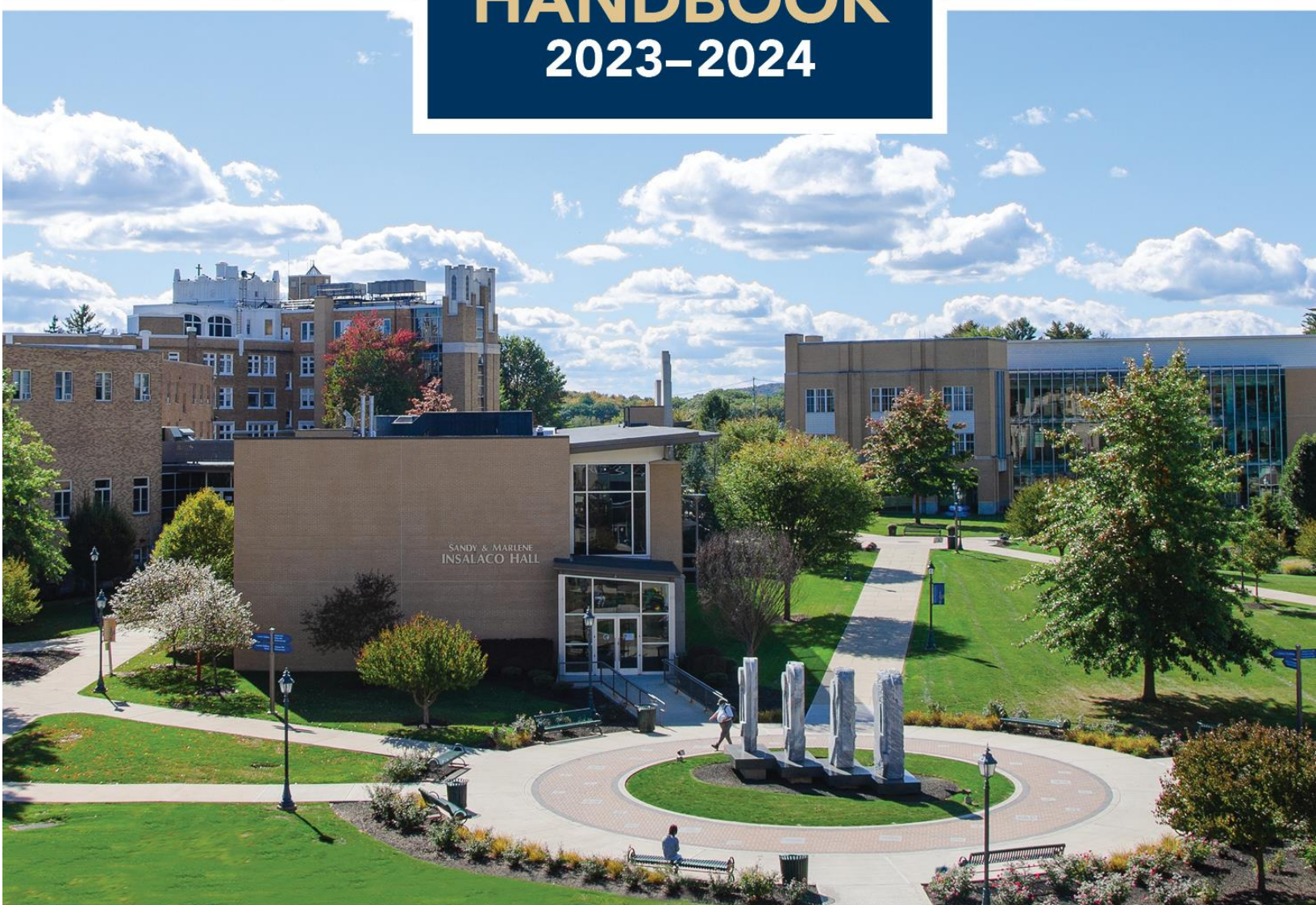


# STUDENT HANDBOOK

2023–2024



MISERICORDIA  
UNIVERSITY®

The Student Handbook is in PDF format which enables you to use the 'Find' feature located on the toolbar to search for a word, or group of words, within the document. You may also click on a section of the Table of contents and you will be redirected to that section.

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## LETTER FROM THE PRESIDENT

Dear Students: On behalf of the leadership team and all the faculty and staff, we are very excited to welcome you to the 2023-2024 academic year. This is a very exciting time in our history as we move forward with new academic, co-curricular, and athletic programs in preparation for our 100<sup>th</sup> anniversary. No matter your major or your interests, Misericordia University is here to support you all throughout your journey. It is our goal to provide the opportunities you need to build the skills and critical thinking abilities necessary for success in today's world. With hard work and a willingness to engage others, even in a small way, you will enjoy the benefits of our close-knit community. The core values of our university - Mercy, Service, Justice, and Hospitality - remain strong on campus. Join others in making sure Mercy thrives here and where ever your journey leads you.

Best regards,

Daniel J. Myers, Ph.D.  
President



## LETTER FROM THE VICE PRESIDENT FOR MISSION INTEGRATION AND STUDENT LIFE

Welcome students! I wish to extend a very warm welcome to you as we begin the 2023-2024 academic year. To all our new students, you have chosen a university with rich tradition and strong values of the Sisters of Mercy. Embrace them - for it is now “your” university. To our returning students – WELCOME BACK! We look forward to your continued success both in and out of the classrooms.

Please take time to familiarize yourself with the contents of the Student Handbook. This resource contains essential information on the services available to you. Specifically, please review the rights and responsibilities we share as a community. Guided by the charisms of Mercy, Service, Justice and Hospitality, we expect to conduct ourselves with high integrity by illustrating behaviors that show respect for each person and all facets of our campus.

The policies and procedures contained in this Handbook are written from the perspective of the need to balance individual rights with the common good and respect for the dignity of each individual. We are excited that you are a member of our Misericordia University Community.

Have a great year!

Amy Lahart, MS  
Vice President for Mission Integration & Student Life

## LETTER FROM THE STUDENT GOVERNMENT PRESIDENT

Dear Fellow Misericordia Students, To our current students, welcome back! And to our first-year students, a big, warm Misericordia welcome. I am honored to have you in the cougar family, and I hope you feel right at home here at MU. We encourage you to make the most of your time here at Misericordia. There are great opportunities on campus to get involved, whether it's joining a club, playing intramural sports, or enjoying our annual Spring Cougar Fest. There are many ways for you to get involved with something you enjoy" Try to be as present as you can on campus and in the surrounding community. It's important to remember that the unique interests of the student body, the things that make us happy and fulfilled, are what make Misericordia so unique. Our four charisms: mercy, service, justice, and hospitality, will prove valuable throughout your college careers and fundamental to overcome obstacles in the classroom, playing field, and our daily lives. With our guiding charisms, your goals can be reached, and our Misericordia community can continue to grow. Student Government Association (SGA) is an on-campus, student run council that is a resource for all students looking to make a change or improve our campus. Any concerns, questions or ideas you have to make Misericordia a better school for every student are highly encouraged. It's our job to hear your suggestions, implement positive changes, and ensure all MU students are well-equipped for success. Because the SGA is student-run, we make sure to look out for our fellow students' interests first and foremost. But we need your help to make a change. Twice a semester we hold town hall meetings, where anyone can come and present their concerns to the student board. We also encourage you to stop into our office, on the corner by Starbucks in the Banks Student Life Center. It's open daily, and staffed with at least one member of the student government executive board ready to address your concerns. We can also be reached via our email [sgovern@misericordia.edu](mailto:sgovern@misericordia.edu) to address your concerns, questions, or suggestions. Despite our busy academic, athletic, and social schedules, I hope you all get involved on campus, display our charisms, and contribute to our community. Whether you are a first-year student or a graduating senior, try something new, meet new people, and experience everything Misericordia has to offer. I wish you all the best of luck this year and, I look forward to meeting you all!

Haleigh Merriman  
Student Government Association President

## NON- DISCRIMINATION POLICY

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

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

## DIVERSITY STATEMENT

Misericordia University recognizes the importance of living the mission in our words and our deeds, demonstrating mercy, service, justice, and hospitality, and supporting the ideals of a democratic society. Therefore, we are dedicated to promoting a diverse community in an atmosphere of mutual respect and appreciation of difference.

We believe, as members of a democratic society, that individuals have not only the right to live their lives according to their own values and beliefs, but also the obligation to respect the right of others to do the same.

We believe all people should be treated with civility, deserving to be heard without demeaning judgments of others.

We believe, as an educational community, that we have the responsibility to learn about each other in order to benefit from our diverse population.

We believe our demonstration of individual integrity and mutual respect sets a standard for the community and exemplifies a broader commitment to human understanding and service.

## GENERAL POLICIES, PROCEDURES, AND REGULATIONS

These policies and procedures are based on the principle that it is in the best interest of the University and the students that certain guidelines, policies, and procedures be required in order to make group living as congenial, safe and equitable as possible for all members. No claim is made that this document covers all rules and regulations now in effect at Misericordia University. Students are referred to the [Academic Catalog](#), the [Campus Safety Handbook](#), and department policy documents for further information.

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

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

The health and safety of the members of the Misericordia University community is of primary concern. Students need to seek immediate attention for themselves or others when someone's health/safety is at risk. The University understands that students may be reluctant to seek assistance for fear of consequences. Misericordia seeks to remove the barriers when possible, so that students will receive the medical help they need.

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#### TO SEEK MEDICAL ATTENTION IMMEDIATELY CONTACT:

- Campus Safety at 570-674-6300
- Community Assistants (CA) on-call
- Call 911

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#### AMNESTY POLICY

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

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

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

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#### EXCEPTIONS AND OTHER INFORMATION

This policy does not apply to highly intoxicated students discovered by University employees (Campus Safety, Campus Life Staff, other employees).

This policy does not preclude disciplinary action regarding other violations of university policy as a result of the consumption (causing or threatening harm, harassment, sexual misconduct, damage to property etc.). Amnesty may not apply to students who refuse to cooperate with medical, law enforcement, or University personnel at the time of initial contact and beyond.

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

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

Please see the Alcohol and Drug Use Amnesty section in the Sexual Misconduct & Title IX Sexual Harassment Policy for amnesty related information for complainants related to the [Sexual Misconduct & Title IX Sexual Harassment Policy](#).

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

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

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

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

#### ANTI-HAZING POLICY

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

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

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#### PROHIBITED CONDUCT

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##### HAZING

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

- Violate federal or state criminal law
- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm

- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment
- Endure brutality of a sexual nature\*\*
- Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

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

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

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

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#### AGGRAVATED HAZING

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

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

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

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

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

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#### ORGANIZATIONAL HAZING

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

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

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#### ENFORCEMENT OF POLICY

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

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## SANCTIONS

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

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

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

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## SAFE HARBOR

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

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

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

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

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## REPORTING

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

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## ACT 80 INSTITUTIONAL REPORT

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

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## CAMPUS COMMUNITY VIOLENCE POLICY

Misericordia University is committed to providing a work and educational environment that is free from violence. Threats or acts of violence towards persons or property will not be tolerated. Any person(s) engaging in “campus community violence” will be subject to discipline, up to and including termination,

arrest, suspension, dismissal, and other civil or criminal liabilities. Threats or acts of violence severely affect the open dialog and free exchange of ideas inherent to higher education along with the well-being or safety of University community members.

Therefore, the University has established a policy of zero tolerance for violence against members of its community.

This policy applies to all employees, students, clinical and practicum supervisors, contracted services employees, and the visitors of the University. It covers conduct occurring both on campus and at off-campus related events.

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#### CAMPUS COMMUNITY VIOLENCE DESCRIPTION

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

- All threats or acts of violence occurring on University property, regardless of the relationship between the University and the individual involved in the incident.
- All threats or acts of violence not occurring on University property, but involving someone who is acting in the capacity of a representative of the University.
- All threats or acts of violence not occurring on University property, but involving an employee or student of the University if the threats or acts of violence affect legitimate interests of the University.
- Any threats or acts of violence resulting in the conviction of an employee or student of the University, or of an individual performing services on the University’s behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests of the University.

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#### EXAMPLES OF PROHIBITED CONDUCT

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

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

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#### FIREARMS, FIREWORKS, AND WEAPONS

The possession or use of firearms, ammunition, fireworks, major and minor explosives, or any lethal weapon is strictly forbidden anywhere on University properties, facilities and grounds even if an



employee, student, clinical supervisor, practicum supervisor, contracted service employee or visitor has a permit to carry a concealed weapon. This includes, but is not limited to, guns, stun guns, knives or swords (except for kitchen knives possessed and used in their intended manner), martial arts weapons and brass knuckles. It also includes all air rifles/air pistols (a.k.a. BB guns) or any other type of instruments capable of hurling a potentially lethal projectile (slingshots, dart guns, paintballs, bows and arrows, etc.), or brandishing of any object that could be reasonably perceived as a weapon. Violation of this policy will result in disciplinary action.

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## EXCEPTIONS

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

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

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## PROCEDURE

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

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

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

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

## CIVIL BEHAVIOR IN THE MISERICORDIA UNIVERSITY SETTING

Misericordia University, a Catholic liberal arts institution established in the traditions of the Sisters of Mercy, fosters intellectual curiosity, critical thinking and respect for persons in an environment where all are welcome. Our core values of Mercy, Service, Justice and Hospitality challenge us to live in a community that is compassionate, active, fair and open.

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

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

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### FREEDOM OF ASSEMBLY

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

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

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### PEACEFUL DEMONSTRATIONS

Misericordia University respects the rights of free speech and peaceful assembly and supports their exercise as integral to academic freedom and scholarly pursuits among its students. However, when the

exercise of speech and assembly becomes disruptive or non-peaceful, infringes upon the rights of others, threatens property or public safety or the ability of the University to conduct its normal business, the University will respond and act according to this policy.

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

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

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#### GENERAL GUIDELINES

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

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

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

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#### ENFORCEMENT POLICY

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

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

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## STUDENT DEMONSTRATION GUIDELINES

Misericordia University's environment encourages diverse views and the free exchange of ideas. The University respects the right of all students to express themselves freely and ensures that all students may demonstrate concerns collectively by orderly means. The University expects all participants to act in a civil, peaceful manner that is not disruptive to others or to the normal operation of the University.

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

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

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

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

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

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

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## DEMONSTRATION AT EVENTS OR PROGRAMS

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

## HOLD ON STUDENT REGISTRATION AND RECORDS

To ensure compliance with University policies or to ensure communication with a student regarding the need to fulfill certain administrative or college requirements, some University offices are authorized to place holds on student records. A hold means that a student cannot register for classes, receive a transcript or participate in room lottery.

The types of holds that can be placed on a student's record are as follows:

- Administrative – placed and removed by the appropriate college dean, the VPAA or the Registrar's office. An administrative hold is placed when you have not met a particular enrollment requirement.
- Disciplinary – placed and removed by the Dean of Students Office. A disciplinary hold is placed on a student's record after the student has missed the deadline to complete a conduct sanction or until the student completes all required meetings with this office.
- Financial – placed and removed by the Student Accounts Office. A financial hold is placed when there is an outstanding financial obligation.

A hold is considered temporary and is removed as soon as the conditions for placing the hold are resolved. The student is notified through the university e-mail system as soon as a hold is placed on their record. A student should work with the office that placed the hold to initiate the actions that will remove it.

## IDENTIFICATION CARDS

All Misericordia University students must have a valid identification card (MUID), which is available through the Information Technology Student Helpdesk. The identification cards are not transferable and may not be altered. IDs must be carried by students at all times. There is a replacement fee for a lost or damaged card.

## INFORMATION TECHNOLOGY POLICIES

The following policies contained here below are specific University Information Technology (IT) policies to ensure all users of information technology resources understand their role(s) and responsibilities when utilizing information technology resources. These policies may be viewed in entirety on the Misericordia University portal (<https://myMU.misericordia.edu>) or on the Information Technology [webpage](#). While there are other IT and University policies that do govern IT resources, usage, and access these are presented here as they are the most encompassing of this area.

- [Acceptable Use of Information Technology Resources Policy](#)
- [Information Technology Resource Policy](#)
- [Peer-to-Peer Policy](#)

The following are specific policy highlights for students:

- Misericordia University does not permit network devices, such as wireless routers, wired routers, or repeaters as these devices can negatively impact the network. If you are experiencing a poor coverage area (Wi-Fi) or have an issue with a wired connection, please provide this information to the I.T. Student Helpdesk so it can be rectified.
- Misericordia students may connect and utilize the network for entertainment and gaming purposes so long as it does not impact other users nor creates a negative impact on the network.

- Students are currently allowed to connect 6 or less devices which must be registered to the student.

#### INVOLUNTARY WITHDRAWAL POLICY

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

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

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

- The reason(s) for this action;
- Information regarding the student's eligibility for any tuition and/or fee refund;
- Information regarding any impact this action may have upon the student's current grades and academic progress;
- Conditions which must be met prior to the student's request for re-enrollment as well as the earliest date at which the student may re-enroll providing all conditions are met;
- Information regarding the student's presence on campus or use of University services/facilities;
- Results of non-compliance with the treatment recommendations for the student's academic future at Misericordia University (see below).

The written plan outlined above may be subject to amendment as determined by the Vice President of Mission Integration and Student Life or designee.

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

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

## SEARCH POLICY

University officials (Campus Safety, Campus Life, Dean of Students or designee) reserve the right to enter and search a room and/or belongings of any student or guest upon reasonable suspicion of:

- Violation of University policy
- Health and/or safety concerns

Authorization to search a room will be given by the Dean of Students or designee. University officials will attempt to notify the resident/s of the room whenever possible prior to the search. A student's room cannot be searched by law enforcement unless the student gives consent; or law enforcement provides a warrant or other legal documentation authorizing a search. Consent to search a student's room cannot be given to law enforcement officers by University Officials. When the police are contacted to take possession of evidence or contraband found during a search, criminal charges against the student/guest may result.

Students are responsible for informing their guests of university policies and for their actions. Students may be subject to disciplinary action for the actions of their guest. Guests who are present on the property of Misericordia University are subject to all University rules and policies.

## SEXUAL MISCONDUCT & TITLE IX SEXUAL HARASSMENT POLICY

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. The University is committed to the principles of equal opportunity and seeks to establish and maintain an environment which ensures equal access to education for all Misericordia University community members including students, applicants for admission, employees, applicants for employment, guests, and visitors. Misericordia University does not discriminate on the basis of sex in any education program or activity operated by the University including, but not limited to, admissions, employment, recruitment, compensation, and athletics as well as access to housing and facilities, classes and schools, counseling, employment assistance to students, health and insurance benefits and services, and fringe benefits. Misericordia University is required by Title IX and the regulations thereunder not to discriminate in such a manner.

To ensure compliance with Title IX and other federal and state civil rights laws, the University has developed policies and procedures that prohibit sex discrimination, sexual misconduct, and sexual harassment in all of its forms. The University complies with Section 304 of the Violence Against Women Reauthorization Act of 2013 (VAWA).

For additional information or inquiries about the application of Title IX and the regulations thereunder, contact Misericordia University's Title IX Coordinator and/or the Assistant Secretary of the United States Department of Education.

The contact information for Misericordia University's Title IX Coordinator is as follows:

Pamela Parsnik  
Director of Human Resources & Title IX Coordinator  
Mercy Hall, Ground Floor  
301 Lake Street Dallas, PA 18612  
Phone: (570) 674-6310  
Email: [pparsnik@misericordia.edu](mailto:pparsnik@misericordia.edu)



Sex discrimination, sexual misconduct, and sexual harassment can be committed by any member of the Misericordia University community. The University Sexual Misconduct Complaint Resolution Process and Title IX Formal Complaint & Grievance Process described in Section VI. of this policy apply to incidents involving students and employees.

This policy applies to behaviors that take place on the campus, at University sponsored events or programs wherever they occur, including study abroad and internship programs, and off campus when the administration determines in its discretion that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Criminal offenses as defined by federal or state law that apply to Title IX. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- Situations where it appears that the individual may present a danger or threat to the health or safety of him/herself or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder;
- Any situation that would have continuing adverse effects, including the creation of a hostile environment, on campus; and/or
- Any situation that is detrimental to the educational or employment interests of the University.

This policy also applies to behavior conducted online, including via email, blogs, web page entries, social media, and other similar online postings that are in the public sphere and are not private. These postings can subject a community member to allegations of conduct violations. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials.

The Sexual Misconduct & Sexual Harassment Policy will be reviewed on an annual basis by appropriate administration of the University in order to capture evolving legal requirements and improve the delivery of services based on a review of previous experience.

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

#### SOCIAL MEDIA POLICY

Misericordia University does not actively monitor students' or employees' social media pages (i.e. Facebook, Twitter, Instagram, etc.). If concerning information is brought to administration's attention, it will, however, be investigated to the fullest extent possible. If a policy violation is determined to have taken place via social media, that person may be subjected to disciplinary action.

In order to represent any official department or sanctioned function of the University in a social media platform, that department or entity must first make application to the Marketing office using the social media form found on myMU (MU's internal web portal). It is also highly recommended that all entities seeking or currently maintaining a presence on social media meet with a marketing representative to review important aspects of their account including but not limited to site goals, ongoing maintenance, and other general rules as set forth in this policy. All institutional pages must have a full-time employee who is identified as being primarily responsible for content. Ideally, this should be the unit head of the department. This person will be contacted in the event there is a problem with the site or a posting. A secondary site administrator must also be identified. This person(s) is responsible for all content and behavior on the site even if day-to-day tasks are delegated to others. Application should include the name, title, department or organization name, email, and phone number of both the primary and



secondary administrator. If the site is already operational, please list the current URL and date the site(s) was launched in your application. Only accounts that are officially approved by the marketing department through this process will be listed on the [Official Social Networking Sites page](#).

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#### BEFORE YOU BEGIN POSTING

- **Before you start a page, have a specific purpose and action steps for how to use it.** Too many web pages and social media sites are launched but then not maintained as priorities shift. If you decide you no longer want to use a page, don't simply abandon it. Identify that you are shutting down, gradually move your users out, then turn off the page. Few things are worse to the public than seeing a web page or social media site that is live but far out of date. The Marketing department will take steps to shut down social media sites that are inactive for 90 or more days. If you already have an official, functioning social media site(s), you must still apply to the office of Marketing and be listed in an official directory of MU sites. Marketing will periodically audit all official sites for content and activity.

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#### RULES FOR CONTENT

- Always identify that you are representing your department at Misericordia University in a professional capacity and act and communicate as if that is the case. Your behavior online will be evaluated as if you were speaking in public representing your department and all relevant policies on behavior and decorum apply.
- Do not use University sites for personal purposes: Misericordia social media sites are for the dissemination of official university content and should not be used for personal purposes.
- Link back to the university: It is required that each official social media page link back to the Misericordia web page or other Misericordia online assets.
- Protect the institutional voice: Your posts should always remain professional in tone and in good taste. No department web site should act as if they represent Misericordia University as a whole, especially on subject matter for which they have little or no administrative responsibility. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post.
- Icons, Images, and Geofilters: All icons, images, and geofilters used to identify or enhance official social media pages or those portraying as official pages must be approved by Marketing and Cougar Prints staff.
- Posting Length: All posts should be relatively short and direct. Only in rare cases is a social media outlet the appropriate place to share lengthy, detailed correspondence.
- Non-MU Posts: Misericordia University accounts should encourage engagement and interaction with and among followers; however, they should reserve the right to remove content that is spam, commercial, off-topic, obscene, harassing or derogatory. MU does not allow posting of commercial content, promotion of other businesses not affiliated with the university, or solicitation for participation in private studies on its social media sites unless otherwise authorized in advance. This includes, but is not limited to, unsolicited discount offers to students, staff, and alumni, rental property availability, personal employment offers, random tagging of content or pages unaffiliated with MU events, selling of personal items such as book or dorm related materials for financial gain, partnerships or agreements and similar activity. Fundraising solicitation requests, other than those coming directly from MU or an MU sponsored program are not allowed. Non MU posts will be deleted.
- **Offensive posts:** Offensive or abusive posts should be removed immediately. Site administrators should note the source of the post and consult with their next level supervisor and Marketing to determine if additional action is necessary.

- **Press and outside contacts:** If someone from the media or press contacts faculty or staff about posts made in online forums that relate to Misericordia University in any way, faculty and staff should alert their manager and contact the Marketing Department before responding. If someone from the media or press contacts a student, they should alert the Marketing Department before responding.
- **Confidentiality:** Remember to always protect student and employee confidentiality when posting to social media. Content contributed on various platforms becomes immediately searchable and can be immediately shared. If the information you are posting could not be shared publicly, such as in front of a large group of people, then it likely does not belong on a social media site.  
If you have any questions or would like to speak with someone concerning an official social media page, please contact [astavitzski@misericordia.edu](mailto:astavitzski@misericordia.edu).

## STUDENT CONFIDENTIALITY AND PRIVACY

### FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

Misericordia University recognizes the privacy rights of individuals who are or who have been students, as guaranteed by the Family Educational Rights and Privacy Act (FERPA) of 1974. No information from records, files, or data directly related to a student shall be disclosed to individuals or agencies outside the University without the express written consent of the student. FERPA does authorize disclosure without consent to school officials with legitimate educational interests who need to review an education record in order to fulfill their professional responsibilities. The following people or agencies are also allowed access to records without consent: persons or companies with whom the University has contracted (such as attorneys, auditors, or collection agents); students serving on official committees, such as disciplinary or grievance committees, or assisting other school officials in performing their tasks; persons or organizations to whom students have applied for financial aid; persons in compliance with a lawful subpoena or court order; and persons in an emergency in order to protect the health or safety of students or other persons.

The University considers the following to be public information which may be made available, at its discretion, without prior consent of the student:

- Student name
- Hometown and state
- Electronic mail address
- Dates of attendance
- Degrees, awards and honors received in the curricular and co-curricular life of the university
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Most recent previous educational institution attended by the student
- Individually identifiable photographs of the student solicited by or maintained directly by Misericordia University as part of the educational record

A student wishing to prevent the public disclosure of any or all of the above information may request so by notifying the Registrar's Office, where they may obtain the form prohibiting disclosure. Except where prescribed by law, information regarding a student's educational records may not be disclosed to a parent, guardian or spouse without the student's written authorization on file in the Registrar's Office.

FERPA affords students the right to inspect and review their educational records within 45 days of the day the University receives such requests. Students should submit to the Registrar official written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

Students have the right to request the amendment of any educational records that they believe are inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record that they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to appeal the decision. Additional information regarding the appeal will be provided to the student when notified. For more information regarding FERPA, please contact the Office of the Registrar in Mercy Hall, Room 115. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Misericordia University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202- 4605

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and private information without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and private information without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your private information, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent private information from your education records, and they may track your participation in education and other programs by linking such private information to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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

The University encourages students to communicate on a regular basis with their parents or guardians. There are specific instances where the University reserves the option to notify a student's parent or guardian for the benefit of the student's well-being or educational progress. They are:

- The student, due to illness, is not able to make a decision regarding contacting their parents.

- The student is a potential threat to self or others.
- The student is transported by ambulance to a hospital or treatment center.
- The student is admitted to a hospital or treatment center.
- The student is placed on University probation, residential probation, residential suspension, or dismissal.
- The student is being detained by local or state authorities.
- The student is found in violation of the University alcohol policy and is under the age of 21.
- The student is found in violation of the University drug policy.

## COMMUNITY STANDARDS

### PURPOSE

Misericordia University is a Catholic institution sponsored by the Religious Sisters of Mercy. The Core Values of Mercy, Service, Justice, and Hospitality permeate the university community. In an effort to promote individual and collective responsibility among its members, the University has adopted certain regulations which act as guiding norms in the governance of student conduct. Students are required to engage in responsible social conduct grounded in the Core Values that reflects positively upon the University community and to model good citizenship in any community.

### JURISDICTION

All students attending this institution are responsible for adhering to University policies as highlighted in this publication, the [Academic Catalog](#), and other University publications. The student code shall apply to a student's conduct even if the student withdraws from the school while a disciplinary matter is pending. The Dean of Students shall decide at their discretion, whether the student code shall be applied to conduct occurring off campus on a case- by-case basis.

Any student living in University housing is subject to the policies and regulations outlined by the Campus Life Office and in its publications. For specific information regarding Campus Life, see Campus Life policies. Failure to abide by the policies will result in disciplinary action. Students are also responsible, and may be held accountable, for the actions of their guests.

### **IT IS IMPORTANT TO EMPHASIZE THAT STUDENTS AT THE UNIVERSITY ARE ADULTS AND ARE THUS RESPONSIBLE FOR THEIR OWN ACTIONS.**

Students elected or appointed to student leadership positions may be removed from office if the student leader violates University Policy; violates state or federal law(s) or brings disgrace to the name of the University. This action will be taken at the discretion of the Vice President of Mission Integration and Student Life and/or President of the University and will only be enforced when the violation is serious enough to merit such action. To ensure that all individual rights are guaranteed, all University and community rules and regulations must be strictly adhered to.

### OFF CAMPUS BEHAVIOR

Misericordia University is an integral part of the Back Mountain community. Respect and concern for the dignity, well-being and property of members of the local community are essential. All Misericordia University students are obligated to exhibit exemplary citizenship at all times. All University policies also apply off campus, including study abroad and internship programs, when the administration determines in its discretion that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any action that constitutes criminal offense as defined by federal or state law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder;
- Any situation that is detrimental to the educational interests of the University.

Accordingly, the University reserves the right to refer students involved in policy violations, as well as other disruptive behavior, to the Dean of Students Office for disciplinary action.

#### STUDENT GROUP/ORGANIZATION/TEAM INFRACTIONS

When members of a student group, organization, or team or individuals acting collusively act in concert in violation of the Student Code of Conduct, they may be charged as a group or as individuals, and an investigation may proceed against the group as joint respondents or against one or more involved individuals as appropriate given available information and the circumstances.

A student group, organization, or team's officers and membership may be held collectively and individually responsible when violations of this code by the organization or its members take place at organization sponsored events, have received the consent or encouragement of the organization or of the organization's leaders or officers, or was known or reasonably should have been known to the membership or its officers. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual.

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

#### RETENTION OF STUDENT RECORDS

The University will retain physical and electronic student conduct records for resolved cases for seven (7) years from the date of graduation or separation from the University. The University reserves the right to keep records for a longer period of time if unresolved or deemed necessary. In cases of expulsion or suspension, the University will retain records indefinitely.

#### CODE OF CONDUCT

The following behaviors are examples and are not intended to be all-inclusive of the reasons why a student may be disciplined by the University. These behaviors will result in disciplinary action not excluding suspension or dismissal:

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##### 1. ACADEMIC INTEGRITY

Any form of cheating or dishonesty, including plagiarism, is a fundamental violation of the nature and purpose of Misericordia University. Such behavior will not be tolerated and will result in at least lowered grades, possibly failure in a class, program dismissal, and, in the most serious cases, dismissal from the University.

Should a violation of academic integrity occur, the faculty member must inform the student of the violation before imposing any sanction. Should the violation be considered serious enough to merit any grade of "D" or lower on any major assignment, or a more serious penalty, such as course failure or dismissal from the program, the faculty member must notify the Vice President of Academic Affairs (VPAA) and supply any supporting evidence. In the case of multiple violations, the VPAA will discuss this issue with the student and may impose additional sanctions up to and including dismissal from the University. In a case where dismissal from the University is contemplated, the VPAA will consult with the faculty member, student's advisor, department chair/program director, and college dean. In cases where the student contests the accusations of academic dishonesty, the student may file an academic

grievance under either the undergraduate or graduate grievance procedure, whichever one is applicable. The academic grievance process is found in the [University Catalog](#).

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

This rule prohibits, but is not limited to:

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

\*For purposes of this policy, harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion to their race, color, gender, age, marital status, religion, national origin, disability, gender identity, sexual orientation, medical condition, veteran status, or any other characteristic protected by law as unacceptable by an individual or by that individual's relatives, friends, or associates based on if the conduct also includes one or more of the following:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
  - Has the purpose or effect of unreasonably interfering with an individual's work performance;
  - Otherwise adversely affects an individual's employment opportunities;
  - Has the purpose or effect of creating an intimidating, hostile, or offensive study or learning environment;
  - Has the purpose or effect of unreasonably interfering with an individual's study or learning experience;
  - Otherwise adversely affects an individual's educational opportunities.
3. Deliberate physical contact of a sexual nature (or threats or attempts thereof) which is against the person's will or without their consent or cognizance. Sexual misconduct may involve various forms of coercion or force and can occur when a victim is incapable of giving consent due to the influence of drugs, alcohol, emotional trauma, or other factors. For further information, see the University's [Sexual Misconduct & Title IX Sexual Harassment Policy](#).
  4. The possession or use of firearms, ammunition, fireworks, major and minor explosives, or any lethal weapon is strictly forbidden anywhere on campus. This includes, but is not limited to, guns (Exceptions for campus safety as per the [Firearms, Fireworks, and Weapons](#) sections), stun guns, knives or swords (except for kitchen knives possessed and used in their intended manner), martial arts weapons and brass knuckles. It also includes all air rifles/air pistols (a.k.a. BB guns) or any other type of instruments capable of hurling a potentially lethal projectile (slingshots, dart guns, paintballs, bows and arrows, etc.), or brandishing of any object that could be reasonably perceived as a weapon.
  5. Stalking occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances that demonstrate either of the following:
    - a. Placing the person in reasonable fear of bodily injury; or
    - b. Reasonably causing substantial emotional distress to the person.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or

forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

6. Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature when one or more of the following conditions are present:
  - a. Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or any aspect of a University program or activity; or
  - b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, study habits, or academic performance, i.e. it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective (a reasonable person's view) and subjective (the complainant's view) standard.

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature. Same-sex harassment violates this policy.

A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe.

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

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### 3. VIOLATIONS OF FIRE AND SAFETY REGULATIONS

This rule prohibits, but is not limited to:

1. Intentionally starting a fire. Exceptions for fire pits, bonfires and/or other similar activities must be approved, in advance, by Campus Safety.
2. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or another emergency.
3. The creation of a fire hazard, the endangering of the safety of persons or property through tampering with fire safety equipment (this also includes hanging items from fire suppression equipment); improper use and/or possession of flammable or hazardous substances.
4. Failure to follow proper emergency evacuation procedures.
5. Improper use of emergency equipment.
6. Breach of security which includes, but is not limited to, such behaviors as propping open a locked door, tampering with or removing an automatic door locking mechanism or door alarm, or possession and/or use of a University key when not specifically authorized.

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



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

This rule prohibits, but is not limited to:

1. Intentionally or recklessly interfering with normal University or University-sponsored activities, including, but not limited to, teaching, research, University administration, fire, police, or emergency services.
2. Conduct that is disorderly, lewd, or indecent.
3. Behavior that consistently interferes with or disrupts the residential experience.
4. Abuse of the student conduct system which includes, but is not limited to, failing to respond to an appointment notice of a conduct conference; falsification, distortion, or misrepresentation of information before a conduct officer; disruption or interference with the orderly conduct of disciplinary proceedings; knowingly initiating discipline proceedings without cause; attempting to discourage an individual's participation in, or use of, the student conduct system by means of intimidation, coercion, or influence; attempting to influence the impartiality of a conduct officer prior to or during the course of the disciplinary proceeding; failure to complete a disciplinary sanction assigned by a conduct officer; Verbal, physical, or mental harassment and/or intimidation of any conduct officer prior to, during, and/or after the disciplinary proceedings.
5. Violating the [Civil Behavior in the Misericordia University Setting Policy](#).

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#### 5. MISCONDUCT INVOLVING ALCOHOL

Misericordia University supports the health and well-being of each individual, therefore, it does not encourage consumption of alcoholic beverages nor does it promote the use or abuse of them. The University adheres to the laws of the Commonwealth of Pennsylvania and does not permit students under the age of 21 to possess or consume alcohol. The University does not permit students under 21 to be in the presence of alcoholic beverages on campus unless it is a university-sponsored event. However, the University recognizes the right of individuals 21 years of age or older to possess and consume moderate amounts of alcoholic beverages. With these rights come responsibilities.

This rule prohibits, but is not limited to:

1. Use and/or possession of alcohol by persons not of legal drinking age.
2. Use and/or possession of alcohol in any first-year living area, regardless of one's age. This restriction applies to all students of Misericordia University, their guests, and members of their families.
3. Providing alcohol to a person less than the legal drinking age.
4. Being present during a gathering where alcohol is being consumed while being under the legal drinking age.
5. Consumption of alcohol and/or possession of open containers in public areas of the University, including lounges, residence hall hallways, parking lots, front or back porches of townhouses or university owned houses is not permitted. Exceptions to this rule include registered events at the discretion of the Vice President of Mission Integration and Student Life.
6. Possession of excessive quantities of alcohol in apartments, suites, and/or individual rooms or by any one person. Excessive quantities is defined as but not limited to: kegs, beer balls, or similar bulk containers. One student should not have more than twelve (12) 12-ounce cans of beer, or a twelve-pack of wine coolers/malt beverages, or one bottle of wine (750 ml), or one fifth of a distilled beverage (750 ml) in their possession.

7. Possession of drinking paraphernalia and/or participation in or being in the presence of activities that promote and encourage the fast consumption of alcohol/binge drinking (drinking games, funnels etc.) will not be tolerated regardless of age.
8. Serving alcohol to intoxicated individuals.
9. Impairment attributable to the consumption of alcohol that substantially interferes with student judgment and decision-making causes a disturbance, and/or requires the intervention of University personnel.
10. Students may not possess/consume grain alcohol (i.e. Everclear), liquor in excess of 100 proof, or caffeinated alcoholic energy drinks (including but not limited to: Four Loko, Sparks, Joose, Spylles, 24/7, Tilt, or Torke).
11. The possession of alcohol paraphernalia (including, but not limited to: empty alcoholic beverage containers, empty beer/wine boxes, bottle caps from alcoholic beverages, etc.) by a person under the age of 21. Those over the age of 21 must still comply with rules regarding excessive quantities as described in number 6 in this section.
12. Students who allow their room, suite, townhouse, university owned off campus house to be used as the site of a gathering where minors are present and alcohol is possessed/consumed are in violation of University policy. Each student who lives in the housing unit who is present at the time of the alleged violation will be considered a host.

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

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#### 6. MISCONDUCT INVOLVING ILLEGAL DRUGS, CONTROLLED SUBSTANCES, OR OTHER INTOXICANTS

Misericordia University is a drug-free school zone. The possession, use, or sale of drugs and other controlled substances is a federal and state offense subject to fines and imprisonment. It is the policy of the University to uphold these laws. In any instance where a violation of the law concerning drugs occurs on campus or in connection with the activities of Misericordia University students, the disciplinary policy of the University will permit taking action beyond or separate from any which may be taken by civil authorities. This action may range from educational service hours to a dismissal. The University does not condone the possession of drug paraphernalia and will respond in a disciplinary manner. If drug paraphernalia and/or controlled substances are found on campus, the local police will be contacted to take possession of the contraband. The student may face charges by the police in addition to university disciplinary action.

This rule prohibits, but is not limited to:

1. Use of any controlled substance, or illegal drug.
2. Possession of any controlled substance or illegal drug.
3. Possession/Use of drug paraphernalia.
4. Unauthorized distribution or possession for purpose of distributing any controlled substance or illegal drug(s).
5. Impairment attributable to the use of illegal drugs, controlled substances, or abuse of other intoxicants that substantially interferes with student judgment and decision-making, causes a disturbance, and/or requires the intervention of University personnel.
6. Being present where a controlled substance or illegal drug is being consumed and/or present.

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

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## 7. THEFT OR PROPERTY DAMAGE

This rule includes, but is not limited to:

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

This rule includes, but is not limited to:

1. Intentionally furnishing false information to University personnel.
  2. Possession or use of any false identification. This includes fake IDs.
  3. Forgery, unauthorized alteration, or unauthorized use of any University document or instruments of identification.
  4. Unauthorized recording of any conversation, electronic or oral, without the consent of all parties involved. This also includes, but is not limited to the use of electronic devices, such as cell phones with photo/video graphic capabilities, video camera devices, or still camera devices in areas such as bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy in University owned or operated facilities; and/or taking photographs/video of an individual against their will.
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## 9. UNAUTHORIZED PRESENCE IN OR ON UNIVERSITY

This rule includes, but is not limited to:

1. Unauthorized presence in, or use of University premises, facilities, or property including telephones and computers; this also includes unauthorized presence in another student's room, any University building, or other University premises or property; unauthorized access or attempted access to any computer file, program, or facility; attempting to access University facilities when not authorized to do so; inviting, encouraging, or admitting an unauthorized person
  2. Unauthorized use, sharing, and/or transfer of ID cards or keys. Keys and ID cards should only be utilized by the individual to whom the key and/or ID card has been assigned and for the purpose the key/ID card was issued.
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## 10. FAILURE TO COMPLY AND/OR FAILURE TO ACT

This rule includes, but is not limited to:

1. Failure to comply with the directions of University officials, and in a civil manner, including but not limited to campus safety officers, student life administrators, campus life staff, faculty and staff members, and

dining room employees in the performance of their duties. This includes reminders to wear face coverings, social distancing expectations, quarantine/isolation requirements and directives.

2. Being present when and where a violation of the Code of Conduct is occurring and failing to leave the scene or notify University authorities that there is a violation of the Code of Conduct taking place.
3. Knowingly violating a no contact order and/or the terms of any student conduct sanction.

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## 11. AFFILIATION WITH UNRECOGNIZED GROUPS OR SOLICITATION

This rule includes, but is not limited to:

1. Affiliation with a student organization that has had its recognition revoked and still continues to conduct its business on University owned property (i.e. a club or student organization that has been suspended or had its recognition revoked).
2. Using University buildings, bulletin boards, electronic modes of communication, or other means to solicit on campus without prior approval from the Campus Life Office. This includes, but is not limited to credit card companies, textbook sales/buyers, merchandise, etc.
3. Any person(s) that uses any university owned facilities to hold meetings, recruit, spread information about, or advertise an organization that is not officially recognized by the Student Government Association or the Insalaco Center for Professional Development and Leadership may be subject to disciplinary action unless permission has been granted by the Dean of Students or designee.

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## 12. VIOLATIONS OF OTHER RULES AND POLICIES

This rule includes, but is not limited to:

1. Violation of published University regulations or policies. Such regulations or policies include, but are not limited to, [Informational Technology policies](#), Policy posted in the [Campus Safety Handbook](#), and the [Sexual Misconduct & Title IX Sexual Harassment Policy](#). This includes those regulations relating to entry and use of University facilities, use of motor vehicles, use of amplifying equipment, misuse of identification cards, and student organization policies. This also includes anything posted on the [Misericordia Coronavirus website](#).
2. Violation of federal, state, or local laws on or off campus while enrolled as a matriculating student at Misericordia University.
3. Engaging in behavior deemed by University standards to be contrary to the University mission and philosophy.
4. Babysitting is not permitted on campus or in any campus building. The exceptions to this are the participants in the Women with Children Program.
5. Gambling is prohibited. Any student found to be engaged in gambling for material gain will be subject to disciplinary action. Raffles and sales must be cleared with the Student Engagement Office and may not include alcoholic prizes.
6. Misericordia University is a smoke/tobacco free campus as of July 1<sup>st</sup>, 2020. Any smoking on campus, including vaping, is prohibited. All tobacco products are prohibited.
7. Hookahs are not permitted on campus.
8. Drones or any other flying, remotely controlled devices are not permitted to be flown within 50 feet of campus buildings without permission from the Director of Campus Safety and Security or designee.
9. Hoverboards and self-balancing scooters are not permitted to be stored or used on University property due to potential fire and safety hazards the devices may cause.

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### 13. VIOLATION OF RESIDENCE HALL POLICIES

The rule includes, but is not limited to:

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

### DISCIPLINE PROCESS

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#### PURPOSE

As adults, students are expected to be good citizens and responsible for their own actions. Managing autonomy and independence can be challenging to students and there are times when the University must respond in a disciplinary manner to student behavior. The University has developed a disciplinary process designed to help students learn to:

- Make responsible decisions.
- Take responsibility for their actions.
- Think about consequences for their actions.
- Understand the impact of their behavior on others.
- Live in a community as a responsible citizen

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#### AUTHORITY AND EXCEPTION

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

The jurisdiction of the University extends to each actively enrolled student. The Dean of Students has oversight of the disciplinary process. All University policies also apply off-campus, including study abroad and internship programs, when the administration determines in its discretion that the off-campus

conduct affects a substantial University interest. Please see the [Off-Campus Behavior](#) policy for more information.

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

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#### ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

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

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#### INTERIM SUSPENSION

The University may suspend a student on an interim basis pending the result of a serious incident on or off campus that may or may not include law enforcement. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student on campus poses a substantial and immediate threat to the safety and welfare of the student or others, or to the stability and continuance of the normal operations of the University. A student suspended on an interim basis may be given an opportunity to address the Vice President of Mission Integration and Student Life or a designee within 48 hours from the effective date of the interim suspension (in writing, over the phone or, in some instances, in person) to discuss the following issues only:

- The reliability of the information concerning the student's conduct, including the matter of his or her identity;
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to himself or herself or to others or the stability and continuance of normal operations of the University.

The Vice President of Mission Integration and Student Life or designee may only repeal the interim suspension if the above issues are resolved favorably on the part of the student. Every effort will be made to expedite the process to minimize any possible negative impact on the student.

If a student is convicted of a felony, as a result of an incident on or off campus, that establishes (i) the student poses a substantial and immediate threat to the safety and welfare of the student or others or (ii) the student's presence on campus would negatively affect the stability and continuance of the normal operations of the University, the University has the right to suspend or dismiss the student.

During the course of a health crisis/pandemic, students who fail to follow the University's requirements for health and safety, maybe be subject to suspension under the terms of this policy.

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## CONDUCT CONFERENCES

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

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

If the student takes responsibility for the alleged violation, an appropriate sanction will be applied by the conduct officer. If the student does not take responsibility, the conduct officer will gather information and make a decision regarding responsibility. Students will be found responsible for violations of the Student Code of Conduct or University policies only if the information shows that it is more likely than not (a preponderance of evidence standard is used in all student conduct proceedings) that the Student Code of Conduct or a University policy was violated.

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

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

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

Please note that the Sexual Assault Victim's Bill of Rights states that "both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought forth alleging a sexual assault."

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## ALTERNATIVE RESOLUTION PROCESS

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

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

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

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

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## APPEALS

The accused student found in violation of the Student Code of Conduct or the general policies and regulations of the University may file an appeal within five working days, upon notification of the student's sanction(s).

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### CIRCUMSTANCES FOR APPEAL

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

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

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### APPEAL PROCESS

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

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

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

The Appellate Officer may then decide to:

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

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

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## SANCTIONS

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

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

- The nature and seriousness of the violation(s)



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

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

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#### STATUS SANCTIONS

- Written Warning: The student receives a formal notice that a repeat of the behavior may result in more serious disciplinary action.
- Disciplinary Probation: Disciplinary probation is the imposition of a trial period in which students must show that they are willing to abide by the expectations described in the Code of Conduct. This status implies that further violations of the Code may result in University Probation, Suspension or Dismissal.
- University Probation\*: This is a final warning for serious or repeated conduct violation(s). Once placed on University Probation, a student may not represent the University as a resident assistant, student government association executive board member, class officer, club organization, or honor society officer or intercollegiate athlete. When students are placed on University Probation, the Dean of the College the student is a member of will be notified. Further violations during this period will result in suspension or dismissal from the University.
- Suspension\*: Involuntary separation from the University for a specified period of time, after which, the student must petition through the Admissions Applicant Background Review Committee, and if permitted to return does so on University Probation status for a minimum of one academic year and communicated to the appropriate personnel of the University. The student will be given a W in all current courses. Refunds will be governed by the University's refund policy.
- Dismissal from the University\*: Permanent involuntary separation from the University. The effective date of the dismissal is determined by the Dean of Students in consultation with the Vice President of Mission Integration and Student Life and communicated to the appropriate personnel of the University. The student will be given a W in all current courses. Refunds will be governed by the University's refund policy.
- Withholding Degree\*: The University may withhold awarding a degree otherwise earned until there is a completion of the conduct process and all imposed sanctions.

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

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#### RESIDENTIAL SANCTIONS

- Change of Residence: Require a student to move to another room or building.
- Weekend Suspension: Student is removed from living on campus 5:00 p.m. Friday and may not return to University housing until 5:00 p.m. on Sunday afternoon.
- Residential Probation: An official warning which states that future conduct violations will constitute grounds for the loss of the privilege to live or visit in the residence halls.
- Residential Suspension\*: Removal of student from housing for a minimum of one semester and a maximum of one academic year (including summer). The student is not permitted to visit University residential facilities during the suspension.

- Residential Dismissal\*: Permanent loss of housing. The student may no longer visit University residential facilities.

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

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## EDUCATIONAL SANCTIONS

- Fine: Monetary payments for conduct violations.
- Restitution: Repayment to the University or to an affected party for damages resulting from a violation.
- Consultation Sessions with the University Counseling and Psychological Services (CAPS) Center: The counselor will disclose that the student attended the session(s), but all information is confidential.
- Alternatives Education Class: This is a full-day alcohol and other substance education class scheduled on campus 3-4 times per semester on a Saturday. There is a \$75.00 fee for this class and students who are typically found responsible for a first-time alcohol violation on campus or are cited by the police and have not attended this class are required to attend.
- Under the Influence: This is an online alcohol education program. There is a \$35.00 fee for this program, paid online with a credit card. This is typically assigned to students who have already attended the Alternatives Education Class.
- Marijuana 101: This is an online marijuana education program. There is a \$35.00 fee for this program, paid online with a credit card. This is typically assigned to students who have already attended the Alternatives Education Class.
- Individual Addiction Education (alcohol, other drugs, gambling, etc.): An individual exploration through standardized testing and individual sessions with an addictions counselor, to assist the participant in taking an honest look at their use/abuse patterns and make some decisions about future actions. Students may self-refer or are referred through the conduct process. Contact Counseling and Psychological Services (CAPS) at (570)674-6408.
- Referral to Addictions Counselor: A process facilitated by an Addictions Counselor to assist the individuals to take a look at their actions and make some decisions about treatment. The student will be referred to the appropriate level of care including outpatient, intensive outpatient, inpatient, and hospitalization treatment programs. Contact Counseling and Psychological Services (CAPS) at (570)674-6408.
- Decision Making Workshop/In the Presence Class: A 1-2 hours class created to increase awareness, develop decision-making skills, and practice removing yourself from problematic situations. Students found in the presence of alcohol and/or drugs are often sanctioned to this class.
- Educational Service hours: A conduct officer may assign a number of service hours. These should be completed on campus. Hours can be completed by utilizing Mission, Ministry, and Service's opportunities or by contacting Laurie Finnegan in the Grounds Department (570)674-8182.
- Reflective Sanctions: These sanctions are to be reflective in nature. They may include but not limited to reflection papers, research prompts, apology letters, and shadowing employees.
- Peer Education Sanctions: These sanctions are meant to share knowledge between peers. They may include but not limited to creating signs, creating bulletin boards/posters, develop programs, and surveying peers.
- Alternative Resolution: This may include mediation, facilitated dialogue, conflict coaching, and restorative justice. Please see the [Alternative Resolution Process](#) for more details.
- Wellness Check-In Meetings: These meetings follow the [SAMHSA's 8 Dimensions of Wellness](#) to help assist students on their journey to approach wellness in a holistic manner. These meetings are supportive in nature and may require follow up meetings.

- Discretionary Sanctions: Other sanctions deemed appropriate and may be applied to an individual or an organization. They may include, no contact orders, restrictions, withdrawal of privileges to participate in athletics, or a club or organization for specified period of time.

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#### NON-COMPLIANCE WITH ASSIGNED SANCTIONS

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

## RECOMMENDED MINIMUM SANCTIONS FOR ALCOHOL AND OTHER DRUG OFFENSES

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

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

<b>Offense</b>	<b>Violation</b>	<b>Recommended Sanctions</b>
Any Level – <i>Only for students with no prior AOD violations</i>	Being In the presence of alcohol or other drugs with no possession/use	<ul style="list-style-type: none"> <li>• Written Warning</li> <li>• In the Presence Class</li> </ul>
Any Level – <i>Only for students with no prior AOD violations</i>	Paraphernalia possession (with no evidence of use)	<ul style="list-style-type: none"> <li>• Written Warning</li> <li>• Alternatives Education Class (\$75 fee)</li> </ul>
Any Level	Possession of Kegs or common containers of Alcohol	<ul style="list-style-type: none"> <li>• Mandatory \$300 Fine</li> </ul>
1 <sup>st</sup> Offense	Possession/consumption of alcohol	<ul style="list-style-type: none"> <li>• Written Warning</li> <li>• Alternatives Education Class (\$75 fee)</li> <li>• Parental Notification</li> <li>• 5 Educational Service Hours</li> </ul>
1 <sup>st</sup> Offense	Possession/use of marijuana(<15g) and/or other illicit drugs and/or illicit use of prescription drugs	<ul style="list-style-type: none"> <li>• Written Warning</li> <li>• Alternatives Education Class (\$75 fee)</li> <li>• Parental Notification</li> <li>• 5 Educational Service Hours</li> </ul>
1 <sup>st</sup> Offense	Possession/use of marijuana (>15g) and/or other illicit drugs and/or illicit use of prescription drugs	<ul style="list-style-type: none"> <li>• Disciplinary or University Probation</li> <li>• Residential Probation*</li> <li>• 20 Hours of Service</li> <li>• Parental Notification</li> <li>• Referral to Addictions Counselor</li> </ul>
1 <sup>st</sup> Offense	Distribution/sale of alcohol to minors	<ul style="list-style-type: none"> <li>• University Probation</li> <li>• Residential Probation*</li> <li>• 15 Hours of Service</li> <li>• Parental Notification</li> <li>• Referral to Addictions Counselor</li> </ul>

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

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

\*For residential students only

## RECOMMENDED MINIMUM SANCTIONS FOR FIRE AND SAFETY OFFENSES

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

<b><i>Violation</i></b>	<b><i>Recommended Sanction(s)</i></b>
Intentionally starting a fire. Exceptions for fire pits, bonfires and/or other similar activities must be approved, in advance, by Campus Safety.	<ul style="list-style-type: none"> <li>• Disciplinary Probation or University Probation</li> <li>• Residential Probation* or Suspension*</li> <li>• Possible criminal charges</li> <li>• Other sanctions deemed appropriate up to and including dismissal</li> </ul>
Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or another emergency.	<ul style="list-style-type: none"> <li>• Disciplinary Probation or University Probation</li> <li>• Residential Probation* or Suspension*</li> <li>• Possible criminal charges</li> <li>• Other sanctions deemed appropriate up to and including dismissal</li> </ul>
The creation of a fire hazard, the endangering of the safety of persons or property through tampering with fire safety equipment (this also includes hanging items from fire suppression equipment); improper use and/or possession of flammable or hazardous substances.	<ul style="list-style-type: none"> <li>• Written Warning or Disciplinary Probation</li> <li>• Potential Residential Probation* or Residential Suspension*</li> <li>• Monetary fine</li> <li>• Restitution (as applicable)</li> <li>• Educational Sanctions as appropriate</li> <li>• Other sanctions deemed appropriate up to and including dismissal</li> </ul>
Failure to follow proper emergency evacuation procedures.	<ul style="list-style-type: none"> <li>• Written Warning or Disciplinary Probation</li> <li>• Potential Residential Probation* or Residential Suspension*</li> <li>• Educational Sanctions as appropriate</li> </ul>
Improper use of emergency equipment.	<ul style="list-style-type: none"> <li>• Written Warning or Disciplinary Probation</li> <li>• Residential Probation* or Residential Suspension*</li> <li>• Restitution (as applicable)</li> <li>• Educational Sanctions as appropriate</li> <li>• Other sanctions deemed appropriate</li> </ul>
Breach of security which includes, but is not limited to, such behaviors as propping open a locked door, tampering with or removing an automatic door locking mechanism or door alarm, or possession and/or use of a University key when not specifically authorized.	<ul style="list-style-type: none"> <li>• Written Warning or Disciplinary Probation</li> <li>• Restitution (as applicable)</li> <li>• Educational Sanctions as appropriate</li> <li>• Other sanctions deemed appropriate</li> </ul>

\*For residential students only

## ACADEMIC AFFAIRS

### ACADEMIC POLICIES

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

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#### CLASS ATTENDANCE (PER THE ACADEMIC CATALOG)

It is the responsibility of the student to be aware of the attendance policy of each faculty member in whose classes they are enrolled. It is the responsibility of the student to consult with the appropriate faculty member prior to a necessary absence to determine and confirm arrangements for make-up work.

If a student is unable to attend class, she/he is to contact the faculty member directly in accordance with the class syllabus, if applicable. Should a situation arise where a student will be missing classes for an extended period of time, the student is to contact the Dean of Students (570-674-8318) who will then notify the office of the Vice President of Academic Affairs. The Office of Academic Affairs will notify the student's course instructors of the absence. It is the student's responsibility to contact his/her instructors for information on fulfilling course requirements.

### LIBRARY SERVICES

The Mary Kintz Bevevino Library, named in honor of the alumna who graduated in the class of 1987, is located at the heart of the campus between Mercy Hall and the McHale and Gildea Residence Halls.

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#### MISSION

We welcome all in the tradition of Mercy and guide those who gather information, raise inquiry and embrace discovery. Whether patrons are seeking research assistance, available computer workstations, group study areas, or just a quiet place to read and reflect, the library facilities are designed to meet your needs.

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#### LIBRARY HOURS

The library's schedule accommodates the academic schedule of the University. Library hours are posted on the [library website](#). Hours are subject to change during semester breaks and University holidays.

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#### HOLDINGS

The Mary Kintz Bevevino library contains more than 80,000 volumes of books which include a juvenile literature collection. The library also holds more than 4,000 DVDs. The library provides full-text access to over 53,000 electronic journals through the library's 150 licensed databases. The Misericordia community also has access to streaming videos and e-books through the library's databases. Access to databases is available both on and off campus for Misericordia students, faculty, and staff.

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#### LIBRARY CATALOG

The library's online catalog, available from the [library's homepage](#), can be searched by author, title, subject, keyword, and advanced searching. Students may also use the library catalog to search for



materials that professors put on course reserves. 47 CIRCULATION Students must present a valid Misericordia University ID at the circulation desk in order to borrow library materials. Information on loan periods and borrowing privileges is available on the [library's web site](#).

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#### LIBRARIANS

Librarians are available to provide research assistance. They can assist with constructing a search strategy, identifying appropriate resources, and helping to find information in the collection, in electronic resources, or on the Internet. Students can contact a librarian by visiting the library or by contacting their assigned librarian by email, phone, or through the University's course management system.

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#### LAPTOPS AND IPADS

The library has laptops and iPads that can be checked out by Misericordia students, faculty and staff for a 7-day loan period or for use in the library. Students wishing to use their personal laptops in the library may connect to the internet by borrowing an Ethernet cord at the circulation desk or having their laptops configured at the Student Help Desk in Mercy hall for Wi-Fi use in the library.

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#### PRINTING

Printers are available for student use. Computer workstations in the library are networked to printers, and printing is available through the wireless network for laptops. A scanner and color laser printer are also available.

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#### RECIPROCAL BORROWING

Misericordia students may borrow books directly from several of the local academic and public libraries. The student will need to present a valid Misericordia ID and proof of residence at the lending institution. Materials must be returned directly to the lending library. Overdue charges are the responsibility of the individual borrower.

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#### INTERLIBRARY LOAN

The Mary Kintz Bevevino Library offers interlibrary loan services to current students, faculty and staff. When a specific resource is unavailable in the library, it may be requested from another library via the online Tipasa request forms for journal articles and books or through the ReShare direct patron borrowing system for books. Patrons will be notified through their Misericordia email account when materials have arrived. Books and DVDs can be picked up at the library's circulation desk. Most articles are delivered directly to the student's ILL account or via email. While most materials arrive within a few days, others may take a considerable amount of time. Students are encouraged to plan their research accordingly. Though most materials are obtained free of charge, occasionally the lending library has a fee. The patron must accept these fees before the materials are requested. The borrowing patron is responsible for any fees accrued. Interlibrary loan policies and procedures can be accessed through the [library web pages](#).

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## TRADITIONAL RESERVES

Selected library materials, DVDs, and books from the collection and items belonging to instructors may be placed on reserve in the library for ease of student access. These materials may be checked out at the library circulation desk with a valid ID card. Depending on the directive of the instructor, loan periods may range from two hours to seven days. These items accrue fines when not returned at the designated time.

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## ARCHIVES

The Sr. Mary Carmel McGarigle Archives, named for Misericordia's first archivist, are located on the third floor of the library. The archives consist of materials relating to the founding and history of Misericordia University.

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## STUDENT SUCCESS CENTER

The Misericordia University Student Success Center (SSC) enhances learning through our collaborative, compassionate, and personalized approach. We seek to empower students through the development of academic and social skills, connection to resources, and the encouragement of self-efficacy. As campus liaisons, we strive to create an environment that welcomes all, and to develop relationships that promote student persistence and success. The SSC houses a variety of services including the Tutoring and Writing Centers, and the Office for Students with Disabilities. The SSC is located in the lower level of Alumnae Hall. All services are free of charge. Up-to-date information about accessing services and scheduling appointments can be found on the myMU portal or by calling 570-674-8149.

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## ACADEMIC SUPPORT

The SSC offers a variety of options to assist students in achieving academic goals. Small group tutoring is provided in most core curriculum courses and some professional courses in the Tutoring Center. Students also have access to Brainfuse, an online 24/7 tutorial service. Peer paper review is available for all courses in the Writing Center. Academic coaching assists those students who wish to improve their academic skills such as note taking, study strategies, or time management. Academic intervention and recovery programs are also offered for students on academic probation. Please visit the portal for up-to-date information and to request tutoring, writing support, or an academic coach.

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## FIRST YEAR EXPERIENCE PROGRAM

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

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## STUDENT ALERT

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

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## OFFICE FOR STUDENTS WITH DISABILITIES

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### 504 PLANS

Misericordia University is committed to creating an environment where all are welcome and does not discriminate in the recruitment, admission, educational process, or treatment of students. In the spirit of hospitality and justice, we comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), as amended. In order to receive services, students must self-identify their disability and provide documentation from a healthcare professional. Eligibility for accommodations such as academic adjustments and/or auxiliary aides is determined through an individualized, interactive process in the Office for Students with Disabilities (OSD). The OSD is located in the SSC, on the lower level of Alumnae Hall. Individuals seeking accommodations may call (570) 674-8149 or email Kristen Ricardo, Assistant Director SSC/Office for Students with Disabilities at [kricardo@misericordia.edu](mailto:kricardo@misericordia.edu).

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### ALTERNATIVE LEARNERS PROGRAM

The Alternative Learners Program (ALP) is a fee-based program of services offered in addition to the services Misericordia University is required to provide students with disabilities under 504. ALP services include an eight-week course in Learning Strategies and an individualized Accommodation Plan. The Accommodation Plan may include writing support instruction, access to a dedicated study room, and time management skills. Each student meets individually with a Program Coordinator on a weekly basis.

## GENERAL INFORMATION

### BUS SERVICE

The Luzerne County Transportation Authority includes Misericordia University on its bus route daily, Monday through Saturday. The schedule can also be accessed at the [LCTA website](#) or call (570) 288-9356 for more information. [Students rates](#) are available. Please check out the LCTA website for more information.

Other transportation services provided by the university can be found at <https://www.misericordia.edu/life-at-mu/student-services/transportation-options>.

### CAMPUS STORE

The Misericordia Campus Store is your Official Store for Textbooks, New, Used, Rentals, Digital Course Materials, School Supplies, Misericordia University Official Apparel and Gifts. The Campus Store is in the Banks Student Life Center on the main campus. All forms of payment, including Flex Dollars and Financial Aid (limitations apply) are accepted both in the store and on-line. For current store hours, return/exchange policies and more please visit our on-line store at [www.misericordiashop.com](http://www.misericordiashop.com) or phone: 570-674-6271

### I.T. STUDENT HELP DESK

Misericordia University strives to provide all students with support for their technology needs and issues through the I.T. Student Helpdesk.

The Misericordia University's Information Technology (IT) Student Helpdesk tier 1 support is provided by our strategic partner (BlackBelt Help). This support is available 24x7x365, regardless of whether the University is officially open or closed. The Misericordia University's I.T. Physical Student Helpdesk, which supports both tier 1 and tier 2 support is located on the first floor of the Mary Kintz Bevevino Library on the Misericordia University main campus. The standard hours of operation for the physical Student Helpdesk are Monday through Friday from 9:00am to 6:00pm during the academic semesters. These hours may fluctuate at times to respond to other areas of support.

Blackbelt is available to service and support students in resolving their issues at any time. Blackbelt may also escalate issues requiring tier 2 support to the physical helpdesk when necessary, providing the case documentation to the physical helpdesk for further response to the student or issue. Issues reported to the student helpdesk are handled on a first come first serve basis. Issues are resolved as quickly as possible and in most cases within one business day.

The Helpdesk addresses Wi-Fi, computer software, cellular phone, myMU, email, Internet issues, MU ID card, and basic Blackboard assistance.

Students are provided the privilege of internet and network connectivity while they remain a valid student at Misericordia University. The students may access the network/Internet via wireless and/or wired connections. The privilege of access for students is governed by several University policies as well as specific I.T. policies, procedures, and guidelines, which are put in place to ensure that I.T. meets the needs of all participants of the campus network. Click here to view the Information Technology Policies.

To contact the student helpdesk please email: [restech@misericordia.edu](mailto:restech@misericordia.edu)

Physical I.T. Student Helpdesk Hours of Operation: Monday- Friday 9:00am-6:00pm

## POST OFFICE

All students can receive mail and packages at the University Post Office, located in Banks Student Life Center. The window is open Monday - Wednesday and Friday from 10:00 am until 4:30 pm. Thursday from 10:00 AM until 6:30 PM.

Mail & Packages will be received into our in-house tracking system. Students will be notified by text message (to the mobile number on file with the school) and email (to your school email address) as soon as their item has been processed and is ready for pick up. Items must be checked out with the QR Code provided in the package notifications. Students who are unable to pick up their package(s) during the designated hours, can contact the post office to make other arrangements.

All incoming mail & packages should be addressed as follows:

Misericordia University  
Student's First & Last Name (no nicknames)  
301 Lake Street  
Dallas, PA 18612

Please **DO** include Misericordia University and the student's first and last names.

**DO NOT** include student's residence hall information.

**DO NOT** use nicknames or incomplete names. If an item is accidentally sent without first and last name, please contact us with the tracking number and your information so we can make a note to watch for it. Items without a first and last name will be held for a short while and then returned to sender.

Should you receive a perishable item, your notification will indicate that. Perishable items must be picked up the same day. We have very limited space to store perishable items and cannot be responsible for keeping them refrigerated.

The Campus Post Office can also process outgoing mail and packages via USPS, UPS and FedEx. We can take your Amazon returns, as long as you have a return label. In general, if you have the option of selecting UPS Drop Off Site, it will provide you with the paperwork you need. At the end of the semester we will pack up and ship out your rental book returns, as long as you provide a return label for them.

## PRINTING SERVICES

Cougar Prints is located in the Facilities Annex on the corner of Lake Street and Center Hill Road. This full-service print shop offers a variety of services that include graphic design, offset printing, monochrome and full color digital printing, copying, bindery (cutting, folding, stapling, binding, laminating, etc.) mail services, wide format printing, signage, banners, promotional items and much more.

Weekday hours: 8:30 a.m. – 4:30 p.m.  
Phone: 570-674-6241

## STUDENT FINANCIAL SERVICES

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### ADMINISTRATIVE REGULATION AND PAYMENT OF TUITION AND FEES

Misericordia University students are expected to pay their bills in a timely manner. Payment is due one week before the start of each semester. By the start of the semester, students should have secured

funding, signed up for a payment plan, or made payment in full to meet their financial obligations. The Office of Student Financial Services assists students in meeting their obligations and will discuss reasonable payment schedules in extraordinary cases.

In order to assure the collection of money due to the University, students with an unpaid balance for tuition, fees, bookstore charges, library fines, parking fines or any other Misericordia University approved fee or fine will be denied the following privileges or services: class registration, participation in graduation ceremonies and the awarding of diplomas, transcript issue, residence hall reservation privileges. Students will be assessed a 1% late fee at the end of each month that their bill is unpaid.

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#### DEFINITION OF AN ACADEMIC YEAR

Misericordia University defines its academic year as the period of at least 30 weeks of instructional time which begins on the first day of classes in the fall semester and ends on the last day of examinations in the spring semester. During this period, a full-time undergraduate student is expected to complete a minimum of 24 credits. The Student Financial Services staff is available from 8:30 a.m. to 4:30 p.m. to discuss individual problems and to advise students in matters regarding financial aid.

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#### INSTITUTIONAL REFUND PROCEDURE RELATING TO WITHDRAWALS

Refer to the withdrawal process in the [Academic Catalog](#) for [refund policy information](#). Students withdrawing from the University must call the Student Success Center at 570-674-6408. An appointment will be made and all necessary withdrawal paperwork will be completed.

## CAMPUS SAFETY

The Campus Safety Department is located in Room #7, ground floor of Mercy Hall. The department maintains a 24-hour, seven-day-a-week, communication, security dispatch and remote surveillance camera system at this location. Officers engage in both foot and mobile patrols on the upper and lower campuses and at adjacent University owned properties. The department is comprised of the Director, Operations Manager, Coordinator, two Safety Supervisors, and 22 full-time and part-time Safety Officers. Officers are trained in response to emergency situations, first aid, CPR, automatic external defibrillator (AED), and the use of Naloxone (Narcan) – anti-opioid overdose devices. Officers work in both an armed and unarmed capacity, and have detention authority when appropriate to preserve a safe and secure campus. Supplemental armed security personnel may be employed during certain events and situations. Response to critical situations on campus, including active shooter and/or mass casualty events, is a carefully coordinated effort between Campus Safety, local law enforcement, and other emergency responders.

### CLOSED CIRCUIT SURVEILLANCE SYSTEM

Misericordia University utilizes a system of video cameras and closed-circuit televisions to monitor and record activity on University property. All video monitoring and related recording conducted by the University shall be limited to locations in which a person does not have a reasonable expectation of privacy, and conducted in a manner that is professional and ethical, and that is consistent with all relevant University policies. In general, camera locations are indicated with appropriate signage. However, the University may have cause to utilize the system in the course of conducting an investigation into conduct which violates law, University policy, or otherwise poses a threat to campus security or safety, or in the course of assisting in a law enforcement investigation. Under these circumstances, there shall be no notification that locations being monitored for any of the purposes set forth above are under video surveillance. Information obtained through video monitoring and/or recording is deemed to be Confidential Information pursuant to the University's Confidential Information Policy, and will also be used for the following purposes:

- To assist the University in its efforts to provide a safe and secure campus;
- For purposes of a University investigation;
- To ensure compliance with University procedures;
- When necessary due to exigent circumstances, for the assistance of duly authorized law enforcement officers;
- In conjunction with special events.

### LOCAL LAW ENFORCEMENT

Misericordia University is comprised of upper and lower campus areas which are located within Dallas Township and Dallas Borough, Pennsylvania. The Campus Safety Department maintains a positive working relationship with those municipalities. The Campus Safety Department cooperates fully with all federal, state and local law enforcement agencies. Arrests for criminal activity are within the scope of the appropriate law enforcement investigating agency.

### HOW TO REPORT CRIMINAL INCIDENTS AND OTHER EMERGENCIES

It is the policy of Misericordia University to protect the rights of all individuals and foster a safe environment for all students, employees and visitors, free from threat and victimization. Conversely, members of the campus community are expected and required to comply with all federal, state and

local laws. Any member of the community who has been the victim of a crime, has observed, or has knowledge of a criminal incident or emergency, should immediately report this information to the Campus Safety Department at 570-674-6300. This number is monitored 24 hours a day by Campus Safety personnel. The Campus Safety Department will investigate all complaints. Victims of criminal acts will be advised that violations of the law can be referred to the proper law enforcement agency for possible criminal prosecution at their request. The Campus Safety Department initiates timely warnings as necessary to the University community regarding criminal activity and emergencies. To directly report a crime to the local or state police, dial 911. The 911 system is available to every member of the University community. If you dial 911 from a hard-line, on-campus phone, the Campus Safety Department will receive notice of the location of the call. Calls from cellular phones do not have this automatic tracking feature. Call takers at the 911 center are dependent on information provided by the caller. Make an effort to know your surroundings and provide an accurate description of the events in order to obtain a timely and effective response.

#### VOLUNTARY CONFIDENTIAL REPORTING

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

#### DAILY CRIME AND FIRE LOG

The Campus Safety Department maintains a daily log, which is on display at the main Safety Desk. The log is a record of all crimes, fires and fire alarm activations reported to the Campus Safety Department. This log, which is open for public inspection, lists the nature, date, time, general location and disposition of all above listed incidents reported to the Campus Safety Department. The Campus Safety Department submits monthly information to the Pennsylvania State Police – Uniform Crime Report. Crime statistics gathered by the Campus Safety Department for the most recent three-year period are published in the Campus Safety Handbook and available for review by students, staff and the public at Campus Safety's website.

#### SECURITY PROGRAMS AND SERVICES CRIME PREVENTION

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

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#### BUILDINGS AND GROUNDS

Campus Safety Officers conduct quarterly comprehensive safety inspections which involve all University owned properties and the exterior areas. These inspections include lighting surveys, fire extinguisher status, walkway conditions, and many other areas of increased risk. Facilities work orders are submitted to correct and improve lighting efficiency and other areas of concern which are identified through the



safety inspection process. The facilities staff attends to the campus buildings and grounds with a concern for safety. They are available to respond to calls for service regarding unsafe facility conditions. These conditions include unsafe steps, rails, icy/snow covered walks and/or parking lots. The facilities staff also attends to inoperable locking mechanisms. We encourage any member of the University community to report a concern about physical security or safety to the Campus Safety Department at 570-674-6300.

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#### MISSING PERSONS

If a member of the University community has reason to believe that a student who resides on campus is missing, they should immediately notify the Campus Safety Department at 570-674-6300. The Campus Safety Department will investigate reports of missing persons and make every effort to locate the student in conjunction with Student Life. The Dean of Students will notify the student's contact person, if provided, 24 hours after the student is deemed to be missing. Contact information provided by the student will be confidential, accessible only to authorized University officials and law enforcement and will not be disclosed outside of a missing person investigation. If a missing student is under the age of 18, the University will notify a custodial parent or guardian in addition to any additional contact person designated by the student. Campus Safety will also report the missing student to local law enforcement within twenty-four (24) hours. Certain circumstances may exist, such as possibility of abduction, emotional concerns, and threat of violence, which will result in notification to law enforcement prior to the 24-hour time period mentioned above.

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#### ACCESS TO CAMPUS FACILITIES

The Campus Safety Department is responsible for locking and unlocking all campus buildings as needed. All administrative and classroom buildings are locked following the regularly scheduled use for the day and evening.

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#### IDENTIFICATION TO AUTHORITIES

Students are required to carry their identification cards at all times and present them to a Safety Officer upon request when attempting to gain access to University properties.

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#### EMERGENCY TELEPHONES

Emergency telephones are located throughout the University campus. These phones connect directly to the Campus Safety Office. Hard line phones are located in the lobby areas of residence halls and other University buildings. The Campus Safety Department can determine the location of callers from emergency phones as well as any calls originating from hard-line phones on campus. Cell phone calls cannot be automatically traced to a caller's location when 911 and/or Campus Safety is contacted. Please provide a detailed description of your location when reporting an emergency from a cell phone.

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#### EMERGENCY NOTIFICATION AND RESPONSE

If a serious injury, illness or other emergency occurs on campus, contact Campus Safety at (570)674-6300. In the event of a serious incident, which poses an immediate threat to members of the Misericordia community, the University has various emergency notification systems in place to communicate information. Some or all of these methods of communication may be used in the event of

an immediate threat to the Misericordia community. The methods of communication include emails, text messaging, public address and a siren. The University will post updates during a critical incident on the MU website and various social media outlets.

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#### MU ALERT

MU ALERT is the emergency notification system used to notify the campus community upon the confirmation by the Campus Safety Department of a significant emergency or dangerous situation involving an immediate threat to the health or safety of employees or students. MUALERT notifications are immediate and provide members direct access to news and instructions. To fully participate in this system, students and employees need to provide the University with key contact information such as a cell phone number and an email address.

Members of the University community are notified annually regarding registration procedures and access to the MUALERT system. Registration for MUALERT is available on the main page of myMU. MUALERT is tested annually during a scheduled, but unannounced drill.

The Campus Safety Department may consider various forms of information to confirm and verify the threat; including but not limited to, direct witness observation, and Safety Officer or local police investigation.

The Director of Campus Safety will determine the content of the notification and initiate the notification. The notification and its content will be issued without delay, unless in the professional judgment of the Director issuing a notification will jeopardize efforts to assist a victim or to contain, respond to or otherwise compromise the effective control of the emergency. Notification will be sent to entire campus community.

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#### LOST AND FOUND

The Campus Safety Department maintains a lost and found service; reports can be made at the main Safety Desk. Found articles are retained for one year. Articles not claimed are distributed to applicable charitable organizations. Misericordia University is not responsible for misplaced, lost, stolen or destroyed items.

#### PARKING REGULATIONS GENERAL INFORMATION

The Campus Safety Department coordinates all student, faculty, staff and guest parking on campus. Students who wish to park a motor vehicle on the University campus must register their vehicle with the Campus Safety Department. Student vehicle registration permits can be obtained for an annual fee set by the University Administration. Employees, faculty and staff are also encouraged to register their vehicles with Campus Safety. Copies of the parking regulations and procedures are provided in this Handbook and also the Campus Safety Handbook.

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#### MOTOR VEHICLE REGULATIONS

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

**ALL MOTOR VEHICLES OPERATED ON OR PARKED ON UNIVERSITY PROPERTY ARE DONE SO AT THE OWNER'S RISK. MISERICORDIA UNIVERSITY ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS BY FIRE, THEFT, ACCIDENT, OR VANDALISM.**

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#### REGISTRATION OF MOTOR VEHICLES

All students who wish to park and operate a motor vehicle on the campus of Misericordia University must register their vehicle with the Campus Safety Department. Persons planning to use more than one vehicle must register and obtain a separate parking permit for each vehicle. Annual fees for parking are set by the University Administration. The vehicle registration process can be initiated on the Campus Safety page of the myMU portal. Payments can be made by credit card or by a charge to your student account. No cash will be accepted.

- Vehicles should be registered immediately upon their arrival on campus.
- Temporary and guest parking permits are available through the Campus Safety Department.
- Parking at Misericordia University is a privilege, not a right, and may be revoked at any time for dangerous driving or flagrant disregard of these parking regulations. The possession of a parking permit does not guarantee a person a parking space in any particular location.

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#### PARKING LOTS

Parking area designations have been established for your convenience and utilize color-lined identification striping and signage according to the following guidelines:

- Students: Students are authorized to park in areas designated by white-lines only which will often include signage indicating student parking or general parking.
- Employees: Employee parking is allowed in areas designated by yellow lines and is also authorized in areas identified with signage indicating employee parking or general parking.
- Visitors: Visitors may park on Founders Circle in front of Mercy Hall and on parking areas marked general parking, visitor parking, and marked as necessary with special reserved parking signs. Cooperation and timely consideration are requested to reserve special parking spaces for visitors to our campus.

**Unless otherwise indicated by special signage, students and employees are not authorized to park on Founders Circle in front of Mercy Hall.**

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#### PARKING AND OPERATION OF MOTOR VEHICLES

Parking and operation of motor vehicles shall conform to Misericordia University regulations, the laws of the Commonwealth of Pennsylvania and the ordinances of all applicable local municipalities. The following are prohibited:

- Parking in a "No Parking" zone.
- Parking in a fire lane.
- Unauthorized use of a handicapped zone
- Parking on a sidewalk.
- Blocking a driveway.
- Obstructing traffic.
- Unauthorized use of visitors' spaces.
- Parking an unregistered vehicle on University property.
- Parking in an unauthorized area.

- Failure to move for snow removal.

Parking is not authorized in any lot or the access road to the Mercy Center. In addition to Campus Safety Department enforcement, fire lane and handicapped area violations may also be enforced on campus by the Dallas Township and/or Dallas Borough Police Departments.

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#### PENALTIES FOR VIOLATIONS OF REGULATIONS

- Enforcement of parking will begin the first day of the fall semester.
- Parking violation fees vary according to the offense. Unregistered vehicle violations, unauthorized parking in handicapped areas and failure to move vehicles during campus snow removal, carry more significant fines than standard violations. Parking violation fees are set on an annual basis by the University Administration.
- All fines must be paid to the Student Accounts Office, first floor of Mercy Hall, weekdays between 9:00 a.m. and 4:00 p.m.
- Multiple parking violations and parking in hazardous areas may result in the vehicle being towed from University property and/or parking privileges being suspended or revoked. Payment of fees charged by the towing contractor, including daily storage fees, is the sole responsibility of the vehicle owner/ operator. The University is not affiliated with the towing contractor and will not intervene with the retrieval of a student's vehicle once the vehicle has been towed.
- Unpaid parking fines will be assessed to the individual student's account and considered as any other amount due the University. Final grades will not be released until all parking fines are satisfied.

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#### HANDICAP PARKING

Handicapped parking is available on the University campus and is designated by signs. Only vehicles bearing official handicapped parking license plates and/or official handicapped parking permits are authorized. The Campus Safety Department, in conjunction with the University Health & Wellness Center, will issue a temporary handicapped parking permit after consideration of a physician's note.

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#### PARKING TICKET APPEAL

Parking appeals are coordinated and scheduled through the office of the Student Government Association (SGA), located in the Banks Student Life Center. Appeals must be made within 5 days of the violation. Appeal forms can be found outside the SGA Office and/or on myMU under the Student Life tab, (click on SGA). Please explain in detail the reason for your parking appeal.

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#### DISABLED VEHICLE SERVICES

The Campus Safety Department will assist disabled motorists on the University campus by contacting AAA Road Service, a family member, or an auto repair shop. The Campus Safety Department will also attempt to jump start a vehicle with a battery booster— Student's may also borrow this equipment - ID is required. The Campus Safety Department does not provide vehicle lock-out services.

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#### CAMPUS SNOW REMOVAL EFFORTS

During snow removal, students and employees will be instructed to move their vehicles to specific parking locations according to the respective snow removal plan. Advance notice will be provided. Failure to move a vehicle upon request may result in the vehicle being towed at the owner's expense.

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#### DRIVER TRAINING AND AUTHORIZATION

The Campus Safety Department provides driver training to those individuals 21 years and older interested in operating University-owned vehicles including multi-passenger vans. The training program consists of multi-media instruction, testing, and an on-road driving evaluation. Drivers of the age of 21 and over must have an acceptable driving history report to receive authorization as a University approved driver. There is no cost associated with this training. Contact the Campus Safety Department at 570-674-6300 for further information and scheduling.

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#### STUDENT TRANSPORT SERVICES

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

## MISSION INTEGRATION AND STUDENT LIFE

### MISSION

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

Student Life will cultivate a transformative student experience by:

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

### ALLY EDUCATION PROGRAM

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

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#### WHAT IS AN ALLY?

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

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#### GOALS

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

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#### PROUD ALLY STICKERS

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

## ATHLETICS

Misericordia University encourages students to be involved in intramurals, recreational health and wellness activities or intercollegiate athletics.

The intramural program includes activities for men and women in basketball, racquetball, soccer, softball, tennis and volleyball, in addition to several other activities which are announced annually.

Our recreational offerings are highlighted through quality indoor facilities within the Anderson Sports and Health Complex. This includes a walking track, fitness center, racquetball courts and swimming pool. Outdoor facilities include an outdoor track, two synthetic turf fields, volleyball and basketball courts, and tennis courts.

The intercollegiate athletic program offers highly competitive opportunities for women in basketball, cheerleading, cross-country, field hockey, golf, lacrosse, soccer, softball, swimming, tennis, track and field and volleyball. Men compete at the intercollegiate level in baseball, basketball, cross-country, football, golf, lacrosse, soccer, swimming, tennis, track and field, and volleyball. Misericordia University will also offer esports as a varsity activity.

The University retains membership in the NCAA Division III and Middle Atlantic Conferences (MAC) and subscribes to its principles, policies, and regulations.

A comprehensive statement of all athletic policies is found in the Student Athlete Handbook. This publication is available to all students online at the MU Athletic website under Inside Athletics.

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## ANDERSON SPORTS AND HEALTH CENTER

The Anderson Sports and Health Center is an 80,000 square foot complex which serves the academic, athletic, and recreational needs of the University. Students are encouraged to make use of the gymnasium, racquetball courts, dance/aerobic studio, fitness center, and swimming pool.

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## HOURS OF OPERATION

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

Monday - Friday: 6:00 a.m.–10:00 p.m.

Saturday: 10:00 a.m.–5:00 p.m.

Sunday: 12:00 p.m.–10:00 p.m.

Changes to the schedule will be posted to the announcements section on myMU. The swimming pool is open according to hours posted.

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## CAMPUS LIFE

The Campus Life Office works to improve the quality of life in all residential facilities and provide a rich and engaging social experience with programs that in the Residence Halls or around campus. The Office, through its staff of Campus Life Coordinators, Assistant Coordinators and Community Assistants, can address student concerns, ranging from roommate difficulties to the physical condition of a student's room. The staff also provides residents with a wide range of recreational, educational, and cultural programs to enrich their experience. Administrative functions, such as housing assignments and replacing keys, are also handled by this office.

Misericordia University manages six undergraduate residential facilities: Alumnae Hall, Gildea Hall, MacDowell Hall, McGowan Hall, McHale Hall, Townhouse Complex as well as 4 graduate housing options, three houses on Lake Street and the Machell Avenue Graduate Residence.

The residential facilities serve two purposes in accommodating a student's overall university experience: to live and to learn. Living and sharing with others is a vital part of one's educational experience at Misericordia. Within the residential facilities, students are challenged to make decisions that not only affect their lives, but those around them as well. Campus Life staff members work in unison with the students to create and maintain an environment conducive to academic success and individual growth. Through programming and university events, Campus Life provides opportunities for students to build relationships and connections that will last a lifetime. Getting involved through the events happening around campus either in your building or for the larger university community, people get to know each other, feel more comfortable with their surrounds and the opportunity to relax after classes have completed for the day. There are opportunities to get involved in planning programs as well through our Cougar Activity Council (CAC).

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#### RESIDENTS' BILL OF RIGHTS AND RESPONSIBILITIES

To foster a spirit of community and to secure the basic rights of individual residents at Misericordia University, a Residents' Bill of Rights and Responsibilities has been established by the Campus Life Office.

##### **THE BILL OF RIGHTS AND RESPONSIBILITIES SERVES TWO FUNCTIONS:**

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

##### **IT GUARANTEES:**

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

##### **RESPONSIBILITY:**

As in any community, members are expected to know community expectations. Students will be held accountable for knowing and following the rules, regulations and guidelines of the Campus Life Office. This includes information found within the Student Handbook, and targeted announcements and bulletins as distributed by the office at certain times of the year pertaining to such things as housing lottery/room selection, room change period, and semester closing days.



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## LIVING ON CAMPUS

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### REQUIREMENTS FOR ON CAMPUS HOUSING

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

On-campus housing is provided for full-time undergraduate (12 credits or more) students under the age of 25 who have not earned an undergraduate degree. Exceptions may be made on an individual basis depending on the circumstance and the availability of space; however, students 25 years or older may not reside on campus. On a space- available basis, part-time students may be provided housing at the discretion of the Director of Campus Life. Campus Life does offer graduate student housing at the Machell Ave. Residence as well as 3 homes on Lake St. Space is limited.

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

Each residential student must sign a Campus Housing Agreement. This agreement is binding for the entire fall and spring semesters and states that the student will remain in residence for the duration of this agreement. Any release from this agreement is permitted only under the conditions of academic withdrawal, dismissal, verified medical reasons, or other extreme extenuating circumstances, and only with the approval of the University Housing Committee. Any request for release must be submitted in writing to the Director of Campus Life. Request for spring semester release must be submitted by December 1. Percentage of refund of room-and-board fees will be determined by the actual date of departure established by officially checking out and returning all keys to the Campus Life Office.

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### SPECIAL HOUSING/MEDICAL ACCOMMODATIONS

Students requesting residential accommodations due to a physical, psychological, or health disability/impairment may make a specific housing request through the Office for Students with Disabilities (OSD). To initiate the request, students should submit a Disability Declaration and Release Form and current documentation from an appropriate medical physician or mental health provider which states the current condition along with a description of the recommended, reasonable residential accommodations. Students can send documentation to:

Office for Students with Disabilities  
301 Lake Street  
Dallas, TX 75212

The confidential request will be discussed with the Campus Life Office and the Office for Students with Disabilities. In the event that the requested accommodations are not available, the OSD office will provide possible alternatives.

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### ROOM SELECTION/LOTTERY PROCESS

During the spring semester, The Campus Life Office conducts its annual Room Selection/Lottery process for the next academic year. In order to select a room, the following is required:

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

All paperwork must be turned into the Campus Life Office by 4:00 PM on the designated date. Specific instructions concerning room lottery will come out each year at the beginning of the Room Selection/Lottery Process. Room Lottery takes place on-line through the Misericordia Room Lottery site. Once a room has been selected through the lottery process, the Campus Housing Agreement is initiated. The Campus Housing Agreement will not be voided unless the student withdraws from the University or released through the University Housing Committee. Moving off campus is not a valid reason to void the Campus Housing Agreement.

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#### HOUSING RELEASE

Students who wish to withdraw from housing must receive a Request for Release from Campus Housing Agreement Form from the Director of Campus Life. Once complete, the form must be returned to Campus Life. The University Housing Committee will review the request and determine if a release is approved or not. If released, a check out will be scheduled with a Campus Life staff member.

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#### ROOM CHANGES

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

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

When a situation does occur between roommates, the Campus Life Office utilizes the following step before a possible room change takes place.

- Students must speak directly with their roommate.
- A meeting with a Campus Life staff member must take place to determine needs of all students involved.
- Roommate mediations may be required before it is determined that a room change is in everyone's best interest.

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

Room changes do not take place through the first three weeks of the Fall semester, with exception of emergencies.

The University reserves the right to consolidate vacancies. However, students who have open spaces in their room may be offered a buy-out option (only available for certain residences). This prevents the Campus Life Office from placing a student into the vacant space.

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## CONSOLIDATION OF VACANCIES

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

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## MEAL PLANS

All students living in University housing are required to have a meal plan. Information regarding the various meal plan options will be shared with first year/transfer students prior to their arrival. Returning students will select their meal plan for the next year during the annual Room Lottery/Selection process. Students may change their meal plan selection over the summer until the end of the first week of the Fall semester and from the end of the Fall semester until the end of the first week of the Spring semester. To change meal plans, you can call 570-674-6178 or email [campuslife@miericordia.edu](mailto:campuslife@miericordia.edu). All meal plans come with 200 dining dollars with the exception of the commuter only plan (75 meals). Meal plans do not roll over semester to semester. If you do not use all your meals in the Fall, they are wiped clean and you receive a new set of meals for the Spring. Unused Dining Dollars in the Fall will carryover to the Spring but not from year to year. Unused Dining Dollars cannot be exchanged for gift cards from any Metz food location.

Residents may add "Archie Bucks" to their student ID card for purchases at any Metz dining or café locations, the university bookstore and several off-campus locations that have the Archie Bucks accepted here logo on their door or window. Archie Bucks can be purchased at the Student Financial Services Office, Room 120 in Mercy Hall. Archie Bucks are not lost at the end of a semester and can be carried over.

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## FLOOR MEETINGS

Because of the pertinent information that is distributed at these scheduled meetings, all residents are expected to attend. A student who cannot attend must contact the Community Assistant (CA), Assistant Coordinator of Campus Life (AC) or Campus Life Coordinator (CLC). Failure to attend floor meetings may result in meeting with CA or ACs, or referrals to the Dean of Students Office.

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## COMPLIANCE

Members of the Campus Life staff (Campus Life Coordinators, Assistant Coordinators and Community Assistants) are considered to be University officials. All students are expected to respect staff and their directives. Failure to comply will result in referral to the Dean of Students Office.

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## ROOM INVENTORY AND INSPECTIONS (ROOM CONDITION REPORTS)

Every residential room is inspected by the Community Assistants prior to the opening of the halls in the fall term. Residents are expected to review the Room Condition Report (RCR) inventory to make certain that all items and existing conditions are accurately recorded. At check-out (after a room change or at the end of the year), the room will be inspected again by the Community Assistants to determine the charges, if any, to be assessed to the residents for the repair or replacement of items damaged or lost during their occupancy. When individuals responsible for damage cannot be identified, all the residents

of the room/suite/townhouse or house shall be liable. Failure to complete the room inventory and the inspection process shall result in a \$50 fine (see Cleanliness/Damage section). These are electronic reports and will be sent to the student myMU email account.

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#### ROOM ENTRY POLICY

As per the students signed Campus Housing Agreement, University officials, (including but not limited to; Campus Life, Campus Safety, Dean of Students or designee, Maintenance staff) reserve the right to enter a student's room, locked or unlocked, at any time deemed necessary for rule enforcement, health and safety inspections/drills, maintenance, repairs, illness, hazards and other emergency situations. University officials and Campus Life staff will attempt to notify the residents in advance of a room entry.

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#### SEARCH POLICY

University officials (Campus Safety, Campus Life, Dean of Students or designee) reserve the right to enter and search a room and/or belonging of any student or guest upon reasonable suspicion of:

- Violation of University policy
- Health and/or safety concerns

Authorization to search a room will be given by the Dean of Students or designee. University officials will attempt to notify the resident/s of the room whenever possible prior to the search. A student's room cannot be searched by law enforcement unless the student gives consent; or law enforcement provides a warrant or other legal documentation authorizing a search. Consent to search a student's room cannot be given to law enforcement officers by University Officials. When the police are contacted to take possession of evidence or contraband found during a search, criminal charges against the student/guest may result.

Students are responsible for informing their guests of university policies and for their actions. Students may be subject to disciplinary action for the actions of their guest. Guests who are present on the property of Misericordia University are subject to all University rules and policies.

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#### STORAGE

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

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#### SUMMER HOUSING

Summer housing is only available to full-time students who are registered for summer classes, summer clinical placements or summer employment at the University. Further information regarding Summer housing will be released in the spring semester. There is no meal plan available during the summer.

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#### WITHDRAWALS FROM THE UNIVERSITY

Students withdrawing from the University must call the Student Success Center at 570-674-6408. Refer to the withdrawal process in the Academic Catalog for refund policy information. An appointment will be made and all necessary paperwork will be completed and forwarded to Campus Life. A check out will be scheduled with a Campus Life staff member.

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## SAFETY AND SECURITY IN THE RESIDENCE HALLS

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### DOOR KEYS, LOCKS, AND ACCESS IDS

As active participants in the safety of the community, students are responsible for the care of the keys/access ID cards that are issued to them by the Campus Life Office and IT. Lost room keys will be billed to the student at the rate of \$50.00. Gildea Hall, MacDowell Hall, and the Townhouses will be billed \$100.00 for lost entry/perimeter keys. Duplicating keys or giving keys/Access IDs to others is a danger to the community and will result in a referral to the Dean of Students Office.

If Access IDs/keys have been temporarily misplaced, students must immediately contact the Campus Life staff. Campus safety will create a new core and set of keys. New keys will be issued to maintain the safety of the building and the student's account will be billed. Students will receive an email outlining payment details for the new set of cores and keys issued.

If a student loses their ID/access card, the Campus Life staff should be notified immediately to protect the safety of the community. The student's lost card will immediately be deactivated. Students should go to the Help Desk for a new ID/Access card. The student's account will be charged \$20.00 for the replacement of a lost or damaged card. If a student loses their card and the Student Help Desk is closed, Campus Life will issue a Temporary ID until a new ID can be issued by IT/Help Desk.

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### LOCK OUTS

For the safety of the community, students are responsible for carrying their keys/access cards at all times. Students who have been locked out of their rooms should find the CA on duty or another Campus Life staff member. A verbal warning will be given the first time and subsequent offenses will result in the following fines:

- Second Offense: \$1.00
- Third Offense: \$2.00
- All further Offenses: \$5.00

All monies collected will go into the programming budget for the residential community.

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### ELECTRONICS AND APPLIANCES

Residents are not permitted to install outdoor antennas or other devices on the exterior of any University residence or in adjacent trees or shrubbery. Due to safety concerns, electrical wiring in a room and electrical equipment cannot be altered. This includes splicing cable lines. Fires in student rooms have resulted from electrical defects or careless use of electrical appliances. The following are the only appliances which may be operated in student rooms: fans, hair dryers, curling irons or electric curlers (with auto shut-offs), clothes irons (with auto shut-off), hot water pots (must have closed heating elements and auto shut-offs), popcorn poppers (with autoshuts off), and auto shut-off coffee pots. Appliances not included on this list are not allowed and may be confiscated and stored at the student's expense. No appliance may have an exposed heating element.

For our Townhouses and apartments in MacDowell Hall that come with kitchen facilities, student may bring small countertop appliances (ex. toasters, crock pots, air fryers, etc....) that have an automatic shut-off feature. These type of kitchen appliances are only permitted in these units.

All appliances must be UL approved. Halogen lamps and Medusa lights are prohibited because of the risk of fire.

\*Note-refrigerators and microwaves are provided in all of our residence halls (with the exception of no microwaves in the Townhouses). If you require an extra refrigerator you must contact of Campus Life Office to obtain permission for any reason.

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#### EXTENSION CORDS AND ELECTRICAL OUTLETS

Residents should not use electrical cords more than eight feet long or use four-way plugs/ outlet extenders in the outlets, as both practices may cause an electrical overload and fire hazard. All electrical extension cords and power strips with built- in surge protectors must be UL listed. Do not plug extension cords into other extension cords or into surge protectors. All extension cords and surge protectors must be plugged directly into the wall sockets to prevent a fire.

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#### EXIT DOORS/EMERGENCY EXIT DOORS

Due to fire and safety regulations, all corridor and exit doors must be kept free of all items. Exit doors should never be blocked or propped open. Doors marked “Emergency Only” may only be used for emergencies. Students who violate this policy will result in a referral to the Dean of Students Office. In Gildea Hall, the suite doors also act as fire doors and should never be blocked or propped open. In order to protect the community, students should not admit strangers to residential facilities. All guests should be escorted, at all times, by their hosts.

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#### FIRE EMERGENCIES

Fire emergency instructions will be reviewed by the Campus Life staff at the beginning of the academic year and must be strictly obeyed for the protection of all the residents. Smoke detectors may not be dismantled or covered for any reason.

When a fire alarm sounds, residents should:

- Leave the room and close the door.
- Proceed to the nearest exit in a calm, orderly manner. If the exit is blocked, remain calm and use the next exit. Residents should become familiar with all emergency exits in their area. Evacuation locations can be found in the Campus Safety Handbook and are listed below.

Please read the Emergency Procedures on the back of your door to refer on what to do in case of an emergency situation.

All residents must evacuate the building before the fire alarm will be reset. Your Campus Life staff member will give instructions as to when you may re-enter.

Report any damage or tampering with fire equipment to your Campus Life staff. Tampering with fire alarms, hoses, extinguishers, and exit lights, or refusing to evacuate during a fire alarm seriously impair the effectiveness of residence hall safety. Such offenses require disciplinary action which may include a fine and suspension from the residence halls. These violations may also be referred to civil authorities.

## EVACUATION LOCATIONS

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

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## FIRE AND SAFETY HAZARDS

In an effort to make sure that our community is safe, any activity that endangers one's self or others will not be tolerated in the residential facilities. This includes, but is not limited to, possession or use of fireworks, firearms, explosives, or weapons (refer to the [Behavior Which Jeopardizes the Safety or Wellbeing of Others](#) section under the Code of Conduct); fighting or threats of bodily harm; and tampering with safety equipment or alarms or failing to evacuate a building when the fire alarm sounds. This also prohibits live Christmas trees, candles (including birthday candles), potpourri and incense or candle (wax) burners, Scentsies, any open-coiled heating units, and smoking in non-designated areas. Any safety violation the Campus Life staff finds to be threatening or dangerous in any way will be documented and students will be expected to rectify the situation within 24 hours. Failure to comply with such requests will result in fines and/or referral to the Dean of Students Office.

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## PERSONAL PROPERTY

The University assumes no responsibility for insurance on personal property of students. Any student who wishes to have this kind of protection must make their own arrangements through their own insurance company. The University is not responsible for losses in cases of fire, theft, water damage, and similar occurrences. Students are advised to leave valuable articles at home.

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

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### 1. HOUSING AGREEMENT

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

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### 2. RESIDENCE HALL ALCOHOL POLICY

Alcohol is not permitted in McHale Hall or any public area on campus. Alcohol is restricted to use in private rooms by those who are of legal age (21), including guests. Kegs or beer balls are not permitted in residential facilities. Doors to student rooms must be closed when alcohol is legally being used and all occupants of the room must be 21. Individuals under the age of 21 may not possess, consume or be in the presence of alcohol. Refer to the Misconduct Involving Alcohol section in the Code of Conduct.

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### 3. BICYCLES AND HALL SPORTS

For safety reasons, bikes may not be parked or stored in stairwells, lounges, or public areas. Bicycles, scooters/skateboards may not be ridden in the residence halls / houses and sports or sport-like activities

of any kind may not be played inside the residential facilities. Hoverboards are not permitted on campus. Motorcycles and mopeds may not be operated or stored in the University residences. Contact the Campus Safety office for information about registering and parking of bicycles and motor vehicles.

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#### 4. PROHIBITED ITEMS AND ACTIVITIES

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

Due to safety issues, bed risers, lofts or bunk beds are not permitted in University residences unless they have been provided by the University. Waterbeds are not permitted because of the danger of water and structural damage due to excessive weight on the floors.

##### **CANDLES**

The use of candles, potpourri, incense burners, candle (wax) warmers, Scentsies are not permitted due to fire hazards and their use is subject to fines.

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

##### **GRILLS**

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

##### **LOUNGE FURNISHINGS**

Lounge furnishings are provided for the use of all residents and guests for programs or study. Therefore, lounge furniture should not be moved from its location. If lounge furniture is found in a student's room, a written warning will be given. Further violations of this policy will result in referral to the Director of Campus Life or the Dean of Students Office.

##### **ROOM FURNISHINGS AND DECORATIONS**

All furniture must remain in the student rooms at all times. Relocation or storage of such furniture is not permitted. Students who violate this policy will be held accountable.

- First Offense – Verbal warning
- Second Offense - \$25.00 fine
- Third and Subsequent Offenses – Referral to the Dean of Students Office

When decorating the room, students should note the following:

- 3M command strips, Nails, screws, push pins; duct tape or masking tape may not be affixed to the walls.
- Nothing may be put on the exterior window sills or hung out of windows.



- Objects that cover lights, electrical outlets, or fire safety equipment may not be suspended from the ceilings.
- Use only poster putty (preferably white), scotch tape or painters' tape

The Campus Life Office reserves the right to deny the addition of any room decoration or furnishing that is deemed inappropriate to the values of the University or violates the health and safety codes of the building.

## **WINDOWS AND SCREENS**

For health, safety, and maintenance reasons, screens shall not be loosened, propped open, or removed from the windows. Storm windows are not to be removed at any time. In addition, decorations or personal items should not be hung outside the window or placed on window sills or ledges. Violations will result in referral to the Dean of Students Office.

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## **5. CLEANLINESS/DAMAGE**

### **CLEANLINESS**

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

### **DAMAGE**

#### **COMMON AREAS**

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

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

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

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

#### **STUDENT ROOMS**

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

When a student is ready to check out of the room (withdrawal, room change or at the end of the year), the CA will preliminarily assess the room for any damage. The professional staff will also assess the room to determine if there are any damage charges to be applied. Students will receive an email indicating

RCR has been processed and will be notified if any charges have been incurred. All charges for room damage will be placed on the student's account. If a student believes they have been charged inappropriately for damage they can appeal through the Campus Life Office by the deadline stated in the notification email. Any items left in the room are subject to disposal and will result in a minimum charge of \$25.

#### **KITCHENS**

Full kitchen facilities are available in most residences. Students are responsible to clean up after using these facilities. All appliances (stoves, refrigerators, sinks, microwaves, etc.) must also be kept clean. Failure to keep the kitchen areas clean will result in common area billing or the closing of the facility. Kitchen items left more than forty-eight hours will be removed/disposed of.

#### **PAINT**

The University regularly paints all university residential areas. Painting of individual rooms (doors, door frames, windows, walls, etc.) by students is not permitted. However, special consideration by the Campus Life Office may be granted for certain pre-approved building beautification projects. Interested student groups must obtain the appropriate paperwork and approval from the Campus Life Office.

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### **6. VISITATION AND GUESTS**

The right of a student to live in reasonable privacy takes precedence over the right of a roommate to entertain a guest in the room. In determining when a guest should be invited to the room, common sense and mutual respect should prevail. Student rooms are for use by the University student assigned to that room and may not be used by other students or by those who are not members of the University community without the prior approval of all their roommates.

#### **VISITATION**

Guests are allowed to visit residents from 9:00 AM to 2:00 AM daily. Guests must be accompanied by a resident of the building at all times. Students and guests must comply with posted regulations. Guests staying after 2:00 AM are considered Overnight Guests and must follow policy listed below.

#### **OVERNIGHT GUESTS**

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

It is required for students to register their guests using the Guest Registration Form at least two days prior to the visits. Guest Registration Form can be found on the Campus Life – Housing page on myMU. Students who reside in other buildings must also be registered as overnight guests. All guests must be approved by the Campus Life Coordinator or Assistant Coordinator of their building.

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## 7. PETS

For reasons of sanitation, noise, and potential health problems, all pets (including hamsters, aquatic frogs, snakes, turtles, hermit crabs etc.) are not permitted. Toothless fish in a bowl or aquarium, that does not exceed a 20-gallon capacity, are permitted. If pets are found in a residential area, the pet must be removed in 24 hours. The student will be referred to the Dean of Students Office.

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

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## 8. NOISE AND QUIET HOURS

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

Sunday – Thursday: 10:00 PM to 8:00 AM  
Friday and Saturday: Midnight to 10:00 AM

During these hours, noise must be kept to a minimum in the residential facilities. However, students should always respect the rights of others who wish to sleep or study as part of our 24-hour-a-day courtesy policy. Stereo speakers may not be directed out of windows. Sound equipment that violates the quiet hours may be removed from the student's room and stored at the owner's expense.

All residential areas are expected to maintain 22-hour quiet during final exam periods. This also includes the University's designated study day. Relief and break hours are observed daily from 5:00 PM – 7:00 PM. Violations during quiet hours are will be referred to the Dean of Students Office.

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## 9. RESIDENCE HALL OPENING AND CLOSING TIMES

Students are notified of Opening and Closing dates and times via email or myMU. Students may not check into their rooms early or deliver personal property to their rooms before the residential facilities open. (Exceptions are made to students involved in special programs, in-season Athletes or through the Campus Life Early Drop Off Program. Specific dates and time are announced for Early Drop-Offs.)

Residential facilities are closed during all University designated vacations and student breaks. No student is permitted to remain during these periods unless permission is granted by the Campus Life Office for academic and/or athletic related reasons.

Students who are not able to comply with these instructions are advised to make suitable arrangements elsewhere or with area motels. If transportation problems arise, students must make other arrangements. All students must follow the established check out guidelines and leave by the designated time or be subject to an Improper Check-out fine.

At the end of each semester, students are required to leave within 24 hours of their last exam or no later than the closing hour of the halls on the last day of exams, whichever comes first. Closing instructions and procedures will be given to all residential students at least one week prior to closing. Students who are involved in academic internships, clinical placements, student teaching and/or in season athletes may stay in residence as long as permission is authorized by the Campus Life Office one week in advance.

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## 10. SMOKING/VAPING

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

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## 11. SOLICITATION

Solicitation and selling (e.g., selling services, merchandise, food, magazines) either door-to-door, from a student room, or in a public area is not permitted without authorization from the Dean of Students Office or the Campus Life Office. Soliciting by telephone/computer is also not permitted in the residential facilities, and students should not assist vendors who attempt to enlist students by telephone/computers in order to arrange residential facilities canvassing.

Residents should contact Campus Life staff members immediately when unauthorized solicitors are canvassing any of the residential facilities.

### COMMUTER LIFE

Services for commuter students are coordinated by the Dean of Students. Student lounges are available for use while on campus, and are located in the Banks Student Life Center, in Insalaco Hall and on the ground floor of Mercy Hall. All lounges are non-smoking and are open during a wide variety of hours to meet the needs of traditional, evening, weekend, and part-time commuter students.

Communication is very important at Misericordia University. The University intranet myMU, is used extensively to communicate with all members of the university community. MyMU can be accessed both on and off campus. Students can also find information posted on bulletin boards in the Banks Student Life Center or with any social media sites. Commuter students are encouraged to become involved in all aspects of campus life, especially the [Student Government Association](#). This organization was established to connect commuters to the University and provide them a forum where they can bring their opinions and needs. Commuters are encouraged to utilize all university services and participate in campus activities. A listing of all events and activities programs can be found on the Student Life tab on myMU.

Meal plans, Flex Dollars, and Cougar Bucks are available to all commuters through the Student Accounts Office. Contact Student Accounts at 570-674-6222 for more information regarding Archie Bucks. If you are interested in a meal plan, please use the Commuter Meal Plan Form on the Campus Life – Housing section under Student Life on myMU or call 570-674-6178.

For information or updates on how the current weather conditions affect school closing, and for class cancellations, school closings, or delays, sign up for MUALERT (text messaging system), check myMU and your Misericordia email.

### EVENT MANAGEMENT

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#### FACILITATING STUDENT SPONSORED ACTIVITIES ON CAMPUS

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

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

All clubs and organizations must schedule their events and fundraisers with the Student Government Office to ensure an even distribution of activities. Fundraising Forms can be found on the Student Government Association page on myMU or under the Resource tab in Presence. Campus Life will assist with room or table reservations for events while fundraisers are approved by the Student Government Association.

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#### RESERVATION OF ROOMS AND FACILITIES

Students may reserve rooms for their class/club meetings or events by using the Club Room Reservation form. Forms can be found on the Student Government Association page on myMU or under the Resource tab in Presence. This form will be sent to the club advisor for approval. The Student Government Office and Campus Life will approve all completed requests.

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

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#### PUBLICITY FOR STUDENT EVENTS

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

Clubs or organizations may advertise on the Student Life page of myMU, on Presence, the Campus Life Instagram account, MU Weekly or their own Instagram accounts if they have been approved by the Marketing department, provided the information about the event is submitted to the Campus Life Office at least two weeks in advance. This prevents duplication of activities among clubs and classes. Please contact Campus Life for more details.

The Dining Hall windows can be used to advertise your event. If any club or organization would like to hang a display for a special event, they must submit a request to the Campus Life Office for approval. The display can be exhibited for no more than two weeks, and students are responsible for removing the signs (including any tape) at the end of that time frame. The display cases in Banks can also be reserved for a month at a time to bring recognition to special occurrences taking place within the club or organization. Dining Hall window or displayed case requests can be made by emailing the Campus Life Office at [campuslife@misericordia.edu](mailto:campuslife@misericordia.edu). Please include in the request the reason for request, dates you are requesting as well as a short description of the display (pictures if possible).

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## SIGNS

Signs (all postings) and lawn signs must be approved by the Campus Life Office, and stamped before they can be displayed on campus. All postings must clearly identify the name of the organization or individual responsible for the posting. Posters may go up no more than 2 weeks prior to an event and must be taken down by the sponsoring organization or individual within 24 hours of the conclusion of the event. Any out of date postings may be removed by the University. Any unapproved or unstamped signs will be removed. The only exception to this rule is on the bulletin boards designated for each specific club or organization. Members of said club or organization can display signs on their bulletin boards at their own discretion.

Signs will not be permitted on or in front of any glass surface or door thereby obstructing the view. Certain Tapes like duct tape, masking tape or 3M Command strips cannot be used on any painted walls by any clubs or organizations. A maximum of 10 copies of an approved sign for a single event or activity can be placed on campus (except for residence halls). Individuals posting materials may not remove the postings placed by other groups and may not cover up other postings.

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

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## CHALKING

Chalking is permitted on concrete walkways and plazas and must be approved by the Campus Life Office. Chalking is not permitted on buildings, walls, or covered entryways. It is a violation to remove chalking placed on campus in accordance with this policy. Chalking in non-sanctioned areas may be removed by the University. Chalking requests can be made by emailing the Campus Life Office at [campuslife@misericordia.edu](mailto:campuslife@misericordia.edu). Please include in the request the reason for request, dates you are requesting as well as a short description of the display (pictures if possible).

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## WINDOW PAINTING

Only windows surrounding the lobby entrance of the Banks Student Life Center may be used for marketing and advertising for campus events. The display can be posted for no more than two weeks. For reservations, Please, email the Campus Life Office at [campuslife@misericordia.edu](mailto:campuslife@misericordia.edu). Please include in the request the reason for request, dates you are requesting as well as a short description of the display (pictures if possible).

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## LEAFLETS

Leaflets must be approved by the Campus Life Office. In an effort to support our care for the earth we ask that organizations minimize the number of leaflets printed. The organization is also responsible for cleaning up any discarded leaflets at the event. Leaflet requests can be made by emailing the Campus Life Office at [campuslife@misericordia.edu](mailto:campuslife@misericordia.edu). Please include in the request the reason for request, dates you are requesting as well as a short description of the display (pictures if possible).

### COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

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

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

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

In addition to in-person services, CAPS Center services are also available via telemental health, utilizing HIPAA-compliant software to ensure that confidentiality is maintained. Telemental health services are available to all students residing throughout Pennsylvania (on- or off-campus). For students residing out-of-state, traditional individual counseling services are not available from the CAPS Center due to the restrictions of state licensure laws outside of Pennsylvania. However, all out-of-state students always remain eligible for all other CAPS Center services, including referral services, Counselor on Call emergency services, online mental health screenings, workshops, educational/prevention programming, and participation with CAPS peer associate groups.

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

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

Counseling appointments may be made anytime online at <https://www.misericordia.edu/caps>. Alternatively, students may call (570-674-6408) or visit the CAPS Center, located on the lower level of



McGowan Hall, to schedule an appointment during normal business hours (8:30 a.m. – 4:30 p.m.). General inquiries about our services can also be emailed to [caps@misericordia.edu](mailto:caps@misericordia.edu).

Faculty, staff, or students who would like to consult about a non-emergency concern or refer a student may call (570-674-6408) or walk with the student to the CAPS Center during business hours to ensure access to CAPS Center services.

A Counselor on Call is also available for mental health emergencies 24/7/365, regardless of where the student may be located (e.g., on-campus, off-campus, in-state, out-of-state, nation-wide). The Counselor on Call is accessed by calling the CAPS Center (570-674-6408) or contacting a Campus Life staff member. Students may also visit the CAPS Center (lower level of McGowan Hall) at any time during business hours for walk-in emergency services.

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#### SUBSTANCE ABUSE OR ADDICTIONS COUNSELING

The CAPS Center provides some substance abuse or addiction counseling services. These services may include screening and assessment, individual counseling, or group counseling.

In addition to substances (e.g., alcohol, marijuana, nicotine, etc.), addiction counseling may also address other process addictions (e.g., gambling, sex, shopping) that may interfere with responsibilities or concerns, such as work, relationships, or health.

Sometimes students may have substance dependence or addiction issues that require more intensive services than those offered at the CAPS Center. In these circumstances, students will be referred to off-campus treatment programs in the community that provide those specialized services. The CAPS Center does not provide any court-mandated drug education classes, assessments, evaluations, or court-mandated treatment services.

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#### HEALTH AND WELLNESS CENTER

The Student Health & Wellness Center, located on the lower level of the Anderson Sports/Health Center, is under the direction of a full time, Board Certified Family Nurse Practitioner (DNP, FNP-BC). The staff also includes a Registered Nurse (RN) and an Administrative Assistant. As reflected in its name, the Center is dedicated to the health and wellness needs of our students here at Misericordia University. Our goal is to provide the best possible evidence-based health care in a manner which is competent, compassionate, confidential and timely, all within an atmosphere of mutual respect and responsibility without regard to race, gender, ethnic heritage, or sexual orientation. The Health & Wellness Center adheres to the principles and standards of ethical conduct endorsed by the American College Health Association: To do no harm, provide services in a caring manner, respect autonomy, protect privacy, maintain competence, promote justice, and respect diversity. Furthermore, the Center strives to be exemplars of the Sisters of Mercy's charisms of mercy, service, justice and hospitality in every encounter we have with our patients. The Nurse Practitioner and Registered Nurse are available by appointment to assess and treat both acute and chronic medical conditions. Faculty members, staff and visitors are advised to seek care from their primary care providers (PCP). In the event that a student should miss class due to illness, it is his/her responsibility to contact their professor and advise them of the situation. The Health & Wellness Center can issue a note stating that the student was indeed seen in the Center, but by no means does this qualify as an excuse. Students requiring hospitalization, or those afflicted with an acute or long-term illness that requires several days in bed and restriction from class, will be advised by the Center's Director to return to their homes until classes can be resumed. For the safety of all students, it is required that students diagnosed with a communicable disease (measles, chicken pox,



etc.) be sent home. Permission to return to campus must be provided in writing from the student's primary care provider.

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#### ELECTRONIC MEDICAL RECORDS

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

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#### BILLING FOR SERVICES

The Health & Wellness Center is utilizing a billing company, Medical Health Care Solutions (MHS). The Health Center bills 3rd party payers and is credentialed with the following insurance companies: For a list of participating insurance companies please check out the Health Center's myMU page. \*\*\*

\*\*\*Even if listed above, please check with your insurance company to see if you are covered by our provider or group:

SANDRA J FEDERO, CRNP (NPI# 1447382270)  
GROUP 1366911620  
OR 24-0795406

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

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

If your insurance company requires a referral then you are responsible to obtain the referral. Bring the referral at the time of the appointment or fax to 570-674-3062 prior to your appointment.

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

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## SELF-CARE & RESOURCE ROOM

Within the Health & Wellness Center is the Self Care room. This room contains some basic over-the-counter (OTC) medications and supplies – all at no cost to our students. In addition, through a partnership with several local Pharmacies and Pharmedix, the Health & Wellness Center keeps on hand a supply of commonly used prescriptions in order to provide convenient, point-of-care service for our students. There is a \$10.00-\$20.00 charge for these prescriptions. In keeping with our Catholic values, the Health & Wellness Center does not distribute condoms or any other type of birth control.

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## HEALTH INSURANCE REQUIREMENT

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

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## HOURS OF OPERATION

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

If medical services are needed after hours students are advised to contact their Community Assistant (CA) or Campus Safety. A comprehensive list of after-hours clinics and hospitals can be found on the Health Center myMU page.

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## HEALTH POLICIES

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### CONCUSSION POLICY – RETURN TO LEARN

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

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

Students are expected to meet with a health care provider and thereafter present appropriate documentation to the Office for Students with Disabilities indicating they have been diagnosed with a concussion and that, as a result, they are undergoing treatment. Students will work with the Office for Students with Disabilities and the Dean of Students Office regarding post-concussion management.

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

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

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

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

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

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

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

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

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

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

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## SERIOUS DISEASE POLICY

Employees, faculty, or students with infectious, long-term, life-threatening, or other serious diseases may continue their work or attendance at the University as long as they are physically and mentally able to perform the duties of their job or meet their academic responsibilities without undue risk to their own health or the health of other employees or students.

Serious diseases for the purposes of this policy include, but are not limited to, cancer, heart disease, multiple sclerosis, hepatitis, tuberculosis, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS). The University will support, where feasible and practical, educational programs to enhance employee and student awareness and understanding of serious diseases.

The mere diagnosis of HIV, AIDS, AIDS - related complex (ARC) or AIDS virus antibodies, or any other serious communicable disease is not, in itself, sufficient basis for imposing limitations, exclusions or dismissal. Harassment of individuals with or suspected of being infected with any disease is not acceptable behavior at the University. The diagnosis of the condition, as any other medical information, is confidential.

In working with faculty, employees or students diagnosed with HIV, AIDS or any other serious communicable disease, the University will proceed on a case-by-case basis; with the advice of medical professionals these factors will be considered:

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

Any determination with respect to an employee or student will be made following consultation with the affected employee or student, the employee or student's treating physician (if available), and such other persons as need to be involved in such a situation. Disclosure will take place only if deemed medically advisable and legally permissible. The appropriate Health Department will be informed.

#### INSALACO CENTER FOR PROFESSIONAL DEVELOPMENT AND LEADERSHIP

Preparing for a successful future demand more than just obtaining a quality education. Truly successful students begin to develop career planning competency as first-year students and build upon this throughout their academic and professional lives. The Insalaco Center for Professional Development and Leadership provides the resources and assistance necessary to turn academic and leadership achievement into career opportunity.

Recognizing that the world of work requires life-long learning, the Insalaco Center promotes the development of short-range goals as part of long-range career plans. This approach helps ensure that students build flexibility into their career plans. The Insalaco Center serves all University students and alumni with its career resources and team of professional staff. The mission of the Insalaco Center is to prepare students for employment, graduate school or professional school, and to provide them with the necessary knowledge to manage their careers throughout their working lives.

For more information about the Insalaco Center for Professional Development and Leadership, visit our office on the first floor of McAuley Hall, phone 570-674-6409 or email [iccareer@misericordia.edu](mailto:iccareer@misericordia.edu). You can also visit online at their website.

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## GUARANTEED PLACEMENT PROGRAM (GPP)

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

The Insalaco Center provides the following services:

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

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## STUDENT LEADERSHIP TRANSCRIPT

The Student Leadership Transcript (SLT) at Misericordia University affords all students the opportunity to compile a record of their extra-curricular involvement and achievements. Students will work closely with the Insalaco Center for Career Development to develop their personal record of leadership development over the course of their years at Misericordia University. The SLT, along with their academic transcript, will be issued to all prospective employers and graduate schools at the request of students.

## MULTICULTURAL AND INCLUSION INITIATIVES

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

## OFFICE FOR MISSION, MINISTRY, AND SERVICE

The Office for Mission, Ministry and Service at Misericordia University serves the Mission of the University by making visible and effective our Mercy Charisms and Catholic Tradition. We seek to respond to the Critical Concerns of the Sisters of Mercy through advocacy, education and action. We seek to reach out and respect persons of all faith backgrounds and traditions while inviting them to join us in our mission.

We do this celebrating our faith through prayer and liturgies; educating our students to care for others through compassionate service, helping support our students in discerning and decision making; developing a personal spirituality in our students; fostering a passion for social justice issues that enable our students to be advocates on behalf of those who are poor, oppressed and marginalized; empowering students to be servant leaders in the community and on campus.

Another opportunity the Mission, Ministry and Service office offers is helping develop students' skills outside the classroom. Service-Learning is a type of experiential learning in which you work alongside a local community organization on a service project related to your class. Service-learning classes not only develop your knowledge but help build your leadership skills and give back to the local community too. The Coordinator of Volunteer Service/Service learning works with faculty members to develop these experiences.

A full list of available opportunities can be found on the Office for Mission, Ministry and Service's website.

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#### SERVICE LEARNING

Another opportunity the Mission Ministry and Service office offers is helping develop students' skills outside the classroom. Service-Learning is a type of experiential learning in which you work alongside a local community organization on a service project related to your class. Service-learning classes not only develop your knowledge but help build your leadership skills and give back to the local community too. The Coordinator of Volunteer Service/Service learning works with faculty members to develop these experiences.

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#### CONTACT INFORMATION

Dr. Christine Somers, Director: (570)674-6314, [csomers@misericordia.edu](mailto:csomers@misericordia.edu)

Lindsey Riddell, Assistant Director: (570)674-8041, [lriddell@misericordia.edu](mailto:lriddell@misericordia.edu)

### STUDENT GOVERNMENT AND LEADERSHIP

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#### DEVELOPING STUDENT LEADERSHIP POTENTIAL

The 2023-2024 Leadership opportunities will include, but are not limited to:

- Orientation Leaders Training Program
- Periodic leadership development programs for class/club officers and advisors
- Mercy Leadership Program (Sponsored by the Office for Mission, Ministry and Service)
- Cougar Leadership Series (Sponsored by the Athletics Department)

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#### CHARTERING OF CLUBS AND ORGANIZATIONS

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##### CHARTERING PROCESS

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

- Discuss your proposal with Student Government.

- Fill out a Student Government charter application form.
- Submit satisfactory written by-laws or goal statements for your club or organization to the Student Government Association.

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## CHARTERING CRITERIA

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

- Maintain up-to-date by-laws on record in the Student Government Association office.
- Be sure the goals of your group are consistent with the mission of the University.
- Sponsor a minimum of two activities per academic year, one of which must be oriented to your club's academic or service affiliation.
- Sponsor one approved service project each semester.
- Hold yearly elections during club election week.
- Re-register your club yearly through Presence.
- Participate in leadership workshops offered by the Insalaco Center for Professional Development and Leadership (e.g. Leadership Training Day).
- Presidents of clubs and organizations must attend monthly Student Government Council of Clubs meetings. These Presidents are part of the University assembly and therefore are voting members of the SGA.
- Secretaries of clubs and organizations are expected to submit monthly reports to the Vice President of Student Government, summarizing the group's activities and budget. This can be found on myMU under SGA tab.
- All class officers must attend all Council of Clubs and Townhall meetings.
- Student groups are prohibited from maintaining off-campus financial accounts.
- All clubs must maintain good standing in accordance with all chartering criteria and University policies and must maintain sufficient funds in their budgets.

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## SANCTIONING

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

- Probation: A written warning of a violation. When probation is issued, the club will be closely monitored for a length of time determined by the Student Government Board. Any further violations during probation will result in either suspension or revocation of charter.
- Suspension: The issuing of suspension will result in a requirement to cease all club activities until such time as indicated by the Student Government Board. The duration of suspension must be determined at the time of sanctioning.
- Revocation of charter: When this sanction is issued, a club or organization will cease to exist, but may apply for a charter after one year, according to the charter process outlined above.

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## FUNDRAISING

All fundraising done by a club or class must be approved by the organization's advisor first and then by the Student Government Association. Fundraising approval forms are available on myMU under the Student Life tab and the Student Government link under forms.

Prior to purchasing or ordering merchandise (i.e. t-shirts, candles, candy, etc.), an application for fundraising must be completed and submitted to the Student Government Association. The Executive

Board will review application and, if approved, will submit to the Student Government Advisor for final approval. This is to ensure proper use of the copy written MU logos and to eliminate or partially control competition between clubs for the same fundraisers.

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

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#### STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is a parent organization to all chartered student groups on campus. It comprises an executive board, a cabinet, class officers, and club officers. The primary purpose of SGA is to oversee student groups, to sponsor events that meet the needs of the students, and to address concerns of the student body. The SGA office is located in the Banks Student Life Center. Copies of the Student Government Association charter are on file in the SGA Office and on the SGA page on myMU.

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

Advisors:

- Amy Lahart, Vice President of Mission and Student Life  
[alahart@misericordia.edu](mailto:alahart@misericordia.edu)
- Bernie Rushmer, Director of the Insalaco Center for Professional Development and Leadership  
[brushmer@misericordia.edu](mailto:brushmer@misericordia.edu)
- RuthAnn Green, Campus Life Coordinator for Student Engagement  
[rgreen@misericordia.edu](mailto:rgreen@misericordia.edu)

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#### STUDENT GOVERNMENT EXECUTIVE BOARD

<i>Position</i>	<i>Name</i>
President	Haleigh Merriman
Vice President	Nicholas Wilde
Treasurer	Luke Ferrarese
Administrative Coordinator	Skylar Bianchi
University Policy Liaison	Matthew Albrecht

#### VETERANS' SERVICES

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

<https://www.misericordia.edu/campus-life/student-services/veteran-services>



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#### VA CERTIFYING OFFICIAL

Deborah Cragle, SFS Counselor  
Email: [dcragle@misericordia.edu](mailto:dcragle@misericordia.edu)  
Telephone: (570) 674-6313  
Mercy Hall 105

#### ADMINISTRATIVE PERSONNEL

##### President

Daniel J. Myers, Ph. D., Mercy Hall, First Floor  
[President@misericordia.edu](mailto:President@misericordia.edu)

##### Chief of Staff

James Roberts, Mercy Hall, 3<sup>rd</sup> Floor  
[Jroberts@misericordia.edu](mailto:Jroberts@misericordia.edu)

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

Lisa Borchert, Mercy Hall, First Floor  
[lborchert@misericordia.edu](mailto:lborchert@misericordia.edu)

## IF YOU HAVE QUESTIONS

<b>Concerned With</b>	<b>Contact/Location</b>	<b>Telephone</b>
Academics	VP-Academic Affairs Office/Mercy Hall	570-674-6218
Athletics	Chuck Edkins/Anderson Center	570-674-6397
Bookstore	Campus Store /Banks Center	570-674-6271
Campus Life	AJ Nudo/Banks Center	570-674-6178
Campus Safety	Mercy Hall	570-674-6300
Center for Adult and Continuing Education	Paul Nardone/ Mercy Hall	570-674-8130
Commuter Services	Callie Rimpfel Mack/ Banks Center	570-674-8318
Counseling and Psychological Services Center (CAPS Center)		
Appointments	Kathy Zawatski/Alumnae Hall LL	570-674-6408
Counselors	Carrey Mudlock/McGowan Hall LL	570-674-6408
	Madison Hubler/McGowan Hall LL	570-674-6408
	TBD/ McGowan Hall LL	570-674-6408
Dean of Students	Callie Rimpfel Mack/Banks Center	570-674-8318
Emergencies	Campus Safety/Mercy Hall or contact CA	570-674-6300
Food Service	John Hallman/Banks Center	570-674-6269
Health Services	Dr. Sandra Federo/ Health Center	570-674-6276
Insalaco Center for Professional Development and Leadership	Bernadette Rushmer/McAuley Hall	570-674-8028
Intramurals	Mark Stauffer/Anderson Center	570-674-6492
Library Services	Circulation Desk/Library	570-674-6231
	Reference Desk/Library	570-674-6352
Lost and Found	Campus Safety/Mercy Hall	570-674-6300
Mail Service	Banks Student Life Center	570-674-6235
Maintenance and Repairs	Facilities	570-674-6300
Mission, Ministry and Service	Christine Somers/Banks Center	570-674-6314
Public Relations	Sam Jarvis/Mercy Hall	570-674-6267
Registration, Scheduling	Joe Redington/Mercy Hall	570-674-6756
Snow Delays/Weather related concerns	Weather Hotline	570-674-6311
Student Financial Services	Elizabeth Lipski/Mercy Hall	570-674-6194
Student Government	Banks Center	570-674-6220
Student Success Center	Kathy Zawatski/Alumnae Hall LL	570-674-6408
Academic Support	Amy Kline/Alumnae Hall LL	570-674-6330
Student Alert	Kathy Zawatski/Alumnae Hall LL	570-674-6408
Office for Students with Disabilities	Kristen Ricardo/Alumnae Hall LL	570-674-6205
Tutorial Services	Alberto Prado/Alumnae Hall LL	570-674-6204
Transfer Student Services	Patti Ross/Mercy Hall	570-674-8183
VP-Mission Integration and Student Life	Amy Lahart/Banks Center	570-674-6320

## IMPORTANT TELEPHONE NUMBERS

<i>Office</i>	<i>Location</i>	<i>Telephone</i>
Police or Fire	Campus Safety Office/ Mercy Hall	570-674-6300
Sexual Assault Response Team		570-417-8888
Counselor on Call		570-674-6408 press 4

## ACADEMIC CALENDAR

**THIS CALENDAR IS SUBJECT TO CHANGE AND ALL UPDATES WILL BE LISTED ON MYMU.**

### FALL SEMESTER 2023

<i>Event</i>	<i>Date</i>
Convocation	Thursday, August 24
Classes Commence	Monday, August 28
Labor Day (no classes)	Monday, September 4
Fall Break (no classes)	Thursday and Friday, October 12 and 13
Classes Resume	Monday, October 16
Advisement Period	Monday, October 23 -Friday, November 3
Deadline to withdraw from MU with "W" grade	Friday, November 3
Spring 2024 Registration	Wednesday, November 8 - Wednesday, November 15
<b>FOLLOW <u>THURSDAY</u> CLASS SCHEDULE</b>	Tuesday, November 21
Thanksgiving Recess (no classes)	Wednesday, November 22 - Friday, November 24
Classes Resume	Monday, November 27
<b>FOLLOW <u>FRIDAY</u> CLASS SCHEDULE</b>	Monday, December 11
Classes End	Monday, December 11
Final Examinations Begin	Monday, December 11 at 6pm
Final Examinations End	Friday, December 16
Commencement Rehearsal	Saturday, December 16, Time TBD
Winter Baccalaureate and Commencement	Sunday, December 17, Time TBD
Final Examination make up (if necessary)	Monday, December 18

### FALL 2023 ADD/DROP/WITHDRAWAL DEADLINES

NOTE: Traditional program students must follow the First Seven Weeks deadlines for all First Seven Week courses, and may not add or drop Full Term or Second Seven Week courses after September 7, for purposes of billing and financial aid accuracy. Withdrawal deadlines apply to all students, regardless of program, based on the date ranges of the course.

<i>Term Date Ranges</i>	<i>Add/Drop Deadline</i>	<i>Withdrawal Deadline</i>
Full term, including Weekend College (8/28-12/18)	September 5, 11:59 pm	November 3, 11:59pm
First Seven Weeks (8/28-10/15)	August 30, 11:59pm	September 29, 11:59pm
Second Seven Weeks (10/16-12/10) ( <i>break from 11/20-11/26</i> )	October 18, 11:59pm	November 17, 11:59pm

Weekend College Dates: August 26-27; September 9-10 and 23-24; October 7-8 and 21-22; November 4-5 and 18-19; December 2-3

Please note: In certain circumstances, academic activity may vary from the official first or last day of the semester, as programs require. Please refer to the on-line schedule of classes for the actual meeting dates of courses.

## FALL 2023 GRADE SUBMISSION SCHEDULE

<i>Term</i>	<i>Grade Entry Begins</i>	<i>Grade Entry Ends</i>
Full Semester MIDTERM	October 9, 12:00am	October 19, 11:59pm
First Seven Weeks FINAL	October 15, 12:00am	October 17, 11:59pm
2 <sup>nd</sup> Seven Weeks/Full Semester FINAL	December 11, 12:00am	December 18, 10:00am

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

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

## SPRING SEMESTER 2024

<i>Event</i>	<i>Date</i>
Martin Luther King Jr. Day (no classes)	Monday, January 15
Classes Commence	Tuesday, January 16
Summer 2023 Registration Open	Thursday, January 25, 12:00am
Spring Break (no classes)	Monday, March 4 - Friday, March 8
Classes Resume	Monday, March 11
Easter Recess (no classes)	Thursday, March 28-Friday, March 29
Classes Resume	Monday, April 1
Advisement Week	Monday, April 1- Friday, April 12
Deadline to withdraw from MU with "W" grade	Friday, April 5
Fall 2024 Registration	Wednesday, April 17– Wednesday, April 24
FOLLOW THURSDAY SCHEDULE	Tuesday, April 30
FOLLOW FRIDAY SCHEDULE	Wednesday, May 1
Classes End	Wednesday, May 1
Student Research Day	Thursday, May 2
Final Examinations Begins	Friday, May 3
Study Day	Saturday, May 4- Sunday, May 5
Final Exams Resume	Monday, May 6
Final Examinations End	Thursday, May 9
Spring Baccalaureate/Awards Ceremony	Friday, May 10, Time TBD
Spring Graduate Commencement	Saturday, May 11, Time TBD
Spring Undergraduate Commencement	Saturday, May 11, Time TBD

## SPRING 2024 ADD/DROP/WITHDRAWAL DEADLINES

NOTE: Traditional program students must follow the First Seven Weeks deadlines for all First Seven Week courses, and may not add or drop Full Term or Second Seven Week courses after January 25, for purposes of billing and financial aid accuracy. Withdrawal deadlines apply to all students, regardless of program, based on the date ranges of the course.

<b>Term Date Ranges</b>	<b>Add/Drop Deadline</b>	<b>Withdrawal Deadline</b>
Full term, including Weekend College (1/16-5/9)	January 23, 11:59 pm	April 5, 11:59pm
First Seven Weeks (1/16-3/4)	January 18, 11:59pm	February 19, 11:59pm
Second Seven Weeks (3/5-4/29) ( <i>break from 3/25-3/29</i> )	March 7, 11:59pm	April 15, 11:59pm

Weekend College Dates: January 13-14 & 27-28; February 10-11 & 24-25; March 9-10 & 23-24; April 6-7 & 20-21

Please note: In certain circumstances, academic activity may vary from the official first or last day of the semester, as programs require. Please refer to the on-line schedule of classes for the actual meeting dates of courses.

#### SPRING 2024 GRADE SUBMISSION SCHEDULE

<b>Term</b>	<b>Grade Entry Begins</b>	<b>Grade Entry Ends</b>
Full Semester MIDTERM	February 22, 12:00am	March 2, 11:59pm
First Seven Weeks FINAL	March 7, 12:00am	March 10, 11:59pm
2 <sup>nd</sup> Seven Weeks/Full Semester FINAL (grads)	May 5, 12:00am	May 12, 11:59pm
2 <sup>nd</sup> Seven Weeks/Full Semester FINAL (all others)	May 5, 12:00am	May 14, 11:59am

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

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

#### SUMMER TERM 2024

<b>Accelerated Term Schedules</b>	<b>Add/Drop Deadline</b>	<b>Withdrawal Deadline</b>
Full Summer, including Weekend College (5/18-8/16) *	May 24, 11:59pm	July 19, 11:59pm
First Five Weeks (5/20-6/21)	May 22, 11:59pm	June 7, 11:59pm
First Six Weeks (5/20-6/28)	May 22, 11:59pm	June 14, 11:59pm
First Four Weeks (5/28-6/24)	May 31, 11:59pm	June 14, 11:59pm
Second Five Weeks (6/24-7/26)	June 27, 11:59pm	July 12, 11:59pm
Second Four Weeks (7/8-8/2)	July 10, 11:59pm	July 26, 11:59pm
Second Six Weeks (7/8-8/16)	July 10, 11:59pm	August 2, 11:59pm

\*First day is Saturday of Weekend College. Some courses may begin the following Monday. Please refer to course syllabus for first day of academic activity for distance learning courses.

Weekend College Dates: May 18-19; June 1-2, 15-16, and 29-30; July 13-14, 27-28; August 10-11

Please note: In certain circumstances, academic activity may vary from the official first or last day of the semester, as programs require. Please refer to the on-line schedule of classes for the actual meeting dates of courses.

#### SUMMER 2024 GRADE SUBMISSION SCHEDULE

<b><i>Term</i></b>	<b><i>Grade Entry Begins</i></b>	<b><i>Grade Entry Ends</i></b>
First Five Weeks FINAL	June 21, 12:00am	June 26, 11:59pm
First Four Weeks FINAL	June 24, 12:00am	June 26, 11:59pm
First Six Weeks FINAL	June 28, 12:00am	July 3, 11:59pm
Second Five Weeks FINAL	July 26, 12:00am	July 30, 11:59pm
Second Four Weeks FINAL	August 2, 12:00am	August 7, 11:59pm
Second Six Weeks/Full Summer FINAL (August Grads)	August 16, 12:00am	August 18, 11:59pm
Second Six Weeks/Full Summer FINAL (All others)	August 16, 12:00am	August 20, 11:59pm

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

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

## MISSION *Statement*

**Misericordia University**, a Catholic liberal arts institution founded in the tradition of the Sisters of Mercy, cultivates a transformational educational experience that promotes intellectual curiosity and critical thinking in a supportive and inclusive community, inspiring all students to engage in a life of service and global citizenship.



**MISERICORDIA  
UNIVERSITY.**

## *Core* VALUES

As a community, we are committed to integrity and the values of the Sisters of Mercy as the foundation of university life. Our values are:

### **MERCY** *through*

Compassion ✦ Love ✦ Caring

### **SERVICE** *through*

Selflessness ✦ Sacrifice ✦ Action

### **JUSTICE** *through*

Fairness ✦ Acceptance ✦ Advocacy

### **HOSPITALITY** *with*

Dignity ✦ Respect ✦ Openness

