### Contents

- **FOR QUESTIONS** ...................................................................................................................................................................... 4
- **EMERGENCY NUMBERS** .......................................................................................................................................................... 5
  - Buildings.................................................................................................................................................................................. 5
  - The University Seal.................................................................................................................................................................. 6
  - Mission and Core Values......................................................................................................................................................... 7
- **Introduction** ............................................................................................................................................................................ 8
  - Gwynedd Mercy University Alma Mater ................................................................................................................................ 8
  - The Griffin ............................................................................................................................................................................... 9
- **GENERAL INFORMATION** ...................................................................................................................................................... 10
  - Academic Freedom Rights .......................................................................................................................................................... 10
  - Academic Responsibilities........................................................................................................................................................ 11
  - Alumni Relations..................................................................................................................................................................... 12
  - ARC/Academic Resource Center Academic Advising and Academic Coaching ............................................................ 12
  - Campus Emergency Phones.................................................................................................................................................. 12
  - Campus Store........................................................................................................................................................................... 13
  - University Chapel.................................................................................................................................................................... 13
  - Communication/Press Release ............................................................................................................................................... 13
  - Computer Labs and their Descriptions ................................................................................................................................. 13
  - Dining Services/Parkhurst Dining........................................................................................................................................ 14
  - Emergency Notification............................................................................................................................................................ 14
  - Finance/Bursar’s Office ........................................................................................................................................................... 15
  - The Griffin Complex .............................................................................................................................................................. 15
  - Student IDs.............................................................................................................................................................................. 15
  - Inclement Weather................................................................................................................................................................. 15
  - Lost and Found ..................................................................................................................................................................... 16
  - Lounges ................................................................................................................................................................................ 16
  - Keiss Library and Learning Commons ................................................................................................................................. 16
  - Parking Information............................................................................................................................................................... 17
  - Public Relations/Marketing Communications ....................................................................................................................... 18
  - Reporting a Crime................................................................................................................................................................. 18
  - Tennis Courts, Basketball Courts and Turf Field................................................................................................................... 19
  - Transportation: GMercyU Express/Griffin Loop .................................................................................................................. 19
  - Vending Machines ............................................................................................................................................................... 19
## FOR QUESTIONS...

<table>
<thead>
<tr>
<th>ABOUT…</th>
<th>CONTACT…</th>
<th>IN…</th>
<th>or CALL…</th>
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</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Meredith Hoch-Oescher, <em>Dean of Student Success</em></td>
<td>KL</td>
<td>Ext. 21449</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Mary Van Brunt, <em>Vice President for Academic Affairs</em></td>
<td>UH</td>
<td>Ext. 21412</td>
</tr>
<tr>
<td>Academic Resource Center (ARC)</td>
<td>Meredith Hoch-Oescher, <em>Dean of Student Success</em></td>
<td>KL</td>
<td>Ext. 21449</td>
</tr>
<tr>
<td>Activities &amp; Leadership</td>
<td>Rousseline Emmanuel-Frenel, <em>Director</em></td>
<td>WC</td>
<td>Ext. 21565</td>
</tr>
<tr>
<td>Address Change</td>
<td>Campbell Solution Center</td>
<td>CH</td>
<td>Ext. 21595</td>
</tr>
<tr>
<td>Admissions (Undergraduate)</td>
<td>Michele Diehl, <em>Director</em></td>
<td>ADMH</td>
<td>Ext. 21523</td>
</tr>
<tr>
<td>Alumni</td>
<td>Gianna Quinn, <em>Director</em></td>
<td>AH</td>
<td>Ext. 21554</td>
</tr>
<tr>
<td>Athletics</td>
<td>Keith Mondillo, <em>Director</em></td>
<td>TGC</td>
<td>Ext. 21574</td>
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<td>Bursar</td>
<td>Campbell Solution Center</td>
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<tr>
<td>Bookstore</td>
<td>Gabrielle Rivera, <em>Manager</em></td>
<td>TGC/CS</td>
<td>Ext. 21468</td>
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<td>Campbell Solution Center</td>
<td>Campbell Solution Center Staff</td>
<td>CH</td>
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</tr>
<tr>
<td>Campus Ministry</td>
<td>Jeffrey M. Wallace, <em>Campus Minister</em></td>
<td>VH</td>
<td>Ext. 21590</td>
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<tr>
<td>Career Development</td>
<td>Nick Schaefer, <em>Director</em></td>
<td>KL</td>
<td>Ext. 21420</td>
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<td>CLEP Information</td>
<td>Registrar</td>
<td>CH</td>
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<tr>
<td>Community Service</td>
<td>Betsy Stone Plummer</td>
<td>VH</td>
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<td>Computer Lab</td>
<td>IT Help Desk</td>
<td>UH</td>
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<td>Counseling Services</td>
<td>Pamela Moore, <em>Director</em></td>
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<td>Course Withdrawal</td>
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<td>Donna Ferguson, <em>Director</em></td>
<td>LH</td>
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<tr>
<td>International Programs</td>
<td>Maya Tsai, <em>Director</em></td>
<td>TGC</td>
<td>Ext. 21584</td>
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<tr>
<td>Institutional Advancement</td>
<td>Gerald McLaughlin, <em>Vice President</em></td>
<td>AH</td>
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<td>IT Help Desk</td>
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<td>Lost &amp; Found</td>
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<td>Mission Integration</td>
<td>Jim Gallo, <em>Vice President</em></td>
<td>AH</td>
<td>Ext. 21787</td>
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<td>Parking Decals/Hang Tags</td>
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<td>Marketing and Communications</td>
<td>Donna Smyrl</td>
<td>AH</td>
<td>Ext. 21599</td>
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<td>Public Safety</td>
<td>Joanna Gallagher, <em>Director</em></td>
<td>SBH</td>
<td>Ext. 21785</td>
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<td><strong>Public Safety/Emergency</strong></td>
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<td>SBH</td>
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<td>Residence Life</td>
<td>Bryan Dunphy-Culp, <em>Director</em></td>
<td>LH</td>
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<td>Student Accessibility Services</td>
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<td>KL</td>
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<td>Sports Information</td>
<td>Chris Panter</td>
<td>TGC</td>
<td>Ext. 21273</td>
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<tr>
<td>Student Concerns</td>
<td>Josh Stern, <em>VP for Student Services and Dean of Students</em></td>
<td>TGC</td>
<td>Ext. 21546</td>
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<tr>
<td>Title IX Coordinator</td>
<td>Robert Wood</td>
<td>HR</td>
<td>Ext. 21140</td>
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<td>Transcripts</td>
<td>Registrar</td>
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EMERGENCY NUMBERS

PUBLIC SAFETY Ext. 21111 or 215-641-5522
Lower Gwynedd Police 215-646-5300
Ambulance 215-643-1166
Fire Department 215-646-1234

VISIT US ON OUR WEB SITE:
www.gmercy.edu

Buildings

<table>
<thead>
<tr>
<th>ADMH</th>
<th>Admissions House</th>
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<td>Alexandria Hall</td>
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<td>CFC</td>
<td>Connelly Faculty Center</td>
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<td>Campbell Hall</td>
<td>SH</td>
<td>Siena Hall</td>
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<td>Campus Store</td>
<td>TGC</td>
<td>The Griffin Complex</td>
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<td>EC</td>
<td>East Campus</td>
<td>TRO</td>
<td>Trocaire (Hobbit House)</td>
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<tr>
<td>FH</td>
<td>Fatima Hall</td>
<td>UH</td>
<td>University Hall</td>
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<td>JBA</td>
<td>Julia Ball Auditorium</td>
<td>VH</td>
<td>Visitation House</td>
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<td>KL</td>
<td>Keiss Library/Learning Commons</td>
<td>WC</td>
<td>Waldron Center</td>
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<td>LH</td>
<td>Loyola Hall</td>
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Gwynedd Mercy University does not discriminate against any applicant for admission to or employment at the University because of race, religion, age, gender, sexual orientation, gender identity, national origin, disability, color, marital status, veteran status, genetic characteristics, or any other characteristic protected by federal, state or local law (“Protected Classes”).
The official seal of Gwynedd Mercy University bears the University’s name and location, date of founding, coat of arms and motto.

The left side of the University shield contains symbols of the Sisters of Mercy who came to Philadelphia in 1861 and founded Gwynedd-Mercy Junior College in 1948. It depicts four red stripes on a gold shield surmounted by a white cross. In 1831, Catherine McAuley, foundress of the Sisters of Mercy, officially adopted this shield from the Order of Mercy, a thirteenth century order of monks devoted to the care of the sick in hospitals.

The right side of the shield bears symbols reflecting the University. The upper right field contains the Griffin, the Celtic mythical creature that acknowledges the Welsh ancestry of Gwynedd Valley. In English armory, a Griffin has the foreparts of an eagle and the hind parts of a lion with each body part having special significance – the ears, signifying attention; the wings, celerity of execution; the lion-like shape, courage; the hooked bill, perseverance and tenacity. In folklore, the Griffin is envisioned as a creature of enormous strength and vigor and an emblem of valor and magnanimity; the Griffin is also acknowledged as the guardian of hidden treasure.

In the right center are three roundels taken from the coat-of-arms of William Penn, which acknowledges the University’s location in the Commonwealth of Pennsylvania. These three roundels symbolize Byzantine coins denoting an ancestor of Penn who was involved in the Crusades. In the lower right field, the lamp of learning represents the passing of knowledge from one generation to another.

The gold crown of the House of Aragon (rulers in medieval Spain during the Crusades when the Order of Mercy was founded in 1216) sits atop the shield of honor and protects the followers of Mercy. Below the shield, the Latin motto “Veritas et Misericordia” is translated as “Truth and Mercy.” The entire University community is called to embrace Truth and Mercy.
Mission

Gwynedd Mercy is a Catholic university rooted in the tradition of the Sisters of Mercy. Our learning community prepares students for successful careers and meaningful lives in a global society.

Core Values

As a Mercy University committed to academic excellence, we value:

- **Integrity** in Word and Deed;
- **Respect** for the Dignity of Each Person; **Service** to Society;
- **Social Justice** in a Diverse World*

* With a special focus on the Critical Concerns of the Sisters of Mercy: Earth, Immigration, Racism, Non-Violence, Women

The Mission and Values Committee

Invites you to engage in supporting the University’s theme for the **2019-2020** academic year:

“**Practicing INTEGRITY in Word and Deed**”

For more information about the University’s theme, the Mission and Values Committee, or how to get involved, please contact:

Mary Reilly or Susan Darlington - Chairpersons, Mission and Values Committee

Themes from past years:

- **2018-2019** “Respect for the Dignity of Each Person”
- **2017-2018** “Choosing Community: Social Justice in a Diverse World”
- **2016-2017** “#Make Mercy Real”
- **2015-2016** “Living Mercy Builds Community”
- **2014-2015** “Seeking Truth, Mercy and Justice”
- **2013-2014** “Widen the Circle of Mercy”
- **2012-2013** “Personal Integrity – Social Responsibility”
- **2011-2012** “Valuing Diversity – Deepening Community"
INTRODUCTION

The Student Handbook, a supplement to the University catalog, is provided to assist you during your tenure as a student at Gwynedd Mercy University. The material found in the Student Handbook is only part of the information you will need. We recommend that all students (undergraduate, graduate, commuter or resident), become familiar with all university policies that impact life on campus. Make sure you peruse the following publications that are found on the University website:

- The University Catalog
- Departmental Handbooks
- The Handbook for Academic Advising
- A Guide to Residence Life (for resident students)

*It is your responsibility to become familiar with all of this material, to seek further information as needed and to abide by the current policies and procedures. The University reserves the right to amend, modify or cancel the policies, terms and conditions, course information and other materials as needed. Errors or omissions in this information guide are subject to the appropriate university policy or legislation, which takes precedence over language of University publications.

Have a successful and productive academic year!

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Gwynedd Mercy University Alma Mater

by N.L. Wermer

To you we offer our loyalty for knowledge, service and truth.
With strength and honor may we ever grow in age as now in youth.
May all we are and strive to attain be guided by our faith.
Oh Gwynedd Mercy we’ll hold true with memories of your grace.
May friendships nurtured and pride in you remain throughout our days.
Oh Gwynedd Mercy we’ll hold true with memories of your grace.
The Griffin

Taken from the Griffin of Wales of the Official University Shield, Indicative of the Heritage of Settlers in the Gwynedd area.
The Griffin – with the head of an Eagle and the body of a Lion – is a mythological creature of enormous strength and vigor, symbolizing valor and magnanimity. Mythology adds that certain parts of the Griffins body signify certain qualities:

- **Ears:** Attention
- **Wings:** Celerity of execution
- **Lion-Like Body:** Courage
- **Hooked Bill:** Perseverance
The following is an alphabetical listing of information/services available to all Gwynedd Mercy University students.

**Academic Freedom Rights:**

**Individual Rights**

A. Disclosure of information under the Family Educational Rights and Privacy Act

1. Every registered student of the University (hereinafter “a student”) has the right to review their own education records in compliance with the Family Educational Rights and Privacy Act of 1974. The following materials may not be reviewed: private notations in the sole possession of one person, parents’ confidential statements, psychiatric and medical records. However, psychiatric and medical records may be reviewed by a physician or other appropriate professional of the student’s choice.

2. A student has the right to place in their own education records materials of an explanatory nature concerning any item held therein. Any such material shall bear a notation that it was placed in the file at the student’s request.

3. A student has the right to waive their right of access to any materials in their own education records. No such waiver shall be effective unless it is made in writing. All materials collected during the time such waiver was in effect shall be exempt from access by the student during any future examination.

4. A student has the right to refuse access to their own education records, or to any item contained therein, to any person or agency not authorized in the Act. Those who are authorized under the Act include: school officials and faculty who have a legitimate educational interest; officials of other schools in which a student seeks to enroll; certain federal and state educational agencies.

5. A student has the right to request that their own education records be amended if they are inaccurate, misleading or violate their privacy or other rights.

6. A complete text of the Act, as well as those Federal Regulations issued under the Act, is available for inspection on the Office of the Registrar’s website [here](#).

B. Curricular Standards

1. A student shall have the right to pursue any course of study available at the University providing they can be accommodated within the program, meet the requirements for entering, and continue to meet the requirements in the program.

2. A student shall have the right to know at the beginning of each semester, ordinarily during the first week of class, the criteria to be used by the instructor in determining grades in each course.

3. A student shall have the right to see their own tests and other written material after grading, and the instructor shall have the duty to make this material available within a reasonable time.

4. Upon request, a student shall have the right to have their own grade on such written material explained by the instructor. A request for such explanation must be made within one week after the written material, as graded, is made available to the student.

5. Appeal of a final grade: If a student believes that their final grade is the product of the instructor’s bias* or caprice**, rather than a judgment on the merits or demerits of their own academic performance, the student must follow the procedure described in this subsection.

6. Complaint Procedure:

   (a) In most instances, a grade concern is handled by speaking with a faculty member. The student should initiate the complaint procedure by speaking first with the professor.

   (b) If the student has tried to resolve the matter, but has not been able to meet with the instructor or professor, the student should present, in writing, an appeal within twenty (20) calendar days of the grade report being mailed/posted on the web to the instructor of the course offered. This written appeal should include the specific reasons why the grade should be reviewed, and may be electronically sent. The instructor must contact the student within fourteen (14) calendar days to discuss the complaint.

   (c) If the student is not granted a meeting with the instructor within the allotted time period, or is dissatisfied with the explanation that has been provided by the instructor, the student may appeal, in writing, to the Dean/chairperson within fourteen (14) calendar days.

   (d) The Dean/chairperson will request the student and faculty member to submit relevant materials within fourteen (14) calendar days after the written complaint has been received. The administrator’s decision will be provided in writing, to the student within fourteen (14) calendar days after receiving the requested materials.
(e) In the event that the student does not feel there has been any resolution to their perception that a grade was biased or capricious, the student may appeal to the Vice President for Academic Affairs.

(f) The appeal must be a formal, written request to the Vice President for Academic Affairs. The appeal letter should include dates and summaries of all other meetings or attempted meetings. The summary should also include names of all parties including faculty, and the reason for the initial appeal of a grade. All supporting documentation must be included with the appeal letter, the summary of the meetings, and the chronology of dates.

1. Within fourteen (14) calendar days of the written appeal, the Vice President for Academic Affairs may exercise the option to select a panel of three independent faculty members who will work with the Vice President for Academic Affairs to hear the student’s case and assist the Vice President for Academic Affairs in development of resolution.

2. The faculty member who is accused of bias or caprice will have an opportunity to present to the Vice President for Academic Affairs a verbal analysis of the facts of the case accompanied by relevant documentation.

3. The burden of proof in the process shall be upon the student complainant.

(g) Decision reached by the appeals procedure:

1. If it is found that the final grade given was neither biased nor capricious, the case shall be dismissed, and the Vice President for Academic Affairs shall inform the student in writing within fourteen (14) calendar days of the decision.

2. If it is found that the final grade was the result of bias or caprice, the faculty member and the Vice President for Academic Affairs will meet and reach consensus to resolve the dispute and award an appropriate final grade. The Vice President of Academic Affairs will notify the student within fourteen (14) calendar days.

3. The decision rendered in the letter from the Vice President for Academic Affairs is final and may not be appealed.

*Bias: An inclination, leaning, tendency, bent; a preponderating disposition or propensity; predisposition towards; predilection; prejudice. Also, a swaying influence, impulse, or weight; ‘anything which turns a person to a particular course, or gives the direction to their measures.’

**Caprice: A sudden change or turn of the mind without apparent or adequate motive; a desire or opinion arbitrarily or fantastically formed; a freak, whim, mere fancy.


C. Speech and Expression of Opinion

1. No student shall be penalized for the reasonable expression of any view which is relevant to the classroom discussion or written material.

2. A student participates in student organizations and activities in their own time and by their own decision. No student shall be penalized for any such participation, but neither shall any student claim any indulgence from academic obligations by virtue of such participation.

Academic Responsibilities:

Individual Responsibilities

A. University Policies Regulations

Students are responsible for acquainting themselves with the regulations of the University as outlined in the Student Handbook, University catalog, and other official University documents. Students are also responsible for any information sent via mail, Gwynedd Mercy University e-mails, and the University portal. Ignorance of the regulations does not excuse any student from responsibility for abiding by academic norms.

B. Provision of Information

Students are responsible for supplying standard information on their own personal background and academic history for admission purposes in a clear, complete and accurate manner. Misrepresentation in this respect is a serious matter.

C. Curricular Standards

1. Students are responsible for meeting the requirements of class attendance, test dates, and assignment deadlines and for proper behavior during classes.

2. Students are responsible for the integrity of their academic work. In this regard, plagiarism is a serious violation. Plagiarism is defined as the representation of ideas of another as one’s own. Any use of another’s ideas without proper acknowledgment is plagiarism.

D. Speech and Expression

In the exercise of their rights of free speech and expression, students should respect the sensitivities and the corresponding rights of others.

E. Academic Advising

Students bear ultimate responsibility for the development of their academic program and for meeting all graduation requirements as specified in the University catalog. Additionally, in the advisee/advisor relationship, the responsibilities of the student are:
1. To contact and meet with your assigned advisor at least once a semester for discussion and refinement of personal and academic goals, to discuss any changes in the academic program, to determine any support services that may be appropriate, and for course selection and signature on course registration materials.

2. To maintain personal records of academic progress and advising sessions.

3. To contact your academic advisor when having academic and/or personal difficulty that may impede academic progress.

4. To be an active participant in the advising relationship and, through utilization of the advising program, to become increasingly pro-active/self-directed in your academic career.

5. To become aware of university policy and procedures, academic regulations, and program requirements.

6. To meet all requirements for graduation following the academic plan determined by you and your advisor.

**Alumni Relations**

The Office of Alumni Relations is located on the third floor of Assumption Hall. The current alumni family includes more than 22,000 members living in all 50 states as well as in more than 20 foreign countries. Most alumni programming is open to student participation. The alumni office also sponsors several awards that are presented to undergraduate and graduate students.

The students of today are the alumni of tomorrow. As such, all students are encouraged to be actively involved in the alumni programs. The Office of Alumni Relations is open and available for all students to visit and to discuss the types of programming they would like to see, including co-sponsored student/alumni events.

Please visit Gianna Quinn, Director of Alumni Relations, in Assumption Hall, or call ext. 21554 on campus, 215-641-5554 (from an outside line), or e-mail quinn.g@gmercyu.edu.

**ARC/Academic Resource Center, Academic Advising and Academic Coaching**

We believe that academic advising is a vital component to a student’s academic and personal success in a university and beyond. The professional academic advisors in the ARC are available for students who are admitted as University Studies or who are considering a change of major. Academic Advisors and Coaches guide students through selecting appropriate courses, creating an academic plan, and exploring academic interests and programs. They also coach students on academic success strategies, such as time management, study skills, and more. In addition, they introduce students to the many helpful campus resources designed to support their learning. Advisors are available 8:30am-6:00pm by appointment. Call 267-448-1370 to make an appointment or for more information.

General information and appointments: **267-448-1370**

Email: arc@gmercyu.edu

Web page: www.gmercyu.edu/arc

The Academic Resource Center (ARC), located in the Keiss Library and Learning Commons, provides academic support for Gwynedd Mercy University students. The ARC offers peer and professional tutorials for individuals or groups, academic workshops, and math skill modules. The ARC also provides services to students requesting academic or physical accommodations.

Appointments are strongly recommended, especially for high-demand subjects. Academic workshops are offered on various topics throughout the semester and advertised on the student portal. All services are offered at no additional charge. Skill modules may require multiple sessions of various lengths. Reservations are recommended because space is limited.

All services are no additional charge.

**Hours of operation during fall and spring semesters***:

- Monday – Thursday: 8:30 a.m. - 8:00 p.m.
- Friday: 8:30 a.m. - 3:30 p.m.
- Saturday: Closed
- Sunday: 1:00 p.m. - 6:00 p.m.

*Hours change in accordance with the University calendar and the hours of the library. See schedules for summer and interim session hours.

**Campus Emergency Phones**

Campus emergency (blue light) phones are located in the below locations:

- St. Bernard Hall Parking Lot
- Rear of St. Bernard Hall
- Hobbit House Parking Lot
- Hobbit House/Maguire Hall Upper Walkway
- Hobbit House/Maguire Hall Lower Walkway
- Alexandria Hall
The Campus Store, located on the second floor of the Griffin Complex in the Rotelle Lounge area, not only works to meet the needs of our students, but also caters to their busy schedules. Their website, [www.efollett.com](http://www.efollett.com), offers students the ability to order textbooks at their convenience and have the order picked up at the store or shipped to another location. Students can also take advantage of the savings represented by the popular Rent-A-Text program as well as the many e-books available for rent or sale.

The Campus Store also offers clothing, supplies, health and beauty aids, snacks, and gifts and accepts all forms of payment, including funds loaded onto a student’s Campus identification card. Store gift cards are also available in any denomination. Additional information about the Campus Store, including their customer service policies and store hours, can be found at their website.

The University chapel offers opportunities for silence, solitude and celebration of the Eucharistic Liturgy as well as other prayer services. On most Mondays of the academic year, Mass is held in the University chapel at 11:30 a.m. Please see the Campus Ministry page on the GMercyU website for current information or call 215-641-5590. The Chapel is located off the breezeway entrance to Campbell Hall. All are welcome to visit whenever the building is open.

Gwynedd Mercy University routinely releases information to the media, (including photographs and video footage), about the academic and extracurricular achievements of students. Any student who prefers that such information not be released about them should file a “No Publicity Form” in the Marketing Communications office in Assumption Hall. Students may also send their requests in writing to Gwynedd Mercy University, Marketing Communications Office, 1325 Sumneytown Pike, P.O. Box 901, Gwynedd Valley, PA 19437-0901.

Gwynedd Mercy University offers multiple labs serving the faculty, staff, and students. These labs are managed by Institutional Technology Services.

Labs located on the main campus are open Monday through Friday from 8:00am until 6:00pm. Departmental labs controlled by their individual departments and can be reserved by instructors; these labs will by unavailable during those reserved times. Labs on satellite campuses are open Monday thru Friday from 9:00am until 9:00pm.

**St. Bernard Hall, Room 16**
This lab features twenty workstations running Windows 10 operating system and Microsoft Office. There is also a printer in this lab for printing.

**Natural Science and Mathematics Computer Lab** *(Francis M. Maguire Hall, Room 203)*
The Natural Science & Mathematics lab features twenty workstations running the Windows 10 operating system. These workstations support Microsoft Office. This lab is also equipped with a LaserJet network printer.

**Breezeway Computer Area** *(Fatima Hall/Mercy Hall)*
The Breezeway features five all-in-one workstations running the Windows 10 operating system. These workstations support Microsoft Office. There is a LaserJet printer that can be used to print from these five computers.

**The University Hall Lab** *(University Hall, Room W108)*
The University Hall Lab is a Virtual Desktop Infrastructure lab and features twenty workstations running the Windows 10 operating system. The room is also equipped with a remote controlled projection system, Smart Board technology, wireless microphones, and a LaserJet network printer.

**Finance Trading Lab** *(University Hall, Room E204)*
The Finance Trading Lab features 16 desktops with dual monitor display units running a Windows 10 operating system. These desktop computers support MS Office. This computer lab also features a 42 foot stock ticker, two digital signage displays for news and information about financial markets, and a projection system.

**Center City Campus**
**Main Lab** *(Fourth Floor)*
The Main Lab features 24 workstations running the Windows 10 Professional Operating System along with Microsoft Office.

**Bensalem Campus**
**Main Lab** *(Room 114)*
The Main Lab features 16 workstations running the Windows 10 Professional Operating System along with Microsoft Office.
Dining Services/Parkhurst Dining

The Waldron Café is located on the second floor of the Waldron Center and is open to all students, faculty and staff. All Meal Plans and additional Declining Balance Dollars are purchased at the Campbell Solution Center. M.E.R.V. Bucks are Declining Balance Dollars that come with the Meal Plans and roll over from the fall semester to the spring semester as long as you stay actively enrolled at GMercyU; they do not roll over academic year to academic year. Flex Dollars are Declining Balance Dollars that are purchased separately, at enriched buy-in prices and do roll over from semester to semester and year to year as long as you are actively enrolled at GMercyU. Additionally, commuters may go to the Campbell Solution Center to add dollars on their ID cards or purchase a Commuter Meal Plan.

Dining in the Waldron Café is a flat fee for **all you can eat**, pay when you come in. No a la carte option.

**Waldron Café** (Cash, Credit Cards, Meal Plan, M.E.R.V. Bucks, Flex Dollars)

*Monday – Thursday:*
- Breakfast: 7:00 a.m. - 10:00 a.m. $5.95
- Continental Breakfast: 10:00 a.m. - 11:00 a.m. $5.95
- Lunch: 11:00 a.m. - 1:30 p.m. $8.95
- Light Lunch: 1:30 p.m. - 4:00 p.m. $8.95
- Dinner: 4:00 p.m. - 7:00 p.m. $9.91
- Late Night: 7:00 p.m. – 9:00 p.m. $9.91
- Special Meal: 4:00 p.m. - 7:00 p.m. $11.79

*Friday:*
- Breakfast: 7:00 a.m. – 10:00 a.m. $5.95
- Lunch: 11:00 a.m. - 1:30 p.m. $8.95
- Light Lunch: 1:30 p.m. - 4:00 p.m. $8.95
- Dinner: 4:00 p.m. - 7:00 p.m. $9.91

*Saturday:*
- Brunch: 11:00 a.m. - 1:30 p.m. $8.95
- Light Lunch: 1:30 p.m. - 4:00 p.m. $8.95
- Dinner: 4:00 p.m. - 6:00 p.m. $9.91

*Sunday:*
- Brunch: 11:00 a.m. - 1:30 p.m. $8.95
- Light Lunch: 1:30 p.m. - 4:00 p.m. $8.95
- Dinner: 4:00 p.m. - 7:00 p.m. $9.91
- Late Night: 7:00 p.m. – 9:00 p.m. $9.91

**St. Bernard's Grill** - Located in St. Bernard Hall

*(Cash, Credit Cards M.E.R.V. Bucks, Flex Dollars - Meal exchange runs Monday - Friday, 11:00 a.m. - 1:30 p.m.)*

- Monday - Thursday: 8:00 a.m. - 5:00 p.m.
- Friday: 8:00 a.m. - 2:00 p.m.
- Saturday-Sunday: CLOSED

**Pepperazzi** - 1st Floor Waldron Center *(Cash, Credit Cards, M.E.R.V. Bucks, Flex Dollars - Meal Equivalency)*

- Monday – Friday: 11:00 a.m. - 11:00 p.m. (Meal exchange available from 11:00 a.m. – 11:00 p.m.)
- Sunday: 8:00 p.m. - 11:00 p.m.

**University Hall Cafe** - Located in University Hall *(Cash, Credit Cards, M.E.R.V. Bucks, Flex Dollars)*

- Monday – Friday: 8:00 a.m. - 2:00 p.m.

Special Waldron Café schedules are operative during holidays, summer and for special events. Changes are posted outside the dining room and on the dining website at gmercyudining.catertrax.com. The website also lists weekly menus and special promotion updates. Follow Dining Services on Instagram for pop up specials and events around campus!

**Emergency Notification**

Gwynedd Mercy University has an emergency alert program for our community. The directions for students to register cell phone numbers is below. We urge you to consider the importance of registering in case of emergency. If you are not interested in receiving emergency alerts, you may opt out by texting back “Stop” to a text message.

**E2Campus** is a selective mass notification system that empowers schools to send time-sensitive messages to students, faculty and staff wherever you are located. A selective mass notification system is defined as a platform to deliver a notification to an entire audience by all means necessary; therefore creating comprehensive coverage to increase the odds that you receive the notification in a timely manner. You will be notified immediately of events on the device you select to be notified by. You may input up to two mobile devices
The University will **only** send mass notification in the event of weather and campus emergencies. **You will not receive general notices via this delivery method.** To register for E2Campus, you must do the following:

- Go to [my.gmercyu.edu](http://my.gmercyu.edu) and enter your login credentials
- Click the Omnilert Icon (diamond with exclamation point)
- You may also opt to have an emergency e-mail alert sent to you as well

### Finance/Bursar’s Office

Tuition payments are due two weeks prior to the start of the fall and spring academic semesters and at time of registration for all summer semester classes. Payments are accepted by mail, in person (Campbell Hall), or online. Gwynedd Mercy University accepts cash, checks, money orders and credit cards. Make all checks/money orders payable to Gwynedd Mercy University. The Bursar’s office will honor Master Card, VISA and Discover with a minimum payment of $20.00.

Students are not permitted to register for the next semester unless all outstanding debts, e.g., tuition, library fines, etc., are resolved. All debts must be resolved prior to registration and before graduation REGARDLESS OF PENDING FINANCIAL AID. Diplomas and transcripts will not be issued to any student with an outstanding debt.

As a service to our students and their families, a tuition payment plan is available. The plan is administered by Cashnet. For information on the payment plan visit: the Bursar’s webpage.

You may view your billing statement online through “Self Service” on the University’s website: [www.gmercyu.edu](http://www.gmercyu.edu). If you have questions about logging into your account or other technical issues, call the help desk at 215-646-7300, ext. 21444.

### Delinquent Accounts:

A student who is financially delinquent shall forfeit the privilege of attending classes or living in Residence Halls, and the University will withhold grades, transcripts and diploma/certificate until such indebtedness is paid. **Pending financial aid is not considered payment.** Student accounts that are not resolved by the end of the semester will be placed with a collection agency. The student will be responsible for the full amount due to the University plus all associated collection and legal costs.

### The Griffin Complex

The Griffin Complex is a facility that helps fulfill the University mission of providing a complete university experience for our students. Housed on the first floor of this building is a gymnasium, locker rooms, training facility and weight and cardio rooms. The second floor holds the Student Services Office including Counseling Services, International Programs, Integrated Studies and the office of the Vice President for Student Services and Dean of Students. Also located on the second floor is the University Store, Rotelle Lounge (Student Lounge), and an aerobics room. Use of the facility is open to all students, faculty and staff with a current validated Gwynedd Mercy University ID.

For information on Athletics, call ext. 21574. For information about athletic events, visit the athletic website at [http://www.gwyneddathletics.com](http://www.gwyneddathletics.com).

### Student IDs

Every student, part-time, full-time, resident or commuter, MUST carry a Gwynedd Mercy University ID at all times while on campus. A University ID is necessary for security purposes, for entrance to the Residence Halls, The Griffin Complex, the Computer Lab, food purchases, printing and for borrowing privileges in the library.

ID photos are issued Mondays and Thursdays from 8:00 a.m. – 5:00 p.m., Tuesdays and Wednesdays from 8:00 a.m. – 4:00 p.m., and Fridays from 8:00 a.m. – 3:30 p.m. in the Campbell Solution Center located in Campbell Hall. A $10 fee is charged for replacement of a lost ID.

The Campbell Solution Center will have extended hours the first week of the Fall & Spring Semesters. Please visit our web page at [www.gmercyu.edu](http://www.gmercyu.edu). For further information call ext. 21595.

### Inclement Weather

In the event of inclement weather, the University’s closing/delay information will be announced via the Omnilert notification system via text message, email and/or phone, via portal messages and the University’s webpage.

Delayed opening procedures for regularly scheduled class meetings will be followed in the event that the University opens one or two hours late due to inclement weather:

1. **1 hour late** - the University will open at 9:30 a.m. (classes scheduled prior to 9:30 a.m. are cancelled)
2. **2 hours late** - the University will open at 10:30 a.m. (classes scheduled prior to 10:30 a.m. are cancelled)

Students should report to whatever class they would normally be attending at that time. Students in Student Teaching, Pre-Student Teaching, and TAP are to follow the school district closing/delayed-opening schedule. Nursing students will follow the University closing/delayed-opening schedule unless otherwise notified by their clinical faculty. Allied Health Profession students are to follow the policies in their handbook.
Lost and Found
All students are responsible for their personal belongings. The University cannot assume responsibility for any personal articles left unattended. If a student suspects theft of personal property, they should contact Public Safety. Lost articles may be claimed at the Public Safety desk in St. Brigid Hall; articles found should be turned immediately in to the Public Safety desk in St. Brigid Hall, ext. 21522 or by calling 215-641-5522. Students may also list lost and found items on the student portal.

Lounges
Lounges for students are available in St. Bernard Hall, Julia Ball Auditorium Lobby, Fatima Hall, Frances M. Maguire Hall, Late Night Lounge in the Waldron Center, Waldron Student Lounge (2nd Floor), Rotelle Lounge in The Griffin Complex and University Hall. All lounges and the entire campus with the exception of the athletic fields/stadium feature wireless connectivity.

Keiss Library and Learning Commons
Keiss Library and Learning Commons provides students with the resources and assistance they need to be successful. Resources include large book and audiovisual collections, access to thousands of full-text electronic journals through subscription databases, as well as subscriptions to many periodicals in print. Professional librarians are available during all library hours to help students use the available resources. Instruction is given to both individuals and to classes.

The Learning Commons is a one-stop academic center that facilitates student success in addition to the following goals:
• Promotion of active and collaborative learning
• Provision of opportunities for serendipitous engagement among faculty staff and students; and
• Technology enhanced space to assist in teaching and learning.
• Academic Advising, the Academic Resource Center, Career Development, and the First Year Experience program are located within the Learning Commons located within Keiss Library and Learning Commons.

The library webpage (http://www.gmercyu.edu/library) provides access to the library’s catalog, full-text online resources, selected websites, and information about library hours and policies.

All resources can be accessed from any available internet connection. Those users off-campus are required to log-in using their GMercyU network username and password in order to access the databases and newspapers.

Hours during the fall and spring semesters are:

Monday – Thursday: 8:30 a.m. - 10:00 p.m.
Friday: 8:30 a.m. - 4:30 p.m.
Saturday: 10:00 a.m. - 5:00 p.m.
Sunday: 1:00 p.m. - 8:00 p.m.

Hours vary during holidays, between semesters, and during the summer. Information on hours is posted at the library entrance, on the library webpage, or can be determined by calling ext. 21474.

A current GMercyU student ID is required to borrow materials. Students may print from computers in the library. Each student is allotted 250 free prints per semester and after that number is reached, additional prints may be purchased at the Campbell Solution Center. Student IDs will be bar-coded the first time they are used. Books and book-on-tape/CD circulate for three weeks to students. Videos of feature films circulate for seven days and reserve materials, most media (videotapes, art prints, DVDs, etc.) must be used in the library. Arrangements can be made for use of non-circulating media for class presentations. Contact the library circulation desk at ext. 21474 for assistance.

Overdue notices are sent regularly. Fines are 10 cents per day per item for books, $1 per day for books on tape and feature film videos. All overdue materials must be returned and outstanding fines and charges paid at the end of a semester. Transcripts will be held and registration delayed if materials are not returned and accounts cleared. Lost or damaged materials will be billed at a minimum of $50 per volume ($25 for replacement and $25 for processing). Some books and videos will be billed at replacement cost plus $25 processing.

The Library is fully wireless. Students bringing their own laptops can connect to the campus network. In addition the library has laptops available for use in the library and may be borrowed using a current GMercyU ID. Lost or damaged laptops (or any laptop peripherals) will be billed at replacement cost.

SEPCHE member libraries provide borrowing privileges to the students, faculty, and staff of all eight SEPCHE institutions: Arcadia University, Cabrini College, Chestnut Hill College, Gwynedd Mercy University, Holy Family University, Immaculata University, Neumann University, and Rosemont College. A current GMercyU ID is all that is required to borrow from any SEPCHE library. The SEPCHE collaboration makes available nearly a million volumes, scores of electronic databases, and several special collections on various subjects. Library hours at SEPCHE schools vary, but professional librarians are generally available to assist users. The combined holdings of all SEPCHE libraries can be searched using WorldCAT from the library webpage.

Through its membership in several other consortia, Keiss Library and Learning Commons can either borrow needed materials from another library or can give a student a letter of introduction that will allow direct borrowing from more than 45 other academic libraries in the Philadelphia area. Contact the library circulation desk at ext. 21474 for more information about these services.
The library has photocopiers available for student use. Photocopies are 10 cents per page. For assistance or more information, call ext. 21474 (Circulation Desk) or ext. 21484 (Reference Desk) or check the library webpage at http://www.gmercyu.edu/library.

Parking Information
Operation of motor vehicles on University property is a privilege granted by the University. It may be withdrawn at any time if you fail to comply with the rules and regulations set forth. Failure to comply may also result in your vehicle being towed from campus at your expense. This applies to any vehicle whether it is a car, truck, van or a motorcycle.

University parking is available to all employees, students and visitors and to those persons who conduct business with the University. To be eligible to park on University property, you must obtain a parking decal or visitor’s parking permit through the Office of Public Safety located in St. Brigid Hall.

All students may purchase parking decals online through their self-service account, in person at the Campbell Solution Center in Campbell Hall, or by mailing the parking application and fee to the Campbell Solution Center. All completed applications received by August 9 will receive their hangtag in the mail. If the application and fee are received after August 9, the hang tag will be available for pick up the first week of classes at the Campbell Solution Center. Please link to our website here for the parking permit application.

Persons with disabilities who have been issued appropriate state identification for their vehicles must obtain a University parking decal to park their vehicles on university property in the spaces reserved for handicapped parking. State-issued handicapped identification tags alone do not permit parking on campus. Students and employees who are temporarily disabled due to accidents, etc. must contact the Office of Health and Wellness in Loyola Hall for a temporary handicapped permit.

Costs for parking hangtag decals for the 2019 - 2020 academic year are as follows:

- Resident Student - $75
- Commuter Student - $45
- Weekend Nursing Students - $25

Parking Permits (hangtag decal)
Permits must be purchased for the full year. Students who register for the spring 2020 semester will be charged a prorated cost. Hangtag decals are not transferable without prior permission from Public Safety. Hangtag decals may be transferred from vehicle to vehicle provided the vehicles are driven by the same person who obtained the hangtag and all vehicles are registered with Public Safety.

Temporary permits are available for visitors and guests. Students who wish to obtain a temporary permit for a guest must apply in the Public Safety Office with the registration information of the vehicle they wish to park on campus.

The security of the parking permit hangtag decal is the responsibility of the purchaser. If the decal is lost or stolen, it must be reported to Public Safety immediately and it can be replaced for a $10 fee. The original decal will be voided and future use will result in appropriate fines. All tickets issued to a vehicle with a hangtag decal will be charged to the student who was issued the decal. Disabled vehicles must be reported to Public Safety and the owner/driver should advise if the vehicle is to be towed or repaired. The owner/driver need not use a designated towing company. As a means of deterring theft, Public Safety will not permit anyone to tow or repair a vehicle unless the owner/driver has first notified Public Safety.

Illegal Parking
Illegally parked vehicles will be subject to parking tickets or, in extreme circumstances, may be booted or towed. Vehicles parked near fire hydrants, in handicapped spaces, or in loading zones will be subject to greater fines. All parking tickets must be paid within five (5) days of receipt. Failure to pay parking tickets may result in the revocation of parking privileges and the ability to register for classes.

Public Safety officers as well as local police authorities enforce parking and traffic regulations on campus. Vehicles parked in violation of the policy will be ticketed at a minimum rate of $30 per ticket and there is an additional $30 per boot removal fee.

Students wishing to appeal a ticket may complete an appeal form in the Public Safety Office in St. Brigid Hall within five (5) days of the ticket date. If a student has three (3) or more unpaid parking tickets, a hold will be placed on their student account until the tickets have been paid or appealed.

Boot and Towing Policy:
1. A motor vehicle that remains illegally parked can be ticketed every 24 hours. A vehicle ticketed two (2) or more times over 72 hours will be ticketed, booted and subject to towing.
2. A vehicle that blocks fire lanes, handicapped access, etc., will be ticketed and towed.
3. A vehicle illegally parked in a reserved space will be ticketed, booted or towed.
4. Vehicles with three (3) or more unpaid tickets will be booted or towed.
5. A ticketed vehicle whose owner or driver is unidentified will be booted or towed.
6. Students who accumulate three (3) or more unpaid tickets in a school year, may lose their parking privileges for the following academic year.
Parking is permitted only in lined spaces in the appropriate parking lots. Under no condition is parking permitted in fire zones, along driveways, on the grass, loading bays, or in any area which could create a safety hazard.

Parking is assigned in the following manner:
- **Faculty** - Connelly Faculty Center, St. Bernard Hall, Frances M. Maguire Hall, and University Hall lots.
- **Resident Students** - Loyola Hall, Alexandria Hall and The Griffin Complex lots. First year resident students will be assigned parking spaces in the Hobbit House lot – identified as Lot P on the campus map.
- **Commuter Students** - Any lot not designated for faculty or resident students
- **Visitors** - The Griffin Complex lot

**Theft or Vandalism**
Please report all accidents or incidents of theft or vandalism to vehicles immediately to the Director of Public Safety by calling 215-641-5522. Gwynedd Mercy University is not liable for damages to vehicles that result from accidents, theft, vandalism or being struck by a ball from one of the University athletics fields.

**Driving on Campus**
The speed limit on campus is 15 mph. Speed bumps and traffic signs are located at strategic points on campus for your safety and the safety of others. Multiple moving or parking violations may result in the revocation of parking privileges.

**Parking Committee**
The Parking Committee meets periodically to address parking issues on campus. The committee consists of faculty, staff and students. For more information on the parking committee, or if you would like to raise an issue for consideration by the committee, please contact Public Safety at 215-641-5522.

**Parking Appeals Board**
The Parking Appeals Board meets periodically during each semester to review appeals of traffic citations. This committee is made up of faculty, staff and students.

**Public Relations/Marketing Communications**
The Office of Marketing and Communications retains the right to photograph and take video of members of the Gwynedd Mercy University community for publicity purposes, including sharing with the media, posting on social media, and using in print, digital and other promotional materials. Any students who prefer that such information not be shared should file a “No Publicity Form” in the Marketing Communications office in Assumption Hall. Students can also send their requests in writing to Gwynedd Mercy University, Marketing Communications Office, 1325 Sumneytown Pike, P. O. Box 901, Gwynedd Valley, PA 19437-0901.

**Reporting a Crime**
All Gwynedd Mercy University community members and guests are encouraged to report emergencies and suspected criminal activity to the Department of Public Safety immediately, especially when the victim of a crime elects to, or is unable (physically or mentally) to make such a report. Reports can be made in a variety of ways:

- Call 9-1-1 for any EMERGENCY or Lower Gwynedd Police Department at 215-646-5302
- Call 215-641-5522 (2-1111 from on campus) to reach Public Safety Dispatch.
- Activate a blue light phone (strategically placed throughout campus) for a direct connection to Campus Safety.
- Activate a fire pull station with in any building when smoke or fire is observed within any GMercyU academic, residential, and office buildings.
- Appear in person at the Public Safety Building located within St. Brigid Hall.

When reporting a crime or emergency:

- Remain calm.
- Give the location of the incident to include the building name, room number, or the area name (e.g. Siena Hall, Room, etc.).
- Identify yourself and give a callback telephone number. Your identity will remain private if you wish; however, it is important we are able to contact you if we need additional information.
- State the incident you are reporting (e.g. theft, medical emergency, fire, etc.).
- Describe the scene such as whom, and how many people are there, if medical treatment is being given, a description of involved parties, the involved party’s direction of flight, and other relevant information.
- Stay on the phone until the dispatcher has recorded all of the information.

When a crime or another serious incident is reported:

- A Public Safety officer will be dispatched to render assistance as appropriate and investigate the incident. When appropriate the local fire and police Department may also be dispatched if circumstances dictate.
- If the responding officer determines the situation presents a significant or imminent danger to the Gwynedd Mercy University community, the Director of Public Safety or designee will provide a timely warning to the campus community.
• The Lower Gwynedd Police Department responds to all medical emergencies, fires, fire alarms, and hazardous materials incidents along with University Designated Emergency Management personnel.
• Incidents identified as related to Residential Life or Plant Services will be referred to the on-duty or on-call personnel in the specific department needed.
• Reports of all sexual and relationship violence made to a University official, will be referred to the Title IX coordinator regardless of if the reporting party chooses to pursue criminal charges.
• The Department of Public Safety in accordance with the Jeanne Clery act prepares, publishes and distribute an Annual Security and Fire Safety Report on Oct 1 each year. This report is located on the Public Safety Website.

**Tennis Courts, Basketball Courts and Turf Field**
All members of the University may use the outdoor recreational facilities. Upon request, users must present a valid University ID.

**Transportation: GMercyU Express/Griffin Loop**

*The GMercyU Express*
The University provides a transit connector, The GMercyU Express, between the campus and the Gwynedd Valley train station. For further information please call ext. 21255.

*The Griffin Loop*
The Griffin Loop is a local shuttle service that operates on Thursday, Friday, Saturday nights and Sunday afternoons (except for Fall Break, Thanksgiving Break, Winter Break, Spring Break and Easter Break). The Griffin Loop makes stops at Wawa, Montgomery Mall, Target, Gwynedd Crossing Shopping Center and Spring House Shopping Center.

**Hours of Operation are:**
Thursday through Saturday…………….5pm-Midnight
Sunday………………………………….Noon-5pm

**Vending Machines**
Vending machines are located in St. Bernard Hall, Fatima Hall, Frances M. Maguire Hall, Keiss Library and Learning Commons, the Residence Hall Complex, and the Griffin Complex.

**Weight Room/Cardio Room/Aerobics Room**
The Weight Room and Cardio Room are located in the lower level of The Griffin Complex. The Aerobics Room is located on the second level of the Griffin Complex. The rooms are equipped with various types of exercise equipment. All members of the University community may use this facility with a valid ID card. Hours of operation are posted outside each room. For further information contact ext. 21251.
The Office of Student Services and Campus Life

Statement of Purpose
We foster opportunities that prepare, challenge, and empower students to lead purposeful lives.

Vision Statement
We will be a leader in providing Mercy-based and transformative student-centered experiences.

Core Values (C.A.R.E.)
Commitment to diversity and inclusion
Advocacy for student success
Responsiveness to student needs
Excellence in our work

Students may contact the Office of Student Services and Campus Life to raise concerns about matters that are unresolved after previous attempts to do so. The Vice President for Student Services and Dean of Students will ensure that concerns are dealt with in a just and fair manner.

Staff and location:
Staff: Josh Stern, Vice President for Student Services and Dean of Students
215-641-5566
Location: Student Services Office
2nd Floor, Griffin Complex

Accessibility Services
Gwynedd Mercy University intends for all students accepted into an academic program to have equal access and opportunity to effectively reach their academic and personal goals. Within the bounds of its resources, Gwynedd Mercy University will provide reasonable accommodations to meet the challenges and needs of students with a qualified disability. The Accessibility Services office works to coordinate with faculty, staff and administration to meet the needs of students that have a qualified disability. In addition, Gwynedd Mercy University regularly convenes a University wide Accessibility Awareness Committee dedicated to identifying barriers of accessibility that prohibit persons with disabilities from experiencing equal access to educational opportunities at Gwynedd Mercy University.

At the time of a student’s acceptance to Gwynedd Mercy University, or anytime thereafter, a request can be made for accommodations pertaining to learning, psychological, and/or physical disabilities. This request must be made by the student directly to the Director of Accessibility Services. Requests must be made by the student to the Director in person, by email, or by receipt of the GMercyU Accommodation Application. Other forms of contact such as phone calls or disclosure to other university staff or faculty are not recognized as requests for accommodations. A student who self-identifies as having a disability and requests accommodations is responsible for submitting appropriate documentation and following the procedures as listed on the Accessibility Support web page here. No accommodation can be made by Gwynedd Mercy University without completing this process.

All information provided to the Director of Accessibility Services is, in accordance with FERPA, confidential. It is important to allow sufficient time for administrative processing of the application. In addition, accommodation requests are assessed on a case-by-case basis and the accommodations are based on each student's individual and unique needs.

For additional information, visit the University’s Accessibility Services web page: www.gmercyu.edu/students/disabilitysupport

Staff and location:
Staff: Vacant, Director of Accessibility Services
215-646-7300, extension TBD
Location: Academic Resource Center
2nd Floor, Keiss Library

Accessibility Services Grievance Procedure
Grievances falling under the scope of Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and the ADA Amendment Act of 2008 should be made according to the following procedure. This procedure is applicable only to students who have previously registered with Accessibility Services, regardless of their experience in the classroom to date. A student who has a grievance/concern regarding their disability status, accommodations/modifications or lack thereof, the “reasonableness” presented by the University, or any decisions based on their presentation by faculty, staff or a department; or has been subjected to discrimination or harassment on the basis of disability should first contact the Director of Accessibility Services. The Director may be able to assist in the informal resolution of the issue, and/or serve as a liaison to the faculty/staff member or department. In instances which directly involve the Director as an integral party to the grievance/concern, the student should contact the Dean of Student Success for attempts at informal mediation/negotiation. To increase the likelihood of successful resolution, such processes must be initiated at the time of conflict. If the student is not satisfied with the outcome of this process, they may proceed to a Formal
Complaint. **Retaliation against anyone who files a grievance or cooperates in the investigation or a grievance is prohibited.**

Formal Complaint: A student may choose this option if attempts at prior resolution have been unsuccessful. A signed, written summary of events must be submitted to the Dean of Student Success within 30 days of the initiation of the grievance process. The summary should include the following:

1. The specifics of the concern including any applicable sections of the above laws
2. The steps already taken by the student to resolve the issue
3. The outcomes of those steps
4. The requested resolution to the concern

The Dean of Student Success will, as expeditiously as possible, present the complaint to a committee comprised of representatives from Health Services, Counseling Services, the academic program the student is pursuing or other faculty/staff on campus with relevant expertise, Academic Resource Center, and Institutional Technology, for a full investigation. The Dean of Student Success may also include or consult with an external professional with expertise in disability support services and the presenting concern. Confidentiality will be maintained for everyone involved, in so far as possible. Only those persons who have a “need to know” within the investigation and resolution of complaints are entitled to information regarding a complaint.

The Dean of Student Success may meet with the Director of Accessibility Services for a briefing on information relevant to the case. This communication may occur through a verbal account and/or through review of material documentation previously submitted to the Director, which shall then be permissible in the investigation process. A written report regarding findings will be provided by the committee to the complainant and any involved parties, if action is required on their part. The Dean of Student Success may wish to meet with the complainant to discuss alternate ways of meeting the student’s concern determined by the committee, if the requested resolution is not deemed appropriate and/or necessary.

If the student remains unsatisfied with the outcome, they may appeal to the Vice President for Student Services and Dean of Students with an updated version of the Summary of Events specifying the current area of discontent, for review.

If the student remains unsatisfied with the outcome, they may pursue other federal or state remedies. The above process should not be considered a pre-requisite to such external remedies. Students may opt to contact the Office of Civil Rights.

**Athletics**

**Vision Statement**

The mission of the Gwynedd Mercy University Athletics Department is to provide students with an opportunity to compete successfully in intercollegiate activities as an integral part of their educational experience. The department will seek to attract a population of student-athletes who will succeed academically and athletically.

The Athletic Department will provide a learning environment with participation opportunities for student-athletes to develop their leadership potential. Win or lose, student-athletes are encouraged to work hard, exhibit sportsmanship, and demonstrate respect for teammates, opposition, coaches, officials and fans. The Athletic programs standards, goals and ideals must remain in harmony with the University’s academic programs. The Athletic program will be conducted in a manner that is most conducive to the physical welfare of the student-athletes, allowing them to grow physically, emotionally and intellectually. Academic success of our student-athletes is considered paramount.

Our administrators, coaches and athletic department staff are dedicated to maintaining the University’s reputation for integrity and excellence, both on and off the playing fields. All athletic contests, practices and related activities will be conducted in total compliance as set forth by Gwynedd Mercy University, the National Collegiate Athletic Association (NCAA), the Eastern College Athletic Conference (ECAC) and the Atlantic East Conference (AEC). Department staff will seek to steadily improve the quality of the athletics programs through professional development, conferences and department meetings.

The Gwynedd Mercy University Athletics Department will provide student-athletes the opportunity to learn valuable life skills through athletic participation. Through athletic competition, student-athletes will acquire personal achievement, social responsibility, and moral integrity.

Gwynedd Mercy University Athletic program objectives:

1. Operate in an environment consistent with the mission of the University
2. Provide the best athletic competition possible without sacrificing academic integrity and academic standards.
3. Ensure the integration of student-athletes into the institutional life of the University
4. Provide quality athletic facilities for athletic participation and university community usage
5. Use intercollegiate athletics as a means to bring together the University community and the alumni, to provide a source of institutional pride through athletic competition and academic integrity

Gwynedd Mercy University demands the athletic department functions with integrity, social responsibility, ethical standards and strict adherence to the guidelines set forth by the NCAA, ECAC and AEC. Gwynedd Mercy University currently sponsors 19 intercollegiate athletic programs that compete at the NCAA Division III Level.
Performance Standards for Athletic and Student Events

In an effort to support quality programming in keeping with our mission, the following are the performance standards for Athletic and Student events for organizations that are recognized by and represent Gwynedd Mercy University. These standards apply to general student events and all athletic events.

- Events and performances need to reflect the core values of Gwynedd Mercy University as a Catholic University founded by the Sisters of Mercy. Performances should be acceptable to a broad audience and reflect the unique dignity of participants and spectators.
- Each performance or event (song, routine, dance) must be approved by the organization’s faculty/staff advisor. The advisor and organizational leadership will consult where appropriate, with the Director of Athletics and the Director of Student Activities to ensure compliance with these requirements well in advance of the planned presentation to obtain approval.
- Musical selections may not come from recordings with Parental Guidance warnings. Lyrics may not promote the use of drugs, alcohol or illegal activity. They may not reference blatant sexual innuendos or gratuitous violence. They must not include profane or abusive language.
- All clothing must be opaque and respectful of oneself and others.
- Uniforms for dance teams and cheerleaders must be approved by Director of Athletics.
- All movements or gestures in a performance must be acceptable to a broad intergenerational audience standard.
- If the performance involves participation in another event (i.e. Athletics, all campus weekends), permission and approval must be obtained from the Director of Athletics. Consideration will be given to the event type, purpose, audience, logistics and time.
- Groups are advised to be prepared with variations in routines.
- In the event that a portion of a performance is deemed not acceptable, alternatives may be substituted after consultation between moderator and Director of Student Activities.

The Director of Athletics will consider the need for additional institutional review. The Director will make the final determination of compliance with institutional performance standards. The decision rendered is final. Failure to comply with these guidelines will result in the suspension of the organization’s campus privileges and recognition.

If you would like more information regarding athletics at Gwynedd Mercy University, contact:

**Director of Athletics**
Keith Mondillo
phone: 215-641-5574, ext. 21574, on campus
e-mail: mondillo.k@gmercyu.edu

**Campbell Solution Center**
The Campbell Solution Center was created exclusively to get your questions answered and your problems solved. We realize students lead busy lives and navigating through the University’s administrative procedures can be quite challenging at times. The CSC Staff is here to assist students in a simple and direct way.

**“One-Stop Shopping”**

Many of your needs will be addressed quickly and directly—whether it’s an issue regarding:
- Billing
- Book Vouchers
- Financial Aid
- IDs
- Meal Plans, Flex Dollars
- Registration
- Parking/Auto Registration

We have staff on hand to assist you with these issues. With any other issue we will either get the answer for you directly or find out
who can answer your questions. Don’t fall through the cracks; let us be your safety net.

-NO APPOINTMENT NECESSARY-

Hours of Operation: 8:00 a.m. to 5:00 p.m., Monday and Thursday
  8:00 a.m. to 4:00 p.m., Tuesday and Wednesday
  8:00 a.m. to 3:30 p.m., Friday

*Campbell Solution Center has extended hours at the beginning of the fall and spring semesters. Please visit our website here for hours.

Contact Information: phone: 215-641-5595, on campus ext.21595
e-mail: campbellsolutioncenter@gmercyu.edu

Campus Ministry (Division of Mission Integration)

Vision Statement

Through our programs and pastoral presence, Campus Ministry strives to:
• Gather a vibrant community of faith for prayer, reflection and service
• Celebrate the Catholic/Christian faith of our sponsors and encourage all to live their faith more fully
• Animate the community to understand and live out our Mercy identity through activities which connect us with poor and marginalized people and global concerns.

The purpose of Campus Ministry is to support all members of the Gwynedd Mercy community in their quest for spiritual growth, regardless of religious affiliation. Students can connect with us in a variety of ways: through community service; liturgy and prayer; and programs for spiritual and personal growth. We offer a spectrum of activities, including one-time service events, week-long Alternative Break trips, and ongoing service in the local community. Our goal is that those who participate in our programs will experience a deeper engagement with their own faith and an understanding of and commitment to Mercy’s call to social responsibility and service to society.

The Campus Ministry team consists of a Director and two Campus Ministers. Each is available for individual conversation as well as collaboration with student organizations, athletic teams, residence halls and academic departments. On Most Mondays of the academic year, Mass is held in the University Chapel at 11:30a.m. (Please see our web page or call 215-641-5590 for a current schedule).

Recognizing that some students struggle with basic needs, Campus Ministry also houses Catherine’s Cupboard, where groceries and toiletries are available to any member of the GMercyU community who needs them. In addition to our main Cupboard in Visitation House, grab-and-go meals are available in the Chapel Lobby (Campbell Hall) and in the Waldron 2nd Floor Kitchen across from the Commuter Lounge. If you are worried about getting enough nutritious food for yourself or your family, please stop by or contact CatherinesCupboard@gmercyu.edu.

Vice President for Mission and Ministry
Dr. James Gallo
Assumption Hall, first floor
Phone: 215-542-5787 ext. 21787 on campus
Email: gallo.j@gmercyu.edu

Campus Ministry Located in Visitation House:

Director
Jeffrey M. Wallace
Phone: 215-641-5590, ext. 21590 on campus
Email: wallace.j@gmercyu.edu

Assistant Director for Community Service
Betsy Stone Plummer
Phone: 215-641-5592, ext. 21592 on campus
Email: plummer.b@gmercyu.edu

Campus Minister (Spirituality and Liturgy)
Michelle France
Phone: 215-641-5531, ext. 21531 on campus
Email: france.m@gmercyu.edu
Career Development

Mission Statement
Empower and equip students to transition from college to career.

How We Can Help
- Career/Major Choices or Changes
- Resume and Cover Letter Assistance
- Job and Internship Searching Tips & Resources
- Interviewing Strategies and Mock Interviews

Online Resources
- Career Website: www.gmercyu.edu/cd
- Job/Internship website: gmercyu.joinhandshake.com/
- Nursing Job website: www.liquidcompass.com/gmercyu
- Twitter: twitter.com/gmercyucareers
- Facebook: facebook.com/gmercyucareers

Contact Us
Keiss Library and Learning Commons
215-646-7300 ext. 21230
cd@gmercyu.edu
Nick Schaefer, Director
Casey Hilferty, Associate Director

Counseling Services

Mission
Counseling Services at Gwynedd Mercy University is committed to supporting students in accomplishing their personal and educational goals. We offer a safe and inclusive atmosphere for all students to discuss any and all concerns; and work towards furthering personal growth.

What to Expect
A counselor can help you to explore and express feelings, to examine and reflect on patterns of thinking and behavior, and to work towards making healthy lifestyle changes. A counselor can assist you in identifying strengths, supports, and resources which will aid in resolving problem areas.

Counseling services are available to Gwynedd Mercy students at no additional cost. Utilization and duration of services varies depending on student needs and counselor availability. Counseling services works collaboratively with the student to determine length of services. Off campus referrals or resources may be utilized instead of or in addition to the counseling services provided on campus.

Services
Counseling Services are free, confidential and available to all enrolled Gwynedd Mercy students. The Counseling Services staff offers a variety of services to the Gwynedd Mercy community. These include but are not limited to:
- Supportive counseling to students with adjustment, developmental and personal concerns
- Providing information regarding community resources and/or referrals to providers regarding behavioral and emotional issues
- Psycho-educational programming for students, faculty and staff
- Consultation to faculty, administration and staff regarding student concerns
- Crisis response services
- Student Accessibility Services for students who self-identified as having a disability (refer to Student Accessibility Services section)
- Alcohol and Other Drug/R.A.I.S.E. Program (see additional information provided below)

For more information about Counseling Services and for community or internet resources, visit our web page [here](#).

AOD (Alcohol & Other Drug) / R.A.I.S.E. (Reducing Alcohol Incidents through Student Education) Program
Gwynedd Mercy University’s R.A.I.S.E. Program is committed to creating and maintaining a healthy and safe campus community. The R.A.I.S.E. Program takes a comprehensive approach that includes prevention, early intervention, education, and treatment. In addition, the AOD Coordinator provides alcohol and other drug education programs and conducts regular social norm campaigns aimed to correct the campus community’s misperceptions about alcohol and other drug norms on campus. Lastly, the AOD Coordinator provides alcohol and other drug assessment and education using the BASICS (Brief Alcohol Screening & Intervention for university Students) model. Within this assessment and education, a student may be recommended to seek out additional support or treatment. The AOD Coordinator will assist students with resources and referrals found in the community.
Appointments
Counseling appointments can be scheduled during academic year office hours which are Monday-Friday 9 a.m. to 5 p.m. from August 1 – May 31. Summer hours in June and July are Monday-Thursday 7:30 a.m. to 3:30 p.m.

To schedule an appointment, a student can directly email Counseling Services at counseling@gmercyu.edu; can phone (215-641-5571 or ext. 21571); can directly email any counselor; or can walk-in to schedule. Walk-in appointments are scheduled if a counselor is available or in case of emergency, in which case a counselor will see a student immediately. All appointments are scheduled in a timely manner and with consideration for the student’s availability. If an appointment cannot be kept, Counseling Services asks for 24 hours’ notice of cancellation via phone or email.

*Please note, when using email, confidentiality is limited so we ask that students limit their personal information to that which pertains to scheduling an appointment. Counseling Services will not use email to discuss private information.

Confidentiality
Counseling Services records are confidential and separate from academic records. Wherever possible, a student’s right to privacy and confidentiality is upheld. Right to confidentiality is limited in certain circumstances: threat of harm to oneself; threat of harm to another; involves child abuse/neglect/endangerment; and involves elderly neglect/abuse. Only in these situations may Counseling staff share information without your permission. Information will be shared only to the extent necessary to protect the individual(s) whose safety is at risk. The Counseling staff does operate as a team. Therefore, the Counseling staff may consult with other Counseling staff members as well as receive supervision on clinical treatment. The consultations are for professional and/or training purposes only. Consultation goal is to provide the best quality services for all who use Counseling Services.

Counseling Services:
Location: Griffin Complex, 2nd floor window side hallway
Hours: Monday - Friday 9 a.m. to 5 p.m., August 1 – May 31
Summer Hours: Monday – Thursday 7:30 a.m. to 3:30 p.m., June 1 – July 31
Services: Counseling 215-641-5571 or x 21571
Student Accessibility Services 215-646-7300 x 21427
Alcohol and Other Drug Education 215-646-7300 x 21395

Counseling Services Staff:
Pamela Moore, MS, LPC; Director of Counseling Services
Email: moore.pamela@gmercyu.edu
Dan Jordan, MC, LPC, NCC; Counselor
Email: jordan.d@gmercyu.edu
Jesse Kunwar, MA; LPC, NBCC; Counselor/AOD Coordinator
Email: kunwar.j@gmercyu.edu

Depending on the semester, there may also be a clinical graduate intern providing counseling services. Graduate interns are held to the same level of ethics and professionalism as professional counseling staff and have oversight by the Director of Counseling Services.

Financial Aid
Gwynedd Mercy University’s Financial Aid Program is designed to provide financial assistance to qualified students to help them meet the costs of attendance at the University. The primary goal of the Financial Aid Office is to enable eligible students to attend Gwynedd Mercy University and thereby participate fully in the educational, spiritual, cultural and social experiences which constitute university life. Financial Aid is available from federal, state, university and private sources for eligible students. Students who encounter unexpected financial difficulties after aid is awarded or at any time during enrollment at the University are urged to discuss these matters with the Financial Aid Director. Every effort is made to ensure that students demonstrating need and making academic progress are awarded aid.

Health and Wellness Center
Mission Statement
The Health and Wellness Center of Gwynedd Mercy University is committed to supporting students with health promotion and disease prevention. We assist students in pursuit of their academic goals and personal development by offering clinical health services. We encourage self-care and personal responsibility for the student’s own health, with a holistic focus on educational and awareness activities. Healthy life style choices are encouraged, and the mission of the University is affirmed.

The Health and Wellness Center is located on the first floor of Loyola Hall. A full-time nurse/director is available Monday through Friday from 8:30 a.m. to 4:30 p.m. from August through May. Additionally, the Health and Wellness Center partners with a local physician’s office to provide additional medical coverage twice a week. For more information, visit the Health and Wellness Center or go to our website here for a list of services.

Strict confidentiality rules apply to all areas of the Health and Wellness Center. Student health records are kept in a locked file and will only be released with signed consent from the student. The Gwynedd Mercy University Health and Wellness Center abides by all HIPAA statutes. Please keep a copy of your health record! Students with serious or chronic health conditions are urged to visit the
Health and Wellness Center to discuss their concerns.

**Health and Wellness Center**
Location: Loyola Hall, first floor
Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m. (August 1 – May 31)
Phone: 215-646-7300, ext. 21306

**Health and Wellness Center Staff:**
Donna M. Ferguson, BSN, M.Ed. – Director
Email: ferguson.d@gmercyu.edu
Mary Kay Horgan – Staff Nurse
Email: horgan.m@gmercyu.edu

**Health Insurance**
All full-time undergraduate students and international students are required to carry health insurance and will be automatically enrolled in and billed for the student health insurance plan unless an online waiver and documentation of adequate coverage is submitted to our health insurance provider. Part-time students have the option of enrolling in this student health plan. The online waiver can be found on the University website. **Please note: the online waiver must be completed regardless of health insurance information you may have submitted to another office. The insurance enrollment/waiver deadline for the fall semester is September 11 of the current academic year. New spring students will have until February 11 of the current academic year to enroll in/waive insurance. Students who do not waive the insurance by the deadline will be responsible for the charges.**

**Immunization Policy**
In our effort to maintain a healthy campus community, Gwynedd Mercy University follows the American College Health Association’s guidelines for a pre-matriculation immunization requirement. Therefore, all students are required to have the following immunizations:

- One dose of the Mumps and Rubella vaccines
- Two doses of the Measles vaccine or the combination MMR; one of these doses must have been given after the first birthday
- DT/DTaP vaccine: primary childhood series and booster within past 10 years
- Varicella vaccine, or history of chicken pox
- Hepatitis B series of three injections
- Menomune/Menactra is required by law for all resident students; it is recommended for all university students
- PPD: not an immunization, but a required test for tuberculosis within 12 months prior to entry into the University

These immunizations are further explained on the student health record. Resident students are not permitted to live in the residence halls until immunizations are on file. Copies of the medical form are available on the University website under Health Services. The PPD test is available at the Health and Wellness Center for $10.

**IMPORTANT:** Please see the Health Services website for Meningitis Booster Vaccine information. For more information on this policy or immunizations in general, please contact the Health and Wellness Center at 215-646-7300, ext. 21306.

**Allergy Injections**
Allergy injections are administered in the Health and Wellness Center for a nominal fee only after the student has a consultation with the medical staff.

**International Programs**
Supports for international students and scholars:

- Visa and immigration advising for visiting scholars, and students on F-1 visas
- Work authorization, driver’s licenses, social security numbers
- Orientation and cultural adjustment

The OIP handbook can be downloaded on the website (www.gmercyu.edu/student-life/isl). It includes pre-departure tips and guidance for the visa process, as well as information about campus resources, maintaining F-1 status, local transportation, weather, and more.

**Study abroad resources:**

- Information, application and support for the University’s exchange with Mary Immaculate College in Limerick, Ireland
- Options for semester-long and summer term study abroad all over the world
- Pre-departure preparation and orientation
- GMercyU study abroad scholarships and application information
- More information available on the website: www.gmercyu.edu/student-life/isl/study-abroad

**Staff & Location**
Maya Tsai
Director of International Programs, PDSO
Student Services, The Griffin Complex
215-641-5584 (x 21584 on campus)
Email: isl@gmercyu.edu
Intramurals and Recreation
The Office of Intramurals and Recreation at Gwynedd Mercy University is committed to providing a variety of opportunities that promote a healthy lifestyle through recreational activity. We are dedicated to making Intramurals and Recreation an important part of campus life and aim to foster an environment that encourages diverse groups of students to unite for a common purpose. Our goal is to continuously provide a competitive, safe and enjoyable atmosphere that encourages sportsmanship, teamwork and leadership development. We hope to provide structured and rewarding recreational opportunities in men’s, women’s and co-recreation programs, regardless of athletic ability or sport knowledge.

Assistant Director for Intramurals and Recreation
Madeline Herman
phone: 215-646-7300 ext. 21424 on campus
email: herman.m@gmercyu.edu

Residence Life
Mission Statement
Residence Life is a distinctive living and learning environment consistent with the Core Values of the University. In our interdependent community, residents engage in evolving social relationships which stimulate academic and personal growth.

Vision Statement
Premier residential experience which prepares Mercy leaders for tomorrow.

Living on campus at Gwynedd Mercy connects you to a vibrant and dynamic residential community. As a residential student, you will live in an environment that supports academic excellence, emotional and intellectual growth, as well as personal exploration. Our residence halls are respectful, comfortable and supportive places where students can learn, develop, and grow. Staffed with full-time professional staff members and Resident Assistants (RAs), Residence Life offers residence hall programs and events, maintains community standards, and works to create close-knit residential communities. We work to provide a positive experience for students living on campus while fostering learning, responsibility, and mutual respect.

Residence Directors (RDs)
Residence Directors are staff members responsible for the overall administration of a residential area. RDs live in university provided apartments, and supervise the area student staff. In addition, RDs facilitate student and community development, coordinates facilities management, participates in the student conduct system, provide basic counseling for all residents within their community, and supports the overall growth and development of a residential community that embodies the mission & values of the University.

Resident Assistants (RAs)
Resident Assistants (RAs) are student leaders who live on each floor to serve as a resource to students, facilitate the development of a strong residence hall community, and help facilitate a successful collegiate experience. They focus on the development of the residential community, supporting the development of individual students, upholding community standards, participating in staff development and training, taking a broader leadership role within the University, and performing administrative duties. All RAs receive training on conflict management, emergency/crisis response and the resources available at the University in order to best support resident students.

Residence Hall Association (RHA)
The Residence Hall Association (RHA) is made up of resident students who provide representation of all students living in the residence halls. RHA serves as an advocate and voice of the residents and communicates with Residence Life on current issues and initiatives that will enhance the social, functional, and cultural aspects of living in the residence halls. RHA has played a major role in improving services both in the residence halls and on campus.

Open to all residents to join as members, RHA holds meetings every week alternating between the Triplex and Alexandria Hall. Specific days, times, and locations of these meetings, as well as special programs and other initiatives, will be advertised in and around the residence halls. More information can be obtained by reaching out to a Residence Life staff member.

Residence Halls
Loyola Hall, St. Brigid Hall and Siena Hall are adjoined to form what is commonly referred to as The Triplex. Loyola Hall consists of traditional double rooms with community bathrooms while St. Brigid Hall and Siena Hall offer double or triple occupancy suite-style rooms with semi-private baths and air conditioning. Every room has internet access capability and is also cable ready. Lounges with refrigerators, microwaves, kitchen facilities and basic cable service are located throughout the complex. Laundry facilities and vending machines are also located throughout each hall.

The Triplex houses both first-time, first-year students (Loyola and St. Brigid) and upper-class students and transfers (Siena) with the main entrance located in St. Brigid Hall, where the three residence halls come together. This entrance has a desk staffed by Public Safety (24 hours per day, 7 days per week, 365 days per year) to provide assistance to the residential community and maintain a secure residence hall environment.
Alexandria Hall features three distinct housing options for upper-class and transfer students including traditional rooms with community bathrooms and two types of suite-style rooms with semi-private baths. Each room has air conditioning, is wired for Internet access and is cable TV ready. In addition, Alexandria Hall provides students with ample study room, social lounge spaces and kitchen facilities as well as laundry and vending machines throughout the facility. The main entrance is staffed by Public Safety from 6:00 p.m. – 6:00 a.m. daily.

**Residence Life Staff**
Main Office Location: Loyola Hall 138  
Office Hours: Monday-Friday, 9:00 AM-5:00 PM  
Telephone: 267-448-1305 (On-Campus: x21305)  
Email: reslife@gmercyu.edu

Bryan Dunphy-Culp, Director of Housing and Residence Life  
Loyola Hall 131, x21585, dunphy-culp.b@gmercyu.edu

Michelle Murray, Associate Director of Residence Life  
Loyola Hall 130, x21460, murray.m@gmercyu.edu

Lisa Turtle, Residence Director  
Loyola Hall 139, x21205, turtle.l@gmercyu.edu

Kyle Hartman, Residence Director  
Alexandria Hall 130, x21173, hartman.k@gmercyu.edu

Terri Schwabenland, Administrative Assistant  
Loyola Hall 138, x21305, schwabenland.t@gmercyu.edu

**Student Activities and Leadership Programs**

**Mission Statement**
Our Office initiatives complete your GMercyU experience by providing resources for you to discover and enhance leadership abilities through involvement in student clubs and organizations, programs, and activities.

Getting involved is the perfect way to:
- Build your Leadership Skills
- Expand your Resume
- Have some Fun
- Create Memories and Relationships that will Last a Lifetime!

**Clubs and Organizations**
Involvement outside of the classroom supports the learning that takes place within and it provides one with the opportunity to develop, enhance, and extend one’s leadership capabilities. With over 30 Clubs/Organizations to choose from, there is something for everyone. Information on how to get involved in a current Club/Organization, and steps associated with creating a new Club/Organization, are located in the Office of Student Activities and Leadership Programs. The Club and Organization Manual can be found on the GMercyU student activities webpage or in the Student Activities and Leadership Programs Office. If you have questions, you are encouraged to visit the Office of Student Activities and Leadership Programs, which is located on the second floor of the Waldron Student Center.

**Student Government Association**
The Student Government Association (SGA) is the voice of the student body. The Office of Student Activities and Leadership Programs encourages student clubs/organizations to be associated with SGA. SGA sees their mission as one in which they must provide services for the University, the students it represents, and the local communities, by using their creativity, integrity, honesty, and enthusiasm. SGA expresses student opinion and works with faculty and administration, explores and attempts to resolve student issues, and encourages student engagement through communication and active participation among all student groups.

**Student Activities Committee**
The Student Activities Committee (S@C) serves as the University’s student programming board. S@C organizes and provides a variety of entertaining and enriching activities, programs and events for the entire student body. S@C members are trained in all aspects of event planning, organization, implementation and evaluation…lifelong skills that will serve them well in future professional endeavors.

**The Griffin Leadership Institute**
Gwynedd Mercy University is committed to the development of graduates who will be effective leaders who are compassionate toward those in need, and who are compelled to act within the spirit of social responsibility. The Griffin Leadership Institute seeks to inspire and empower students who are “Committed to Serve-Learning to Lead.”

The Institute is a comprehensive program with three levels of certification available to GMercyU students:
- Emerging Leaders Certification-Directed to both current and incoming students, the Emerging Leaders Certification provides
a foundation in leadership and the skills necessary to apply leadership in a socially conscious university environment.

- Evolving Leader Certification—This program is directed specifically at student leaders who want to be effective within their clubs and organizations. Emphasis is given toward how students can organize groups to be successful and sustainable.

- Exceptional Leader Certification—Intended for GMercyU students with previous leadership knowledge and certification, the Exceptional Leaders program brings one's university leadership experience into the context of both one's career and that of society. Exceptional Leaders will explore Leadership issues connected to both Service and Social Responsibility and are matched with professional mentors within the student’s chosen profession.

**Director of Student Activities and Leadership Programs** – *Waldron Student Center, 2nd Floor*
Rouseline Emmanuel-Frenel, Ed.D
phone: 215-641-5565, ext. 21565 on campus
emmanuel.r@gmercyu.edu

**Associate Director for Leadership Programs**
Alexandra Jabara-Johnston
phone: 215-641-7300, ext. 21458
jabara.a@gmercyu.edu

**Assistant Director for New Student Orientation and Student Activities**
Danielle Davis
phone: 215-641-7300, ext. 21716
davis.d@gmercyu.edu

**Coordinator for Student Activities and Leadership Programs**
Alicia Scott
phone: 215-646-7300, ext. 21459 on campus
scott.alicia@gmercyu.edu

**Waldron Student Center, 2nd floor**

**Student Clubs and Organizations**
To reach any of these extensions from an off-campus location, first dial 215-646-7300.
Best Buddies ext. 21160
Black Student Union ext. 21322
Business Club ext. 21289
Campus Ministry ext. 21590
Dance Team ext. 21510
Gwynedd Mercy Association for the Education of Young Children (GMAEYC) ext. 21164
Griffin Ambassadors ext. 21510
Investment Club ext. 21430
Orientation Leaders ext. 21716
Philosophy Society ext. 21114
P&SSA (Psychology and Social Service Association) ext. 21254
RHA (Residence Hall Association) ext. 21173
Special Education Club (Council for Exceptional Children) ext. 21160
SAAC (Student Athlete Advisory Committee) ext. 21533
SAC (Student Activities Committee) ext. 21458
SAS (Student Association of Sciences) ext. 21110
SGA (Student Government Association) ext. 21565
SNAP (Student Nurses’ Association of Pennsylvania) ext. 21411
SOTA (Student Occupational Therapy Association) ext. 21659
Voices of Gwynedd ext. 21144
Zero Waste ext. 21592

**Student Membership on Committees**
Student participation and shared responsibility for the welfare of the University are promoted through a structure of committees. According to their by-laws, the following university committees include student representation:

**Alumni Relations**
Student participation and shared responsibility for the welfare of the University’s alumni programming and events are promoted
through student involvement with the alumni office. Students (who are also alumni-in-training) are encouraged to participate in all available alumni committees. Please visit Gianna Quinn, Director of Alumni Relations, on the second floor of Assumption Hall, call ext. 21554 on campus 215-641-5554 from an outside line), or e-mail quinn.g@gmercyu.edu to become more involved in the alumni relations effort.

**Accessibility Awareness Committee**
Is charged with identifying barriers to accessibility that prohibit persons with disabilities from experiencing equal access to opportunities at Gwynedd Mercy University. In addition, the committee of staff and students make recommendations to the Office of the President regarding improvements that can be made to the campus environment. Student Members: two full-time students

**Educational Planning Committee**
Studies curricular requirements and makes recommendations for additional programs and/or changes in the curriculum. Student Members: two full-time students

**Faculty/Student Committee**
Promotes interpersonal relationships between faculty and students, annually reviews the University calendar, selects recipient of Catherine McAuley Award and the Outstanding Student Leader Award. Student Members: two class officers and the President of Student Government

**Financial Aid Committee**
Determines Gwynedd Mercy University’s policy regarding student financial aid programs. Student Members: two full-time students

**Library Committee**
Considers library policies and procedures. Serves as a consulting/advising group to the library staff. Student Members: two full-time students

**Mission and Values Committee**
Promotes the integration of the mission and values of Gwynedd Mercy University in all areas of the campus culture. Student Members: two students will serve for a one-year term (can be appointed for a second term).

For information concerning membership on committees, contact the office of the Vice President for Student Services and Dean of Students at ext. 21556, The Griffin Complex.

**Honor Societies:**
- Alpha Eta
- Alpha Kappa Delta
- Alpha Phi Sigma
- Alpha Sigma Lambda
- Iota Kappa Chapter, Sigma Theta Tau
- Kappa Delta Pi
- Kappa Gamma Pi
- Lambda Beta
- Lambda Iota Tau
- Lambda Nu
- Phi Alpha Theta
- Psi Chi
- Sigma Beta Delta
- Sigma Phi Sigma
- Sigma Zeta

**Student Annual Traditions:**

**Fall**
- Mercy Week
- Homecoming Weekend
- Griffin Madness
- Thanksgiving Dinner
- Finals Breakfast
- Donut Days

**Spring**
- Spring Fling
- Donut Days
UNIVERSITY POLICIES

Affirmative Action Statement
Gwynedd Mercy University does not discriminate against any applicant for admission to or employment at the University because of race, religion, age, gender, sexual orientation, gender identity, national origin, disability, color, marital status, veteran status, genetic characteristics, or any other characteristic protected by federal, state or local law (“Protected Classes”).

Alcohol and Other Drug Policy and Procedures
“In accordance with the mission of the University, the Student Services Division will provide quality programs and services for our students, and advocate for resources and facilities that enhance their experience as a student. We are committed to the creation of a safe environment where a holistic approach to student development is supported. Therefore, our programs will foster the academic, spiritual, physical, and emotional development of our students. Through collaboration with the University community, we seek to provide a foundation for students that enable them to become active, engaged citizens.”

Flowing from this mission is our commitment to address issues related to chemical use and abuse in ways that will enable students, faculty members, or staff members afflicted with chemical dependency or its effects to receive the help they need to be restored to health and dignity. We are committed to promoting standards of healthy living both through educational processes and maintenance of a climate conducive to personal growth and development in all areas of living. We recognize addiction as a disease which must be handled with both competence and compassion.

Gwynedd Mercy University conforms to Pennsylvania state law in its policies. Gwynedd Mercy University expects all students to adhere to all federal, state or local laws regarding the unlawful possession, use or distribution of alcohol, drugs, and illegal substances. The University is required by law to inform students of the sanctions which may be imposed on them for violations of those laws. In addition, Gwynedd Mercy University is required to inform students of the standards of conduct, university penalties, health risks, and counseling options as they pertain to substance abuse.

Local, State and Federal Law

Drugs or Narcotics
State and federal law forbids the possession or consumption of illegal drugs or narcotics. Federal, and state law forbids the possession of illegal drugs or narcotics, such as cocaine, barbiturates, hallucinogens or other illegal, addictive substances. The sale, use, possession or manufacture of such illegal substances is strictly forbidden on campus. The sale, use or possession of drug paraphernalia such as rolling papers, bongs, pipes, vaporizers, vape pens, CBD oil and the like are also forbidden on campus. Additionally, the use of medical marijuana in any form is strictly prohibited on campus. Students with a prescription for medical marijuana must be off campus property to administer the drug. Infraction of these laws constitutes a major violation of campus policy.

A violation of Pennsylvania’s Controlled Substance, Drug Device, and Cosmetic Act calls for widely varying penalties depending on the nature of the offense (e.g. sale versus possession), the type of drug involved, the quantity of drugs involved and whether the individual’s offense is a first, second, third or subsequent offense. A violation of the several federal statutes governing the sale and possession of drugs also calls for widely varying penalties.

Alcoholic Beverages
Pennsylvania law states:

“Under Pennsylvania law, a person commits a summary offense if [they], being under 21 years of age, attempts to purchase, consume, possesses or knowingly and intentionally transport any liquor or malt or brewed beverage. A person convicted of violating PA law in this regard will have [their] operating privileges suspended by the PA Department of Transportation. The duration of suspension depends on whether the offense is a first, second, or third or greater offense. In addition to this penalty, a person convicted of violating PA law in this regard may also be sentenced to pay a fine of not more than $500 for the second and each subsequent violation. It is unlawful for knowingly to represent to any person that a minor is of full age for the purpose of inducing that other person to sell or furnish any alcoholic beverages to that minor.

It is unlawful to hire or request any minor to purchase any alcoholic beverage from a duly licensed dealer. It is unlawful to intentionally manufacture or alter or secure an identification card that falsely represents the identity or birth or age of another person and it is unlawful to possess an identification card falsely identifying yourself by name, date of birth or photograph as being 21 years of age or older, or to obtain or attempt to obtain alcoholic beverages by using the identification card of another person.”

Definitions

Intoxication and/or drunk and disorderly conduct: A person who, having consumed alcoholic beverages regardless of age, experiences a loss of the normal use of their mental and/or physical faculties. This includes (but is not limited to) incomprehensible speech, loss of motor coordination, aggression, abusive behavior, or loss of consciousness.
Open Container on University Grounds: Possession of an open container with alcohol is prohibited in all areas of campus including University grounds except at University approved functions. Students found in violation of this policy regardless of their age, will be required by agents of the University to dispose of the alcohol and may be subject to disciplinary consequences.

Alcohol/Drug/Mood Altering Substance: Alcohol, drugs, narcotics and/or other health endangering compounds which include but are not limited to: alcohol, alcoholic beverages, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD and other hallucinogens, glue solvent-containing substances, “look-alike” drugs, and all controlled substances identified in the following laws:

- The Controlled Substance Drug, Device and Cosmetic Act of April 14 1972 [P.L. 233, No.64] and Amendments

University Jurisdiction: University premises or any university-sponsored activity.

Constructively Possess: Knowingly to have joint control and access with other persons to any alcohol, drug or mood altering illegal substance.

Drug Paraphernalia: All equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the law.

Possession: To hold or to have an illegal substance on your person or property without attempting to distribute.

University Policy

In alignment with our Catholic and Mercy identity, Gwynedd Mercy University promotes the educational mission of developing students’ intellectual, moral and spiritual lives as they prepare for active roles in personal and professional service to society. As such, we expect our students to demonstrate a level of behavior and personal deportment consistent with those educational objectives. The University seeks to encourage a social life that is guided by the care and concern for each individual and the welfare of other students. Gwynedd Mercy University expects all students to adhere to local, state and federal laws regarding the possession, use or distribution of alcohol, drugs and illegal substances. The following university policies have been developed to promote these ideals.

Drugs
Consistent with local, state and federal law, the sale, use, possession, manufacture or distribution of illegal drugs or drug-related paraphernalia, including the misuse and/or unauthorized possession and/or distribution of prescribed drugs is strictly forbidden both on and off campus. Infraction of these laws constitutes a violation of the Code of Student Conduct and shall be addressed through the University’s student conduct process.

Alcohol
The legal age to purchase, possess and/or consume alcoholic beverages in the Commonwealth of Pennsylvania is 21 years. Gwynedd Mercy University supports all local, state and federal laws relating to the use of alcoholic beverages and strictly enforces these laws both on and off campus. The University seeks to develop good habits and responsible behavior around alcohol use while allowing for moderate and appropriate drinking within the guidelines provided herein. The following policies will be adhered to regarding the use of alcohol on campus:

Individuals Under the Legal Age of 21 Years:
- May not possess, consume, transport or be in the presence of alcohol;
- May not allow people who are of legal drinking age to consume alcohol in their room, suite or apartment;
- May not possess paraphernalia associated with the rapid ingestion of alcohol and/or drinking games, e.g., funnels and beer pong tables;
- May not possess or display alcohol signs or empty alcoholic beverage containers.

Individuals 21 Years and Older:
- May possess moderate amounts of alcohol for personal consumption inside their personal room or within a suite or apartment where all occupants are of legal drinking age;
  - Moderate amounts of alcohol are defined as one six-pack of beer or wine coolers (i.e. Seagrams, Mike’s Hard Lemonade, Hard Cider), one 375 ml bottle of hard liquor or one 750 ml bottle of wine;
  - Students may not possess or consume liquor in excess of 100 proof, grain alcohol, or possess/consume caffeinated alcoholic energy drinks (including but not limited to: Four Loko, Sparks, Joose, Spylles, 24/7, or Torke);
- May not possess paraphernalia associated with the rapid ingestion of alcohol and or drinking games, e.g., including but not limited to funnels and beer pong tables;
- May not possess kegs of any size, or similar bulk or common source containers used for mass consumption of alcohol;
- May not possess or consume alcoholic beverages in public areas including but not limited to hallways, lounges, stairwells, classrooms, restrooms or anywhere on university grounds including parking lots unless within the confines of a university sponsored event that has been approved by the Vice President for Student Services and Dean of Students;
- May not provide alcoholic beverages to any person younger than 21 years of age;
- Must dispose of empty alcohol containers in a responsible manner;
- An individual student’s privilege to possess alcohol may be terminated or suspended at any time based upon violation of these policies, violation of law, misuse of alcohol, or other failure to prove responsible use. The University reserves the right to determine the responsible use of alcohol in all circumstances.

**Not Permitted Regardless of Age**

- Public intoxication as indicated by appearance or behavior such as slurred speech, unstable walk, unconsciousness, alcohol on breath, vomiting, disorderliness or offensive behavior resulting from alcohol use;
- Alcohol brought onto campus by off-campus guests and commuters;
- Alcohol use in university-owned or contracted vehicles;
- Possession or consuming of alcoholic beverages in public areas including but not limited to hallways, lounges, stairwells, classrooms, restrooms or anywhere on university grounds including parking lots is prohibited unless within the confines of a university sponsored event that has been approved by the Vice President for Student Services and Dean of Students. (Note that any door of a room containing alcohol that is left open is considered a public space).

**Residence Hall Policies**

Residents and guests acknowledge that they are part of a living and learning community and are therefore subject to all University and Residence Life policies. For the purpose of this policy, a guest is defined as anyone who does not reside within the legally aged student’s personal room. Consistent with safe hosting practices, the University has the expectation that students hosting others of legal drinking age will make available to guests non-alcoholic beverages and food items. Students who are of legal age and who wish to possess and consume alcoholic beverages within their room are required to meet the following conditions:

- Completion of a one-time educational program on safe and legal possession and consumption of alcoholic beverages;
- Compliance with all policies listed for individuals 21 and older;
- The total amount of alcohol in a student’s room, suite or apartment may not exceed the total amount permitted for each resident aged 21 or older. All alcohol must be stored in an enclosed area.
- The presence of alcohol within common areas of rooms, suites or apartments is prohibited unless all occupants are of legal drinking age. Common areas are defined as any space within a room, suite or apartment that is shared for occupants and guests who may not be of legal drinking age;
- Students who are of legal drinking age and who share a suite or apartment with anyone under the legal drinking age, must consume alcohol within the privacy of their room and must store all alcohol within the confines of their private room.
- A gathering of students where alcohol is present and being consumed cannot consist of more than double the occupancy of that specific room, suite or apartment (including the residents of that area) and all guests present must possess State IDs specifying proof of age. No guest under 21 years of age is permitted at gatherings where alcohol is present.
- Social Hosting:
  - The residents in whose room, suite or apartment alcohol is being consumed are responsible for the behavior of their guests and may be held accountable for any policy violations. Guests will also be held accountable for their behavior and any policy violations.
  - It is the responsibility of the residents to verify the age of any person consuming an alcoholic beverage and ensure that minors do not consume and are not in the presence of alcohol.
  - Residents are responsible for ensuring that of-age guests do not leave the room, suite or apartment with an open container of alcohol and that guests do not become intoxicated and/or disorderly.
  - Students found responsible for violating hosting policies may be subject to disciplinary sanctions.
- A gathering of students may be terminated at any time if University officials determine the gathering a threat to the health and/or safety of the community, is a disruption to the community, or is in violation of any university policies.

**Use of Alcohol at Special Events**

Allowances are made for special events for those 21 or older who receive permission from the Vice President for Student Services and Dean of Students and who follow these guidelines:

- No event may include the sale of alcoholic beverages;
- Individuals sponsoring an event must implement precautionary measures to ensure that alcoholic beverages are not accessible to or served to persons under the legal drinking age or to persons who appear intoxicated. Serving alcoholic
beverages to a minor, or to a visibly intoxicated person, potentially exposes the event’s individual sponsors and the University to civil penalties as well as criminal penalties;

- At social functions where alcoholic beverages are provided by the sponsoring organization, direct access should be limited to a person(s) designated as the server(s);
- Consumption of alcoholic beverages is permitted only within the approved area designated for the event;
- Nonalcoholic beverages must be available as prominently as the alcoholic beverages;
- Reasonable portion of the budget for the event shall be designated for the purchase of food items;
- No social event shall include any form of “drinking contest” in its activities or promotion;
- Advertisements for any university event where alcoholic beverages are served shall mention the availability of non-alcoholic beverages as prominently as alcohol. Alcohol will not be used as an inducement to participate in a campus event;
- Promotional materials including advertising for any university event shall not make reference to the amount of alcoholic beverages (such as the number of beer kegs) available;
- Institutionally approved security personnel shall be present at all time during the event;
- Alcoholic beverages may not be sold or consumed at any athletic event sponsored by the University.

Note: To request to hold an event that includes serving alcohol, the requisite application must be completed. Forms are available in the Office of Student Services and Campus Life.

Information and Health Risks Associated with Alcohol

General Information

- Alcohol is a depressant, which means it slows the function of the central nervous system.
- Alcohol affects your brain. This means it results in loss of coordination, poor judgment, slowed reflexes, distorted vision, memory lapses, and even blackouts.
- Alcohol affects your body. Since it is absorbed into the bloodstream, every organ is affected which may increase the risk of life-threatening diseases, including cancer.
- The liver can only effectively process one (1) drink per hour.

Standard Alcoholic Drink

Beer, wine, hard liquor (distilled spirits) all contain alcohol. The following common alcoholic drinks contain equal amounts of alcohol and are often referred to as a drink or a standard drink:

- One mixed drink containing 1.5 fl oz (44 mL) of 80-proof hard liquor, such as gin, whiskey, or rum.
- One 5 fl oz (148 mL) glass of wine.
- One 12 fl oz (355 mL) bottle of beer or wine cooler.

Proof is the amount of alcohol in hard liquor or distilled spirits. The percentage of pure alcohol in the hard liquor is usually one-half the proof. For example, a 100-proof liquor is about 50% pure alcohol. Thus, the higher the proof, the more pure alcohol the hard liquor contains.

Blood Alcohol Content

Your BAC (Blood Alcohol Content) is the percentage of your blood volume that is alcohol. The more you drink, the more your BAC increases. As BAC increases, alcohol’s effects become less pleasant and more dangerous. The rate at which a person’s BAC rises varies depending on:
• The number of drinks consumed (The more consumed, the higher the BAC)
• How quickly drinks are consumed (Alcohol consumed more quickly raises the BAC higher than when drinks are consumed over a longer period of time)
• Your gender (Women generally have less water weight and more body fat per pound than men. Because alcohol doesn’t go into fat cells as easily, more alcohol remains in a women’s body.)
• Your weight (More weight = more water; water dilutes alcohol and lowers the BAC)
• Food in your stomach (Food slows down alcohol absorption. What’s the best to eat? Protein! It takes the longest to digest)

**Binge Drinking**
Binge drinking is a pattern of excessive alcohol use that increases a person’s blood alcohol content very rapidly. This typically happens when men consume 5 or more drinks, and when women consume 4 or more drinks, in about 2 hours.
• About 90% of the alcohol consumed by U.S. youth under the age of 21 is in the form of bingeing.

Binge drinking is associated with many health problems, including but not limited to:
• Unintentional injuries (e.g. car crashes, falls, burns, drowning)
• Intentional injuries (e.g. firearm injuries, sexual assault, domestic violence)
• Alcohol poisoning
• Unsafe sex and sexually transmitted diseases
• Unintended pregnancy
• Sexual dysfunction
• High blood pressure, stroke, and other cardiovascular diseases
• Liver disease
• Neurological damage

**Safe Strategies**
• Choose not to drink or wait until you are 21
• Choose to spend less time with friends who tend to drink more than you like
• Decide not to attend social events where heavy drinking/drug use will occur
• Identify healthy ways to reduce stress
• Identify ways to be more comfortable in social situations without using alcohol/other drugs
• Use the buddy system and watch out for each other
• Avoid drinking games
• Avoid pre-gamming
• Drink slowly / Space drinks over time
• Eat before and while you are drinking
• Alternate alcoholic and nonalcoholic drinks
• Be assertive and clear about choices
• Be prepared with reasons to not drink or stop drinking beyond a point
• Share goals with friends
• Never leave a drink unattended
• Have a designated driver

**Alcohol Related Sexual Assault**
The model below focuses on the most common type of sexual assault that occurs between men and women who know each other and are engaged in social interaction prior to the assault, the prototypic university sexual assault situation. For more information: Alcohol-Related Sexual Assault: A Common Problem among university Students (Abbey, 2002)
The Facts

- 50 – 70% of all sexual assaults involve alcohol
- Sexually aggressive experiences include: threats for sex against their will, sexual touching against their will, and attempted and completed sexual penetration against their will
- 85% of rapes on college campuses are committed by an acquaintance
- 71% of rapes were planned in advance – it is therefore not solely an uncontrollable, impulsive act of sexual gratification
- The fact that alcohol consumption may increase likelihood of experiencing sexual assault DOES NOT make the survivor responsible for the perpetrator’s behavior
- People who commit crimes while under the influence of alcohol or drugs are not considered free from guilt
- The fact that a person didn’t “fight back” during an assault does not mean that he/she wasn’t really raped
- Women don’t incite men to rape – it is the responsibility of the rapist alone (no means no, no matter what the circumstances)
- Assuming that women provoke attacks by who they are or the way they dress is victim-blaming
- A person who has been assaulted will not necessarily be “hysterical,” survivors exhibit a spectrum of emotional responses including, but not limited to, hysteria, calm, laughter, anger, apathy, shock. Each person copes with the trauma of assault in a different way and that must be respected

Information and Health Risks Associated with Other Drug Use

Marijuana
Tetrahydrocannabinol (THC) is the mind-altering ingredient in marijuana. The typical amount of THC in marijuana ranges from 5% to 8% which is much more potent than it was a few decades ago. Marijuana smoke contains more than 400 chemicals and many are known carcinogens and some are the same found in tobacco. Since marijuana smokers tend to inhale deeply and hold their breath longer than cigarette smokers, their lungs are exposed to even more smoke.

Short-term effects include:
- Delusions, increased appetite, increased heart rate, bloodshot eyes, dry mouth and throat, loss of short-term memory, dizziness, altered sense of time, impaired judgment, mood swings, inability to concentrate, loss of coordination, and loss of depth perception.

Long-term effects include:
- Risk of brain damage, mental depression, reduced immunity to infections, impaired memory and ability to learn, hallucinations and paranoia, chronic lung disease, heart disease, increased risk of lung cancer, irregular ovulation in females, and decreased sperm count in males.

Heroin
Even a single dose of heroin can start a person on the road to addiction.

Short-term effects include:
- Depressed respiration, clouded mental functioning, nausea and vomiting, sedation, drowsiness, hypothermia, coma or death (due to overdose).

Long-term effects include:
- Bad teeth, inflammation of the gums, constipation, cold sweats, itching, weakening of the immune system, coma, respiratory illnesses, paralysis, reduced sexual capacity and long-term impotence in men, menstrual disturbance in women, inability to achieve orgasm (men and women), loss of memory and intellectual performance, introversion, depression, pustules on the face, loss of appetite, insomnia.

Prescription Drugs
Prescription drugs that are taken for recreational use include the following major categories:

Depressants: Often referred to as central nervous system (brain and spinal cord) depressants, these drugs slow brain function. They include sedatives (used to make a person calm and drowsy) and tranquilizers (intended to reduce tension or anxiety). Some drugs in this category (Zyprexa, Seroquel, and Haldol) are known as “antipsychotics;” some drugs (Xanax, Klonopin, Halcion, and Librium) are referred to as benzodiazepines (“benzos”); and some drugs (Amytal, Nembutal, and Seconal) are classed as barbiturates (sleeping pills).

Short-term effects include: Slow brain function, lowered blood pressure, confusion, dizziness, fever, visual disturbances, disorientation, lack of coordination, difficult or inability to urinate, slowed pulse and breathing, poor concentration, fatigue, slurred speech, sluggishness, dilated pupils, depression, and addiction. Higher doses can cause impairment of memory, judgment, and coordination, irritability, paranoia, and suicidal thoughts. In addition, some people can experience the opposite of the intended effect, such as agitation or aggression.

Long-term effects include: Rapid development of tolerance, depression, chronic fatigue, breathing difficulties, sexual
problems, sleep problems, and increases the risks of high blood sugar, diabetes, weight gain, and withdrawal systems such as insomnia, weakness, and nausea if use is reduced or stopped. As a dependency on the drug increases, cravings, anxiety, or panic are common if the user is unable to get more.

**Opioids and morphine derivatives:** Generally referred to as painkillers, these drugs contain opium or opium-life substances and are used to relieve pain. Some well-known brand names are OxyContin, Demerol, Tylenol with Codeine, and Dilaudid.

**Short-term effects include:** Drowsiness, slowed breathing, constipation, unconsciousness, nausea, and coma.

**Long-term effects include:** Dependence, addiction, tolerance, and withdrawal system such as restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, and cold flashes if use is reduced or stopped.

**Stimulants:** A class of drugs intended to increase energy and alertness but which also increases blood pressure, heart rate, and breathing. Some well-known brand names are Ritalin, Concerta, Biphetamine, and Dexedrine.

**Short-term effects include:** Exhaustion, apathy, and depression. It is the immediate and lasting exhaustion that quickly leads the stimulant user to want the drug again and soon they are not trying to get “high” but rather trying to get “well” – to feel any energy at all.

**Long-term effects include:** Addiction, hostility, paranoia, high body temperatures, and irregular heartbeat.

**Antidepressants:** Psychiatric drugs that are supposed to manage depression. Some well-known brand names are Prozac, Paxil, Celexa, Zoloft, Effexor, and Remeron.

**Short-term and long-term effects:** Insomnia, irritability, nervousness and anxiety, violent thoughts and actions, agitation, suicidal thoughts or suicide, tremors, hostility, sweating, irregular heartbeat, aggression, criminal behavior, confusion and incoherent thoughts, paranoia, hallucinations, psychosis, akathisia.

**Resources**

At Gwynedd Mercy University, our alcohol and other drug services program is based on a model of care focused on prevention, early intervention and education. We offer a holistic approach to health and well-being that is grounded in current research with evidenced-based health and mental health interventions. Incorporating R.A.I.S.E (Reducing Alcohol Incidents through Student Education) into our program supports our efforts to foster a healthy social and residential environment through education and programs. Additionally, R.A.I.S.E. seeks to correct the misperceptions of alcohol use on college campuses, mainly through a frequent social norms campaign.

Our AOD/R.A.I.S.E. Counselor provides a range of services for the University community that includes: social norming information, outreach, assessment, education and referrals to community providers. The services provided are conducted on a voluntary basis or may be required as part of the judicial process. All university services are offered at no additional charge to students. However, you may incur a cost if evaluations and/or treatment are required to be received by a community-based provider.

Counselor/AOD Coordinator

Jesse Kunwar, MA, LPC, NCC
kunwar.j@gmercyu.edu
215-646-7300 or campus ext. 21395

Additional information and resources for students can be found on the GMercyU website at:

https://www.gmercyu.edu/student-life/campus-resources/counseling-services/alcohol-drug-services

**Range of Sanctions**

Gwynedd Mercy University considers certain violations of its code as particularly egregious in nature and seriously detrimental to the health and safety of its community. The table below outlines the range of sanctions that may be imposed upon students who are found responsible for violating specific provisions of the Gwynedd Mercy University Student Code of Conduct, and may not be the only sanctions issued. Each student will be sanctioned individually according to the circumstances of their violation. These sanctions are aligned with the behavioral expectations of our Community. **Complacency surrounding alcohol, drugs, violence, or any form of injustice will not be tolerated on this campus.** This is the overarching rationale for Gwynedd Mercy University’s assurance to be a safe and healthy campus learning environment, one that both challenges and inspires students to be academically and personally successful.
<table>
<thead>
<tr>
<th>Student Code of Conduct Violation</th>
<th>First Time Offender (Recommended Range of Sanctions – All may not be applied and others may be added)</th>
<th>Second Time Offender (Recommended Range of Sanctions – All may not be applied and others may be added)</th>
<th>Third Time Offender (Recommended Range of Sanctions – All may not be applied and others may be added)</th>
</tr>
</thead>
</table>
| Alcohol Policy Violation         | 1. Educational task or service project  
2. Parental notification for students under 21 years of age  
3. Alcohol EDU for Sanctions course  
4. Possible restriction from residence halls (for commuter students) | 1. Fine: $100.00  
2. Disciplinary probation for a minimum of one semester (residents)  
3. Disciplinary probation for a minimum of one semester (commuters)  
4. Referral to the Alcohol and Other Drug Counselor for assessment and completion of educational sessions  
5. Educational task or service project  
6. Parental notification for students under 21 years of age | 1. Fine: $200.00  
2. Suspension/expulsion from residence halls (residents)  
3. Disciplinary probation for a minimum of one year (commuters)  
4. Referral to the Alcohol and Other Drug Counselor for assessment and completion of educational sessions  
5. Parental notification for students under 21 years of age |
| Drug Policy Violation            | 1. Disciplinary probation for minimum one semester  
2. Parental notification for students under 21 years of age  
3. Suspension from residence halls (residents) or permanent suspension of residence hall visitation privileges (commuters)  
4. Referral to the Alcohol and Other Drug Counselor for assessment and completion of educational sessions | 1. University suspension or expulsion  
2. Restriction from University property during the suspension period or, if expulsion, permanent restriction from University property | 1. University suspension or expulsion  
2. Restriction from University property during the suspension period or, if expulsion, permanent restriction from University property |
| Illicit Drugs (Sale or Manufacture of) | 1. University expulsion  
2. Permanent restriction from University property | 1. University expulsion  
2. Permanent restriction from University property | 1. University expulsion  
2. Permanent restriction from University property |

**Americans with Disabilities Act**

Recognizing the diversity of our student population and the challenges and needs they bring to their educational enterprise, Gwynedd Mercy University, within the bounds of its resources, provides reasonable accommodations to allow all students accepted into a program of study, equal opportunity to effectively reach their academic and personal goals. Requests for specific accommodations will be processed on an individual basis through the Counselor/Coordinator of Disability Services. At the time of acceptance (or anytime thereafter) a request can be made in writing to the Counselor/Coordinator of Disability Services allowing sufficient time for administrative processing.

To be eligible for accommodations or support services, students are required to provide current (within three years) documentation from a qualified professional, depending on the nature of the disability. Specific requirements to accommodate a disability and forms can be obtained in the Office of Student Services and Campus Life in The Griffin Complex.

For more information regarding accommodations, please refer to Student Accessibility Services.
Code of Student Conduct

Preamble

Student Membership in the Academic Community
Gwynedd Mercy University operates as a learning community under specific and explicit norms of behavior. These standards have as their purpose the desire to maintain respect for the rights of individuals, respect for freedom of thought and expression and fair and equitable treatment of all. The following Code of Student Conduct (the Code) was established to support these goals. These standards are to be followed at all University functions on or off campus.

In general, each standard is intended to bring benefit to others and to confront those behaviors that may cause physical or psychological harm to another. The standards assume that individual members of the Gwynedd Mercy University community value loyalty, truthfulness and contractual fidelity.

The student conduct process at Gwynedd Mercy University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with University policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with community expectations. When a student is unable to conform to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in the community.

Authority for the enforcement of University regulations and policy rests with the Vice President for Student Services and Dean of Students, who may designate as Administrative Hearing Officers other members of the University community.

Gwynedd Mercy University students are responsible for knowing the information, policies and procedures outlined in this document. The University reserves the right to make changes to this code as necessary, and once those changes are posted online they are in effect. Students are encouraged to check the Student Handbook for the updated versions of all policies and procedures.

ARTICLE I: DEFINITIONS

When used in this Code of Student Conduct:

1. The term Complainant means a person who files the initial report leading to the charge(s).

2. The term Respondent means any student alleged to have violated the Code.

3. The term Administrative Hearing Officer means an individual designated to hear both sides of a dispute or alleged violation and make a decision concerning the necessary and binding outcome.

4. The term Campus Hearing Board (Board) means any person or persons authorized by the Vice President for Student Services and Dean of Students to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a violation has been committed.

5. The term University means Gwynedd Mercy University.

6. The term University Official means any person employed by the University, performing assigned administrative, academic or professional responsibilities.

7. The term University Premises means all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the University (including adjacent streets and sidewalks) at all campus locations.

8. The term University Sponsored Event means any activity on or off campus, which is initiated, approved, funded, or supervised by the University.

9. The Vice President for Student Services and Dean of Students is designated by the Gwynedd Mercy University President to be responsible for the administration of the Code.

10. The term Faculty Member means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

11. The term Member of the University Community means any person who is a student, faculty member, University official or any other person employed by or volunteering services to the University.

12. The term Personal Advisor means any person asked by or assigned to the Respondent or Complainant to assist the student in the conduct process. The Personal Advisor is an inactive participant during Campus Hearing Board proceedings and may not directly address the Campus Hearing Board. The Personal Advisor may guide the student through the conduct process, help the student formulate questions, and help the student understand the Code. Students are not limited to faculty or university staff, for Personal Advisors and may choose an attorney as their Personal Advisor. Members of the complainant’s or respondent’s family will not be allowed to serve as the Personal Advisor.

13. The term Policy means the written regulations that pertain to student conduct as found in, but not limited to, the Code, the Student Handbook, the Guide to Residence Life, Graduate/Undergraduate Catalogs, and the Institution-Wide Policy Manual.
14. The term **Student** means all persons who are enrolled at the University, either full-time or part-time, including but not limited to:
   a. Persons who withdraw after allegedly violating the Code of Student Conduct;
   b. Persons who are not officially enrolled for a particular semester or accelerated non-term but who have a continuing relationship with the University;
   c. Persons who have been notified of their acceptance to the University;
   d. Persons participating in study abroad programs; or
   e. Persons who are enrolled online and at all locations of the University, including the Bensalem and Center City campuses.

15. The term **Student Organization** means any club or group that has complied with the formal requirements for University recognition/registration as determined by the Office of Student Activities and Leadership Programs.

16. The term **Witness** means a person who may have personal knowledge of the incident in question.

17. The term **will** is used in the imperative sense, not imparting a choice.

18. The term **may** is used in a permissive sense, imparting a choice.

19. The term **Preponderance of Evidence** means the standard of proof employed in the conduct process to determine if a student is responsible for violating the Code. This standard is satisfied if there is sufficient information to conclude that it is more likely than not that the alleged Code violation occurred.

**ARTICLE II: STUDENT CODE OVERSIGHT**

The Vice President for Student Services and Dean of Students or designee has the responsibility for maintaining and implementing the Code of Student Conduct, and shall be responsible for the administration of the conduct system and procedural rules for the management/administration of the Campus Hearing Board processes that are consistent with provisions in the Code.

Decisions made by the Campus Hearing Board and/or the Administrative Hearing Officer shall be final, pending the normal appeal process.

**ARTICLE III: PROSCRIBED CONDUCT**

**A. Jurisdiction of the University Code of Student Conduct**

The University Code of Student Conduct shall apply to conduct that occurs on University premises at all Gwynedd Mercy University campuses, at University sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its mission or objectives. Each student shall be responsible for their conduct from the time of acceptance to the University through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President for Student Services and Dean of Students or designee shall decide whether the Code shall be applied to conduct occurring off campus, on a case by case basis. The University Code of Student Conduct applies to guests of community members. Student hosts will be held accountable for the misconduct of their guests.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Vice President for Student Services and Dean of Students, the Office of Residence Life or to the Office of Public Safety.

**Off-Campus Behavior and Responsibility**

Students at Gwynedd Mercy University are members of both the University community and the communities surrounding the University. All members of the University community have the obligation to adhere to the policies of the University and laws of the federal, state and local jurisdictions.

The University’s practice is to hold students responsible for behavior off campus. Student behavior, both positive and negative, reflects upon the University. The University reserves the right to investigate, and if deemed appropriate, take disciplinary action on complaints received concerning off-campus student behavior from the police, neighbors, property owners, other students, faculty, staff, and the public at large. Students whose behavior off campus is contrary to public law and/or the Code will be subject to disciplinary sanctions.

All students must be aware of the following:
- The University may discipline students for incidents that occur off campus.
- The decisions of the University and Magistrate/Courts are independent and mutually exclusive.
- The University may discipline students in all cases where a citation or arrest takes place.
• The University will not delay issuing a decision in a case because of a pending case before the Magistrate or Courts.

**Complaints Against Student Groups**

Members of recognized and unrecognized student organizations, groups and teams may be charged as an organization and/or individually with violations of the Code. The organization/group/team will be represented by the organization’s president, captain or identified student spokesperson at any disciplinary hearing.

**Complaints Against Non-Students**

Persons who are not students, but who violate Federal, State or local laws, or University policies while on campus or at campus sponsored events, may be subject to arrest or may have their campus visitation privileges immediately and permanently revoked. University officials may file criminal charges against guests or other visitors who violate laws while on campus. Campus hosts will be held responsible for their guests’ behavior.

**B. Standards of Student Conduct**

To support the mission of the University and the academic goals of all students, the University community upholds the following standards of conduct:

1. Respect and equitable treatment for all individuals
2. Social responsibility and moral behavior
3. Respect for lawful authority

Conduct systems and procedures are substantially secondary to the use of example, guidance, counseling and admonition in the development of responsible student conduct. When these preferred means fail to resolve problems of student conduct, procedural safeguards allow for the imposition of appropriate sanctions while protecting the student from unfair imposition of serious penalties. Separable violations may result in either expulsion or suspension from the University, but lesser sanctions will be considered whenever appropriate. Non-separable violations cannot, standing alone, result in expulsion or suspension from the University, unless the student has a history of previous violations of the Code of Student Conduct.

The Code of Student Conduct permits any member of the University community (student, faculty, administrator or staff) to register a written complaint against a student/student organization with the office of the Vice President for Student Services and Dean of Students. If the complaint warrants adjudication, the options will be discussed with the referred student/student organization mentioned in the complaint.

Any student found to have committed or to have attempted to commit the following violations is subject to the disciplinary sanctions outlined in Article IV:

**Separable Violations**

(Below referenced policies are located in the Student Handbook or the Institution Wide Policy Manual. To access the Manual, make sure you are logged into the portal, navigate to the “gMercyU Communities” tab, and select “Institution Wide Policy Manual” from the drop down menu. You can then click on the “Quick View of Student-Specific Policies” folder to view specific policies).

1. Violation of any local, State or Federal law on or off University property, classified as felonies, misdemeanors or citations.
2. Academic Integrity
   a. Separable violations of academic integrity are those that affect a significant portion of the course work and are often characterized by substantial premeditation or planning and clearly dishonest intent on the part of the student committing the violation. All Academic Integrity violations are adjudicated via the Office of the Vice President for Academic Affairs (VPAA).
3. Acts of Dishonesty
   a. Providing false or misleading information, verbally or in writing, to the University or University personnel. This includes, but is not limited to:
      i. Forgery, fraud (including payroll fraud), bribery, alteration, or misuse of University documents or records;
      ii. Providing false or misleading information during a disciplinary proceeding or investigation related to potential policy violations;
      iii. Representing oneself as another member of the University community;
      iv. Failure to identify oneself when requested by a member of the University faculty, administration or staff;
      v. Use of another person’s identity, password, identification number, University identification card or any other form of identification.
   b. Unauthorized possession, duplication or use of keys or ID cards to any University premises or unauthorized entry to or use of University facilities or premises.
   c. Theft of public or private property including receipt of stolen property.
   d. Assisting another student, individual or group through act or omission, in committing or attempting to commit a violation of this Code or any other written University policy.
4. Failure to comply with directions of University officials acting in performance of their duties.
5. Safety Violations
   a. Violation of campus safety regulations, including fire safety policies.
7. Physical Misconduct
   a. Deliberate destruction of, or damage to, misuse of, or abuse of public, private or University property, on or off campus.
   c. Violation of the Gwynedd Mercy University Hazing Policy (see page 57).
8. Violations of the Gwynedd Mercy University Sexual Misconduct policy, including sexual harassment, hostile environment caused by sexual harassment, sexual assault, domestic violence, dating violence, sexual exploitation, and stalking. Further information about the Gwynedd Mercy University Sexual Misconduct Policy is [here](#).
9. Harassment/Threatening Behavior/Bullying Violations
   a. Violation of the Gwynedd Mercy University Stalking/Harassment policy.
   b. Violation of the Gwynedd Mercy University Discrimination and Harassment Policy. These acts include any gesture, written, verbal or physical act, or any electronic communication that is perceived as being motivated by the actual or perceived characteristics of individuals or groups. Also included is any unauthorized use of electronic or other devices to make an audio or video recording of any person while on University premises without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures or videos of another person in a gym, locker room, residence hall room, classroom, or restroom.
10. Retaliation
    a. Retaliation is defined as taking adverse action against an individual making a complaint under the Code or against any person cooperating in the investigation of a complaint under the Code. Retaliation includes intimidation, threats, harassment, and other adverse action including adverse job action and adverse academic action against any such complainant or third party.
    b. It is a violation of the Code for any student to retaliate or allow retaliation in any manner against a member of the University community who, in good faith, reports a suspected violation of the Code to University officials or participates in any aspect of the conduct process relating to a suspected violation. This includes, but is not limited to, efforts to retaliate either directly or indirectly against an individual as well as direct or indirect retaliation against that individual’s family and friends. Retaliation based on the outcome of the conduct process is also prohibited.
11. Abuse of the Student Conduct System, including but not limited to:
    a. Failure to obey the notice from an Administrative Hearing Officer or Campus Hearing Board, or failure to appear for a meeting or hearing as part of the student conduct system.
    b. Falsification, distortion, or misrepresentation of information before an Administrative Hearing Officer or Campus Hearing Board.
    c. Disruption or interference with the orderly proceedings of a conduct hearing or Campus Hearing Board proceeding.
    d. Attempting to discourage an individual’s proper participation in, or use of the student conduct system.
    e. Attempting to influence the impartiality of a member of the Campus Hearing Board prior to, and/or during the course of the Campus Hearing Board proceeding.
    f. Harassment (verbal or physical) and/or intimidation of a member of a Campus Hearing Board prior to, during, and/or after a student conduct proceeding.
    g. Failure to comply with the sanction(s) imposed under the Code.
    h. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

**Non-Separable Offenses**

(Below referenced policies are located in the Student Handbook or the Institution Wide Policy Manual. To access the Manual, make sure you are logged into the portal, navigate to the “GMercyU Communities” tab, and select “Institution Wide Policy Manual” from the drop down menu. You can then click on the “Quick View of Student-Specific Policies” folder to view specific policies).

1. Academic Integrity
   a. Non-separable violations of academic integrity are those that involve a relatively small fraction of the course work and may occur because of lack of experience or lack of understanding of the principles of academic integrity. Non-separable violations are often characterized by a relatively low degree of premeditation or planning and the absence of malicious intent. All Academic Integrity violations are adjudicated via the Office of the Vice President for Academic Affairs (VPAA).
2. Violation of Gwynedd Mercy University Motor Vehicle and Parking Policies
3. Residence Hall Violations
   a. Violation of Residence Life policies including the Room and Board contract
4. Unlawful obstruction or occupation of passageways, public areas, buildings or offices
5. Violation of the Gwynedd Mercy University Posting Policy
6. Violation of the Gwynedd Mercy University Gambling Policy
7. Alcohol and Other Drug Violations
   a. Violation of the Gwynedd Mercy University Alcohol and Other Drugs Policy
   b. Causing another person to become impaired without their knowledge by administering or employing drugs or other
ARTICLE IV: CODE OF STUDENT CONDUCT PROCEDURES

A. Implementing the Sexual Misconduct Policy

All matters involving allegations covered by the University’s Sexual Misconduct Policy will be handled by the Gwynedd Mercy University Title IX Office in a manner consistent with the requirements, accommodations, procedures, and processes outlined in the Gwynedd Mercy University Sexual Misconduct Policy. The Sexual Misconduct Policy is available here.

B. Implementing the Code of Conduct

Charges of misconduct or an investigation of misconduct must be filed in writing within a reasonable period following the alleged offense and forwarded to the office of the Vice President for Student Services and Dean of Students, or in the case of violations within the Residence Halls, to the Director of Housing and Residence Life or designee, who shall then serve as the Administrative Hearing Officer for the complaint. Forms on which complaints may be filed are available online at the Vice President for Student Services and Dean of Students webpage. Individuals may also go directly to the Student Services Office, the Office of Public Safety, or the Office of Residence Life to file a complaint. The complaint should include as much detail concerning the alleged violation as possible and include the specific reference to the part of the Code the complainant feels has been violated. Perceived criminal activity should be reported immediately to Public Safety, which will submit its report of a student violation to the Office of the Vice President for Student Services and Dean of Students.

The Vice President for Student Services and Dean of Students or Director of Housing and Residence Life, or designee, acting as the Administrative Hearing Officer, will notify the respondent in writing that a complaint has been filed against them. Following the notification to the respondent within a reasonable time, not to exceed ten (10) business days, the case will be officially heard by the Administrative Hearing Officer. The Administrative Hearing Officer will advise the respondent of the violation of the Code of Conduct, students’ rights and offer to hear the respondent’s statement. The Administrative Hearing Officer will investigate the charges and in absolute discretion, will then decide whether the alleged offense is substantial and serious enough to convene the Campus Hearing Board to hear the charge. For cases involving separable violations, the matter may be referred to the Campus Hearing Board.

1. Administrative Hearing: An alleged offense that would not be cause for student suspension or expulsion from the University would most likely be heard by the appropriate Administrative Hearing Officer. For violations within the residence halls, the Director of Housing and Residence Life or designee will serve as the Administrative Hearing Officer. The Vice President for Student Services and Dean of Students or designee will serve as the Administrative Hearing Officer for all violations occurring outside of the residence halls. The Director of Housing and Residence Life may at their discretion, for repeated or serious violations, confer with and may defer the case to the Vice President for Student Services and Dean of Students or designee, who will then serve as the Administrative Hearing Officer for the case.

   a. The Administrative Hearing Officer will review all materials, hear all information pertinent to the case from the respondent, the complainant and any witnesses brought forth, clarify issues raised, and render a confidential decision to the respondent in writing based upon information presented.

   b. If a respondent fails to appear for a scheduled hearing, the information and support of the charges shall be presented and considered in their absence. In addition, a decision of either “responsible” or “not responsible” may be rendered along with appropriate sanction(s), and the student waives their right to appeal any sanction that may be applied.

2. Campus Hearing Board Hearing: For an alleged offense where a student may be suspended or expelled from the University or upon the specific request of the respondent, the convening of the Campus Hearing Board (Board) may be warranted. If the alleged offense does warrant convening the Board, the Administrative Hearing Officer shall prepare and send to the Vice President for Student Services and Dean of Students the written specification of the charges against the respondent. This written specification must include:

   (1) A description of the acts of the respondent.
   (2) The particular section of the Code which has been violated.

   a. A closed hearing date will be chosen by the Vice President for Student Services and Dean of Students within a maximum of 10 business days. Maximum time limits for scheduling of a Board hearing may be extended at the discretion of the Vice President for Student Services and Dean of Students.
b. The Vice President for Student Services and Dean of Students shall notify the witnesses and members of the Board of the date and time of the hearing. In cases where more than one student is charged with an alleged violation, the Vice President for Student Services and Dean of Students will determine whether to hold one hearing for all respondents or a separate hearing for each respondent.

c. If a respondent fails to appear for a scheduled hearing, the information and support of the charges shall be presented and considered in their absence. In addition, a decision of either “responsible” or “not responsible” may be rendered along with appropriate sanction(s) and the student waives their right to appeal any sanction that may be applied.

3. Interim Suspension: In certain circumstances the Vice President for Student Services and Dean of Students or designee may impose a University or residence hall suspension prior to the scheduled student hearing.
   a. Interim suspension may be imposed: 1) to ensure the safety and well-being of members of the University community or preservation of University property; or 2) if the student poses an ongoing threat of disruption of or interference with the normal operations of the University.
   b. During the interim suspension, a student shall be denied access to the residence halls, and/or to the campus and/or all other University activities or privileges for which the student might be otherwise eligible, as the Vice President for Student Services and Dean of Students determines to be appropriate.

4. Right to Impose No Contact Orders: In certain circumstances the Vice President for Student Services and Dean of Students or designee may impose No Contact Orders between involved parties. In this instance a No Contact Order is not considered a sanction, but a measure to ensure the safety and well-being of involved parties.

C. Campus Hearing Board Procedures

The Vice President for Student Services and Dean of Students shall notify the witnesses and the members of the Board of the date and time of the hearing.

Personal Advisor

If the complainant or respondent wishes to be accompanied by a Personal Advisor, including but not limited to a faculty member, staff member or attorney, they shall notify the Vice President for Student Services and Dean of Students in writing at least three (3) days prior to the date of the hearing. The written notice shall contain the name, address and phone number of the Personal Advisor and their status. If the complainant or respondent fails to provide notification in the allotted amount of time, they forfeit the right to a Personal Advisor. The Personal Advisor may: 1) assist the student in the student conduct process; 2) help the student formulate questions; 3) help the student understand the Code; 4) attend the hearing as an inactive participant. During the hearing, the Personal Advisor may advise the complainant or respondent but may not question witnesses or address the Board. The University shall have the right at all times to have an attorney of its choice advise the Vice President for Student Services and Dean of Students at the hearing. The Personal Advisor cannot be a potential witness or party in the matter or in a related matter. If the complainant or respondent is unable to locate a personal advisor, one may be appointed by the Vice President for Student Services and Dean of Students.

Makeup of the Board

The Board is comprised of a pool of faculty, staff and students from the Gwynedd Mercy University community. The chair of the Board shall be chosen from the faculty/staff Board members every three (3) years.

The Board may be convened by the Vice President for Student Services and Dean of Students with a quorum of five (5) members, which must include at least three (3) faculty/staff members and at least two (2) students.

All members of the Board shall receive annual training at the beginning of the academic year prior to serving in their first hearing.

Hearing

1. The respondent shall have the following rights at the hearing:
   a. To have a Personal Advisor present during the entire length of the proceedings
   b. To question witnesses with the exception of the complainant
   c. To testify
   d. To present witnesses on their behalf
   e. To make a summation at the end of the testimony

2. The complainant shall have the following rights at the hearing:
   a. To have a Personal Advisor present during the entire length of the proceedings
   b. To question witnesses with the exception of the respondent
   c. To testify
   d. To present witnesses on their behalf
   e. To make a summation at the end of the testimony

3. Hearings shall be closed. The Board, the Vice President for Student Services and Dean of Students, the respondent, the complainant, and their Personal Advisors shall be permitted in the hearing room during the hearing. All witnesses shall remain outside the hearing room in a waiting area until called to testify.
4. Names of witnesses, as well as any documentary evidence, must be submitted to the Vice President and Dean of Students at least four (4) business days in advance of the hearing. Copies of witness lists and materials shall be made available to all relevant parties for viewing three (3) days prior to the hearing.

5. An audio recording of the proceedings shall be made at the hearing. This recording and any related hearing documents will be maintained in the electronic conduct system database at least seven (7) years from the time the respondent graduates or is terminated from the University. No other method of recording proceedings shall be permitted.

6. In cases where the respondent fails to attend a scheduled hearing, the Board may proceed with the hearing in their absence, make a final decision in the case, and recommend an appropriate sanction(s). Students who fail to attend a scheduled hearing waive their right to appeal any sanction that may be assigned.

7. All parties, including the respondent and complainant, will have equal opportunity to review preliminary information and to present evidence during the hearing.

8. If witnesses are unable to appear for a hearing, a written statement may be read into the record. Alternatively, the Board may choose to convene again when the witness is able to appear.

9. Witnesses will be granted anonymity when there is reason to believe that their physical or emotional health may be placed in jeopardy if their identity were revealed.

10. Respondents and complainants will not be allowed to interview or “cross-examine” each other personally. Both parties may ask the Campus Hearing Board to pose additional questions or inquire further into specific matters by submitting these requests in writing. All additional questions or inquiries must be submitted through the Vice President for Student Services and Dean of Students for review as to appropriateness and direct relevance to the case. If necessary, a brief recess may be granted to allow both parties an opportunity to prepare and submit such requests.

11. The procedure at the hearing shall be as follows:
   a. The Chair of the Board calls the hearing to order and explains the procedures to be used during the hearing.
   b. The written specifications of the charges are read to the respondent by the Chair of Board.
   c. The Chair of the Board will first present evidence and call the witnesses for the complainant. The witness will be questioned by members of the Board.
   d. After each witness testifies, the respondent will be permitted to ask the witnesses questions (The respondent may not question the complainant directly.)
   e. After the witnesses for the complainant are heard, the respondent and their witnesses will testify. They also may be questioned by the Board as well as the complainant. (The complainant may not question the respondent directly.)
   f. When the testimony is completed, the complainant and respondent may present summations.
   g. After testimony and summation, all parties are dismissed.
   h. The Board goes into private session to determine whether the respondent is responsible or not responsible for the alleged violation(s), based upon a preponderance of the evidence. Majority vote determines the Board’s final decision.
   i. The Vice President for Student Services and Dean of Students advises the Board as to possible sanctions in the cases where the respondent is found responsible for the alleged violation(s).
   j. If the respondent is found responsible, the Board decides a recommended sanction(s) by majority vote.
   k. The decision and recommendation of sanction(s) are forwarded via letter to the Vice President for Student Services and Dean of Students. The Vice President for Student Services and Dean of Students then provides written notice to the respondent regarding the decision of the Board, along with required sanctions and information regarding the process of appeal.

12. With the assistance of the Vice President for Student Services and Dean of Students, the Chair of the Board shall make rulings concerning procedure and the admissibility of evidence. Evidence shall be admitted liberally, but the Board shall make its decision only considering relevant and substantial evidence.

13. Majority rule prevails in the determination of finding a respondent responsible as well as the recommendation of appropriate sanction(s).

14. The case against the respondent must be proven by a preponderance of the evidence (more likely than not that a violation occurred). The legal phrase “beyond a reasonable doubt” does not apply in the University adjudication system.

15. All testimony and records of hearings are maintained by the Vice President for Student Services and Dean of Students and may be released only to the President of the University. The Campus Hearing Board will have access to all records of Board cases for review only during proscribed times related to a specific case.

Post-Hearing
1. Within five (5) business days of the hearing, the Chair of the Board will present a report to the Vice President for Student Services and Dean of Students.
   This report will contain:
a. a summation of charges against the respondent
b. a summation of evidence presented
c. the result of the vote taken by the Board
d. the decision of either “responsible” or “not responsible” for each charge
e. any sanction(s) recommended by the Board

2. All members of the Board, the complainant, the respondent and any witnesses, are bound to confidentiality regarding the discussion and voting of the Board in all cases. Only the Vice President for Student Services and Dean of Students is permitted to disclose information concerning cases handled by the Board.

3. The Vice President for Student Services and Dean of Students will confidentially notify the respondent of the decision in writing within three (3) business days of receiving the Chair’s report, and will administer the decisions and determine the sanctions based upon recommendations of the Board. The case will be officially closed when the respondent has been notified of the decision and the sanction(s) imposed following the requisite three (3) business days for appeal.

D. Appeals Process

1. If the respondent is not satisfied with the decision or the sanction(s) issued:
   a. They have three (3) business days to request their case be appealed.
   b. The respondent must make such a request in writing via Vice President for Student Services and Dean of Students.
   c. The respondent must state the specific grounds for appeal. These grounds shall be limited to: (1) the discovery of substantial new evidence which could not have been known at the time of the hearing, (2) a gross abuse of discretion by the Administrative Hearing Officer or the Board, and/or 3) failure to follow due process as outlined within the Code. The discovered evidence shall be set forth in detail in the appeal, including the names of additional witnesses, if any. If a gross abuse of discretion is claimed, the specific acts that the respondent alleges must be set forth in detail in writing.
   d. Appeals will be heard by the next highest Conduct level as follows:
      i. Adjudicated by a Residence Director – Appeals will be heard by the Associate Director for Residence Life;
      ii. Adjudicated by the Associate Director for Residence Life – Appeals will be heard by the Director for Housing and Residence Life;
      iii. Adjudicated by the Director of Housing and Residence Life - Appeals will be heard by the Vice President for Student Services and Dean of Students;
      iv. Adjudicated by the Vice President for Student Services and Dean of Students – Appeals will be heard by the Vice President for Academic Affairs;
      v. Adjudicated by the Campus Hearing Board – Appeals will be heard by the Vice President for Student Services and Dean of Students.
   e. The Director of Housing and Residence Life, Vice President for Student Services and Dean of Students and the Vice President for Academic Affairs will determine whether or not the appeal has merit or the original decision will stand.
   f. The University reserves the right to enforce the original imposed sanctions pending the outcome of the appeals process.
   g. Appeal decisions made by the designated administrators listed above will be considered final.

Confidentiality

Incident reports and other forms can be found online, in the Student Services Office, the Office of Residence Life, and the Office of Public Safety. All files in these offices are personal and confidential.

E. Sanctions

The Administrative Hearing Officer and/or the Campus Hearing Board may impose a single or multiple sanctions for violations of the Student Code of Conduct. Factors to be considered when determining sanctions include: 1) present demeanor and past disciplinary record of the respondent; 2) penalties resulting from a corresponding court case; 3) the nature of the violation and, 4) the severity of any damage, injury or harm resulting from the violation as perceived by the complainant and/or appropriate University officials. There will be no refund of tuition/fees/housing deposit/escrow/meal plan funds if suspension or expulsion from the University and/or University Housing are determined as sanctions. The following is a list of sanctions that may be imposed upon any student/group/team found responsible for violating the Code:

1. Official Written Warning: A written notice to the student indicating a violation of the Student Code of Conduct has occurred and a warning that a subsequent violation may be treated more severely.
2. Service Hours: Completion of required service hours, either on or off campus as designated.
3. Educational Assignment: Completion of assignments that benefit the individual, the campus and/or the community, including but not limited to completion of a workshop, seminar, class, report, paper, project, AOD program, consultation, assessment and/or counseling.
4. Fine: The respondent is required to pay a fine within a specific period of time as designated.
5. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
6. Suspension of Residence Hall Visitation Privileges for a defined period of time.
7. No Contact Order: An administrative directive between two or more parties to cease all forms of communication, including
physical, verbal, written, electronic, through any third parties, as well as any other means. A violation of this order may result in suspension from the University.

8. Residence Hall Probation: A defined period of time indicating that the student is no longer in good standing within the residence halls. If necessary, a student on residence hall probation may face specific restrictions as they relate to Residence Life processes and policies. Any subsequent violation while in this status may result in removal from the residence halls.

9. Disciplinary Probation: A defined period of time (usually a minimum of one semester) indicating that the student is no longer in good social standing within the University. A student on disciplinary probation may face specific restrictions on their participation in University events, organizations or representation in an official University sponsored group or team. Any subsequent violation while in this status may result in suspension or expulsion from the University.

10. Loss of Privileges: Denial of specified privileges for a designated period of time.

11. Residence Hall Suspension/Expulsion: The student’s privilege to live in University-owned housing and to visit the residential areas of campus is suspended for a defined period of time or permanently.

12. University Suspension: Separation of the student from the University for a defined period of time (minimum of one semester). During this period, the student may not be registered for classes, may not attend classes, may not receive grades from the institution, may not be present on campus nor at a University sponsored event for any reason.

13. University Expulsion: Permanent separation of the student from the University. The student may never again apply to, register for classes, attend classes, receive grades, or earn a degree from the institution. The student may never be present on campus or at a campus sponsored event for any reason.

F. Disciplinary Records

Disciplinary sanctions, with the exception of University expulsion, shall not be made part of the student’s permanent academic record (official transcript), but shall become part of the student’s confidential disciplinary record, subject to the Family Educational Rights and Privacy Act (FERPA). Pending cases will be retained as long as is administratively necessary as determined by the Vice President for Student Services and Dean of Students. Cases involving expulsion or suspension will be retained indefinitely. Other student conduct files will be retained for seven (7) years from the date the student separates from the University. If a student under the age of twenty-one (21) is found responsible for a violation of University policy involving alcohol and/or other drugs, the University may notify the student’s parent(s) or guardian(s).

Gwynedd Mercy University considers certain violations of the Code as particularly egregious in nature and seriously detrimental to the health and safety of its community. The table below outlines the range of sanctions that may be imposed upon students who are found “responsible” for violating specific provisions of the Gwynedd Mercy University Student Code of Conduct, and may not be the only sanctions issued. Each student will be sanctioned individually according to the circumstances of their violation. These sanctions are aligned with the behavioral expectations of our community. Complacency surrounding alcohol, drugs, violence, or any form of injustice will not be tolerated on this campus. This is the overarching rationale for Gwynedd Mercy University’s assurance to be a safe and healthy campus learning environment, one that both challenges and inspires students to be academically and personally successful.
<table>
<thead>
<tr>
<th>Student Code of Conduct Violation</th>
<th>First Time Offender (Recommended Range of Sanctions – All may not be applied and others may be added)</th>
<th>Second Time Offender (Recommended Range of Sanctions – All may not be applied and others may be added)</th>
<th>Third Time Offender (Recommended Range of Sanctions – All may not be applied and others may be added)</th>
</tr>
</thead>
</table>
| Alcohol Policy Violation         | 1. Educational task or service project  
2. Parental notification for students under 21 years of age  
3. Alcohol EDU for Sanctions course  
4. Possible restriction from residence halls (for commuter students) | 1. Fine: $100.00  
2. Disciplinary probation for a minimum of one semester (residents)  
3. Disciplinary probation for a minimum of one semester (commuters)  
4. Referral to the Alcohol and Other Drug Counselor for assessment and completion of educational sessions  
5. Educational task or service project  
6. Parental notification for students under 21 years of age | 1. Fine: $200.00  
2. Suspension/expulsion from residence halls (residents)  
3. Disciplinary probation for a minimum of one year (commuters)  
4. Referral to the Alcohol and Other Drug Counselor for assessment and completion of educational sessions  
5. Parental notification for students under 21 years of age |
| Drug Policy Violation            | 1. Disciplinary probation for minimum one semester  
2. Parental notification for students under 21 years of age  
3. Suspension from residence halls (residents) or permanent suspension of residence hall visitation privileges (commuters)  
4. Referral to the Alcohol and Other Drug Counselor for assessment and completion of educational sessions | 1. University suspension or expulsion  
2. Restriction from University property during the suspension period or, if expulsion, permanent restriction from University property | 1. University expulsion  
2. Permanent restriction from University property |
| Illicit Drugs (Sale or Manufacture of) | 1. University expulsion  
2. Permanent restriction from University property | | |
| Discrimination and Harassment Policy Violation | 1. Referral to Counseling Services for assessment and completion of educational sessions  
2. Disciplinary probation for a | 1. University expulsion  
2. Permanent restriction from University property |
| Firearms, Fireworks, Explosives and Other Dangerous Instruments Policy Violation | 1. University suspension for minimum one semester  
2. Restriction from University property during suspension period  
3. Restitution in cases where individual or University property is damaged  
4. Educational/Service Task  
5. Disciplinary Probation | 1. University expulsion  
2. Permanent restriction from University property  
3. Restitution in cases where individual or University property is damaged |
|---|---|---|
| Stalking/Harassment Policy Violations | 1. Mandatory referral to Counseling Services for assessment and completion of educational sessions  
2. Disciplinary probation for a minimum of one year  
3. Suspension from residence halls (residents)  
4. Restriction from residence halls (commuters)  
5. No contact order  
6. Educational/service task | 1. University expulsion  
2. Permanent restriction from University property |
| Sexual Misconduct Policy Violation | 1. University suspension for minimum one semester  
2. Restriction from University property during suspension period  
3. Disciplinary probation for a minimum of one year  
4. No contact order | 1. University expulsion  
2. Permanent restriction from University property |
<p>| Violence Policy Violation | 1. University suspension for | 1. University expulsion |</p>
<table>
<thead>
<tr>
<th>Minimum one semester</th>
<th>2. Permanent restriction from University property</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Restriction from University property during suspension period</td>
<td></td>
</tr>
<tr>
<td>3. Restitution in cases where individual or University property is damaged</td>
<td></td>
</tr>
<tr>
<td>4. Proof of completion of off-campus counseling prior to return to campus.</td>
<td></td>
</tr>
</tbody>
</table>
Communicable Diseases
The position of Gwynedd Mercy University toward any illness is one which is compassionate and non-judgmental. In the case of communicable disease, our goal is to achieve balance in our responsibility to both infected and non-infected persons. Thus, our guidelines are:

1. Persons with highly communicable diseases (such as measles, mumps, German measles, meningitis and chicken pox), will leave the campus for the length of time appropriate to the disease. Resident students will be assisted in making necessary arrangements.
2. For persons who have diseases of lower communicability (such as AIDS and hepatitis), and short communicability after treatment commences (such as scarlet fever and pinkeye), decisions will be made after evaluating the individual case.
3. Persons with the above-listed diseases are encouraged to report them to Wellness Services in Loyola Hall, ext. 21486.
4. Persons with common diseases (such as colds and flu) are asked to observe precautions to prevent the spread of these and to contact Campus Health Services if symptoms are more than mild.
5. All persons are required to be up-to-date on immunizations for measles, meningitis, mumps, German measles, tetanus-diphtheria vaccine, hepatitis and PPD. Residents and anyone involved in programs/services where direct personal contact may present a health risk are especially required to be up-to-date on these immunizations.

Computer Use Policy
The computer technology resources (lab or smart classroom facilities, hardware, software and media equipment) at Gwynedd Mercy University are provided to assist students, faculty, administration and staff in the pursuit, collection and presentation of academic information. Because these computer technology resources are the property of Gwynedd Mercy University, their operation by individuals associated with the University should be consistent with the mission and values of the institution. The following types of behavior are prohibited:

Violations (prohibited behavior):
1. Engaging in conduct that obstructs or disrupts institutional activities and the individual pursuit of learning. In terms of e-mail, this specifically means intentionally reading, or attempting to read, other people’s e-mail without their authorization. In terms of the Internet, this specifically means intentionally trying to gain access to a system or data files for which you are not authorized; or having gained access, inflicting damage (including but not limited to altering records or sabotage) on the system, redistributing the data or files, and/or degrading system performance (through any mechanism).
2. Taking any intentional action which causes interference to the network, the work of others or any computer on Gwynedd Mercy University’s local area network or the Internet.
3. Using the Network in “for-profit” activities, unless such activities are directly related to Gwynedd Mercy University employment or University course work. Exceptions to this policy may be granted by the Chief Information Officer, upon written request. Portions of the Internet define “acceptable uses” to specifically prohibit advertising and “for-profit” activities. These prohibitions will apply to “broadcast” communications (such as e-mail responses to List-Servers, Newsgroups, etc.).
4. Involvement in violation of or conviction of violation of federal, state or local regulations having to do with computers, communication, interstate commerce, and/or security regulations. This also applies to violation of federal copyright, trade secret, identity theft and related laws.
5. The intentional creation or dissemination of a computer virus, tapeworm, Trojan horse, or other similar program, or dissemination of a communication under the name of an account for which you do not have permission.
6. Threat, harassment (including but not limited to sexual harassment) or libel toward any student, employee, guest or remote computer user in an e-mail message, file transfer, or other communication. NOTE: INSTANCES OF HARASSMENT BY E-MAIL WHICH INVOLVE MALICIOUS INTENT TOWARD THE RACE, COLOR, CREED, SEX, AGE, RELIGION, NATIONAL ORIGIN, SEXUAL ORIENTATION, OR DISABILITY OF ANY OTHER PERSON SHALL CONSTITUTE VERBAL HARASSMENT WHICH MAY VIOLATE THE MISSION OF THE UNIVERSITY AND THE UNIVERSITY CODE OF CONDUCT.
7. Sending sexually oriented e-mail messages or sending or receiving sexually oriented images or file transfers other than those with legitimate academic purpose.

Additional Policy Statements
1. All computer technology resources and the information contained within are the property of Gwynedd Mercy University.
2. Privacy cannot be guaranteed because:
   a. The Internet is NOT secure.
   b. The University may be required to comply with a lawful order to provide information, and this can include e-mail and/or other communications.
   c. Routine system administration, including network supervision, administration and monitoring, may divulge information. Additionally, the University may, but is not required to, back-up data. Therefore, even deleted information may be accessible.
   d. If you forget to log out from the network, your communication may be available to the next person to use the PC. In fact, they could send messages in your name (although this would be a violation per #5 above).
3. Additional policy statements applicable under the computer use policy may be found on the University Web site. Violations of
this policy are subject to disciplinary action up to and including termination or dismissal from the University.

Electronic Device Use
Cellular phones, PDAs, computers, tablets and other electronic devices must not be used in a manner that causes disruption in the classroom, library, or workplace. Moreover, the University does not allow photographs or video/digital recordings to be taken within any classroom or testing center. Abuse of devices with photographic or recording capabilities, including cameras, recorders, cell phones and tablets for purposes of photographing or documenting test questions or other notes and materials is a violation of the University’s Academic Integrity Policy. Additionally, in order to use someone’s picture the individual must be aware the Pictor or recording was taken and give approval for its exhibition. The University reserves the right to use University-sanctioned photos and video for University brochures, publications, social media and other purposes.

Photographing or recording individuals in secured areas such as bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy, and/or taking photographs or recording of an individual against their will is prohibited. Electronic transmission of photographs or recording of any person without the subject’s express permission is also prohibited.

In addition, it is also a violation of University policy to record conversations with a tape recorder or other audio recording device (including a cell phone or tablet) unless all parties to the conversation give their consent. In the classroom setting, a student may only record classes with the express permission of the instructor as stated in the course syllabus. When permission has been granted by an instructor for the use of an electronic device in the classroom, the student shall employ such device solely in a manner appropriate to the course work and avoid distractions or interruptions to fellow students or the instructor. The course instructor has the discretion to grant either individual or a blanket approval or prohibition for the use of one or more types of electronic devices in the classroom.

Social Networking Policy
Gwynedd Mercy University recognizes the importance of social and digital media as both a means of communication and a part of our everyday lives. We support your right to engage in social media activities and encourage you to connect with others who share your interests. This Social and Digital Media policy is aligned with the Core Values of Gwynedd Mercy University.

This Policy consists of both guidelines and rules, which cover all forms and manners of online social and digital media. (For purposes of this Policy, the terms “social media” and “digital media” are synonymous.)

Below are just some examples of social networking activities. There are too many examples of social and digital media to list here. So, even though we may not include a specific media category or example below, we emphasize that this Policy includes all forms of online expression.

- Social networking sites: Facebook, Twitter, LinkedIn
- Video and photo sharing: Instagram, Snapchat, Vine, YouTube, Flickr, SmugMug
- Weblogs or blogs: Wordpress, Blogger, The Huffington Post, Mashable
- “Wikis” or other collaborative Websites designed to enable anyone with access to contribute or modify content: Wikipedia, Digg
- Online forums and discussion boards
- Any other Web sites or applications that allow individual users or entities to publish content on the Internet

Social and Digital Media Expectations

The following expectations apply whether you engage in online activities on or off of school grounds and whether you use your personal computer or our computer hardware. They are designed to keep you safe, and also protect the University and its students, faculty, staff and other stakeholders from harm. We reserve the right to change these expectations from time to time, as we deem appropriate.

- You are solely responsible for anything you publish online. As a member of the GMercyU community, you are expected to read, be familiar with, and abide by all of Gwynedd Mercy University’s policies, procedures and other rules that apply to you (see Computer Use policy). If you engage in social and digital media, you must follow, and act consistent with, the Computer Use policy, and your conduct and communications may not conflict with any University’s standards, whether related to harassment, confidentiality, intellectual property, computer use, or otherwise.

- You may not represent that Gwynedd Mercy University endorses any of your communications or personal opinions and you may not use Gwynned Mercy University to promote any opinion, belief, product, cause or political candidate. When posting potentially controversial content while also self-identifying as a member of the Gwynned Mercy University community, please include the statement: “This is my personal opinion and not that of Gwynned Mercy University.”

- You may not disclose any of our protected intellectual property or confidential or proprietary information.

- You may not publish any harassing, bullying, disparaging, defamatory, inflammatory or knowingly false material about Gwynedd Mercy University, its students, employees, faculty, administrators, volunteers, guests or anyone else.
Do not use Gwynedd Mercy University’s logo or any of our other marks or images, unless you obtain our written permission first, and abide by all copyright laws. You must also refrain from posting original or altered copyrighted images online.

**Social and Digital Media Guidelines**

- Exercise good judgment and common sense. Always pause and think before posting. What you post online may be accessible to the general public, and may remain accessible for as long as computer networks exist. Ask yourself questions such as: Is this appropriate? Am I adding value? Is this the image I want friends, family, or current and future employers and colleagues to have of me? Am I prepared to live with this image of myself for the rest of my life?

- Prospective students, current students, current employers, colleagues and peers may be able to view what you post online. Consider this to ensure that your post will not alienate, harm or provoke any of these groups, or otherwise negatively impact your relationship with the GMercyU community.

- Before you create an account, be sure you are willing to keep it up-to-date with fresh and unique content.

- When engaging in social and digital activities and communications (especially when disagreeing with others’ opinions), keep your communications civil, appropriate, and respectful.

- Follow the terms and conditions of any social media sites and software that you utilize and familiarize yourself with their privacy settings so that you may control who can view the content you publish online.

- People who either hide behind pseudonyms or create anonymous posts compromise the value of social networking. Identify yourself when posting in order to lend credibility to your online contributions.

- Stick to your area of expertise. Write about what you know and provide only your perspective.

- You are responsible for everything that you write or present online. Take ownership of your online content. If you make a mistake, admit it and correct it.

- GMercyU students who have a problem with a professor, staff member or other student should address those concerns directly with that party or ask for the assistance of a trusted advisor, counselor, professor or other member of the University community. Social media is rarely an appropriate means of airing your complaints or frustrations.

The computer information systems and network are the property of Gwynedd Mercy University. Just as the records, files and electronic communications contained in these systems and transmitted across the network are the property of Gwynedd Mercy University, likewise, all social networking activities in which you engage using Gwynedd Mercy University’s computer information systems or network are the property of Gwynedd Mercy University.

We reserve the right, without obtaining your permission first, to monitor, access, view, copy, modify and delete any information transmitted through and/or stored on our computer information systems and networks, whether for social networking purposes or otherwise. Also, without your permission, we may monitor access or view information published on the Internet using any form of social networking, without regard to the method, means or manner in which it is published. For example, we can monitor a Twitter feed that a Gwynedd Mercy University employee updates from inside that employee’s own home. Given that information published on the Internet may be freely accessible, it does not matter whether our computer systems or network are utilized in publishing this information. Further, Gwynedd Mercy University may use this information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, or in order to establish, exercise or defend its legal rights.

Violations of this Policy may result in discipline up to, and including, termination of employment or expulsion. In addition, the University will report any criminal offenses to the appropriate law enforcement authorities.

**E-mail Policies**

E-mail is a business communication tool and users are obligated to use this tool in a responsible, effective and lawful manner. Although by its nature e-mail seems to be less formal than other written communication, the same rules apply.

The University communicates with students through the University e-mail system. Students should check their GMercyU e-mail consistently to stay abreast of important communications from university administrators, faculty and staff. Students will be held accountable for information communicated to them through the University e-mail system.

The following rules are required by Gwynedd Mercy University and are to be strictly adhered to:

- It is prohibited to send or forward e-mails containing libelous, defamatory, offensive, harassing, racist or obscene remarks or images. If you believe you have received an email of this nature from a Gwynedd Mercy University employee, faculty member or student, you should promptly notify your supervisor and ITS.
Email should be used in a manner which is consistent with the Gwynedd Mercy University academic honesty policy. Broad distribution of copyrighted materials or dissemination of proprietary data or confidential information via e-mail is prohibited. Use of e-mail for confidential communication is done at the sender's risk. Operating a business or soliciting money via e-mail for personal gain is prohibited. Also prohibited are solicitations for commercial ventures, religious, social or political causes. The University may encourage participation in the political process by its faculty, students, and staff or provide information on religious issues affecting Catholic education. Faculty members are to use the official University e-mail address to communicate with a student registered in their classes. Students must use their University e-mail account for all University-related communications and are not permitted to use their personal e-mail account for school purposes. Bulk e-mails to University alumni require prior approval by Institutional Advancement. Bulk e-mails from students require prior approval by the Division of Student Services and campus life or their designate. Do not send e-mail messages using another person’s e-mail account without authorization. Do not disguise or attempt to disguise your identity when sending mail. Do not distribute viruses, hoaxes or chain letters.

Sanctions
The e-mail policy is an addendum to the computer use policy as stated or referenced in the student, faculty or staff employee handbooks and published on the intranet or University Web site. Sanctions will be imposed consistent with those stated in the computer use policy.

Global E-Mail Policy
The purposes of these guidelines are to improve the effectiveness and efficiency of electronic communication and to minimize the amount of undesired e-mails that members of the GMercyU community receive from other GMercyU community members. Offices are encouraged to use targeted distribution lists to communicate with sub-populations of the University, e.g., School of Business faculty, Voices of Gwynedd choir, graduate education students. The student, faculty and staff portals should be used to communicate non-urgent announcements to these groups.

Global e-mail messages are broadcast messages sent to students, faculty and staff or a combination of these groups to help communicate important and time-sensitive University business.

Examples of global e-mails include: Presidential announcements about issues impacting the entire University, changes in GMercyU policies or procedures, emergency notices regarding safety and health concerns (may also be distributed through the emergency alert system, Omnilert), repairs or closures that affect the daily operations of the University, expected street, traffic, and parking interruptions resulting from construction, or Information Technology (IT) system outages.

A global message should be brief, clear and concise and should only be used for important messages relevant to all recipients. Messages should be limited to 150 words and formatted as text. Rather than sending an attachment, use a link to a Web site (URL) or a document.

Email Accounts and Privacy
All e-mail accounts and their contents maintained on our e-mail system are property of Gwynedd Mercy University. All e-mails created or distributed via a GMercyU e-mail account are the property of the University. There is no assurance of privacy or confidentiality of any message or file created, sent, received or stored within the system. The University reserves the right to monitor e-mail usage, as well as the right to retrieve and review any message or file composed, sent, received or stored without the permission of any employee or student. Passwords should not be given to other people and it is strongly recommended to change them every 90 days.

File Sharing Policy
The Federal Digital Millennium Copyright Act (DMCA) forbids the copying and distribution of copyrighted materials without a license or permission from the copyright holder. All members of the Gwynedd Mercy University community are required to follow the University’s Computer Usage Policy which includes complying with copyright laws and intellectual property. Specifically, copyrighted material includes (but is not limited to) web pages, music, movies, software applications, and e-mail.

Illegal sharing is a violation of University policy and will lead to serious consequences, including disciplinary action, suspension, and possible lawsuits resulting in substantial financial penalties. Security and privacy issues (including identity theft) prosecutable under various federal and state laws have been attributed to illegal file sharing. Copyright holders have become aggressive in pursuing violators and Gwynedd Mercy University complies with valid subpoenas requesting the identity of alleged offenders.

Students, faculty, staff or anyone directly or indirectly affiliated with Gwynedd Mercy University may not use the University network or any related equipment for peer-to-peer (p2p) networking or file sharing of copyrighted materials or media or provide any form of illegal file sharing services. This applies to personally owned computers, University computers, technology equipment and the network. Please make sure that you have rights for materials that you use in the course of any activities related to Gwynedd Mercy University.
Personal Use
While the University e-mail system is meant for University related use, the University allows the reasonable use of e-mail for personal use as long as it does not interfere with work. Personal e-mails via the University e-mail system must adhere to the guidelines in this policy.

Account Management
University e-mail accounts are established for full-time, part-time, and adjunct faculty, full-time and part-time staff, registered students, and those associated with affiliated organizations such as Mercy Volunteer Corp. All University e-mail addresses are established and assigned by Institutional Technology Services (ITS).

Distribution Lists
E-mail distribution lists established by the University are maintained by ITS for all of the roles applying to that person (i.e. a staff member who is also a student is included in both staff and student distribution lists). E-mail distribution lists are also established and maintained by ITS for official committees, organizations, departments and divisions of the University.

E-mail Etiquette
Gwynedd Mercy University considers e-mail an important means of communication and recognizes the importance of proper e-mail content and speedy replies in conveying a professional image, efficiency and delivering good customer service.

- Write well-structured e-mails and use short, descriptive subjects (be concise and to the point).
- Signatures should include your name, job title, University name, and phone.
- Use spell check before you send out an e-mail.
- Do not send unnecessary attachments
- Do not write e-mails in CAPITALS. All caps are interpreted as yelling.
- Use the Bcc: field carefully.
- Read the e-mail before you send it. Only send e-mails that could be displayed on a public notice board. If the content could not be displayed publicly as written, consider rephrasing the e-mail, using other means of communication, or protecting information by using a password.
- Do not send e-mails with a blank subject line, otherwise it will be treated as junk mail.
- Answer e-mails promptly.
- Do not overuse the high priority option.
- Use the reply and forward options appropriately: include the message you are replying to; reply and forward to everyone the original message when they need to see your response; reply to the individual who sent the message when only they need to see your response.
- Do not forward confidential or personal messages without acquiring permission from the sender first.
- Don’t copy a message or attachment belonging to another user without including the originator.
- Exercise caution in using abbreviations, decorative backgrounds and emoticons.
- Remember to keep a professional look to your e-mail as it is representative of the University and may annoy the recipient.

E-mail Safeguards
Do not reply to spam or phishing messages. Just delete the unopened message. If you reply or even unsubscribe to a list, you may just confirm your e-mail address. Use anti-spam software to protect against spam. Be cautious when opening an attachment unless you are expecting it and know the person. Make your password unique and not easy to guess.

E-mail Box Size
The University reserves the right to limit the size of any e-mail mailbox. Users will be informed when their mailbox approaches 50GB in stored data, allowing you to delete unneeded messages.

Questions?
If you have any questions about this E-mail Policy, please contact ITS through the Help Desk at ext. 21444.

Web Portal Policy
Guidelines for Posting Announcements to GMercyU Web Portal.
This section is to be used to post University business announcements that would be relevant to an entire audience (e.g., students or faculty or staff or faculty/staff).

Following are samples of relevant University business announcements: information on various student, faculty or staff events, fundraising events sponsored by GMercyU, benefits information from Human Resources, important announcements from the President, Public safety announcements, registration information for students, graduation information for students, and IT announcements.

Announcements should be posted no more than two weeks in advance of event.

Guidelines for Posting to GMercyU Web Portal Message Boards
The entire GMercyU community (students, faculty and staff) may post personal messages to the web portal message boards. Gwynedd
Mercy University recognizes the importance of message boards as a means of communication to others in the GMercyU community. We support your right to engage in message board activities and encourage you to connect with others who share your interests. To assist you, we have developed the following guidelines.

- The message boards can be used to post **Events, Items for Sale, General**, and **Lost and Found** communications to the GMercyU community.
- Events to post include those events that may appeal to a smaller audience, e.g., you are singing and playing guitar at a coffee bar and would like to invite others to come. You may also post fundraising events only if they are sponsored by GMercyU (no personal solicitations allowed).
- You may post items that you have for sale and should include a description of the item, condition of item, sale price, and contact information. Gwynedd Mercy University will not be held liable for any sales between interested parties.
- The General category can be used for general information, e.g., I have 20% off coupons for Macy’s. You may also use the General category to post meaningful and respectful comments. Examples may include your thoughts on major news, trends in higher education, etc. Please remember to provide value when disagreeing with others’ opinions and to keep your comments appropriate and polite. Realize there can be negative comments or disagreement with your point of view. Avoid speculation. Message Boards are monitored and inappropriate comments will be removed.
- The Lost and Found category can be used to report items lost or found., e.g., I lost my gold ring in Assumption Hall; I found three baby kittens on campus if anyone is interested in taking one home.
- You should remove your message from the Message Boards when no longer applicable. For instance if you sold an item, remove your message.
- Exercise good judgment and common sense. Always pause and think before posting. What you post online will be accessible to the GMercyU community. Ask yourself questions such as: Is my activity appropriate? Am I adding value?
- When engaging in communications via the Message Boards (especially when disagreeing with others’ opinions), keep your communications civil, appropriate, respectful and polite. Your message will show your identity in order to lend credibility to your online contributions.
- Stick to your area of expertise. Write about what you know and provide only your perspective.

**Fundraising Policy**

Institutional Advancement is responsible for all fundraising activities that benefit Gwynedd Mercy University. Any/all fundraising events sponsored by students, clubs or organizations must be approved by Institutional Advancement.

**Good Samaritan Policy**

**Statement of Purpose**

Gwynedd Mercy University is committed to providing a living and learning community that promotes the health and safety of all members through our educational processes and in sustaining a climate conducive to personal growth and development. The wellness of Gwynedd Mercy University students is of primary concern. To this end, the Good Samaritan Policy has been developed to reduce the harmful effects caused by alcohol and other related drugs. When students decide to drink, the University expects they do so in a responsible and legal manner. However, the University recognizes that there may be times when students may experience severe intoxication or serious injury relating to alcohol and/or other related drug use. Under those circumstances, Gwynedd Mercy University expects students to call for medical assistance. The University is committed to ensuring that all situations are handled with competence and compassion and prioritize safety over policy violation.

**Policy**

Gwynedd Mercy University strongly encourages students to seek medical assistance for others during emergency situations when someone is dangerously under the influence of alcohol or drugs. No student seeking medical treatment for another student or guest for the effects of drug or alcohol use will be subject to University discipline for violating the Alcohol or Other Drug policy. The Good Samaritan Policy will be applied for the student who makes the report and University Medical Amnesty may be considered for the intoxicated student. All persons involved may be required to participate in the University’s R.A.I.S.E. (Reducing Alcohol Incidents through Student Education) program.

**Description of Emergency Situations**

- The Good Samaritan policy encourages all students to seek medical/emergency assistance (i.e. Public Safety, Resident Assistant, 911 etc.) for anyone who may be dangerously under the influence of alcohol or drugs.
- Signs and Symptoms of excessive consumption may include:
  - Vomiting
  - Confusion, stupor
  - Slow or irregular breathing
  - Low body temperature
  - Unconsciousness (Passing Out)
In some cases, an individual may not display “classic signs and/or symptoms.” However, if a student suspects someone may have consumed an excessive amount of alcohol and/or other drugs, s/he should err on the side of caution and seek emergency assistance.

Requirements for the Good Samaritan Policy

1) Student must seek medical attention for student who is dangerously intoxicated by contacting Residence Life or Public Safety staff; Student seeking assistance must provide name and location of the dangerously intoxicated individual;
2) Contact Residence Life professional staff or the Vice President for Student Services and Dean of Students within 48 hours to schedule an appointment concerning the incident;
3) Meet with Residence Life professional staff or the Vice President for Student Services and Dean of Students within 5-7 days of the incident;
4) Comply with the conditions set forth during the meeting with the Residence Life professional staff or the Vice President for Student Services and Dean of Students within the given timeframe. The student may be required to participate in the University’s R.A.I.S.E. Program and, if required, must complete the program within the timeframe established by the University AOD Counselor.

A student fulfilling all the required conditions set forth above will not be subject to an Alcohol or Other Drug policy violation under the Student Code of Conduct. However, if the above stipulations are not followed, the Good Samaritan Policy will not be applied and the student will be subject to the conduct process as described in the Student Code of Conduct.

Important Policy Limitations

The Good Samaritan policy does not preclude the Gwynedd Mercy University from taking disciplinary action for other Student Code of Conduct violations which may be associated with the situation, i.e., vandalism, theft, physical or sexual assault, etc. In addition, law enforcement agencies may act within their jurisdictions in enforcing the laws enacted by the Commonwealth of Pennsylvania or any other state where jurisdiction may be invoked.

Nature of Protection/Shield

The Gwynedd Mercy University Good Samaritan Policy is not intended to shield or protect those students who repeatedly violate the Code of Conduct. In cases where repeated violations of the Gwynedd Mercy University’s Code of Conduct occurs, the University reserves the right to take judicial action on a case by case basis regardless of the manner in which the incident was reported.

Institutional Discretion Statement

Gwynedd Mercy University will have final discretion/authority to determine whether the Good Samaritan Policy will be applicable.

Hazing Policy

Hazing is defined as: “any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person’s willingness to participate. This does not include activities such as rookies carrying the balls, team parties with community games, or going out with your teammates, unless an atmosphere of humiliation, degradation, abuse or danger arises.”

The following are non-exhaustive examples of unacceptable behavior:

Harassing others, destroying property, simulating sexual acts, emotional, verbal or physical abuse, yelling or cursing at teammates, being forced to wear embarrassing clothing, being forced to act as servants to other players, and forced participation in alcohol-related functions.

Incidents of Hazing can be reported to Public Safety at 215-641-5522.

Medical Amnesty Policy

Statement of Purpose

Gwynedd Mercy University is committed to providing a living and learning community that promotes the health and safety of all members through our educational processes and in sustaining a climate conducive to personal growth and development. The wellness of Gwynedd Mercy University students is of primary concern. To this end, the Medical Amnesty Policy has been developed to reduce the harmful effects caused by alcohol and other related drugs. When students decide to drink, the University expects that they do so in a responsible and legal manner. However, the University recognizes that there may be times when students may experience severe intoxication or serious injury relating to alcohol and/or other drug use. Under those circumstances, Gwynedd Mercy University expects students to call for medical assistance. The University is committed to ensuring that all situations are handled with competence and compassion and prioritize safety over policy violation.
Policy
Gwynedd Mercy University strongly encourages students to seek and use medical assistance for themselves during emergency situations when they are dangerously under the influence of alcohol or drugs. No student seeking medical treatment for themselves or accepting medical treatment as a result of a Good Samaritan report, for the effects of drug or alcohol use, will be subject to University discipline for violating the Alcohol or Other Drug policy. Medical Amnesty may be granted to an intoxicated student; however, the student will be required to complete the necessary requirements (outlined below) including participating in the University’s R.A.I.S.E. (Reducing Alcohol Incidents through Student Education) program.

Description of Emergency Situations
- All students are strongly encouraged to call for assistance (i.e. Public Safety, Resident Assistant, 911, etc.) for themselves during situations where they are dangerously under the influence of alcohol or drugs.
- Signs and/or symptoms of excessive consumption may include:
  - Vomiting
  - Confusion, stupor
  - Slow or irregular breathing
  - Low body temperature
  - Unconsciousness (Passing Out)

In some cases, an individual may not display “classic signs and/or symptoms.” However, if a student suspects someone may have consumed an excessive amount of alcohol and/or other drugs, s/he should err on the side of caution and seek emergency assistance.

Requirements for Medical Amnesty
To qualify for medical amnesty, a student must:
1) Seek and use medical attention at the time of the incident or receive medical attention as a result of a Good Samaritan report.
2) Contact Residence Life professional staff or the Vice President for Student Services and Dean of Students within 48 hours to schedule an appointment concerning the incident.
3) Meet with Residence Life professional staff or the Vice President for Student Services and Dean of Students within 5-7 days of the incident;
4) Comply with the conditions set forth during the meeting with the Residence Life professional staff or the Vice President for Student Services and Dean of Students within the given timeframe. The student will be required to participate in the University’s R.A.I.S.E. Program and must complete the program within the timeframe established by the University AOD Counselor.

A student fulfilling all the required conditions set forth above will not be subject to an Alcohol or Other Drug policy violation under the Student Code of Conduct. However, if the above stipulations are not followed, medical amnesty will not be granted and the student is subject to the conduct process as described in the Student Code of Conduct.

Important Policy Limitations
The Medical Amnesty policy does not preclude Gwynedd Mercy University from taking disciplinary action for other Student Code of Conduct violations that may be associated with the situation, i.e., vandalism, theft, physical or sexual assault, etc. In addition, law enforcement agencies may act within their jurisdictions in enforcing the laws enacted by the Commonwealth of Pennsylvania or any other state where jurisdiction may be invoked.

Nature of Protection/Shield
The Gwynedd Mercy University Medical Amnesty Policy is not intended to shield or protect those students who repeatedly violate the Code of Conduct. In cases where repeated violations of the Gwynedd Mercy University’s Code of Conduct occurs, the University reserves the right to take judicial action on a case by case basis regardless of the manner in which the incident was reported.

Institutional Discretion Statement
Gwynedd Mercy University will have final discretion/authority to determine whether a student will receive Medical Amnesty.

Missing Student Notification Policy
Missing Person Procedures
The Higher Education Opportunity Act (HEOA) requires Title IV eligible institutions that provide on-campus housing to establish a missing student notification policy for students who reside in on-campus housing.
- Gwynedd Mercy University will require each student who lives on campus to identify a contact person whom the institution may notify in the case that the student is determined missing, according to the institution’s official notification procedures.
- Gwynedd Mercy University will advise each student who is under 18 years of age, and is not an emancipated individual, that if the student is determined missing, then the institution must notify a custodial parent or guardian within 24 hours.
• The missing person policy includes procedures for official notification that a student has been missing for more than 24 hours by the appropriate individuals at the institution;
• Gwynedd Mercy University will initiate the emergency contact procedures in accordance with the student’s designation if the Public Safety or law enforcement entity has been notified and has determined that such student has been missing for more than 24 hours and has not returned to campus.

Reporting Missing Persons
Gwynedd Mercy University thoroughly investigates all community members reported as missing whether they reside on or off-campus. To report a missing person dial 21111 from a campus telephone, use one of the blue light emergency telephones on campus, or dial 215-641-5522 from off-campus/cell phones. You may report a missing person in person to the Department of Public Safety located in St. Brigid Hall or to the Lower Gwynedd Police Department at 215-646-5300.

If the Missing Person is a student, Public Safety will follow these procedures:
• A Gwynedd Mercy Public Safety Officer, upon confirmation that a student is missing and cannot be located, shall notify the Office of the Vice President for Student Services and Dean of Students.
• If the missing student resides in on-campus housing, the Gwynedd Mercy Public Safety Officer will notify the Residence Life Director or staff member on duty. Public Safety and Residence Life will contact neighbors and friends in the immediate vicinity of the student’s room and report any findings to the Vice President for Student Services and Dean of Students.
• If the missing student residing on-campus has been missing for more than 24 hours, the Vice President for Student Services and Dean of Students or designee will notify the student’s designated emergency contact.
• If the student is under 18 years old, the Vice President for Student Services and Dean of Students or designee will immediately notify a custodial parent or legal guardian; and the missing student will be entered into the National Crime Information Center by the Lower Gwynedd Police Department.
• If a student over 18 years old has not designated an emergency contact, the law enforcement agency where the student’s primary residence is located will be notified. All notifications as mentioned in this section will be made by the Director of Public Safety or designee.
• If the missing person is a commuter student, faculty or staff the University will assist the investigating jurisdiction upon request.
• If the student has not been located within a reasonable amount of time, the Office of the Vice President for Student Services and Dean of Students may contact the student’s parents or others for additional assistance.

Posting Policy
In an effort to “go green” and to increase the consistency of on-campus promotions, Gwynedd Mercy University does not permit the posting of flyers, posters or electronic messages on digital signage boards (“electronic messages”) without prior approval in accordance with the procedures set forth below. Moreover, the University does not permit the posting of any approved flyer or poster on any glass surface on campus.

A. Approval Procedures:
All flyers, posters, and electronic messages must be approved in advance for posting by the Office of Student Activities and Leadership Programs (2nd floor Waldron Center). All postings submitted for approval must have the following information:

• Name of the sponsoring club or organization (if applicable);
• Contact name or number/email;
• All pertinent information regarding the activity (who, what, when, where).

In addition to the above, the following factors will be considered in determining whether the posting will be approved:
• Posters, flyers, and electronic messages are subject to a standard of “not socially offensive” (such as no personal attacks or obscenity);
• Posters, flyers, and electronic messages may not depict characterization of alcohol or other drugs or otherwise violate University policy or local, state, or Federal laws;
• All pertinent information regarding the activity (who, what, when, where) must appear on the posted material;
• Posting and advertising by non-members of the University community must be approved in writing by the Office of Student Activities and Leadership Programs.

B. Duration of Posting
Upon receiving approval from the Office of Student Activities and Leadership Programs, the flyers/posters may only be displayed for two (2) weeks. Individuals or organizations that post approved materials are responsible for removing these materials at the expiration of the two (2) weeks. The University will remove electronic postings in a timely manner. Courtesy dictates that approved individuals or organizations may not cover or remove any other approved poster(s) if the expiration date
has not passed. Only masking tape can be used for approved walls. Unapproved flyers/posters will be removed without notice.

C. Acceptable Places to Post Flyers and Posters

When an individual (including faculty and staff) or organizational representative comes to the Office of Student Activities and Leadership Programs, they will be provided with the following list of acceptable places to post. Any postings placed in any area other than the designated areas will be removed and a warning will be issued.

1. General:
   a. No papers/posters/flyers or directional arrows are to be posted to any permanent directional signs (e.g., the signs outside that identify buildings or parking lots).
   b. All directional signs and balloons must be removed at the conclusion of the event.

2. Residence Halls: To post in the residence halls, the Residence Life support staff in Loyola Hall must be given at least two (2) days prior notice before posting the approved poster or flyer. Individuals seeking to post in the residence halls will need to make the approximate number of posters/flyers:
   - 1 copy per Resident Assistant
   - 8 copies for common areas

3. Painting on Windows: (only for Fall Fest and Spring Fling): Window painting designs approved by the Office of Student Activities and Leadership Programs are permitted in the following two (2) locations for a duration one (1) week only:
   1. The window on the second floor of the Waldron Student Center leading into the Dining Hall; and
   2. The Lobby of St. Bernard in the window between the two front doors.
   Painting on windows must be removed within 48 hours after the approved one week posting time. The windows must be cleaned thoroughly, with no trace of paint. Violations will result in the organization’s forfeiting of its right to paint on the windows in the future, as well as a warning (see fines).

4. Sidewalk Chalk: may only be used on sidewalks; advertising with sidewalk chalk may only be done on the day of the event and must be removed at the conclusion of the event. Violations to this will result in the organization’s forfeiting of its right to advertise with sidewalk chalk in the future, as well as a warning (see fines).

5. Non-Gwynedd Mercy University Events: Approved posters and flyers advertising non-Gwynedd Mercy University events are permitted only in the Community Sections, which are the bulletin boards located in the Waldron Center Breezeway (Pepperazzi) (bulletin board on the right, at the end, going to residence halls) and outside Fatima Hall on the left side of the big bulletin board.

6. All postings must have the following:
   - Name of sponsoring club or organization;
   - Contact name or number/e-mail for sponsor;
   - Intended time period of posting so that information may be removed from display at stated time.
   - No posting for regularly scheduled meetings will displayed. The digital sign is intended to highlight special coming attractions for students.
   - All postings must be emailed to the Office of Student Services and Campus Life in landscape layout in one of the following formats: .bmp, .gif, .jpg, .png, .psd, .tif. (Power Point & Publisher will work – Word does not work)

7. Posting Locations

   WALDRON CENTER
   Pepperazzi:
   - Table tents
   - Bulletin board outside the Late Night Lounge
   - Bulletin board on right going to the residence halls (community section is on the left)
   - Bulletin Board on left going from Waldron to Rotelle Lounge
   - Posting is NOT permitted on any painted walls

   2nd Floor:
   - Bulletin board at top of stairs
   - Bulletin board on left going into Dining Hall

   Waldron Cafe:
   - Table tents
   - Walkway between Waldron and Rotelle Lounge: bulletin board next to glass block window and the bulletin board on stone wall
   - Posting strips
   - The grey doors between Waldron and Rotelle
   - Posting is NOT permitted on any painted walls (not even the directional signs)
   - Elevator (inside walls)
THE GRIFFIN COMPLEX

Rotelle Lounge:
- Bulletin board by restrooms
- Posting strips
- The grey doors going into Waldron
- Gym: The Bulletin board in atrium going to aerobics room and the bulletin board in cardio room.

CAMPBELL HALL:
- Posting strips in front vestibule

MAGUIRE HALL
1st Floor:
- Bulletin boards in classroom hallway (not the small nursing bulletin board)
- Hanging strips on pillars
- Hanging strip on left wall in lobby
- Posting is NOT permitted on wood, glass or painted walls

2nd Floor:
- Hanging strips on pillars
- Hanging strip at coffee vending area

FATIMA HALL
- Outside: Big bulletin board

Please note: All restrooms (except residence halls) have hanging strips.

8. Electronic Posting
   A. Digital Signage Boards
      Digital Signage Boards at Gwynedd Mercy University serve two purposes: they are a tool to inform the University community, particularly students, about current events on the campus and they serve as an emergency notification system that allows the Gwynedd Mercy University administration to provide time-sensitive messages to the campus community. If an emergency bulletin needs to be displayed, the screen on the digital signage board will change colors to red and then provide the emergency information. The Office of Student Activities and Leadership Programs is responsible for the management of communication for the digital signs. All communication intended for the electronic signage must be approved through the Office of Student Activities and Leadership Programs.

      Note: Digital Display boards are located in the Campbell Solution Center, St. Bernard’s Hall Lobby, Keiss Library, on the lower level of the Waldron Center, Maguire Hall, University Hall, Triplex Lobby, and Alexandria Hall Lobby. Postings, including pictures, will not be displayed longer than two (2) weeks. Only one advertisement per event will be displayed. For further information regarding the digital displays on campus or to report any violations please contact the Office of Student Activities and Leadership Programs at extension 21565.

   B. Posting Announcements to the Web Portal
      Members of the campus community are also permitted to post notices to the University’s Web Portal. See the University’s Guidelines for Posting Announcements to Gwynedd Mercy University Web Portal for additional information.

   C. Fines
      Community members in violation of the University posting policy will receive a written (e-mail) warning. Individuals or organizations will be required to pay a $50.00 fine to the Office of Student Activities and Leadership Programs after three warnings in an academic year. If a violation causes damage, the individual or organization may be required to pay for the repair in addition to the fine. Failure to pay a fine may result in denial of future postings.

Required Leave of Absence Policy
1. Gwynedd Mercy University reserves the right to require a leave of absence for health or safety reasons. The following process will be applied in a nondiscriminatory manner, and each case will be evaluated on an individual basis. The Vice President for Student Services and Dean of Students, based on reports of student behavior as observed by members of the University community, can require a student to undergo a diagnostic evaluation by an approved professional designated by the University. In keeping with the results of their evaluation, the designated professional and the Director of the Counseling Services or the Director of Health and Wellness may recommend a required leave of absence for health or safety reasons at any time if it is determined that a student is no longer able to attend classes and/or engage with the University community.
2. A leave of absence for health or safety reasons may be required if any of the following situations arise:
   a. A student engages in any behavior that threatens or could cause bodily harm to self or others.
   b. A student acts or threatens to act in a manner that would interfere with or disrupt the normal activities of self or others and it is considered that these acts may be the product of psychological disorder.
   c. A student refuses or is unable to cooperate with a recommended evaluation of treatment procedure and is thought to be in danger of significant physical or psychological impairment.
   d. A student is thought to need treatment services that are beyond those available at the University, and there is the danger of significant further physical or psychological impairment.
   e. A student engages or threatens to engage in behavior that causes or would cause significant property damage.

3. Upon recommendation of the University-designated treating professional and/or the Director of the Counseling Center or Director of Health and Wellness, the Vice President for Student Service and Dean of Students makes the final decision regarding approval of a required leave of absence for health reasons. If a reasonable accommodation can be made that would allow the student to remain enrolled, the University will make a reasonable attempt to provide that accommodation. The Vice President for Student Services and Dean of Students reviews the recommendation to ensure that procedures set forth in these guidelines were followed to protect the student’s rights. The Vice President for Student Services and Dean of Students is responsible for notification to the Office of Academic Affairs. The nature of the situation may require the decision to be prompt and informal. The student will be given oral notification of the decision immediately and written notification within seventy-two hours. If a dependent student is required to leave, a parent or guardian will also be notified.

4. The student has the right upon request to meet with the University-designated medical or mental health professional and/or directors of Counseling or Health and Wellness The purpose of this meeting would be to discuss the factual basis of the incident or incidents related to Section Two.

5. The student has the right, upon request, to appeal to the Vice President for Student Services and Dean of Students for an independent review/evaluation and recommendation by a mutually acceptable physician, psychologist or psychiatrist. The student may initiate an appeal, in writing, any time within seventy-two hours of the oral notification of the decision. The Vice President for Student Services and Dean of Students will decide if the appeal will temporarily delay the implementation of the required leave of absence.

6. The student may request a voluntary leave of absence for health reasons in place of a required leave of absence for health reasons within thirty days of the written notification of the decision.

7. When a student is given a required leave of absence during the course of a semester, grades will reflect a “W” unless the leave occurs before the end of the course drop/add period. Refunds for tuition, adjustments to financial aid, and refunds to financial aid programs will be made in accordance with Federal, State, and University policy as described in the University Catalog.

8. When a student on required leave of absence is ready to return to Gwynedd Mercy University, they notify the Vice President for Student Services and Dean of Students, in writing, of their intent. Such notification requires an accompanying written statement from the treating professional or Director of the Counseling Center and/or Director of Health and Wellness, or both, validating that the student is ready to resume studies at the University. The University physician or Director of the Counseling Center or Director of Health and Wellness may make recommendations to the Vice President for Student Services and Dean of Students regarding conditions of return. The student will receive written notification of these conditions.

9. If the student does not return to the University after two consecutive semesters (fall and spring semester), the student will be considered withdrawn per University policy.

Safety and Security
Community members are advised to take all necessary means to protect self and property from injury. Prudent care of personal items and mutual concern for one another are encouraged. The entire community shares in maintaining a safe environment conducive to learning and safety. Please report any suspicious activity or criminal matter as promptly as possible. The Public Safety Office is located in St. Brigid Hall lobby. In case of an emergency, call ext. 21111 from a University phone or 215-641-5522 from a cell phone.

Sexual Misconduct Policy
Gwynedd Mercy University adheres to the federal Title IX policy of the Higher Education Act of 1972 regarding sexual harassment. In addition, the University complies with Section 304 of the Violence Against Women Reauthorization Act of 2013 (VAWA). Gwynedd Mercy University is committed to providing students, faculty, administrators, and staff with an educational, residential, and employment environment free from sex discrimination, which includes all incidents of Sexual Misconduct as defined by the full policy. If the University becomes aware of sexual misconduct, either directly or indirectly regardless of whether a formal or informal report is made, the University will take action to eliminate the hostile environment, prevent its recurrence, and address its effects. A Title IX investigation is separate from a criminal investigation by the police and courts. Victims of any form of sex discrimination, sexual misconduct or gender-based harassment are encouraged to report the incident to the Title IX Coordinator. This policy applies to any University sponsored event on or off campus. All sexual misconduct complaints will be processed by the Office of the Title IX
Informal Resolution
Informal resolution is voluntary and includes a third-party intervention - having a liaison (University representative) address your concerns with the respondent. The informal process can be ended at any time to begin the formal resolution stage. For information about how to address third party intervention, please contact the Title IX Coordinator. No allegation of sexual assault will be resolved through the informal resolution process.

A. Formal Resolution
Formal resolution concerning a complaint of sexual harassment including sexual violence is initiated by submitting a written and signed complaint to the Title IX Coordinator. The complaint should include the following:

- Name of respondent
- When the harassing behavior occurred
- Description of behavior
- What effect the behavior had on the complainant
- Any witnesses
- To whom the complainant spoke to about the behavior

At any point, a report of sexual harassment, sexual violence can be made to law enforcement authorities either in conjunction with a formal report or separately.

The Title IX Coordinator or investigative designee will work as expeditiously as possible to conduct a thorough and impartial investigation. The Title IX Coordinator or designee will give the respondent a reasonable opportunity to be heard, orally and/or in writing. Subsequently, a written report regarding findings will be provided by the Title IX Coordinator or designee to both the complainant and the respondent. If applicable, the involved parties may file an appeal. A typical investigation may take approximately 60 calendar days following the receipt of the written complaint. However, this time frame may vary depending on the complexity, severity and extent of the harassment.

Confidentiality will be maintained for everyone involved, in so far as possible. Only those persons who have a “need to know” within the investigation and resolution of complaints are entitled to information regarding a complaint.

Filing a formal complaint may result in sanctions against the respondent. Sanctions (if warranted) will be determined on a case-by-case basis, and the University will take reasonable steps to foster consistency for similar violations and circumstances within the University. Possible sanctions and remedial actions include but are not limited to:

- Participation in education sessions on harassment;
- A warning placed in the respondent’s file; or
- Separation from University

Please follow the below link for the full Sexual Misconduct Policy: https://www.gmercyu.edu/about-gmercyu/policies

Special Events
Allowances are made for special events for those 21 or older who receive permission from the Vice President for Student Services and Dean of Students and who follow these guidelines:

a. No event may include the sale of alcoholic beverages.
b. Individuals sponsoring an event must implement precautionary measures to ensure that alcoholic beverages are not accessible to or served to persons under the legal drinking age or to persons who appear intoxicated. Serving alcoholic beverages to a minor, or to a visibly intoxicated person, potentially exposes the events individual sponsors and the University to civil penalties as well as criminal penalties.
c. At social functions where alcoholic beverages are provided by the sponsoring organization, direct access should be limited to a person(s) designated as the server(s).
d. Consumption of alcoholic beverages is permitted only within the approved area designated for the event.
e. Nonalcoholic beverages must be available as prominently as the alcoholic beverages.
f. Reasonable portion of the budget for the event shall be designated for the purchase of food items.
g. No social event shall include any form of “drinking contest” in its activities or promotion.
h. Advertisements for any University event where alcoholic beverages are served shall mention the availability of non-alcoholic beverages as prominently as alcohol. Alcohol will not be used as an inducement to participate in a campus event.
i. Promotional materials including advertising for any University event shall not make reference to the amount of alcoholic beverages (such as the number of beer kegs) available.
j. Institutionally approved security personnel shall be present at all time during the event.
k. Alcoholic beverages may not be sold or consumed at any athletic event sponsored by the University.

Note: To request to hold an event that includes serving alcohol, the requisite application must be completed. Forms are available in the Office of Student Services and Campus Life.
Tobacco-Free Campus Policy and Procedures

Purpose
The purpose of this policy is to create a healthy and sustainable environment for the entire University community (all locations) by becoming 100 percent tobacco free. Guidelines are provided for the implementation of a policy prohibiting tobacco use on all locations of Gwynedd Mercy University.

Background
There is considerable evidence that concentrations of smoke are harmful to non-smokers as well as smokers. Findings of the Surgeon General indicate that tobacco use in any form, active and passive, is a significant health hazard. As a Mercy institution, Gwynedd Mercy University has a responsibility to its employees and students to provide an atmosphere that is consistent with the University’s commitment to promote healthy lifestyle choices within an environment that encourages wellness. As part of this commitment, all University locations have become tobacco-free as of August 1, 2017.

The Tobacco-Free policy is intended to eliminate exposure to second-hand smoke, provide an environment supportive of tobacco-free lifestyles, and eliminate the environmental impact of cigarette litter. It applies to all faculty, staff, students, visitors, contractors and their employees.

Policy
Effective August 1, 2017, the use of tobacco products (including cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco and any other tobacco products) by anyone including students, staff and visitors, contractors and their employees are prohibited at all University locations.

The use of tobacco products (including cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco or any other tobacco products) is prohibited:

- In the interior spaces of all University locations
- On all outside property of all University locations or spaces being used by or on behalf of the University, including partially enclosed areas such as walkways and doorways
- In University vehicles, including vans and all other University vehicles or vehicles being used for University purposes
- Personal vehicles parked on Gwynedd Mercy University property
- In all indoor and outdoor athletic facilities being used by or on behalf of the University
- All locations, other buildings, facilities, or grounds leased or used by Gwynedd Mercy University.

Littering the campus with remains of tobacco products or any other disposable product is prohibited. Organizers and attendees at public or private events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using University facilities will be required to abide by the tobacco-free policy and procedure. Organizers of events are responsible for communicating the policy to attendees.

Procedure

Education and Awareness
The implementation of this policy is augmented by an education and awareness campaign that includes but not be limited to:

- Notification to prospective students and staff/faculty
- Informational meetings, postings, and email notifications
- Publications in staff/faculty human resources manuals, student guides and handbooks, and appropriate websites
- Educational campaigns employing classmates and colleagues
- Ongoing smoking cessation programs
- Establish culture of compliance.

Communication of Policy
Signs bearing the message “Tobacco-Free Campus” are posted in prominent spaces including University vehicles and parking lots. However, tobacco-free zones apply to the grounds around all University campuses whether or not signs are posted. No ashtrays or smoking shelters will be provided at any location of Gwynedd Mercy University.

Tobacco Cessation Programs
The University is committed to supporting all students and employees who wish to stop using tobacco products. Assistance to students, faculty and staff to overcome addiction to tobacco products is available through Human Resources and the Health and Wellness Center. Referrals to cessation services are encouraged.
Compliance
As members of a learning community, dedicated to integrity in word and deed and social responsibility with a special care for the earth and the common good, all Gwynedd Mercy University students, faculty, staff, contractors and visitors are expected to comply with this policy. Additionally, all are invited to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a healthy culture and environment.

It is our expectation that all will comply out of respect for one another as well as for the environment. As an institution that is a premiere educator in the field of healthcare, this policy flows from our mission and core values and the social teaching of the Catholic Church. Integrity of word and deed compels us to “walk the talk” and to promote a policy that focuses on the common good and well-being, rather than individual practices.

Information adapted from the Americans for Nonsmokers' Rights Foundation, Delaware County Community College and http://tobaccofreecampus.org/campus-list-progress