & Workforce Committee
Cristian Acero – Research & Evaluation Committee

Dr. Jimmie Smith – Faculty Advisor

**Mercer Public Health Association Officers**
TBD – President
TBD – Vice-President
TBD – Secretary
Brianna Weaver – Treasurer
TBD – Historian
TBD – Event Coordinator (Macon)
TBD – Event Coordinator (Atlanta)
TBD – Mentor/Mentee Coordinator
Dr. Cheryl Gaddis – Faculty Advisor

**Class Officers – Clinical Medical Psychology**

Sarah Vitale – Class of 2021 representative
Vincent Fitch – Class of 2020 representative
Kathy Miller – Class of 2019/18 representative
K.C. Hewitt – Head Representative

Dr. Meghan Cody – Faculty Advisor

**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 Associate Director 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://studentaffairs.mercer.edu/campuslife/org_list.cfm
### Mercer Alma Mater

<table>
<thead>
<tr>
<th>Macon Campus, Macon Center, and Eastman Center</th>
<th>Atlanta Campus, Douglas Center, and Henry County Center</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On the city's western border</strong></td>
<td><strong>On the city's eastern border</strong></td>
</tr>
<tr>
<td>Reared against the sky</td>
<td>Reared against the sky</td>
</tr>
<tr>
<td>Proudly stands our Alma Mater</td>
<td>Proudly stands our Alma Mater</td>
</tr>
<tr>
<td>As the years roll by</td>
<td>As the years roll by</td>
</tr>
<tr>
<td>(Chorus)</td>
<td>(Chorus)</td>
</tr>
<tr>
<td>Forward ever be they watchword</td>
<td>Forward ever be they watchword</td>
</tr>
<tr>
<td>Conquer and prevail.</td>
<td>Conquer and prevail.</td>
</tr>
<tr>
<td>Hail to thee, O Alma Mater!</td>
<td>Hail to thee, O Alma Mater!</td>
</tr>
<tr>
<td>Mercer, Hail, all Hail!</td>
<td>Mercer, Hail, all Hail!</td>
</tr>
<tr>
<td>Cherished by thysons and daughters</td>
<td>Cherished by thysons and daughters</td>
</tr>
<tr>
<td>Mem'ries sweet shall throng</td>
<td>Mem'ries sweet shall throng</td>
</tr>
<tr>
<td>Round our hearts, O Alma Mater</td>
<td>Round our hearts, O Alma Mater</td>
</tr>
<tr>
<td>As we sing our song</td>
<td>As we sing our song</td>
</tr>
</tbody>
</table>
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 Student Affairs and Admissions (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 University Student Handbook at [www.mercer.edu/provost/handbooks](http://www.mercer.edu/provost/handbooks)

**COMMUNICATION, OFFICIAL**

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

**COMMUNITY OF RESPECT**

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

*Respect for Academic Integrity*

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

*Respect for Other Persons*

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

*Respect for the University Community*

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

*Respect for Community Authority*

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

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.

**FORMULATION OF REGULATIONS & CODE OF CONDUCT**

Any student, faculty member, or administrator may initiate any revision of, or addition to, the University standards of conduct. Recommendations should be submitted to the senior student affairs officer on their campus who will evaluate and forward the recommendation to the Vice President for Student Affairs (Macon). The Vice President for Student Affairs, in consultation with appropriate parties, shall ensure discussion of the proposed change. When all parties have had an opportunity to comment on the proposal, it will be presented to the Provost and General Counsel.
RIGHTS OF STUDENTS

Community of Respect ensures certain rights of its members. The University values the following student's rights:

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

CONDUCT: OFF-CAMPUS BEHAVIOR

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

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

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 judicial 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.

Cases involving student organizations are adjudicated through this process as well. 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 charged and 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.

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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Primary Designee(s)</th>
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<tbody>
<tr>
<td>Macon Campus (including Law, Medicine (Columbus and Savannah), and the Macon Center):</td>
<td></td>
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<tr>
<td>Associate Dean of Students, Macon</td>
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<tr>
<td>Office of Judicial Education, Macon</td>
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<tr>
<td>Residence Life, Macon</td>
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<tr>
<td>Atlanta Campus (including all Atlanta graduate programs and Douglas, Henry, and Newnan Centers):</td>
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<tr>
<td>Dean of Students, Atlanta</td>
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<tr>
<td>Assistant Dean of Students, Atlanta</td>
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<tr>
<td>Residence Life, Atlanta</td>
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</tbody>
</table>

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 or organization pending a judicial hearing.
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 judicial action, or imposing lesser 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 charged with an alleged violation of the Student Code of Conduct.

Complainant. Individual reporting an alleged violation.

Respondent. 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.

Appellate Body. 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 and experienced in due process rights, in the procedures of the adjudication process, and in the mechanics of preparing a case. They are assigned cases on a rotational basis.
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.

NON-ACADEMIC MISCONDUCT PROCESS

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 webpage at [http://studentaffairs.mercer.edu/campuslife/studentorgs.cfm](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 (listed above) 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 initiating charges in accordance with the procedures contained in this code. Charges should be filed within ten (10) working days after receipt of all available information regarding the complaint. Charges cannot be filed that exceed one (1) year after the discovery of the incident.

In compliance with Title IX and other related federal mandates, cases involving Sexual Misconduct and Relationship Violence (sexual harassment, sexual assault, sexual exploitation, stalking dating violence, and domestic 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.

**HEARING BOARD OPTIONS**

The charged student or organization may have charges heard by a University Hearing Board or by a designated University Administrator selected and trained by the Associate/Assistant Dean of Students in Macon or Atlanta. The Hearing Board or Administrator will review the case and make a recommendation to the Associate/Assistant Dean of Students on the Macon and/or Atlanta (depending on primary location of the academic program related to the charged student) with regard to responsibility and sanctioning. 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 consist of two faculty/staff and one student trained in university judicial 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 panel that includes two faculty/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 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 or organizations charged from the same incident, information obtained at one hearing may be used at another hearing provided that the charged student or organization 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 Judicial Education in Macon, a board consisting of all students is an additional option for adjudicating student and organizational cases. This Student Hearing Board primarily adjudicates organizational violations and minor student violations as determined by the Associate Dean of Students.

Decisions of all hearing bodies (University Hearing Boards and University Administrator) are recommendations to the Associate/Assistant Dean of Students on the corresponding Macon and Atlanta campus, 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 Associate/Assistant Dean of Students 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 or organizations 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 or organizations shall be entitled to a prompt hearing. Students will be given an opportunity to present information, including witnesses during a fair and impartial hearing. The student may inspect all documentary evidence presented at the hearing may hear and question all 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 cross examine 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 attend the hearing and present that
information to the hearing panel for consideration.

In compliance with Title IX and related federal mandates, additional procedural rights for student complainants
and respondents 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 complaints are resolved through the University student judicial process related to sexual harassment, sexual
assault, sexual exploitation, stalking, dating violation and domestic violence, the following rights will apply to both the
complainant and to the respondent:

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 complainant, respondent, and/or
witnesses.
6. For the complainant 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 complainant and
respondent 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 Respondent 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, 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.

3. **Decisions.** Decisions of "responsible" or "not responsible" on the charge(s) shall be based solely on the evidence presented at the hearing. 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. Information can be conveyed from one hearing to the other in cases where multiple students are charged.

4. **Confidentiality.** All hearings shall be closed and confidential unless specifically requested otherwise by the charged student in writing. This request must be received three regular business days in advance of the hearing and cannot impede the university's ability to comply with state and federal laws regarding confidential information. In cases involving violations of the Sexual Misconduct and Relationship Violence Policy and/or with competing interest, the Associate/Assistant Dean of Students will make the final determination regarding open and closed hearings in consultation with Vice President for Student Affairs and the Title IX Coordinator.

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.

7. **Deliberations.** Deliberations are closed and shall include only those members involved in the decision making process.

8. **Notice of Decision.** A written decision shall be available to the student or organization within seven (7) 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 or organization 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 judicial notice or to ensure resolution of the case prior to transfer or graduation. All pending judicial matters must be resolved prior to a student's graduation, transfer from, or continued education at Mercer University.

10. **Withholding Degree.** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Conduct Code, including the completion of all sanctions, if any.

11. **Disabilities.** Any student with a documented disability may request that reasonable accommodations be provided during the judicial 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 Associate Dean of Students.

12. **Advise.** Students and organizations 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 or organization 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 Associate/Assistant 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.
13. **Testimony.** Students shall not be forced to present self-incriminating testimony. Testimony that is provided during a hearing can be used in another hearing if those details are relevant to clarifying details in those proceedings and only if the cases are connected to the same incident.

**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/studenthandbookcfm](http://provost.mercer.edu/handbooks/studenthandbookcfm) for the most up-to-date and applicable definitions.

1. **Forgery.** Alteration or misuse of documents or records.
2. **Alcohol Misconduct.**
   A. Possession and/or consumption of alcoholic beverages including empty containers or alcohol paraphernalia on Mercer University property or at University-sponsored events. (Professional and graduate programs may adopt polices 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 abuse.
   B. **Harassment.** Language and/or physical acts which degrade, insult, taunt, or challenge another person by any means of communication, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments, racist remarks or any behavior that places another member of the university community in a state of fear, anxiety or emotional distress.
   C. **Bullying.** Repeated aggressive behavior where one person (or group of people) deliberately intimidates, abuses, or coerces an individual with the intention to hurt that person physically or emotionally. Acts of bullying can be physical, verbal, or relational.
   D. **Cyberbullying.** Bullying that occurs through digital technology, such as text messages, e-mail, and material posted on social media sites.
4. **Physical Assault.** An intentional attempt 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 Misconduct and Relationship Violence**
   A. **Sexual Harassment.** Unwelcome sexual advances, requests for sexual favors and other gender-based verbal, non-verbal or physical conduct of a sexual nature when:
      - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or status in a course, program or activity; or submission to or rejection of such conduct is used as a basis for an academic, employment or placement decision affecting the individual; or
      - Such conduct is objectively offensive and sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with an individual’s work performance or educational experience, creates an intimidating hostile environment, or involves retaliation.
Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to unwelcome sexual attention; to punish a refusal to comply with a sexual-based request; to condition a benefit on submitting to sexual advances; or gender-based bullying. Sexual
harassment can occur regardless of the relationship, position 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 a subordinate employee of his/her supervisor.

B. Sexual Assault: Non-Consensual Sexual Intercourse. Any sexual intercourse 
- however slight, 
- with any part of a person’s body or an object, 
- by a man or woman upon man or woman, 
- 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.

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

Examples include: intentional sexual contact with the breasts, buttocks, groin, or genitals, or sexually 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.

D. Sexual Exploitation. Taking non-consensual sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage another, that does not otherwise constitute one of the other sexual harassment, sexual assault and sexual misconduct offenses.

Examples include: invasion of sexual privacy; prostituting another individual; non-consensual observation, either by direct observation or video or audio-taping of sexual activity; engaging in voyeurism; knowingly transmitting an STI (Sexually Transmitted Infection) or HIV (Human Immunodeficiency Virus) to another; exposing one’s genitals in non-consensual circumstances; or inducing another to expose his or her genitals.

E. Stalking. Engaging in a course/pattern of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress. Such conduct includes two or more acts by which the stalker directly, or indirectly, or through third parties follows, monitors, observes, surveils, threatens, or communicates about a person or interferes with his or her property.

F. Dating Violence: A violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant’s statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

G. Domestic Violence. A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner, which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. An "intimate partner" is defined as a current or former spouse of the complainant, a person with whom the complainant shares a child in common, or a person who is cohabitating with or has cohabitated with the complainant as a spouse. It also includes any person covered under the current domestic or family violence laws applicable to the jurisdiction of the infraction. Domestic violence can be
7. **Destruction/Damage of Property.** Destruction, damaging or misuse of public or private property.
8. **Theft or Possession of Stolen Property.** Taking possessing, or using property without proper authorization or permission.
9. **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.
10. **Possession and/or Use of Weapons, Firearms, Fireworks, and Explosive Devices.** 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.
11. **Disorderly/Disruptive Conduct.** This includes acting in a violent manner in a public place, or behaving in a way that reasonably makes other persons fear for their or their property's safety. It also includes using profane or abusive language—sometimes called "fighting words"—that is likely to provoke an immediate violent reaction, in addition to disturbing the peace whether on or off campus. Disturbing or disrupting the peace includes behavior that interrupts an event or any action determined to infringe upon the privacy, rights, privileges, health or safety of students, faculty, staff, or organizations, whether on or off campus.
12. **Conduct Unbecoming.** Any conduct not previously stated, 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.
13. **Hate Offenses.** Offenses against a person or property motivated in part or in whole by an offender's bias against a race, disability, religion, disability, ethnic origin or sexual orientation.
14. **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 rechange the student to reweigh the case to find the student responsible for this charge.]
15. **Computer Misuse/Unauthorized access.** Any misuse of or unauthorized access to a computer, computer system, network, software or data, or the unauthorized alteration, copying or distribution of software or data.
16. **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.
17. Unauthorized Entry or Use of Facilities. The unauthorized access to an area, room or building.
   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.
19. Furnishing False Information. Knowingly providing false or misleading information to a university official, to a hearing body, on a university document, or to a law enforcement agent or agency.
20. Failure to Comply. Noncompliance with the reasonable direction of university officials acting in the performance of their duties.
21. 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.
22. 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. Identity Theft. Deceptively using another student, or faculty/staff member's identification to access resources on or off campus, which includes ID cards, credit cards, email addresses, passwords, etc.
   C. 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.
23. 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.
24. 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.
25. Solicitation/Fundraising. The solicitation of sales, services, memberships or gifts on campus without the permission of the Office of Campus Life.
26. 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.
27. Contempt and/or Disregard for Judicial Procedures.
   A. Failure to fully comply with all instructions of the university judicial 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.
28. 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.
29. Cruelty to Animals. Intentionally or recklessly causing physical abuse or any form of suffering to animals.
30. Gambling. Games of chance or bets in which participants commit money, or anything of value, in order to participate.
31. 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.
32. Violation of Local, State, or Federal Law. Any violation of any local, state, or federal law.
33. 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.

6. **Fines**: Not to exceed $150 per individual or $150 per individual member of an 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.

   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 puts the student's or organization's status with the university in jeopardy. Additional violations of the Student Code of Conduct that occur during this period of probation may result in suspension or dismissal. Students may be restricted from holding office in any student organization. Students cannot represent the university in any official capacity during the term of university probation. Continued enrollment depends on the maintenance of satisfactory conduct during the period of probation.

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.

**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 or organization shall receive a written decision regarding the appeal.

Grounds for appealing a decision are:

1. An error in procedural due process, which prejudiced the accused to the extent that the student or organization 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 Associate/Assistant 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 Associate/Assistant Dean of Students, 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. Disciplinary charges will be filed either when the interim suspension is imposed or as soon as possible thereafter.
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.

NON-ACADEMIC CONDUCT RECORDS

The Office of the Vice President for Student Affairs in Macon and Assistant 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 judicial record.

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 Student 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 others 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.
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. Within the Student Leadership Group, a chairperson will be elected during the fall semester to serve as the point of contact for the group with faculty/administration. 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 Medical Psychology: entering class representative appointed each October

The Faculty Advisor shall be the Director of Student Affairs and Admissions and will serve in an advisory capacity. The Director of Student Affairs and Admissions 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 Faculty Advisor shall be the Director of Student Affairs and Admissions and will serve in an advisory capacity. The Director of Student Affairs and Admissions 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 Director of Student Affairs and Admissions, 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:

3. Removal of an exam during examination periods.

4. The unauthorized removal of an exam from a professor’s office.

5. Computer theft of an exam.

6. 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.

ARTICLE VI
INSTIGATION OF PROCEEDINGS

Section 1. All persons having knowledge of or being witness to acts believed to be in violation of the Honor Code shall report personally the incident to a member of the Honor Council, the faculty advisor to the Honor Council, the professor, or course coordinator involved within 30 College days of the alleged violation. (A College day shall be defined as a day in which College of Health Professions classes are in session. Weekends, holidays, and breaks between semesters or rotations will not count towards the 30 College days).

Section 2. In cases in which there is no physical evidence, two or more witnesses to the violation shall be required in order to support a conviction.

Section 3. The procedure of reporting cases to the Honor Council as stated in Section 1 of this article shall apply also to the faculty of the College of Health Professions of Mercer University.

Section 4. If a faculty member observes cheating or any other Honor Code violation, the faculty member in conjunction with the course coordinator may discuss the situation with the student(s) suspected of cheating. The faculty member should then take one of three actions:

(a) report the incident (verbally or in writing) to the Honor Council,

(b) report the incident (verbally or in writing) to the advisor to the Honor Council, or

(c) submit an ACADEMIC INTEGRITY VIOLATION REPORT FORM. Every effort must be made to ensure that the student fully understands the Honor Code, including penalties and procedures. The Director of Student Affairs and Admissions will inform the course coordinator of the penalty.

If a student alerts a faculty member to possible cheating or any other Honor Code violation and the faculty member has not directly observed the alleged cheating, the faculty member should encourage the reporting student to still go to the Honor Council according to Section 1 of Article V of the Honor Council Constitution.

Section 5. If the student accepts responsibility, the course coordinator shall assign a penalty from Article IV of the Honor Code. The course coordinator shall inform the Director of Student Affairs and Admissions in writing via the academic integrity violation report form of his/her decision.

Section 6. If the student maintains innocence and the faculty member wishes to pursue this matter, the faculty member will report the matter in writing to the Honor Council for resolution. In such cases the faculty member, course coordinator and student will be bound by the decision of the Honor Council.

Section 7. The student may appeal the decision of the Honor Council to the Dean according to proceedings outlined in the Honor Code.

Section 8. The student may appeal the decision of the Dean to the Provost.
ARTICLE VII
PRE-HEARING PROCEDURE

Section 1. Cases shall be acted upon within 30 college days of receiving information about a possible violation.

Three Honor Council representatives, including faculty and/or students, shall act as a prehearing review board. The students may not be from the same class as the student suspected of the violation. Any Honor Council faculty members involved in a case before the Council shall not serve on the pre-hearing review board. The pre-hearing review board’s responsibilities shall be: to interview witnesses, review evidence, and decide whether to present the case to the entire Honor Council in a full hearing.

(a) Within seven college days of receiving the case, the pre-hearing review board shall decide by majority vote by secret ballot if there is sufficient evidence to proceed with a hearing. If the majority vote is negative, the case will be dropped. If the majority vote is positive, the case will be presented to the Council.

(b) If the case is accepted for a full hearing, the faculty advisor will promptly notify the accused orally and in writing that he or she has been accused of a violation. The accused shall be informed in writing of his or her violations and rights as follows:

1. The defendant will be allowed to speak on his or her own behalf regarding this incident. The defendant also has the option of not speaking on his or her own behalf, in which case his or her identity will not be revealed to the full Honor Council.

2. The defendant may present information that supports his or her position in this alleged incident.

3. The defendant can choose another College of Health Professions student as his or her defense counsel.

4. The defendant may bring others to serve as witnesses to speak specifically about the incident in question and present information to support the accused student’s position. These people are limited to those having knowledge of or direct evidence surrounding the alleged incident of academic dishonesty. The defendant may not bring others to speak on his or her behalf regarding issues that are outside the scope of the alleged incident (i.e., character witnesses).

5. The defendant will have the opportunity to question people who present information concerning the alleged incident of academic dishonesty if the criteria under Article VII Section 4 are met.

6. The defendant will be informed of the existence of witnesses and evidence by the Honor Council faculty advisor without disclosing the identity of the witness(es) or specific evidence.

7. Issues outside the scope of the alleged incident, including previous alleged violations of the Honor Code, academic performance, or past behaviors, may not be addressed by other participants in this proceeding.

8. Information from the pre-hearing meeting shall not be disclosed to any outside individuals such disclosure shall be considered a violation of the Honor Code.

(c) All participants in the pre-hearing and hearing process shall not reveal any details of the alleged incident. Disclosure to outsiders of any information about the case by any participant shall be considered a violation of the Honor Code.

Section 2. Further Procedures

(a) Upon notification of allegation, the accused may waive his or her right to a full hearing by entering a plea of guilty to the charges which indicates the student’s acceptance of the penalties stated in Article IV.
(b) If the accused chooses to waive his or her rights to a full hearing by entering a plea of guilty to the charges, then the student body and faculty will be informed of a violation of the Honor Code. The notice will include the alleged violation, the alleged violator's class, the date of the Honor Council hearing the outcome, and the penalty. Identifying information concerning all participants will not be included in the notice and will remain confidential. This violation will be submitted to the student body and faculty by some expedient means, including electronic (via email) or public display (via bulletin board). If the original violation went through the Honor Council, then the president of the Honor Council will be the one to inform the student body and faculty. If the original violation bypassed the Honor Council by means of the ACADEMIC INTEGRITY VIOLATION REPORT FORM, then the Associate Dean for Student Affairs and Admissions shall be the one to inform the student body and faculty.

ARTICLE VIII
FULL HEARING PROCEDURE

Section 1. A full hearing of the Honor Council may be called to determine the responsibility of an alleged violator of the Honor Code, and to assign a penalty if judged guilty. All representatives of the Honor Council will be invited to attend a full hearing. A quorum consisting of one half of the Honor Council members. Any Honor Council Faculty member serving as witness in a case before the Council shall recuse from the trial and only serve as a witness. At least one of the three pre-hearing review board members should be present. In addition to Honor Council members, presence at a full hearing will be limited to the faculty advisor, defendant, College of Health Professions student serving as defense counsel, and witnesses to the alleged incident.

Section 2. Hearings of the full Honor Council will be closed. Witnesses to the alleged incident will be interviewed separately in the presence of the alleged violator.

Section 3. Identity of witnesses and the alleged violator.

(a) The alleged violator will not be informed of the identity of the witness(es) unless ALL of the following conditions are met:

1. The alleged violator requests to confront the witness during a Council meeting

2. The Honor Council is using the witnesses' testimony in determining the responsibility of the alleged violator;

3. The witnesses agree to be confronted by the alleged violator. If the witness refuses to confront the accused as part of a full Honor Council hearing, his/her testimony cannot be used.

Section 4. The procedure for conducting a trial shall be as follows:

(a) The Honor Council representatives will assemble. A quorum will be established, and a member will be selected to document the proceedings in writing. Additionally, the proceedings of the full hearing will be recorded (audio or video).

(b) The President of the Honor Council will preside over the hearing. In the absence of the President, the Secretary shall preside.

(c) The President of the Honor Council or presiding officer shall inform all members that no information regarding the violator(s) academic performance or character shall be mentioned or questioned during the proceedings.

(d) Members of the pre-hearing review board present their findings regarding the alleged incident to
the other members present.

(e) The alleged violator will be called into the room. The alleged violator may be assisted by one other College of Health Professions student serving as defense counsel. This student may not act as a witness on the alleged violator’s behalf.

(f) The Honor Council President or officer presiding over the hearing will introduce the violator to the members present, indicate the date and time of the hearing, and indicate the nature of the alleged violation.

(g) The presiding officer will ask if the alleged violator accepts responsibility for the incident, and the violator will respond. The response will be recorded in writing. If the alleged violator accepts responsibility, actions will proceed as stated under Article VI Section 1 and the trial will be terminated. If the alleged violator does not accept responsibility, the trial shall proceed.

(h) Witnesses to the alleged incident will be called into the room individually.

(i) The President of the Honor Council shall inform the witnesses that information will be restricted to pertain to the alleged incident. Information about the violator’s character, academic performance, past behavior or previous Honor Code violations will not be allowed. Honor Council representatives will begin questioning of witnesses.

(j) The Council may allow the introduction of evidence other than testimony of witnesses if the Council determines that the evidence is relevant to the alleged incident.

(k) The alleged violator and College of Health Professions student defense counsel will have opportunity to question witnesses and examine other evidence. Questions will be limited to the alleged incident. Information about the witnesses’ character, academic performance, past behavior or previous Honor Code violations will not be allowed.

(l) The President of the Honor Council or presiding officer shall direct and regulate the alleged violator when to question the witnesses and examine evidence. At the discretion of the presiding officer, the Honor Council or alleged violator may have the opportunity to further question the witnesses and examine evidence.

(m) After hearing all testimony and reviewing all relevant evidence, the alleged violator and all witnesses will be excused while the Honor Council deliberates.

(n) The Honor Council shall ask the question: “Is the alleged violator responsible for this incident of academic dishonesty?” Honor Council members will vote by secret ballot, with a vote of YES to find the violator responsible, a vote of NO finding the violator not responsible.

(o) Two-thirds majority of the Honor Council representatives present must vote YES to find the alleged violator responsible of academic dishonesty and to impose a penalty outlined in Article IV. The votes will be tallied by the Honor Council secretary (if present, and not presiding over the hearing) or another member designated by the presiding officer. The member designated to record the hearings in writing will not tally the votes.

(p) The alleged violator will be recalled and informed of the outcome of the vote by the presiding officer. If guilt has been determined, the presiding officer will also then inform the violator of the penalty recommended and the course of action available.

(q) The Honor Council Advisor shall notify the violator of the judgment of the Honor Council in writing. The faculty advisor will also verify the penalty, and advise the violator about the appeals process. The Faculty Advisor to the Honor Council will also formally notify the Director of Student Affairs and Admissions, the Dean, and the Program Director if appropriate, of the outcome and the penalty.
Written and recorded proceedings shall be signed by the presiding officer. If the alleged violator has been determined responsible, the proceedings will be provided to the Director of Student Affairs and Admissions with the formal notification of hearing outcome. Access to the written and recorded proceedings will be limited to the Director of Student Affairs and Admissions, the Dean and, if appropriate, the Program Director.

In cases in which the alleged violator is determined to be not responsible for academic dishonesty, all transcriptions and tapes shall be destroyed immediately.

A notice of the outcome of a full Honor Council hearing will be distributed to the student body and faculty by some expedient means, including electronic (via email) or public display (via bulletin board). The notice will include the alleged violation, the alleged violator's class, date of the Honor Council hearing the outcome, and the penalty. Identifying information concerning all participants will not be included. The Director of Student Affairs and Admissions will be the one to distribute this information to the student body and faculty in the case of a full hearing of the Honor Council resulting in a verdict of guilty.

Section 5. Appeal of an Honor Council Determination

(a) In cases where the alleged violator has been found responsible for academic dishonesty in a full hearing of the Honor Council, the defendant may appeal the decision of the Honor Council to the Dean, who may uphold or negate the Council's decision.

(b) The appeal process shall be initiated no more than 30 College days following the determination of the full Honor Council.

Section 6. Confidentiality of the Hearing Process

(a) Hearing proceedings will remain confidential. Individuals who will have access to information from an Honor Council hearing, other than the Honor Council members present, include the violator and those individuals in the College or University administration who may be involved in carrying out a disciplinary action.

(b) Faculty and administrators likewise will keep information confidential. Faculty members who may be privy to information from an Honor Council hearing are the Faculty Advisor to the Honor Council; faculty members of the Honor Council; any faculty member acting as a witness to an alleged incident of dishonesty; any faculty member asked to impose a penalty recommended by the Honor Council; the Director of Student Affairs and Admissions; the Dean; and, if appropriate, the Program Director.

(c) Revealing confidential information related to any Honor Council hearing will be considered to be a violation of the Honor Code.
ARTICLE IX
AUTHORITY

Section 1. The authority to revise and enforce the Honor Council Constitution lies with the Dean and Director of Student Affairs and Admissions. Any changes to Article IV penalties require faculty approval.

ARTICLE X
MEMBERSHIP

Section 1. The Honor Council voting members shall consist of nine elected members, three members from each professional program, and one appointed faculty member from each professional program. Faculty members shall be appointed by the Dean of the College of Health Professions.

Section 2. Vacancies for elected positions of the Honor Council shall be filled by special election.

Section 3. The duties of the members are to:

(a) Attend all meetings of the Honor Council (absences must be approved by the Honor Council President in order to not be considered unexcused);

(b) Participate in trial procedures;

(c) Educate students and faculty on the Honor Code of the College of Health Professions;

(d) Keep all matters discussed at closed meetings confidential.

Section 4. The following exceptions may be made to participation of members in trial procedures:

(a) If, for a special reason, a member of the Honor Council considers that he/she should not take part in the decision of a particular case, he/she should report the fact to the President of the Council.

(b) If the President considers that, for some special reason, one of the members should not sit on a particular case; he/she shall inform him/her accordingly.

(c) If the Council considers, for some special reason, that the President should not sit on a particular case, they may remove him/her by a simple majority vote.

(d) If, in any such case, a member and the President disagree, the question shall be decided by the Honor Council by a majority vote using a secret ballot process.

Section 5. Recall of Honor Council members will follow the procedures for the recall of members of the Student Government, which are set forth in the Student Government Constitution.

Section 6. The Honor Council will have a faculty advisor who will be appointed by the Dean of the College of Health Professions. The faculty advisor will not have a vote in Honor Council decisions. A faculty member cannot serve as the advisor if he/she is directly involved in a case before the Council. If the appointed advisor initiates an investigation of a student, the Dean will replace the advisor with another faculty member until that case is completed. The duties of the faculty advisor shall be to:

(a) Advise the Honor Council on procedural matters;

(b) Ensure that fair procedures are followed in all cases before the Honor Council, act as an advisor on matters of precedent and be present at all hearings;
(c) Inform accused students regarding the Council’s procedures and determinations throughout the progression of the case.

Section 7. All members of the council are expected to attend all meetings. A maximum of two unexcused absences will be allowed (one per semester). Failure to adhere to this requirement shall be considered neglect of office. A special election will be held to replace officers who neglect their office within two weeks.

ARTICLE XI
OFFICERS

Section 1. The officers of the Council shall consist of a President and a Secretary, who are student members of the Honor Council. These positions shall be elected by and for the Honor Council.

Section 2. The duties of the President shall be to:

(a) Preside over all meetings;

(b) Act as prosecutor at all trials;

(c) Represent the Honor Council in all matters;

(d) Supervise the investigation of all cases;

(e) Insure that the Honor Council follows established procedures in its operation.

Section 3. The duties of the Secretary shall be to:

(a) Maintain written minutes of all Council meetings;

(b) Keep a true and accurate record, by tape and in writing, of all trial proceedings;

(c) Prepare written communications from the Council to accused students regarding violations and Council actions;

(d) Prepare written communications to the Director of Student Affairs and Admissions and the Dean regarding Council actions;

(e) Inform the members of the Council of all meetings

ARTICLE XII
SCHEDULING MEETINGS

Section 1. A meeting of the Honor Council shall be held to orient new members to their duties and responsibilities. At the end of spring term the newly elected members shall meet to elect officers for the coming year.

Section 2. Meetings may be called at any time by the president who will determine the meeting time and place for all meetings.

Section 3. In the event that the Council must meet during regularly scheduled class time, the members of the council shall be excused from all classes and Clinical experiences to attend the meetings.
ARTICLE XIII
AMENDMENTS

Section 1. Amendments to the present statute may be proposed by the Honor Council of the College of Health Professions. Such proposals shall become effective as amendments when ratified by two-thirds of the members of the Honor Council at the next meeting following the proposal of the amendment.

Section 2. Ratified amendments shall become effective thirty days after ratification unless a specific date is set in the amendment.