



Student Handbook 2021-22

MERCER
UNIVERSITY

SCHOOL OF LAW

Last updated 8/29/21

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Note: As a dynamic law school in a constantly evolving time, new or modified policies and procedures may need to be adopted during the academic year.

I. LAW SCHOOL POLICIES

1. ABA DISCLOSURE

The ABA disclosure can be found on our website at: <http://law.mercer.edu/about/consumer/>.

2. ACADEMIC INTEGRITY POLICY

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

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

3. ARTICLE XIX ALCOHOL POLICY/STUDENT BAR ASSOCIATION (SBA)

This policy is applicable to all Law School Students.

1. No funds allocated to the Student Bar Association or any other organization shall be used to purchase alcohol for SBA or other organization social events.
2. All social events shall be no longer than four hours.
3. All events are to be held at public venues. No events shall be held at personal residences.
4. At any social event hosted by SBA or a student organization off campus, where alcohol can be purchased, there shall be a non-law-student trained and certified bartender who is at least 21 years of age, who will serve the alcohol, and that person shall have the power not to serve a visibly intoxicated individual.
5. At any social event hosted off-campus by SBA or a Student Organization where alcohol is available for purchase, free taxis must be provided. [Taxi service (2-4 cabs) at the end of the event will be available].
6. The SBA Board of Governors will also oversee voluntary designated drivers at each social event. Student organizations that host small events for their members, where alcohol is available for purchase, may provide 4-5 designated drivers, in lieu of taxi cabs, with permission from the SBA.

7. The SBA will provide educational seminars on the dangers associated with alcohol consumption, and the ramifications of DUI charges and/or other arrests.
8. There must be substantial food available at no cost to any student at any event where alcohol is available for purchase.
9. There must be alternatives to alcohol available for students at no cost.
10. Any alcohol related problem at a social event hosted by SBA or a student organization off campus shall be reported to the SBA President and to the Assistant Dean for Student Affairs within one day of the event.
11. Failure to comply with this alcohol policy shall result in sanctions by the SBA Board of Governors, including, but not limited to, revocation of organization charters and financial penalties.
12. Exceptions to the above policy can only be made by application to the Faculty Student Affairs Committee, and must be made two weeks in advance of any event.

4. GUIDELINES REGARDING TRANSIENT STATUS

Transient Student Status for Students from Other Law Schools

At the discretion of the Associate Dean for Academic Affairs, a student of another accredited law school may be admitted to this Law School as a transient student, provided that the other law school also approves the arrangement and is willing to grant a degree based upon credits received at Mercer.

Transient Student Status Elsewhere for Law School Students

- A. Law School students who attend summer school programs of other fully accredited law schools will be given credit toward graduation at the Law School for the courses successfully completed at such schools upon approval of the Associate Dean for Academic Affairs.
- B. At the discretion of the Associate Dean for Academic Affairs, a Law School student may be allowed to attend another fully accredited law school other than in a summer program as a transient student, for a period not to exceed one academic year, with the credits received being applied toward graduation at the Law School, under the following restrictions:

Approval shall be granted only in cases in which the student will suffer extraordinary hardship if not allowed to attend another law school as a transient student. "Extraordinary Hardship" shall include situations involving death or extreme illness in the student's immediate family which necessitates a move to another city in order to alleviate severe financial, medical, or other such stress; situations in which the spouse of a student is compulsorily transferred to another city by his or her employer; and other such situations. Situations already in existence when the student first enrolled at Mercer would ordinarily not be considered justification for approval of transient status.

The other law school must accept the Mercer student as a transient student.

Mercer will only accept credit earned from an ABA accredited law school. You will need to complete the required number of semester hours (89) for graduation. Furthermore, each grade received from the law school you will attend must equal or exceed the graduation average required by that school. For example, if the graduation average for the school visited is a "C," you must have a "C" or better in each course for those grades to transfer. It will be your responsibility to determine this average. Grades from another law school will not be computed in your average and will be recorded on your permanent record as "S" and added to the hours credited at Mercer.

5. INTERPRETATIONS OF OR EXCEPTIONS FROM THE RULES AND REQUIREMENTS OF THE LAW SCHOOL

Any student may petition or request an interpretation of or exception from the rules and requirements of the Law School. Such petition should be directed to the Administrative Committee of the Faculty, which is comprised of three faculty members, appointed by the Dean. The Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs are ex officio members of the Administrative Committee.

The decisions of the Administrative Committee shall be final unless two of the Committee's three faculty members vote to refer the matter to the faculty as a whole. In the event of such a vote, the Committee shall forward the referred matter to the faculty to be decided at the next regularly scheduled faculty meeting.

6. MISSING STUDENT POLICY

This policy is governed by the University. You can find the latest version of the policy on the Provost's website: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

7. RELIGIOUS OBSERVANCE POLICY

This policy is governed by the University. You can find the latest version of the policy on the Provost's website: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

8. SEXUAL HARASSMENT, SEXUAL VIOLENCE, AND SEXUAL MISCONDUCT POLICY

This policy is governed by the University. You can find the latest version of the policy on the Provost's website: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

9. STUDENTS WITH DISABILITIES

Pursuant to the Americans with Disabilities Act, it is the policy of the Law School to provide reasonable accommodations for students with physical and invisible disabilities, including students with learning disabilities and physical or mental health impairments.

Students may be entitled to reasonable accommodations due to disabilities that interfere with classroom performance, course work, or examinations. In order to receive reasonable accommodations, students must submit a written request (online) and supporting documentation from a physician or other appropriate medical professional. Accommodations, including but not limited to, course load modification, exam accommodations, and/ or other reasonable actions, are determined on a case-by-case basis. Retroactive accommodations will not be awarded, and last-minute accommodation requests may be denied.

Upon matriculation or immediately after determining that an accommodation may be warranted, a request for accommodations must be submitted to the Mercer University Access and Accommodation Office. Law students may direct questions about accommodation requests to the Assistant Dean for Student Affairs. Accommodation requests are evaluated by the Mercer University Access and Accommodation Office Director, the Law School's Assistant Dean for Student Affairs and the Student ADA Committee. You can apply online and find additional information about the evaluation process on the [Access and Accommodations Office](https://access.mercer.edu/) website: <https://access.mercer.edu/>.

10. HEALTH & WELFARE OF STUDENTS, MENTAL & PHYSICAL

This policy is governed by the University. You can find the latest version of the policy on the [Provost's](http://provost.mercer.edu/handbooks/studenthandbook.cfm) website: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

11. TOBACCO & SMOKING

Smoking is prohibited in all indoor locations. All buildings on all campuses are tobacco and smoke-free. This includes vapor/electronic smoking devices and chewing tobacco.

II. STUDENT HONOR CODE & CODE OF CONDUCT

1. LAW SCHOOL STUDENT HONOR CODE

APPROVED BY FACULTY JANUARY 25, 1995; APPROVED BY STUDENT BODY MARCH 7, 1995

[N.B.: This is distinct from the Mercer University Conduct Code, which also applies to the Law School Students. See below.]

PREAMBLE

The Law School expects students to deal ethically and honestly with all members of the Law School community, including students, faculty, staff, and administrators. This Code describes, among other things, the obligations of students, faculty, staff, and administrators; the composition and jurisdiction of the Honor Council; the procedures to be followed in determining whether a student has violated the Code; and the sanctions that may be imposed.

Although the failure to report one's own act or the act of another Student that may constitute a violation of this Code is not itself a violation of this Code, it is the sense of the Law School community that a Student should report conduct that he or she reasonably suspects does constitute a violation.

Section I. Definitions

- A. Academic Year - a term beginning immediately after the Law School graduation date and ending on the Law School graduation date of the following year.
- B. Assistant Dean - the Assistant Dean for Student Affairs, or that person to whom the Dean has delegated the functions of that office.
- C. Chief Justice - the Student Justice serving as the Chair of the Honor Council. (See SECTION VI.A.3.)
- D. Code - the Law School's Student Honor Code.
- E. Complaint - the formal charging document submitted to the Council by the Investigating Committee when it finds probable cause to bring a reported violation to a hearing. (See SECTION VII.G.3.)
- F. Council - the Honor Council. (See SECTION VI.)
- G. Days - calendar days.
- H. Dean - the Dean of the Law School.

- I. Defense Counsel - the individual who, by a Student's selection, shall represent the Student during an investigation, hearing, or appeal. (See SECTION IV.A.2., SECTION VII.G.5.e., SECTION VIII.A., and SECTION X.D.)
- J. Investigating Committee - the committee consisting of one (1) Faculty Member (appointed by the Dean) and the Student Prosecutor who are charged with the duty to investigate possible violations of the Code. (See SECTION VII.E. and G.)
- K. Knowingly - A person acts knowingly, or with knowledge, with respect to the nature of his or her conduct or to the circumstances surrounding such conduct when he or she is aware of the nature of such conduct or that such circumstances exist. A person also acts knowingly, or with knowledge, with respect to a result of his or her conduct when that person is aware that the conduct is reasonably certain to cause that result.
- L. Law School – Mercer University School of Law
- M. Magistrates – The Chief Justice of the Honor Council and the Designated Faculty Justice who, together, decide initially whether the Council shall exercise, decline, or postpone asserting jurisdiction. (See SECTION VII.B.-F.)
- N. Prosecutor – The Student member of the Investigating Committee chosen by the Student body to prosecute the Accused Student. (See SECTIONS VII.E. and G.7.)
- O. Purposefully – A person acts purposefully, or with purpose with respect to an act or to a result, when it is his or her intention, conscious object, or desire to engage in the act or to cause the result.
- P. Recklessly – A person acts recklessly, or is reckless, with respect to circumstances surrounding his or her conduct or the result of that conduct when he or she is aware of but consciously disregards a substantial and unjustifiable risk that the circumstances exist or the result will occur.
- Q. Report of an Alleged Violation-a report to the Assistant Dean for Student Affairs of a possible violation of the Honor Code. (See SECTION VII.)
- R. Student – any person who is, or has been, enrolled at the Law School.
- S. University – Mercer University.

Section II. Standards of Conduct

A. Prohibited Conduct in General

The following Student conduct shall constitute a violation of the Code:

1. Any conduct pertaining to Law School or other University matters, including but not limited to academic matters, that evidences fraud, deceit, dishonesty, or an intent to obtain unfair advantage over other Students; and

2. Failure to comply with duties imposed by this Code; and
 3. Any act that demonstrates dishonesty, lack of integrity, or lack of fitness to practice law.
- B. Before a Student may be found to have violated this Code, there must be clear and convincing evidence that the Accused Student committed the act or acts constituting the violation and that the Accused Student did so purposefully, knowingly, or recklessly.
 - C. Extenuating circumstances or good motives (such as, by way of example, pressure from school or outside work, family obligations, or to help a friend) are no defense to a violation of the Code but may be relevant to the determination of sanction. This section is not intended to disallow the defense that the required mental state was not present.
 - D. It is not a defense to charges of violating this Code for a Student to claim he or she has not received, read, or understood this Code, or is otherwise ignorant of its provisions. A Student is held to have notice of this Code by enrolling in the Law School. (See the Law School Bulletin.) A copy of the Code will be distributed to each entering first-year Student, placed on file in the Law School Library, and made available from the Dean's Office.

Section III. Limitations

Student's conduct is not subject to this Code unless it has occurred while the Student is enrolled at or was seeking admission to the Law School. The Council may not exercise jurisdiction over Student conduct unless a complaint is filed within one year of graduation, withdrawal, or dismissal of the Student from the Law School; however, this limitation shall not apply to conduct involving either serious academic misconduct, such as plagiarism or cheating, or serious misrepresentation with respect to the Student's application for enrollment in the Law School.

Section IV. Rights of an Alleged Violator or an Accused Student

The following enumerated Rights of an Alleged Violator or an Accused Student consist of some of those rights which exist as a result of this Honor Code. Students may have additional rights, arising under other sections of this Honor Code or extrinsic authority, which this section of the Honor Code does not abridge.

1. An Alleged Violator or Accused Student shall not be required to testify. (See SECTION VIII.F.)
2. Before and during the investigation, hearing, and through any appeals, an Alleged Violator or Accused Student shall be entitled to representation by or assistance from a retained attorney or anyone else of the Student's choice who will represent or assist the Student as his or her lawyer. (See SECTION VII.G.5.e. SECTION VIII.A. and SECTION X.D.)
3. A Justice of the Honor Council, the Prosecutor, and any Investigator may be voluntarily or involuntarily recused from a pending case due to failure or inability to satisfy the duties of his or her respective position in regard to an alleged violation. Recusal extends only to the Investigator's, Prosecutor's or Honor Council Justice's duties with respect to the pending case. A vote of four present and voting Justices is required for involuntary recusal. The Chief Justice shall at the same time notify the Accused Student and the President of the Student

Bar Association or the Dean of the Law School. When a Student Honor Council Justice or the Prosecutor is removed, the President of the Student Bar Association shall, within three calendar days of receiving notice of such removal, appoint a replacement. When a Faculty Honor Council Justice or Faculty Investigator is removed, the Dean of the Law School shall, within three calendar days of receiving notice of such removal, appoint a replacement.

4. Upon request, any Accused Student has the right to a copy of the recordation of the hearing. (See SECTION VIII.B.3.)

Section V. Adopted Policies of the Faculty and Administration

- A. Each Instructor shall identify with precision the materials (if any) Students may use during the Instructor's examination, and shall describe the condition (for example, annotated or unannotated) in which those materials may be used prior to the last regular meeting of the class; provided, however, that if an Instructor does not identify the materials usable during the final examination and their condition, Students must assume the examination in that course is "closed book," that is, that no materials will be permitted to be used by Students during the final examination. In order to eliminate ambiguity or uncertainty, the Instructor shall answer any Student question concerning those materials and shall communicate that same information to all Students in the course.
- B. Each Instructor shall include the instructions described in Paragraph A, above, in the written instructions accompanying the examination.
- C. Each Instructor shall exercise caution in preparing, administering, and discussing an examination to ensure that no Student receives an unfair advantage.
- D. Each Instructor and member of the Law School staff shall report to the Assistant Dean for Student Affairs any Student conduct that is reasonably believed to constitute a violation of this Code.
- E. It is the responsibility of the Dean, or his or her delegate, to supervise the imposition of any sanction directed by the Council or modified by any appeal.
- F. Failure on the part of an Administrator or an Instructor to comply with the adopted policies of the Faculty and Administration as outlined in this section shall not operate as a procedural defense. Such non-compliance, however, may operate as a substantive defense.

Section VI. The Honor Council

- A. The Honor Council shall consist of six Justices.

Three of the Justices shall be Students. Under procedural rules promulgated by the Student Bar Association, the Student body shall elect three Student Justices, one from each class. Student Justices shall serve a term of one academic year.

Three of the Justices shall be Law School Faculty Members appointed by the Dean of the Law School with the advice of the Faculty Policy Committee. The Dean shall designate one of the appointed Faculty Justices to serve as a Magistrate. The Dean shall not appoint an associate or

assistant dean or him/herself to the Council. Faculty Members shall be appointed to a one academic year term.

The third-year Student Justice shall be the Chief Justice. If, at any time, the Chief Justice is unavailable to perform Chair duties, the elected second-year Justice shall serve as the Chief Justice.

- B. The Council shall have jurisdiction over any conduct by a Student which is prohibited by this Code. At any time, for good cause, the Council may decline or postpone asserting jurisdiction over the conduct of a Student. For example, any of the following may constitute good cause for declining or postponing jurisdiction: (1) the fact that such conduct is being, or has been handled by federal, state, or local authorities; (2) assuming the allegation to be true, the conduct does not evidence a lack of honesty, integrity, or trustworthiness on the part of the Student; or (3) the alleged conduct is insufficiently connected with the affairs of the Law School or its Students.

Section VII. Report and Investigation of an Alleged Violation

- A. If a person wishes to initiate a disciplinary proceeding against a Student for violating this Code, the person must report the matter to the Assistant Dean for Student Affairs. The report of the suspected Code violation may be either written or oral. Such report may not be made anonymously; however, confidentiality relating to the identity of the reporter of an alleged violation shall be maintained, subject to the provisions of SECTION VII.B., E., F., and SECTION VIII.L. and M.
- B. Upon receipt of a report of a suspected Code violation, the Assistant Dean for Student Affairs shall promptly notify the Chief Justice of the Honor Council of the bare allegations contained in the report, omitting the names of the Alleged Violator and the person(s) making the allegation. Upon receiving this summary, the Chief Justice shall promptly inform the Faculty Magistrate of the substance of the report.
- C. A meeting to determine whether to decline or postpone asserting jurisdiction shall be held by the Chief Justice of the Honor Court and the designated Faculty Member, who serve as the Magistrates. For good cause, jurisdiction may be declined or postponed at this stage if both Magistrates vote to do so. For example, any of the following may constitute good cause for declining or postponing jurisdiction: (1) the fact that such conduct is being, or has been handled by federal, state, or local authorities; (2) assuming the allegation to be true, the conduct does not evidence a lack of honesty, integrity, or trustworthiness on the part of the Student; or (3) the alleged conduct is insufficiently connected with the affairs of the Law School or its Students. None but the Magistrates are permitted to attend this meeting.
- D. The Chief Justice shall promptly notify the Assistant Dean for Student Affairs of the decision of the Magistrates. Upon receipt of notice that the Magistrates have not declined or postponed asserting jurisdiction, the Assistant Dean for Student Affairs shall promptly notify the Alleged Violator of the allegation and that an investigation will begin. The Assistant Dean shall furnish the Student with an additional copy of this Code. The Assistant Dean shall notify the Prosecutor of the action of the Magistrates and furnish him or her with all documentary evidence collected to date.

- E. Upon receiving notification from the Chief Justice of the Council that the Magistrates have not declined or postponed jurisdiction, the Assistant Dean shall notify the Dean that an investigation is to be initiated. The Dean shall promptly appoint one Faculty Member to assist the Prosecutor. The Prosecutor and the appointed Faculty Member comprise the Investigating Committee. Unless recused, the appointed Faculty Member shall serve on the Investigating Committee for the duration of the investigation and probable cause determination of the allegation(s) for which appointed. The Dean, Associate and Assistant Deans and Justices of the Council shall not be appointed to the Investigating Committee.
- F. Upon receiving notice that the Magistrates either postpone or decline asserting jurisdiction, the Assistant Dean shall inform the reporter of an alleged violation. The Assistant Dean shall not notify the Alleged Violator of the Magistrate's action if jurisdiction is postponed or declined.
- G. Duties of the Investigating Committee.
 - 1. Except for good cause shown, the Investigating Committee shall complete its investigation of the alleged violation within fourteen (14) days of its formation.
 - 2. The Committee shall have the power to question persons having pertinent information, examine any pertinent material, and question an Alleged Violator if he or she is willing to speak. If the Committee questions a Student whom the Committee reasonably believes has committed a Code violation, it shall advise the Student: (a) of the Student's right not to speak, (b) that what the Student says can be used against the Student, (c) that the Student has the right to consult an attorney or other representative before answering any questions, (d) that the Student has the right to have that representative present during the questioning, and (e) of the consequences for lying to the Committee or the Honor Council. At the request of the Investigating Committee, the Chief Justice of the Honor Council shall have the authority to subpoena Students to appear as witnesses before the Investigating Committee or the Council. Students who have been subpoenaed as witnesses have an obligation to appear and testify.
 - 3. Upon completion of its investigation, the Investigating Committee shall meet in camera and determine whether probable cause exists to believe that a Student has violated this Code. No other person is permitted to attend this meeting. A finding of probable cause must be supported by both members of the Committee. The Prosecutor shall promptly report the determination of the Investigating Committee, whether affirmative or negative, to the Chief Justice of the Honor Council, to the Assistant Dean for Student Affairs, to the Alleged Violator, and to the person(s) who reported the alleged violation of the Code. Upon a finding that sufficient probable cause exists, a complaint issued by the Committee shall be sent to the Chief Justice of the Honor Council.
 - 4. If the Investigating Committee determines that sufficient probable cause does not exist, the matter shall be dismissed immediately, without prejudice, and the Alleged Violator will not have been considered accused of a violation or the subject of any Honor Court proceeding. If the Investigating Committee issues a complaint, the Alleged Violator is formally accused of violating the Honor Code and is the subject of an Honor Court proceeding.
 - 5. If the Investigating Committee determines that a complaint shall be issued, the Prosecutor shall also give to the Accused Student the following information in writing:

- a. A copy of the complaint, which shall be a plain, concise, and definite written statement of the essential facts of the violation(s) charged, citing the specific provision(s) of this Code that the Accused Student is alleged to have violated;
 - b. The identity of known witnesses, a general description of what each is expected to testify about, their written statements, if any, and either copies or a description of any physical evidence that may be used at the hearing;
 - c. All written reports concerning the alleged violation, if any, submitted to any Administrator, Instructor, or member of the staff;
 - d. The names of the Honor Council Justices;
 - e. A statement that the Student may be assisted by an attorney or other advisor of the Student's choice (See SECTION VIII.A.);
 - f. A statement that the Student has a right to review any information gathered by the Investigating Committee during the investigation, other than the work product of the Investigating Committee.
6. The Investigating Committee shall not enter into any agreement with the Accused Student whereby the Committee agrees not to bring before the Honor Council any violations for which probable cause has been found, or which commits the Honor Council to any finding or sanction. The Committee must present all such violations to the Council for a hearing by filing a complaint as provided by this Code. The Accused Student may make an admission of a violation by testifying on the record before the Council that he or she committed the alleged act(s), and by waiving a hearing before the Council on the question of a violation. Upon receiving such an admission of a violation, the Council shall proceed by hearing to determine the appropriate sanction(s).
 7. The Prosecutor shall present the evidence against the Accused Student during the hearing and any appeal.
 8. Notwithstanding that the Investigating Committee has issued a complaint, it shall be the duty of the Prosecutor to continue to gather other evidence relevant to the determination of the commission of a violation or innocence of the Accused Student and to present it to the Council at the hearing on the complaint. Any such evidence shall be disclosed to the Accused Student as soon as possible after it has been obtained.

Section VIII. Hearing

- A. Upon receiving a complaint from the Investigating Committee, the Chief Justice of the Council shall convene a hearing before the Honor Council. Before and during the investigation, hearing, and through any appeals, the Accused Student shall be entitled to representation by or assistance from a retained attorney or anyone else of the Student's choice who will represent or assist the Student as his or her lawyer.

- B. The hearing shall be open to all participants and members of the law school community. Witnesses may also attend unless exclusion is requested by any party. This section is subject to the following provisions:
1. The Council may proceed with no fewer than two faculty and two Student Justices present.
 2. No later than one day before the hearing, the Accused Student may request that the Council close the meeting generally or for a limited duration. The Council, upon 2/3 vote of those present and voting, may elect to limit attendance at the hearing to participants.
 3. The Council shall record the hearing and may do so by stenographic means, or audio or video tape. Upon request, any Accused Student has the right to a copy of the recordation of the hearing.
- C. The Chief Justice shall rule on all motions and objections and may be overruled only by a majority of the Council present and voting.
- D. The Council may consider only evidence made part of the record at the hearing. It shall not be bound by rules of evidence. The only objections to the proposed admission of evidence which will be entertained by the Honor Council shall be those made on the grounds of repetitiveness or irrelevance as defined in the Federal Rules of Evidence. Hearsay evidence may be admissible, but it shall be accorded only such weight as it is entitled under the circumstances. Proof of conviction of a crime shall be prima facie evidence that the person committed the offense of which he or she was convicted and of any facts necessary for that finding of guilt. At the request of the Prosecutor or the Accused Student, the Chief Justice shall subpoena any Student to appear as a witness before the Council. A Student who has been subpoenaed as a witness has an obligation to appear and testify.
- E. Normally, the Council shall hear evidence regarding the question of the commission of a violation before hearing evidence regarding sanctions. The Prosecutor shall initiate the presentation of evidence. The Accused Student (or his or her Defense Counsel) may then offer evidence relevant to the charge(s).
- F. The Council, the Prosecutor, and the Accused Student (or his or her Defense Counsel) may question any witness. However, the Accused Student shall not be required to testify, and no adverse inferences shall be drawn from the Accused Student's decision not to testify.
- G. The Prosecutor and the Accused Student (or Defense Counsel) may make opening and concluding statements. However, an Accused Student who has chosen not to testify may not make a statement to the Council unless the Student allows questions from Council Justices and the Prosecutor.
- H. After the presentation of evidence regarding the commission of a violation, the Council shall meet in camera to decide the question of whether a violation has occurred. Upon reaching a decision, it shall reconvene before the parties and announce its decision. If it finds the behavior of the Accused Student is in violation of this code, the Council shall set a date to give the parties the opportunity to present evidence, if any, relevant to sanctions. At that time, the Student shall have the option either to proceed first or to follow the Prosecutor. The Prosecutor shall have the obligation to present all aggravating and mitigating evidence in his or her possession and may recommend particular sanctions. After hearing this evidence, the Council shall again meet

in camera to decide what, if any, sanction(s) shall be imposed. Upon reaching a decision, the Council shall reconvene before the parties and impose sanctions, if any.

- I. The Council may not find the Accused Student to be in violation of any Code provision not charged in the complaint. After the hearing begins, the complaint may be amended over the Accused Student's objection, provided the Accused Student is not thereby prejudiced in his or her defense. A continuance of the hearing may be granted to avoid such prejudice. The Prosecutor shall bear the burden of proving the alleged violation(s) by clear and convincing evidence. A two-thirds (2/3) vote of the Council Justices present and voting shall be necessary for a finding of a violation and the imposition of any sanction, except that expulsion or a recommendation that an awarded degree be withdrawn shall each require unanimity.
- J. After the hearing is concluded and within seven (7) days, the Chief Justice or the Council shall prepare a written report detailing the evidence considered, the reasons for its decision, and any sanction(s) imposed. Concurring and dissenting Justices may prepare opinions explaining their positions. Copies of the report and opinions shall be given to the Accused Student, the Prosecutor, and the Dean.
- K. At the conclusion of a case, including an appeal, if any, the Council shall publish the results of its decision (as amended by any appeal). Beginning with the effective date of this Code, all published decisions shall be maintained on reserve in the library.
- L. Regardless of the decision on the merits, the Council shall keep a permanent record of the evidence presented at the hearing, the report(s) and the opinion(s) of the Council, if any, and any other information it decides should be retained. Such record may be referred to later by the Council for whatever purpose it considers relevant. Subject to paragraph K above, neither the contents nor the existence of any record referred to in this paragraph may be disclosed except (1) when required by law or order of court, (2) when required by the Dean, or (3) when the concerned Student has signed a written waiver of confidentiality.
- M. At the end of his or her tenure, the Chief Justice shall transfer all case files to the Dean's Office, and the Dean shall transfer them to the next Chief Justice. Such transfers shall be made without breach of the confidentiality of the files.

Section IX. Sanctions

- A. Sanctions for violations of this Code may include but are not limited to one or more of the following:
 - 1. Public or private admonition, warning, reprimand, or censure;
 - 2. Counseling;
 - 3. Additional academic work;
 - 4. A requirement that a Student take extra credit hours;
 - 5. Public or University service;
 - 6. Suspension or loss of specific Law School benefits, privileges, memberships, and/or honors including Law School scholarships;
 - 7. Fines;
 - 8. Compensation for or replacement of any damaged or destroyed property;

9. Recordation of findings and sanction(s) in the Student's Law School file for any length of time;
 10. Probation, with or without conditions;
 11. Removal from elective or appointed office;
 12. Suspension for a period not longer than two years;
 13. Expulsion; or
 14. Recommendation to the Board of Trustees that an awarded degree be withdrawn.
- B. The Honor Council has no authority to determine or change a Student's grade. Nothing in this Code modifies a faculty member's discretion to base a grading decision upon student conduct that might violate the standards established by this Code, regardless of the pendency or outcome of any Honor Proceeding.
- C. Notwithstanding the provisions of this Section regarding the sanctioning ability of the Honor Council, any official Student organization may suspend, expel (with or without retroactive effect), or terminate any membership or honors accorded a member of such organization if found to have violated this Code.

Section X. Appeal of Adjudications

- A. A Student who is adjudged by the Honor Council to be in violation of this Code may appeal such finding or any sanction imposed to the Dean or the Dean's designee. Where the decision maker (the Dean or the Dean's designee) determines that he is unable to be impartial, or where the Student adjudged to be in violation of the Code demonstrates to the Honor Council that the decision maker was the victim of the violation, that the decision maker reported the violation, or that other specific facts exist that suggest a substantial likelihood that the decision maker will not be impartial, then the Dean must appoint a designee to decide the appeal. A Student who admits the truth of the complaint may challenge the Council's jurisdiction and the sanction on appeal. Normally, the filing of a notice of appeal shall automatically stay the execution of all sanctions imposed by the Council on the Student filing the notice; however, the decision maker shall have authority to order that some or all of the sanction(s) be executed during the pendency of the appeal. All unexecuted sanctions upheld by the decision maker shall be executed following the decision maker's determination of the appeal.
- B. Notice of intent to appeal must be given to the Dean and the Chief Justice of the Council. The notice of appeal shall be in writing and shall contain the reasons for the appeal. Upon receipt of the notice of appeal, the Chief Justice shall transmit the Council's report(s) and the record of the hearing to the Dean.
- C. If, following the Council's decision, the Student discovers new information relevant to the merits or the sanction, the Student may ask the Council to reconsider its decision or may ask the Dean to consider such new information along with the record of the hearing. The Dean may remand to the Council for consideration of the new information. If the Student discovers new information after the Dean has decided the appeal, the Student may ask the Dean to reconsider his or her decision. If the Dean decides not to change that decision, he or she shall give the reason(s) for not doing so to the Student in writing.

- D. Normally, the Dean's appellate review will be based on the record of the hearing and any written submissions. However, the Dean may choose to hear oral argument by the Student or by the Defense Counsel, and by the Prosecutor.
- E. The Dean may affirm, reverse, remand, or modify the decision of the Council, or the Dean may dismiss the complaint. If the Dean concludes that the decision of the Council is factually correct and that its sanctions are appropriate, the Dean shall affirm. The Dean may dismiss the complaint only if he or she concludes that the Council lacked jurisdiction or that its determination was not supported by clear and convincing evidence. The Dean may reduce the sanction if he or she believes the sanction is inappropriate but may not increase the sanction. If the matter is remanded, the Council shall reconvene to reconsider the case.
- F. The Dean shall prepare an opinion explaining the reasons for the decision. A copy of that opinion shall be given to the Student, the Prosecutor, and the Council. The Council shall keep a copy as part of its permanent record in accordance with SECTION VIII.L. and M. of this Honor Code.

Section XI. Notification

Whenever this Code requires notification and does not otherwise specify the manner by which such notification shall be accomplished, the following methods are proper:

- A. Verbal notification, either in person or by telephone, followed by written notification; or
- B. Written notification sent by registered or certified mail to the last local address provided to the Law School by the recipient, or if the Law School is not in session, to the last home address provided to the Law School by the recipient.

Section XII. Timeliness of Proceedings

- A. All actions taken pursuant to duties imposed by this Code shall be accomplished in a timely manner. The specific time guidelines are the following:
 - 1. The Assistant Dean for Student Affairs shall bring a report of a suspected Code violation to the attention of the Chief Justice of the Council within two days of receiving it. (See SECTION VII.B.)
 - 2. The Chief Justice of the Council shall bring the substance of a report of a suspected violation to the attention of the Faculty Magistrate within two days of receiving notice from the Assistant Dean. (See SECTION VII.B.)
 - 3. The Magistrates shall determine whether to assert, decline, or postpone taking jurisdiction of a reported matter within three (3) days of the receipt by the Faculty Magistrate of the summary. See (SECTION VII.C.)
 - 4. The Magistrates' determination to assert, decline or postpone asserting jurisdiction shall be reported to the Assistant Dean for Student Affairs in writing within one day of the determination. (See SECTION VII.D.)

5. If jurisdiction is asserted, the Assistant Dean for Student Affairs shall notify the Alleged Violator as soon as possible. (See SECTION VII.D.)
 6. The Dean of the Law School shall appoint one Faculty Member to serve on the Investigating Committee within two days of the receipt by the Assistant Dean for Student Affairs of a report from the Chief Justice that jurisdiction of the Council has not been declined or postponed. (See SECTION VII.E.)
 7. The Investigating Committee shall complete its investigation regarding the reported Code violation within 14 days of its appointment. (See SECTION VII.G.1.)
 8. The Investigating Committee shall report its determination of whether to file a complaint to the Chief Justice of the Honor Council, the Assistant Dean for Student Affairs, to the Alleged Violator, and to the person or persons initiating the report of the suspected violation within one day of reaching its determination. (See SECTION VII.G.3.)
 9. The Prosecutor shall give to the Accused Student the information specified in SECTION VII.G.5.a.-f. within one day of the notification to the Student that a complaint will issue.
 10. The Honor Council shall convene to hear a complaint within seven days of receipt of the complaint by the Chief Justice. (See SECTION VIII.A.)
 11. The Chief Justice's written report of the Council's determination(s) and its summary of the evidence shall be submitted to the Dean, the Prosecutor, and the Accused Student within seven days of the termination of the hearing. (See SECTION VIII.J.)
 12. A Student's written notice of intent to appeal an Honor Council determination must be received by the Dean's office within seven days of receipt by the Student of the written report of the Council's determination(s) and the Council's summary of the evidence. (See SECTION VIII.J. and SECTION X.B.)
 13. Except for the notice of intent to appeal, deadlines for written submissions to the Dean from any party relating to a matter on appeal will be set by the Dean. (See SECTION X.D.)
 14. The Dean shall decide the appeal within 30 days of the date the Dean's office receives the notification of an intent to appeal. (See SECTION X.E.)
- B. In computing any period of time prescribed or allowed by this Code, the day of the act or event from which the designated period of time begins to run shall not be included. Days are computed as calendar days.
 - C. The Accused Student may waive time periods imposed by this Code on others. The Honor Council, by majority vote of the Justices present and voting, and the Dean shall have the authority to extend time limits. The Dean shall have such authority regarding appeals.
 - D. Failure by Law School personnel to abide by the time requirements of this Code without the Accused Student's consent may be grounds for dismissal of the complaint or mitigation of sanctions only if a substantial delay has been caused and the Accused Student has suffered prejudice thereby.

Section XIII. Exclusive Jurisdiction

All Student conduct subject to this Code shall not be subject to any other honor code of the University.

Section XIV. Interpreting the Code

The Honor Council shall interpret this Code and may exercise its powers of interpretation as to the intent or meaning of any provision in the Code.

Section XV. Amending the Honor Code

- A. Any Student, Instructor, Staff Member, or Administrator may propose an amendment to the Honor Code.
- B. All proposals for amending the Honor Code must be submitted to the Honor Council in writing for preliminary review. The Honor Council will decide by majority vote whether to endorse and present the proposed amendment.
- C. If the Council endorses the proposal, the Chair and the Faculty Magistrate will present the proposal along with any written comments of the proponent and the Justices of the Honor Council to the appropriate Faculty committee and to the Students in a manner appropriate to provide sufficient notice of the contents and purpose of the proposal. If the Faculty approves the proposed amendment, the Chief Justice shall inform the Student Bar Association President of the need to include the proposed amendment on the next election ballot. To be adopted, the proposed amendment must be ratified by a majority of the Students voting in the election.
- D. If the Honor Council does not endorse the proposal, a proposed amendment shall be adopted as an amendment upon successful petition of the Faculty by any proponent and the vote of 2/3's of those present and voting at a duly constituted meeting of the Legislative Assembly. See The Student Bar Association Constitution "ARTICLE VII. LEGISLATIVE ASSEMBLY" and corresponding SBA by laws.

Section XVI. Effective Date and Repeal

- A. This Honor Code shall be effective on the day following ratification by the Faculty and the Student Body.
- B. Upon being effective, this Honor Code repeals the former Student Honor Code and the Procedures Governing Faculty Consideration of Alleged Honor Code Violations, except that any conduct occurring before the effective date of this Code shall be governed by the former Student Honor Code and the Procedures Governing Faculty Consideration of Alleged Honor Code Violations. With the consent of the Prosecutor and the Faculty Magistrate, an Alleged Violator or Accused Student may elect to proceed as if the conduct had occurred after the effective date of this Honor Code.

2. MERCER UNIVERSITY STUDENT CODE OF CONDUCT

You can find the latest version of the Mercer University Student Code of Conduct on the [Provost's](http://provost.mercer.edu/handbooks/studenthandbook.cfm) website: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

III. ACADEMICS

1. ACADEMIC CALENDAR 2021-2022

August 10-13	First Year Orientation
August 16	Fall Semester Begins- Intro Week for all students
August 23	Regular Fall Semester Classes Begin
August 23-27	Drop/Add
September 6	Labor Day (University Holiday)
November 22-26	Thanksgiving Break
November 29-30	Two final class days in fall semester
December 1-2	Reading & Review Days
December 3-17	Fall Semester Examination Period
December 20 - January 14	Winter Intersession Classes
January 13	Fall Semester Grade Deadline
January 17	Martin Luther King, Jr., Day (University Holiday)
January 18	Spring Semester Classes Begin
January 18-21	Drop/ Add Period
February 4	Winter Intersession Grade Deadline
March 21-25	Spring Break
April 15	Good Friday (University Holiday)
April 29	Last Class Day in Spring Semester
May 2-3	Reading and Review Days
May 4 - May 13	Spring Semester Examination Period
May 13	Commencement Meeting (11a.m.)
May 14	Commencement
May 23	Summer Session Begins
May 30	Memorial Day (University Holiday)
June 6	Spring Semester Grade Deadline
July 1	Last Class Day for Summer Session
July 4	University Holiday
July 5-7	Summer Session Final Exams
August 2	Summer Session Grade Deadline

2. DEGREE REQUIREMENTS

Students will be granted the Juris Doctor degree upon completion of not less than 89 semester hours of law work, with a cumulative average of 78.000 or higher (no rounding). A list of required courses for students is included on the [Registrar's](http://www.law.mercer.edu/academics/registrar) web page at: <http://www.law.mercer.edu/academics/registrar> Lists of courses in blocks or pathways may be obtained from the Registrar's web pages.

The Law School requires that students register for a minimum of 12 semester hours (or a minimum of 10 semester hours in the sixth semester, assuming other graduation requirements will be met at graduation) unless permission for a lighter load is granted by the Associate Dean for Academic Affairs. A student may not register for more than 15 hours in the sixth semester. Under ABA Standard 311, a student may not be enrolled for more than 18 credit hours at any time in any semester.

The last two semesters of study before completing the requirements for a degree, in every case of a student transferring to Mercer from another law school, must be completed while in residence at this Law School.

Credit-Hour Standards

In determining the appropriate number of credit hours for each course, the Law School follows ABA Standard 310--DETERMINATION OF CREDIT HOURS FOR COURSEWORK, and the relevant official Interpretations.

A “credit hour” is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

For purposes of the ABA Standard, fifty minutes equates to one hour of classroom or direct faculty instruction. An “hour” for out-of-class student work is sixty minutes. The fifteen-week period may include one week for a final examination. Approved Law School courses may award credit hours for coursework that extends over any period of time, if the coursework entails no less than the minimum total amounts of classroom or direct faculty instruction and of out-of-class student work specified in this policy.

ABA Standard 310 thus provides a minimum of 50 minutes x 14 weeks or 700 minutes of regular class time per credit hour and assumes a final exam that suffices for the fifteenth week of class.

Because the Law School’s standard class meetings are 60-minutes (or some multiple of 60 minutes, such as 90 or 120 minutes), rather than 50 minutes, the typical Law School course will meet more minutes per semester than the ABA minimum. For example, assuming the instructor meets the full 60 minutes each class, a three-credit course will meet an extra 30 minutes per week and an extra 420 minutes (7 hours) per semester. That allows instructors to cancel some classes (say for illness, attending conferences, or meeting other professional obligations) before a make-up class would be required under the ABA Standard. Nonetheless, the Law School schedule requires 60-minute meetings over fourteen weeks, so the “extra” minutes scheduled do not justify ending a semester early or cancelling classes without good cause.

The Law School’s 60-minute class meeting policy does not affect the out-of-class standard of 120 minutes of preparation or other course work for each in-class meeting hour.

Attendance

Prompt and regular attendance at all class meetings is expected and is a primary obligation of the student. No other commitment should interfere with this obligation. The student's total progress and performance in a course, including class attendance and conference attendance, may be reflected in the grade evaluation in each course. When a professor finds that a student has been absent from an excessive number of classes or conferences, the student may be dropped from the course with or without a failing grade. A failing grade shall be recorded as a 65. A student dropped from a required course must repeat the course.

Full-time Study

The Law School strongly recommends that first-year students do not have employment outside the Law School during the first two academic semesters.

Many students find that they are able to maintain part-time employment during their second and third years of law school, but the Law School strongly recommends that students work no more than 20 hours per week in which the student is enrolled in 12 credit hours or more. Full-time employment during the Law School's full-time course of education is not a course in which a student is likely to succeed academically, and is therefore not recommended.

Changes in Schedule

Withdrawal from a course after the expiration of the drop/add period of any semester is only permitted in unusual circumstances and may result in an academic penalty (up to and including failure of the course). Students wishing to withdraw from a course beyond the drop/add period must seek approval from the Associate Dean for Academic Affairs. All course changes must be officially processed through the Registrar's Office.

Audit of Courses

Regularly enrolled students in the Law School will be allowed to audit courses in the Law School upon approval of the professor involved. There will be no additional charge for auditing a course, no grade will be recorded, and an audited course will not be considered in computing minimum and maximum hours allowed for the semester.

Maximum Time for Completion of Degree

Law students must complete their course of study for the J.D. degree no later than 84 months after commencing law study at the Law School or at a law school from which the Law School has accepted transfer credit.

Grading Scale

The grading scale is as follows:

A	92-99
B	84-91
C	78-83
D	70-77
F	65-69
S	Satisfactory - not computed in average
U	Unsatisfactory (An “unsatisfactory” in a Satisfactory/Unsatisfactory course is recorded as a 65-F)
AUD	Audit
W	Withdrawal
IC	Incomplete
DN	Dropped
DP	Dropped - Penalty (recorded as a 65-F)
IP	Continuing Policy on Incomplete grades

For reasons of emotional, medical or other problems affecting academic performance, a grade of Incomplete (IC) may be awarded if, prior to the applicable deadline for the submission of grades, a student has received approval from the professor and Associate Dean for Academic Affairs to complete course requirements after the end of the semester of enrollment. If a grade of Incomplete is entered for a fall semester course, required course work must be completed by the date set by the professor, but no later than the applicable grading deadline of the following spring semester. For an Incomplete entered for a spring semester course or a summer session course, work must be completed by the date set by the professor, but no later than the grading deadline of the following fall semester. For an Incomplete entered for a sixth semester course, work must be completed by the date set by the professor, but no later than the first day of class in the following fall semester. Upon completion of required course work, the professor will submit a numerical grade or S/U for the course according to the type of grade originally authorized for the course. Failure to satisfactorily complete required course work within the time allotted by this policy will result in the Registrar converting the Incomplete to a final grade of 65(F).

Posthumous Degrees and Degrees in Memoriam

This policy is governed by the University. You can find the latest version of the policy in the Mercer University Catalog:

https://documents.mercer.edu/catalogs/MaconCatalog/index.html#page/MaconCatalog/Macon_Catalog.2.388.html.

3. EXAMINATION POLICIES

Illness and Emergency

It is up to a student experiencing emotional, medical or other problems affecting academic performance to confer with the Assistant Dean for Student Affairs or Associate Dean for Academic

Affairs before taking examinations. Upon evidence of cause, the Dean and faculty members concerned may allow the student to take examinations late or to withdraw from courses.

Summary of Rules Pertaining to Changes in Individual Examination Schedules

Students having examinations on four consecutive days are entitled to change the date of one of the four examinations. It is the student's responsibility to initiate the rescheduling of one of the examinations and to secure the agreement of the faculty member whose exam will be rescheduled.

Students having two examinations in one day are entitled to change the date of one of them. It is the student's responsibility to initiate the rescheduling of one of the examinations and to secure the agreement of the faculty member whose exam will be rescheduled.

Examinations cannot be rescheduled, even with the agreement of the faculty member, solely because of the number and timing of scheduled exams for which the student is enrolled unless either Rule 1 or Rule 2 applies.

It is the responsibility of the student having emotional, medical or other problems affecting academic performance to confer with the Assistant Dean for Student Affairs or Associate Dean for Academic Affairs before the taking of examinations. The Dean and the faculty members concerned may allow a student with such problems to take examinations late, to withdraw from courses, or to propose other reasonable accommodations. Please note that agreement of the faculty members whose exams are affected is required.

A student requesting to take a final examination on a date other than the scheduled date must complete a form, have the professor and Assistant Dean for Student Affairs or Associate Dean for Academic Affairs before approve and sign the form and return it to the Deans' Office. Forms may be picked up in the Deans' Office on the first floor.

Personal reasons for rescheduling examinations must be satisfactory to the professor whose exam will be rescheduled and to the Assistant Dean for Student Affairs or Associate Dean for Academic Affairs before the exam is taken.

EXAMINATIONS CANNOT BE RESCHEDULED, EVEN WITH THE PROFESSOR'S APPROVAL, IN CIRCUMSTANCES OTHER THAN THOSE LISTED ABOVE.

Materials Allowed in Examination Rooms

Students may not bring any electronic device, other than a laptop for those typing their exams, into the exam room unless specifically permitted in writing on the first page of the test by the professor. Backpacks and all other materials or electronic devices not specifically allowed by the professor in the written instructions to be used during the exam must be placed along the front or side walls of the exam room.

Grading Policy,

HONORS, AND GRADE-RELATED REQUIREMENTS

In 1989, the Law School faculty adopted a policy calling for more uniform grading. The policy was amended in Spring 2004. The policy mandates that the average grade awarded in each course fall

within a predetermined narrow range. The purpose of the policy is to ensure equity in grading across courses and course sections, both in fact and in the perception of the students. The specific ranges adopted reflect the traditional overall grading patterns at Mercer.

To qualify for Mercer's Juris Doctor degree, students must complete six full-time (12 or more hours, except the sixth semester, when 10 hours is minimum) "semesters-in-residence" at Law School. Transfer students must have at least four full-time (12 or more hours, except sixth semester, when 10 hours is minimum) "semesters-in-residence." Students who accumulate at least 12 credit hours in summer or winter intersession courses offered by the Law School may count those credits as one semester-in-residence.

All first year courses shall have an average grade of 84.5, plus or minus one-half point.

Except as otherwise authorized by the Dean under subsection (5), all upper division courses that are required for graduation shall have an average grade of 85.5, plus or minus one-half point.

Except as otherwise authorized by the Dean under subsection (5), all other courses not specifically exempt from this policy shall have an average grade ranging from 84.5 to 86.5.

Seminars, experiential courses, and all other courses other than those required for graduation in which 15 or fewer students are enrolled are specifically exempted from this policy.

Any instructor wishing to deviate from subsections (2) or (3) must obtain prior approval from the Dean. Factors that the Dean may be asked to consider as appropriate bases for deviation from the approved average or range include: an unusual average GPA of the students enrolled in the course; grading of the course on the basis of a paper rather than an examination; and a class that as a whole performs on the examination in a manner justifying deviation.

Degree Honors

A student's scholastic standing is determined on the basis of only those grades received in this law school. A degree of Juris Doctor *cum laude* will be granted to students graduating with a cumulative GPA of 88.0 and above; a degree of Juris Doctor *magna cum laude* will be granted to those graduating with a 90.5 and above; and a degree of Juris Doctor *summa cum laude* will be granted to students graduating with an average of 94.0 and above. Honors acknowledged at graduation will be presumptive based on five semesters. Final honors will be conferred based on grades for all six semesters.

Dean's List

Dean's List honors for first- and second-year students are earned by achieving a semester average of 88 or above on at least 12 graded hours. Dean's List for third-year students is based on a semester average of 88 or above on all graded hours (no minimum).

Failures

If a student's cumulative average falls below 78.000 at the end of the final semester of the first or second year, the student shall be dismissed from the Law School. After receiving official notifications of academic failure, such students may wish to consult with the Assistant Dean of Student Affairs. A student who fails to pass a course is not permitted to take a second examination

without repeating the course. A rare exception may be made in favor of a student who is a candidate for the J.D. degree and is in the last semester of law school, and whose failure was due to extraordinary circumstances beyond his or her control. This exception can apply only to a course failed in the semester in which the student would have completed all degree requirements. A special examination may be given only if both the student's professor and the Associate Dean for Academic Affairs agree that it is appropriate due to the exceptional circumstances.

A student receiving a failing grade in a required course must repeat the course. All students must earn a passing grade in all required courses to graduate. A student may not repeat an elective course in which a failing grade has been received. A student repeating a required course will be assigned to a different professor if more than one professor offers the course. Upon successful completion of a repeated course, the student will receive credit toward meeting the credit hour requirement for graduation. The grade in a repeated course will not be included in the student's cumulative grade average, but will be recorded as a satisfactory. The original failing grade will in all cases continue to be included in the cumulative average.

Bar Preparation Course Requirements

Any student whose cumulative average is below 86.000 at the time of course registration for spring semester of their third year shall be required to successfully complete the Bar Preparation Course.

Enhanced Academic Success Program

Students whose cumulative GPA after any semester is below 80.000 will participate in an Enhanced Academic Success Program. The requirements of the Enhanced Academic Success Program are as follows:

Course Requirement Policy

A student whose cumulative GPA falls below 80.000 at the conclusion of Semesters 1, 2, 3, or 4 will be required to successfully complete the Law School Enhanced Academic Success Program subject to successfully completing a requisite number of "Bar Courses." This Course Requirement Policy supplements any other conditions imposed by the faculty.

- Group 1. Cumulative GPA below 80.000 at the conclusion of either Semester 1 or Semester 2. In addition to the successful completion of the required courses of Bar Preparation and Remedies,
 - Successful completion of a minimum of **four (4) additional** "Bar Courses" is required in order to successfully complete the academic program.
- Group 2. Cumulative GPA below 80.000 at the conclusion of either Semester 3 or Semester 4. In addition to the successful completion of the required courses of Bar Preparation and Remedies,
 - Successful completion of a minimum of **two (2) additional** "Bar Courses" is required in order to successfully complete the academic program. Additional "Bar Courses" are "Bar Courses" that the student has not taken at the time the student becomes subject to this Course Requirement Policy.

“Bar Courses.” The following courses cover topics that are regularly tested on the essay portion of the Georgia Bar Examination, but are not otherwise required for law school students. As part of this Course Requirement Policy, students may choose the content and order of the courses taken, as long as they complete the number of “Bar Courses” required by their Group. The Deans’ Office, in consultation with the Academic Success Professionals, may add or remove courses from this list as reasonable to accommodate individual students who intend to take a bar exam outside Georgia.

Required:

- Bar Preparation Course
- Remedies

You Choose:

- Business Associations
- Criminal Procedure—Constitutional Dimensions
- Criminal Procedure—Litigation Process
- Family Law
- Georgia Civil Practice and Procedure
- Real Estate Transactions
- Secured Transactions
- Torts II
- Wills, Trusts, and Estates

Requirement to Work with Academic Success Program

A student whose GPA is less than 80.000 at the end of the first semester, and/or at the end of any subsequent semester, is required to comply with an individualized academic program developed by the Academic Success Professionals and the Dean’s office.

Academic Dismissal and Readmission Policy

Requirements

- I. FIRST-YEAR STUDENTS: If a student's cumulative average falls below 78.000 at the end of the spring semester, first year, the student shall be dismissed from the Law School for academic ineligibility.
 - A. Before January 15 of the year following academic dismissal, the dismissed student may petition the Admissions Committee for readmission. The petition shall be addressed to the Assistant Dean for Student Affairs and may contain any supporting documents that the petitioning student deems appropriate.
 - B. Consistent with the Law School's obligations to the profession and the public, the Admissions Committee may grant a petition for readmission only if it determines that the student will successfully complete law school and will gain admission to the Bar. In making its determination, the committee shall consider the following factors: The student's commitment to learning as demonstrated by the student's pattern of conduct. The proximity of the student's cumulative average to the cumulative average required for

graduation. Any circumstances which affected the ability of the student to successfully complete the first year of law study.

C. A student may be readmitted only upon the following conditions:

The student must remain dismissed during the entire academic year immediately following academic dismissal and may recommence enrollment only in a fall semester after sitting out at least one full academic year. The student must repeat all first-year courses. If a first-year course is offered by more than one professor, to the extent possible, the readmitted student shall not enroll in the section taught by the professor previously taken for that course.

The student must achieve a cumulative average of 80.000 or higher at the end of the second semester of the repeated first year of law study in order to continue to the second year of law study. Failure to achieve the required cumulative average of 80.000 will mean permanent academic dismissal.

All course grades from a readmitted student's unsuccessful first year shall remain on the student's transcript, but those course grades shall not be included for calculation of the cumulative average after readmission.

D. Under extraordinary circumstances and upon written request, the Admissions Committee may waive part I.C.1. above and allow readmission of the dismissed student beginning with the fall semester immediately following dismissal. Immediate readmission will be granted only when the written request demonstrates, by clear and convincing evidence, to the Admissions Committee that:

The preceding year's academic difficulty was caused by a discrete, severe and temporary personal, social or financial circumstance that will have been remedied or eliminated before the beginning of the fall semester; and the prior year's academic performance indicates a high probability of achieving the required cumulative average of 80.000 in the first year of readmission. The Admissions Committee's denial of a request for immediate readmission is not appealable.

E. If the Admissions Committee denies the petition for readmission, a dismissed student may appeal the denial to the full faculty. Upon appeal, if the full faculty votes to readmit by a majority of those present and voting, the readmission shall be made under the limitations set forth in parts I.C. and D. above.

II. SECOND-YEAR STUDENTS: If a student's cumulative average falls below 78.000 at the end of the spring semester, second year, the student shall be dismissed from the Law School.

A. Before July 15 in the year of academic dismissal, the dismissed student may petition the Admissions Committee for readmission. The petition shall be addressed to the Assistant Dean for Student Affairs and may contain any supporting documents that the petitioning student deems appropriate.

B. Consistent with the Law School's obligations to the profession and the public, the Committee may grant a petition for readmission only if it determines that the student will successfully complete law school and will gain admission to the Bar.

- C. A student may be readmitted only upon the following conditions:

The student must repeat all failed required courses. If a failed required course is offered by more than one professor, to the extent possible, the readmitted student may not enroll in the section taught by the professor from whom the failing grade was received.

- D. If the Committee denies the petition, a dismissed student may appeal to the full faculty. If the full faculty votes to readmit by a majority of those present and voting, the readmission shall be made on the same conditions as those set forth in part II.C. above.
- E. A readmitted student who fails to achieve an 80.000 cumulative average at the end of the second semester, third year, will be permanently dismissed.

Financial Aid Policy Related to Academic Dismissal and Readmission

Please review the Law School's Satisfactory Academic Progress (SAP) Policy in the Student Handbook and on the Law School's website for financial aid requirements related to academic dismissal and readmission.

Maintaining a scholarship is conditioned on remaining in good standing (78.000 GPA or higher). A student who is academically dismissed will receive no Law School scholarship money if readmitted—even if the student returns to good standing and completes law school.

4. JOINT PROGRAMS

Joint JD/MBA Program

Mercer University's School of Law and Stetson-Hatcher School of Business offer a program leading to both the Juris Doctor and Master of Business Administration degrees. Both schools have collaborated to offer strong combined programs in law and business. The MBA program offers a flexible evening format and an intimate graduate setting, providing students with an opportunity to develop strong connections with each other, the faculty, and the business community. With its focus on ethical leadership and problem-solving skills, Mercer's MBA program enables students to make connections between business theory and its practical application. The applicant must be admitted separately by each school. Neither the JD nor MBA degree will be awarded to a student until the student has completed the requirements set forth in the joint program for both degrees. Additional tuition must be paid for courses that are required for the MBA degree.

Business Certificate Program

Students in good standing at Mercer Law School may choose to take up to three 600-level graduate courses in the [Stetson-Hatcher School of Business](#) without applying for admission to the MBA Program. Two specific combinations of courses can be taken for either a Certificate in Practice Management or a Certificate in Corporate Finance.

Students who receive one of these certificates will have their law school graduation requirements (89 hours) reduced by nine credits. Students must complete all courses required for a certificate;

otherwise, the law school graduation requirements will not be reduced. To enroll in a certificate program, students must receive approval from the Law School Associate Dean of Academic Affairs. Upon approval, the student should contact the Registrar's Office at (478) 301-2620. For more information regarding the Business Certificates, please contact the Law School Admissions Office at (478) 301-2605 or the School of Business at (478) 301-2835.

1. Certificate in Practice Management (nine credit hours):

Any three of the following three-credit-hours courses:

- (1) *BUS 606 Decision Making and Decision Analytics* (Note: This course requires prior completion of statistics pre-requisite)
- (2) *BUS 611 Supply Chain and Logistics Management* (Note: This course requires prior completion of statistics pre-requisite)
- (2) *BUS 613 Ethical Leadership*
- (3) *BUS 603 Accounting for Managers* (Note: This course requires prior completion of accounting pre-requisite)
- (4) *BUS 605 Marketing Decision Making*
- (5) *BUS 602 Human Capital Management*

2. Certificate in Corporate Finance (nine credit hours):

(Note: Enrollment in each three-credit-hours course below requires prior completion of accounting and finance pre-requisites.)

- (1) *BUS 602 Accounting for Managers*
- (2) *BUS 609 Financial Decision Making*
- (3) *BUS 6XX*: One additional BUS 600-level Accounting or Finance course approved by the associate dean for graduate studies or the director of MBA programs in Macon.

5. SUMMER COURSES

The Law School annually offers summer classes in several popular courses. Courses may be offered in online or in-person course formats. Although Mercer's curriculum is structured around six traditional full-time semesters to maximize learning and bar preparation, students may earn credit in summer classes at the Law School or other accredited law schools to reduce course loads during the regular academic year and to enrich their legal educations. Please contact the financial aid office if you need aid for summer school.

Summer Study Abroad

The Law School is a co-sponsor of several Summer Abroad Programs administered by the Stetson University College of Law in Florida. Stetson has offered programs in London, Granada, Spain, the Hague, the Netherlands, Cape Town, South Africa, and Seoul, Korea. More information about the programs is available at <https://www.stetson.edu/law/studyabroad/home/>.

Please contact the financial aid office if you need aid for the summer abroad program. You are required to submit proof of registering your travel with Mercer University's Office of International Programs (<https://www.mercerabroad.com/>) and payment of mandatory travel insurance to the financial aid office before receiving student loans.

Summer School at Other Schools

If you wish to take summer school courses at another ABA accredited law school or through the Law School Summer Study Abroad Program, please follow these steps:

Obtain the appropriate form from the Registrar's Office and read carefully.

Bring the form and attach a copy of the course descriptions from the other school to the Associate Dean for Academic Affairs. It is not necessary to attach the course descriptions if you will be taking classes through the Mercer/Stetson Summer Study Abroad Program.

If you need financial aid for a summer abroad program, please contact the financial aid office.

Transfer Credit

The Law School will only accept credit earned at another ABA accredited law school. The Law School will accept credit for courses when the grades received equal or exceed the graduation average required by the school where the student is taking the course. When the Law School accepts credit for courses taken at another school, the grades will be recorded as "S" and will not be computed into a student's grade point average at Mercer.

In addition to meeting the other requirements for graduation, transfer students must complete at least four semesters at Mercer. Further, no more than two semesters of academic credit can be transferred from schools that are not members of the Association of American Law Schools.

6. DISTANCE EDUCATION GUIDELINE

- I. A Distance Education course is one in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member either synchronously or asynchronously. A distance learning course must include the use of faculty-approved methods to verify the identity of students taking a distance education course, and students must be notified of any additional cost at the time of enrollment and first day of class. The academic content, method of course delivery, and method of evaluating student performance must be approved as part of Mercer's regular curriculum approval process.

- II. A second or third year student enrolled at Mercer who has completed instruction equivalent to 28 credit hours toward the J.D. degree, may receive credit toward the J.D. degree for study through distance education consistent with the provisions of this Guideline.
- III. To receive credit, a distance education course must be offered by Mercer or an ABA accredited law school. If the course is not offered by Mercer, the Associate Dean for Academic Affairs must approve the taking of the course prior to enrollment by the student in order for the course to be available for the student to receive credit. For every course, credit toward will be given only if (1) the distance education course provides opportunity for regular and substantive interaction between faculty member and student and among students; (2) there is regular monitoring of student effort by the faculty member and opportunity for communication about that effort; and (3) the learning outcomes for the course are consistent with ABA Standard 302.
- IV. A student may receive no more than fifteen credit hours by enrollment in distance education courses. No more than three distance education credit hours will be credited toward a transfer student's Mercer degree, although a transfer student may, consistent with this Guideline, take additional credit hours after matriculation at Mercer.
- V. Distance education courses offered by Mercer to its students count toward the minimum enrollment requirement of 12 hours per semester (10 for the sixth semester). However, all courses under this Guideline, for which credit is available, count for purposes of determining whether a student is enrolled beyond the maximum 18 hours per semester (15 in the final semester).
- VI. No credit shall be given for a distance education course offered by another school if the course: (1) is required for graduation; or (2) is substantially the same as one offered at Mercer at an appropriate time during the same academic year.
- VII. No credit otherwise may be given toward the J.D. degree for any distance education course.

IV. LAW SCHOOL DIRECTORY & DEPARTMENTS

1. LAW SCHOOL DIRECTORY

All campus phone numbers begin with (478) 301-

	<u>Phone</u>	<u>Office</u>	<u>Title</u>
Deans' Suite			
Cox, Cathy	2602	140	Dean and Professor of Law
Wilkins, Pamela	2146	143	Associate Dean for Academic Affairs and Professor of Law
Leffall, Alyssa	2586	147	Assistant Dean for Student Affairs
Batts, Karen	2602	138	Administrative Assistant to the Dean
Houston, Laney	2606	139	Administrative Assistant
Faculty Offices			
Baldwin, Anthony		332	Professor Emeritus
Blumoff, Theodore		313	Professor Emeritus
Carlson, Bonnie	2634	366	Assistant Professor
Claxton, Joseph		376	Professor Emeritus
Creswell, Richard		369	Professor Emeritus
Fleissner, James	2637	310	Professor
Floyd, Daisy Hurst	2632	314	University Professor of Law and Ethical Formation
Floyd, Timothy	2631	304	Tommy Malone Distinguished Chair in Trial Advocacy and Director of Experiential Education
Gerwig-Moore, Sarah	2195	306	Professor
Griffin, Oren	2642	308	Associate Dean for Strategic Initiatives and Professor
Hricik, David	4154	334	Professor
Hunt, James (away)	2202	321	Associate Professor
Johnson, Steve	2192	375	Professor
Jellum, Linda (away)	5689	305	Ellison C. Palmer Professor of Tax Law
Jones, Mark	2636	325	Professor
Kaufman, Billie Jo	2665	212	Law Library Director & Professor of Law
Kundawala, Ishaq	2431	362	The SBLI/Walter H. Drake, Jr. Chair in Bankruptcy Professor
Longan, Patrick	2639	309	William Augustus Bootle Chair in Ethics and Professionalism Professor
Nelson-Jones, Latisha	2617	369	Assistant Professor
Oedel, David	2629	316	Professor
Page, Cathren	2432	374	Associate Professor
Painter-Thorne, Sue	2647	303	Professor
Ritchie, David	5686	307	Director of International Initiatives and Professor of Law and Philosophy
Roudil, Monica Armstrong	2203	372	Associate Professor

Sabbath, Michael	2643	365	Faculty Alumni Liaison & Professor
Simson, Gary	2628	333	Professor and Macon Chair in Law
Sneddon, Karen	5908	371	Associate Dean of Faculty Research & Development and Professor of Law
Sneirson, Judd	2603	311	Visiting Professor
Titshaw, Scott	2492	317	Associate Professor
Watson, J. Shand		326	Professor Emeritus
Wells, Donal C (Chris)		143	Associate Professor Emeritus
Wilkins, Pamela	2146	373	Dean of Academic Affairs and Associate Professor of Law

Academic Support and Law Clinic

McCann, Margaret	5017	342	Director Academic Success
Kammer, Brian	4131	124	Habeas Project Director/Staff Attorney
Johnson, Anne	5030	349	Assistant Director of Academic Success
Vacant	2436	364	Bar Exam Specialist
Powers, Katie	2191	377	Director of Advocacy

Adjunct Faculty

Bell, Griffin III	Treadwell, Hon. Marc
Bonapfel, Hon. Paul	Visser, Karen
Cadle, Ivy	Walker, Caleb
Clark, John Christopher	Walker, Stuart
Cole, John P.	Weigle, Hon. Charles
Colvin, Hon. Verda	Welsh, Stephen
Culpepper, Hon. Bryant	Williams, Catherine
Daniel, Tomieka	Wright, Emily
DeCarlo, Kean	
Dillard, Hon. Steve	
Donovan, Mary	
Elliott, James	
Gautreaux, Jarome	
Hall, Zandra	
Hervey, William	
Hooper, Eric	
Hunt, Christina	
Johnson, Anne	
Kammer, Brian	
Key, Scott	
Lopater, Evelyn	
Matthews, Hon. Thomas	
McCann, Margaret	
McNeill, Taylor	
Miller, Wallace III	
Pope, David	
Shoemaker, Bowen	
Simon, Lance	
Simms, Hon. Howard	
Smith, Michael	

Admissions and Financial Aid

Main Line	2605		
Sutton, Marilyn	2429	144D	Assistant Dean of Admissions & Financial Aid
Vacant	5001	144C	Director Admissions & Financial Aid
Gilliard, Artavia	5902	144B	Assistant Director of Admissions & Recruitment
Trussell, Terry	2147	144E	Office Specialist for Admissions & Financial Aid
Stone, Stacey	2605	144	Administrative Assistant

Career Services

Carr, Elizabeth	2030	105	Assistant Dean Career Services
Vacant	5014	107	Director, Career Services
Dekle, Tre	2914	106	Assistant Director of Career Services & Experiential Education
Vacant	2615	103	Administrative Assistant

External Relations

Lauren Mauldin	5000	341	Director, Communications & Marketing
Cadle, Leslie	2232	344	Director, Development
King, Cheryll	2180	343	Director of Alumni Programs & Engagement

Faculty Support

Jump, Cherie	2609	339	Administrative Assistant
Vacant	2610	320A	Administrative Assistant

Law Review

Shah, Shreya	2624	134	Editor-in-Chief
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Law Library

Kaufman, Billie Jo	2665	212	Law Library Director & Professor of Law
Bradley, Sharon	2638	220	Digital and Scholarly Resources Librarian
Dewey, Michelle	2625	210	Reference Services Librarian
Gullon, Ismael	5904	217	Associate Librarian for Collections & Tech. Services
Newman, Ariel	5905	219	Reference Services Librarian
Perkins, John	2667	221	Reference Services Librarian
Register, Julie	2613	212	Administrative Clerk
Solomon, Labrina	2982	228	Library Assistant/Gov. Documents
Spishock, Timothy	2614	211	Library Assistant III
Library Circulation Desk	2612		
Library Reference Desk	2334		
Library Third Floor	2220		

Registrar

Jackson, Tracy	5023	205	Registrar
Lindsey, Steve	2621	209	Assistant Registrar
Griffin, Marsha	2620	207	Registrar Specialist

Technology

Osier, Chris	2183	350C	Director of IT
Vacant	2181	350B	Systems Manager I
Powers, Justin	2182	350A	IT/AV Support Technician

Other Law School Areas

Moot Court		111
Student Bar Association		126
Snack Bar		150
Mail Room		324
Nadler Room	5018	319

Main Campus

Admissions, Main Campus	2650
Athletic Dept. (Intramural)	2370
Bookstore, Main Campus	2945
Bursar's Office	1111
Campus Safety	2911
Mercer Police	4357(HELP)
Counseling & Student Development	2862
Financial Aid	2670
Grand Opera House Box Office	5470
Housing & Residence Life	2687
Infirmery	2696
Main Library	2055
Mercer Health Systems	4111
Human Resources	2785
Post Office	4170
President's Office	2500
Purchasing	2950
Registrar, Main Campus	2680
Student Activities	2868
Switchboard	2700
University Center	5155

2. CAREER SERVICES

The purpose of Career Services is to empower our students and alumni to actively seek and develop satisfying and fulfilling careers through individual counseling, professional development programming, and facilitating connections with potential employers. We expect students to take responsibility for their own professional development and job searches by meeting with the Career Services staff, attending programming, building a professional network, developing appropriate application materials, and seeking and applying for positions.

Services & Resources

The Career Services Office staff is here to assist students through law school and beyond. The CSO staff is committed to providing needed information, counseling, and skills training to prepare students for all career options, including summer externships and clerkships as well as permanent positions and judicial clerkships. The office offers a full range of services to students, alumni, and potential employers. These services include, but are not limited to:

- Providing individual career counseling sessions for students and alumni;
- Hosting year-round On-Campus Interviewing (“OCI”) programs;
- Coordinating off-campus interviewing and resume collection/forwarding programs for employers who cannot come to campus;
- Posting job opportunities online for students and alumni;
- Sponsoring professional development and job searching workshops;
- Facilitating individual and group networking opportunities;
- Setting up reciprocity with other law school career services offices for students and alumni to use;
- Maintaining resources including books, magazines, information on law firms and governmental agencies, and other career resources.

For a more detailed description of the resources and services available through the Career Services Office, please see the handbook provided during 1L Career Services Orientation, transfer orientation, or the 3L Career Development Handbook.

Policies

Eligibility to Participate in Interview Programs

Unless otherwise noted, to participate in all on-campus interviews, resume collections, resume books, job fairs in which Mercer is a participating school, and any other services offered by the Career Services Office, students must be enrolled at the Law School as of the date of the interview, resume deadline, job fair, etc. Students withdrawing or intending to withdraw from Mercer will be ineligible to participate and any interview offers will be automatically declined.

Application Policies

Generally, when applying for an on-campus interview, students must be available to interview on the scheduled date. If you have an extenuating circumstance, you should talk with the Career

Services Office before applying. For job fairs, you must be available to interview on the date of the fair without exception.

Students should no longer apply for positions once they have accepted an offer of employment for that period of time (e.g. summer) or for a permanent position. If you are certain that you intend to accept an employment offer, you must withdraw from any active bids/applications and inform the Career Services Office of the acceptance of the offer. Continuing to apply and interview once you have accepted a position for the same time period is unprofessional, may create issues for the employer, and ultimately reflects poorly on Mercer. Students failing to follow this guideline may lose access to future opportunities through the Career Services Office.

Application materials must be appropriately drafted, include all requested items, and follow all instructions. Examples of application materials are provided in the Career Services handbooks and should be followed. Materials that are incomplete, poorly drafted, or otherwise inappropriate will not be sent to employers.

Policy on Contacting Employers

If you are applying for a position advertised through the Career Services Office or through a job fair you may not, under any circumstance, contact the employer directly unless otherwise instructed by the Career Services Office or until contacted directly by the employer. Employers take advantage of these recruiting services in order to avoid managing applicants on an individual basis. If you have a question about applying, interviewing, etc., talk with the Career Services Office.

Interview Policies

Failing to attend an accepted interview is unacceptable, as it is a poor reflection on the student and on the Law School. Accordingly, students must follow the interview policies below.

If chosen for an interview, you should plan to interview (unless you have accepted another position) or immediately decline the interview offer. Once you have accepted an interview, you must attend the interview unless you accept another position before the scheduled interview date. Students who have applied for positions through OCI or job fairs should check their Law School email account and BearBoard frequently for notification of interview status. If, after scheduling an interview, you accept an offer from another employer for the same period of time for which you would be interviewing, or for a permanent position, you must follow the instructions below for withdrawing from the interview.

If you cannot attend an interview that you have accepted, you **MUST** contact a member of the Career Services Office staff directly and immediately for further instruction. Withdrawing from the interview through BearBoard is not permitted. By withdrawing at the earliest possible time, another student may receive an interview with that employer. If you withdraw at the last minute, the employer may not elect to consider another student.

We understand that emergencies do occasionally arise. If an emergency arises the day of the interview, you must contact the Career Services Office in person or by phone immediately and speak with a staff member directly (email and voicemail are not sufficient). Although it is not acceptable to miss an interview, if you miss an interview, you must write a letter of apology to the interviewer to explain what emergency kept you from the interview. A copy of this letter must be given to the Career Services Office. Your BearBoard account will be locked until the copy of the

apology letter has been submitted to the Career Services Office. The Career Services Office reserves the right to deny services to any student who repeatedly misses interviews. Failure to attend interviews or to appropriately handle a missed interview may result in your temporary or permanent suspension from participation in on campus interviews, job fairs, and BearBoard access in general.

Policy on Employment Offers

By accepting an offer of employment, you are committing yourself to that employer for the agreed-upon time period. Reneging on an accepted offer is an ethical violation of that commitment. Reneging on an accepted offer can negatively impact your reputation and that of Mercer Law. In addition, it can skew employers' perceptions of other Mercer Law students and graduates, resulting in decreased recruiting opportunities. Because of Mercer Law's strong interest in maintaining employer relationships and maximizing opportunities for all students and alumni, reneging on an accepted offer of employment may result in the loss of all OCI and job fair privileges. This policy applies whether or not the accepted offer was secured via a Mercer Law sponsored interview program or job fair. If you are considering reneging on an accepted offer of employment, speak with your career advisor or the Associate Dean prior to making a final decision.

Policy on Non-discrimination

Mercer Law School has long refrained from discriminating on the basis of race, color, national or ethnic origin, disability, veteran status, sex, sexual orientation, genetic information, gender identity, gender expression, age, or religion. Accordingly, Mercer Law only makes its interviewing facilities and job listing services available to employers who agree to observe this policy of non-discrimination and equality of opportunity on the basis of race, color, national or ethnic origin, disability, veteran status, sex, sexual orientation, genetic information, gender identity, gender, expression, age, or religion in regard to hiring, promotion, retention, and conditions of employment. The only exception to this policy is made for military recruiters under the Solomon Amendment, which requires schools to provide access or potentially lose federal funding provided to the university as a whole. Compliance with the Solomon Amendment does not in any way reflect acceptance of, or agreement with any discriminatory hiring practices.

3. GENERAL SUPPORT & MENTAL WELL-BEING RESOURCES

Counseling & Psychological Services (CAPS)

Law students have access to Mercer University's Counseling & Psychological Services (CAPS) for free counseling appointments (paid for by student fees). To learn more about the scope of services provided, please visit the CAPS website at <https://counseling.mercer.edu/> or call (478) 301-2862.

Assistant Dean for Student Affairs

Students experiencing challenges in their academic, financial, or personal lives should consult with the Assistant Dean for Student Affairs to discuss the availability of resources and other forms of support.

4. FINANCIAL PLANNING

Financial Information

Approximately 98 percent of Law School students receive financial aid. Financial aid consists of scholarships, loans, and work study. Information regarding student loans and academic merit scholarships may be obtained by contacting the Financial Aid Office. The priority deadline for receipt of financial aid applications is May 1. Applicants applying for student loans or work study must submit the Free Application for Federal Student Aid (FAFSA) and the Mercer Financial Aid Application each year.

Tuition and Fees

Tuition and fees are due the first day of each semester. A monthly fee of \$50.00 will be charged for late payment. Tuition for the 2021-22 academic year is \$41,168 and fees are \$300. The living allowance for the nine-month academic year is \$19,092.

*Students who do not waive Mercer University's health insurance each semester may elect to borrow additional loans to cover the cost of the premiums.

Debts

No records will be released and no student will be considered by the University as a candidate for graduation until all indebtedness to the University has been settled. The Bursar's Office is authorized to withhold and apply to the student's debt any funds needed, including the student's payroll check, stipend, scholarship, loans, state grants, or any other student financial aid. Students with outstanding indebtedness will not be eligible for priority registration, and the student may be subject to late penalty and interest charges. Unpaid student accounts which are deemed delinquent may be placed with a collection agency. If such action is required, the student will be liable for any costs associated with such action.

Satisfactory Academic Progress Requirements

SAP Policy

The Department of Education requires a school to establish minimum standards of academic progress that a student must meet to maintain general eligibility for financial aid. The Law School's Satisfactory Academic Progress standard (SAP) is used to determine if an enrolled student is making satisfactory academic progress to remain eligible for federal aid. SAP standards are used solely to determine federal financial aid eligibility; they do not cancel, modify, or override The Law School's academic policies or requirements. This policy provides a consistent application of standards to all students, ensuring both the quality of academic work and the completion of a student's program within the maximum time frame. **The Law School's SAP policy provides that a student's academic performance will be evaluated at the end of each semester.**

The SAP policy will measure:

1. **Qualitative Standard** - Cumulative GPA a student must achieve at each evaluation checkpoint to be eligible for federal financial aid and considered as having made SAP.

2. **Quantitative Standard** - Pace of progression to ensure graduation within the maximum time frame.

Qualitative Standard

To be eligible for federal financial aid and considered as having made SAP, a student must maintain the minimum cumulative grade point average (GPA) required by The Law School's policies relating to academic exclusion and readmission. At Mercer, a student must maintain a minimum 78.000 GPA and the GPA is evaluated at the end of each semester. If a student's cumulative average falls below a 78.000 average at the end of the spring semester of the first or second year, the student shall be dismissed from the Law School. For more information regarding academic exclusion and readmission and financial aid SAP policies, please see the Student Handbook, which is also available online at <http://law.mercer.edu/academics/registrar/>. In addition, the Law School's SAP Policy is available online at <http://law.mercer.edu/admissions/financialaid/>.

Quantitative Standard

Federal regulations allow us to award students up to 150% of their required hours. Our degree requires 89 credit hours to graduate, therefore Mercer may award a student up to 133 credit hours ($89 \times 150\% = 133$). A student must also complete at least 67% of attempted hours each semester. The maximum timeframes for students to finish their degree will be verified at the end of each semester or grading period to ensure compliance toward graduation and monitor the student's SAP.

Transfer hours	Will count as both hours attempted and hours earned.
Incompletes	Will count as hours attempted until the course is completed. A passing grade will count as hours earned; a failing grade will remain as hours attempted only.
Repeat Courses	Both courses will count as attempted hours.
Withdrawal	Will count as hours attempted only
Remedial course work	Not included in the GPA, but reviewed for progress

Financial Aid Warning & Probation

Financial Aid Warning

A student who fails to maintain the qualitative or quantitative standards for SAP is automatically placed on Financial Aid Warning. The Director of Admissions & Financial Aid will notify the student when this occurs and will advise the student regarding the SAP standards that must be met by a specific term to retain eligibility for federal financial aid. The following apply to students on Financial Aid Warning:

1. The student will continue to receive federal financial aid for one payment period or semester (referred to as the Warning Period). Aid for the subsequent period is placed on hold status until SAP can be reviewed following the Warning Period.
2. If the student is still not making SAP after the Warning Period, the Director of Admissions & Financial Aid will notify the student that he or she is ineligible for federal financial aid until

either all SAP standards are successfully met or the student has successfully appealed and been granted a period of financial aid probation, as detailed below.

3. Financial aid warning status is not appealable.

Financial Aid Probation

This status is assigned to a student who fails to make SAP, has appealed, and has had eligibility for aid reinstated. Once a student is notified that aid eligibility has been suspended for failing to make SAP, the student may appeal that determination using the process below. Financial Aid Probation allows a student to continue to receive aid under the terms specified by the Assistant Dean of Admissions & Financial Aid if the appeal is granted. No more than two appeals will be granted per year.

Satisfactory Academic Progress Appeal

A student who fails to meet the SAP standard at the end of the spring semester of the first or second year shall be eligible to appeal this adverse determination to the Director of Admissions & Financial Aid by following the steps described below:

1. Describe and submit documentation explaining the mitigating circumstances that led to the failure to make SAP. These circumstances shall be considered mitigating if they are of a severe and temporary personal, medical, or financial nature.
2. Provide a detailed plan about how the student will handle or resolve the mitigating circumstances to allow the student to improve and ensure future academic success to make satisfactory progress at the next evaluation.

If a student is petitioning for readmission, the petition and supporting documentation, which will be submitted to the Assistant Dean for Student Affairs, will satisfy the requirements of items 1 and 2 above.

3. The student must submit a proposed academic plan that would allow the student to meet the SAP standards within a set period of time. The student is required to meet with the Director of Academic Success and /or the Assistant Director of Academic Success in developing a proposed academic plan.
4. Submit a SAP Appeal Form, which is available in the Financial Aid SAP Policy portion of the Law School's website.

Appeal Process

The Assistant Dean of Admissions & Financial Aid and Director of Admissions & Financial Aid will review all SAP appeals. As noted above, the academic plan must detail what is necessary for the student to achieve SAP standards in a prescribed amount of time.

If Financial Aid Probation is granted through appeal and the student can meet SAP in one semester, aid may be received for that semester. A student will be required to fulfill specific terms, such as participating in an Academic Success Program while on Financial Aid Probation. If an academic plan

is approved, eligibility for aid will be reinstated and can be received as long as all conditions of the plan are met. If the academic plan conditions are not met, then aid eligibility is lost until the student meets the SAP standards or appeals again by emailing the Director of Admissions & Financial Aid another SAP Appeal Form and an updated Academic Plan signed and dated by the student's Academic Success Advisor.

If the appeal is denied or eligibility lost for failing to meet the terms of the approved academic plan, the student must immediately arrange to pay for his or her school expenses. Students who lose their federal financial aid eligibility may continue their studies using other aid sources or by funding their education themselves as long as they otherwise meet the Law School's academic standards. The student will be notified of the outcome of his or her appeal in writing or via email to the student's law school email address.

Delays in Aid Disbursement

Because grades may not be available before the beginning of the next scheduled semester, the possibility exists that financial aid may be disbursed to a student before the review can be conducted. If a student is placed on Financial Aid Warning after grades are posted, the student remains eligible for the aid received. If the student is already on Financial Aid Warning, aid will not be disbursed until a determination is made that the student has met the requirement for SAP. If the student is on Financial Aid Probation, the student must meet the requirement of satisfactory academic progress or meet any academic plan conditions to receive aid. If a student is determined to be ineligible for the financial aid that has been disbursed due to failure to meet one or more qualitative or quantitative SAP standards or academic plan condition, the aid that was disbursed will be canceled and returned to the student's loan servicer. The student is then responsible for making payment arrangements for any amounts owed to the Law School.

Sources of Financial Aid

Federal Direct Stafford Student Loan (Unsubsidized)

Students must complete the FAFSA and the Law School Application for Financial Aid each year to be eligible for an unsubsidized loan. Eligible law students may borrow up to \$20,500 per academic year. The aggregate amount a professional student may borrow for direct subsidized and unsubsidized loans is \$138,500 (this amount includes loans received for undergraduate and graduate study). Interest is charged from the time the loan is disbursed until the loan is repaid in full. Interest payments may be deferred while the borrower is in school. Deferred interest will be capitalized at repayment. Repayment begins six months following departure from school or dropping below half-time enrollment. For the most recent interest rate and origination fee, please see <https://studentaid.ed.gov/sa/>.

Federal Direct Graduate PLUS Loan

The Direct Graduate PLUS Loan is a fixed interest rate loan guaranteed by the federal government. For the most recent interest rate and origination fee, please see <https://studentaid.ed.gov/sa/>. The Direct Graduate PLUS Loan may be consolidated with other federal loans after graduation. PLUS loan borrowers are required to pass a credit check. Repayment begins six-months following your departure from school or dropping below half-time enrollment.

Private/Alternative Loans

Law students may be eligible to borrow money through private lenders. These loans are based on creditworthiness and some may require a co-signer. Interest rates are variable. Most lenders offer a six to nine-month grace period following departure from school. Borrowers are generally allowed from fifteen to twenty years to repay private loans. Loan applications may be obtained online at the lender's website.

Scholarships

Mercer Law School offers merit scholarships each year to applicants whose academic records, LSAT scores, and personal achievements demonstrate the potential for outstanding performance in the study of law. Subject to availability of funding, the Law School also provides some limited additional scholarship awards to students who are ranked in the top segment of their class after the first year and who received little or no other Law School scholarship awards when they entered.

Scholarships will be renewed the final two years of law school as long as the student remains in good standing. The definition of good standing is that a student maintain a 78.000 or above average at the end of each academic year.

Maintaining a scholarship is conditioned on remaining in good standing (78.000 GPA or higher). A student who is academically dismissed will receive no Law School scholarship money if readmitted—even if the student returns to good standing and completes law school.

In addition to merit scholarships, students may also qualify for a number of academic awards. Information regarding merit scholarships may be obtained by contacting the Office of Admissions & Financial Aid.

Work Study

Students who are interested in working at the Law School should contact the Director of Financial Aid. Federal work-study hours are awarded based on financial need. Students must complete the FAFSA and the Law School Application for Financial Aid each year. Other employment opportunities may be available under the regular wage program.

Withdrawals/Refund Policy

Mercer University will maintain a fair and equitable refund policy by adherence to the Institutional Refund Policy in all programs, in all schools, and on all campuses. This policy is subject to change if there are future changes to the Federal Return Policy or other federal, state, accrediting agency, or institutional policy with which it may conflict.

The criteria for the Mercer Institutional Refund Policy are based upon federal mandates established by the Federal Return Policy, which took effect on all Mercer campuses on August 15, 2000, replacing all existing refund policies throughout the University. The policy applies whether or not Title IV awards are involved.

A student who FORMALLY RESIGNS from school prior to the last day of the drop/add period for any term of enrollment will be entitled to a 100% credit of tuition and fees charged for the current term (the \$500.00 deposit for entering students is non-refundable). A student who FORMALLY RESIGNS

from school after this date may be entitled to a prorated credit of the tuition and fee charges if certain criteria are met as described in this policy.

The drop/add period for the winter Intersession classes at Mercer Law ends on the first day of class. It is the student's responsibility to return the full amount of federal aid received for any winter program, if the student decides not to earn the credit hours for which the aid was awarded.

Questions regarding refund procedures and amounts should be directed to Mercer Law's Office of Admissions and Financial Aid ((478) 301-2605) or to main campus's Office of the Bursar, 1501 Mercer University Drive, Macon, GA 31207 (Telephone: (478) 301-1111.) Students are charged tuition and fees for all attempted hours, regardless of completion.

Refunds will be calculated based on enrollment of either semester-based programs or session-based programs, as defined below;

Semester-Based Programs: Class enrollment spans the entire semester. Classes typically run 16-weeks.

Session- (or module) Based Program: Enrolled in one or more courses that do not span the entire semester. Typically, there are two 8-week sessions within the semester.

***Special requirements for session-based program refunds will be notated throughout this policy by an asterisk.**

PLEASE NOTE: The last date for a tuition refund MAY NOT correspond with the last day to withdraw for the term. Please contact the Bursar's Office for the last day to withdraw for a tuition adjustment.

Eligibility for Refund of Tuition, Fees & Other Institutional charges

A student is not eligible for any refund if:

1. The student fails to formally withdraw.
2. The student is suspended for disciplinary reasons.
3. The student withdraws when a disciplinary action or honor code violation is pending.
4. The student withdraws from a class or classes while currently enrolled in other classes for the semester.
5. *The student provides written confirmation that they will return for a future session in the same semester.

Official and Unofficial Withdrawals

Officially Withdrawing

1. To officially withdraw from the semester, a student must drop or withdraw from all courses for the term.
2. Students contemplating dropping or withdrawing from courses are urged to first consult their student financial aid counselor for information regarding the impact of this action on their financial aid award.
3. Submit the online withdrawal form in the MyMercer student portal, or complete and return a paper Term Withdrawal form to the Registrar's Office.
4. The completed form must be submitted by the Registrar's Office before withdrawal can be finalized.
5. Refund calculations will be based upon the date the student officially notifies the Registrar's Office in writing or in person of his/her intent to withdraw.
6. Per federal regulations, a calculation for the return of federal funds will be completed within 45 days of the student "officially withdrawing."
7. Any balance or overpayment created due to financial aid disbursements being returned to their original source of funding per the withdrawal calculation will become immediately due and payable, by the student, to the University and in some cases to the U.S. Dept. of Ed.
8. Once all calculations are completed, the Bursar Office will invoice the student for any outstanding balance.
9. *Session-Based students who officially withdraw from Session I and are also enrolled in Session II must provide written notification they plan to attend Session II classes. Without this written documentation, the student will be dropped from the Session II classes and a Term Withdrawal Calculation will be completed.
10. *Session-Based students who drop Session II courses while still attending Session I are not considered withdrawals. However, if the student is Pell eligible or receiving the Georgia Tuition Equalization Grant, a downward enrollment calculation is necessary. **NOTE: If the student drops all Session II courses after Session I ends, through the end of drop/add period for Session II, a withdrawal calculation must be performed even if Session I courses were completed with grades.**

Unofficially Withdrawing

1. Non-attendance or ceasing to attend a course(s) does not constitute an official schedule change, course withdrawal, or term withdrawal.
2. Failure to "officially withdraw" will result in academic penalties and may affect the student's Satisfactory Progress rating.

3. Students failing to officially withdraw will be held financially accountable for tuition, fees, and stipends issued to them for the term.
4. If a student ceases attendance without notifying the university, a Federal statutory provision allows the university to use the midpoint of the payment period as the withdrawal date for calculating the return of financial aid funds. Otherwise, the university may use the student's last verifiable day of an academically related activity.
5. Per federal regulations, a withdrawal date will be determined within 30 calendar days from the end of the semester for those students who ceased attendance without "officially withdrawing" from the University and those students who are determined not to have earned any credit for the semester.
6. Any balance or overpayment created due to financial aid disbursements being returned to their original source of funding per the withdrawal calculation will then become immediately due and payable, by the student, to the University and in some cases to the U.S. Dept. of Ed.
7. Once all calculations are completed, the Bursar Office will invoice the student for any outstanding balance.
8. *Session-based students who complete Session I, earning a grade(s), then cease attendance in session II courses are considered "unofficial withdrawals."

Refund of Non-Tuition Charges

1. If a student withdraws before the first day of classes for the term, housing and/or meals will be charged based on usage up until that point in time.
2. If a student withdraws prior to the beginning of the semester or during the official drop/add period, lab fees, facility/technology fees, and insurance premiums will be reversed.
3. If a student withdraws after the end of the official drop/add period, housing and meal plan refunds will be calculated by Residence Life and Auxiliary Services respectively, based on usage.
4. Pre-enrollment deposits and dormitory or housing deposits are non-refundable.
5. Insurance Premiums are non-refundable after the waiver deadline.
6. Additional charges for housing and meals will be assessed on a prorated basis from the date of withdrawal until the student vacates the room and returns his/her key and keycard.
7. Once all calculations are completed, the Bursar Office will invoice the student for any outstanding balance.

Refund Appeals

Any exception to the University Refund Policy requires a written appeal by the student to the Refund Appeals Committee. Letters must be submitted, along with any supporting documentation, to the University Bursar by the beginning of the semester following the one in dispute. The committee meets each semester and responds in writing. This is the student's final venue of appeal.

Withdrawal Refund Calculations

The federal government requires the Office of Financial Aid to calculate how much Title IV aid a student has earned. Federal regulations state that a student earns Title IV aid based on the period of time he/she remains enrolled for a particular term.

A student who has completed more than 60% of the enrollment period is considered to have earned 100% of the Title IV aid awarded; no return of Title IV aid is required.

Enrolled Days

$$\frac{\text{Enrolled Days}}{\text{Days in the Enrollment Period}} = \% \text{ of Title IV Earned By Student}$$

Pursuant to federal regulations, any federal funds not earned by the student must be returned to the Title IV program in the following order:

- Unsubsidized Federal Direct Stafford Loan
- Subsidized Federal Direct Stafford Loan
- Federal Perkins Loan
- Federal Direct Plus Loan
- Federal Pell Grant

- Federal Supplemental Educational Opportunity Grant
- Other Title IV Aid Programs

Non-Title IV financial aid funds will be returned in the following order:

- State and other loans
- State and other grants/scholarships
- Mercer institutionally-funded loans
- Mercer institutionally-funded grants/scholarships
- Mercer endowment-funded loans
- Mercer endowment-funded grants/scholarships
- Other loans
- Other scholarships
- Student/parent payments

For the most up-to-date information on withdrawals/refunds and examples of Semester-Based Federal Return Calculations, please review Mercer University's Catalog at: <https://registrar.mercer.edu/macon/catalogs.cfm>, and the Bursar's Office website at: <https://bursar.mercer.edu/macon/withdrawal/>, and the Mercer University Student Handbook at: <https://provost.mercer.edu/handbooks/studenthandbook.cfm>.

For additional information on the Law School's Withdrawal Policy, please review Mercer University's website at <https://bursar.mercer.edu/macon/withdrawal/>.

Refunds and Stipends

All payments made by or on behalf of a student shall be receipted to his/her account. Refundable credit balances are processed on a regular basis by the Office of the Bursar. Credit balances resulting from overpayment by credit card payment will be refunded to the credit card. Credit balances resulting from financial aid will be refunded to the student through their Student Choice Refund option. A student may select their method of refund/stipend through their MyMercer student portal. Mercer currently offers Direct Deposit, Reloadable Prepaid Debit Card, or paper check. Paper checks are the default refund method and are mailed to the address listed on the Student's Master file. Each student is responsible for ensuring his/her address is accurate to avoid delays in receiving their check. The Bursar Office encourages students to enroll in Direct Deposit to ensure the fastest and most efficient handling of their refunds.

If a school attempts to disburse the credit balance from federal funds by check and the check is not cashed, the Bursar's Office will return the funds to the Department of Education no later than 240 days after the date the check was issued. If a Direct Deposit of federal funds is rejected or a check returned to the school, the Bursar's Office may make another attempt to disburse the funds or the funds must be returned no later than 45 days after the rejection date. Any refunds that are rejected or returned and are generated by non-federal funds will be reattempted for five (5) years. After this timeframe, refunds will be escheated to the State.

5. LAW LIBRARY

Library Hours

The law library is open to law students with a Bear Card (building access card) whenever the building is open.

Circulation

Circulation desk service, including the reserve collection, is available fall and spring semesters during the hours listed below. Summer and holiday hours are abbreviated and posted in the library and on the law school and law library's websites.

Day	HOURS
Monday - Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 5:00 pm
Saturday	Closed
Sunday	1:00 pm – 8:00 pm

Carrels & Tables

Carrels and tables are available for study on a first-come, first-serve basis. Personal items left in carrels are subject to removal. Items of value, including laptops, should never be left unattended. Do not tack, tape, or permanently affix anything to carrels, tables, walls, end panels, or other furniture and equipment in the library.

Cell Phones

Cell Phones should be on silent. All calls must be taken in the lobby area.

Employment Opportunities for Law Students

The library hires second- and third-year law students as Library Assistants. The hiring process is competitive. Working in the library is an excellent opportunity to work with a variety of legal resources on a routine basis. If you are interested in working in the library, inquire at the circulation desk.

Food and Drink Policy

Cold foods, such as fruit, nuts, candy bars and crackers are permitted in the law library and study rooms. Meals and hot foods, such as pizza, burgers, and soup are not permitted. Drinks in closed, non-disposable containers are welcome in the library. Styrofoam cups, cans, or other open containers of any kind are not permitted. Students are expected to dispose of all trash promptly and properly and clean up any spills/messes.

Interlibrary Loan

If the library does not own an item you need, it is highly likely available from another library. Interlibrary loan request forms are available at the circulation desk. You may email reference@law.mercer.edu for assistance.

Internet Access

There are wireless access points throughout the law library, providing students with laptop access to the network and to printing.

LawCat

LawCat is the Law Library's online catalog of library holdings, including print and online resources. LawCat is available on the web at <http://law.mercer.edu/library/> and at designated computers in the library. For assistance using LawCat, inquire at the reference desk.

Lexis, Westlaw, and Bloomberg Law

Law students receive Lexis, Westlaw, and Bloomberg Law passwords and instruction before or during orientation. Access is reviewed in the Introduction to Legal Research class. Student passwords are valid for the rest of the student's career at the Law School. Sharing these passwords violates our licenses with these vendors. Lexis, Westlaw, and Bloomberg Law place restrictions on passwords as described in the contracts that students enter into with these vendors when they register their personal passwords. Questions about access and use of Lexis, Westlaw and Bloomberg Law should be directed to Denise Gibson at Gibson_d@law.mercer.edu or reference@law.mercer.edu.

Library Website

The library web site, <http://law.mercer.edu/library/>, is a gateway to specialized legal research databases and sources, including full text sources and journal indexes. In addition, students will find a variety of subject guides to legal research, including an extensive list of Georgia resources. Links to LawCat and other library catalogs are also available.

Lost and Found

The circulation desk is the temporary repository for personal items found in the library. If you find or lose an item, ask for assistance at the Circulation Desk.

Microfiche and Microfilm

Microfiche and a reader are on the third floor. The microform reader on the 3rd floor scans so one can print pages on the network printers.

Photocopying

Two photocopiers are located on the main floor of the library. All can reduce, enlarge, and make double-sided copies. The copiers next to the circulation desk and on Mulberry also collate. Copies are 5 cents per page. The student Bear Card serves as a copy card if funds for copying are applied to the card via Mercer University Auxiliary Services web page. Students may get a copy card by using the value transfer station next to the circulation desk in the law library. Credit cards are only accepted online: <http://auxiliary.mercer.edu/bear-card/deposits/>. No credit cards are accepted in person.

Printing

There are 5 Wepa Kiosk printers in the Law School: 2 in the student lounge (first floor), 2 in the library (second floor) and 1 in the IT tech lounge (third floor). Students receive \$16 in free print credits (200 pages) at the beginning of the academic year. Student print accounts are charged \$0.08 for each black & white page printed and \$0.25 for each color page printed. Additional print credits may be purchased with a debit or credit card at the Wepa Kiosk. Note you are charged a fee if you add less than \$5 to your account. Print jobs sent to the Lexis printer are not charged against student accounts at this time, but are included in the law library's subscription for Lexis Advance. **Ask for assistance to print to a laser printer or to print on legal size paper.**

Public Access Workstations

Two public access workstations are located under the windows behind the Reference stacks. These workstations, which are available to attorneys and the general public as well as to the Mercer community, provide access to a number of electronic resources, including Georgia and federal primary law.

Reference

Reference services are provided by Mercer Law Librarians assist users in locating information, developing effective research strategies and identifying the appropriate online and print resources to use in conducting legal research. Reference service is available fall and spring semesters during the hours listed below. Summer and holiday hours are abbreviated and are posted in advance at the reference desk and on the law library website.

Fall 2021. Reference services may be available online (via Zoom) or you may email your need to reference@law.mercer.edu. You may contact reference librarians by phone. Office appointments may be arranged. You must wear a mask.

Monday - Friday:	10:00 am to 5:00 pm
Saturday:	Closed
Sunday:	Closed

Reserve Materials

Reserve materials, consisting of items placed on reserve for current classes and other high-use items, are behind the circulation desk. Reserve items may be checked out for two-hour use in

the library. Some reserve items also may be checked out for overnight use two hours before closing, and must be returned within one hour of opening on the following day. Lists of course reserve materials are available on LawCat, the online catalog, and may be retrieved by either the course name or the professor's name.

Scanning

The photocopiers next to the circulation desk and in the Mulberry Wing of the library also serve as scanners. Students may scan and email documents to their Law School Email address, at no charge. For large documents, ask for assistance at the circulation desk. Scanners are also available in the first and third floor tech lounges.

Study Rooms and Smart Suites

Nine study rooms are available for group study. All are equipped with white boards. The third floor study rooms have technology to facilitate collaboration. These rooms can also be used for practicing oral arguments and presentations as well as for reviewing practice sessions.

Walnut Wing	225, 226	
Mulberry Wing	215 and 216	
Third Floor	345, 346, 347, 348, 351	Equipped with projectors, monitors, DVD players

Law students may check out whiteboard supplies at the circulation desk for two-hour periods. Students may reserve room 351 in the portal. Personal belongings may not be left in study rooms while the student goes to class. Study rooms and smart suites open during library hours. The Lawyers' Reading Room is not a study room. It is reserved for use by members of the bar or by the Dean's Office for meetings or teaching.

Tobacco Policy

No Tobacco or vaping is allowed.

Smoking is prohibited in all indoor locations. All buildings on all campuses are tobacco and smoke-free. This includes vapor/electronic smoking devices and chewing tobacco.

Checkout Time and Fine/Fees Chart

Loan Type for Students	Days	Fine/Fee	Grace Period
Reserve Books/Equipment	24 Hours because of COVID-19	.25/Hour	30 Minutes
Reference Books	Non Circulating/Copies Only	.05 Per Copy	NA
Journals on Mulberry Wing	Non Circulating/Copies Only	.05 Per Copy	NA
Treatises/ GA Collection on Mulberry	14 Days Loan	.25/Day	1 Day
Reporters on Mulberry	Non Circulating/Copies Only	.05 Per Copy	NA
Books on Walnut Wing	14 Days Loan	.25/Day	1 Day
Codes/Regulations for States on Walnut	Non Circulating/Copies Only	.05 Per Copy	NA
Books on Third Floor	14 Days Loan	.25/Day	1 Day
Microfiche on Third Floor	Non Circulating/Copies Only	.05 Per Copy	NA

Adjustments have been made to reserve items circulating time due to the COVID - 19 pandemic. Reserve items originally were checked out for 2 hours. The new 24 hours term is temporary and may change.

Lost books are charged at replacement cost + a \$15.00 processing fee. Lost and replacement charges will be waived if the item is returned.

6. REGISTRAR'S SERVICES

It is the student's responsibility to keep the Registrar's office informed of a current mailing address and any other information in the student's possession necessary for accurate record-keeping. Students wishing to provide or obtain the following information, or a record or letter certifying student status and information should consult with the Registrar.

- Address/Telephone Number Changes
- Bar and Fitness Certifications
- Blind Grading Numbers
- Drop/Add
- Enrollment Certifications
- Faculty Course Evaluations
- Grades/ Class Rank
- Graduation
- Loan Deferments
- Name Changes
- Registration
- Student Records
- Transcripts
- Veterans Administration Certifications

Transcripts: A complete copy of the student's academic record (transcript) may be obtained by the student presenting a written request to the Office of the Registrar. Telephone or e-mail requests

will not be honored. If requested, we will provide Mercer University undergraduate transcripts for law students.

Fee Structure

- No charge for up to (3) twenty-four hour transcript service.
- \$10.00 immediate service per transcript
- \$5.00 fax fee per transcript
- \$25.00 overnight service fee per address (Prior to 3:00 p.m. only)

Education Records

This policy is governed by the University. You can find the latest version of the policy on the [Provost's](http://provost.mercer.edu/handbooks/studenthandbook.cfm) website: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>

7. TECHNOLOGY & MEDIA SERVICES

General Policies

Account Responsibility

Students have access to 1 Terabyte of storage space through Microsoft OneDrive. Account holders are fully responsible for their accounts. The contents of a personal folder/directory are the responsibility of the account holder as is the security of that person's password. On law school computers account holders should log in using their username and password and remember to log out when they are finished with their sessions. Do not store files on the hard drives of law school computers as those files are unprotected and are periodically erased.

Printing

Networked laser printers (WEPA) are provided in the Technology Lounge on the third floor, and the law library and the student lounge. Students are charged for print jobs sent to the networked laser printers. At the beginning of the academic year, each student's account is credited with 200 pages. Additional pages may be purchased at \$0.08 per page for black & white or \$0.25 for color at a WEPA printer. Print jobs sent to LexisNexis printers are not charged against student accounts at the present time, but are included in the law library's subscriptions for these services. The printers are a shared resource. Please respect the needs of others who are trying to print their documents in a timely fashion. For multiple copies of a document, use the copy machines in the law library. The copy machines are equipped with automatic sheet feeders and photocopies are \$.05 per page.

Software Applications

The Law School provides applications that enable law students to complete course work and other law school assignments. Applications include word processors, web browsers, spreadsheets, research programs, and utilities, among others. Users may not install or change any programs on the lab or law school computers. Students who need access to an application that is not currently available should contact Chris Osier. It may be a violation of federal and state laws to upload or download files to or from the network, any lab computer, the Internet or any other information

provider. Applications not installed by the Law School may not be run on law school computers without the prior approval of the Director of Information Technology.

Use of Email, the Internet and Other Electronic Information Systems

Mercer University provides an email account for each student. This account is to be used to facilitate communication to further the community, academic and intellectual pursuits of the law school. Persons who use email for inappropriate or offensive communication may be in violation of the honor code as well as federal or state laws. Mercer University also provides each student with on-campus access to the Internet. Some material on the Internet may be offensive to other community members. All members of the law school community are required to respect the rights of others while using the Internet.

Technology Lounges

Technology Lounges General Statement

The Technology Lounges are a shared community resource in which students must respect the rights of others to use the Technology Lounges to complete their academic work. Students are expected to use the computers, keyboards, printers, scanner and other lab equipment in their proper and ordinary use.

Access to the Technology Lounges

The Technology Lounges are available 15 hours a day with the Bear Card access system. One is located on the 3rd Floor in The IT Suite and one on the 1st floor in the Student Lounge.

Food, Beverage and Tobacco Products

Cold foods, such as fruit, nuts, candy bars and crackers are permitted in the Technology Lounges. Meals and hot foods, such as pizza, burgers, and soup are not permitted. Drinks in closed, non-disposable containers are welcome in the Technology Lounges. Styrofoam cups, cans, or other open containers of any kind are not permitted. Students are expected to dispose of all trash promptly and properly. Smoking is prohibited in all indoor locations. All buildings on all campuses are tobacco and smoke-free. This includes vapor/electronic smoking devices and chewing tobacco.

Laptop Access to Network

In addition to wireless access, there are hard wired stations for students to use to access the Internet and network resources using their laptops. Also, there are a number of workstations with networked computers available in the Technology Lounge on the first floor and the law library.

Priority Use Workstations

Three computers in the IT Suite Technology Lounges are designed to accommodate the special needs of the law school community. These computers include a workstation for disabled persons and a workstation for full page color scanning and desktop publishing. Persons needing to utilize these workstations' special features have priority use on these computers.

Student Assistants

Student assistants are available in the Technology Lounge from 8:00 a.m. - 5:30 p.m. Monday - Friday. Their schedule is posted in the IT Suite Technology Lounge. For computer Technology Lounge questions and concerns, or to report a problem when a student assistant is not available, see Chris Osier in Room 350B.

Training

Classes may be held in one of the IT Suite Technology Lounge for email, web, word processing and other programs. If you would like to receive training in a particular application, please contact Chris Osier (osier_cm@law.mercer.edu). If you would like assistance with LexisNexis or Westlaw, please contact Denise Gibson (Gibson_d@law.mercer.edu; (478) 301-5905) or one of our reference librarians.

Media Services and Equipment

Services Offered

Media services consist primarily of delivery, setup, removal, maintenance, and training in the use of classroom technology and audio-visual equipment in the law school. Classroom equipment requests can be made to Justin Powers at powers_j@law.mercer.edu. Requesters are responsible for room reservations and furniture arrangement. Classroom assignments and room reservations are handled by Deans' Suite staff ((478) 301-2606).

Generally, requesters are asked to provide their own operators, especially for evening or weekend events. Instructional Technology staff will instruct the designated students in use of the equipment.

V. BUILDING INFORMATION

1. BUILDING HOURS

Student Access to Law Building and Library
Monday-Friday: 6:00am-12:00am/ midnight
Saturday-Sunday: 8:00am-12:00am/ midnight

Public Access to Law Building
Monday-Friday: 8:00am-5:00pm
Saturday-Sunday: closed to public

Final Exam Period Student Access to Law Building and Library
24/ 7 access beginning at 6:00am on the Friday before the first exam and ending at 5:00pm on the final day of exams. Normal hours resume the morning after the last final exam.

Student to Law Building During Mercer University's Winter Break
Daily: 8:00am-10:00pm
No public access

Students can use their Bear Card to access the building and library before and after public access hours.

2. CARD ACCESS SYSTEM

Students may use their Bear Card to access the building and Law Library when the building is closed to the public. The Bear Card may also be used as an ATM card through Wells Fargo Bank. Additionally, students may add monetary value to the card and use it for vending machine, bookstore, and food service purchases. In the Library, the Bear Card may be used for photocopies and to check out books. The Bear Card, designed for the safety and convenience of students, imposes certain responsibilities on each student. Students should not compromise the Bear Card system and endanger the security of those in the building by loaning their cards to others. Students may not allow others to enter the building. People not affiliated with the Law School have building access when the Library is open to the public.

It is the responsibility of each student to report any lost or stolen Bear Card to Marsha Griffin in the Registrar's Office or Karen Batts in the Deans' Suite. The lost Bear Card can be deactivated to prevent unauthorized access to the building. A replacement Bear Card can be issued for a charge of \$25.

3. LAW SCHOOL MAIL BOXES

Student mailboxes available for Law School correspondence are located in the student lounge area on first floor. Mailboxes are for internal use only and should be checked daily. **Students should not use the Law School address to receive personal mail.**

4. LOCKERS

Personal lockers are available to all Law School students. Locker reservation is held during the first few weeks of each school year and is required before placing a lock on a locker. Students wishing to retain their locker reservation for the subsequent academic year must notify the Student Bar Association prior to the end of the spring semester. During the summer, lockers that have not been retained will be opened and the contents discarded. **If you have a problem with your locker, you should contact the Student Bar Association.**

5. SECURITY AND SAFETY

For the safety of the Law School students, faculty, staff, and guests, the following security and safety features are in place.

Emergency Alarms & Telephones:

Mercer Police: (478) 301-4357; (478) 301-HELP)

Indoor emergency telephones. There are four indoor red emergency phones that automatically call Mercer Police when the hand set is lifted. The locations of the emergency phones are as follows:

- 1st floor: main entrance lobby and outside of the Webb Room, #119 near the south end entrance
- 2nd floor: in the Law Library next to the Law Library entrance
- 3rd floor: faculty suite hallway outside of third floor library

Outside emergency call buttons. There are three outside emergency call buttons located by the Bear Card reader at the north end student lounge entrance, main entrance, and the south end entrance.

Outdoor blue light emergency phones. Three blue-light emergency phones are located in the faculty and staff parking lot near the Law Library book return box, the Woodruff House parking lot, and the student parking lot.

Mercer Police patrols. Mercer Police officers including a K-9 unit patrol the Law School property on varying schedules during the week.

Fire alarms. Fire alarm levers are located in multiple places throughout the building.

Emergency weather alert buttons. There is an emergency weather alert button allowing access to the basement during severe weather conditions. The button is next to the basement door located on the first floor, down the hallway near the Law Review office. The button must be pressed and held for three seconds to open the door.

Building Use After Hours

The following suggestions are for personal safety after regular operating hours:

Parking. Park in the faculty and staff parking lot after 5:00 p.m. or in the student lot as close as possible to a building entrance/exit.

Departing Law School property. Leave the building in groups with a student aide escort, or with a Mercer Police escort. Mercer Police may be reached on the emergency phones or by calling (478) 301-4357. Student aide staff will be stationed in the main entry lobby of the Law School during the fall and spring semesters.

Entrances and exits. Do not prop the entrance doors open as this may allow access to anyone and compromise the safety of students, faculty, or staff in the building.

Access to the Law School Building: Due to occurrences of violence on college campuses in recent years, there is a heightened awareness of the need for adequate security at campus buildings. Although it may cause some inconvenience, restricting open access to the building is one way to enhance the safety of individuals inside the building.

Based on recommendations from law enforcement and security professionals, open access to the building is available only at the main entrance during regular operating hours. A Bear Card is required to enter the building through the north lower parking lot entrance into the student lounge, the south lower parking lot entrance and front portico entrances. After regular operating hours, access to all building entrances requires a Bear Card. Law enforcement and security professionals cite the following reasons to restrict access:

1. Funneling traffic flow to one primary entrance significantly decreases the likelihood of violent events occurring inside the building.
2. Perpetrators tend to use side or back entrances and avoid using main entrances.
3. Bear Card use allows for the identification of students, faculty, and staff entering the building and will be helpful for police officers to quickly make a distinction between students, faculty, staff, and guests.
4. Acting upon building access recommendations decreases the Law School's liability if an unlikely violent event occurs.

If faculty, students or staff notice any suspicious person or activity, they should contact Mercer Police immediately by calling (478) 301-4357.

6. STUDENT PARKING

Parking Lot Designations

The Law School has two parking lots. The lower parking lot is reserved year-round, 8:00 a.m.-5:00 p.m., Monday through Friday, for faculty, staff, and visitors of the Law School. Students may park in

the lower parking lot after 5 p.m., Monday through Friday, and any time on weekends. Student parking is in the upper parking lot. However, parking spaces marked “reserved” in the upper parking lot are designated for faculty and staff of Law School. Students should not park in the lower lot or reserved spaces in the upper lot from 8:00 a.m. to 5:00 p.m.

The upper parking lot may be accessed from Georgia Avenue by entering the alley, which is adjacent to the driveway leading to the lower parking lot. Students exiting the alley must make a right onto Bond Street, a one-way street. Public parking is available on Bond Street in front of the Law School. Students should drive slowly and be mindful of children who walk and play in the neighborhood.

Required Vehicle Registration

Students must register their vehicles. Registration information is available in the Deans’ Suite on the first floor. Students will receive a Mercer University parking decal identifying them as students of the Law School and will have parking privileges in designated spaces on Mercer University’s main campus. This decal must be displayed on the bottom left corner of the front window of the student’s vehicle.

Parking Tickets

Mercer Police will ticket students who park in the lower lot and/or in reserved spaces between 8:00 a.m. and 5:00 p.m. The Law School does not excuse parking tickets. However, parking tickets can be appealed by completing an appeal form available at the Mercer Police Department on the main campus.

Please note that students will be required to pay all parking tickets at the beginning of each semester prior to registration. Parking tickets must be paid or students will not be allowed to register for the next semester. Frequent offenders run the risk of having their vehicles towed at the owner’s expense neighborhood.

VI. QUESTIONS & COMPLAINTS

1. WHO TO CONTACT

The Law School students with concerns, questions or grievances should address them to appropriate members of the faculty and administrative staff listed below. The Assistant Dean for Student Affairs is available to hear any student concern.

- **Admissions and Financial Aid**, Marilyn Sutton, Assistant Dean of Admissions & Financial Aid (sutton_m@law.mercer.edu)
- **Building and Grounds**, Karen Batts, Administrative Assistant to the Dean (batts_ka@law.mercer.edu)
- **Career Services**, Elizabeth Carr, Assistant Dean for Career Services (carr_e@law.mercer.edu)
- **Academics/Class & Exam Schedules**, Pamela Wilkins, Associate Dean for Academic Affairs (wilkins_pa@law.mercer.edu)
- **Computers & IT**, Chris Osier, Director of Information Technology (it-dl@law.mercer.edu)
- **Honor Code Violations**, William Wheeler, Honor Court Prosecutor (wwheeler23@lawmail.mercer.edu) or Alyssa Leffall Assistant Dean for Student Affairs (leffall_am@law.mercer.edu)
- **Law Library**, Billie Jo Kaufman, Law Library Director & Professor of Law (kaufman_b@law.mercer.edu)
- **Parking**, Laney Houston, Administrative Assistant (houston_em@law.mercer.edu)
- **Registrar's Office**, Tracy Jackson, Registrar (registrar@law.mercer.edu)
- **Student Lounge/Food Service**, Karen Batts, Administrative Assistant to the Dean (batts_ka@law.mercer.edu)
- **University Housing**, Jeff Takac, Director of Residence Life, (478) 301-2687
- **Mercer University Campus Health Center**, <https://shc.mercer.edu/>; (478) 301-2696
- **Security and Safety**, Karen Batts, Administrative Assistant to the Dean (batts_ka@law.mercer.edu)
 - (For emergencies, call Mercer Police at (478) 301-4357)

2. HATE-BASED CAMPUS INCIDENTS

This policy is governed by the University. You can find the latest version of the policy on the [Provost's](http://provost.mercer.edu/handbooks/studenthandbook.cfm) website: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

3. STUDENT COMPLAINTS ABOUT COMPLIANCE WITH ABA STANDARDS

The American Bar Association (ABA) requires accredited law schools to provide students the opportunity to submit a complaint to bring attention to the law school any failure of compliance with ABA standards available at:

http://www.americanbar.org/groups/legal_education/resources/standards.html

The procedures for filing and addressing a complaint are described below.

Filing a Complaint

A student may file a complaint by submitting a complaint in writing to the Assistant Dean for Student Affairs and copying the Associate Dean for Academic Affairs. The complaint should describe in detail the basis of the complaint such as the incident, program, process, or behavior and explain how it implicates the Law School's compliance with the ABA standards. The student submitting the complaint must identify him or herself.

Administrative Response

Within two weeks of receiving the complaint, the Assistant Dean for Student Affairs or the Associate Dean for Academic Affairs will either respond to the complaint in writing or meet with the student about the complaint. The student will be provided with a substantive response or informed of further steps that will be taken in an effort to address the complaint. If a further investigation is necessary after the initial response, the student will be notified promptly of the investigation results and the steps to be taken to address the complaint. If the student is not satisfied with the response from the Assistant Dean for Student Affairs or the Associate Dean for Academic Affairs, an appeal may be made to the Faculty Administrative Committee. An appeal must be submitted in writing to the Chair of the Faculty Administrative Committee within (14) business days of receiving the final response from the Assistant Dean for Student Affairs or the Associate Dean for Academic Affairs. The committee will respond to the student making the complaint in writing within business (14) days.

4. STUDENT GRIEVANCE PROCEDURES

Student grievance issues may fall into a number of areas including, but not limited to:

- Academic grievances
- Non-academic grievances
- Grievances regarding non-compliance with a University policy
 - Equal Opportunity and Affirmative Action Policy/Title IX
 - Disability Policy and Grievance Procedure
 - Family Educational Rights and Privacy Act (FERPA)
 - Sexual Misconduct or Relationship Violence

Student grievance procedures are governed by the University. You can find the latest version of the policy on the [Provost's](http://provost.mercer.edu/handbooks/studenthandbook.cfm) website: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

VII. MERCER UNIVERSITY INFORMATION

1. CONFIDENTIALITY NOTICE

This policy is governed by the University. You can find the latest version of the policy on the [Provost's](http://provost.mercer.edu/handbooks/studenthandbook.cfm) website: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

2. FEDERAL DISCLOSURE REQUIREMENTS

This policy is governed by the University. You can find the latest version of the policy on the [Provost's](http://provost.mercer.edu/handbooks/studenthandbook.cfm) website: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

3. MAIN CAMPUS INFORMATION

See Mercer University's Website: www.mercer.edu.

Bursar's Office

Bursar: Jessica Ellison
Location: Roberts Hall
Phone: (478) 301-2660

Mercer Police

Director/Chief: Gary Collins
Location: 1765 Kinship Street
Phone: (478) 301-2970

Along with 24 hour safety patrol and building security responsibilities, the Mercer Police provides escort services around campus. For personal safety, students may request the accompaniment of an officer by calling the Mercer Police main number at (478) 301-4357.

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

1. Notify the Mercer Police Office immediately at (478) 301-2911. Give the location of the injured person and briefly describe the apparent injury. The Mercer Police will then notify the appropriate emergency service, dispatch officers to the scene, and guide the emergency vehicle to the proper location on campus.
2. Remember that any attempt to render first aid or other treatment by an untrained party should be limited to only those steps necessary to sustain life and make the injured person as comfortable as possible.

4. NON-DISCRIMINATION STATEMENT

This policy is governed by the University. You can find the latest version of the policy on the [Provost's](http://provost.mercer.edu/handbooks/studenthandbook.cfm) website: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

5. STATE AUTHORIZATION

In 1837, by act of the General Assembly of the State of Georgia, the Executive Committee of the Georgia Baptist Convention was given the power “to establish and endow a collegiate institution, to be known by the name of Mercer University.”

6. HEALTH SERVICES ON CAMPUS

Campus Health Center

Location: Drake Field House, 1327 Stadium Drive
Telephone: (478) 301-2696 **Fax:** (478) 301-2116
Hours: Monday - Friday, 8:00 am - 12:00 pm; 1:00 pm - 5:00 pm
Website: <http://www.mercer.edu/shc>

The Campus Health Center is the primary provider of health services for all Mercer students. Available services include treatment for acute illnesses and injuries, allergy injections, immunizations, supplies (crutches, heating pads, etc.), and health education. Students may be treated, scheduled to see the doctor, or referred to another provider in the community.

If you are sick/injured and the Campus Health Center is open

Visit or call as early in the day as possible, so that you can be treated as efficiently as possible, either by the nurse, or during the next scheduled clinic, or referred as needed.

If you are sick/injured after hours

1. Call 911 (off campus) or 2911 (on campus) for life-threatening emergencies.
2. If treatment cannot be delayed until the Student Health Center is open, you should go to the Emergency Room specified by your primary insurance, with your insurance information.

EXCUSES: Class attendance is an issue between the professor and student. Therefore, NO medical excuses for class absence will be issued, except if deemed necessary by the physician.

CONFIDENTIALITY: All visits to the Campus Health Center are confidential. No information will be released to anyone, including University officials, professors, or parents, without the written consent of the student.

To obtain care outside of the Campus Health Center

Students who have health insurance provided by Mercer University, should contact CORE Management at (888) 741-2673 or send an email to studentplan@corehealthbenefits.com for additional information about the scope of coverage and any pre-authorization requirements.

Students who have health insurance provided by a difference source should consult with their insurance company regarding the scope of coverage and any pre-authorization requirements.

Key contact information

Campus Health Center: (478) 301-2696

Mercer Medicine: (478) 301-4111

Student Health Insurance Program

(MUSHiP): <https://studentplan.corehealthbenefits.com/PlanInformation/ssob>

7. UNIVERSITY ACCREDITATION

This policy is governed by the University. You can find the latest version of the policy on the [Provost's](http://provost.mercer.edu/handbooks/studenthandbook.cfm) website: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

8. UNIVERSITY STUDENT HANDBOOK

A majority of student policies and resources can be found in the Mercer University Student Handbook and the University Catalog. The Catalog and handbook can be found at <https://provost.mercer.edu/handbooks/studenthandbook.cfm>. The Mercer University Student Handbook applies to all students and supersedes all other student handbooks. The University Registrar website can be found at <https://registrar.mercer.edu/>.

However, many academic programs and the regional academic centers have additional information and policies pertaining to the specific population of students they serve. These resources, when taken as a whole, provide students with a basic understanding of the rights and responsibilities of Mercer students.

Students should review these documents and contact the Office of Student Affairs professional on their campus if they have any questions (see contact information for the various campuses in the University Student Handbook). **Online copies will contain the most up to date versions of policies and supersede any printed copies should any discrepancies exist.** These documents may be provided in an alternative format upon request to the Assistant Dean for Student Affairs.

Mercer University Student Handbook

Mercer University Student Handbook

Last revision: August 20, 2021

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

In addition to the Mercer University Student Handbook, the individual colleges and schools and/or campuses may develop supplemental student handbooks which may contain additional operating guidelines and procedures. Links to the supplemental student handbooks are located on the Provost's website (<http://provost.mercer.edu/handbooks/>). In the event of ambiguity or inconsistency, the provisions of the current Mercer University Student Handbook supersede collegiate and campus policies and procedures.

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

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Student Affairs Designees

Macon campus (undergraduate)	Vice President & Dean of Students	(478) 301-2685
Atlanta campus	Associate Dean of Students	(678) 547-6823
Business	Associate Dean	(678) 547-6010
Education	Associate Dean	(678) 547-6333
Nursing	Associate Dean	(678) 547-6733
Pharmacy	Associate Dean	(678) 547-6383
Theology	Associate Dean	(678) 547-6460
English Language Institute	Associate Director	(678) 547-6455
Health Professions	Associate Dean	(678) 547-6167
Law	Assistant Dean	(478) 301-2586

School of Medicine—Macon	Associate Dean	(478) 301-2531
School of Medicine—Savannah	Assistant Dean	(912) 350-1739
Regional Academic Centers	Director of Operations & Business Manager	(678) 547-6370
	Assistant Director of Operations	(678) 547-6551
Macon Center	Center Coordinator	(478) 301-2980
Douglas County Center	Center Coordinator	(678) 547-6516, (678) 547-6489
Henry County Center	Center Coordinator	(678) 547-6521, (678) 547-6522
Newnan Center	Center Coordinator	(770) 683-6115, (678) 547-6551
Online Students		
Macon	Vice President and Dean of Students	(478) 301-2685
Atlanta	Associate Dean of Students	(678) 547-6823
Regional Academic Centers	Director of Operations & Business Manager	(678) 547-6370

General Information

Accreditation

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

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

Federal Disclosure Requirements

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

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

Paper copies of these reports are available upon request. Please contact the Office of Institutional Effectiveness by mailing inquiries to:

Office of Institutional Effectiveness
Mercer University
1501 Mercer University Drive
Macon, GA 31207

Mission

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

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

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

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

Policies and Procedures

Academic Integrity

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

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

Access and Accommodation Services for Students

Mercer University is committed to making all of its programs, services and activities fully accessible to all students. Students requesting accommodations for a diagnosed physical, medical (chronic health condition), psychological or learning disability and temporary injuries must first self-identify by applying for accommodations with the Office of Access and Accommodation. Student requests are reviewed on an individual case-by-case basis, after the submission of application, documentation and completion of an interview, in the order received. Please be aware that accommodations are not retroactive in nature.

The Office of Access and Accommodation for students also offers voter registration information and assistance.

How to Apply for Accommodations

Students requesting accommodations must complete the verification process as outlined:

Verification Process

1. Students disclose a disability by completing the online application requesting accommodations found at <http://access.mercer.edu/students/new>.
 2. Students submit documentation from a qualified provider (to assist in gathering documentation you may download our disability verification form and have your treating professional complete). Healthcare providers must note specifically what accommodations are needed for both the classroom and the clinical environment.
 3. Meet with the Director/Coordinator to discuss experiences, needs, and requested accommodations.
 4. Following the review of all information meet with Director/Coordinator to discuss approval of accommodations (accepting accommodations and acknowledging policies and procedures), how the accommodations work and the process to implement in the learning environment and the testing environment.
- Each semester - approved students must request their approved accommodations by logging into “Accommodate” and completing a semester request for accommodation forms. Student must meet with faculty/coordinators following the delivery of the accommodation form to discuss the implementation of the accommodations.

Please know that depending on the time of year requests may take longer to review due to the volume of students applying. Students should contact the Access Office as early as possible (ideally just after acceptance) to begin our process.

Change of Accommodation Requests:

At any time, students may request a change of accommodations by logging into their “Accommodate” account and submit a new accommodation request. Students will identify the requested accommodation and provide a description of the need related to their disability. Following the submitted request the Office of Access will review the request and documentation on file. Please know that additional discussions with the student may be requested as well as additional documentation and accommodations are not provided retroactively.

Appeal of Accommodation Decision:

Students can appeal the decision of accommodations from the Office of Access through an appeal to the Dean of Student Affairs. An appeal should be submitted in writing and include requested accommodation and description of the need as it relates to the students disability.

Report Physical Access Barriers:

Please report any problems for physical access, such as non-working elevators, accessible door buttons and other barriers on campus, to the Office of Access and Accommodation immediately. Students who believe they have been discriminated against or denied access to a program or service because of a disability should contact the Office of Access and Accommodation. Further information on policies, procedures and documentation requirements may be obtained by contacting the Director of Access and Accommodation at 478-301-2810 Additional information including Disability Grievance Procedures may be found at <http://access.mercer.edu>.

Campus Event Accessibility Policy

All events that take place on campus must meet accessibility standards in accordance with the ADAAA, and Section 504 and 508 of the Rehabilitation Act of 1973. All event organizers must be familiar with this policy, comply with its scheduling and notice requirements, and make every effort\ to accommodate attendees at event who have disabilities.

Attendance

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

Bicycle, Rollerblade, and Skateboard Policy

Bicycles, rollerblades, and skateboards are permitted on the University campus and for use on pedestrian pathways only, but users do so at their own risk and must give right of way to pedestrians. Riders should wear appropriate safety equipment, including helmets, when riding and operate under control at all times. Acrobatic tricks, and/or use of curbs, benches, railings, or other features for stunts is strictly prohibited.

Cell Phones and Pagers

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

Children and Guests Policy

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

A “guest” of the University is a person invited by an officer, employee, or student to visit the campus at a specific time and place for a designated purpose. Personal guests of students are permitted as long as they restrict the length of their campus visits and abide by all appropriate guidelines and policies related to their visit, including those pertaining to Housing and Residential Life.

Arranging childcare is the personal responsibility of students who have children. Students are not authorized to bring children to a Mercer facility for extended periods of time. Frequent or lengthy visits of children are not permitted, as they may create disruptions and distractions and present a liability to the University for their safety. Children, other than those specifically enrolled in a youth specific program, may not attend class, use University equipment, or be left unattended on University property.

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

Communication, Official

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

Community of Respect

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

Respect for Academic Integrity

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

Respect for Other Persons

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

Respect for the University Community

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

Respect for Community Authority

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

Conduct: Off-Campus Behavior

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

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

Conduct: University Student Code of Conduct

COMMUNITY OF RESPECT

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Respect for Academic Integrity

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

Respect for Other Persons

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

Respect for the University Community

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

Respect for Community Authority

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

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

GENERAL POLICY

Mercer University is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. University students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. The University invites students to participate in the formulation of behavioral policies and to share in the responsibility for conduct decisions. These standards and procedures have been established to protect the University's educational purpose, to foster a sense of responsibility to the community, to provide for orderly conduct of its activities, to protect the members of the University from disrespect, and to safeguard the interest of the University community. Student conduct is expected to be lawful and in accordance with all federal, state, and local laws, and University regulations.

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

Sanctions are also intended to maintain the safety of the University environment and the integrity of the University community. The processes for adjudicating violations of federal, state and local laws and violations of the Student Code of Conduct are separate and may be pursued independently of one another. The University distinguishes its responsibilities for student conduct from the control functions of the wider community. The conduct of students both on campus and in the wider community is ordinarily of University concern when (a) the conduct interferes with the University's responsibility for ensuring members of the University full and equal opportunity to obtain their educational objectives, (b) the conduct interferes with the University's responsibility to protect the health, safety and general welfare of persons in the University community, or (c) the conduct negatively impacts the University's image

and/or academic integrity. The University is not required to postpone disciplinary proceedings pending the outcome of any criminal proceeding.

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

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

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

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

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

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

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

RESPONSIBLE ACTION GUIDELINES

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

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

Additional guidelines pertaining amnesty on reported hazing allegations can be found under Mercer University's Anti-Hazing Policy, as outlined by the Max Gruver Act.

DEFINITIONS

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

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

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

Complainant*. An individual reporting an alleged violation.

Respondent.* An individual alleged/ suspected of violating a university policy.

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

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

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

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

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

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

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

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

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

Shall. Is used in the imperative sense.

May. Is used in the permissive sense.

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

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

*Additional definitions can be found in the Sexual Misconduct Policy.

NON-ACADEMIC MISCONDUCT PROCESS FOR STUDENT ORGANIZATIONS

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

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

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

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

NON-ACADEMIC MISCONDUCT PROCESS FOR STUDENTS

Procedure for Reporting Violations

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

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

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

Organizations are expected to investigate and self-report any violations of the Student Code of Conduct. Please refer to the Campus Life web page at <https://campuslife.mercer.edu/macon/student-orgs/>.

Procedures for Filing Charges

This process for review is initiated by either (1) the filing of a police report with Mercer University Police Department (or other law enforcement agency), (2) providing a signed written statement directly to the Vice President of Student Affairs (or designee), or (3) by filing an incident report or written statement with the Office of Housing and Residence Life. This information will then be reviewed by the designated authority (listed above) to determine the most appropriate action to be taken. This may result in conducting further investigation into the incident, resolving the conflict in an informal manner, referring the case to Housing, or initiating charges in accordance with the procedures contained in this code. Charges should be filed within ten (10) working days after receipt of all available information regarding the complaint. Charges cannot be filed that exceed one (1) year after the discovery of the incident.

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

Charges

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

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

HEARING BOARD OPTIONS

The charged student may have charges heard by a University Hearing Board or by a designated University Administrator selected and trained by the Assistant Vice President for Student Affairs or designee on the Macon or Atlanta campus. The Hearing Board or Administrator will review the case and make a recommendation to the Assistant Vice President for Student Affairs with regard to responsibility and sanctioning. (The Assistant Vice President for Student Affairs may hear cases directly if they choose to and do not have any clear conflicts of interest.) In electing one hearing forum, the student waives the right to the other. The University retains the right to pre-select the hearing forum at any point in the process. University Hearing Boards may consist of two Mercer employees (either faculty and/or staff) and a student trained in university proceedings.

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

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

Decisions of all hearing bodies (University Hearing Boards and University Administrative) are recommendations to the Assistant Vice President for Student Affairs, who in the interest of fairness, clarity, or consistency may choose to accept or modify the recommendations as necessary or refer a case back to the hearing body for further review. The Assistant Vice President for Student Affairs may consult with appropriate staff or the academic dean of a particular academic program before accepting or modifying the recommendation of a student in that program. The hearing officer/board in its review of a case, may request to re-open a hearing, if needed, to gain additional information in order to make a recommendation of a decision to the Assistant Vice President for Student Affairs.

The University has a separate policy for adjudicating all sexual misconduct violations. The policy, procedures, and definitions related to sexual harassment, gender discrimination, sexual assault, domestic violence, dating violence, and stalking as defined by the Sexual Misconduct policy can be found at titleix.mercer.edu.

RIGHTS OF THE CHARGED STUDENTS

1. **Notice.** Students charged with violations of the Student Code of Conduct will be provided notice via their official university e-mail address of the charge(s) against them and the allegations upon which the charge is based.
2. **Hearing.** Students shall be entitled to a prompt hearing. Students will be given an opportunity to testify, present information and request witnesses, during a fair and impartial hearing.
 - The student may inspect documentary evidence presented at the hearing, may hear and question available adverse witnesses testifying at the hearing, and may present evidence and call witnesses.
 - Witnesses for the hearing will be required to wait outside of the hearing until their point of participation.

- The University may require any student or employee with information relevant to the charges to participate in the investigative process, provide any such information to the University investigators, attend the hearing and present that information to the hearing body for consideration.
3. Advisement. Charged students have the right to have an advisor present with them during the hearing.
 - The advisor shall not serve as a witness or be charged in the case and cannot speak on the charged students behalf. Please refer to the Sexual Misconduct Policy & Procedures regarding advisor participation during sexual misconduct hearings.
 4. Decision. Students shall be notified, in writing, of a decision within ten (10) business days of the hearing.

CONDUCT HEARING GUIDELINES

All hearings are governed by the following guidelines. The purpose of this hearing is to determine the facts of the case, determine responsibility and to consider appropriate sanctions if necessary. Procedures may be modified to expedite the proceeding as long as they do not jeopardize the charged student's fundamental rights or the fairness of the hearing.

1. Burden of Proof. The burden of proof rests with the University. The standard of proof shall be the "preponderance of the evidence." This standard means that the evidence, taken as a whole, supports that it is more likely than not that the violation occurred.
2. Pre-hearing informational session. To assist the student in preparing for the hearing, a pre-hearing informational session will be available for the student. The informational session is a courtesy to students and not a requirement. This informational session will discuss the hearing procedures, inform the student of their rights and responsibilities, and allow the student the opportunity to review the available written information that will be presented at the hearing by the University. The student and his or her advisor shall have the opportunity to inspect the information at least three (3) regular business days in advance of the hearing whenever possible. Upon notification of the student's choice for a hearing body, the university shall schedule a hearing and notify the student in writing of the date, time, and location of the hearing at least three (3) regular business days in advance. A student may choose to waive, in writing, the three (3) regular business day notice and proceed with a hearing.
3. Decisions. Decisions of "responsible" or "not responsible" on the charge(s) shall be based solely on the evidence presented at the hearing. When multiple students are charged with the same violation and it is determined that an individual identified was not responsible for that specific violation, but was present and/or had knowledge that the violation was occurring, the hearing board/officer has the authority to find that student responsible for the lesser charge of "failure to report" without recharging the student and having a separate hearing.
4. Confidentiality. All hearings shall be closed and confidential. To protect the integrity of the conduct process no audio or visual recordings of the hearing may be made other than by the hearing body.
5. Failure to Appear. If the charged student fails to appear at the hearing, the hearing may proceed in the student's absence and a decision rendered provided that the student has been properly notified of the hearing.
6. Official Record. An official record of the hearing shall be made by the presiding hearing officer for internal University use only. The record of the hearing may exist in written or audible form. No transcript is made. Students may request to inspect their record of testimony and case file after the hearing is closed. Records will be redacted to protect other students' FERPA rights. Written records are kept on file for 7 years, with the exception of suspension, expulsion and sexual misconduct and relationship violence cases, which are kept permanently.
7. Deliberations. Deliberations are closed and shall include only those members involved in the decision making process (including anyone assisting the University with the conduct process).
8. Notice of Decision. A written decision shall be available to the student within ten (10) regular business days following the hearing. This time may be extended in cases in which additional time is necessary for deliberations. If additional time is necessary, the charged student shall be notified. The decision letter shall contain a decision on each charge, the finding of fact and any recommended sanctions (if applicable).
9. Hold on Student's Records. The university may place a hold on the transcripts and/or registration of any student who fails to respond to a disciplinary notice or to ensure resolution of the case prior to transfer or conferring of a degree. All pending disciplinary matters must be resolved prior to a student receiving their

degree, transferring from, or continuing education at Mercer University. Holds may also be placed on records after graduation if the University becomes aware of any unresolved disciplinary issues.

10. Disabilities. Any student with a documented disability may request that reasonable accommodations be provided during the conduct process. This request must be made at least three (3) regular business days in advance of the hearing, and the accommodations must be approved by the Office of Access and Accommodation and the Assistant Vice President for Student Affairs.
11. Advisement. Students charged with a violation are permitted to bring one advisor of their choice to the hearing. The advisor shall serve as a consultant, and cannot speak on behalf of the student during the proceedings. Students are required to address the hearing body in person on their own behalf. Consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not serve as a witness or be charged in the case. Students must notify the Assistant Vice President for Student Affairs on the applicable campus at least five business days prior to the hearing if they will be bringing an attorney as an advisor. When multiple students are charged from the same incident (or a related incident), students are not allowed to have the same advisor and/or person of support at any point during the conduct proceedings.
12. Witness. A witness is any student, staff, faculty member or individual who has, or is believed to have, relevant knowledge to an event related to an alleged violation of the Student Code of Conduct.
13. Testimony. Testimony is expected to be provided orally in person. Relevancy of testimony is determined by the hearing board. In situations where a witness is unable to be physically present, testimony may be obtained via telephone or video-conferencing. In cases where a witness cannot testify in person, their written statement and/or the testimony provided to a University investigator may be utilized and weighted accordingly. The University reserves the right to exempt certain witnesses from being called to provide testimony.

VIOLATIONS OF THE VALUES OF THE COMMUNITY OF RESPECT

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

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

5. Endangerment. Actions that endanger one's own health or safety, the health or safety of another person, or the community.

The following six regulations (*) are violations of the Sexual Misconduct policy. Full definitions, as well as critical information on how these six violations are investigated, processed, and adjudicated at this university can be found at <https://titleix.mercer.edu/titleix.cfm>.

6. Sexual Harassment*
7. Sexual Assault*
8. Sexual Exploitation*
9. Stalking*
10. Dating/Domestic Violence*
11. Gender Discrimination/Harassment*
12. Retaliation. Any adverse action taken in response to an individual who has filed a report or complaint, testified, assisted, or participated in any manner in an investigation or proceeding under any Mercer University Policy. Retaliation includes intimidation, coercion, threats, harassment, discrimination or any type of adverse action taken against any individual, for the purpose of interfering, in the attempt to deter them from addressing, reporting, providing information or testifying. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct.
13. Destruction/Damage of Property. Destruction, damaging or misuse of public or private property.
14. Theft or Possession of Stolen Property. Taking, possessing, or using property without proper authorization or permission.
15. Drug Misconduct.
 - A. Possession and/or consumption of drugs or any controlled substance prohibited by law.
 - B. Manufacturing, buying, selling or distributing drugs or any controlled substance prohibited by law.
 - C. Possession of drug paraphernalia.
 - D. Any conduct taken under the influence of drugs that endangers one's own health or safety or the safety of others.
17. Possession and/or Use of Weapons, Firearms. Unauthorized possession or use of weapons, firearms, fireworks, or explosive devices (except for use in the Department of Military Science and in the rifle range). This includes, but is not limited to: BB guns, stun guns/Taser, air rifles, air pistols, paintball guns, edged weapons (i.e. blades no more than 2 inches), bow and arrows, and martial arts weapons. **Weapons may be stored at Mercer Police. They may not be left in personal vehicles or rooms.
18. Disorderly Conduct/Disruptive Activity. Disruption or obstruction of teaching, research, administration, or other University activities (including public service functions on or off campus) or other authorized non-University activities that occur on University premises. Disorderly Conduct/Disruptive Activity may include, but is not limited to:
 - A. Any behavior in class or out of class, which for any reason interferes with the class work of others, involves disorder, or otherwise disrupts the regular and essential operation of the University, or campus community, which includes but is not limited to, any residential community.
 - B. Leading or inciting others to disrupt scheduled and/or normal activities on University premises or disrupts the residential living environment.
 - C. Classroom behavior that seriously interferes with either (a) the faculty member's ability to conduct the class or (b) the ability of other students to profit from the instructional program.
 - D. Acting in a violent manner in a public place toward another person causing reasonable fear of safety, or conduct that puts a person's property in danger of being damaged or destroyed.
 - E. It also includes use of abusive or inciting words toward another person intended to provoke violence or escalate a situation (also called "fighting words") without provocation.
 - F. It also includes using obscene and/or vulgar language in a public setting or when communicating with professional staff, and/or interrupting an event, program, academic, or living environment without appropriate cause.
19. Conduct Unbecoming. Any conduct which is determined to be potentially detrimental to the University's reputation or is in violation of the University's Community of Respect statement. This includes the display of indecent or offensive material, or engaging in indecent or lewd conduct and/or speech.

20. Hate Offenses. Offenses committed against a person or property, which is motivated in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based upon the following, including, but not limited to: sex, sexual orientation or preference, gender, gender identity, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, medical conditions including genetic characteristics, mental or physical disability, and veteran status.
21. Failure to Report. Being present or having knowledge that a violation has occurred and failing to report the incident. [The University retains the right to find a student responsible for this charge in lieu of another if the hearing body determines that the student(s) involvement was sufficiently passive and/or warrants consideration for this lesser charge for any reason. In such cases, the University is not required to recharge the student or rehear the case to find the student responsible for this charge.]
22. Computer Misuse/Unauthorized access. Any misuse of or unauthorized access to a computer, distribution of falsified documents, computer system, network, software or data; or the unauthorized alteration, copying or distribution of software or data.
23. Hazing. Any act or activity required for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is a violation of this rule. To haze or hazing means to force or subject a minor or student to perform an activity which endangers or is likely to endanger the physical or mental health of the minor or student or which causes or is likely to cause the minor or student to engage in any of the following, which includes, but is not limited to:
 - A. The wearing of signs or advertisements
 - B. Quests, treasure or scavenger hunts
 - C. Acts of servitude
 - D. Acts which destroys or removes public or private property,
 - E. Violate federal or state law:
 - F. Consume any food, liquid, alcoholic liquid, drug, or other substance in a manner which subjects the minor or student to a substantial risk of emotional, mental, or physical harm, including sickness, vomiting, intoxication, or unconsciousness;
 - G. Experience threatened or actual exposure to physical injury, including injury resulting from whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements, which exposure results in medically verifiable mental or physical harm; or
 - H. Experience threatened or actual exposure to mental injury, including injury resulting from 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, which exposure results in medically verifiable mental or physical harm.

Further information about Hazing can be found in the Office of Campus Life and under the Max Gruver Act.
24. Unauthorized Entry or Use of Facilities. The unauthorized access to an area, room or building.
25. Fire Alarms and Fire Safety Misconduct.
 - A. Inappropriate activation of any emergency warning equipment or the false reporting of any fire emergency.
 - B. Removal, damage or tampering with fire safety or other emergency warning equipment belonging to a student, student organization, the University or the Macon community.
 - C. Initiating and/or igniting of a fire.
 - D. Failure to evacuate during a fire alarm.
26. Possession and/or use Fireworks, and Explosive Devices. Unauthorized possession and/or use of fireworks, or explosive devices.
27. Furnishing False Information. Knowingly providing false or misleading information to a university official, to a hearing body, on a university document, or to a law enforcement agent or agency.
28. Failure to Comply. Noncompliance with the reasonable direction of university officials acting in the performance of their duties.
29. Campus Elections and Referendums Misconduct. Casting more than one vote in any campus election or referendum, or otherwise circumvent the prescribed procedures in an election process.
30. Student Identification Misconduct.
 - A. Failure of a student to carry their Mercer identification cards at all times or to allow anyone else to use their identification card.

- B. False Identification. Using an ID in any form that is forged, altered, or otherwise intends to establish the false identity of a student. It includes knowingly using a fake ID to obtain access to events and/or resources or to purposely provide a false identity verbally.
 - C. Identity Theft. Deceptively using another student, non-student, or faculty/staff member's identification to access resources on or off campus, which includes ID cards, credit cards, email addresses, passwords, etc.
 - D. Unauthorized Representation. Unauthorized representation is when a student or organization falsely uses an emblem, name or falsely claims membership or affiliation with an organization such as any benevolent, fraternal, social, humane, or charitable organization which is entitled to the exclusive use of that name or emblem. This includes, but is not limited to, wearing badges, buttons, paraphernalia, logos as well as the unauthorized use of letterhead, symbols or hand gestures associated with the organization being falsely represented.
 - E. Misrepresentation. Assuming or facilitating the use of another person's identity, role, or access through deception or without proper authorization. This includes communicating or acting under the guise, name, identification, access, email address, or signature.
31. Refusal to Vacate. Refusal to vacate a building, sidewalk, driveway, or private facility being used by the University for a student or department-sponsored activity when directed to do so by an authorized officer of the University.
 32. Advertising/Media Misuse. Circulation or display of any media (i.e. electronic or paper) that contains matter that violates or is contrary to University policies or community values. This includes, but is not limited to, the display or promotion of alcoholic liquors, wines, or beers. This also includes displaying materials or information without proper approval from the University.
 33. Solicitation/Fundraising. The solicitation of sales, services, memberships or gifts on campus without the permission of the Office of Campus Life.
 34. Unauthorized Visitation/Campus Housing. No unauthorized student, group of students, or organization shall enter or remain in restricted areas of residential facilities during non-visitation hours, as published in the Housing Handbook.
 35. Contempt and/or Disregard for Conduct Procedures.
 - A. Failure to fully comply with all instructions and imposed sanctions of the university conduct system and Honor Council.
 - B. Coercing a student or organization member to give false information.
 - C. Engaging in conduct that disrupts the proceedings, lessens their authority or dignity, or otherwise obstructs justice on campus.
 36. Unsanitary or Unsafe Facilities. Failure to maintain a student organization, facilities, property, or surrounding property so as to prevent a potential danger to the health and safety of members of the University community.
 37. Cruelty to Animals. Intentionally or recklessly causing physical abuse or any form of suffering to animals.
 38. Gambling. Games of chance or bets in which participants commit money, or anything of value, in order to participate.
 39. Violation of Published University Regulations. Violation of any published Mercer University policies, rules or regulations. This includes-but is not limited to, housing policies (including the updated guest policy which prohibits students from bringing any non-University guests into the residence halls), computer policies, policies and guidelines outlined on the University COVID-19 pandemic website (located at <https://www.mercer.edu/coronavirus/>), or other university policies directly related to departments, organizations or clubs.
 40. Violation of Local, State, or Federal Law. Any violation of any local, state, or federal law.
 41. Fraternity/Sorority Program Policy Violation and/or Unauthorized Recruitment/Membership Intake
 - A. Failure to comply with all the instructions that guide membership into FSP organizations, which includes, but is not limited to recruitment, timelines, events, activities, documentation, etc.
 - B. Participating, arranging, or engaging in unauthorized recruitment or intake processes known as "underground pledging." This includes coercing a student or organization to facilitate a process as well as students willingly engaging in a process not approved by the University or the affiliated national organization.

SANCTIONS

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

1. Warning: Formal written notice to the student and official recognition that a violation has occurred.
2. Counseling Assessment: A recommendation to be evaluated by psychological services to help the student deal more effectively with his/her conduct issue.
3. Community Service: Performance of a preapproved service location for a prescribed number of hours to the local or university community.
4. Creative/Educational Sanctions: Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, research papers and other educational activities related to the violation.
5. Restriction: The withdrawal of specified privilege(s) for a definite period of time. Restrictions may include, but are not limited to requirements such as: not entering certain areas of housing or the campus, not contacting a certain individual or group, or not operating a motor vehicle on campus. Students may also be restricted from holding office in any student organization or participating in some activities, including commencement.
6. Fines: Not to exceed \$150 per individual or \$300 per student organization.
7. Restitution: A payment of financial injury in cases involving theft, destruction or property or deception.
8. Probation: A period of time during which any further violations of the Student Code of Conduct may impact or jeopardize the student's status in a specific manner. The four types of probation that can be imposed are as follows:
 - A. Conduct Probation. A specified period of time in which any future violations of the Student Code of Conduct can result in increased sanctions being imposed that exceed those of a student who is not on conduct probation.
 - B. Housing Probation. A specified period of time in which any future violations of the Student Code of Conduct will result in the termination of housing privileges and access to any university owned housing facilities.
 - C. Social Probation. Notice to an organization or student that all or a portion of social functions must cease for a designated period of time.
 - D. University Probation. A specified period of time during which any further violation of the Student Code of Conduct may result in suspension or expulsion. As part of this probation, students may be restricted from holding certain leadership positions or participating in some activities.
9. Forced Change of Residence. The temporary or permanent relocation of a student within housing.
10. Eviction from University Housing. Permanent removal from the housing system.
11. Suspension. The termination of the student's attendance or an organization's representation at the university for an indefinite or specified period of time. A suspension means that students may not be on University property or that an organization is prohibited from being recognized at any time without prior approval from the Vice President for Student Affairs or designee. Stipulations may be applied to either the student or organization as a condition for ending the suspension.
12. Expulsion. The permanent separation of the student from the University.
13. Deferred Degree. The holding of an academic degree for a specified period of time with or without conditions.
14. Withholding Degree. The withholding of a student's diploma for a specified period of time and/or indefinitely.
15. Revocation of Degree. Revoking a degree awarded from the University for fraud, misrepresentation or other violation of University policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

APPEALS PROCEDURE

For cases involving non-academic appeals, a student may appeal the original decision to the Vice President for Student Affairs within three (3) working days after receipt of the written decision (additional time may be requested for extenuating circumstances). The Vice President may choose to hear the appeal or designate an appropriate staff member from the academic program or location in which the student is enrolled to review the appeal and make a recommendation. No person may hear or decide an appeal if he or she participated in the hearing process. The appeal shall consist of a review of the prior proceedings; it shall not be another hearing. The student shall receive a

written decision regarding the appeal. To file an appeal, the student must complete the appeal request form found on the Office of Student Conduct Resolution website: <http://conduct.mercer.edu/resources.cfm> or directly at this link: https://cm.maxient.com/reportingform.php?MercerUniv&layout_id=4, which will be forwarded directly to the Vice President/Dean of Students for review. For appeals related to sexual misconduct violations, please refer to the Sexual Misconduct Policy.

Grounds for appealing a decision are:

1. A significant error in adhering to Mercer's procedural process, which prejudiced the accused to the extent that the student was denied a fundamentally fair hearing as a result of the error. Procedural flaws alone are not grounds for an appeal. Significant procedural errors that may have affected the verdict or sanction will be considered.
2. The emergence of new evidence that could not have been previously discovered and that, had it been represented at the initial hearing, would have substantially affected the original decision of the hearing body.
3. The imposition of sanctions which are disproportionate to the offense.

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

INTERIM SUSPENSION OF A STUDENT OR ORGANIZATION

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

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

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

For cases in which a student is placed on interim suspension, but subsequently found not responsible for all violations, the university will take the following steps: (1) correct any record of the change in enrollment status in the student's permanent records and reports in a manner compliant with state and federal laws; and (2) refund to the student a pro rata portion of any fees, charges for tuition, or other university specific fees and charges, as appropriate due to the temporary change in enrollment status.

PARENTAL NOTIFICATION POLICY

Mercer University, like many other colleges and universities, is concerned about the health and safety of its students specifically where there is use and abuse of drugs and alcohol. Under the Family Educational Rights and Privacy Act (FERPA), institutions are permitted to release any and all information to parents, without the consent of the student, "if the student is a dependent for tax purposes under the IRS rules." FERPA allows colleges and universities to disclose information to parents if there is a health or safety emergency involving their student as well as to disclose information if the student is under the age of 21 and "has violated any law or policy concerning the use or possession of alcohol or a controlled substance." The Vice President for Student Affairs or designee will be the responsible University official to contact the parent or guardian. Students whose parents are divorced or separated have the option of designating the parent to be contacted. The Vice President for Students Affairs or designee may use discretion

regarding parental notification in incidents where it is determined that extenuating circumstances exist that would directly and conclusively impact the situation negatively. Alternative guardian contact determinations will be made by the Vice President for Student Affairs or designee. The process of adjudicating any violations will be handled in accordance with the Student Code of Conduct.

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

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

NON-ACADEMIC CONDUCT RECORDS

The Office of the Vice President for Student Affairs in Macon and Dean of Students in Atlanta are the official custodian of all records involving non-academic misconduct. Student files involving cases that do not result in suspensions or expulsions shall be expunged seven (7) years after a decision is reached on a charge. Cases that result in suspensions or expulsions will be kept permanently. Statistical data and database information may be kept permanently at the university. Students have the right to view their files. Students found “not responsible” for cases or in cases where charges are dropped are considered not to have a disciplinary record.

Covid-19: University Health and Safety Protocols/Pledge

The Pledge

All students are expected to commit to the following pledge:

I pledge to protect myself and others by following recommended safety guidelines for self-care put forth by the University and reporting immediately to the Campus Health COVID-19 Hotline (478-301-7425) if I become symptomatic of COVID-19. I pledge to isolate until cleared by Mercer Medicine if I test positive for the coronavirus.

I pledge to protect myself and others by wearing a mask, physically distancing, and testing if I am unvaccinated for COVID-19.

I pledge to protect myself and others by respecting the rights of others and acting responsibly to reduce the spread of COVID-19.

Students are expected to monitor and adhere to all policies and guidelines pertaining to COVID-19 found on the [University's COVID-19 website](#).

Violations of these policies may include but are not limited to the following:

- A review of the University's student code of conduct charges
- Removal of a student from a particular University activity
- A registration hold on a student's account
- Deactivation of a student's Bear Card
- Dismissal from class
- A review of the standards of professional conduct penalties (by academic program)

Violations of any policy should be reported immediately to

- the Student Affairs professional in your academic area,
- the Office of Student Affairs (Macon 478-301-2685 or Atlanta 678-547-6823),
- the Director of Regional Academic Center Operations, Mr. Scott Mahone, at 678-547-6551 (for Center students),
- or Mercer Police (Macon 478-301-2970 or Atlanta 678-547-6358).

What You Need to Know

In order to promote safe campuses, students are required to follow these COVID-19 protocols:

- The University does not require fully vaccinated students to wear masks on campus, except at the Campus Health Centers in Macon and Atlanta. Vaccinated students may choose to wear masks on campus.

Unvaccinated students are expected to take personal responsibility and wear masks in indoor common areas. Health sciences students in clinical settings may be required to wear masks, even if vaccinated.

- **If you are symptomatic of COVID-19, whether vaccinated or unvaccinated, you cannot attend** in-person classes, labs, orientations, clinical/field experiences, other on-campus activities, or work on campus. You should immediately call Campus Health's 24/7 COVID Hotline at (478) 301-7425 for a testing appointment or get tested immediately at an off-campus location.
- **Vaccinated Macon traditional undergraduates and vaccinated graduate students** living in University housing or the Lofts (Macon) are required to complete a symptoms screening with Mercer Medicine/Campus Health before move-in. Other vaccinated students will receive instructions on screening for symptoms prior to the start of the semester.
- Unvaccinated students will be sent instructions on testing and screening. Testing can be completed on campus or off campus.

The University has implemented mandatory surveillance testing for unvaccinated students. Students may be selected for surveillance testing multiple times during the semester. You must participate in surveillance testing in order to attend classes, labs, or any campus activity.

Unvaccinated Macon traditional undergraduates and unvaccinated graduate students living in University housing or the Lofts (Macon) will be surveillance tested each week. The University will continue to monitor the conditions and adjust this requirement as conditions warrant.

Exceptions to surveillance testing include

- students who are fully vaccinated,
 - students who are not on campus for any reason because they are enrolled in off-campus experiences or totally online programs/courses,
 - students with University-approved accommodations who are learning remotely from home, and
 - students who have tested positive for COVID-19 within the past 90 days.
- If Mercer Medicine cannot confirm your COVID-19 vaccination status, please submit a copy or photo of your vaccine card to Mercer Medicine at myvaccine@mercer.edu. Type your full legal name in the subject line of the email.
 - If you have a health or other disability-related reason that would warrant a reasonable accommodation with respect to testing, please contact the Office of the Provost at provost@mercer.edu or 478-301-2110.
 - Students may also be tested at the Campus Health Center either by choice or on the advice of a physician. If asymptomatic, go to go.mercer.edu/covidappt to schedule an appointment at the Macon or Atlanta Campus Health Center. If symptomatic, call the 24/7 COVID Hotline at **(478) 301-7425** for a testing appointment at the Campus Health Center.

If you've been fully vaccinated, you do not need to quarantine or get tested unless you have symptoms.

- Testing locations:
 - Macon – Campus Health Center, Drake Field House, Macon Campus
 - Atlanta – Campus Health Center, Sheffield Building, Atlanta Campus
 - Savannah – Memorial University Medical Center, Savannah Campus (Drs. Shelly or Baxter)
 - Columbus – Mercer University School of Medicine, Columbus Campus (Dr. House)
 - Henry and Douglas Counties - Contact the Provost's Office at provost@mercer.edu for a list of testing facilities near the Mercer centers.
- **An off-campus test must be a nasal swab PCR test. Mercer Medicine does not accept antigen tests (known as rapid tests) or antibody tests.**
- If you test at the Campus Health Center and are positive, a Campus Health staff member will call you from a Mercer phone number with the positive results. With negative results, you will receive an email in your Mercer email account.
- All students must provide off-campus, **positive COVID-19 results** to Campus Health at mytestreport@mercer.edu. In the subject line of the email, type "Macon Test" (for Macon, Savannah, and Columbus students) or type "Atlanta Test" (for Atlanta, Henry, and Douglas students). Be sure to include your full legal name and your MUID in the body of the email.

Students do not submit COVID-19 results directly to faculty, the Dean's Office, or Student Affairs for COVID-related, excused absences. All COVID-related absences must be processed through Campus Health and the Office of the Provost. Faculty are notified of a student's COVID-related, excused absence(s).

- Faculty are required to provide academic accommodations to students who are in isolation after either testing positive at the Campus Health Center or submitting off-campus, positive test results to Campus Health at mytestreport@mercer.edu. Also, if a symptomatic student has been tested and is awaiting results, the student must isolate and be provided academic accommodations during this brief isolation period.
- You must be cleared from isolation by Campus Health/Mercer Medicine before you can return to campus.

The University COVID-19 protocols and other important COVID-19 information can be accessed on the University coronavirus webpage, <https://www.mercer.edu/coronavirus/>. Information is updated as needed.

Crime: Awareness and Campus Security

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

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

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

Crime: Campus Statistics

Statistics concerning certain criminal offenses reported to have occurred on Mercer's campuses/ regional academic centers during the most recent calendar year are posted on the Mercer Police Department's website at <https://police.mercer.edu/security/>. A printed copy of the report is available upon request in the Human Resources Office, the Mercer Police Department, and the Student Affairs designee for your school.

Crime: Reporting Crimes and Emergencies

All students and employees of the University should take an active role in keeping the campuses and regional academic centers safe. Please report any incident or unusual activity on or near the campus to Mercer Police. If you have any doubts as to whether to report an incident that has occurred, you should report it. The Mercer Police Department can then determine whether the event requires further action.

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

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

When reporting a crime, suspicious activity, or other emergency on campus, be sure to provide the following information:

- Your name
- Location of the incident you are reporting
- A description of the scene and/or suspects
- A description of any vehicles involved in the incident, especially a license plate number if possible
- Your telephone number and address, for report purposes

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

Drug and Alcohol Policy

The possession or consumption of alcoholic beverages by students is prohibited on campus and at University-sponsored events. Public intoxication, consumption, or display of alcoholic liquors, wines, or beer on campus is prohibited. Use or possession of illegal drugs and drug paraphernalia is also prohibited.

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

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

Drug-Free Workplace and Campus Program (General)

Introduction and Purpose

Mercer University shares the widespread national concern with the serious threat to health, safety, and welfare posed by the unlawful use of drugs and the abuse of alcohol, especially in the workplace and on college campuses.

As a matter of University policy, growing out of the University's historic mission and character, and in keeping with applicable Federal and State laws¹, the University has adopted and has implemented the following program to provide a drug-free workplace and campus/center for all its students and employees and to prevent the illicit use of drugs and abuse of alcohol.

Relationship to Other Policies

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

Standard of Conduct

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

Convictions for Drug-Related Offenses

Any student or employee convicted of any drug-related criminal statute must notify the appropriate official, the senior student affairs officer (for students) or the Associate Vice President for Human Resources (for employees), in writing, no later than 5 days after such conviction regardless of where the offense occurred. This is because under Federal and State laws, any student convicted of a drug-related felony offense must be denied all Federal and State assistance, including Pell grants and Georgia Tuition Equalization Grants; and because the University must notify Federal agencies of drug-related convictions in the workplace of employees involved in work under a grant or contract. However, a criminal conviction shall not be necessary to find that a student or employee has violated these standards of conduct, and the University need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding. Federal policy requires schools to advise students each semester as to the consequences of drug convictions. The Federal policy is as follows:

²A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible; schools are not required to confirm this unless they have conflicting information. Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge (see the Anti-Drug Act of 1988). Also, a conviction that was reversed, set aside, or removed

¹ Including the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, the Drug-Free Postsecondary Education Act of 1990 (Georgia), and related laws and regulations.

² Federal Student Aid Handbook published by Dept. of Education; Volume 1, pages 15-16

from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

<i># of Offenses</i>	<i>Possession of Illegal Drugs</i>	<i>Sale of Illegal Drugs</i>
<i>1st Offense</i>	<i>1 year from date of conviction</i>	<i>2 years from date of conviction</i>
<i>2nd Offense</i>	<i>2 years from date of conviction</i>	<i>Indefinite period</i>
<i>3+ Offenses</i>	<i>Indefinite period</i>	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again. Students denied eligibility for an indefinite period can regain eligibility after completing any of the following three options:

1. Successfully completing a rehabilitation program (as described below, which includes passing two unannounced drug tests from such a program);
2. Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
3. Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

In such cases, the nature and dates of the remaining conviction will determine when the student regains eligibility. It is the student's responsibility to certify to you that she has successfully completed the rehabilitation program; as with the conviction question on the FAFSA, you are not required to confirm the reported information unless you have conflicting information. When a student regains eligibility during the award year, you may award Pell Grant, TEACH, and Campus-Based aid for the current payment period and Direct Loans for the period of enrollment.

Standards for a qualified drug rehabilitation program:

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.
- If you are counseling a student who will need to enter such a program, be sure to advise the student of these requirements. If a student certifies that he has successfully completed a drug rehabilitation program, but you have reason to believe that the program does not meet the requirements, you must find out if it does before paying the student any FSA funds.

- The Anti-Drug Abuse Act of 1988 includes provisions that authorize federal and state judges to deny certain federal benefits, including student aid, to persons convicted of drug trafficking or possession. The Central Processing System (CPS) maintains a hold file of 4 individuals who have received such a judgment. All applicants are checked against this file to determine if they should be denied aid. This is a separate check for a drug conviction via question 23: records matching the drug abuse hold file receive a rejected FAFSA application (reject 19 and comments 009 or 055 on the Student Aid Report (SAR)).

University Sanctions and Procedures

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

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

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

State and Federal Legal Sanctions

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. To see a summary of Georgia state drug laws and penalties, go to <http://sos.ga.gov/cgi-bin/PLBLaws.asp?Board=03>. To learn more about Federal drug trafficking penalties, go to <https://www.dea.gov/>.

Federal sanctions for illegal possession of drugs include imprisonment up to 1 year and/or a minimum fine of \$1,000 for a first conviction; imprisonment for 15 days–2 years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days–3 years and a minimum fine of \$5,000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions include 5–20 years in prison and a minimum fine of \$1,000 up to \$250,000, for a first conviction if the mixture or substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to \$10,000 per violation; 4 denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for a first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a fire-arm. Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, fines, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

Health Risks Associated With Drug or Alcohol Use

Drugs

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

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

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

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

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

Alcohol

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

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

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.

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

Counseling, Treatment, and Rehabilitation

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

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

Information and help is also available from:

- Counseling and Psychological Services - Macon campus: 478-301-2862
- Counseling and Psychological Services - Atlanta campus: 678-547-6060

- Helpline Georgia for Substance Abuse:

1-800-338-6745

Macon

Coliseum Center for Behavioral Health
340 Hospital Drive
Macon, GA 31217
(478)741-1355

River Edge Behavioral Health Center
175 Emery Highway
Macon, GA 31217
Outpatient
(478)803-7600

River Edge Recovery Center
3575 Fulton Mill Road
Macon, Georgia 31206
Crisis Stabilization Unit
(478) 803-8617

Atlanta

Anchor Hospital
5454 Yorktowne Drive
Atlanta, Georgia 30349
(770) 991-6044
DeKalb Crisis Center
450 Winn Way
Decatur, GA 30031
(404) 294-0499

Metro Atlanta Recovery Residences
(MARR Addiction Treatment Center)
www.marrinc.org
2815 Clearview Place
Doraville, GA 30340
(678) 805-5100 or 1-800-732-5430

Northside Behavioral Health Services
6105 Peachtree Dunwoody Rd., Bldg F –Suite 155
Atlanta, GA 30328
(404) 851-8960

Peachford Hospital
2151 Peachford Road
Atlanta, GA 30338
(770) 455-3200
Dr. Tommie M. Richardson
(Addiction Medicine Specialist)
4015 S. Cobb Dr. SE
Smyrna, GA 30080
(770)431-2354

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

SummitRidge Hospital
250 Scenic Highway
Lawrenceville, GA 30046
(678) 442-5800

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

Warner Robins

HealthQwest
Substance Abuse Treatment
607 Russell Parkway
Warner Robins, GA 31088
(Outpatient Drug & Alcohol Rehab)
(478) 225-9860

Houston Medical Center
Behavioral Science and Psychiatry
1601 Watson Blvd.
Warner Robins, GA 31093
(Mental & Substance Abuse Disorders)
(478) 922-4281 (x7777)

Phoenix Center Behavioral Health Services
940 GA Hwy. 96
Warner Robins, GA 31088
(Adult Mental Health & Substance Abuse)
(478) 988-1222

Savannah

Center for Behavioral Medicine
Memorial University Medical Center
(Inpatient Psychiatric Services)
5002 Waters Avenue
Savannah, GA 31404
(912) 350-3023

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

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

Savannah Psychiatry
635 Stephenson Avenue

Savannah, GA 31406
(912) 352-2921

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

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

Savannah Counseling Services, Inc.
Gateway Behavioral Health
800 East 70th Street
Savannah, GA 31405
(912) 790-6500

Willingway Hospital

(Inpatient Alcohol/Substance Abuse/Detox)
311 Jones Mill Road
Statesboro, GA 30458
(912) 764-6236 or 1-800-242-9455

Columbus

The Bradley Center
(Substance Abuse Services)
2000 16th Avenue
Columbus, GA 31901
(706) 320-3700

Midtown Medical Center
710 Center Street
Columbus, GA 31901
(706) 571-1000

Talbott Recovery Center
1200 Brookstone Centre Parkway, Suite 210
Columbus, GA 31904
(706) 341-3600

Review of Program

In keeping with Federal law, this program shall be reviewed at least biennially to determine its effectiveness, to make changes where necessary, and to ensure that sanctions are consistently enforced.

Emergency Preparedness Plan

Emergency Response Guidelines

General Emergency Response Guidelines:

1. All emergencies are different. Your first priority is to exercise caution and ensure your safety and the safety of the people in the immediate vicinity of the emergency.
2. Collect as much information about the situation as possible (nature of the emergency and specific location).
3. Immediately notify Mercer Police, the local police (911), or the Regional Academic Center (RAC) Coordinator for a RAC not located on the Macon or Atlanta campuses of the situation.

Quick Emergency Contact Guide

Mercer Police

Macon Campus (478) 301-2970
Atlanta Campus (678) 547-6358

Information Hotlines

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

Regional Academic Center Coordinators:

Douglas County (678) 547-6200
Henry County and Newnan (678) 547-6100

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

Communication: In the event of an emergency, Mercer Police and the administration will provide alerts and vital information using a variety of formats including emergency text messages, emails, and the office phone system. It is important to note the following:

1. All Mercer faculty, staff, and students are strongly urged to register for emergency text messages.
 - Contact MU Information Technology (478-301-7000) or visit the website <http://it.mercer.edu/student/> for details on emergency alert registration

2. Faculty with policies prohibiting student cell phone use in the classroom should actively monitor their own cell phones for emergency text messages.
3. Initial notifications may be based on partial data, with the goal to inform campus or RAC occupants of a developing situation requiring immediate action to protect life, safety and facilities.
4. The messaging system will be used to deliver additional emergency information, or that the dangerous event and/or conditions are under control, or “all clear”.

Building Evacuation Instructions: When information about a threat is received in a building or facility, evacuation may be ordered by Mercer Police or RAC Coordinator/local emergency response personnel for a RAC not located on the Macon or Atlanta campuses.

1. When a fire alarm is activated, evacuation is mandatory.
2. Do not use elevators in an evacuation.
3. Close doors as you exit.
4. All individuals should move away from the building and/or facility in danger (500 feet, or follow instructions from emergency responders).

Examples of Evacuation of Facility / Clearance of Area

Fire / Gas Leak / Hazardous Material Release or Spill / Suspicious Package / Bomb Threat

Active Shooter Instructions: How to respond (options) if an active shooter is in your vicinity:

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

Lockdown (Violent Acts): Should the University experience a violent act (such as an active shooter), a lockdown of the University may be ordered by Mercer Police or the RAC Coordinator/local emergency response personnel for a RAC not located on the Macon or Atlanta campuses. In such a situation you should:

1. Immediately go to the closest enclosed area. If possible, choose a room without windows that has a locking door.
2. Lock and/or blockade the doors.
3. Turn out lights and draw blinds.
4. Silence your cell phone, remain quiet, and stay out of sight.
5. Wait for an “All Clear” signal or notice from Mercer Police and/or local emergency response personnel.
6. If outside during the notification, consider leaving the campus if possible.

Stay in Place (Severe Weather)

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

Examples of Lockdown/ Stay-in-Place

Tornado/ Severe Weather/ Active Shooter/ Civil Disturbance/ Riot

Firearms, Weapons, Fireworks/Explosives

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

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

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

Exception Policy

A Mercer student attending class/conducting Mercer business while in uniform and determined to be in an official duty/ emergency recall status by a local police and/or law enforcement department/agency (city police department, county sheriff, Georgia Public Safety, etc.) may have a firearm/weapon. The student must initiate request to have the firearm/weapon at a Mercer facility. Police or law enforcement department/agency must certify the officer-student is required to have the firearm/weapon while in uniform and on duty/emergency recall status and submit request to Mercer Police for approval to have firearm/weapon in a Mercer facility.

Procedures

1. Mercer student completes formal request to have firearm/weapon while in class or conducting other business with Mercer in a Mercer Campus or Regional Academic Center (RAC) facility.
2. The Police/Law Enforcement/Public Safety department/agency requiring the officer (Mercer student) to have a firearm /weapon while in class or conducting business in Mercer facilities (Campus or Regional Academic Center) certifies the requirement and sends request to Mercer University Police (MERPO) at the following address:
Director of Mercer University Police
1765 Winship Street
Macon, GA 31207
3. Director of Mercer Police or Mercer Police designee approves the request. Approved requests are maintained in police files on the Macon and Atlanta campuses. MERPO forwards a copy of the approved request to the Dean of the officer-student's college/school for notification of faculty and to the Director of Operations, Regional Academic Centers for officer-students attending Regional Academic Center classes in Atlanta, Macon, Douglas County, Henry County, or Newnan.
4. Director of RAC Operations maintains a file of the approved requests of uniform officers having firearms/weapons and provides a confidential list (Name, Student Number, Badge Number) to each RAC location center coordinator where student could attend class/conduct Mercer business.
5. Mercer staff or faculty may question an individual with a firearm/weapon to insure Mercer Police has approved his or her having the weapon/firearm in a Mercer University facility.

All other weapons are prohibited including, but not limited to, hunting weapons, BB guns, stun guns, air rifles, air pistols, paintball guns, bowie knives, daggers, dirks, slingshots, leaded canes, metal knife sharpeners, switchblade knives, blackjacks, metallic knuckles, and any sharp, pointed or edged instrument (except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance). All fireworks or explosives (defined as any substance prepared for the purpose of producing visible or audible effects by combustion, explosion, or detonation) are forbidden.

Grievance Policies and Procedures

Academic Grievances and Appeals

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

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

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

Formal Resolution Procedure: The following protocol should be followed:

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

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

Once the University grievance or appeal procedure has been exhausted, the student can seek a solution outside the University by filing a complaint with the Georgia Nonpublic Postsecondary Education Commission (GNPEC). The details for filing a complaint with the GNPEC are located on their website and require a specific form. The student can access <https://gnpec.georgia.gov/> and click on "File a Complaint" for this information.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and program accreditors can be contacted to file a complaint if a student believes accrediting standards were violated or grievance procedures were unfair and applied inappropriately and inconsistently. The student can access SACSCOC at <https://sacscoc.org/?s=complaint> and click on "Complaint Procedures Against SACSCOC or Its Accredited Institutions" for more information. A listing of all University accreditors with contact information can be found in the Mercer University catalog. [Note: The procedures associated with the accrediting agencies are not intended to be used to involve the agency in disputes between individuals and member institutions, or cause the agency to interpose itself as a reviewing authority in individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters or other contractual rights and obligations.]

Nonacademic Grievances

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

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

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

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

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

If the student is not satisfied with the decision of the Dean, the student may appeal in writing to the Provost with responsibility for the school or college and request a meeting. The appeal must begin within ten (10) days of the date the Dean has completed consideration of the grievance and responded in writing to the student. A written reply by the Provost indicating the results of the meeting and including further action, if any, to be taken will be sent to the student within ten (10) days after consideration of the grievance. The decision of the Provost with responsibility for the employee's unit will be the final University decision on the grievance. A copy of the appeal to the Provost and the Provost response will be copied to the Associate Vice President of Human Resources and the Vice President for Student Affairs.

Once the University grievance or appeal procedure has been exhausted, the student can seek a solution outside the University by filing a complaint with the Georgia Nonpublic Postsecondary Education Commission (GNPEC). The details for filing a complaint with the GNPEC are located on their website and require a specific form. The student can access <https://gnpec.georgia.gov/> and click on "complaint form" for this information.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and program accreditors can be contacted to file a complaint if a student believes accrediting standards were violated or grievance procedures were unfair and applied inappropriately and inconsistently. The student can access SACSCOC at <https://sacscoc.org/?s=complaint> and click on "Complaint Procedures Against SACSCOC or Its Accredited Institutions" for more information. A listing of all University accreditors with contact information can be found in the Mercer University catalog. [Note: The procedures associated with the accrediting agencies are not intended to be used to involve the agency in disputes between individuals and member institutions, or cause the agency to interpose itself as a reviewing authority in individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters or other contractual rights and obligations.]

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

Once the University grievance or appeal procedure has been exhausted, the student can seek a solution outside the University by filing a complaint with the Georgia Nonpublic Postsecondary Education Commission (GNPEC). The details for filing a complaint with the GNPEC are located on their website and require a specific form. The student can access <https://gnpec.georgia.gov/> and click on “complaint form” for this information.

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

Other Grievances

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

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

Health and Welfare of Students, Mental and Physical

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

The University considers any situation in which a student poses a risk for harm to self or others as a serious matter. In cases involving attempted suicide or other life-threatening behavior, the University’s first priority is to ensure the student’s safety and well-being. If you know that a student has or is attempting to harm himself/herself, immediately notify Mercer Police. The Dean of Students or Student Affairs Designee on each campus will then be contacted to evaluate the situation. At any point, Mercer Police and/or the Dean of Students or Student Affairs Designee may make the determination to notify the parents of a student if they believe a substantial health and safety risk exists. A student attempting suicide or exhibiting other life-threatening behavior will not be allowed to return to the University campus or the residence halls until he or she has received approval from the Dean of Students or Student Affairs Designee.

Health Insurance

University policy mandates that all students enrolled in 3 or more hours (except those in regional academic centers) must maintain health insurance coverage. All International students must carry active health insurance regardless of hours enrolled or campus attended. Students are automatically charged by the University for health insurance when they register for classes. This charge can be removed by completing the online waiver form before the end of the

waiver period. To complete the waiver process, go to <https://bursar.mercer.edu/studentinsurance/>. Students must complete the waiver before the stated deadline. Failure to complete this form before the deadline will result in insurance being purchased for you and charged to your account.

Honor System

See Academic Integrity

Housing without Active Enrollment

Mercer University policy stipulates that individuals not registered in courses are ineligible to reside on campus or use the University's facilities or services. Individuals not registered for classes will be actively evicted from housing.

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

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

Immunization Policy

The Mercer University Immunization Form is required. It must be completed and signed by the student and then returned to the Campus Health Center along with an official copy of the student's immunization (vaccine) record. Students are encouraged to keep a copy of the documents for their personal records.

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

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

A completed Tuberculosis (TB) screening questionnaire is required of all new students (page 2 of the Mercer Immunization form). Students at risk for TB will be required to have a PPD skin test (Mantoux). The Tine Tuberculosis test is not acceptable. Students should be tested regardless of prior BCG vaccination. Any student with a positive skin test will be required to provide a report of a normal chest x-ray (done after the positive PPD) to be eligible to register. A physician should evaluate individuals with a positive tuberculosis skin test.

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

Exemptions from compliance with the immunization policy include:

1. Religious exemption: The student must provide a notarized letter from an official of the religion, such as an ordained minister or priest, affirming that the required immunizations are in conflict with the beliefs or practices of the religion. Then name of the organization must be specified in the letter, and the letter must be provided on the organization's letterhead.

2. Medical exemption: Must be written on office stationery, signed by a MD (not a relative of the student), and stamped with his/her office stamp. The letter should state the reason for the exemption, and whether the exemption is temporary or permanent.

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

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

Information Technology Policy

The Mercer University Information Technology Policy (the “Policy”) contains Mercer’s philosophy and requirements governing use of its information technology resources by students, faculty, staff, and others who have been given authorization, either explicitly or implicitly, to access those resources. Mercer University expects each member of the community to use Mercer’s information technology resources, including connections to resources external to Mercer that are made possible by Mercer University’s information technology resources, responsibly, ethically, and in compliance with the Policy, relevant laws, and all contractual obligations to third parties. The use of Mercer University’s information technology resources is a privilege. If a member of the Mercer community fails to comply with this Policy or relevant laws and contractual obligations, that member’s privilege to access and use Mercer’s information technology resources may be revoked. The use of Mercer University’s information technology resources to send communications to Mercer or non-Mercer persons or entities typically identifies the sender as belonging to the Mercer University community. Each member of the community should, therefore, recognize that any such communication might reflect on how Mercer University is perceived by the Mercer community and the public at large.

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

Peer-to-Peer File Sharing

Prohibition against Unauthorized Distribution of Copyrighted Material

Mercer University strictly prohibits any form of copyright infringement including the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U. S. Copyright Office at <https://www.copyright.gov/>, especially the FAQ’s at <https://www.copyright.gov/help/faq/index.html>.

In addition to the civil and criminal penalties outlined above, students, faculty, staff, and visitors who engage in

illegal downloading or unauthorized distribution of copyrighted materials using the University's information technology systems will be referred to the Office of Judicial Education or other appropriate authority.

Institutional Plans to Combat the Unauthorized Distribution of Copyrighted Material

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

- On an annual basis, enrolled students are notified by email of the institutional policies and sanctions related to the unauthorized distribution of copyrighted material. This notice includes the exact electronic address at which this information is posted and a statement that the University will provide a paper copy of this information on request.
- In order to use Mercer computing resources, all members of the University community endorse the Information Technology Access and Use Policy, which includes a section on copyright compliance. The Policy is included in numerous University publications, and links to the Policy are included in numerous departmental websites.
- Mercer Information Technology periodically briefs members of Student Government about copyright, illegal file sharing, and related issues.
- Mercer Information Technology leverages network equipment and software systems such as firewalls, intrusion detection devices, and bandwidth managers to block inbound and outbound P2P traffic.
- Mercer provides a timely response to all notices of copyright infringement under the Digital Millennium Copyright Act.

Alternatives to Illegal File Sharing

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

- EDUCAUSE Legal Sources of Online Content (<http://www.educause.edu/legalcontent>)
- Recording Industry of America (RIAA) Legal Music Sites (<https://www.riaa.com/resources-learning-for-students-educators/>)
- Motion Picture Association of America (<http://www.mpaa.org/contentprotection/get-movies-tv-shows>)

Intellectual Property

Policy on Inventions, Patents, and Licensing

Preamble and Objectives

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

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

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

Ownership of Inventions

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

Division of Income

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

Disclosure

- Inventions arising in the course of sponsored projects should be promptly disclosed to the Office of the Senior Vice Provost for Research, with simultaneous disclosure to the principal investigator or project supervisor where applicable. The circumstances of the invention will be reviewed with those involved and the inventor will be notified in writing of the proposed disposition.
- Inventions falling within Section D of Article II above, or about which there is a doubt as to ownership, or which the inventor wishes to have managed by the University, should be promptly disclosed to the Office of the Senior Vice Provost for Research. Within six weeks of the receipt of the disclosure, the inventor will be notified in writing of the determination of ownership (if in doubt) and the proposed disposition.

Invention Management

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

Publication

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

Disputes

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

Revision or Termination

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

Patent Agreements

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

Copyright Policy

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

Mercer affirms its commitment to the personal ownership of original works of authorship by their individual creators, whether the creators work alone or with others, and whether they work privately or as members of the Mercer

community (faculty, staff, and students). Accordingly, copyright to unpublished works is held by the author or creator, or heirs or assigns, unless a written transfer of copyright has been made to another party.

International Students Policy

The Office of International Programs is an academic support unit of the University. Its mission is to advance global educational opportunities that inspire purposeful learning and engage Mercerians in communities worldwide. Mercer University's International Programs Office manages our traditional study abroad programs and services for international student on F-1 or J-1 visas, visiting scholars, and hosts a program for English language learners.

Study Abroad

Information about study abroad opportunities and policies governing student eligibility and participation in study abroad may be found at the Mercer Abroad website: <http://www.mercerabroad.com>. To be eligible for study abroad, students must maintain a minimum of 2.5 GPA, have a clean judicial record, and a balanced student account. Programs exist in most countries around the world and for all majors, though specific choices may be limited. Contact the study abroad advisor for more details by emailing studyabroad@mercer.edu.

International Students and Scholar Services

The ISSS office prepares international student for the visa application process, facilitates the student's introduction to campus, supports cultural learning, and advocates for student needs while on campus. A quick overview of our services may be found on our website: <http://international.mercer.edu/international-student-and-scholar-services/>.

For information on the appropriate international student advisor, visit our staff contact page:

<http://international.mercer.edu/international-student-and-scholar-services/contact-us/>

English Language Institute

The English Language Institute is located on the Atlanta campus. Students who enroll in this program have the opportunity to live on campus and interact with other Mercer students. For information on the program, or to support the program by volunteering as a conversation partner, contact us at eli@mercer.edu. Website: <http://international.mercer.edu>

Minors Policy

Mercer provides a variety of programs for minor children (defined as any individual under the age of 18), such as summer camps, after-school programs, and enrichment activities. The University recognizes it has a special duty of care and supervision when working with minors and is committed to providing a safe environment for all who participate in these programs. This Policy sets forth operational requirements to enhance the protection of Minors, including registration and approval of programs serving minors, background checks for individuals involved in programs serving minors, and mandatory training on how to recognize and report suspected child abuse. If you have any questions regarding this Policy, please refer to the appropriate Responsible Party in Section VIII of the Policy. All units on all campuses that host or support programs involving minors are responsible for reviewing and adhering to this policy. The full policy can be found at <https://policies.mercer.edu/www/mu-policies/upload/Minors-on-Campus-FINAL.pdf>.

Missing Student Policy

Reporting

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

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

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

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

Policy

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

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

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

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

Motorized Vehicle Policy

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

Non-Discrimination and Anti-Harassment Policy

Mercer University ("the University") is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal, state and local law and the University's Equal Employment Opportunity and Affirmative Action Policy, the University prohibits harassment of or discrimination against any person because of race, color, national or ethnic origin, disability, marital status, veteran status, sex (including pregnancy, child birth or a medical condition related to pregnancy or childbirth), sexual orientation, gender identity, gender expression, genetic information, age, or religion (except in limited circumstances where religious preference is permitted by law), or any other protected status or characteristic as defined by law.

Incidents of unlawful harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University. The University will follow the Sexual Misconduct Policy (Title IX Policy) found at <https://titleix.mercer.edu/upload/SMRV-Policy.pdf>. All allegations of discrimination and harassment not covered by the University's Sexual Misconduct Policy, based on the protected categories outlined above, will be handled pursuant to this policy statement.

Definitions:

Members of the University Community:

“Members of the University Community” are any persons employed by, or affiliated with, the University in any way and persons participating in any University program or activity, including, but not limited to:

- (1) University faculty, staff, administrators, employees, and contractors of the University;
- (2) University students;
- (3) Volunteers and participants in any University program or activity; and
- (4) Guests and visitors to campus, to any property owned or leased by the University, or to any property owned or leased by any University-affiliated organization or group.

Discrimination:

“Discrimination” is defined as disparate treatment or unfavorable conduct directed at an individual based on any status or characteristic identified in this policy statement or as defined and protected by applicable law.

Discriminatory Harassment:

“Discriminatory harassment” is defined as unwelcome verbal, written or physical conduct based on any status or characteristic outlined in this policy statement, which a reasonable person would consider intimidating, hostile or abusive. Discriminatory harassment may include slurs, or taunts in the guise of jokes, or disparaging references to others, use of epithets, stereotypes, comments, gestures, threats, graffiti, display or circulation of written or visual materials, taunts on manner of speech, and negative reference to customs when such conduct is based on or motivated by any status or characteristic identified in this policy statement or as defined and protected by applicable law.

Members of the University Community who wish to report discrimination or harassment by a Mercer student should contact the Title IX Coordinator or the Vice President for Student Affairs. Reports not covered by the Sexual Misconduct Policy (Title IX), will be handled in accordance with Mercer University’s Student Code of Conduct. Mercer University’s Student Code of Conduct sets forth expectations for student conduct and the disciplinary procedures for student misconduct. Students who violate this Non-Discrimination and Anti-Harassment Policy will be disciplined according to the procedures set forth in Mercer University’s Student Code of Conduct.

Members of the University Community who wish to report discrimination or harassment by another Member of the University Community (non-student) should contact the Title IX Coordinator or the Associate Vice President for Human Resources. Reports not covered by the Sexual Misconduct Policy (Title IX), will be handled in accordance with the University Faculty Handbook’s Grievance Procedures (Section 2.10) or the University’s Non-Faculty Employee Handbook’s Grievance Procedures (Section 7.2). Mercer University’s University Faculty Handbook and Non-Faculty Employee Handbook set forth the expectations for faculty and non-faculty employee conduct and the disciplinary procedures for faculty and employee misconduct. Faculty members or non-faculty employees who violate this Non-Discrimination and Anti-Harassment Policy will be disciplined according to the procedures set forth in the Faculty Handbook and Non-Faculty Employee Handbook.

Mercer Community members may raise concerns and make reports without fear of retaliation.

Parking and Traffic Regulations

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

Mercer does not issue handicap access parking decals. Permanently or temporarily disabled persons who require handicap access must see their doctor about getting a permit issued by the State of Georgia. Application forms are

available at the Mercer Police station. Only a law enforcement officer can authorize a handicap access space without a decal. Vehicles must be registered with Mercer Police even if the driver possesses a handicapped permit.

ALL DECALS MUST BE PLACED ON THE LOWER FRONT WINDSHIELD ON THE DRIVER'S SIDE.

Possession of a decal does not guarantee a parking space. The responsibility for locating a proper space rests with the driver, not the University. The lack of a parking space (i.e., being late for class or work, parking illegally for a short time, leaving flashers on) are not valid excuses for parking illegally. The absence of a sign prohibiting parking does not mean drivers can park illegally.

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

Religious Observance Policy

Mercer University is respectful of the religious practices of members of the student body. Students who will be absent from class for religious observances must confer with their instructor(s) regarding the date of the absence at the beginning of each semester or session, or at least two (2) weeks prior to the dates of the absence. The disposition of missed assignments will be arranged between instructor and student. If a mutually satisfactory solution is not reached, the right to establish a reasonable alternative is reserved by the instructor. Students who feel that their academic performance will be compromised by the alternative assignment/examination timetable may ask that the instructor's dean review the instructor's decision.

Rights of Students

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

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

Rights Pertaining to Educational Records

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

1. The right to inspect and review a student's educational records within 45 days of the day the Office of the Registrar receives a written request for access. The student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the student shall be advised of the correct official at the University to whom the request should be addressed.
2. The right to request the amendment of the student's educational records if the student believes them to be inaccurate. The student may ask the University to amend a record that he/she believes is inaccurate. The student should write the Registrar, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the Registrar (or another appropriate official, if the record is maintained by another office) will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection

agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record in order to fulfill his or her professional responsibility. Another exception which permits disclosure without student consent is disclosure to officials of another school, school system, or institution of post-secondary education where a student seeks or intends to enroll. Upon the request of an institution in which a student seeks or intends to enroll, the University will forward the student's education records to the requesting institution. Upon request, the student may obtain a copy of the record that was disclosed and have an opportunity for a hearing as provided above. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

4. The right of a currently enrolled student to request that his/her "directory information" not be released by Mercer University. The University at its discretion and without the written consent of the student may release "directory information" which includes the following items: student name, address, e-mail address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, most recent previous institution attended, participation in officially recognized activities and sports, and photographs or video images. A student request for non-disclosure of the above items may be completed on his or her MyMercer portal at the 'Student Privacy' tile then select 'Online Directory Privacy'.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mercer University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Sexual Misconduct (Title IX) Policy and Procedures

INTRODUCTION

Mercer University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from sexual harassment. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational and employment programs or activities, Mercer University has developed internal policy and procedures that provide a prompt, fair, and impartial process. This policy applies to all University students and employees, visitors, and individuals doing business with the University.³

All members of the University community are expected to conduct themselves in a manner that does not negatively affect an individual's school or work experience or the overall school environment, whether on University premises or at any off-campus location.

³ This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment.

TITLE IX COORDINATOR

The University's Title IX Coordinator oversees implementation of Mercer University's Sexual Misconduct policy. The Title IX Coordinator has the primary responsibility for coordinating Mercer University's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sexual harassment misconduct, and retaliation prohibited under this policy.

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217B Sheffield Hall
678-547-6598

The Title IX Coordinator (and all employees associated with Title IX) act with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. Employees associated with Title IX are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

The Title IX Coordinator reports directly to the Vice President for Audit and Compliance. To raise a concern involving bias or conflict of interest by the Title IX Coordinator, or to report misconduct or discrimination by the Title IX Coordinator, contact the Vice President for Audit and Compliance, James Calhoun at Calhoun_J@mercer.edu. Concerns of bias or a potential conflict of interest by any other employee associated with Title IX should be reported with the Title IX Coordinator.

Individuals also have the right to file an external grievance with:

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

To access the Sexual Misconduct (Title IX) Policy and Procedure in its entirety, please visit the Title IX website at <https://titleix.mercer.edu/policy.cfm>.

Tobacco and Smoke-Free Environment Policy

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

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

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

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

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

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

Voter Registration Requirements of the Higher Education Amendments

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

- Macon Campus: Tarver Library, the Office of the Vice President and Dean of Students, and the Access and Accommodation Office.
- Atlanta Campus: Swilley Library
- Regional Academic Centers: Program Coordinators' offices For further information on this amendment, contact Student Affairs at (478) 301-2685 (Macon campus), (678) 547-6821 (Atlanta campus), or (678) 547-6370 (Regional Academic Centers). Students with a disability may obtain information and assistance in filling out the cards from Access and Accommodation at (478) 301-2778 (Macon campus) or (678) 547-6823 (Atlanta campus). Students may also obtain voter registration applications at <http://www.statelocalgov.net/50states-secretary-state.cfm>. Notice regarding this information will be sent to each student during the fall and spring semesters of each academic year.

Withdrawals, Administrative or Medical

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

Absent exceptional circumstances documented by the Student Affairs Designee, all requests for withdrawals beginning the last week of classes through the end of the semester must be processed by the Appeals Committees chaired by the Director of the Office of the Bursar. For more information about administrative or medical withdrawals, contact the Office of Student Affairs at (478) 301-2685

The Mercer University Alma Mater

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