

Gwynedd Mercy University

Student Handbook 2025-2026



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FOR QUESTIONS...

ABOUT...	CONTACT...	IN...	or EMAIL... (add @gmercyu.edu to below usernames)
Academic Advising	Kim Cooney	KL	Cooney.c
Academic Affairs	Stephen Grieco, <i>Provost and VP for Academic Affairs</i>	UH	Grieco.s
Accessibility Services	Zack Hulings, <i>Director</i>	KL	Hulings.z
Alumni	Anne Murphy, <i>Dir. of Engagement/Affinity Giving</i>	AH	Murphy.a3
Athletics	Keith Mondillo, <i>Director</i>	TGC	Mondillo.k
Athletic Communications	Greg Gornick, <i>Director</i>	TGC	Gornick.g
Campbell Solution Center	Campbell Solution Center Staff	CH	Campbellsolutioncenter
Career Development	TBD, <i>Director</i>	KL	
Catherine's Cupboard	Betsy Stone Plummer, <i>Director</i>	TH	Plummer.b
CLEP Information	Registrar's Office	CH	Registrar
Computer Lab	IT Help Desk	UH	It
Counseling Services	Dan Jordan, <i>Director</i>	TGC	Jordan.d
Course Withdrawal	Registrar's Office	CH	Registrar
Dining	Lauren Driscoll, <i>Director</i>	WC	Driscoll.l
Diversity, Equity and Inclusion	Tatiana Diaz, <i>Assistant Vice President</i>	AH	Diaz.t
Financial Aid	Office of Financial Aid	CH	FinancialAid
Health and Wellness	Maria Warnick, <i>Director</i>	LH	Warnick.m
IDs	Campbell Solution Center	CH	Cambellsolutioncenter
Integrated Studies	Christa Fisher, <i>Director</i>	KL	Fisher.c2
International Programs	Jesse Ruhl, <i>Int'l Student Liaison</i>	Remote	Ruhl.j
IT Help Desk	IT Help Desk	UH	It
Library	Circulation Desk	KL	Library
Library Reference Desk	Keiss Library Staff	KL	Library
Lost and Found	Public Safety	SBH	Gallagher.J
Marketing Communications	Donna Smyrl	AH	Smyrl.d
Media Services	IT Help Desk	UH	It
Mission, Planning and Effectiveness	Jim Gallo, <i>Vice President</i>	AH	Gallo.j
Parking Permits/Hang Tags	Campbell Solution Center	CH	Campbellsolutioncenter
Public Safety and Security	Joanna Gallagher, <i>Chief</i>	SBH	Gallagher.j
Residence Life	Michelle Murray, <i>Director</i>	LH	Murray.m
Registrar	Jennifer Mellon, <i>Registrar</i>	CH	Mellon.j
Student Billing	Student Billing Office	CH	StudentBilling
Student Concerns	Josh Stern, <i>VP for Student Services/Dean of Students</i>	TGC	Stern.j
Student Engagement	Alexandra Jabara Johnston, <i>Director</i>	WC	Jabara.A
Student Success Center	Karen Geiger, <i>Associate Dean for Student Success</i>	KL	Geiger.k
The Mercy Center	Jeffrey M. Wallace, <i>Director of Spirituality and Justice</i>	MH	Wallace.j
Title IX	Tia Brown, <i>Title IX Coordinator</i>	TGC	Brown.t8
Transcripts	Registrar's Office	CH	Registrar
Tutoring Svcs & Placement Assess.	Stephanie Alderfer, <i>Director</i>	KL	Alderfer.s
University Advancement	Christina Riso, <i>Vice President</i>	AH	Riso.c

IN CASE OF EMERGENCY

PUBLIC SAFETY Ext. 21111 or 215-641-5522

VISIT US ON OUR WEB SITE:

www.gmercy.edu

Buildings

ADMH	Admissions House	MH	Mercy Hall
AH	Assumption Hall	PL	Physical Plant
CFC	Connelly Faculty Center	SB	St. Bernard Hall
CH	Campbell Hall	SBH	St. Brigid Hall
CS	Campus Store	SH	Siena Hall
FH	Fatima Hall	TAS	The Art Studio
FMH	Frances M. Maguire Hall	TGC	The Griffin Complex
HIC	Healthcare Innovation Center	TH	Tabor House
JBA	Julia Ball Auditorium	UH	University Hall
KL	Keiss Library/Student Success Center	VGH	Valie Genuardi Hall
LH	Loyola Hall	WC	Waldron Center

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").



GWYNEDD MERCY UNIVERSITY
Deanne Horner D'Emilio, JD
President

The University Seal

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*

Statement on Diversity, Equity and Inclusion

Gwynedd Mercy University's core values of integrity in word and deed, respect for the dignity of all people, service to society, and social justice in a diverse world, place inclusive excellence at the center of our daily work and relationships as a Catholic, Mercy university. Inclusive excellence recognizes that to advance our mission successfully, we must value, engage, and include the rich diversity of all the members of our community.

In seeking to live this commitment faithfully, we must first acknowledge how we are continuously influenced by the collective history of systemic inequity in society at large, despite our commitment to inclusivity. We must learn from our failures and build upon our successes to work toward a more inclusive institution that is rooted in Mercy.

To achieve this, our community must meaningfully internalize this work of transformation; it will require all to engage in collaborative implementation that strategically integrates inclusion and **radical mercy** into the curriculum, co-curriculum, administrative structures, practices, decision-making, and culture.

The Mission and Values Committee

*Invites you to engage in supporting the University's theme for the **2025-2026** academic year:*

“Rooted in Mercy, Leading with Hope”

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 and off campus. Make sure you review the following publications that are found on the University website:

- The University Catalog
- Departmental Handbooks
- Guide to Residence Life (for resident students)

***It is your responsibility to become familiar with all 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!

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:*

<i>Ears:</i>	<i>Attention</i>
<i>Wings:</i>	<i>Celerity of execution</i>
<i>Lion-Like Body:</i>	<i>Courage</i>
<i>Hooked Bill:</i>	<i>Perseverance</i>

GENERAL INFORMATION

Main Phone Number: 215-646-7300

www.gmercyu.edu

Public Safety - Dial Operator (0) or ext. 21522

Emergency ext. 21111 or 215-641-5522

The Public Safety Office is located in St. Brigid Hall

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
This information can be found in the University Catalog. 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
Please see the University Catalog for all academic information including program admission requirements and final grade appeals. Please also review the syllabus in each course for specific grading and other policies.
- C. Speech and Expression of Opinion
- No student shall be penalized for the reasonable expression of any view which is relevant to the classroom discussion or written material.
 - 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
- Students are responsible for meeting the requirements of class attendance, test dates, and assignment deadlines and for proper behavior during classes.
 - 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. Please see the University Catalog for detailed information regarding academic integrity violations.
- 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:
- 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.
 - To maintain personal records of academic progress and advising sessions.
 - 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 deadlines, and program requirements.
6. To meet all requirements for graduation following the academic plan determined by you and your advisor.

Alumni/University Advancement

The Office of University Advancement is located in Assumption Hall. The current alumni family includes more than 25,000 members living in the United States and abroad. Most alumni programming is open to student participation. The Alumni Association 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 alumni programs. The Office of University Advancement 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 Anne Murphy, Director of Engagement and Affinity Giving, in Assumption Hall, or call ext. 21554 on campus, 215-641-5554 (from an outside line), or e-mail murphy.a3@gmercyu.edu.

Basketball Courts and Turf Field

All members of the University may use these outdoor recreational facilities. Upon request, users must present a valid University ID.

Campus Emergency Phones

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

- St. Bernard Hall Parking Lot
- Valie Genuardi Hall Parking Lot
- Valie Genuardi Hall/Maguire Hall Upper Walkway
- Valie Genuardi Hall/Maguire Hall Lower Walkway
- Turf Field (Stadium) Parking Lot
- Turf Field (Stadium) Concession Stand Area

Video Intercom locations:

- Evans Road Gate
- Connelly Faculty Center 1st and 2nd floor entrances

Campus Store (Spirit Store)

The Campus Store, is located on the ground floor of the Waldron Center. Their [website](#) offers students the ability to order textbooks at their convenience and have the order picked up at the store or shipped to another location. 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 GMercyU ID card.

Chapel

The University chapel offers opportunities for silence, solitude, the celebration of the Eucharistic Liturgy, and other opportunities for prayer. Please see the Mercy Center [webpage](#) or call 215-641-5590 for current information on prayer opportunities, such as weekday mass or daily prayer. The Chapel is located off the breezeway entrance to Campbell Hall. All are welcome to visit for private prayer whenever the building is open.

Communications/Press Release

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.

Dining Services/Griffin Dining

All Access Plans (All Access Plus and All Access) provide unlimited meal swipes at the Waldron Café and MERV bucks (300 for All Access Plus and 150 for All Access) per semester for use at MERV Markets, Starbucks, Valley Pizza and Bread Company, the Costa Coffee Machine in Maguire Hall, and BYTE boxes in Maguire Hall and the Library.

The Weekly Plan (Weekly 15) provides 15 meals per week for each student and 200 MERV bucks per semester.

Block Meal Plans (50 Block and 100 Block) provide a set number of meals (either 50 or 100) to be used per *semester* and include 200 MERV bucks each semester. Students can use up to 3 meals per meal period at Waldron Cafe. Unused meals will roll over fall to spring, but not spring to fall. If you run out of meals, you may purchase another block of meals at the Campbell Solution Center, or use MERV bucks, cash or credit card.

- **MERV Bucks** are declining balance dollars that are included 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.
- **Cash Equivalency:** A Cash Equivalency meal allows students to use a meal swipe for a full meal solution outside of Waldron Café. Students may choose to use a Cash Equivalency meal swipe at or **Valley Pizza and Bread Co** on the Transact Mobile App. Students can only use one (1) Cash Equivalency meal swipe per meal period. At **Valley Pizza and Bread Co.** students can spend up to \$7.00 for a meal. Students cannot use Cash Equivalency for bottled beverages or retail packaged items.

All meal plans and additional declining balance dollars may be purchased at the Campbell Solution Center in Campbell Hall and online via the Blackboard Transact app on the student portal.

Hours of Operation:

Waldron Café – 2nd floor of Waldron Center

Meal Periods Monday-Friday: *(Meal Plan, Cash, Credit Cards, MERV Dollars, or Flex Dollars)*

Breakfast	7:00 a.m. - 10:30 a.m.
Lunch	11:00 a.m. - 2:00 p.m.
Light Lunch	2:00 p.m. - 5:00 p.m.
Dinner	5:00 p.m. - 7:00 p.m.
Late Night (Valley Pizza and Bread Co. only)	7:00 p.m. - 10:00 p.m.

Meal Periods Saturday

Lunch	12:00 p.m. - 2:00 p.m.
Light Lunch	2:00 p.m. - 4:00 p.m.
Dinner	4:00 p.m. - 6:00 p.m.

Meal Periods Sunday

Brunch	11:00 a.m. - 2:00 p.m.
Light Lunch	2:00 p.m. - 5:00 p.m.
Dinner	5:00 pm - 7:00 pm

Valley Pizza and Bread Co.- 1st Floor Waldron Center

Mobile Ordering Available *(Cash, Credit Cards, MERV Dollars, or Flex Dollars)*

Monday - Thursday	11:00 a.m. - 10:00 p.m.
Friday	11:00 a.m. – 2:00 p.m.
Saturday and Sunday	Closed

Starbucks: We Proudly Serve

Mobile Ordering Available *(Cash Equivalency, Cash, Credit Cards, MERV Dollars, or Flex Dollars)*

Monday - Thursday	8:00 a.m. - 3:00 p.m.
Friday	8:00 a.m. – 2:00 p.m.
Saturday and Sunday	Closed

MERV Market – University Hall and Healthcare Innovation Center

(MERV Bucks, FLEX and Credit Cards Only)

Beverages, snacks, convenience meal options and Starbucks coffee. Open during all building hours thanks to self-checkout kiosk technology.

Mobile Ordering for The Valley Pizza and Bread Co. ONLY

Download the **Transact App** and sign in with your gmercyu.edu email. Choose Cash Equivalency to use your meal plan. If you go over the Cash Equivalency amount at check out, you will need to pay the balance with MERV Dollars, Flex Dollars or credit card in the App.

Dietary Concerns

We know that many of our guests may have food allergies or dietary concerns. Nutritional information is available for students in real time in Waldron Café and retail locations, as well as on our [website](#). Additionally, our campus registered dietitian is available to meet with students for one-on-one consultations to support navigating our dining offerings across campus. Please contact us at griffindining@gmercyu.edu to discuss specific needs with a member of our Management Team or our registered dietitian to set up an in-person consultation.

Stay up to Date with Dining

Daily menus, dining hours of operation, specials, and events are posted on the bulletin board outside Waldron Café and on the dining [website](#). Follow Dining Services on Instagram and Facebook [@Griffindining](#) to stay in-the-know for all of our pop-up specials and events around campus! Menus are subject to change based on product availability.

Emergency Notification

Gwynedd Mercy University has an emergency alert program for our community. The directions for students to update or add 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.

Omnilert is a selective mass notification system that empowers schools to send time-sensitive messages to students, faculty and staff wherever they are located. A selective mass notification system delivers notifications to an entire audience by all means necessary, increasing the odds that notifications are received in a timely manner. You will be notified immediately of events on the device(s) you select. You may input up to two contact numbers (e.g., cell phone) and two personal email addresses.

The University will **only** send mass notifications in the event of weather and campus emergencies. **You will not receive general notices via this delivery method.** To register for Omnilert, please do the following:

- Go to 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

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, the Title IX Coordinator, and the office of the Vice President for Student Services and Dean of Students.

Also located on the second floor is the 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>.

Student IDs

Every part-time, full-time, resident or commuter student **MUST** carry a Gwynedd Mercy University ID at all times while on campus. A University ID is necessary for entrance to campus, residence halls, the Griffin Complex, accessing university printers and for borrowing privileges in the library.

To obtain an ID card, email your picture to Campbell Solution Center at idcardpicture@gmercyu.edu from your Gwynedd email account and we will issue you an ID card. If you are a new student, there is no charge. Replacement cards will cost \$10.00 which will be charged to your student account.

Please visit our [webpage](#) for the most up to date hours. For further information, please 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.

Keiss Library and Learning Commons

Keiss Library and Learning Commons is the gateway to scholarly resources at Gwynedd Mercy University. Resources include print book collections, course material reserves, and study aids as well as access to thousands of full-text electronic journals, eBooks, and streaming videos. The Keiss Library homepage provides access to the library catalog, full-text online resources, research guides and tutorials, citation help, and information about library hours, policies, and services. The library’s online resources are available on and off campus 24 hours a day, 7 days a week. Students, faculty, and staff can use the library’s interlibrary loan service to access materials the library does not own. Keiss Library has desktop computers, a color printer, a scanner, and reservable group and individual study rooms. The Keiss Library and Learning Commons building also houses the University Archives and Special Collections.

Professional reference librarians are available in person and virtually during Keiss Library’s open hours to help students access and use resources to complete research and course assignments successfully. For assistance or more information, contact the Reference Desk by phone at 215-646-7300 ext. 21484, by email at library@gmercyu.edu, or visit gmercyu.edu/library and click on the “Get Help” link on the Keiss Library webpage.

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. **Found articles should be turned immediately in to the Public Safety desk in St. Brigid Hall**, ext. 21522 or by calling 215-641-5522.

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, University Hall and the Healthcare Innovation Center.

Parking Information

Operation of motor vehicles (car, truck, van, motorcycle, etc.) 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 result in your vehicle being towed from campus at your expense.

University parking is available to all employees, students and visitors and to persons conducting business with the University. To be eligible to park on university property, you must obtain a parking hangtag or visitor's parking permit from the Office of Public Safety located in St. Brigid Hall.

Persons with disabilities who have been issued appropriate state identification for their vehicles must obtain a university parking hangtag to park their vehicles in university handicapped parking spaces. State-issued handicapped identification tags alone do not permit parking on campus. Students who are temporarily disabled due to accidents, etc. should contact the Office of Public Safety in St. Brigid Hall to evaluate possible temporary parking arrangements.

Costs for parking hangtags for the **2025 - 2026** academic year are below:

Resident Student - \$85

Commuter Student - \$55

Graduate and Accelerated Nursing Students - \$35

Parking Permits (hangtags)

Parking hangtags must be renewed each year. This allows for vehicle and contact information to be updated in the parking system. Students who enter the university in the spring can purchase a parking permit at a prorated cost. If you have received a summer parking hang tag, you are still required to complete the online registration and obtain a new 2025-26 hang tag.

To obtain a 2025-2026 parking hang tag, please complete the following steps:

1. Pay for your parking hang tag [here](#).

****IMPORTANT:** You will receive a receipt at the end of your purchase. Please make note of the "order #" at the top of this receipt. You will need to enter the order # into your registration request (step 2)

2. Register your vehicle [here](#). You will need to enter your license plate number and state.

Please see the Campbell Solution Center [website](#) for complete instructions. 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 hangtag is the responsibility of the purchaser. If the hangtag is lost or stolen, please report to Public Safety immediately. The hangtag may be replaced for a \$10.00 fee. The original hangtag will be voided and future use will result in fines. All tickets issued to a vehicle with a hangtag will be charged to the student who was issued the hangtag. Disabled vehicles must be reported to Public Safety and the owner/driver should advise if the vehicle needs 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 and local police enforce parking and traffic regulations on campus. Vehicles parked in violation of the policy will be ticketed at a minimum rate of \$30.00 per ticket plus an additional \$30.00 per boot removal fee. Students wishing to appeal a ticket may complete an appeal form in the Public Safety Office in St. Brigid Hall or [online](#) 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 will be ticketed every 24 hours. A vehicle ticketed three (3) 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 possibly 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 each academic year will be booted or possibly towed and may lose their parking privileges for the following academic year.
 5. A ticketed vehicle whose owner or driver is unidentified will be booted or towed.

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/Staff - Connelly Faculty Center Lot N, St. Bernard Hall Lot A, Frances M. Maguire Hall Lot R, and University Hall lots C and D.

Upper Class Resident Students - Loyola Hall and Valie Genuardi Hall lots only – identified as Lots H and P on the campus map.

First Year Resident Students - will be assigned parking spaces in the Valie Genuardi Hall lot only – identified as Lot P on the campus map.

Commuter Students - Any lot NOT designated for faculty, staff or resident students.

Visitors - The Griffin Complex Lot – identified as Lot F on the campus map or designated issued guest permit location.

Theft or Vandalism

Please report all accidents or incidents of theft or vandalism to vehicles immediately to 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 bring a concern to 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 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. 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 (21111 from on campus) to reach Public Safety Dispatch.
- Activate a blue light phone (strategically placed throughout campus) for a direct connection to the Department of Public Safety.
- Activate a fire pull station within any building when smoke or fire is observed within any GMercyU academic, residential, and office buildings.
- 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: who is involved, how many people are at the scene, if medical treatment is being given or needed, a description of involved parties, 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, police or EMS department may also be dispatched.
- If the responding officer determines the situation presents a significant or imminent danger to the Gwynedd Mercy University community, the Chief 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 related to Residence 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 even if the reporting party chooses to pursue criminal charges.
- In accordance with the Jeanne Clery Act, the Department of Public Safety prepares, publishes and distributes an Annual Security and Fire Safety Report on Oct 1 annually. This report is located on the Public Safety [webpage](#).

Student Billing

Tuition payments are due prior to the start of the semester. The fall semester's tuition is due on August 15, the spring semester's tuition is due on December 15, and the summer semester's tuition is due on April 25. Cash payments up to \$1,500 and checks will be accepted in person at the Campbell Solution Center. All credit card payments must be made online through your self-service account, and the option to pay online with an online check is also available. Directions on adding an authorized user to make payments online on your behalf are on the Student Billing [webpage](#). The University accepts Visa, MasterCard, AMEX and Discover. Checks may be mailed to the attention of the Student Billing Office, Gwynedd Mercy University, Attn: Student Billing Office, 1325 Sumneytown Pike, PO Box 901, Gwynedd Valley PA 19437.

Students are not permitted to register for the next semester unless all outstanding debts are resolved. All debts must be resolved prior to registration and before graduation, regardless of pending financial aid. Diplomas will not be issued to any student with an outstanding debt. Outstanding financial obligations must be discussed with the Student Billing Office before obtaining your official transcripts.

As a service to our students and their families, a tuition payment plan is available. The plan is administered by TouchNet. For information on the payment plan visit the Student Billing [webpage](#).

You may view your billing statement online through the "Self Service" portal, under the "Student Finance" tile. If you have questions about your billing statement, please email studentbilling@gmercyu.edu. If you are having issues logging into your account to access your statement, or other technical issues, please call the IT 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 diplomas/certificates 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.

Student Billing Office:

Office Location: Campbell Hall
Office Hours: M-F, 8:00am –4:00pm
Telephone: 215-646-7300 x21278
Email: studentbilling@gmercyu.edu

Student Success Center (SSC): Academic Advising and Academic Coaching, Accessibility Services, Career Development, First Year Experience Program, Placement Assessments, and Tutoring Services

General information and appointments:

Email: studentsuccess@gmercyu.edu

Phone: 267-448-1370

Web page: www.gmercyu.edu/studentsuccess

The Student Success Center, located in the Keiss Library, provides academic and professional support for Gwynedd Mercy University students.

The Office of Academic Advising and Academic Coaching recognizes that academic advising is a vital component of a student's academic and personal success in the university and beyond. The professional academic advisors in the Student Success Center are available for students who are admitted to University Studies, Health Studies, 1st and 2nd year Nursing, or who are considering a change of major. Academic Advisors guide students through selecting appropriate courses, creating academic plans, and exploring academic interests and programs. The Student Success Specialist coaches 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 and Success Specialists are available by appointment. Email studentsuccess@gmercyu.edu to make an appointment or for more information.

The Office of Accessibility Services provides services to students requesting academic or physical accommodations, including testing accommodations. For any accommodation, students should email accessibilityservices@gmercyu.edu. Testing accommodations may be offered in person or remotely but by appointment only. Appointments for testing accommodations must be made at least one week in advance by emailing testingaccommodations@gmercyu.edu.

The Office of 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: <http://www.gmercyu.edu/cd>
- Job/Internship website: gmercyu.joinhandshake.com/
- Nursing Job website: www.liquidcompass.com/gmercyu
- Interview website: <https://gmercyu.biginterview.com/>
- Twitter: twitter.com/gmercyucareers

Contact Us

215-646-7300 ext. 21230

cd@gmercyu.edu

TBD, Director

The Office of Tutoring Services and Placement Assessments

For students who want course-specific help, the Office of Tutoring Services offers peer and professional tutorials for individuals or groups, academic workshops, and math skill modules. Appointments are strongly recommended for all tutoring services. Academic workshops are offered on various topics throughout the semester and advertised on the student portal. There is no additional fee for tutoring.

The Office of First Year Experience

In addition, the University recognizes the challenges of a student's first year. Our Office of First Year Experience (FYE) provides students with guidance and resources to succeed in this new environment. Email FYE@gmercyu.edu for information. Most services are offered in person and remotely. Contact studentsuccess@gmercyu.edu for more information.

Technology

The IT department operates the Student Help Desk on the first floor of University Hall. The hours of operation are Monday – Thursday 8am - 6pm and Friday from 8am - 4pm. Students have access to IT staff to answer questions and to help resolve technical issues. More details are available at [IT Student Technical Support](#).

Transportation: GMercyU Express

The University provides a shuttle, The GMercyU Express, between campus and the Gwynedd Valley train station. For further information, please call ext. 21522.

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.

STUDENT LIFE

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 Suite
2nd Floor, Griffin Complex

Athletics

Mission Statement

Gwynedd Mercy University Athletics provides student-athletes with a robust experience for academic and competitive excellence leading to successful careers and meaningful lives. Rooted in our university values, our distinctive Mercy student-athletes are holistically formed in leadership, integrity, competition, and service in a diverse community.

Vision Statement

Gwynedd Mercy University Athletics will offer a first-choice NCAA Division III athletic experience to student athletes. The Athletics Department will recruit and retain diverse student athletes, coaches, and staff, who are successful and ethical both on and off the field. GMercyU Athletics will foster a fan environment that is engaging to our students, alumni, and the greater community. The athletic department functions with integrity, social responsibility, ethical standards and strict adherence to the guidelines set forth by the NCAA and AEC. Gwynedd Mercy University currently sponsors 17 intercollegiate athletic programs that compete at the NCAA Division III Level.

Women's Sports

Field Hockey	Indoor Track
Soccer	Softball
Volleyball	Lacrosse
Cross Country	Outdoor Track
Basketball	Cheerleading

Men's Sports

Soccer	Outdoor Track
Cross Country	Lacrosse
Basketball	Volleyball
Indoor Track	
Baseball	

If you would like more information regarding athletics at Gwynedd Mercy University, visit our website at www.gwyneddathletics.com or 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/Transcripts
- 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 4:00 p.m., Monday through Thursday
8:00 a.m. to 3:30 p.m., Friday

Contact Information: Phone: 215-641-5595, on campus ext.21595
E-mail: campbellsolutioncenter@gmercyu.edu or csc@gmercyu.edu

The Mercy Center for Service, Spirituality, and Justice

Vision Statement

Through our programs and pastoral presence, the Mercy Center 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 the Mercy Center 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 through spectrum of activities, including Catholic mass, spiritual retreats, one-time service events, week-long Alternative Break trips, ongoing service in the local community, and informal visits to our office in Mercy Hall. 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 Mercy Center team consists of a Director of Spirituality and Justice and a Director of Service and Catherine's Cupboard. Each is available for individual conversation as well as collaboration with student organizations, athletic teams, residence halls and academic departments. Please see our webpage, follow our social media pages on Facebook and Instagram, or call 215-641-5590 for more information about our offerings this year.

Catherine's Cupboard

Recognizing that some students struggle with basic needs, Catherine's Cupboard provides a variety of groceries and toiletries to any member of the GMercyU community who needs them. In addition to our main Cupboard in Tabor House on Service Center Lane (#24 on campus map), grab-and-go meals and snacks are available in the Chapel Lobby (Campbell Hall) and in the Waldron Center 2nd floor kitchen across from the Commuter Lounge. If you are concerned about getting enough nutritious food for yourself or your family or are struggling to meet other basic needs, please contact CatherinesCupboard@gmercyu.edu.

Vice President for Mission, Planning and Effectiveness

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

The Mercy Center for Service, Spirituality and Justice located in Mercy Hall:

Director of Spirituality and Justice

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

Director of Service and Catherine's Cupboard

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

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

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. However, note that the services of Counseling Services are not intended to span a student's enrollment. Off campus referrals or resources may be utilized instead of, or in addition to, the Counseling Services provided on campus.

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.

Services

Counseling Services are free, confidential and available to all enrolled Gwynedd Mercy undergraduate and graduate 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
- Alcohol and Other Drug 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) Program

Gwynedd Mercy University's AOD Program is committed to creating and maintaining a healthy and safe campus community. The AOD program takes a comprehensive approach that includes prevention, early intervention, education, and treatment. In addition, the AOD program 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, Counseling Services 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 advised to seek more support or treatment. The Counseling Services staff will assist students with resources and referrals found in the community, if needed.

Appointments

Counseling appointments can be scheduled during the academic year (August 1 – May 31) office hours which are Monday-Friday 8:30 a.m. to 4:30 p.m. Summer hours in June and July are Monday-Thursday 7:30 a.m. to 3:30 p.m. All appointments can be in person or virtual. Virtual appointments can be offered to students who are in Pennsylvania only.

Scheduling

To schedule an appointment, a student can directly email Counseling Services at counseling@gmercyu.edu; or can directly email any counselor. Walk-in appointments are for emergencies only, 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. Additionally, in instances of excessive cancellations and/or absences by students, the student's case will be closed, and appropriate community referrals made.

***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. The right to confidentiality is limited in certain circumstances: threat of harm to oneself; threat of harm to another; child abuse/neglect/endangerment; and 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 operates 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 development and/or training purposes only. Our goal is to provide the highest quality services for all who use Counseling Services.

Counseling Services:

Location: Griffin Complex, 2nd floor window side hallway

Hours: Monday - Friday 8:30 a.m. to 4:30 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

Alcohol and Other Drug Education 215-646-7300 x 21395

Counseling Services Staff:

Dan Jordan, MC, NCC, LPC; Director of Counseling Services

Email: jordan.d@gmercyu.edu

Sara Hollie Pew, MS; Counselor and AOD Coordinator

Email: holliepew.s@gmercyu.edu

Counseling Services utilizes clinical graduate level interns to provide counseling to students. Graduate interns are held to the same level of ethics and professionalism as professional counseling staff and have oversight by licensed professional staff.

Diversity Equity and Inclusion

The Office of Diversity, Equity and Inclusion leads and supports initiatives that help advance our Mercy mission by developing and sustaining meaningful and collaborative relationships that result in a more diverse and inclusive community and centering the voices of our community to drive university-wide culturally sustaining initiatives and equitable opportunities.

The office's efforts include but are not limited to:

- Student leadership opportunities
- Collaboration with the Office of Student Engagement's CORE programming initiative
- Main point of contact for DACA & Undocumented students: [DACA Resources site](#)
- The Bias Activity Response Group: [Bias Reporting form](#)
- Chosen Name Policy (policy and process for those who wish to be known by a name other than their legal name)
 - Follow instructions to be processed.
 - View the [Chosen Name Policy FAQs](#) (PDF).

Tatiana Diaz, Assistant Vice President for Diversity Equity and Inclusion

Location: Assumption Hall, first floor

Email: Diaz.t@GMercyU.edu

Phone: 215-646-7300 x21073

Webpage: www.gmercyu.edu/about-gmercyu/diversity-equity-inclusion

Financial Aid

Gwynedd Mercy University's Financial Aid program is designed to provide eligible students with the financial assistance they need to participate fully in the educational, spiritual, cultural and social experiences available at the University. Students may be eligible for University and outside scholarships based on their previous academic performance and other factors. Students may also be eligible for need-based federal, state, university and private funding based on the results of their Free Application for Federal Student Aid (FAFSA). Students who encounter unexpected financial difficulties after aid is awarded or at any time during enrollment at the University are encouraged to discuss these matters with the Office of Financial Aid. Every effort is made to ensure that students with financial need who are making academic progress are awarded aid. To reach the Office of Financial Aid, you can call at (215) 646-7300 ext. 21216 or email financialaid@gmercyu.edu.

Health and Wellness Center

Statement of Purpose

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 3:30 p.m. The Health and Wellness Center partners with local medical facilities to provide additional medical coverage. 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: 2pm-7pm; Tuesday: 3:30pm-6:30pm; Wednesday: 8:30am-5:30pm; Thursday, 3:30pm-6:30pm

Phone: 215-646-7300, ext. 21306

Health and Wellness Center Staff:

Maria Warnick, Ph.D., CRNP, FNP-BC – Director

Email: warnick.m@gmercyu.edu

Health Insurance

Please refer to the Health and Wellness [webpage](#) for resources.

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

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. The medical form is located on the University website under Health Services.

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.

Integrated Studies Program

Integrated Studies at Gwynedd Mercy University is a student-centered, inclusive post-secondary program for individuals aged 18-26 with intellectual disabilities.

This program is designed to provide excellent opportunities in education, career development, and social participation within an inclusive academic setting. Integrated Studies strives to create a community that cultivates self-determination, service, self-efficacy, and lifelong learning.

Staff:

Christa Fisher – Director

Email: fisher.c2@gmercyu.edu

International Student Liaison

Support 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

Support for study abroad:

- 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

Staff:

Jesse Ruhl - International Student Liaison, PDSO

Email: Ruhl.j@gmercyu.edu – Phone: 215-300-1507

Residence Life

Statement of Purpose

Residence Life is a distinctive and inclusive living-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 Director (RD)

The Residence Director is a staff member responsible for the overall administration of a residential area. The RD lives in a University-provided apartment and supervises the area student staff. In addition, the RD facilitates student and community development, coordinates facilities management, participates in the student conduct system, provides basic counseling for all residents within their community, and supports the overall growth and development of a residential community that embodies the mission and 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 in the Triplex. 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 the Associate Director of Residence Life.

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 mostly double occupancy suite-style rooms with semi-private baths. All buildings feature air-conditioning, Wi-Fi and lounges with refrigerators, microwaves, kitchen facilities and HDTVs with access to streaming services and network television. Laundry facilities and vending machines are also located throughout each hall.

The Triplex houses both first-time, first-year students (Loyola Hall) and upper-class students and transfers (St. Brigid and Siena Halls) with an 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. Another entrance to the Triplex is in Loyola Hall which requires residents to use their student ID to gain access.

Residence Life Staff

Main Office Location: Loyola Hall 138

Office Hours: Monday-Friday, 8:30 AM-5:00 PM

Telephone: 267-448-1305 (On-Campus: x21305)

Email: reslife@gmercyu.edu

Michelle Murray, Director of Housing and Residence Life

Loyola Hall 130, x21460, murray.m@gmercyu.edu

Alex Reynolds, Associate Director of Residence Life

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Student Engagement

Statement of Purpose

We provide resources for students to discover and enhance leadership skills to prepare for successful careers and meaningful lives. Through engagement, we support, challenge, and empower students to reach their full potential in becoming impactful, Merciful graduates. Our programs (New Student Orientation, Clubs and Organizations, CORE Programs, After Dark, and Leadership Programs), create small learning communities for students to explore cultures, life experiences, and worldviews different from their own. Our student organizations provide hundreds of activities each semester, from trips to fun, local attractions to movie nights featuring the latest films right here on campus.

Getting involved is a perfect way to build your leadership skills, expand your resume, have some fun, and create memories and relationships that will last a lifetime. So, stop by the Student Engagement Office to find out what's going on at GMercyU and how you can get involved!

GriffinEngage

Explore your interests and discover new ones with [GriffinEngage!](#) This campus-wide platform hosts information and tools for clubs, departments, and students to connect, view, browse, and search opportunities. In addition, each club has the ability to create

personalized webpages and profiles, as well as post on-campus and virtual events. Students can use this information to create a co-curricular transcript that highlights skills learned outside of the classroom. Please Note: To view all details and events on GriffinEngage, you must be logged in as a current GMercyU student.

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 for Student Engagement. The Club and Organization Manual can be found on [GriffinEngage](#) or in the Student Engagement Office. If you have questions, you are encouraged to visit the Office for Student Engagement, 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 for Student Engagement encourages student clubs/organizations to be associated with SGA. SGA sees their mission to serve and provide services for the GMercyU community 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.

Student Leader Involvement Opportunities

We believe that becoming a leader should be informative, meaningful, and exciting! Whether you're a first-year student who would like to start developing a foundation in leadership, someone who wants to gain expertise through leading a group, or a senior who wants to partner with a professional mentor, getting involved with Leadership Programs offers hands-on learning experiences that teach critical leadership skills. Some of the opportunities are: Orientation Assistant and Leader Programs, Off-Campus Leadership Conferences, National Society for Leadership Success, and Weaving Equity into Leadership. If you are interested in learning more about these experiences, email studentengagement@gmercyu.edu.

Student Engagement Staff:

Main Office Location: Waldron Center, 2nd Floor
Office Hours: M-F, 9:00am – 5:00pm
Telephone: 215-641-5565 (On-Campus: x21565)
Email: studentengagement@gmercyu.edu

Director for Student Engagement – Waldron Student Center, 2nd Floor

Alexandra Jabara Johnston
Phone: 215-641-5565, ext. 21565 on campus
jabara.a@gmercyu.edu

Coordinator for Student Engagement - Waldron Student Center, 2nd floor

Cecily Ritchie
Phone: 215-646-7300, ext. 21459 on campus
ritchie.c@gmercyu.edu

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:

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 makes recommendations to the Office of the President regarding improvements that can be made to the campus environment. Student Members: one full-time student.

Diversity Equity and Inclusion Workgroup

The Diversity Equity and Inclusion Workgroup Serves as an organizational mechanism to cultivate and sustain synergy and collaboration of initiatives and programming related to diversity, equity, and inclusion across the University.

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: the SGA President and two SGA voting members.

Learning Resources Committee

Promotes opportunities to enhance utilization of library, teaching and learning, and student success resources; promotes better integration of library, teaching and learning, and student success resources into the curriculum; serves as a consulting and advisory group to the Library Director, the Director of Teaching and Learning Technologies, and the Dean of Student Success connecting educational resources; increases awareness and communication of initiatives and resources. 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. 21566, The Griffin Complex.

Student Annual Traditions:

Fall

New Student Orientation Service Project
Mercy Week
Red and Gold Fall Festival
Thanksgiving Dinner
Donut Days

New Student Orientation Prayer Ribbon Ceremony
Griffin Madness
Finals Breakfast
Christmas Tree Lighting

Spring

Take Back the Night
Student Appreciation Day

Gwynedd Gala
Griffin Grad Week

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

The University is committed to addressing 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.

Gwynedd Mercy University is a smoke/vape free campus, and therefore does not permit the smoking/vaping of medically-prescribed cannabis or any other products. Likewise, under the federal Drug-Free Schools and Communities Act, the University prohibits the use of illicit drugs and abuse of alcohol by students and employees. ‘Illegal drugs’ are controlled substances as defined by federal, state or local laws. Only those drugs which are properly prescribed, in the original container, for the person prescribed, and used in the manner prescribed are permitted.

Local, State and Federal Law

Cannabis or Marijuana

While some individuals with specific illnesses or conditions who live in Pennsylvania may qualify for a medical cannabis card, cannabis is a federally-prohibited substance under the Controlled Substances Act (CSA). Therefore, Gwynedd Mercy University supports the federal Drug-Free Workplace Act and the Federal Drug-Free Schools and Communities Act Amendments. These Acts state, "as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education or state/local educational agency must certify that it has adopted and implemented a program to prevent the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol by students."

Students should be aware that marijuana remains a controlled substance under federal law. Using marijuana, even consistently with a state-certified medical marijuana program, can trigger a positive drug test for marijuana. Although use of certain controlled substances with a doctor’s prescription may be permissible, a state-medical marijuana card may NOT excuse a positive result. Therefore, students are advised to refrain from using marijuana. Similarly, students who may need to pass drug screens for clinical placement, employment or other opportunities are advised to refrain from using CBD products, whether or not lawful, as these too may trigger an unexcused positive result for marijuana.

Gwynedd Mercy University makes reasonable accommodations for students with disabilities to have equal access to its programs. To make a request, students must contact Kelly Kiefer, Director of Accessibility Services, at accessibilityservices@gmercyu.edu and provide medical information from their treating healthcare provider along with their requested specific accommodation, if known. Medical information submitted to Accessibility Services will be kept confidential except as needed to provide any appropriate accommodations. Requests for accommodations should be submitted as early as possible, as requests are not retroactive and will not excuse past behavior. A leave of absence to allow a student who is a user of medical marijuana to seek time to pursue alternative treatment may be considered a reasonable accommodation; overlooking a positive drug screen is not.

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 and the like are also forbidden on campus. 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 also unlawful to knowingly 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, age, 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, cannabis, LSD and other hallucinogens, glue solvent-containing substances, “look-alike” drugs, and all controlled substances identified in the following laws:

- Public Law 91-513—Comprehensive Drug Abuse Prevention and Control Act of 1970 [Federal Law]
- 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, cannabis, drugs and illegal substances. The following university policies have been developed to promote these ideals.

Cannabis

Consistent with federal law, despite recreational or medicinal use, cannabis is a Schedule I controlled substance under the federal Controlled Substances Act (CSA; 21 U.S.C. §801 et seq.), and therefore, the sale, use, possession, manufacture or distribution of cannabis or cannabis-related paraphernalia, including the misuse and/or unauthorized possession and/or distribution of prescribed cannabis 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.

Other 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 less 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;
- Off-campus guests and commuters are not permitted to bring alcohol onto campus regardless of age.
- 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 non-alcoholic beverages and food items available to guests. 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 or suite 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 events 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 may be requested from the Vice President for Student Services and Dean of Students at stern.j@gmercyu.edu.

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.

What's ONE drink?

Beer	Malt Liquor	Wine	Liquor
			
4-5% ABV 12 oz	7% ABV 8 oz	12% ABV 5 oz	40% abv 1.5oz

Your liver can only process one drink per hour. Please know what is in your drink, and limit your drink to one per hour, if your drink is more than one drink. For example, a long island is 6 drinks. Your liver will take 6 hours to process that ONE glass.

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 (44mL) 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 purer 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 binge drinking.

Binge drinking is associated with many health problems, including but not limited to:

- Unintentional injuries (e.g., car crashes, falls, burns, drowning)
- 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 way 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-gaming
- 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)

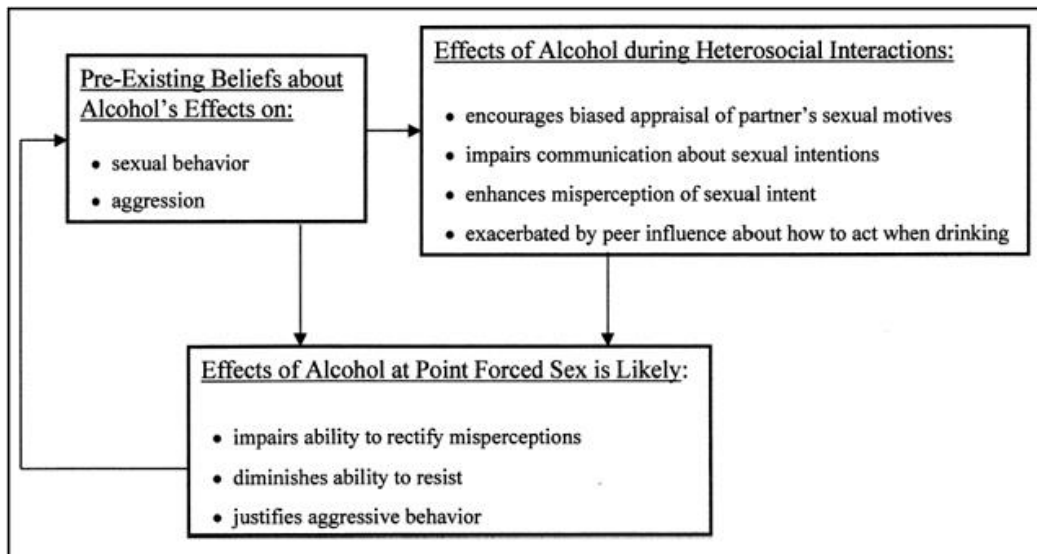


FIGURE 1. Conceptual model of alcohol-related acquaintance sexual assault

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

Cannabis/Marijuana

Tetrahydrocannabinol (THC) is the mind-altering ingredient in cannabis. The typical amount of THC in cannabis ranges from 5% to 8% which is much more potent than it was a few decades ago. Cannabis smoke contains more than 400 chemicals and many are known carcinogens and some are the same found in tobacco. Since cannabis 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-like 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, Biphedamine, 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

Gwynedd Mercy University’s AOD Program is committed to creating and maintaining a healthy and safe campus community. The AOD program takes a comprehensive approach that includes prevention, early intervention, education, and treatment. In addition, the AOD program 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, Counseling Services 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 advised to seek more support or treatment. The Counseling Services staff will assist students with resources and referrals found in the community, if needed.

Counseling Services provides AOD programming 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 conduct 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. Additional information and resources for students can be found on the Counseling Services [webpage](#).

Range of Sanctions – Students

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, cannabis, 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.

Student Code of Conduct Violation	First Time Offender (Recommended Range of Sanctions – All may not be applied and others may be added)	Second Time Offender (Recommended Range of Sanctions – All may not be applied and others may be added)	Third Time Offender (Recommended Range of Sanctions – All may not be applied and others may be added)
Alcohol Policy Violation	<p>Educational task or service project</p> <p>Parental notification for students under 21 years of age</p> <p>Alcohol EDU for Sanctions course</p> <p>Possible restriction from residence halls (for commuter students)</p>	<p>Fine: \$100.00</p> <p>Disciplinary probation for a minimum of one semester (residents)</p> <p>Disciplinary probation for a minimum of one semester (commuters)</p> <p>Referral to the Alcohol and Other Drug Counselor for assessment and completion of educational sessions</p> <p>Educational task or service project</p> <p>Parental notification for students under 21 years of age</p>	<p>Fine: \$200.00</p> <p>Suspension/expulsion from residence halls (residents)</p> <p>Disciplinary probation for a minimum of one year (commuters)</p> <p>Referral to the Alcohol and Other Drug Counselor for assessment and completion of educational sessions</p> <p>Parental notification for students under 21 years of age</p>
Drug Policy (Including Cannabis) Violation	<p>Disciplinary probation for minimum one semester</p> <p>Parental notification for students under 21 years of age</p> <p>Suspension from residence halls (residents) or permanent suspension of residence hall visitation privileges (commuters)</p> <p>Referral to the Alcohol and Other Drug Counselor for assessment and completion of educational sessions</p>	<p>University suspension or expulsion</p> <p>Restriction from University property during the suspension period or, if expulsion, permanent restriction from university property</p>	
Illicit Drugs, including Cannabis (Sale or Manufacture of)	<p>University expulsion</p> <p>Permanent restriction from university property</p>		

Americans with Disabilities Act

Recognizing the diversity of our student population and the challenges and needs they bring to the 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 Director of Accessibility Services and may take up to six weeks. At the time of acceptance (or anytime thereafter) a request can be made in writing to the Director of Accessibility 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. For more information on specific requirements to accommodate a disability and forms, email accessibilityservices@gmercyu.edu.

Bias Activity Response Protocol

Gwynedd Mercy University is committed to creating a respectful and inclusive campus community. We recognize that acts of bias, including harassment and discrimination, are harmful to our community members and inconsistent with the University's mission. This document defines bias activity, harassment, and discrimination describes how to make a report to the University, and outlines the role of the Bias Activity Review Group and protocol used to respond to reports.

Definitions

Bias Activity is an umbrella term used to describe conduct or behavior (verbal, nonverbal, or written) that is characterized by some expression of negative bias against a group or individual and is based on that group's or individual's actual or perceived Protected Class status.

Protected Classes, per University policy, include: race, religion, age, gender, sexual orientation, gender identity, national origin, disability status, color, marital status, veteran status, genetic characteristics, or any other characteristic protected by federal, state, or local law.

Harassment is unwelcome conduct that is so frequent or severe that it objectively creates a hostile or offensive work environment or results in a negative employment action (such as being fired or demoted). For example, assault, threats, insults or offensive graffiti may be illegal harassment. (EEOC) <https://www.eeoc.gov/employers/small-business/eeoc-glossary-small-businesses#harassment>

Discrimination is treating a person or a group of people less favorably based on a Protected Class status. (EEOC) https://www.eeoc.gov/employers/small-business/eeoc-glossary-small-businesses#race_discrimination

Retaliation is taking adverse action against an individual for reporting an incident of bias, harassment, or discrimination, or for cooperating in the investigation of such a report.

Although not all acts of bias rise to the level of harassment or discrimination as defined in University policy, the University will respond to all reports of bias activity in order to promote a safe and respectful campus environment for all community members.

How to Make a Report

In case of an immediate threat or emergency, call the Office of Public Safety at 215-641-5522 ext. 21111, activate a blue light emergency call phone on campus, or dial 9-1-1 to reach local law enforcement.

For all other reports of bias activity, please use the Bias Activity Reporting Form https://cm.maxient.com/reportingform.php?GwyneddMercyCollege&layout_id=11 or email BIAS@GMercyu.edu.



Both anonymous and non-anonymous reports of bias activity may be made through the online Bias Activity Reporting Form. Please know that anonymous reports may limit the University's capacity to investigate, respond, or follow up.

Why Report?

Filing a report of bias activity, harassment, and/or discrimination helps the University create a safe and welcoming campus climate that better supports everyone's ability to learn and/or work. It is the responsibility of all community members to report harmful behavior. The University not only seeks to address harmful conduct through applicable policies and processes, but to provide support and

assistance to those who may have been harmed and identify educational and other programming for the community in order to prevent further harm from occurring.

Every effort will be made to evaluate reports promptly. However, the timing and manner in which the University addresses the report will depend upon the information provided and whether the reporter wishes to remain anonymous.

Role of the Bias Activity Review Group

The Bias Activity Review Group (BARG), led by the AVP for Diversity, Equity, and Inclusion, is comprised of members from Human Resources, Public Safety, Student Services, Academic Affairs, and other campus and community partners, as necessary, and is charged with reviewing all reports of bias activity to:

- Determine whether any immediate steps need to be taken in order to ensure campus safety and/or reduce the potential for further conflict
- Assess the need for a community notification about an incident or pattern of incidents
- Connect individuals with support services on and off campus, including but not limited to, Counseling, Health Services, CARE Team, and Campus Ministry
- Provide information to reporting individuals about the bias activity response protocol and possible options for resolution that may include a formal complaint under University policy
- Refer reports for appropriate resolution processes as necessary
- Offer educational and other informal, non-punitive resolution for individuals and communities in order to address harm
- Provide information to individuals who may have been harmed about outcomes, as appropriate
- Gather data regarding bias activity, harassment, and discrimination reports received in order to make data-driven policy recommendations and provide periodic reports to campus leadership
- Recommend education be offered to campus populations by relevant offices

Protocol for Response Following a Report:

Confirmation of Report - If the reporting individual provides name and contact information, a confirmation will be sent stating that the report has been received.

Intake – The reporting party, if identified, will be provided with resources and support, as well as an opportunity to provide additional information to assist the Bias Activity Response Protocol.

BARG Assessment - BARG will be convened to assess the report and any additional information gathered.

Record the Incident - the BARG will maintain a record of all reports.

Formal Harassment and Discrimination Complaint Policies and Process

Individuals are entitled to fill out a harassment and discrimination complaint directly through the processes outlined in this [link](#).

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 for Student Engagement.
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

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 Provost and Vice President for Academic Affairs (VPAA). For the full policy, please see the section on Academic Integrity in the University Catalog.
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.
 - b. Violation of the Gwynedd Mercy University Firearms, Fireworks, Explosives and Other Dangerous Instruments Policy (see Institution Wide Policy Manual).
6. Violation of the Gwynedd Mercy University Child Abuse Policy (see Institution Wide Policy Manual).
7. Physical Misconduct
 - a. Deliberate destruction of, or damage to, misuse of, or abuse of public, private or university property, on or off campus.
 - b. Violation of the Gwynedd Mercy University Violence Policy (see Institution Wide Policy Manual).
 - c. Violation of the Gwynedd Mercy University Hazing Policy (see page 54).
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

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). For the full policy, please see the section on Academic Integrity in the University Catalog.

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 intoxicants

8. Conduct that is disorderly, lewd, or indecent, which infringes upon the rights of others; breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the University or members of the academic community

9. Violation of the Gwynedd Mercy University Smoking and Tobacco Use Policy

10. Violation of any Gwynedd Mercy University Information Technology or Computer Use Policy

11. Violation of the Gwynedd Mercy University Freedom of Expression Policy

12. Violation of the Gwynedd Mercy University Skateboards/Roller Skates/Blades Bicycles Policy

13. Violation of the Gwynedd Mercy University Off-Campus Behavior Policy

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 of 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 Provost and 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 Provost and 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.

Student Code of Conduct Violation	First Time Offender (Recommended Range of Sanctions – All may not be applied and others may be added)	Second Time Offender (Recommended Range of Sanctions – All may not be applied and others may be added)	Third Time Offender (Recommended Range of Sanctions – All may not be applied and others may be added)
Alcohol Policy Violation	Educational task or service project Parental notification for students under 21 years of age Alcohol EDU for Sanctions course Possible restriction from residence halls (for commuter students)	Fine: \$100.00 Disciplinary probation for a minimum of one semester (residents) Disciplinary probation for a minimum of one semester (commuters) Referral to the Alcohol and Other Drug Counselor for assessment and completion of educational sessions Educational task or service project Parental notification for students under 21 years of age	Fine: \$200.00 Suspension/expulsion from residence halls (residents) Disciplinary probation for a minimum of one year (commuters) Referral to the Alcohol and Other Drug Counselor for assessment and completion of educational sessions Parental notification for students under 21 years of age
Drug Policy (Including Cannabis) Violation	Disciplinary probation for minimum one semester Parental notification for	University suspension or expulsion Restriction from university property during the suspension	

	<p>students under 21 years of age</p> <p>Suspension from residence halls (residents) or permanent suspension of residence hall visitation privileges (commuters)</p> <p>Referral to the Alcohol and Other Drug Counselor for assessment and completion of educational sessions</p>	<p>period or, if expulsion, permanent restriction from university property</p>	
<p>Illicit Drugs, including Cannabis (Sale or Manufacture of)</p>	<p>University expulsion</p> <p>Permanent restriction from university property</p>		
<p>Discrimination and Harassment Policy Violation</p>	<p>Referral to Counseling Services for assessment and completion of educational sessions</p> <p>Disciplinary probation for a minimum of one semester</p> <p>Suspension from residence halls (residents)</p> <p>Restriction from residence halls (commuters)</p> <p>No contact order</p> <p>Educational/service task</p>	<p>University expulsion</p> <p>Permanent restriction from university property</p>	
<p>Firearms, Fireworks, Explosives and Other Dangerous Instruments Policy Violation</p>	<p>University suspension for minimum one semester</p> <p>Restriction from university property during suspension period</p> <p>Restitution in cases where individual or University property is damaged</p> <p>Educational/Service Task</p> <p>Disciplinary Probation</p>	<p>University expulsion</p> <p>Permanent restriction from university property</p> <p>Restitution in cases where individual or university property is damaged</p>	

<p>Stalking/Harassment Policy Violations</p>	<p>Mandatory referral to Counseling Services for assessment and completion of educational sessions</p> <p>Disciplinary probation for a minimum of one year</p> <p>Suspension from residence halls (residents)</p> <p>Restriction from residence halls (commuters)</p> <p>No contact order</p> <p>Educational/service task</p>	<p>University expulsion</p> <p>Permanent restriction from university property</p>	
<p>Sexual Misconduct Policy Violation</p>	<p>University suspension for minimum one semester</p> <p>Restriction from university property during suspension period</p> <p>Disciplinary probation for a minimum of one year</p> <p>No contact order</p>	<p>University expulsion</p> <p>Permanent restriction from university property</p>	
<p>Violence Policy Violation</p>	<p>University suspension for minimum one semester</p> <p>Restriction from university property during suspension period</p> <p>Restitution in cases where individual or University property is damaged</p> <p>Proof of completion of off-campus counseling prior to return to campus</p>	<p>University expulsion</p> <p>Permanent restriction from university property</p>	

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 the Health and Wellness Center 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/X, LinkedIn, etc.
- Video and photo sharing: Instagram, Snapchat, TikTok, Vine, YouTube, Flickr, SmugMug, etc.
- Weblogs or blogs: Wordpress, Blogger, etc.
- "Wikis" or other collaborative Websites designed to enable anyone with access to contribute or modify content: Wikipedia, Digg, etc.
- 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 Gwynedd 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 Gwynedd Mercy University community, please include the statement: "This is my personal opinion and not that of Gwynedd 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/advisor/Dean 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 University 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.

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 (IT).

Distribution Lists

E-mail distribution lists established by the University are maintained by IT 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 IT 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

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 IT through the Help Desk at ext. 21444.

Fundraising Policy (Students)

Any/all fundraising events sponsored by students, clubs or organizations must be approved by the Director for Student Engagement. Email Alexandra Jabara Johnston at Jabara.a@gmercyu.edu for more information.

Good Samaritan Policy/Medical Amnesty Policy

Gwynedd Mercy University is committed to providing a living/learning community that employs educational processes to promote the health and safety of all students and sustain a climate conducive to their personal growth and development. Student wellness is of primary concern. Therefore, the Good Samaritan/Medical Amnesty Policy has been developed to reduce harmful alcohol and other related drug effects. When students decide to drink or engage in drug use, the University expects that they do so in a responsible and legal manner. However, the University recognizes that there may be times when students experience severe intoxication or serious injury relating to alcohol, cannabis, 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 or others during emergency situations when they are dangerously under the influence of alcohol, cannabis, or drugs. No student seeking medical treatment for themselves, others, or accepting medical treatment as a result of a Good Samaritan/Medical Amnesty report, for the effects of cannabis, alcohol, or other drug 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 (e.g., Public Safety, Resident Assistant, 911, etc.) for themselves or others during situations where they are dangerously under the influence of alcohol or drugs.
- Signs and/or symptoms of excessive alcohol consumption may include, but are not limited to:
 - Vomiting
 - Confusion, stupor
 - Slow or irregular breathing
 - Low body temperature
 - Unconsciousness (Passing Out)
- Signs and/or symptoms of cannabis overdose may include, but are not limited to:
 - Frequent vomiting

- Psychiatric response: panic attacks, hallucinations, or paranoia
- Uncontrollable shaking or seizures
- Unresponsiveness
- Chest pain
- Sudden high blood pressure with headache
- Signs and/or symptoms of other drugs may include, but are not limited to:
 - Unresponsiveness
 - Severe abdominal cramping
 - Difficulty or labored breathing
 - Seizures
 - Blue or pale skin
 - Blood pressure or body temperature extremes

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, cannabis, and/or other drugs, they should err on the side of caution and seek emergency assistance.

Requirements for Good Samaritan/Medical Amnesty:

To qualify for Good Samaritan/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/Medical Amnesty 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 and 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 Good Samaritan/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 Good Samaritan/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 disciplinary 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.

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.

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. All flyers/posters must be contained to bulletin boards only. Banners, large posters, and other items may be posted using alternative methods (e.g., with rope on a railing) with prior approval from the Office for Student Engagement.

A. Approval Procedures:

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

- Name of the sponsoring party (club or organization, department, etc.)
- Contact name or number/email;
- All pertinent information regarding the activity (who, what, when, where).

After approval, postings will receive a stamp allowing items to be posted. Items without this stamp may be taken down.

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 for Student Engagement.

B. Duration of Posting

Upon receiving approval from the Office for Student Engagement, 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 for Student Engagement, 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:

- 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).
- All directional signs and balloons must be removed at the conclusion of the event.
- No glitter may be used on flyers/posters or decorations.
- No papers/posters/flyers or directional arrows may be posted to any permanent wayfinding signs on campus.

2. Residence Halls: To post in the residence halls, a group **MUST** give their items to the Administrative Assistant in Loyola Hall Room 138 at least 2 days prior to the date they need to be posted. Please make approximately 16 items - 1 per RA (11 Resident Assistants) plus 5 for common areas.

- Any unapproved posting will be promptly removed
- Only Residence Life staff members may post or slide anything on or under doors. Any other group that does so will have their items removed.

3. Painting on Windows: Window painting designs approved by the Office for Student Engagement are permitted in the following two (2) locations for a duration one (1) week only:

- The window on the second floor of the Waldron Student Center leading into the Dining Hall; and
- 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 (where rain will wash it away); advertising with sidewalk chalk may only be done up to 3 days prior to the event. Violations will forfeit their group's right to advertise with sidewalk chalk and receive 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 (Valley Pizza Co. 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. Digital Signs at Gwynedd Mercy University serve two purposes. First, as a tool to inform the University community, particularly students, about current events on the campus. Second, it is an emergency notification system that allows Gwynedd Mercy University administration to provide time-sensitive messages to the campus community in the event of an emergency. If an emergency bulletin needs to be displayed, the screen on the digital sign board will change colors to red and then provide the emergency information. The Office for Student Engagement is responsible for the management of communication for digital signs. All communication intended for the electronic signage must be approved through this office.

7. All postings must have the following:

- Name of sponsoring party (club or organization, department, etc.)
- 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 submitted through GriffinEngage or emailed to the Office for Student Engagement in **landscape layout in one of the following formats**: .bmp, .gif, .jpg, .png, .psd, .tif. (*Power Point will work – Word documents will not work*)

8. Posting Locations

WALDRON CENTER

Valley Pizza and Bread Company

- 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.

9. 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 for Student Engagement is responsible for the management of communication for the digital signs. All communication intended for the electronic signage must be approved through the Office for Student Engagement.

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, the Healthcare Innovation Center, Maguire Hall, University Hall, and the Triplex 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 for Student Engagement at extension 21565. Please note, some digital signs do not have the ability to produce sound. Short videos may be displayed. They must be one (1) minute or less and emailed in the following formats: MOV or WMV

B. Posting Announcements to the Web Portal

The Portal is the official University internal communication platform and may be used to post University business announcements relevant to the GMercyU community (e.g., students, faculty or staff, etc.). The Office for Student Engagement staff members are approved to post to the portal and may send approved messages on behalf of registered student clubs and organizations. Individual students or unregistered groups may not post messages or announcements to the portal.

Messages can be sent to:

- entire community (includes all the subset groups below)
- faculty only
- staff only
- both faculty and staff
- all students
- commuters only
- residents only

To request a message to be sent on the Web Portal for your Club or Organization, please complete the “Portal Message Request Form” on GriffinEngage at least one week prior to the requested posting date. Please proofread and edit your message. Failure to do so may delay your post. Your message must contain contact information (email, phone) for readers with potential questions.

Please note: if an official statement is being released by the University regarding a similar topic to your requested message, the process of sending your message may be delayed (e.g., a post concerning national news or a school wide policy).

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 for Student Engagement 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. For further information regarding the posting policy on campus or to report any violations, please contact studentengagement@gmercyu.edu.

Required Leave of Absence Policy

(This policy is unrelated to the voluntary academic affairs leave of absence policy outlined in the Academic Catalog)

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.
 - 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 deterioration.
 - e. 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.
 - f. 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 medical emergency, suspicious activity or criminal matter **as promptly as possible**. The Public Safety Office is located in the St. Brigid Hall lobby. In case of an emergency, call ext. 21111 from a University phone or 215-641-5522 from a cell phone.

Joanna Gallagher, Chief of Public Safety and Security

Loyola Hall 134, x21785, Gallagher.j@gmercyu.edu

David Caristo, Assistant Director of Public Safety and Security

Loyola Hall 140, x,21174, Caristo.d@gmercyu.edu

Sexual Misconduct Policy

Gwynedd Mercy University adheres to the federal Title IX policy of the Higher Education Act of 1972 and Code 34 of Federal Regulations Part 106 regarding sexual harassment and sexual assault. 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 Coordinator.

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.*

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 this link for the full Sexual Misconduct Policy: <https://www.gmercyu.edu/about-gmercyu/policies/title-ix>

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/Smoke-Free Campus Policy and Procedures

The use of tobacco/vaping 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 on all University property including:

- All interior areas
- All outside areas including partially enclosed areas such as walkways and doorways
- All University vehicles, including vans and any vehicles being used for University business
- Personal vehicles parked on Gwynedd Mercy University property
- All indoor and outdoor athletic facilities
- All locations, other buildings, facilities, or grounds leased or used by Gwynedd Mercy University

Littering 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/smoke-free policy and procedure. Organizers of events are responsible for communicating the policy to attendees.

Tobacco Cessation Programs

The University is committed to supporting all students and employees who wish to stop using tobacco/vaping products. Assistance to students, faculty and staff to overcome addiction to tobacco/vaping 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.