It is the purpose of Mercer University to adhere to the rules and regulations, course offerings, and financial charges as announced in this handbook or in other publications. The University, nevertheless, hereby gives notice that it reserves the right to withdraw any subject, to change its rules affecting the admission and retention of students, or the granting of credit or degrees, or to alter its fees and other charges, whenever such changes are adjudged by it to be desirable or necessary. Attendance at Mercer University is a privilege which may be forfeited by anyone whose conduct is adjudged as not consistent with the traditions, policies, and regulations of the University.
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Welcome…

from the
Senior Vice-President - Atlanta
Dr. Richard V. Swindle

Dear Mercer Student:

This handbook contains the information you will need to be an engaged member of the Mercer University community in Atlanta. Being a student is much more than going to class and taking exams – it is being in relationship with all kinds of people while in a unique academic setting.

This handbook is designed to help all of us function well as a community. Although there are “rules” here, the primary purpose of the handbook is to make our lives together run more smoothly.

Please note that there is a University Handbook which covers all students at the university, and then there is a supplement for the Cecil B. Day Atlanta and Regional Academic Center Campuses. You will need to refer to both of these in order to have a complete understanding of all policies and procedures which apply to you.

Mercer University is a wonderful and diverse institution, with campuses in Macon and Atlanta plus four Regional Academic Centers. Wherever you are in the Mercer system, we hope you will enjoy your experience.

If you have any questions about the information in this handbook, please call the Student Affairs Office at 678-547-6824.

Sincerely,

Richard V. Swindle
Senior Vice President – Atlanta
Welcome to Mercer
Atlanta & RAC’s
2014-2015 Academic Year!

If you are new to Mercer Atlanta or a Mercer RAC, I would like to welcome you to a unique blend of graduate and professional schools and colleges. We are pleased that you have chosen a campus that will allow you to pursue your studies in a supportive and professional environment. If you are returning to Mercer, I would encourage you to reach out to other students and make plans to use your talents to contribute to this campus community during the 2014-2015 academic year.

You are part of Mercer’s Atlanta and Regional Academic Center Campuses at an exciting time! We are experiencing unprecedented growth in most of the programs on this campus and beginning new opportunities for graduate level study each year. Over 800 graduates participated in the 2014 Commencement and our classrooms are being used by students who are eager to obtain that advanced degree or “re-tool” for a different profession. You will also notice that we have international students from all over the world who have come to Mercer for study. I hope you will take advantage of the richness of what the student experience can be for you.

The Atlanta and RAC Supplement to the University Handbook is a guide to the programs and services aimed at helping you achieve your academic and personal goals. Policies found in this handbook are either specific to the campus or to the entire University. For policies and procedures specific to your school or college, you may need to consult a handbook that is specific to that program.

The Student Affairs division (ACCESS & Accommodations, Campus Housing, Campus Life, Student Health and Counseling, and Wellness and Recreation,) stands ready to assist you. All of our departments are located in the Sheffield Student Center. I hope you will get acquainted with our great team of professionals. I wish you a year of great academic and personal success!

Claire Dyes
Dean of Students
Cecil B. Day Campus
Atlanta & Regional Academic Center Student Handbook Supplement

Italic denotes Mercer University Student Handbook Policies.

Community of Respect

Code of Conduct and Judicial Educational Programs

ACCESS & Accommodation

Children and Guests on Campus Policy

Conduct: Formulation of Regulations & Code of Conduct

Copyright Policy

Crime: Awareness and Campus Security

Drug and Alcohol Policy

Emergency (Medical) on Campus

Emergency Preparedness

Firearms, Weapons, Fireworks/Explosives

Food in Classroom Policy

Fundraising Policy

Grievance Policy and Procedures, Academic

Grievance Policy and Procedures, Non-Academic

Grievance Policy and Procedure, Sexual Harassment, Violence, and Sexual Misconduct

Health and Welfare of Students, Mental and Physical

Health Insurance Policy

Housing without Active Enrollment

Inclement Weather Policy

Immunization

Information Technology Policy

Intellectual Property Policy (Reference University Handbook for full policy)

International Students Policy (Reference University Handbook for full policy)

Missing Student Policy

Official Communication

Refund Policy

Religious Observance Policy

Social Media Guidelines (Reference University Guidelines Here)

Solicitation & Distribution of Literature

Student Health and Counseling

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

**Respect for Academic Integrity**
We value a community that encourages an academic atmosphere. We believe that honesty is important to learning.

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

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

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

**University Handbook**

The University Handbook includes additional policies relevant to ALL students on the Atlanta, Macon and Regional Academic Center campuses.

This handbook can be accessed via the website of the Provost: [http://provost.mercer.edu/handbooks](http://provost.mercer.edu/handbooks)

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## Community of Respect

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

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

## Code of Conduct and Judicial Education Programs

Changes may be made to the Student Code of Conduct during the school year. The most up-to-date version can be found at [www.mercer.edu/StudentAffairs/Judicial](http://www.mercer.edu/StudentAffairs/Judicial).

## Student Rights

The Community of Respect ensures certain rights of its members. The university values the following student rights:
1. Free inquiry, expression, and assembly as long as conducted in a manner that does not infringe upon the rights of others.

2. Freedom from unreasonable invasion of the privacy of the individual’s person, residence, papers, personal effects, and university records.

3. Right to due process and equal protection under the university judicial system.

4. Freedom to pursue educational goals, the right to the free exchange of ideas, thoughts, and viewpoints.

5. Freedom of association for students who meet the university’s standards for participation in co-curricular and extracurricular activities.

II. General Policy

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

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

Sanctions are also intended to maintain the safety of the university environment and the integrity of the University community. The processes for adjudicating violations of federal, state and local laws and violations of the Student Code of Conduct are separate and may be pursued independently of one another.

The University distinguishes its responsibilities for student conduct from the control functions of the wider community. The conduct of students both on campus and in the wider community is ordinarily of University concern when (a) the conduct interferes with the University’s responsibility for ensuring members of the University full and equal opportunity to obtain their educational objectives, (b) the conduct interferes with the University’s responsibility to protect the health, safety and general welfare of persons in the University community, or (c) the conduct negatively impacts the University’s image and/or academic integrity.

The Student Code of Conduct applies to the Macon campus of the University and all international programs. The Vice President for Student Affairs (or designee) may modify non-substantive procedures in the effort to adjudicate violations in these programs when necessary.

Cases involving student organizations are adjudicated through the Office of Judicial Education as well. Student organizations will be held responsible for the behavior of their members, alumni or guests—when their actions evolve from or are in any way related to their association with or activities of the organization. Student organizations may be given joint responsibility for such violations. Student organizations that condone or encourage behavior that violates University or state regulations may be given joint responsibility for such violations.

Authority for student discipline ultimately rests with the University President. For cases involving non-academic conduct violations, the President delegates this authority to the Vice President for Student Affairs (or designee), who in turn delegates it to other appropriate staff, including the Office of Housing and Residence Life, to review and pursue violations of the Student Code of Conduct.
The Vice President for Student Affairs (or designee) has the authority to notify the person listed as the student’s emergency contact (or other appropriate person) in cases of emergency or life-threatening incidents involving students.

The Vice President for Student Affairs (or designee) may order any student to cease and desist from any activity adjudged to be disruptive to the University. If the student fails to cease and desist from such activity, the Vice President for Student Affairs (or designee) may immediately suspend the student pending a judicial hearing.

Formulation of Regulations & Code of Conduct
Any student, faculty member, or administrator may initiate any revision of, or addition to, the University’s standards of conduct. Recommendations should be submitted to the Assistant Dean of Campus Life who, in consultation with appropriate parties, shall ensure discussion of the proposed change. When all parties have had an opportunity to comment on the proposal, the Assistant Dean of Campus Life shall make the determination whether the suggestion warrants a modification of the Student Code of Conduct.

III. Definitions
University. Mercer University. This includes the main campus, all branch campuses and University international programs.
Student. Includes all persons either registered or taking courses at Mercer University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than Mercer University and who reside in Mercer University residence halls. This includes non-degree seeking students. Persons who are not officially enrolled for a particular term but who have a continuing relationship with Mercer University are considered students.
Charged Student. Any student who has been formally charged with an alleged violation of the Student Code of Conduct.
Faculty Member. Any person hired by Mercer University to conduct classroom activities.
Staff Member. Any person hired by Mercer University in a professional position to conduct University activities.
Member of the Mercer University Community. Any person who is a student, faculty member, or employed by Mercer University.
Mercer University Premises. Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Mercer University (including adjacent streets and sidewalks).
Organization. Any group who has been formally recognized by Mercer University as an organization.
Hearing Body. Any Mercer University official or panel authorized to review and evaluate student conduct charges, and to impose sanctions upon students found to have violated the Student Code of Conduct.
Appellate Body. Any person or persons authorized by the Vice President for Student Affairs to consider an appeal from a hearing body’s determination that the student has violated the Student Code of Conduct.
Student Judiciary. Student members are trained and experienced in due process rights, in the procedures of the judicial system, in the mechanics of preparing a case. They are assigned cases on a rotational basis.
Shall. Is used in the imperative sense.
May. Is used in the permissive sense.

IV. Non-Academic Misconduct Process

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

"Having been accepted as a member of the Community of Respect of Mercer University, I pledge myself: to hold each person in high mutual regard; to uphold, respect, and defend the rights of every individual in the community; and to respect the community as a whole. I further pledge that I will not allow to go unreported any violation of the standards of our community."
Each student is responsible for reporting any and all infractions of the standards valued by the Community of Respect. All students accept this responsibility when they enroll. If a student sees, knows, or hears of a violation, he/she is responsible for reporting the suspected violation to Mercer Police, the Assistant Dean of Campus Life, or an appropriate faculty/staff member of Mercer University.

Organizations are expected to investigate and self-report any violations of the student code of conduct. Please refer to Campus Life web page at http://studentaffairs.mercer.edu/campuslife/studentorgs.cfm.

Procedure for Reporting Title IX Violations
Students are expected to abide by all federal, state, and local laws. Behavior that violates external laws may also adversely affect our University community and may lead to disciplinary actions by the University regardless of the outcome of external legal proceedings. Disciplinary action at the University will normally proceed without regard to the status of any civil or criminal proceeding. Hearings and appeal proceedings conducted as part of this process are not courts of law and they are not subject to many of the rules of civil or criminal hearings.

Under Title IX, individuals reporting allegations related to sexual harassment or sexual misconduct have the right to prompt resolution of their complaint, to have the University conduct a thorough investigation, and to have interim steps taken to ensure the safety and wellbeing of the individuals involved and the University community. The University will communicate regular investigatory updates to the complainant and the respondent. Mercer University does not tolerate or condone retaliation of complaints and will not only take steps to prevent retaliation, but will evaluate responsive actions, as necessary, for any retaliatory acts that occur.

Under Title IX, individuals reporting sexual harassment and/or sexual misconduct have the right to proceed formally with criminal and/or judicial action at any point, and may file a report with the University Title IX Coordinator:

Ms. Rhonda Lidstone
Associate Vice President
Human Resources
(478) 301-2788

or to file a formal complaint with the United States Department of Education:

Office of Civil Rights
400 Maryland Avenue, SW
Washington, DC 20202-1100
Phone: (800) 421-3481

Each individual college and/or campus implements the values outlined in the "Community of Respect" statement through individual student codes of conduct. Links to these various supplemental policies are located on the Provost's web page (see http://www.mercer.edu/provost/handbooks). However, the following regulations apply to all processes:

- A charged student will be provided basic due process to include written notice of the charges against him or her and the opportunity to respond to those charges.
- In cases involving sexual harassment or sexual misconduct, both the complainant and respondent will have an equal opportunity to present relevant witnesses and other evidence, similar and timely access to information used at the hearing, equal representation, and to have their cases adjudicated using the preponderance of the evidence standard. The University will notify both parties in writing of the outcome of a sexual harassment or sexual misconduct charge and both parties will have equal opportunity to appeal, if permitted, in the process. Absent a stated policy on any campus or program, the Student Code of Conduct and procedures found at http://www.mercer.edu/studentaffairs/judicial would apply.
Procedures for Filing Charges

The Assistant Dean of Campus Life (or designee) shall make charging decisions for non-academic misconduct. These designees include staff from the Office of Housing and Residence Life (herein after designated as “the University”). This process for review is initiated by either (1) the filing of a police report with Mercer University Police Department (or other law enforcement agency), (2) providing a signed written statement directly to the Assistant Dean of Campus Life (or designee), or (3) by filing an incident report or written statement with the Office of Housing and Residence Life. This information will then be reviewed by the Assistant Dean of Campus Life and the Office of Judicial Education to determine the most appropriate action to be taken. This may result in conducting further investigation into the incident, resolving the conflict in an informal manner, referring the case to housing, or initiating charges in accordance with the procedures contained in this code. Charges should be filed within ten (10) working days after receipt of all available information regarding the complaint. Charges cannot be filed that exceed one (1) year after the discovery of the incident.

Charges

When a determination to charge is made, the Assistant Dean of Campus Life shall notify the student in writing of the charge(s) and the allegation(s) on which the charge(s) are based. This notice shall inform the student that he or she has five (5) regular business days in which to contact the Assistant Dean of Campus Life to schedule an informational session and to select the type of hearing. The informational session is a courtesy to students. If a student does not contact the university during this time, the University shall make a determination regarding the choice of hearing.

Hearing Board Options

The charged student may have charges heard by a University panel or by a designated University administrator, who will then review the case and make a determination with regard to responsibility and sanctioning. In electing one hearing, the student waives the right to the other. The University retains the right to pre-select the hearing forum at any point in the process.

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

For cases handled by the University’s Office of Judicial Education, the designated board is composed of students and faculty/staff members. The hearing board consists of one non-voting faculty or staff member to serve as chairperson, one voting faculty/staff member, and three voting students. Decisions of the hearing board are recommendations to the Assistant Dean of Campus Life, who in the interest of fairness, clarity, or consistency may choose to accept or modify the recommendations as necessary.

For cases handled by a hearing officer, the designated staff member is appointed by the Assistant Dean of Campus Life (or designee).

Conduct Hearing Procedures

All hearings are governed by the following procedures. Procedures may be modified to expedite the proceeding as long as they do not jeopardize the charged student’s fundamental rights or the fairness of the hearing.

1. **Burden of Proof.** The burden of proof rests with the university. The standard of proof shall be the “preponderance of the evidence.” This standard means that the evidence, taken as a whole, supports that it is more likely than not that the violation occurred.

2. **Pre-hearing informational session.** To assist the student in preparing for the hearing, pre-hearing information will be available for the student. This informational session will discuss the hearing procedures, inform the
student of their rights and responsibilities, and allow the student the opportunity to review the available written information that will be presented at the hearing. The student and his or her advisor shall have the opportunity to inspect the information at least three (3) regular business days in advance of the hearing. Upon notification of the student’s choice for a hearing body, the university shall schedule a hearing and notify the student of the date, time, and location of the hearing at least three (3) regular business days in advance. A student may choose to waive, in writing, the three (3) regular business day notice and proceed with a hearing.

3. **Decisions.** Decisions of “responsible” or “not responsible” on the charge(s) shall be based solely on the evidence presented at the hearing.

4. **Confidentiality.** All hearings shall be closed and confidential unless specifically requested otherwise by the charged student in writing. This request must be received three regular business days in advance of the hearing and cannot impede the university’s ability to comply with state and federal laws regarding confidential information. In cases involving alleged victims and competing interest, the Associate Dean of Students will make the final determination regarding open and closed hearings. Information can be conveyed from one hearing to the other in cases with multiple charged students.

5. **Failure to Appear.** If the student fails to appear at the hearing, the hearing may proceed in the student’s absence and a decision rendered provided that the student has been properly notified of the hearing.

6. **Official Record.** A record of the hearing shall be made by the presiding hearing officer. The record may be in written form or in any other form capable of being converted into written form within a reasonable time. Students may request to inspect their record after the hearing is closed.

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

8. **Notice of Decision.** A written decision shall be available to the student within seven (7) regular business days following the hearing. This time may be extended in cases in which additional time is necessary for deliberations. If additional time is necessary, the charged student shall be notified. The decision letter shall contain a decision on each charge, the finding of fact and any recommended sanctions (if applicable).

9. **Hold on Student’s Records.** The university may place a hold on the records or registration of any student who fails to respond to a judicial notice or to ensure resolution of the case prior to transfer or graduation. All pending judicial matters must be resolved prior to a student’s graduation, transfer from, or continued education at Mercer University.

10. **Disabilities.** Any student with a documented disability may request that reasonable accommodations be provided during the judicial process. This request must be made at least three (3) regular business days in advance of the hearing, and the accommodations must be approved by the Office of Student Support Services and the Assistant Dean of Campus Life.

11. **Advisement.** Students and organizations are permitted to bring an advisor of their choice to the hearing. Advisors shall serve as consultants, and cannot speak on behalf of the student during the proceedings. Students are required to address the hearing body in person, on their own behalf. Consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not serve as a witness or be charged in the case. Students must notify the Assistant Dean of Campus Life during their information meeting (or at least five class days prior to the hearing) if they will be bringing an attorney as an advisor.
12. **Testimony.** Students shall not be forced to present self-incriminating testimony. The university is not required to postpone disciplinary proceedings pending the outcome of any criminal proceeding.

**Rights of the Charged Student**

1. **Notice.** Students charged with violations of the Student Code of Conduct will be provided clear and complete notice of the charge(s) against them and the allegations upon which the charge is based.

2. **Hearing.** Students or organizations shall be entitled to a prompt hearing. Students will be given an opportunity to present information, including witnesses during a fair and impartial hearing. The student may inspect all documentary evidence presented at the hearing, may hear and question all available adverse witnesses testifying at the hearing, and may present evidence and call witnesses. If a called witness does not appear, the hearing body may consider their written or taped statements; the statement shall be weighted accordingly by the hearing body as the charged student has no opportunity to cross examine the witness making the written or taped statement. Student questioning of witnesses may be modified in cases involving victims of crimes or protected student information. Witnesses for the hearing will be required to wait outside of the hearing until their point of participation.

**Violations of the Values of the Community of Respect**

Violation of any of the following, or the aiding, abetting, condoning, or attempting to commit these offenses by a student constitutes an offense that will result in disciplinary action.

Violation of any of the following, or the aiding, abetting, condoning, or attempting to commit these offenses by a student constitutes an offense that will result in disciplinary action.

1. **Forgery.** Alteration or misuse of documents or records.

2. **Alcohol Misconduct.**
   - A. Possession and/or consumption of alcoholic beverages including empty containers or alcohol paraphernalia on Mercer University property or at University-sponsored events.
   - B. Any conduct taken under the influence of alcohol that endangers one’s own health or safety or the safety of others.
   - C. Buying, selling or distributing alcohol beverages to individuals under the age of 21.
   - D. Possession and/or consumption of alcohol or alcohol paraphernalia by individuals under the age of 21.

3. **Threatening and Harassing behavior.**
   - A. Threatening Behavior. This is the Intimidation, hostility, coercion, or threats of physical abuse.
   - B. Harassment. This refers to a course of conduct directed at a specific person that causes substantial emotional distress in a person. It is considered the excessive annoyance of or the use of verbally abusive language directed towards another person on University-owned or controlled property, or, while in attendance of university-sponsored or supervised events. The scope of any form of harassment includes language and/or physical acts which degrades, insults, taunts, or challenges another person by any means of communication, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments, sexist remarks, racist remarks or any behavior that places another member of the university community in a state of fear or anxiety. This also includes acts deemed as bullying and cyber bullying, which occurs over the internet.
   - C. Stalking. Following or otherwise contacting another person repeatedly, so as to put that person in fear for their personal safety and/or when the contacting person knows or should know that the contact is unwanted.

4. **Physical Assault/Endangerment.**
   - A. Intentionally or recklessly endangering or causing physical harm (including any form of fighting) to any person. It also may include any form of relationship violence, if applicable.
B. Action(s) that endanger one's own health or safety.

5. **Sexual Misconduct.**
   A. Non-Consensual Sexual Intercourse. Any sexual intercourse however slight, with any part of a person's body or an object by a man or a woman upon a man or woman that is without consent and/or by force. Intercourse includes, but is not limited to: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; or oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
   B. Non-Consensual Sexual Contact. Any intentional sexual touching however slight, of any part of one person's body with any part of another person's body or an object, by a man or a woman upon a man or a woman, that is without consent and/or by force. Examples include, but are not limited to: intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making one person touch another person or themselves with or on any of these body parts; or any intentional bodily contact in a sexual manner.
   C. Sexual Harassment. Unwelcome sexual advances, requests for sexual favors and other gender-based verbal, non-verbal, or physical conduct of a sexual nature when, submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity; or submission to or rejection of such conduct is used as a basis for an academic, employment or placement decision affecting the individual; or such conduct is objectively offensive and sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with an individual's work performance or educational experience, creates an intimidating, hostile environment or involves retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; gender-based stalking; or gender-based bullying. Sexual harassment can occur regardless of the relationship, position, or respective sex of the parties. Same sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.
   D. Sexual Exploitation. When a faculty, staff or student takes non-consensual or sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage another (other than the one being exploited), and that behavior does not otherwise constitute one of the other sexual harassment, sexual violence, and sexual misconduct offenses. Examples include, but are not limited to: invasion of sexual privacy; prostituting another individual; non-consensual observation, either by direct observation or video or audio-taping of sexual activity; engaging in voyeurism; knowingly transmitting an STI (sexually transmitted infection) or HIV (human immunodeficiency virus) to another; exposing one's genitals in non-consensual circumstances; or inducing another to expose his or her genitals.

6. **Destruction/Damage to Property.** Destruction, damaging or misuse of public or private property.

7. **Theft or Possession of Stolen Property.** Taking, possessing, or using property without proper authorization or permission.

8. **Drug Misconduct.**
   A. Possession and/or consumption of drugs or any controlled substance prohibited by law.
   B. Manufacturing, buying, selling or distributing drugs or any controlled substance prohibited by law.
   C. Possession of drug paraphernalia.

9. **Possession and/or Use of Weapons, Firearms, Fireworks, and Explosive Devices.** Unauthorized possession or use of weapons, firearms, fireworks, or explosive devices (except for use in the Department of Military Science and in the rifle range). This includes, but is not limited to: BB guns, stun guns, air rifles, air pistols,
paintball guns, edged weapons (i.e. blades no more than 2 inches), bow and arrows, and martial arts weapons. 
Weapons may be stored at Mercer Police. They may not be left in personal vehicles.

10. **Disorderly/Disruptive Conduct**. Any action which can reasonably be expected to disturb the academic pursuits or infringe upon the privacy, rights, privileges, health or safety of students, faculty, staff, or organizations. This includes actions that reasonably interfere with another student's ability to sleep and study effectively in his/her room, or a faculty's ability to teach class.

11. **Conduct Unbecoming**. Any conduct which is determined to be potentially detrimental to the University's reputation or otherwise violates the rights of other individuals, groups, or organization. This includes the display of indecent or offensive materials or engaging in indecent or lewd conduct, or statements or actions that are bias-related and involve a preformed negative attitude toward a person or group of persons because of race, gender, religion, sexual orientation, ethnicity or national origin, or disability.
   A. Failure to report a violation and/or being present while a violation of the Student Code of Conduct has occurred.

12. **Computer Misuse/Unauthorized access**. Any misuse of or unauthorized access to a computer, computer system, network, software or data; or the unauthorized alteration, copying or distribution of software or data.

13. **Hazing**. Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense, and apathy or acquiescence in the presence of hazing is a violation of this rule. Specific examples of hazing include, but are not limited:
   A. Acts that embarrass harass or ridicule an individual
   B. Acts that create excessive fatigue
   C. Physical or psychological shocks
   D. Morally degrading or humiliating games or activities
   E. The wearing of signs or advertisements
   F. Activities that involve late or early work sessions
   G. Quests, treasure or scavenger hunts
   H. Acts of servitude
   Further information about Hazing can be found in the Office of Campus Life.

14. **Unauthorized Entry or Use of Facilities**. The unauthorized access to an area, room or building.

15. **Fire Alarms and Fire Safety Misconduct**.
   A. Inappropriate activation of any emergency warning equipment or the false reporting of any fire emergency.
   B. Removal, damage or tampering with fire safety or other emergency warning equipment belonging to a student, student organization, the University or the Macon community.
   C. Initiating and/or igniting of a fire.
   D. Failure to evacuate during a fire alarm.

16. **Furnishing False Information**. Knowingly providing false or misleading information to a university official, to a hearing body, on a university document, or to a law enforcement agent or agency.

17. **Failure to Comply**. Noncompliance with the reasonable direction of university officials acting in the performance of their duties.
18. **Campus Elections and Referendums Misconduct.** Casting more than one ballot in any campus election or referendum, or otherwise circumvent the prescribed procedures in an election process.

19. **Student Identification Misconduct.** Misuse or lack of ID cards, identity theft, and misrepresentation.
   A. Failure of a student to carry their Mercer identification cards at all times or to allow anyone else to use their identification card.
   B. Identity Theft. Deceptively using another student, or faculty/staff member's identification to access resources on or off campus, which includes ID cards, credit cards, email addresses, passwords, etc.
   C. Unauthorized Representation. Unauthorized representation is when a student or organization falsely uses an emblem, name or falsely claims membership or affiliation with an organization such as any benevolent, fraternal, social, humane, or charitable organization which is entitled to the exclusive use of that name or emblem. This includes, but is not limited to, wearing badges, buttons, paraphernalia, logos as well as the unauthorized use of letterhead, symbols or hand gestures associated with the organization being falsely represented.

20. **Refusal to Vacate.** Refusal to vacate a building, sidewalk, driveway, or private facility being used by the University for a student or department-sponsored activity when directed to do so by an authorized officer of the University.

21. **Advertising/Media Misuse.** Circulation or display of any media (i.e. electronic or paper) that contains matter that violates or is contrary to University policies or community values. This includes, but is not limited to, the display or promotion of alcoholic liquors, wines, or beers. This also includes displaying materials or information without proper approval from the University.

22. **Solicitation/Fundraising.** The solicitation of sales, services, memberships or gifts on campus without the permission of the Office of Campus Life.

23. **Unauthorized Visitation/Campus Housing.** No unauthorized student, group of students, or organization shall enter or remain in restricted areas of residential facilities during non-visitation hours, as published in the Housing Handbook.

24. **Contempt and/or Disregard for Judicial Procedures.**
   A. Failure to fully comply with all instructions of the university judicial system and Honor Council.
   B. Coercing a student or organization member to give false information.
   C. Engaging in conduct that disrupts the proceedings, lessens their authority or dignity, or otherwise obstructs justice on campus.

25. **Unsanitary or Unsafe Facilities.** Failure to maintain a student organization, facilities, property, or surrounding property so as to prevent a potential danger to the health and safety of members of the University community.

26. **Cruelty to Animals.** Intentionally or recklessly causing physical abuse or any form of suffering to animals.

27. **Gambling.** Games of chance or bets in which participants commit money, or anything of value, in order to participate.

28. **Violation of Published University Regulations.** Violation of any published Mercer University policies, rules or regulations. This includes—but is not limited to, housing policies, computer policies or other university policies directly related to departments, organizations or clubs.

29. **Violation of Local, State, or Federal Law.** Any violation of any local, state, or federal law.
30. **Greek Policy Violation and/or Unauthorized Recruitment/Membership Intake**

   A. Failure to comply with all the instructions that guide membership into Greek organizations, which includes, but is not limited to recruitment, timelines, events, activities, documentation, etc.

   B. Participating, arranging, or engaging in unauthorized recruitment or intake processes known as "underground pledging." This includes coercing a student or organization to facilitate a process as well as students willingly engaging in a process not approved by the University or the affiliated national organization.

**Sanctions**

The determination of sanctions is made in light of the unique facts and circumstances surrounding each individual case and the previous conduct history of the student.

The Students found responsible of violations(s) of the Student Code of Conduct will be subject to one or more of the following sanctions:

1. **Warning:** Formal written notice to the student and official recognition that a violation has occurred.

2. **Counseling Assessment:** A recommendation to be evaluated by psychological services to help the student deal more effectively with his/her conduct.

3. **Community Service:** Performance of a preapproved service location for a prescribed number of hours to the local or university community.

4. **Creative/Educational Sanctions:** Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, research papers and other educational activities related to the violation.

5. **Restriction:** The withdrawal of specified privilege(s) for a definite period of time. Restrictions may include, but are not limited to requirements such as: not entering certain areas of housing or the campus, not contacting a certain individual or group, or not operating a motor vehicle on campus.

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

7. **Restitution:** A payment of financial injury in cases involving theft, destruction or property or deception.

8. **Probation:** A period of time during which any further violations of the Student Code of Conduct may impact or jeopardize the student’s status in a specific manner. The four types of probation that can be imposed are as follows:
   
   A. **Conduct Probation.** A specified period of time in which any future violations of the Student Code of Conduct can result in increased sanctions being imposed that exceed those of a student who is not on conduct probation.

   B. **Housing Probation.** A specified period of time in which any future violations of the Student Code of Conduct will result in the termination of housing privileges and access to any university owned housing facilities.

   C. **Social Probation.** Notice to an organization that all or a portion of social functions must cease for a designated period of time.

   D. **University Probation.** A specified period of time during which any further violation of the Student Code of Conduct puts the student’s or organization’s status with the university in jeopardy. Additional violations of the Student Code of Conduct that occur during this period of probation may result in suspension or dismissal. Students may be restricted from holding office in any student organization.
Students cannot represent the university in any official capacity during the term of university probation. Continued enrollment depends on the maintenance of satisfactory conduct during the period of probation.

9. **Forced Change of Residence.** The temporary or permanent relocation of a student within housing.

10. **Eviction from University Housing.** Permanent removal from the housing system.

11. **Suspension.** The termination of the student's attendance at the university for an indefinite or specified period of time. A suspension means that students may not be on University property at any time without prior approval from the Vice President for Student Affairs or designee. Conditions that must be met before re-enrollment is considered, may be placed on a student as part of this sanction.

12. **Expulsion.** The permanent separation of the student from the University.

**Appeals Procedure**

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

Grounds for appealing a decision are:

1. An error in procedural due process, which prejudiced the accused to the extent that the student or organization was denied a fundamentally fair hearing as a result of the error. Procedural flaws alone are not grounds for an appeal. Significant procedural errors that may have affected the verdict or sanction will be considered.

2. The emergence of new evidence that could not have been previously discovered and that, had it been represented at the initial hearing, would have substantially affected the original decision of the hearing body.

3. The imposition of sanctions that are disproportionate to the offense.

   Student status. The student’s status on campus will remain unchanged pending the final decision and appeals process, except in cases involving interim suspensions (see Immediate Suspension).

The Dean of Students shall have the authority to act *de novo* to determine the issues of both responsibility and sanction(s). The decision of the Dean of Students is final.

**Immediate Suspension of a Student**

In certain circumstances involving a student’s actions that may affect the safety, health, or general welfare of the student or the university community, the Dean of Students or the Associate Dean of Students may impose an immediate suspension prior to the student’s conduct hearing. The Director of Campus Life, Dean of Students, or the Associate Dean of Students may immediately suspend student organizations. (The Assistant Dean of Campus Life, the Associate Dean of Students, and the Director of Housing and Residence Life has the authority to cancel a student’s university housing contract under a separate process).

An immediate suspension means that a student cannot be on university property, cannot attend classes, and cannot use university facilities unless otherwise stipulated. An immediate suspension requires that the student be notified in writing by the university.

The student has the right to request a hearing on the immediate suspension with the Vice President for Student Affairs. If requested, the hearing will be conducted within three (3) regular business days from the receipt of the student’s written request by the Vice President for Student Affairs or designee. The scope of this hearing is solely
on whether the immediate suspension should continue until a hearing is conducted on the facts of the case.

Disciplinary charges will be filed either when the immediate suspension is imposed or as soon thereafter as possible.

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

**Non-Academic Conduct Records**
The Office of the Dean of Students is the official custodian of all records involving non-academic misconduct.

Student files involving cases that do not result in suspensions or expulsions shall be expunged seven (7) years after a decision is reached on a charge. Cases that result in suspensions or expulsions will be kept permanently. Statistical data and database information may be kept permanently at the university. Students have the right to view their files.

Students found “not responsible” or cases in which charges are dropped are considered not to have a judicial record.

**Parental Notification Policy**
This policy applies to financially dependent students under the age of 21 except for incidents which constitute health and safety emergencies. Parental notification may occur in health and safety emergencies regardless of the age or financial dependency of the student.

1. Mercer students, under the age of 21, found responsible for first time minor offenses involving alcohol in accordance with the Code of Student Conduct will be dealt with directly, without notification of their parents. “Minor offenses” are defined as non-life-threatening, non-threatening to the community, and not involving any other significant violations of the law or the Code of Conduct.

2. Enrolled students, under the age of 21, found responsible for two offenses involving alcohol will result in parental notification. The process of adjudication these violations will be handled in accordance with the Code of Student Conduct.

3. Enrolled students found responsible for offenses involving drugs will result in parental notification. The process of adjudicating these violations will be handled in accordance with the Code of Student Conduct.

4. Incidents related to alcohol and/or drugs that are determined to be life threatening to the student, threatening to the community, or involving other significant violations of the law or the Code of Student Conduct may result in parental notification regardless of the number of the offense. An incident in which a student is transported to the hospital as a result of alcohol and/or drug alcohol and/or drugs may be determined to constitute a threat to the campus community depending on the circumstances.

5. The Assistant Dean of Campus Life or designee will be the responsible University official to contact the parent. Students whose parents are divorced or separated have the option of designating the parent to be contacted. The Assistant Dean of Campus Life or designee may use discretion regarding parental notification in those incidents where it is determined that extenuating circumstances exist which would directly and conclusively negatively impact the situation. Alternative guardian contact determinations will be made by the Assistant Dean of Campus Life or designee.

**ACCESS and Accommodations**
Mercer University is committed to making all of its programs, services and activities fully accessible to qualified students with disabilities. Students requesting to be recognized as a person with a disability or requesting
accommodations for a diagnosed physical, medical, psychological or learning disability must first self-identify by registering with the Office of Accessibility, Consultation, Collaboration, and Education, Support Services (ACCESS) and Accommodation. Appropriate and reasonable accommodations will be determined on a case-by-case basis upon review of the submitted documentation. The Office of ACCESS and Accommodation for students also offers voter registration information and assistance.

Please report any problems for physical access, such as non-working elevators, to the Office of ACCESS and Accommodation immediately. Students who believe they have been discriminated against or denied access to a program or service because of a disability should contact the Office of ACCESS and Accommodation. Further information on policies, procedures and documentation requirements may be obtained by contacting the Director of ACCESS and Accommodation at 678-547-6823. All policies and procedures including Disability Grievance Procedures may be found at http://studentaffairs.mercer.edu/disabilityservices/.

Campus Event Accessibility Policy
All events that take place on campus must meet accessibility standards in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and the Rehabilitation Act of 1973 (Section 504). All event organizers must be familiar with this policy, comply with its scheduling and notice requirements, and make every effort to accommodate attendees at events who have disabilities.

Responsibility for making events accessible
As an institution that is required to comply with the ADAAA and Section 504, the University must make every effort to make all of its programs and activities accessible to those who wish to attend. To the extent readily achievable, this includes physical and programmatic access/accessibility as defined below. Accomplishing this goal requires coordination across campus, as well as the participation of those seeking an accommodation. However, primary responsibility for accessibility rests with the event organizer. The organizer will make a good faith effort to accommodate all persons with disabilities.

Scheduling Events
The University will make every effort to schedule all events open to the public in an accessible space. For events open only to students, faculty and/or staff (i.e., the University community), event organizers shall make every effort to schedule such events in accessible spaces. If for any reason a University community event is scheduled in a space that is not accessible, and the event organizer receives a request for an accommodation from an individual with a disability, the event organizer must work to find an alternate location that is accessible and/or assess alternative accommodations.

Publicizing Events
Event organizers must place an accessibility notice statement in all materials announcing the event. This includes electronic communications such as e-mail, as well as print materials (e.g., banners, posters, flyers, brochures, "clings," postcards, etc.). The text must include the name and contact information for the individual, school, department, or other unit or group to contact for accommodations. Suggested text is set forth below.

Suggested accessibility notice statement (long version)
"Please contact (event organizer) at _________________ (phone and e-mail) at least one week prior to the event to request alternative formats or accessible seating due to a disability. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations."

Suggested accessibility notice statement (short version)
"To request alternative formats or accessible seating due to a disability, please contact (event organizer) at _______ (phone and e-mail) at least 7 days prior to the event date."
NOTE: It is not necessary to include an accessibility notice in communications regarding routine or standing meetings for small groups of individuals when none of the individuals is in need of an accommodation.

For more information, please see the Resources section of ACCESS and Accommodation web page at http://studentaffairs.mercer.edu/disabilityservices/ or contact the Office of ACCESS and Accommodation at 678-547-6823.

ACCESS & Accommodations services for Atlanta campus, Douglas and Henry County Regional Academic Centers

Mission:
- Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities
- According to these laws, no otherwise qualified individual with a disability will, solely, by reason of his/her disability, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity.
- With respect to post-secondary educational services, “qualified” means “a person who meets the academic and technical standards requisite for admission, or participation in the educational program activity with or without reasonable modifications to rules, policies or practices; the removal of architectural, communication or transportation barriers; or the provision of auxiliary aids and services.”
- It is Mercer University’s goal to address the student’s special needs to ensure that opportunities for academic success are made available.

Eligibility for Services:
1. The student has a physical or mental impairment which substantially limits one or more major life activities (incl. walking, seeing, hearing, speaking, breathing, learning and working.)
2. The student has a documented record of such impairment from an appropriate medical, psychological or counseling professional, which upon initial submission to the ACCESS & Accommodations Office is no older than five years. Beyond that, additional testing may be required at the student’s expense.
3. The student claiming a disability should submit a request for a Faculty Accommodation Form within the first two weeks of every new academic session. The ACCESS & Accommodations Office recognizes newly tested / diagnosed students throughout the semester. The student must request this form through the ACCESS & Accommodations Office and circulate the form to each individual faculty member, for his/her signature.
4. A Faculty Accommodation Form should be filled out each semester regardless of whether the student intends to utilize the services/accommodations or not.
5. Students should work with each of their individual professors to determine if accommodations will be handled directly by the professor or the ACCESS & Accommodations Office.
6. Students must notify the ACCESS & Accommodations Office at least two weeks in advance of any and all exams for which that office is responsible for the accommodations. Newly tested students should submit documentation at least a week before any scheduled testing.
7. Students must maintain the same anticipated academic level in class as students without disabilities, attend class (meeting individual class/course requirements), and provide timely notification of specific needs.
Services Provided
The ACCESS & Accommodations office can arrange one or all of the following services for students with learning disabilities:

- Quiet/Private space for exams
- Extended exam time, usually time and a half, but up to twice the time typically allotted, based on diagnosis
- Individual academic, personal and career counseling through referral
- Tutoring through peers or Academic Resource Center (as available)
- Limited academic/career diagnosis or testing
- Faculty/staff consultation
- Reading and writing computer assisted software

Other services may be available on a case by case basis.

Where to find the ACCESS & Accommodations Office
For more information, contact the ACCESS & Accommodations Office, 212 Sheffield Student Center (678) 547-6823.

Students at Douglas and Henry County RACs can fax paper work using (678) 547-6373.

All students are encouraged to contact the ACCESS & Accommodations office in the early stages of their college planning. ACCESS & Accommodations is better able to help students by informing them of specific services available if students provide them with the most recent documentation of their learning/physical disability.

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

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

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

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

Conduct, Formulation of Regulations and Code of Conduct
Any student, faculty member, or administrator may initiate any revision of, or addition to, the University standards of conduct. Recommendations should be submitted to the senior student affairs officer who, in consultation with appropriate parties, shall ensure discussion of the proposed change. When all parties have had an opportunity to comment on the proposal, it will be presented to the Provost and General Counsel.
Copyright Policy
Mercer University’s academic mission is to teach, to learn, to create, to discover, to inspire, to empower, and to serve. This mission is best promoted by creating an intellectual environment that encourages and rewards creativity and innovation. Mercer supports the development, production, and dissemination of intellectual property by its faculty, staff, and students.

Mercer affirms its commitment to the personal ownership of original works of authorship by their individual creators, whether the creators work alone or with others, and whether they work privately or as members of the Mercer community (faculty, staff, and students). Accordingly, copyright to unpublished works is held by the author or creator, or heirs or assigns, unless a written transfer of copyright has been made to another party.

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

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

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

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

Crime, Reporting Crimes and Emergencies
All students and employees of the University should take an active role in keeping the campuses and regional academic centers safe.
Please report any incident or unusual activity on or near the campus to the following Campus Security Authorities:
- Mercer Police. (678) 547-6358,
- Assistant Dean of Campus Life (678) 547-6823, or
- Dean of Students (678) 547-6821
If you have any doubts as to whether to report an incident that has occurred, then report it. The Mercer Police Department can then determine whether the event requires further action.

All crimes should be reported immediately. Crime alerts are published when incidents on or near the campus could present threats to the University community. Your cooperation in making reports promptly assists the University in issuing timely warnings to the campus community.
Mercer allows victims or witnesses of crimes to report those crimes confidentially. Further, Mercer encourages pastoral and professional counselors; if and when they deem it appropriate, to inform the persons they are counseling of the procedures for confidentially reporting criminal activity.

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

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

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

You can reach Mercer Police by using one of the following numbers:

- Mercer Police (678) 547-6358
- Emergency Line for Mercer Police (678) 547-6911
- University Switchboard (678) 547-6000

Drug and Alcohol Policy
The possession or consumption of alcoholic beverages by students is prohibited on campus and at University-sponsored events. Public intoxication, consumption, or display of alcoholic liquors, wines, or beer on campus is prohibited. Use or possession of illegal drugs and drug paraphernalia is also prohibited. Professional and graduate schools may adopt policies more in line with the profile of their student body, as long as these policies are reviewed and approved in advance by the Provost.

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

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

Emergency (Medical) on Atlanta Campus
The following steps should be followed when an accident, injury, or other related emergency on campus occurs:

Notify the MERCER POLICE OFFICE immediately, by picking up a red phone nearest you or by dialing 6911 from ANY campus telephone nearest you. IF THE CALL IS PLACED FROM AN OUTSIDE PHONE, CALL 911 FIRST, THEN CALL MERCER POLICE AT 678-547-6358 TO ALERT THEM TO AN EMERGENCY ON CAMPUS. Give the location of the injured person and briefly describe the apparent injury.
The MERCER POLICE OFFICE will then dispatch an officer to the scene, who will determine the appropriate emergency service to be notified, and direct any emergency vehicles to the scene on campus. No employee should assume the responsibility of transporting an injured or ill person.

If there is difficulty in reaching the MERCER POLICE by telephone, send another person to the MERCER POLICE DEPARTMENT. Assist the MERCER POLICE in filling out an injury report after the injured or ill person has been treated.

- Any attempt to render first aid or other treatment by an untrained party should be limited to only those steps necessary to sustain life and make the injured person as comfortable as possible.
- Remain with the injured party at all times until professional medical aid arrives. A police officer trained in first aid will be on hand as soon as possible to maintain order and render whatever assistance possible.
- After the injured person has been removed or treated by trained medical personnel, give the police officer on the scene as accurate a description as possible of the apparent cause of the accident and the nature of the injury.

By expediting professional medical treatment through a standard emergency procedure, the victim of a serious injury or illness stands a much greater chance of survival and avoidance of serious after-effects.

**Emergency Preparedness Plan**

**General Emergency Response Guidelines:**

1. All emergencies are different. Your first priority is to exercise caution and ensure your safety and the safety of the people in the immediate vicinity of the emergency.

2. Collect as much information about the situation as possible (nature of the emergency and specific location).

3. Immediately notify Mercer Police, the local police (911), or the Regional Academic Center (RAC) Coordinator for a RAC not located on the Macon or Atlanta campuses of the situation.

**Quick Emergency Contact Guide**

<table>
<thead>
<tr>
<th>Mercer Police</th>
<th>Information Hotlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macon Campus (478) 301-2970</td>
<td>Macon Campus (478) 301-5335</td>
</tr>
<tr>
<td>Atlanta Campus (678) 547-6358</td>
<td>Atlanta Campus (678) 547-6111</td>
</tr>
</tbody>
</table>

**Regional Academic Center Coordinators:**

- Douglas County (678) 547-6200
- Henry County and Newnan (678) 547-6100
- Eastman (478) 374-5810

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

**Communication:** In the event of an emergency, Mercer Police and the administration will provide alerts and vital information using a variety of formats including emergency text messages, emails, and the office phone system. It is important to note the following:
1. All Mercer faculty, staff, and students are strongly urged to register for emergency text messages.
   - Contact MU Information Technology (678) 547-6310 or visit the website http://mercer.edu/student/telecommunications/emergency_alert_registration.htm for details on emergency alert registration

2. Faculty with policies prohibiting student cell phone use in the classroom should actively monitor their own cell phones for emergency text messages.

3. Initial notifications may be based on partial data, with the goal to inform campus or RAC occupants of a developing situation requiring immediate action to protect life, safety and facilities.

4. The messaging system will be used to deliver additional emergency information, or that the dangerous event and/or conditions are under control, or “all clear”.

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

1. When a fire alarm is activated evacuation is mandatory.

2. Do not use elevators in an evacuation.

3. Close doors as you exit.

4. All individuals should move away from the building and/or facility in danger (500 feet, or follow instructions from emergency responders).

Examples of Evacuation of Facility / Clearance of Area
Fire / Gas Leak / Hazardous Material Release or Spill / Suspicious Package /Bomb Threat

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

1. Run: if there is an accessible escape path, attempt to evacuate the premises.

2. Hide: if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

3. Fight: as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter.

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

1. Immediately go to the closest enclosed area. If possible, choose a room without windows that has a locking door.

2. Lock and/or blockade the doors.

3. Turn out lights and draw blinds.

4. Silence your cell phone, remain quiet, and stay out of sight.

5. Wait for an “All Clear” signal or notice from Mercer Police and/or local emergency response personnel.
6. If outside during the notification, consider leaving the campus if possible.

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

**Firearms, Weapons, Fireworks/Explosives**
Firearms/weapons are not allowed in Mercer University campus or Regional Academic Center (RAC) facilities except when required for students who are in uniform (police, law enforcement officers, etc.) in an official duty status. (See exception policy and procedures below).

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

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

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

**Procedures**
1. Mercer student completes formal request to have firearm/weapon while in class or conducting other business with Mercer in a Mercer Campus or Regional Academic Center (RAC) facility. (Official request form can be found at the Mercer Police Office or the Regional Academic Center Coordinators’ office in Douglas County, and Henry County.)

2. The Police/Law Enforcement/Public Safety department/agency requiring the officer (Mercer student) to have a firearm/weapon while in class or conducting business in Mercer facilities (Campus or Regional Academic Center) certifies the requirement and sends request to Mercer University Police (MERPO) at the following address:
   Director of Mercer University Police
   1765 Winship Street
   Macon, GA 31207

3. Director of Mercer Police or Mercer Police designee approves the request. Approved requests are maintained in police files on the Macon and Atlanta campuses. MERPO forwards a copy of the approved request to the Dean of the officer-student’s college/school for notification of faculty and to the Director of
Operations, Regional Academic Centers, for officer-students attending Regional Academic Center classes in Atlanta, Macon, Douglas County, Henry County, Newnan or Eastman.

4. Director of RAC Operations maintains a file of the approved requests of uniform officers having firearms/weapons and provides a confidential list (Name, Student Number, and Badge Number) to each RAC location center coordinator where student could attend class/conduct Mercer business.

5. Mercer staff or faculty may question an individual with a firearm/weapon to insure Mercer Police has approved his or her having the weapon/firearm in a Mercer University facility.

Food in Classroom Policy
The consumption of food is not allowed in classrooms or labs across campus. Individual buildings have designated spaces within the building where food may be consumed. These spaces should be clearly marked.

Fundraising Policy
All student organizations must receive approval to conduct fundraising events. The procedure for obtaining approval is as follows:
• Obtain “Request to Fundraise” form from the *Student Affairs Office‖ or on the Student Affairs web site and click on the Fundraising Policy and form.
• Submit completed form to the *Student Affairs Office, indicating the specific details of the fundraiser.
• Requests will be reviewed by the *Senior Vice-President and Dean of Students for the Atlanta campus.
• Permission, denial, or request for additional information will be given within 7 business days to contact person for organization making request.

*Pharmacy students are to follow the same procedure, but they are to submit the request forms to the School of Pharmacy’s Student Affairs office.

Grievance Policies and Procedures

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

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

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

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

3. If the grievance or appeal is not satisfactorily resolved by the associate dean, the student should meet with the Provost after submitting to the Provost a formal written account of the grievance or appeal. This narrative must be submitted no later than thirty (30) days from the date on which the student was formally notified of the associate dean’s decision.

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

**Grievance Policy, Nonacademic**

**Nonacademic Grievances**

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

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

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

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

2. The supervisor will meet with the respondent to discuss the grievance within ten (10) days of receipt of the written grievance. The employee’s supervisor will reply in writing to the student with the results of the discussion and plans for further action, if any, within ten (10) days of the meeting. A copy of this reply will be provided to the Associate Vice President of Human Resources and the Dean of Students.

3. If the student is not satisfied with the results from the supervisor and wants the grievance to be considered further, the student will have an opportunity for appeal as follows:

   (a) In the case of grievances concerning employees, policies, procedures, or programs of a nonacademic nature within a specific school or college, the student may appeal to the Dean with responsibility for the employee’s unit and request a meeting in order to seek a resolution. This appeal must begin within ten (10) days after the employee’s supervisor has completed consideration of the grievance and responded in writing to the student. A written reply from the Dean indicating the results of the
meeting and including further action, if any, to be taken will be sent to the student within ten (10) days after consideration of the grievance. A copy of the appeal and the response from the Dean must be provided to the Associate Vice President of Human Resources and the Dean of Students.

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

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

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

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

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

Sexual Harassment, Violence, and Sexual Misconduct Policy

INTRODUCTION
Mercer University is committed to maintaining an environment free from discrimination on the basis of sex where the dignity and worth of all members, guests and visitors of the University community are respected. Sexual harassment, sexual violence and sexual misconduct harms the environment the University seeks to maintain and are unequivocally prohibited. This policy has been developed in accordance with Title IX of the Education Amendments of 1972 to reaffirm these principles and to provide a grievance procedure for students and employees with complaints regarding sexual harassment, sexual violence and sexual misconduct as defined below. Employee complaints regarding other forms of sex discrimination will be handled in accordance with the
grievance procedures outlined in the faculty and staff handbooks (Faculty Handbook Section 2.10 and Non Faculty Handbook Section 5/Grievance Procedures).

All members of the University community are expected to conduct themselves in a manner that does not infringe the rights of others, whether on University premises or at any off campus location. This same responsibility extends to employees of third parties doing business with the University or on University premises and to campus visitors. University administrators and supervisors have the responsibility of preventing and implementing steps designed to eliminate sexual harassment, sexual violence and sexual misconduct within the areas they oversee. If University administrators, faculty, or staff know sexual harassment, sexual violence and/or sexual misconduct is occurring, receive a complaint of sexual harassment, sexual violence and/or sexual misconduct, or obtain other information indicating possible sexual harassment, sexual violence and/or sexual misconduct, they must take immediate steps to ensure the problem is addressed, even if the problem or alleged problem is not within their area of oversight, by reporting the behavior of concern to the appropriate authority charged with investigating such complaints.

Under Title IX, individuals reporting as allegation related to sexual harassment, sexual violence and/or sexual misconduct have the right to prompt resolution of their complaint, to have the University conduct a prompt, thorough and impartial investigation, and to have interim steps taken to ensure the safety and wellbeing of the individuals involved and the University community. The University will communicate regular investigatory updates to the complainant and the respondent. When an allegation of sexual harassment, sexual violence and/or sexual misconduct is brought to the University's attention, and if a respondent is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence and address its effects. Mercer University does not tolerate or condone retaliation, will take steps to prevent retaliation, and will evaluate responsive actions, as necessary, for any retaliatory acts.

Individuals reporting sexual harassment, sexual violence and/or sexual misconduct and/or making inquiries concerning the application of Title IX at Mercer University may contact:
Rhonda Lidstone
Associate Vice President for Human Resources/Title IX Officer
Human Resources Building
1400 Coleman Ave., Macon, GA 31207
478-301-2005
Lidstone_rw@mercer.edu

Individuals may also file a report with the Office of Civil Rights:

**Headquarters:**
Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201

**Regional Office:**
Office for Civil Rights
U.S. Department of Health and Human Services
Sam Nunn Atlanta Federal Center, Suite 16T70
61 Forsyth Street, S.W.
Atlanta, GA 30303-8909
(800) 368-1019

Violations of this policy include, but are not limited to the following offenses, or attempts to commit them, as defined in more detail below.

1. **Sexual Harassment is:**
   Unwelcome sexual advances, requests for sexual favors and other gender-based verbal, non-verbal or physical conduct of a sexual nature when:
Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or status in a course, program or activity; or submission to or rejection of such conduct is used as a basis for an academic, employment or placement decision affecting the individual; or

Such conduct is objectively offensive and sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with an individual’s work performance or educational experience, creates an intimidating, hostile environment, or involves retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; gender-based stalking; or gender-based bullying. Sexual harassment can occur regardless of the relationship, position or respective sex of the parties. Same sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

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

      Examples include, but are not limited to: intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making one person touch another person or themselves with or on any of these body parts; or any intentional bodily contact in a sexual manner.

   b. Non-Consensual Sexual Intercourse is:
      Any sexual intercourse
      • however slight,
      • with any part of a person’s body or an object,
      • by a man or woman upon a man or woman,
      • that is without consent and/or by force.

      Intercourse includes, but is not limited to: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; or oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

3. Sexual Exploitation is:
   When a faculty, staff, or student takes non-consensual or sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage another (other than the one being exploited), and that behavior does not otherwise constitute one of the other sexual harassment, sexual violence and sexual misconduct offenses.

   Examples include, but are not limited to: invasion of sexual privacy; prostituting another individual; non-consensual observation, either by direct observation or video or audio-taping of sexual activity; engaging in voyeurism; knowingly transmitting an STI (Sexually Transmitted Infection) or HIV (Human Immunodeficiency Virus) to another; exposing one’s genitals in non-consensual circumstances; or inducing another to expose his or her genitals.
Additional Applicable definitions:

- **Consent**: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
  
  - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
  - Current and/or previous relationships or prior consent cannot imply consent to future sexual acts.
  - In order to give effective consent, one must be of legal age, which is 16 years. Sexual activity with someone known to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.

  - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

  - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of alcohol or drugs.

- **Force**: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

  - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

  - NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

**SEXUAL HARASSMENT, SEXUAL VIOLENCE, AND SEXUAL MISCONDUCT REPORTING AND GRIEVANCE PROCEDURES**

If an individual believes he or she has experienced sexual harassment, violence and/or misconduct of any sort, it is particularly important, for the protection of both the complainant and the University community, that the incident be reported immediately.

For cases involving non-consensual sexual contact or non-consensual sexual intercourse, it is particularly important for a complainant to report it immediately to the Mercer Police Department or local police as soon as possible. Mercer Police can assist the individual in getting medical attention and in notifying the proper local law enforcement authorities, if the complainant so chooses. The sooner an assault is reported, the easier it is to preserve and collect the evidence necessary for a criminal prosecution. Reporting the incident to the police does not mean the complainant must press charges against the assailant, but it does help assure that the individual receives assistance in deciding how to proceed.
In addition to Mercer Police, some existing services for victims of sexual assault, both on campus and in the local community, include:

- Counseling and Psychological Services, Macon (478) 301-2862
- Counseling Services, Atlanta (678) 547-6060
- Crisis Line and Safe House, Macon (478) 745-9292
- Domestic Violence Safe Shelter, Macon (478) 738-9800
- Domestic Violence National Hotline (800) 334-2836
- Georgia Crisis & Access Line (800) 715-4225
- Rape Crisis Center of the Coastal Empire, Savannah (912) 233-7273 or (888) 241-7273
- Local Hospital Emergency Rooms

Where appropriate and possible, the University will take steps to minimize contact and/or potential retribution from a respondent (or any associated group related to the case) to individuals making a complaint of alleged sexual harassment, sexual violence, or sexual misconduct. These actions will be assessed and coordinated by the Student Affairs or Human Resources professional in consultation with the Title IX Officer (See “Preliminary Review” below).

**Complaints may be reported to any of the following:**

**Atlanta:**
- Residence Life Staff at (678) 547-6823
- Dean of Students at (678) 547-6821
- Associate Vice President for Human Resources/Title IX Officer at (478) 301-2005
- Mercer Police at (678) 547-6358

**Macon:**
- Residence Life Staff at (478) 301-2687
- Vice President and Dean of Students (478) 301-2685
- Associate Vice President for Human Resources/Title IX Officer at (478) 301-2005
- Law School Dean of Students (478) 301-2602
- Medical School Dean of Students (478) 301-5570
- Mercer Police at (478) 301-2970

**Savannah:**
- Dean, Savannah Campus (912) 350-1750
- Office of Faculty Affairs, Savannah Campus (912) 350-1750
- Associate Dean for Student Affairs, Savannah Campus (912) 350-1750
- Associate Vice President for Human Resources/Title IX Officer at (478) 301-2005
- Chatham County Police Department (912) 652-6500

**Columbus:**
- Associate Vice President for Human Resources/Title IX Officer at (478) 301-2005
- Local Columbus Police Department (706) 653-3400

**Centers:**
- Center Coordinator for that location
- Director of Operations for the Centers at (678) 547-6370
- Associate Vice President for Human Resources/Title IX Officer at (478) 301-2005
INVESTIGATIVE PROCEDURES

STEP 1: REPORT IS MADE
Once an individual “complainant” reports an alleged incident of sexual harassment, sexual violence and/or sexual misconduct to any official University employee (see reporting procedures), that University employee must immediately notify his or her supervisor, and/or contact the Associate VP for Human Resources if the suspected accused individual (respondent) is an employee, or the Dean of Students (or the Student Affairs designee for their campus) if the suspected accused individual (respondent) is a student. The Dean of Students (or the Student Affairs designee for his or her campus) or the Associate Vice President for Human Resources (AVP-HR) will then notify the Title IX Officer of the complaint.

The complainant will be encouraged to seek out immediate medical care, offered counseling support, and provided the opportunity to file an official report with either campus or local police. After meeting with police, or if the complainant declines to meet with the police, a meeting with the AVP-HR or the Dean of Students (or designee) will be scheduled as soon as possible.

STEP 2: PRELIMINARY REVIEW – INTERIM STEPS
A Student Affairs or Human Resources representative professional will meet with the complainant to review the investigative and adjudication procedures related to the allegation and to review and evaluate interim steps that may be taken to protect the complainant and the community. These steps may include modification to class schedules, work assignments, living arrangements, and/or limits on contact with the respondent depending on the circumstances. These modifications will be made with due deference to provide balance and equity for both the complainant and the respondent(s) in the process. Complainant is advised of his or her rights under Title IX at this point.

The Student Affairs or Human Resources professional will interview the complainant and conduct a preliminary investigation, using police reports where available, to ascertain if there is reasonable cause to believe this policy has been violated.

Based on feedback from the complainant, any known and relevant history or patterns related to the case, and the severity of the allegation, the Dean of Students (or designee)/AVP-HR in consultation with the Title IX Officer will determine whether to move forward with charges, a full investigation, or to end the process at this stage.

If the decision is made not to proceed further, the institution will make every effort to obtain written verification from the complainant that he or she was made aware of their rights under Title IX. A copy of this report must be sent to the Title IX Officer.

If the decision is made to proceed with a full investigation, the Title IX officer, in consultation with appropriate administrators/Mercer Police, will assign a trained investigator to the case.

STEP 3: FULL INVESTIGATION
The trained investigator and/or a Mercer Police Officer will notify both parties of the investigation and will conduct a full review of the allegations including all available relevant witnesses and evidence presented by both the complainant and the respondent. The investigator and/or Mercer Police will write up their findings including an assessment of what they believe to have occurred based on the preponderance of evidence standard (i.e., it is more likely than not that sexual harassment, violence, or misconduct occurred). These findings should include feedback from both the complainant and respondent regarding his or her preference for resolution of the
allegations. These findings are to be presented in a written report to the Dean of Students for student cases and the Associate VP for Human Resources for cases involving employees. Typical investigations will be completed within 60-90 days but may vary depending on the complexity of the investigation and the severity and extent of the harassment. A copy of these findings should be sent to the Title IX Officer.

**STEP 4: RESPONSE TO INVESTIGATION**

Based on findings from the investigation and feedback from the complainant and respondent, the Dean of Students in consultation with the Title IX Coordinator for student cases, and the AVP for Human Resources for employee cases makes a determination on resolution of the allegations. This resolution will be one of the following:

1) **No Further Action**
   Based on the information obtained during the investigation, and feedback from the complainant and respondent, the University may choose to take no further action. If no action is taken, a copy of the investigation and supporting documentation supporting this decision will be sent to the Title IX Officer.

2) **Informal Resolution**
   Based on feedback from both the complainant and respondent, the University may provide an opportunity for informal resolution. Informal resolution will be handled by the Dean of Students (or designee) for student cases and by the AVP-HR for employee cases. Informal resolution does not involve a hearing, but represents resolution for the case that may include stipulations on contact, educational activities, or other actions as determined by the Dean of Students/AVP-HR. If either party does not agree with the outcome and/or stipulations during the informal resolution process, the case may be referred to formal action for review (see below). Any informal resolution must be reviewed by the Title IX Officer before becoming binding.

3) **Formal Resolution**
   When a case is not resolved voluntarily through informal resolution, a review of the allegations is conducted by the appropriate disciplinary process applicable to the respondent(s) (student or employee).

   **For student respondents:**
   The case is forwarded for charges and processing (hearing) under the appropriate Student Code of Conduct procedures applicable to the respondent(s) involved.

   **For employees:**
   Within 30 days of receipt of the report of the full investigation, the AVP-HR will implement appropriate disciplinary action for the employee. If dismissal of a faculty member is recommended by the AVP-HR, faculty members may exercise their rights as outlined in section 2.08 of the Faculty Handbook.

In both of these resolution processes, a review of the investigative findings of the investigator and/or Mercer Police may suffice in place of hearing from any or all witnesses, and/or the complainant or respondent. However, in the case of students, both the complainant and respondent should be offered the opportunity to be present during the hearing, to make any statements they wish to make prior to concluding the hearing, and to submit impact statements.

The hearing body/AVP-HR retains the right to request additional information deemed necessary to clarify any questions or issues, and to determine responsibility. The final outcome of this hearing body/AVP-HR will be shared with both the complainant and respondent. A copy will be sent to the Title IX Officer.
STEP 5: APPEAL
Either party may appeal the outcome of the resolution process. If both the complainant and the respondent are students, appeals should be handled in accordance with the Student Conduct Code applicable to the campus/school in which the respondent’s case was processed.

If the respondent is an employee, appeals from either the complainant or respondent should be directed to the Executive Vice President for Finance and Administration within ten (10) working days after the receipt of the written outcome. Any such appeal shall be in writing and shall state the grounds for the appeal. Grounds for appealing the outcome are:

1. An error in procedural due process, which prejudiced the accused to the extent that they were denied a fundamentally fair hearing as a result of the error. Procedural flaws alone are not grounds for an appeal. Significant procedural errors that may have affected the outcome will be considered.

2. The emergence of new evidence that could not have been previously discovered and that, had it been represented at the initial hearing, would have substantially affected the original decision.

3. The imposition of sanctions which are disproportionate to the offense.

For these cases where the respondent is an employee, the Executive Vice President for Finance and Administration shall make a decision within 30 working days of receipt of the appeal. The Executive Vice President’s decision is final.

Both parties will be notified in writing about the outcomes of any appeal. A copy will be sent to the Office of Human Resources for faculty and staff, and to the Title IX Officer.

Rights of the Complainant and Respondent for Allegations of Self Harassment, Sexual Violence and Sexual Misconduct

In conducting investigations and/or having hearing/grievance proceeding related to sexual harassment, sexual violence and/or sexual misconduct, the following will apply to the complainant and respondent.

- An explanation of available options for the complainant
- Both have the opportunity to speak on one’s behalf
- Both have the opportunity to be accompanied by an advisor or person of support
- Both have the opportunity to present relevant witnesses who can speak about the alleged conduct,
- Both have the opportunity to present evidence on one’s behalf
- Both have the right to submit questions
- Both have the right to similar and timely access to information (all information is subject to FERPA).
- Both have freedom from having irrelevant sexual history discussed (as determined by the hearing body)
- Freedom from harassment and/or retaliation by the complainant (or supporters)
- Freedom from harassment and/or retaliation by the accused (or supporters)
- Both have the right to be informed of the outcome of the hearing or other proceedings.
- Both have the opportunity to appeal the outcome of the hearing or other proceedings
- Both have the right to submit an impact statement

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

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

Health Insurance
University policy mandates that all enrolled students (except those in distance learning and in the regional academic centers) must maintain health insurance coverage. Students are automatically charged by the University for health insurance every time they register for classes. This charge can be removed by completing the online waiver form before the end of the waiver period. To complete the waiver process, go to https://bursar.mercer.edu/macon/insurance/. Students must complete the waiver before the stated deadline. Failure to complete this form before the deadline will result in insurance being purchased for you and charged to your account. For more information on student health insurance, please contact CORE Management Resources at 888-741-2673 or visit their website https://studentplan.corehealthbenefits.com/mercer.

Housing without Active Enrollment
Mercer University policy stipulates that individuals not registered in courses are ineligible to reside on campus or use the University’s facilities or services. Individuals not registered for classes will be actively evicted from housing.

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

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

Inclement Weather
For the most accurate, up-to-date information about campus closings or class cancellations due to inclement weather, please refer to the following media:

- Web site www.mercer.edu
- Hotline 678-547-6111
- Radio WSB-AM 750
- TV WSB-TV

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**Immunization Policy**

The Mercer University Student Health Form is required and must be signed by a physician or other health care provider, and stamped with the provider’s name and address. Students are encouraged to keep a photocopy of this completed form for their personal records.

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

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

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

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

Exemptions from compliance with the immunization policy include:

1. Religious exemption, written on letterhead stationery, signed by a religious official and notarized.
2. Medical exemption, written on office stationery, and signed by a health care provider. The letter should state the reason for the exemption, and whether the exemption is permanent or temporary.

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

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

**Information Technology Policy**

The Mercer University Information Technology Policy (the “Policy”) contains Mercer’s philosophy and requirements governing use of its information technology resources by students, faculty, staff, and others who have been given authorization, either explicitly or implicitly, to access those resources. Mercer University expects each member of the community to use Mercer’s information technology resources (including connections to resources external to Mercer that are made possible by Mercer University’s information technology resources) responsibly, ethically, and in compliance with the Policy, relevant laws, and all contractual obligations to third parties. The use of Mercer University’s information technology resources is a privilege. If a member of the Mercer community fails to comply with this Policy or relevant laws and contractual obligations, that member’s privilege to access and use of Mercer’s information technology resources may be revoked. The use of Mercer University’s information technology resources
to send communications to Mercer or non-Mercer persons or entities typically identifies the sender as belonging to the Mercer University community. Each member of the community should, therefore, recognize that any such communication might reflect on how Mercer University is perceived by not only the Mercer community, but also the public at large.

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

**Peer-to-Peer File Sharing**

**Prohibition against Unauthorized Distribution of Copyrighted Material**

The Mercer University Information Technology Access and use Policy found at http://it.mercer.edu/student/hardware_software/it_access_and_use_policy.htm strictly prohibits any form of copyright infringement, including the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

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

For more information, please see the website of the U. S. Copyright Office at www.copyright.gov, especially the FAQ’s at www.copyright.gov/help/faq.

In addition to the civil and criminal penalties outlined above, students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the University’s information technology system will also be referred to the Office of Judicial Education and be subject to disciplinary sanctions, up to and including suspension from the University, under the Student Code of Conduct.

**Institutional Plans to Combat the Unauthorized Distribution of Copyrighted Material**

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

- On an annual basis, enrolled students are notified by email of the institutional policies and sanctions related to the unauthorized distribution of copyrighted material. This notice includes the exact electronic address at which this information is posted and a statement that the University will provide a paper copy of this information on request.
In order to use Mercer computing resources, all members of the University community endorse the Information Technology Access and Use Policy, which includes a section on copyright compliance. The Policy is included in numerous University publications, and links to the Policy are included in numerous departmental websites.

Posters are placed in student computer labs and elsewhere on campus to inform members of the University community about institutional policies prohibiting illegal file sharing.

The Department of Information Technology periodically briefs members of Student Government about copyright, illegal file sharing, and related issues.

Mercer University currently utilizes a Procera appliance to monitor and shape bandwidth usage by P2P and other applications. The University also has the ability to limit the number of simultaneous traffic flows from its residence hall and wireless networks. When a system is detected using excessive bandwidth, the IT Department contacts the owner to ensure that the bandwidth consumption is for legal purposes and that the user is aware of Mercer policies concerning illegal file sharing.

Mercer provides a timely response to all notices of copyright infringement under the Digital Millennium Copyright Act.

Alternatives to Illegal File Sharing

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

- EDUCAUSE Legal Sources of Online Content (http://www.educause.edu/legalcontent)
- Campus Downloading Legal Sites (http://www.campusdownloading.com/legal.htm)
- Recording Industry of America (RIAA) Legal Music Sites (http://www.riaa.com/toolsforparents.php?content_selector=legal_music_sites)
- Music United (http://musicunited.org/6_legalsites.aspx)
- Motion Picture Association of America (http://www.mpaa.org/contentprotection/get-movies-tv-shows)

Intellectual Property (See University Wide Handbook for Policy)

International Students Policy (See University Wide Handbook for Policy)

Missing Student Policy Reporting

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

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

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

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

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

1. Notification will be made (where and when applicable and appropriate) to the appropriate Dean of Students for the particular college /campus in which the student is enrolled, the students’ academic advisor, the counseling staff, and health center staff.

2. The Police and/or Dean of Students will make contact with the student’s emergency contact and, for students under 18 years of age, a custodial parent or guardian if not emancipated. Students are asked to register and continually update emergency contact information on Bear Port.

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

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

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

Refund Policy
A student who drops classes or resigns from the university prior to the first day of class or during the official drop/add period shall be entitled to a full refund of paid tuition. A student who formally withdraws from all classes after the drop/add period may be entitled to a partial refund of paid tuition if certain criteria are met. The criteria are based upon federal mandates established by the Federal Return Policy instituted in 1999, replacing all existing refund policies.

Mercer University shall maintain a fair and equitable refund policy by adherence to the Federal Return Policy. Financial aid funds are refunded to the source of such funds in accordance with the Federal Return Policy.

To formally drop or withdraw a student must (1) personally complete and return an official Course Change Request form obtained from their school’s Registrar’s Office, or (2) phone their school’s Registrar’s Office and have an official Course Change Request form completed for them. The completed form must be received in the Registrar’s Office before the drop/withdrawal process can be finalized. To be eligible for any refund, the student must formally withdraw from all courses for the current semester. A student withdrawing from the University after the midpoint of the semester will receive an “F” in all courses, except that in extreme personal circumstances and with appropriate documentation a “W” may be rewarded. Refunds will be granted only from the date the Course Change form is received in the Registrar’s Office.
A student is not eligible for any refund if (1) the student fails to formally withdraw; (2) the student is suspended for disciplinary reasons; (3) the student resigns when a disciplinary action or honor code violation is pending; or (4) the student withdraws from a class or classes but does not totally withdraw from the semester.

When the university has assessed charges in error, a full refund of these charges will be made.

Because each withdrawal credit must be calculated based on the individual’s date of resignation, you may contact the Bursar’s Office at (678) 547-6121 or (800) 342-0841 for information regarding your specific situation.

Students wishing to appeal the University Refund Policy should do so by submitting the request in writing to:

The Refund Appeals Committee  
c/o The Office of Bursar  
Mercer University  
1400 Coleman Avenue  
Macon, GA 31207

A statement from the attending physician should be included with any medical appeal. Appeals should be submitted not later than the beginning of the following semester.

The Student will be notified in writing of the Committee’s decision.

For all questions regarding payments, refunds, or financial aid, please refer to “The Bulletin”. This booklet can be obtained in the Registrar’s Office in the Davis Administration Building and is given to all currently enrolled students.

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

Social Media Guidelines (See University Suggested Guidelines Here)

Solicitation & Distribution of Literature
Students may not solicit business of any type, including the selling of products or services, without having been invited or given permission by an official of the university. Students may distribute literature by posting on approved bulletin boards and kiosks. Distribution that includes placing literature/product samples on cars or in university mailboxes is strictly prohibited. Postings are approved through the Campus Life Office located on the 2nd floor of Sheffield Student Center (Suite 212). Any unauthorized persons soliciting or distributing on campus are to be immediately reported to Mercer Police (678) 547-6358.

Student Health and Counseling
Student Health and Counseling (SHAC) provides medical and mental health services to all currently enrolled Mercer students. In 2011, we combined Campus Health Services and Counseling Services into one, integrated department reflective of our commitment to help students meet both physical and mental needs. We strive to think of health holistically, rather than drawing a distinction between mental and physical well-being. Our
department has a new name: **Student Health and Counseling**. Please visit our website at www.mercer.edu/atlstuaffairs/SHAC for details regarding our services.

The Student Health Clinic (Located in 206 Sheffield) is staffed by a part-time family nurse practitioner, one part-time registered nurse, and one administrative assistant, all supported by underwritten protocols of a physician consultant. Our physician is onsite for ½ day three times a month for visits and consultations via appointment. A variety of services, treatments, and medications are made available to students. The Student Health center is open Monday – Friday 8:00 AM – 4:00 PM. The Student Health center can be reached at (678) 547-6130.

Counseling Services (Located in 215 Sheffield) serves as a comprehensive resource for the personal growth and life skills development of students. It is staffed by several part-time licensed professional counselors (LPC’s) who are prepared to assist students in a variety of areas including, but not limited to, the following:

- Anxiety
- Depression
- Stress Reduction
- Study Skills
- Interpersonal Relationships
- Family Conflicts
- Vocational and Career Issues

Counseling services are also offered at the Henry County Regional Academic Center on Thursdays. Counseling Services is open Monday – Thursday 9:00 – 5:00; Friday 9:00 – 12:00 PM and 1:00 PM – 5:00 PM. You can reach Counseling services at (678) 547-6060.

**Reminder:** All Atlanta enrolled students must have and maintain current health care insurance. If a student fails to submit proof of private insurance, the university will purchase health insurance for that student. These costs will be added to the student’s tuition bill.

**Student Organizations & Campus Activities**

There are a variety of clubs and organizations on campus specific to your college or school. There are a growing number of campus-wide groups that you can also join, which include the Baptist Collegiate Ministry (BCM), Delta Sigma Theta and Alpha Kappa Alpha sororities, Habitat for Humanity, and the Mercer Board Game Club. To get involved, share a program idea, or if you are interested in starting a new club or organization that would be open to the campus community, contact Richard Stilley, Assistant Dean for Campus Life, 212 Sheffield Student Center at 678-547-6823. We will work with you to establish your group.

The Baptist Collegiate Ministry has membership representing most of the schools and colleges. You do not have to be Baptist to join. The group is interdenominational and provides many opportunities for good fellowship. Please contact the campus chaplain at (678) 547-6722.

Delta Sigma Theta is a University recognized sorority. Established in 1913 at Howard University, Delta has clearly established itself as a public service organization that strives to confront the problems of African Americans and hence, all Americans. This organization invites any undergraduate woman to apply for membership. For more information, contact Dr. Heather Scott at scott_hi@mercer.edu.

Alpha Kappa Alpha Sorority, Inc. was founded January 15, 1908 at Howard University and is deeply rooted in service, sisterhood, and scholarship. Open to all women, AKA has initiated such prominent individuals as Coretta Scott King, Maya Angelou, and Toni Morrison. Alpha Kappa Alpha has enhanced the quality of collegiate life on every campus it has graced. For more information, contact Elaina Chance at chance_rc@mercer.edu
Sigma Alpha Pi, a leadership honor society of the National Society of Leadership and Success, is an organization that helps people discover and achieve goals. The Society offers lectures from the nation’s prominent presenters and a community where like-minded success oriented individuals come together and help one another succeed. The Atlanta Chapter is composed of undergraduate students on the Atlanta Campus and the Henry and Douglas Regional Academic Centers. Leadership training and leadership participation are important components of membership. Success Networking Team formation solidify long-term friendships as each team member sets and achieves their individual short and long-term career goals. For more information about the Sigma Alpha Pi Chapter, contact Dr. Betsy Johnson at johnson_em@mercer.edu.

Wellness & Recreation Classes can be taken at the Sheffield Student Center where you will find a basketball court, pool, and weight room with many exercise and weight-lifting machines. A variety of fitness classes are also offered each semester to help students maintain a healthy lifestyle. For more information, please contact Karen Reynolds, Assistant Director for Wellness & Recreation, by email at reynolds_kr@mercer.edu. You may also call her at 678-547-6815.

The Jesse Mercer Stewards program, initiated in 2009, recognizes students who are examples of Jesse Mercer’s belief in the power of education to change lives, commitment to the altruistic spirit of volunteerism and missionary work, dedication to building consensus and community, as well as advancing the ideals of stewardship. Students who have demonstrated a commitment to these ideals through their pursuit of academic excellence, conscientious and selfless devotion to meeting the needs of fellow human beings, and a willingness to embody the role of community builder through volunteerism will serve as ambassadors for the Atlanta campus.

Stewards must be nominated by the Dean of their College or School, attend classes on the Atlanta campus, have a minimum of two remaining semesters of study, document a history of volunteerism, have a 3.0 overall GPA, and make application that provides a personal statement of interest. Stewards must be willing to give of their time in service to Mercer University and the greater Atlanta community and to meet throughout the academic year to discuss and plan ways of building a greater sense of community on the Cecil B. Day Campus through participating in a variety of service projects. Stewards are often invited to attend special campus events as the guests of the university or to greet visitors coming to the campus.

Students who have an interest in becoming a Jesse Mercer Steward should communicate with the dean of their program for possible nomination.

If you have experience in planning activities or have ideas of what you think would be fun and interesting, contact your school or college's student governance group or contact the Campus Life Office, 212 Sheffield Student Center at 678-547-6823 or you can email stilley_r@mercer.edu.

**Student Rights & Records (FERPA)**

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

1. The right to inspect and review a student's educational records within 45 days of the day the Office of the Registrar receives a written request for access. The student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the student shall be advised of the correct official at the University to whom the request should be addressed.

2. The right to request the amendment of the student’s educational records if the student believes them to be inaccurate. The student may ask the University to amend a record that he/she believes is inaccurate. The student should write the Registrar, clearly identify the part of the record he/she wants changed, and
specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the Registrar (or another appropriate official, if the record is maintained by another office) will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.

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

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

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

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

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

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

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

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

Mercer does not issue handicap access parking decals. Permanently or temporarily disabled persons who require handicap access must see their doctor about getting a permit issued by the State of Georgia. Application forms are available at the Mercer Police station. Only a law enforcement officer can authorize a handicap access space without a decal. Vehicles must be registered with Mercer Police even if the driver possesses a handicapped permit.
ALL DECALS MUST BE PLACED ON THE LOWER FRONT WINDSHIELD ON THE DRIVER’S SIDE. Possession of a decal does not guarantee a parking space. The responsibility for locating a proper space rests with the driver, not the University. The lack of a parking space (i.e., being late for class or work, parking illegally for a short time, leaving flashers on) are not valid excuses for parking illegally. The absence of a sign prohibiting parking does not mean drivers can park illegally.

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

Traffic Ticket Appeal Process
Students who feel they have been wrongfully ticketed may appeal to the Traffic Committee.

The Traffic Committee is composed of a faculty member, a staff member, a student, a student alternate, and the Associate Director of Mercer Police on the Atlanta campus. Each will be asked by the Senior Vice-President of the Atlanta campus to serve a 1 year term, with the exception of the Assoc. Director of MERPO, who will be a standing member. All will be voting members, except for the Associate Director of MERPO, who will vote only in the case of a tie. Two of the three voting members must be present to establish a quorum. The committee will convene no later than the second week of the fall semester to select a chair. Meetings to “hear” appeals will be scheduled as needed.

A student wishing to initiate the appeal process must do so in writing by filling out a “Traffic Ticket Appeal Form” (obtained from the Mercer Police Office) and submitting it to their office. The appeal process must be initiated within 5 business days of receiving a ticket. The student will be notified of the time and place of the next meeting. Students appealing a ticket are required to attend this meeting.

If a student who is appealing a ticket is unable to attend the scheduled meeting, he/she has one opportunity to request to reschedule, providing the request is made 24 hours prior to the scheduled meeting. Failure to notify the Chair or Assoc. Director of MERPO of inability to attend will result in the students’ forfeiting the right to appeal.

There will be no formal hearing; rather, there will be a discussion by the members regarding each appeal. Committee members may ask questions of the student if the student is present at the meeting. Students may also ask questions of the committee members. The decision of the Traffic Committee shall be considered final.

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

- Macon Campus: Tarver Library, the Office of the Vice President and Dean of Students, and the Disability Support Services Office.
- Atlanta Campus: Swilley Library
- Regional Academic Centers: Program Coordinators’ offices

For further information on this amendment, contact Student Affairs at (478) 301-2685 (Macon campus), (678) 547-6821 (Atlanta campus), or (678) 547-6370 (Regional Academic Centers). Students with disabilities may obtain information and assistance in filling out the cards from ACCESS & Accommodation or (678) 547-6823 (Atlanta campus). Students may also obtain voter registration applications at http://www.statelocalgov.net/50states-secretary-state.cfm. Notice regarding this information will be sent to each student during the fall semester of each academic year.
Withdrawals, Administrative or Medical
The mental and physical welfare of a student can have a significant impact on his or her academic and developmental success in college. Mercer University provides qualified medical and mental health services for students through Mercer Student Health and counseling services on the Macon and Atlanta main campuses. Under normal circumstances students may withdraw from classes through the eleventh week of fall or spring semester; course withdrawals are not permissible after this deadline. However, medical or psychological situations may arise that jeopardize a student’s ability to continue enrollment at the University. In such instances the student may request to be administratively withdrawn from the University. This request should be directed to the appropriate Student Affairs Designee on the campus or program at which the student is enrolled. The Student Affairs Designee will make a judgment about the need for an administrative medical withdrawal and once properly evaluated and approved, will implement the appropriate procedures for the withdrawal. Each course in which the student was enrolled will be assigned the grade of “W”. Appropriate medical documentation may be required to evaluate a request for withdrawal.

Once a student has been administratively withdrawn from the University, he or she must present clear evidence of the remediation of the difficulties before he or she may be granted readmission to the University. This evidence may include documentation from an appropriate physical or mental health professional about the treatment the student has received. For more information about administrative or medical withdrawals, contact the Office of Student Affairs at (678) 547-6821.
It is the purpose of Mercer University to adhere to the rules and regulations, course offerings, and financial charges as announced in this handbook or in other publications. The University, nevertheless, hereby gives notice that it reserves the right to withdraw any subject, to change its rules affecting the admission and retention of students, or the granting of credit or degrees, or to alter its fees and other charges, whenever such changes are adjudged by it to be desirable or necessary.

Attendance at Mercer University is a privilege which may be forfeited by anyone whose conduct is adjudged as not consistent with the traditions, policies, and regulations of the University.

This guide is a general reference for the Cecil B. Day Campus and RACs only. For specific program information, please refer to the Student Handbook for that college or school.

Quick Listing of Student Services below:
- Auxiliary Services
- Baptist Collegiate Ministry
- Bookstore
- Bursar’s Office
- Campus Life
- Career Management
- Financial Planning & Financial Aid Office (Students)
- Food Services
- International Students & Scholars
- Mercer Police
- Monroe F. Swilley Library
- Registrar’s Office
- Student Health Services (Student Health & Counseling Services)
- Technology Support Services
- Wellness & Recreation & Sheffield Gym

Auxiliary Services PHONE (678) 546-6144 FAX (678) 547-6757
Ken Boyer, Director of Auxiliary Services-Atlanta Campus
Lower Level Cafeteria/Pharmacy Administration Building (next to Bookstore)
Monday through Thursday 10:00 am - 5:30 pm
Friday 10:00 am - 2:00 pm
http://departments.mercer.edu/auxiliary/

Auxiliary Services is responsible for many different functions on campus including: The Bear Card (The Campus Identification Card and Debit Card Program), Mercer Food Services - Meal Memberships, Campus Vending Services, Mercer Mail and Document Services, Mercer Laundry Services (washers and dryers for university housing), Mercer Alarm Services, and the Mercer Bookstore.
**Baptist Collegiate Ministries**  PHONE (404) 659-8726  
April McClung, Campus Ministry, email: aprilmclung3@gmail.com  
Meets Thursdays from 12 Noon – 12:50 pm

The purpose of the Baptist Collegiate Ministries (BCM) is to provide friendship and give opportunities for Christian spiritual growth. The BCM is open to all students and meets on Thursdays from noon until 12:50. Lunch and a variety of programs are provided. Throughout the semester BCM hosts socials, worship, Bible studies, and retreats. If you want more information about the BCM, contact the Campus Chaplain at (678) 547-6722.

**Bookstore**  PHONE (678) 547-6350  
Jacob Goodwin, Store Manager  
View daily store hours at [http://www.shopmercerbears.com](http://www.shopmercerbears.com)

The Atlanta campus Bookstore, located on the ground floor of the Cafeteria/Pharmacy Administration Building, serves the campus community with all educational needs. Considered the first choice to purchase textbooks, school supplies, and spirit merchandise; the bookstore also provides services such as UPS shipping, and book reservations.

**Bursar’s Office**  PHONE (678) 547-6121  
Tanya Barton, University Bursar  
104 Davis Administration Building  
Monday – Wednesday 9:00 am – 5:00 pm; Thursday 9:00 am – 1:00 pm; Friday 9:00 am – 4:30 pm  
[http://bursar.mercer.edu/](http://bursar.mercer.edu/)

The Bursar’s Office, under direction of the University Bursar, has a staff of **five** who serve as both business office and payment office for students. This office is responsible for student billing, fee payment, refunds and the collection of various forms of University revenue.

**Campus Life**  PHONE (678) 547-6823  FAX (678) 547-6373  
Richard Stilley, Assistant Dean for Campus Life, Email: stilley_r@mercer.edu  
Tangela Mitchell, Housing Assistant, Email: mitchell_ty@mercer.edu  
212 Sheffield Center  
Monday – Friday, 8:00 am – 5:00 pm  
[http://AtlStuAffairs.mercer.edu/](http://AtlStuAffairs.mercer.edu/)

The Campus Life Office encompasses a variety of student services:

**ACCESS and Accommodations Office** – if you have a documented physical, psychological or learning disability and require accommodations each academic session, in advance of or by the close of the first class meeting or as soon thereafter as possible.

**Housing** – On campus apartments house 184 students in three buildings. Apartments come in one, two, and four-bedroom units. Each individual has separate telephone, internet (including wireless) and basic cable hook-up. These services along with all utilities are included in your rent. Apartments are furnished and include a fully appointed kitchen. The apartments are located directly across the street from the Sheffield Student Center housing a comprehensive wellness program, gym and pool. **Please call for rental rates and to plan a tour.**

**Housing Judicial Affairs** – Rules and Regulations for living on campus are outlined in the Residential Handbook. This document is updated every year. Residential students are responsible for reviewing the content and following the code of conduct as outlined.
**Campus Activities** – Help plan activities of interest to you and your peers. We bring together students, faculty and staff from across campus in activities that are fun for everyone! Remember … there is life outside the classroom. To get involved or to share a program idea, contact the Campus Life office at (678) 547-6814.

**Career Management**  PHONE (678) 547-6023  
Dr. Betsy Johnson, Director of Office of Career Management, email:  Johnson_em@mercer.edu  
Atlanta Administration & Conference Center (AACC) Suite 318  
Monday – Friday 9 am-6 pm (later by appointment)

Kim Meredith, LPC, Assistant Director of Office of Career Management, email:  Meredith_kc@mercer.edu  
Henry County Regional Academic Center (serves Douglas and Newnan Centers)  
(678) 547-6584

Appointments can be made at [www.mercerprofessional.org](http://www.mercerprofessional.org) for both locations.

Services provided by the Office of Career Services are available to all Mercer students and alumni. Services provided on an individual basis include career planning and decision making; assessments; resume, CV, and cover letter assistance; interview preparation and mock interviews; job search preparation and resources; career transitioning; and salary negotiating skills. Internship and job opportunities and career resources are available online at [http://www.mercerprofessional.org](http://www.mercerprofessional.org). Career opportunities are available through various resources including the BEARlink online database and career fairs.

**Student Financial Planning**  PHONE (678) 547-6444  FAX (678) 547-6433  
1st Floor Davis Administration Building  
Monday – Thursday 9:00 am – 5:00 pm; Friday 9:00 am – 12:30 pm.  
Open extended office hours by appointment.  
http://financialaid.mercer.edu/atlanta-campus/

Mercer University’s Office of Student Financial Planning is available to provide information and assistance to students who need financial aid in order to attend the University. Financial aid may include a combination of loans, scholarships, grants and part-time employment. It is important that students apply for financial assistance as early as possible so that forms may be processed and the financial need of each applicant determined. All necessary forms and applications can be obtained from the Office of Student Financial Planning or at Mercer’s website. Students may speak with a financial aid advisor during office hours with no appointment necessary. Students who would like to make appointments may do so by calling (678) 547-6444. Additional information is available online at [http://Atlanta.merceraid.com](http://Atlanta.merceraid.com).

**Food Service**  PHONE (678) 547-6153  FAX (678) 547-6150  
Pharmacy Administration Building; Catering by request  
Linda McDowell - Café Manager  
Liz McGarey – Contract Director  
Mary Atkinson – Catering Sales Representative 404-872-4231

**Cafeteria:**  
MAC (Mercer Atlanta Cafeteria) Monday - Friday 8:00 am - 2:00 pm  
Starbuck’s Coffee Cart Monday - Friday 8:00 am - 3:00 pm  
Night Carts (AACC Building and BE Building) Monday – Friday 4 pm – 8 pm  
Hours of operation subject to change due to holidays and class schedules
Carlyle's corporate food service currently operates in the Cafeteria building and provides catering for events on and off campus. Please call for the latest catering menus or go to our web site at: www.carlylescatering.com. We look forward to serving you!

**International Students and Scholars Program**

**PHONE** (678) 547-6109  **FAX** (678) 547-6196

Cecil B. Day Hall
Monday – Friday 9 am – 5 pm: PLEASE CALL FOR AN APPOINTMENT
http://international.mercer.edu/international-students-and-scholars/index.shtml

The Coordinator of International Students & Scholars initiates, processes, and issues documents necessary for international students to enter, transfer, and continue their studies at Mercer University. This office is staffed with an immigration specialist who is knowledgeable in the up-to-date laws and regulations that affect the international student.

International students who have questions or concerns are welcome to visit the International Office anytime during their educational career at Mercer University. This office works closely with all departments of the University to ensure that international students’ needs are met and that they are compliant with immigration requirements.

**Mercer Police**

**PHONE** (678) 547-6358  **FAX** (678) 547-6156

Major Willie Woolfolk, Associate Director
Lower level of the Pharmacy Administration Building
Monday – Sunday; 24 hours
**EMERGENCY NUMBER:** (678) 547-6911
http://police.mercer.edu/

The Mercer Police is staffed with professionally trained police officers (P.O.S.T. Certified) and qualified dispatchers 24 hours daily. In addition to conducting routine mobile and foot patrols for your safety and convenience, the Police Department offers for your assistance escorts to your car, jump-starts and access to cars with keys locked inside. The Police Department completes reports of all criminal, accident and miscellaneous incidents that occur on the property of Mercer University. Mercer Police is also the official lost and found department for the campus.

Parking decals can be obtained at the Police Department. All students/faculty/staff members should register their vehicle(s) with the Police Department and place the decals on their vehicle(s). Residential students can pick up their decal through the Campus Life office (Sheffield Std. Center Suite 212). There is no charge for the decal. Decals enable you to park anywhere on campus except for visitor, handicap (unless you have a handicap decal), cycle and restricted parking areas. Parking at the on-campus apartments is restricted to residential students.

**Monroe F. Swilley, Jr. Library**

**PHONE** (678) 547-6280  **FAX** (678) 547-6270

Research: (678) 547-6282
Service Desk: (678) 547-6284

Monday - Thursday 7:30 am – 12:00 am; Friday 7:30 am – 6:00 pm; Saturday 10:00 am – 6:00 pm; Sunday 1 pm – 12:00 am
Closed University Holidays
Check website for hours in between semesters.
http://libraries.mercer.edu/swilley
One of four full service libraries within the University, the Monroe F. Swilley, Jr. Library serves as the library for Mercer's Atlanta campus. Library collections, faculty and staff support all the graduates and undergraduates on campus. Librarians are responsible for a collection of 155,000 cataloged volumes, over 36,072 subscriptions in both electronic and paper format, and almost two million documents in microform. The Special Collections and Archives Room houses rare or unusual titles in pharmacy, theology, nursing, and literature.

The library offers seating for approximately 280 users, 22 group study rooms, a computer simulation presentation room, the Brown Gallery for art exhibitions, and the Dr. Jean Hendricks Library Classroom. An after-hours study area in the cafeteria is available for those students who wish to pursue their studies after the library closes in the cafeteria.

Checking Out Materials
A Mercer ID card (Bear Card) is required to check out library materials. Circulating books are checked out for three weeks. Videos, DVD’s, CD’s, and Reserve items vary. Laptops are available for checkout for use within the library and audio visual equipment is available for check out for three days. Online renewal at http://library.mercer.edu/patroninfo/ or telephone renewal of materials is often possible; call 678-547-6284 for assistance. Reference materials and periodicals may not be taken from the library.

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

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

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

Printing
With a valid Bear Card, colored prints are 25 cents per page. Black and white prints are 10 cents per page.

Other Services
Library services include a student information commons with twenty student computers equipped with MS Office Suite as well as access to library subscription databases and electronic journals. Library services also include interlibrary loan - available electronically, reference assistance, Virtual Reference email/instant messaging, and library research instruction. The Library is also equipped for wireless computer technology. Mercer students with a Wi-Fi compatible device may access the wireless network by logging into the MU-Student wireless network. The Library's website [swilley.mercer.edu] is designed with LibGuides specifically for each college/school on campus and the classes taught in those. All basic research needs for students who study on the Atlanta campus are approached via these individual LibGuides. This should be one of every student's first places to begin his/her research.
Thanks in part to participation in the statewide consortium, GALILEO; the Library offers access to over 184 electronic databases for student research. Most of these databases plus the computerized catalog of the library's books and current journals are searchable from home or office as well. Check with a reference librarian for proper modem parameters and passwords.

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

Registrar's Office PHONE (678) 547-6263 FAX (678) 547-6137
Kay Webb, Registrar - Atlanta Campus
102 Davis Administration Building
Monday - Thursday 8:30 am - 5:30 pm; Friday 8:30 - 4:30 pm

http://www.mercer.edu/registrar

The Registrar's Office provides many services to students, faculty, and staff of the University, including publishing the schedule of classes and University Catalogs, coordinating the registration process, recording semester grades, facilitating degree audits, and coordinating graduation. The Registrar's Office also assists students with transcript requests, enrollment verifications, name and address changes, transient and cross registration requests, and the evaluation of transfer credit. Requests for Mercer transcripts are free but must be in writing and signed by the student as required by the Family Educational Privacy Act of 1974.

Student Health and Counseling Center (SHAC)
Bates Canon, LPC, Director

Student Health and Counseling (SHAC) provides medical and mental health services to all currently enrolled Mercer students. In 2011, we combined Campus Health Services and Counseling Services into one, integrated department reflective of our commitment to help students meet both physical and mental needs. We strive to think of health holistically, rather than drawing a distinction between mental and physical well-being.

Student Health Services PHONE (678) 547-6130 FAX (678) 547-6054
Linda Johns, R.N.B.S. Asst. Director
Yvonne Williams, Admin. Assistant
206 Sheffield Center
Monday-Friday 8:00 am - 4:00 pm

http://AtlStuAffairs.mercer.edu/SHAC

The Student Health Clinic (Located in 206 Sheffield) is staffed by a part-time family nurse practitioner, one part-time registered nurse, and one administrative assistant, all supported by underwritten protocols of a physician consultant. Our physician is onsite for ½ day per week for visits and consultations via appointment. A variety of services, treatments, and medications are made available to students. Appointments can be made online via the SHAC website: http://AtlStuAffairs.mercer.edu/SHAC.
Student Counseling Services  PHONE (678) 547-6060  FAX (678) 547-6373
Julie Cannon, LPC, Assistant Director
Elaina Chance, LPC, Counselor
Kate Staley, LPC, Counselor
215 Sheffield Student Center

Tom Parker, LPC, Counselor
Henry County Regional Academic Center
http://AtlStuAffairs.mercer.edu/SHAC

Counseling is available to currently enrolled Mercer students at no charge. Call (678) 547-6060 for information and appointments. Walk-in hours are Mondays through Thursdays from 11:30 a.m. –12:30 p.m. and 3:00 p.m. – 4:00 p.m. If you are seeking counseling outside of office hours, please call the Georgia Crisis & Access Line at 1-800-715-4225.

Technology Support Services  PHONE (678) 547-8989  FAX (678) 547-6128
108 Swilley Library Building
Monday – Friday 8:00 am – 5:00 pm
http://www.mercer.edu/tss

Mission, To support, develop, and maintain Mercer University's information technology environment in support of University endeavors and to provide leadership in the application of information technology and computer support.

Technology Support Services. Located on the Cecil B. Day campus in the Lower level of the Swilley Library provides the faculty, staff, and students with a host of resources for their technology needs. Visit us at our website www.mercer.edu or contact us by telephone at 678-547-8989.

Computer Labs. Mercer University's Cecil B. Day Campus has an open access computer laboratory for use by students. The University has equipped this lab with networked PC's running Microsoft Windows applications consisting of WordPerfect, and Microsoft Office 2007 Professional Suite.

Electronic Mail. All students have access to electronic mail accounts. These accounts support communication between students, faculty and staff. Students can also communicate with anyone on the Internet through electronic mail. Students enrolled at Mercer University are expected to use their assigned Mercer email account for official university correspondence. mercerlive.mercer.edu.

Educational Use of Information Technology. Mercer's Cecil B. Day Campus is very aggressive in applying technology to education. The Department of Technology with the support of the Technology Support Services has established an On-line instructional system called BlackBoard that allows faculty to develop courses and deploy them to students using the World Wide Web. (You can visit Mercer's World Wide Web home page at http://www.mercer.edu or E-mail helpdesk@mercer.edu for more information.)

Help desk support. Technology Support Services currently provides access to support personnel who may be contacted in person, by telephone, or by e-mail. Most calls to the "help desk" require the dispatch of a member of the technical staff. The support staff makes every effort to respond to all calls within 24 hours. We provide student support on configuration - setup for network access, wireless network access support, troubleshooting and basic assistance for system problems.
You can contact the Helpdesk by calling 678-547-6310 or after hours by contacting 678-547-8989. You may email us at helpdesk@mercer.edu. Help Desk Hours: Monday - Thursday 8:30 am–9:00 PM; Friday 8:30 am–5:00 PM; Saturday closed; Sunday 5:00 PM–9:00pm

**Wireless network access.** All students have access to Mercer’s wireless network (MU_Student). Students are required to login with their MUID and Password (YYMMDD).

**Virus protection.** Landesk AntiVirus is provided for all Mercer-owned computer systems. All student systems are required to have a antivirus product installed and up to date. Students can download a free version of MSE using the link [http://www.microsoft.com/en-us/security_essentials/default.aspx](http://www.microsoft.com/en-us/security_essentials/default.aspx). Please contact us if you need assistance with your antivirus utility at helpdesk@mercer.edu

**Connecting to BearNet**

Each student will have direct access to the services on BearNet: e-mail; library information systems; MyMercer, Blackboard; and high-speed access to the Internet. Computers are available in the Open Access Lab and the Swilley Library. Wireless access to BearNet is available in all facilities on the Macon and Atlanta campuses and Regional Academic Centers. Connection to bearNet will require each student to login with their MUID and Password (YYMMDD).

We suggest that, if possible, you arrive on campus with your computer fully equipped and ready to go. If, however, you need assistance, please contact Technology Support Services at 678-547-8989 or e-mail helpdesk@mercer.edu.

The University has set up purchasing arrangements with Apple, Dell and E-Academy to allow students to purchase computer systems and software at discounted prices. You can access these sites by connecting to the Technology Support Services web site: [it.mercer.edu](http://it.mercer.edu); click on Hardware Software and then Student Discounts.

BearNet is Mercer’s university-wide network connecting all Mercer campuses and locations. The following covers some basic information about what type of computer should be purchased and what will be needed for a student to connect to BearNet.

<table>
<thead>
<tr>
<th>Windows-based</th>
<th>Macintosh</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recommended configuration:</strong> Pentium IV with 1GB (or more) RAM w/Windows XP Pro</td>
<td><strong>Recommended configuration:</strong> G3 or G4 processor with 1GB (or more) RAM Mac OS 9.x or later</td>
</tr>
<tr>
<td><strong>Network Card &amp; Cable:</strong> 10/100Base-T Ethernet card (RJ45 - twisted pair) 10-15 foot 10/100baseT (RJ45 - Category 5E network cable) Network cables may be purchased at Auxiliary Services for $10.</td>
<td><strong>Network Card &amp; Cable:</strong> 10/100Base-T Ethernet card (RJ45 - twisted pair) 10-15 foot 10/100baseT (RJ45 - Category 5E network cable) Network cables may be purchased at Auxiliary Services for $10.</td>
</tr>
<tr>
<td><strong>Network configuration:</strong> Systems must have TCP/IP installed with configuration set to automatically obtain IP address from Mercer’s DHCP server</td>
<td><strong>Network configuration:</strong> Systems must have TCP/IP installed with configuration set to automatically obtain IP address from Mercer’s DHCP server</td>
</tr>
<tr>
<td><strong>Web browser:</strong> Internet Explorer is required to install Cisco Clean Access, and Windows updates.</td>
<td><strong>Web browser:</strong> May be downloaded from the developer or distributor. Students must abide by the license restrictions imposed for each product.</td>
</tr>
<tr>
<td><strong>Antivirus Software:</strong> Resident students will be provided with anti-virus software as part of the Cisco Clean Access installation. Non-resident students are encouraged to download the free home edition of Avast antivirus from <a href="http://avast.com/">http://avast.com/</a>.</td>
<td><strong>Antivirus Software:</strong> Resident students will be provided with anti-virus software as part of the Cisco Clean Access installation. Non-resident students are encouraged to download the free version of ClamXAV for Mac at <a href="http://www.clamxav.com/">http://www.clamxav.com/</a>.</td>
</tr>
<tr>
<td><strong>Software:</strong> Microsoft Office is recommended and can be purchased online for approximately $65 through Mercer’s partnership with Microsoft. Connect to <a href="http://mercer.edu/tss">http://mercer.edu/tss</a>: click on Computer Purchases and then Personal Purchases.</td>
<td><strong>Software:</strong> Microsoft Office is recommended and can be purchased online for approximately $65 through Mercer’s partnership with Microsoft. Connect to <a href="http://mercer.edu/tss">http://mercer.edu/tss</a>: click on Computer Purchases and then Personal Purchases.</td>
</tr>
<tr>
<td><strong>Installation assistance:</strong> Mercer employees and students will be available to assist with basic configurations to gain access to BearNet. Please dial 7000 in Macon or 8989 in Atlanta for assistance with network access.</td>
<td><strong>Installation assistance:</strong> Mercer employees and students will be available to assist with basic configurations to gain access to BearNet. Please dial 7000 in Macon or 8989 in Atlanta for assistance with network access.</td>
</tr>
</tbody>
</table>
Wellness & Recreation    PHONE (678) 547-6369   FAX (678) 547-6373
Karen Reynolds, Assistant Director, email: reynolds.kr@mercer.edu (678) 547-6415
Margie Bowen, Activities Coordinator, email: bowen.mw@mercer.edu (678) 547-6431
Lower Level Sheffield Student Center

http://AtlStuAffairs.mercer.edu/wellness

Sheffield Operating Hours:
Gym & Pool: Monday - Friday  6:00 am - 9:00 pm / Saturday 8:00 am - 2:00 pm / Sunday Closed
Persons 18 years & older ONLY swim at their own risk from 6:00am to 4pm Monday through Friday as no life guard is on duty.

Wellness & Recreation and the Sheffield gym are located in the lower level of the Sheffield Student Center. It is comprised of four major program areas: fitness/wellness, sport clubs, aquatics, and employee wellness benefits. The space includes a basketball court, pool and weight room with many cardio, free weights and strength training machines. A variety of fitness classes are also offered each semester to help promote a healthy lifestyle. The Department also offers sports clubs and outdoor recreation opportunities throughout the year for students.

The Sheffield gym is available for use by Mercer University students, faculty, and staff who hold a valid Mercer ID (Bear card) and their immediate family members. Members of the community may pay to use the gym on a space available basis. Guests may accompany bear card or membership card holders for $5.00 per visit.

Use of the facility is governed by the rules posted at the check-in desk. Each patron is responsible for reading and adhering to the rules.
It is the purpose of Mercer University to adhere to the rules and regulations, course offerings, and financial charges as announced in this handbook or in other publications. The University, nevertheless, hereby gives notice that it reserves the right to withdraw any subject, to change its rules affecting the admission and retention of students, or the granting of credit or degrees, or to alter its fees and other charges, whenever such changes are adjudged by it to be desirable or necessary. Attendance at Mercer University is a privilege which may be forfeited by anyone whose conduct is adjudged as not consistent with the traditions, policies, and regulations of the University.

This guide is a general reference for the Cecil B. Day Campus and Regional Academic Centers only. For specific program information, please refer to the Student Handbook for that college or school.

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<td>Human Resources 1st Floor of Davis Building</td>
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<td>Financial Planning Office 1st Floor of Davis Building</td>
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GBCN makes every effort to publish correct and current information for our students. However, this Handbook should not be viewed as a legal or binding contract with GBCN.

It is the purpose of Mercer University to adhere to the rules and regulations, course offerings, and financial charges as announced in this handbook or in other publications. The University, nevertheless, hereby gives notice that it reserves the right to withdraw any subject, to change its rules affecting the admission and retention of students, or the granting of credit or degrees, or to alter its fees and other charges, whenever such changes are adjudged by it to be desirable or necessary. Attendance at Mercer University is a privilege which may be forfeited by anyone whose conduct is adjudged as not consistent with the traditions, policies, and regulations of the University.
Mission

"My idea had been to found a Baptist institution largely for the training of nurses—that was my chief object in having a hospital. I realize that cities and states and other organizations could operate hospitals, as far as hospitals, pure and simple, were concerned; but my idea was to train Christian nurses, with emphasis on both Christian and nurse. I did not want either one to suffer in the absence of the other."

-Dr. Len Broughton, Founder of Georgia Baptist Hospital School of Nursing

Vision Statement

Georgia Baptist College of Nursing of Mercer University will be nationally recognized for academic excellence and the development of professional nurses committed to scholarship, leadership, practice, research, and service.

Mission Statement

The mission of Georgia Baptist College of Nursing is to excel in teaching, scholarship, leadership, practice, research, and service, while embracing the core values of the College.

Core Values

Georgia Baptist College of Nursing embraces the following core values:

- Excellence
- Christian Caring
- Compassion
- Civility
- Integrity
- Collaboration
- Social Responsibility
# Georgia Baptist College of Nursing of Mercer University
## Academic Calendar
### 2014-2015

*Georgia Baptist College of Nursing reserves the right to make changes to this calendar*

### Fall Semester 2014
- **August 14**: White Coat Ceremony - (10:00am; Sheffield Gym)
- **August 18**: Tuition and fees due for Fall 2013
- **August 18**: First day of classes
- **August 18-25**: Late registration and Drop/Add period
- **September 1**: Labor Day Holiday - No classes
- **October 20**: Last day to withdraw and receive a "W"
- **November 4**: Spring 2014 advisement and registration opens
- **November 24-25**: Fall Break – no classes
- **November 26-28**: Thanksgiving Holiday - No classes
- **December 5**: Last day for classes
- **December 8-12**: Final Examinations
- **December 12**: Last day of the semester
- **December 17**: Grades due

### Spring Semester 2015
- **January 12**: Tuition and fees due for Spring 2014
- **January 12**: First day of classes
- **January 12-20**: Late registration and Drop/Add period
- **January 19**: Martin Luther King Holiday - No classes
- **March 9-13**: Spring Break - No nursing classes
- **March 16**: Last day to withdraw and receive a "W"
- **April 3**: Good Friday – no nursing classes
- **April 7**: Summer and Fall 2015 advisement and registration opens
- **May 1**: Last day of classes
- **May 4-8**: Final Examinations
- **May 12**: Grades due
- **May 15**: Pinning & Hooding Ceremony for graduating students
- **May 16**: Commencement Ceremony

### Summer Semester 2015
- **May 18**: Tuition and fees due for Summer 2015
- **May 18**: First day of classes
- **May 18-26**: Late registration and Drop/Add period
- **May 25**: Memorial Day – no classes
- **June 22**: Last Day to withdraw and receive a “W”
- **July 4**: Independence Day – no classes
- **July 24**: Last day of semester – grades due
Essential Requirements for Completion of Pre-licensure Baccalaureate Nursing Education

The following essential requirements explain attributes necessary to complete the pre-licensure baccalaureate educational program in nursing. These standards describe the non-academic qualifications required in addition to academic qualifications that Georgia Baptist College of Nursing (GBCN) considers essential for entrance to, continuation in and graduation from its nursing degree program. Candidates for a nursing degree must be able to meet these minimum essential skills with or without reasonable accommodation for successful completion of degree requirements.

Students are responsible for taking care of their personal, physical, and mental health. The University provides basic health insurance (at a cost) that includes coverage for both physical and mental health. Students have the responsibility for seeking out the help they may need to address mental or physical health concerns, including assistance with alcohol or drug dependency problems, should they exist or develop during the course of a student's academic program.

The College of Nursing has a process for addressing the issue of compromised Essential Requirements for Admission, Progression and Graduation requirements. The curricula leading to a degree in nursing from GBCN require students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing skills and functions. If GBCN students are observed by qualified nursing or other health care professionals to be unsafe in the clinical environment, due to an inability to meet the essential skills, the appropriate academic program office is required to take action to ensure a safe environment for students, clients, and other personnel.

Essential skills exist in the areas of: Observation, Communication and Motor Abilities; Intellectual, Conceptual, Integrative and Quantitative Abilities; Behavioral and Social Abilities; and Health and Related Requirements.

Students with an impairment that interferes with completion of essential requirements should contact the University’s Department of Disability Services at (678) 547-6823. The Department of Disability Services will determine a student's eligibility for accommodations and will recommend appropriate, reasonable accommodations and services.

Essential Requirements

A. Observation

1. Observation necessitates the functional use of vision, hearing, tactile and somatic senses.

2. The student must be able to observe and participate in lectures, demonstrations, research, and practice situations in nursing.

3. The student must be able to observe health assessments and interventions, diagnostic procedures, and technical/electronic data (e.g. electrocardiographic waveforms) to determine a client’s condition and the effect of therapy.

B. Communication

1. Communication includes speech, hearing, reading, writing, nonverbal body language, and computer literacy.
2. The student must be able to communicate clearly and effectively in English with clients, professors and all members of the health care team. Written and oral communication must include use of standard, professional medical terminology.

3. The student must communicate with clients clearly and effectively in English to elicit information regarding health history, psychosocial status and functionality; and to perceive nonverbal communications.

4. The student must be able to relay appropriate information to clients, as well as teach, explain, direct, and counsel a wide variety of individuals, e.g. varying educational and developmental levels and cultures.

5. In some instances, the student will be required to provide clear, direct communication in English during highly stressful, crisis situations. These skills necessitate a strong command of the English language and prompt, timely interpretation of pertinent patient data.

6. The student must be able to receive and deliver communication verbally, telephonically, and electronically to perform duties associated with client care needs in a timely, professional manner, e.g., enter an electronic medical record after the patient visit.

C. Motor Abilities

1. The student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities, and sense of smell to perform nursing procedures and to operate equipment safely.

2. The student must have sufficient motor function to elicit information from patients by: tactile palpation, auscultation using a stethoscope, direct hand percussion, indirect percussion using a percussion hammer, and other diagnostic maneuvers.

3. The student must possess sufficient fine motor skills to be able to perform basic laboratory tests (e.g. using a glucometer, slide preparation) and perform basic patient care procedures (e.g. tracheostomy care, urinary catheterization, insertion of intravenous catheters, administration of injections, and the use of oxygen/respiratory equipment).

4. The student must be able to execute motor movements in a prompt, timely fashion, including the ability to sit, stand, bend, and walk quickly, in order to provide routine and emergency care to patients.
   a. Examples of emergency treatments include, but are not limited to: cardiopulmonary resuscitation, administration of intravenous medications, application of pressure to stop bleeding, measurement and interpretation of vital signs, and opening of obstructed airways.
   b. Examples of routine treatments include, but are not limited to: administration of scheduled and as needed medications, measurement and interpretation of vital signs, performance of a focused head-to-toe physical assessment, performance and assistance with activities of daily living including the ability to lift 30 pounds.

D. Intellectual, Conceptual, Integrative and Quantitative Abilities

1. The student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis, and synthesis.
2. The student must be able to synthesize knowledge, as well as integrate and prioritize all aspects of patient care in a prompt, timely fashion. This ability includes synthesis of objective and subjective findings and diagnostic studies in order to formulate and initiate a plan of care integrating the gender; age; and religious, cultural, physical and patient preferences.

3. The student must be able to integrate concepts of pathophysiology, pharmacology, and fundamentals of nursing care in order to formulate a cohesive, multidisciplinary plan of care to promote and achieve desired patient outcomes appropriate to each clinical setting.
   a. The student must be able to use the above information to identify and develop a nursing diagnosis, establish priorities, and monitor treatment plans and care modalities.

4. The student must be able to comprehend three dimensional and spatial relationships.

5. The student must be able to incorporate data from multiple patient sources (e.g. physical assessment, vital signs, lab values, interdisciplinary documentation) in a prompt manner in order to provide appropriate, safe patient care.

6. The student must be able to recognize and respond rapidly and safely to changes in a patient’s status based on a variety of data such as physical assessment and pertinent laboratory findings. The student must be able to revise care to promote appropriate patient outcomes.

E. Behavioral and Social Abilities

1. The student must have the capacity to demonstrate full utilization of his/her intellectual abilities; maintain emotional stability; exercise good judgment under stressful, crisis and non-crisis situations; and promptly complete all responsibilities pertinent to the diagnosis and care of clients in a variety of settings.

2. The student must have the capacity to develop mature, sensitive, and effective therapeutic relationships with clients in a variety of settings and from multicultural backgrounds. Individual client care must be provided regardless of the client’s race, ethnic group, age, gender, religious or political preference; ability to pay; and gender or sexual orientation.

3. The student will be required to perform nursing care in many settings including acute care inpatient settings (e.g. medical-surgical, obstetrics, psychiatric, pediatrics) as well as outpatient settings (e.g. public health, outpatient clinics, long term care facilities, schools, and homes). The student must have the ability to perform nursing care that may be outside his/her own personal level of comfort in these settings so that the client’s needs are a top priority.

4. The student must be able to tolerate physically and mentally taxing workloads and function effectively under stress.

5. The student must be able to exhibit a level of consciousness and attentiveness that guarantees client safety. Examples of unacceptable compromise include excessive somnolence, memory impairment, emotional instability, or an inability to retain pertinent details of a client’s situation.

6. As a component of nursing education, a student must demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

7. Students are not required to be involved with medical procedures that are in disagreement with
individual attitudes and values. Nevertheless, students are required to learn about these procedures and participate in the professional care of the client before and after such procedures.

8. Although student safety is of utmost importance, students will be exposed to a variety of communicable pathogens and are expected to care for patients with communicable diseases using appropriate standard precautions and/or guidelines.

9. The student must possess the ability to participate in group and collaborative learning in a variety of settings that include classroom (with greater than 100 students), simulation lab, and various clinical settings.

F. Health and Related Requirements

1. The student is required, according to agency and university policy, to provide current proof of having met all health related requirements prior to participating in any clinical activities. The student is responsible for maintaining all personal health records including current immunizations, CPR (American Heart Association BLS for Health Care Providers), OSHA and HIPAA documentation.

2. All entering students are required to complete a background check prior to entering the College of Nursing in compliance with the affiliation agreement for the clinical agency and community standards for disqualifying offenses. This will include a drug screen to comply with clinical agency requirements. Re-enrolling students must re-submit an update of these requirements no greater than one month prior to the first day of classes.

3. Certain chronic or recurrent illnesses and problems that could interfere with patient care or safety may be incompatible with nursing education or practice. Some illnesses may lead to a higher likelihood of student absences and enrollment should be carefully considered by the student.

4. Deficiencies in knowledge, judgment, integrity, or professional attitude may jeopardize patient care, and as a result could become grounds for course failure and possible dismissal from the nursing program.

Georgia Baptist College of Nursing Disability Statement

A student requiring accommodations for a disability should inform the instructor as early in their matriculation as possible, or by the close of the first class meeting. The instructor will refer the student to the Access and Accommodations Coordinator who will determine eligibility for accommodations under the ADAAA/Section 504. In order to receive accommodations, the eligible student must provide each instructor with a “Faculty Accommodation Form” from the Access and Accommodations Coordinator. The student must return the completed and signed form to the Access and Accommodations Coordinator (208 Sheffield Center). The student may also elect to send this information through Campus Mail, fax the form to (678) 547-6373, or email the form as an attachment to stilley_r@mercer.edu

A student with a documented disability who does not wish to use academic accommodations is strongly encouraged to register with Access and Accommodations Coordinator and complete a Faculty Accommodation Form each semester.

For further information, please contact Richard Stilley, Disability Support Services Coordinator / Assistant Dean for Campus Life, at (678) 547-6723 or visit the website at http://atlstuaffairs.mercer.edu/disability-services.cfm

Approved by Admission, Progression, and Readmission Committee and Administration 2/16/2012.
Required Immunizations

*ONLY TITERS WILL BE ACCEPTED AS PROOF of MMR, VARICELLA, AND HEPATITIS B IMMUNITY. RESULTS MUST BE ON FILE IN THE APPROPRIATE ADMINISTRATIVE SECRETARY’S OFFICE.

Vaccines

**PPD/TB Skin Test:** PPD Results must be updated annually and must be valid until May 1st of the following year. If results are Positive, proof of a Normal Chest X-Ray within last 5 Years is required (time frame may vary according to clinical agency requirements).

**Tetanus, Diphtheria, Pertussis:** TDAP (Adult Booster) Vaccine must be updated every 10 years.

**Flu/Seasonal Influenza:** Flu vaccines are updated once a season. Student must provide proof of flu vaccine received within the current season for the upcoming academic year. Vaccines for the new season are usually available mid-August. Proof of vaccination must be on file by September 15th of each year.

Titers

**Positive Mumps, Rubeola (Measles), and Rubella Titers:** All nursing students must provide proof of Positive Mumps, Rubella and Rubeola Titers results. If lab results are Negative for the Mump, Rubeola, or Rubella Titer, proof of (2) MMR vaccines and follow-up titers are required.

**Positive Varicella Titer:** If lab results are Negative for the Varicella titer, proof of (2) Varicella Vaccines and a follow-up Varicella titer are required.

**Positive Hepatitis B Titer:** Following the Hepatitis B vaccination series, if a student’s lab results are Negative for the Hepatitis B Titer, the student will repeat the vaccination series (3 injections) and repeat the titer. If still negative after (6) injections and (2) titers, Immunity is assumed.

Records may be faxed to 678-547-6777 or mailed to Mercer University, Attn: Georgia Baptist College of Nursing.

Required Credentials

**Background Check:** The Background Check must be initiated thru advantagestudents.com no earlier than (30) days before the first day of the entry semester. A copy of the Background Check’s confirmation page must clearly indicate that the Background Check is COMPLETED and include the student’s first and last name, date initiated, and the advantagestudents.com ID.

**Drug Screen:** The Drug Screen must be initiated thru advantagestudents.com no earlier than (30) days before the first day of the entry semester. A copy of the Drug Screen’s confirmation page must clearly indicate that the Drug Screen is COMPLETED and include the student’s first and last name, date initiated, and the advantagestudents.com ID.

**CPR Card:** A copy of the CPR card must be current, include the student’s signature, and if certified by the American Heart Association as BLS for Healthcare Providers. The card must be valid through the end of the current academic year. This may require a re-certification earlier than the current card’s expiration date.
**Personal Health Insurance Card:** A copy of proof of personal health insurance must be current and on file in the appropriate administrative secretary’s office.

**HIPAA Test Assessment:** A copy of the HIPAA Test Assessment completion confirmation page must include the student’s first and last name, date the test assessment was completed, and score. This information must be on file in the appropriate administrative secretary’s office.

REQUIRED for BSN and licensed nurses not actively engaged in clinical practice.

**OSHA Test Assessment:** A copy of the OSHA Test Assessment completion confirmation page must include student’s first and last name, date test assessment was completed, and score. This information must be on file in the appropriate administrative secretary’s office.

REQUIRED for RN-BSN

**Nursing Licensure:** A copy of proof of licensure must be current, certified in the current state of residence, and on file in the appropriate administrative secretary’s office.

Records may be faxed to 678-547-6777 or mailed to Mercer University, Attn: Georgia Baptist College of Nursing.

**Project Nurse (PN) Database**

All nursing students are required to enter their own contact and demographic information into the Project Nurse database no later than (14) days after entering the first semester. Data Entry will take only a few minutes to complete. You can access Project Nurse from any computer's internet browser using the following link: https://secure.projectnurse.com/mercer. Your User Name is your 8-digit Mercer ID (MUID) Number. Your Initial Password is go (must be lower-case).

You will be able to view and print your immunizations and credentials records according to what is currently on file in nursing office 219. You will not be able to change or enter immunization and credentials information in the Project Nurse database. All nursing students are responsible for printing their own individual Immunization and Credentials report and submitting it to their own individual Clinical Instructor only or as requested by other faculty. You may print your one-page Immunizations and Credentials report by clicking the 'Reports' tab in the left-hand column of your screen and selecting Immunization and Credential Report. Then click Generate at the bottom of the screen. A copy of required Immunization and Credentials records and updates must still be submitted to nursing office 219. Updates are not automatic or instant; the Project Nurse database will be updated at least once weekly.

**MyMercer**

MyMercer is an online self-service portal that allows students to manage courses, schedules, grades, financial aid, payments, and academic or administrative holds. With the MyMercer you will be able to:

- Personalize your MyMercer to meet your needs and reflect your interests
- View course schedules
- Register for courses
- Receive communications from instructors, advisors, and offices
- View degree progress audit information and GPAs
- Review and accept financial aid award letters
- Make payments
View your class schedule, grades, and attendance
See if you have academic or other administrative holds

To log into MyMercer:
Visit https://my.mercer.edu. Select Student Portal Homepage. Enter your Mercer University ID (MUID) number in the Username field (e.g., 10234567). Enter your password in the Password field. This password will be the same password you use to log into the Library computers.

If you have never logged into the Library computers your default (initial) password is your date of birth in YYMMDD format, where YY is the last two digits of the year, MM is the two digit month, and DD is the two digit day. For example, if your date of birth is June 26, 1981, your default password is 810626. Select Login.

You will use the same login and password to access MyMercer, the wireless network, and the library computers. If you change your password for any of these systems, it will automatically be changed for all of them. If you have problems accessing MyMercer contact IT Help Desk.

Mercer Live
Mercer Live is the university’s student email system, powered by Microsoft. Mercer students may access their Mercer Live email accounts over the Internet or via an email access program (client).

Checking Email via the Internet
All currently enrolled students are assigned Mercer email accounts. You can find your Mercer email address by logging into MyMercer. Select My Profile then My Information from the menu on the left hand side of your MyMercer homepage. Your Mercer email address is listed in your personal information. You can check your Mercer email account via the Internet. Supported browsers are Internet Explorer 7 and above, Firefox 3.0.1 and above, and Safari 3.1 and above.

To check your email via the Internet:
2. Type your Mercer University ID number, followed by @live.mercer.edu, in the Windows Live ID field (e.g., 10234567@live.mercer.edu)
3. Type your password in the Password field. Your default (initial) password is your date of birth in YYMMDD format, where YY is the last two digits of the year, MM is the two digit month, and DD is the two digit day. For example, if your date of birth is June 26, 1981, your password is 810626. You will be prompted to change your password for security reasons.
4. Click Sign In.

Advantagestudent.com
(Background Check and Drug Screens)
InfoMart, through AdvantageStudents.com, is an on-line background verification system that provides you the opportunity to order your own background check and drug screen for student placement at participating hospitals. This background check will give you a certified report that you can print or share online with your selected hospitals and/or colleges, by providing them an authorization code that you will set-up during the order process.

How do I order a background check/drug screening?
1. Select the hospital or school to view the recommended packages that fit their requirements.

2. Select the appropriate package.
3. Complete the online registration form to order your background package. The online form accepts payment by credit card and money order.

4. Once you submit your order you will receive an email confirmation with your order details.

Select a Hospital/College/University
Select a hospital, college or university from the following list to see the background check criteria:

Georgia Baptist College of Nursing at Mercer University

**Student Package** (background check and drug screen)
National Social Security Search
Criminal History Search (up to 5 jurisdictions) Multi-State
Sexual Offender Search
OIG List of Excluded Individuals/Entities
GSA List of Parties Excluded from Federal Programs
US Treasury, Office of Foreign Asset Control (OFAC) List of Specially Designated Nationals (SDN)
Patriot Act Search (includes Government Suspect and Terrorist List searches) Employment Verification (only required for students 21 years of age or older)
Drug Screen: 11 panel urine lab test (in-network LabCorp; MRO service included)
Test includes: Amphetamines, Cannabinoids, Cocaine Metabolites, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, Methaqualone and Oxycodone

**How will I know when my background check is completed?**
You will receive an email notification once your background report results are completed. You can log in to your account at any time to view the status of your background check. There are three status levels: PROCESSING, PENDING, and COMPLETE.

PROCESSING means that it is a new order and we have not received any results back yet.
PENDING means that the report is still pending, but we have received some of the results back. You can click on PENDING and a status report will pop up.
COMPLETE means that we have received all of the results from your background screening and the report is complete. You can click on COMPLETE and your completed report will pop up.

**How do I complete my drug screening?**
You will receive an email with instructions for scheduling and completing the drug screen. If you are paying by credit card you will receive this email once your order has been submitted. If you are not paying by credit card you will receive the email once your payment has been received or a school/hospital administrator has approved your order. If you do not receive this email, please contact customer service at (800)800-3774 option 2. Please do not attempt to take a drug screen without first receiving this confirmation. Once the test has been taken, the lab will send us the results within 24 to 48 hours. Results will then be posted to the Advantage Students website immediately.

**Moodle & Elluminate**
Moodle and Elluminate are our Online Educational Technology systems. Moodle is our course website and Elluminate is where students go to have (live) class/sessions. Students will access class calendar, assignments, and other very important courses information through Moodle.
To access Moodle:
Enter your username and password (outlined below) in the appropriate fields.
Click OK. The Moodle homepage is visible and displays all of your accessible courses.

Your username and your password is your eight-digit Mercer ID Number (MUID).

To change your Moodle password:
1. Log in to Moodle.
2. View your profile by clicking your name in the upper-right hand corner.
3. Click the Change Password link at the top of page.
4. Type a new password in the Password and Verify Password fields.
5. Click Submit.

Help and Support
If you have problems accessing or using the Moodle or Elluminate system, contact your instructor, Moodle/Elluminate support staff listed on the course homepage, or the Mercer IT Help Desk.

Policies and Procedures Specific to the Learning Resource Center
Applicable to all students using the Lab

Learning Resource Center
The Learning Resource Center is a facilitative educational environment designed for the instruction and practice of new and/or complex clinical nursing skills. The lab provides equipment, supplies, faculty, and staff to achieve the objective of excellence in nursing education. The skills sequence and curriculum have been developed by the lab coordinator in collaboration with course faculty to correlate with course objectives. Lab experiences are scheduled by the lab faculty in collaboration with course faculty and based on student schedules. The lab is open daily during the academic period so that students may use the facilities to practice and review as desired. The lab also maintains a collection of teaching models, materials, and other resources for faculty and student use.

General Information
1. The lab activities focus on the application of scientific principles. The learner must prepare by reading, reviewing, and completing assigned activities prior to the lab experience. Preparatory activities are indicated with the student’s course assignments.

2. Clinical preparation is critical and therefore, lab attendance is mandatory. In the case of unavoidable absence or lateness, the student must notify clinical faculty no less than 30 minutes prior to the scheduled lab. If a lab must be made up, arrangements must be made with the clinical faculty within 48 hours of the absence. All activities must be completed with seven calendar days of the initial lab.

3. Students are required to assume the role of the nurse or the patient and their ability to do so will impact on the performance evaluation.

4. The lab resources are available to students at any point in their college experience. Additional lab experiences may be provided according to individual needs. Contact your clinical faculty or course coordinator for time scheduling or skills counseling.
Skills Evaluation Procedure

Validation is a student activity that judges the competence of the student in meeting standards and criteria set forth by a course. Validations are evaluated on a pass / fail basis or may be assigned a grade. These validations incorporate critical skills learned throughout the semester. The evaluation is performed by a faculty member and the validation tool provides instructions and the criteria for grading. This tool lists the critical elements that need to be performed (based on standards of care) for successful validation to occur.

- Coaching or prompting is discouraged during the validation.
- Skills need to be performed within a suggested time period.
- Only people directly involved in the validation experience are allowed to be present during the validation.
- All validations are done individually NOT as a group.
- Students are evaluated based on the criteria set forth by the validation tool.
- Failure to show up for a validation appointment results in failure of the validation.
- Students who fail to pass a validation on their first attempt have two additional attempts.
- A twenty-four hour period must occur between attempts.
- Revalidation must be completed with seven working days of the initial validation.
- A different faculty member must revalidate the student.
- In the event of a third attempt, two faculty members must be present.
- If the student is unsuccessful on their third attempt it will be a failure for that course, if validation occurs after midterm. However, if validation occurs prior to midterm the student can withdraw from the course.
- Students are expected to maintain their individual SKILL COMPETENCY LIST. See form for instructions (begins on page 112).
- Students are not permitted to attempt any invasive procedures on others.

Evaluation

1. Clinical faculty evaluates student proficiency in all skills taught. Clinical facilities expect students to maintain their proficiency in the clinical setting. While faculty guide, teach, and counsel, the learner is ultimately responsible for attending to his/her own level of learning and safe clinical practice. Open lab times are available to students seeking additional practice and/or individual faculty supervision.

2. In designated courses lab performance is evaluated on a pass/fail or grade basis and students must complete all required learning activities and successfully “pass” each skill in the course curriculum in order to pass the course. Students are evaluated according to the criteria in the assigned readings. Students who need additional experience are responsible for making an appointment with the clinical faculty for additional instruction and opportunities. If remediation and/or retesting are needed, it must be completed within seven working days of the initial lab.

Open Lab

The third floor Learning Resource Center is open for your use when a class is not being held in there Monday-Friday from 8am to 4pm. Please see posted lab schedule for hours opened after 4pm. Practice supplies are provided for student use, though most supplies are contained in student nurse paks. In order to assure safety for each individual, students are restricted to the practice of those skills which they have been formally taught in the Skills Lab, and only in the manner in which they were taught. No supplies may be removed from the lab without specific permission from lab faculty. For student convenience, practice time outside of the posted lab hours is available by arrangement with the course coordinator or clinical faculty. Students are encouraged to practice in small groups and faculty supervision is available to students via appointment.

Course Evaluations

1. Evaluations are “date-driven”, which means that evaluations are only available online for a certain preset period during the semester and no more than one week after the semester is finished.
2. For courses on blocked formats or concluding prior to the general end of the semester, students will have one week after course ends to complete evaluations.

3. Students must print and submit the page that shows the student name, course, and that all evaluations have been completed. Policy: To ascertain that all students have completed evaluations, students must have receipt of completed course evaluation to take final exams or to receive final course grades.

4. Although online evaluations are strongly recommended, manual evaluation forms are also available but should only be utilized by entire class and as authorized by course coordinator or faculty member.

**Online Evaluation Instructions**

Students must use Internet Explorer or similar browser to access Mercer University’s online evaluation software.

Course evaluations are completed using the following procedure:

1. Using any computer with internet access, go to [http://it.mercer.edu/](http://it.mercer.edu/)

2. Click “Students” button

3. In the top left-hand corner in the “Links” section use the drop-down to select “Course Evaluations”

4. Enter your eight digit Mercer ID for User Name and your six digit date of birth as password. Enter digits only – no hyphens, spaces, etc. (i.e., User Name 10101010, Password 090226). Your ID will not be recorded with your evaluation; rather it is used to prevent multiple submissions for the same course. Anonymity is assured.

5. Only the course(s) in which you are currently enrolled will be listed.

6. Select the name of the person or course to be evaluated.

7. There are several types of evaluations. Course comprehensive is an overall evaluation of the course and its faculty and instructors. Use classroom teaching or clinical/lab skills evaluations for evaluation of individual faculty and instructors. Faculty members and instructors may have more than one type of evaluation listed, but students can only do one (1) comprehensive course evaluation per registered course and only one evaluation per faculty member or instructor per type. On the evaluation form, check the course/section number and instructor name to verify that the course and professor are correct.

8. Answering all questions and provided comments are most helpful.

9. Once each evaluation is completed, make sure to click “Submit Survey” button.

10. Click “to evaluate next course” to submit additional evaluations for a different person or course.

11. Click “finish” when you are done.

12. If necessary, proof of completed evaluations may also be printed.

13. Close your browser when you are finished.
Nursing Mothers
In order to promote a positive environment and meet the needs of our breastfeeding students, faculty, and staff, we will provide a clean, private space to be used for pumping. This space will include a comfortable chair, a small table, and access to an electrical outlet.

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

Academic Advisor
Upon admission to the BSN program, the student will be assigned a faculty academic advisor. The advisor will assist the student in reviewing progress in their course of study and discuss standardized test scores. An advisement period is established each semester to encourage advisors and students to meet and schedule a course of study for the subsequent semester. It is the responsibility of the student to schedule a meeting with their advisor during this advisement period. Students are also encouraged to utilize their advisor as a resource person within the College. Students will not be registered for classes if they have not met with their advisor for class advisement.

Assigning Grades in Cases of a Breach in Academic Integrity
A student who has been assigned selected sanctions for breach of academic integrity will receive a grade of F for the course in which the breach occurred. The student will receive a grade of W in other courses depending on academic standing at the time of withdrawal.

Undocumented Students (Out of Status Immigrants) and NCLEX-RN
Students who are in the United States as “undocumented” immigrants or who are out of status with Department of Homeland Security / U.S. Immigration Department and who are accepted to the Georgia Baptist College of Nursing of Mercer University must comply with requirements of the Georgia Board of Nursing to become eligible for the NCLEX-RN. The Board of Nursing makes the decision that the student is eligible for licensure, not the College of Nursing.

Students who are in either undocumented status or are out of status with immigration should be advised that although a degree can be achieved at Georgia Baptist College of Nursing of Mercer University, there is no guarantee that the Board of Nursing will approve the student for testing for licensure or that they will be hired by any healthcare institution. Any student who has concerns with this should contact the Georgia Board of Nursing for more information regarding the requirements that are necessary to obtain licensure.

United States immigration regulations require all international students on both F-1 and J-1 study visas to maintain a full load of courses. International students are not permitted to drop to a ‘part-time’ load without prior consent from the Office of International Programs. Please ask your academic advisor to contact the Office of International Programs on either campus if you feel you are in academic difficulty and must drop below a full-time load. This action will avoid placing you, as an international student, in an ‘out-of-status’ classification with either the U.S. Customs and Immigration Services or the U.S. Department of State.

For more information, please contact:
- Atlanta Campus: (678) 547-6109
- Macon Campus: (478) 301-2573
Faculty Position of BSN Pre-licensure Student Employment
The College of Nursing faculty recognizes that economic responsibilities confronting students may require their maintaining some level of employment while attending college. However, it is the nurse educator's responsibility to encourage students to view their nursing education as a priority. Therefore, students in the BSN program are encouraged to seek a realistic balance between employment and attainment of education goals.

The profession of nursing is a critical and demanding one. Likewise, educational preparation for the profession of nursing is critical and demanding. Therefore, the College of Nursing faculty cannot lower educational standards for the BSN nursing program even though we empathize with the need of many students to work. Striking a balance between employment and school is a critical variable for the working student to be successful in the BSN program.

Based on the research literature on student employment and academic success, the College of Nursing faculty strongly suggests that students who must work consider only part-time work (less than 20 hours per week). When possible, that employment should be in a healthcare related field as these two variables correlated highest with academic success.

Additionally, the student should be aware that the Georgia Board of Nursing rules and regulations state that unlicensed students shall be employed only as unlicensed nursing personnel. They shall not represent themselves, or practice, as nursing students except as part of a learning activity in a practice setting that is a part of the nursing curriculum.

Undergraduate Make-Up Exam Policy
Students are expected to take an exam on the scheduled date and on time. If the student is unable to take an examination at the scheduled date and time, the student is responsible for notifying the course coordinator in ADVANCE of the examination. Approval for taking a makeup exam will require signed medical documentation or official documentation of extenuating circumstances (such as death obituary; official accident report; doctor’s excuses, etc.) plus approval from the dean or a designee of the College of Nursing. Students will receive a grade of zero on any missed exam without the above documentation. There will be ONE scheduled date per semester for all makeup exams for all courses. Makeup exams will have different questions and may be in a different format, such as discussion, short answer, etc. A fee of $25 will be required for each exam. Receipt from the Bursar’s office indicating payment has been made must be given to the course coordinator or designee PRIOR to taking the exam. Final exams need to be made up within 24 hours from the scheduled exam date with the above required documentation and receipt of payment from the Bursar’s office.

Revised: UCC 1/06
Revised: UCC 1/10

Make-Up Policy for Canceled Classes
In the event that the College of Nursing must cancel classes or clinical due to unforeseen circumstances for more than one scheduled day during the term make-up time will be considered. Each course group, with the support of the Associate Dean, will decide if make-up time is necessary for individual student(s) or the entire class.

Classroom Expectations
1. Students are expected to attend classes. Regular attendance is considered essential for meeting course objectives.

2. Students are expected to read required readings in preparation for class and they are strongly encouraged to read recommended readings as assigned.
3. Students are responsible for getting their own copies of class materials and information if not present at the time these are distributed or presented.

4. Students must adhere to a professional code of honor.

5. Students are expected to come to class in attire which is reasonable and consistent with a college setting.

6. Students should follow the policy in the event of inclement weather (see Student Policies).

7. Students must take the standardized assessment examinations at the end of the designated nursing courses. The fee will be collected at the appropriate registration.

8. No children are permitted in the classrooms, Learning Resource Center, or second floor of the college building.

9. No food or drinks are permitted in the classrooms.

10. Students must have faculty permission to record lectures.

11. Classroom presentations MAY NOT be posted on the internet, you tube, or other social networks.

**Policy for Averaging Nursing Grades**

Calculation of all grades in nursing courses is based on the percentage score and not the raw score. This method will be used when reporting individual exam grades and the final course grade. There is no rounding of any nursing final course grade.

**Approved Grading Scale for Nursing Courses**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.99</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>80-86.99</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.99</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>75-79.99</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>70-74.99</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
<td>None</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABX</td>
<td>Absent from final examination (excused)</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete in some requirement other than the final examination (excused)</td>
</tr>
<tr>
<td>IP</td>
<td>In progress</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

Approved by Faculty 4/27/2009
Policy for Grade Appeals – Class and Clinical Disputes
If a student has a complaint or concern about a grade, he/she is expected to first meet with the professor to discuss any disagreement regarding the grade. If the student and professor cannot agree, the student may then appeal to the Course Coordinator, if applicable. If the student is not satisfied with the results, he/she may submit an appeal to the appropriate Associate Dean. Grade appeals must be student initiated and submitted in writing within 30 days after the grade has been assigned. If a student selects to continue the appeal, they have five (5) business days after being notified to petition further. The decision of the Associate Dean is final.

Policy for Successful Completion of Nursing Course
In all nursing courses, students must achieve a 75% exam average before non-examination evaluative measures are factored into their final grade. The rationale is to ensure students meet a minimum competency in NCLEX-RN simulated testing.

This policy is to be observed in all nursing courses. A minimum average of 75% on all exams must be earned for students to successfully pass a nursing course. Once achieved, paper and nursing care plan grades can then be averaged in to finalize the student’s course grade.

ATI Test Taking Policy
The ATI proctored exams are administered in the pre-licensure undergraduate courses throughout the four semesters. The proctored exam is required to complete each course.

If a student scores at or above Proficiency Level II for the proctored ATI exam, three percentage points will be added to the student’s final numerical grade for the course, provided the student has a 75% or better average on course exams.

Policy on Drug Calculation Competency
The ability to accurately perform calculations specific to the safe administration of medications is a continuous thread in the baccalaureate nursing curriculum beginning in Nursing 302 and ending at graduation.

Students in all clinical courses, Nursing 302 and above, will take a drug calculation quiz. Students in the junior level must achieve a score of 90% or better to pass the quiz. Students in the senior level clinical courses must achieve a score of 100% to pass the quiz. Students who fail the quiz may take advantage of remediation options. There will be two additional opportunities to take the drug calculation quiz, which must be passed within three weeks of the onset of the course. There will be a minimum of 24 hours provided between each testing opportunity (except for NUR 302 when the quiz will be given at the end of the semester). Students may attend clinical but cannot administer medications in the clinical setting until the drug calculation quiz has been successfully completed. Any student who fails to pass the third attempt of the quiz within three weeks will be required to withdraw immediately from the course, receive a “W”, and will not be allowed to continue progression in the program.

Drug calculation quizzes will be consistent in the testing of calculation skills and not pharmacology. Students may use simple calculators while taking the drug calculation quizzes. The use of calculators to assist with drug calculations on the clinical unit will be decided by individual clinical instructors. Students who experience difficulty with drug calculations at any point in their college performance may be referred to the Learning Resource Coordinator (LRC) or Course Coordinator for remediation. Remediation may occur in various formats, which may include, but is not limited to, the Academic Resource Center (ARC) for tutoring, practice quizzes provided by the LRC Coordinator, practice with a medication calculation textbook, simulation exercises, and skills laboratory case studies.
Use of Dictionaries by International Students
Students are allowed to use language translation dictionaries, containing no definitions, in nursing courses during the junior year. These dictionaries must be approved by the Coordinator of Disabilities Services for type and appropriateness.

Cell Phone Policy for Exams
Students sitting for exams will enter the exam room with two pencils plus a non-programmable calculator and leave all other personal belongings in the front of the classroom. Students will not be allowed any water bottles, cell phones, caps, and so forth in the exam room.

Clinical and Learning Resource Center Experiences
Clinical and Learning Resource Center experiences are essential and are of such importance that attendance is mandatory and cannot routinely be made up. If an emergency occurs, and the student cannot attend a clinical experience, the student must follow specific guidelines given by the clinical instructor. If the student will be absent from the LRC, the student must follow specific guidelines given by the course coordinator. Failure to follow these guidelines may result in an unsatisfactory evaluation. Extenuating circumstances will be evaluated by the course faculty members.

The decision as to whether an absence will require make-up, and/or the manner in which the absence will be made up, will be determined by the course faculty members. The decision will be based on the following considerations:
1. Achievement of objectives
2. Academic standing
3. Reason for the absence
4. Manner in which the absence was reported

Additional clinical expectations include adhering to Standards of Conduct, Academic Integrity, and Minimum Professional Standards, providing own transportation to and from clinical agencies, being appropriately dressed for the agency, having proof of liability insurance, and following the weather policy if needed.

Re-enrollment Procedure
1. A student in good academic standing (G.P.A. 2.0 or higher) who either withdraws from a nursing course(s), fails only one nursing course, or does not register for required nursing courses for less than one year due to nonacademic reasons is eligible to apply for re-enrollment. Students in good academic standing who are not enrolled in nursing courses for greater than one year must apply for readmission.

2. The student must obtain a re-enrollment packet from the administrative secretary in the College of Nursing, including instructions on submission of an enclosed “Intent to Enroll” form and a one-two page essay about strategies for success. Specific submission timeframes and deadlines are designated in these guidelines and must be met.

3. The student is responsible for updating any changes in name, address, or phone contact information with the registrar’s office and GBCN for communication purposes.

4. The Admissions, Progression, and Readmission (APR) Committee will conduct a blind review of all academic/clinical performance data and essay submission for each re-enrollment applicant and make a decision based on strength of academic indicators. Acceptance for re-enrollment is not guaranteed. The
APR Committee will notify the student of the committee’s decision in writing. The decision by the APR Committee is final. APR Committee decisions may require a remediation course and/or documentation from a health care provider supporting student’s ability to safely meet the Essential Requirements for Completion of Pre-licensure Baccalaureate Nursing Education.

5. A student may only petition for re-enrollment one time during enrollment at GBCN.

6. A student who is not accepted for re-enrollment will be administratively withdrawn from the nursing program.

7. **Skills Revalidation:** All students accepted for re-enrollment will be required to successfully revalidate all nursing skills taught prior to the course(s) of re-enrollment. The student will retrieve a Skills Revalidation packet from the administrative secretary at GBCN including detailed guidelines. Revalidation will be scheduled with the Coordinator of the Learning Resource Center and completed within one to four weeks prior to beginning clinical course work. Unsuccessful revalidation will result in immediate drop in currently registered courses and requirement to repeat prior clinical course in which most recent skills were taught.

8. All students accepted for re-enrollment must comply with all requirements related to immunizations, health insurance, CPR certification, background check and drug screen. An updated background check and drug screen is required no greater than four weeks and no less than one week prior to the first day of class through www.advantagestudents.com. Three weeks should be allowed for processing. Required documentation must be received and cleared by the administrative assistant at GBCN prior to the first day of class.
Intent to Re-enroll Form

Student Name: ______________________________________________________________

Student ID:___________________________   Phone #:______________________________

Mercer Email Address: _____________________________________________________________

Personal Email Address: ____________________________________________________________

Mailing Address:  _________________________________________________________________

Academic Advisor: _________________________________________________________________

Answer either item 1 or 2 below:
1. I (circle one) withdrew or failed NUR ___________   Semester______________ related to (circle one): my theory performance,  clinical performance, theory & clinical.

2. I did not re-enroll in NUR ____________ because _____________________________

I Intend to Re-enroll in: _______________________    ____________________________
Course                                     Semester & Year
_________________________________    _____________________________

Student Signature                                                    Submission Date

NOTE: Students are not guaranteed reenrollment. The APR Committee’s decision is final.

Please return this form to the Office of the
Associate Dean for the Undergraduate Program
GBCN: Office 219
Email: bailey_dl@mercer.edu
Independent Study Form NUR 499

Nursing 499 is designed as an elective to allow qualified students to pursue a particular area of interest under the guidance of a nursing faculty member of their choice. The student desiring to pre-register for an Independent Study nursing elective must have prior written consent from a faculty member who agrees to guide the student in this process. Prior to registration, the student and faculty member must have the Independent Study proposal approved by the Undergraduate Curriculum Committee and the Associate Dean for the Undergraduate Program. The Independent Study proposal must include the following:

Information to be developed by the student in consultation with the faculty:
- Objectives of the Independent Study
- Learning activities necessary to meet the objectives
- Responsibilities of the student in meeting the objectives
- Responsibilities of the faculty in guiding the student
- Evaluation methods

Students who have not completed the approval process by the time classes begin will have their registration for the course cancelled. Only students in good academic standing are eligible for Nursing 499. Nursing Independent Study credit may be used for the fulfillment of 1-2 hours of nursing elective requirement. Consideration of up to 4 credit hours will be given for extended learning experiences (i.e. Mission trips). Approved proposals will be forwarded to the Registrar and a copy given to the student and faculty member guiding the study.

Revised 2/2006
Approval for Nursing Independent Study NUR 499

For pre-registration complete items 1, 2, and 3:

1. Name ___________________________ Student ID # ___________________________

2. Signature of faculty member assuming responsibility for guidance:
   ___________________________

3. Semester hours of Independent Study and semester/year Independent Study will be scheduled
   ___________________________

For approval from the Undergraduate Curriculum Committee and the Associate Dean for the Undergraduate Program, complete all remaining items and attach your completed proposal to this form:

4. Current cumulative grade point average ____________

5. Courses taken last semester Grade
   ___________________________
   ___________________________
   ___________________________

6. Courses to be taken concurrently with NUR 499:
   ___________________________

The above information and completed proposal will be reviewed by the Curriculum Committee. Upon approval, this form must be signed by the Chair of the Curriculum Committee (or designee) and the Associate Dean for the Undergraduate Program (or designee). A copy of the form will be forwarded to the Office of the Registrar prior to the first day of the semester.

Curriculum Committee Chair:

Approved: ___________________________ Date ________________

Signature

Not Approved: ___________________________ Date ________________

Signature

Associate Dean for the Undergraduate Program:

Approved ___________________________ Date ________________

Signature

Not Approved ___________________________ Date ________________

Signature
Academic Status

Midterm Warning
If a student has less than a C average at midpoint of the semester and/or is unsatisfactory in clinical performance, a midterm warning is issued to the student by the coordinator of the course in which the student is enrolled. Copies of the warning will be placed in the student file and sent to the academic advisor and the Associate Dean for the Undergraduate Program. The student is responsible for seeking advisement from the appropriate course faculty and the academic advisor.

Academic Warning
A student is placed on academic warning when his or her GPA falls below 2.0 for any term. The Associate Dean for the Undergraduate Program is responsible for notifying the student of academic warning status. A copy of the warning will be placed in the student’s file and sent to the academic advisor.

Academic Probation
A student is placed on academic probation when his or her cumulative grade point average is less than 2.0. The Associate Dean for the Undergraduate Program is responsible for notifying the student of academic probation status. A copy of the notification of probation is placed in the student’s file and sent to the academic advisor. A student on academic probation must achieve a cumulative GPA of 2.0 in the subsequent semester of enrollment or be placed on academic suspension. The Registrar’s Office is responsible for monitoring the student’s progress and reporting this progress to the Associate Dean for the Undergraduate Program.

Academic Suspension
A student is placed on academic suspension when the student fails to bring his or her cumulative GPA to 2.0 after one semester of academic probation. The Associate Dean for the Undergraduate Program is responsible for notifying the student of academic suspension status. Copies of the notification of suspension are placed in the student’s file and sent to the academic advisor. A suspended student may not enroll during the term immediately following an academic suspension, but may petition for reentry for the following term.

Suspension for Nonacademic Violations
A student may be suspended for the following reasons:
1. Violation of the Drug Free Campus Policy.
2. Failure to adhere to Mercer University and College policies.
3. Violations of the Academic Integrity Policy.
4. Failure to meet minimum College standards as stated in the Undergraduate Student Handbook.

All students are responsible for viewing Georgia Baptist College of Nursing Student Handbook on the website at http://nursing.mercer.edu. This document contains all policies and procedures regarding the Academic Integrity Council, Standards of Conduct, and Non-academic Violations.
Administration of Student Government Organizations and Publications

Student organizations and activities are funded in part by an activity fee that students pay each semester.

The governing of student affairs is a vital responsibility of the student body. The Student Government Association, SGA, is the name of the student governing body at GBCN and all enrolled students are automatically members. SGA serves as an umbrella for all recognized organizations of GBCN through its Executive Council, which is composed of three elected officers, one elected representative from each level (junior and senior), plus a representative from each recognized organization on campus. The Executive Council, through its monthly meetings, allocates funds to recognized organizations and maintains the treasury for each organization. SGA also serves as a clearinghouse for fundraisers and student activities.

SGA Executive Council 2014-2015
President------------- Patrick Haynes
Vice-President-------- Caitlin Ricard
Secretary------------ Lincy Oommen
Treasurer----------- Lorrie Davis

Recognized Student Organizations
Because involvement in student organizations and activities contributes to the holistic development of the individual student, the faculty and staff encourage and support students in this endeavor. Being active in a campus organization expands the interests and capabilities of the student and allows for the development of new relationships. Holding an office in an organization promotes the development of leadership skills and instills a sensitivity and responsibility to one’s community.

Forming a Recognized Organization
Any group desiring to be a recognized organization shall complete the form "Application for Recognized Organization," which is available from the Dean’s office, located on the second floor of the College, and shall file the completed application with the same office. This application shall have the signed consent of the faculty/staff advisor for the proposed organization, and shall be submitted, and signed by an officer of the proposed organization. The application shall be reviewed by the Dean of the College within ten (10) working days of the date the application is submitted, and shall be approved or disapproved in writing by the Dean of the College.

Any group wishing to become a recognized organization shall demonstrate to the College that their goals and objectives are not in conflict with the philosophy and mission of the University, College, or the Baptist community. Once a group has become recognized by the College as an organization, such organization may reserve space within the University for meetings and have representation on the Executive Committee of the Student Government Association.

Renewal of a Recognized Organization
Each recognized organization shall renew its status on or before September 30th of each year by filing a completed "Application for Recognized Organization."
Termination of a Recognized Organization

If, at any time, a recognized organization appears to be in opposition to the philosophy or mission of the University, College, or the Baptist community, or if such organization fails to comply with any of the above requirements for remaining a recognized organization, the Dean of the College may terminate the recognition of such organization by the College or take other action in reference to reorganization which the Dean of the College, in her sole discretion, deems appropriate.

Student Groups Currently Recognized by Georgia Baptist College of Nursing

Ambassadors

Student Ambassadors comprise a group of students who are selected to represent the College in a variety of recruitment and public relations activities throughout the academic year. Students must apply for the position of Ambassador, and are selected on the basis of scholarship, level of maturity, stated commitment to the total program, and positive interpersonal skills.

Georgia Baptist Association of Nursing Students (GBANS)

GBANS is the local chapter of the National Student Nurses’ Association (NSNA), the professional organization for nursing students. Total school enrollment in NSNA provides every student membership at the national, state (Georgia Association of Nursing Students – GANS), and local levels. Georgia Baptist College of Nursing recognizes the importance of the membership of its students and encourages undergraduate students to be active participants at all levels of the organization. Participation at the local, state, and national level in this professional organization encourages students to develop leadership skills and to socialize into the profession of nursing.

Phi Kappa Phi

This is the nation’s oldest, largest, and most selective all-discipline honor society which draws its members from all academic disciplines within colleges and universities. Membership in Phi Kappa Phi is by invitation and requires nomination and approval by a chapter.

Sigma Theta Tau International Nursing Honor Society - Pi Gamma Chapter

This is the most prestigious international nursing honor society with chapters around the globe. Membership is permanent. In order to be considered for membership, undergraduate students must be ranked in the top 35% of their class and hold 3.0 (or higher) GPA when they have competed half of their nursing curriculum. Graduate students must have completed one quarter of the graduate nursing curriculum, hold a 3.5 (or higher) GPA. All inductees must meet the Society’s expectation of academic integrity. The Pi Gamma office is located in room 112 in the College of Nursing. Pi Gamma Officers and Committee Chairs for 2014-2015 are as follows:

**Board Members**

President, Dr. Tammy Barbe  
Immediate Past President, Dr. Linda Streit  
President Elect, Dr. Karen Maxwell  
Vice President, Jaime Benator  
Secretary, Addison Price  
Treasurer, Professor Sarah Podbielski  
Counselor, Professor Desiree Clement  
By-Laws and Governance Chair, Amanda Davis  
Leadership Succession Committee Chair, Shea Collier  
Publicity and Newsletter, Katie Quinn Thornton
Student Publications
All publications that are student generated must come under the auspices of one of the recognized organizations on campus, which has either a faculty or professional staff member as a sponsor. Additionally, all publications must be approved by the Dean of the College of Nursing prior to distribution. It is expected that all publications be consistent with the philosophy and the values of the College and the University.

College Catalog
All students are responsible for viewing the Georgia Baptist College of Nursing Catalog on the website at http://nursing.mercer.edu.

Orientation
All new students are required to attend orientation sessions. It is a strongly held belief that students who attend orientation are better prepared to begin classes and become comfortable in new surroundings more quickly than the student who has not had the benefit of the information provided during orientation.

Orientation is held each year prior to the beginning of the fall semester. Students who cannot attend orientation due to illness or a previous commitment are held fully responsible for obtaining the information presented at orientation.

White Coat Ceremony
The White Coat Ceremony is held each fall for students to publicly declare their intent to pursue the nursing profession. Undergraduate pre-licensure students must be enrolled in the first semester of the junior year to be eligible to participate in the ceremony. A fee is assessed for all eligible students in the Fall Semester regardless of a student’s intent to participate in the ceremony.

Pinning
Pinning is a nursing ceremony to give graduates their GBCN pin and to recognize students who are receiving nursing awards. Students may select a current Georgia Baptist College of Nursing faculty person to “pin” them for this special occasion.

Graduation
The celebration of commencement is held at the end of spring semester. Students will be given information during their senior year regarding fees, the ordering of caps and gowns, graduation pins, invitations, and diplomas. A graduation fee is assessed the last semester prior to graduation, regardless of a student’s intent to participate in graduation activities.

Note: Seniors must request final transcripts from all other institutions where course work may have been taken to be sent to Mercer Office of the Registrar.
**Academic Awards**
Senior students are honored at a Pinning Ceremony that recognizes students who have demonstrated outstanding achievement in nursing. A list of these awards and an explanation of each follows:

**Betty B. Burke Godfrey Excellence in Adult Health Nursing Award**
This award is presented to a senior nursing student in each graduating class who excels in medical surgical nursing and who displays strong leadership potential. Sponsored by Mr. O. C. Godfrey, the selection for the recipient of this award is made by the adult health faculty.

**Community Health Nursing Award**
This award is sponsored by Piedmont Healthcare Nursing Services and is presented to a senior nursing student in each graduating class who excels in community health nursing. Selection is made by the community health nursing faculty.

**Davison-McKie-Newton Award**
This award is sponsored by the Georgia Baptist College of Nursing. It is the highest honor bestowed upon a student. It is presented to the most outstanding graduating baccalaureate nursing student holding a 3.5 GPA or higher. The candidate must evidence outstanding professional demeanor; excellence in scholarship, clinical practice, and leadership; respect; and integrity. Selection is made by the entire nursing faculty.

**Dorothy M. Pryor Clinical Excellence Award**
This award is sponsored by the Georgia Baptist College of Nursing, and is one of the highest honors bestowed upon a student. It is given to the student who exemplifies compassionate nursing care. The candidate is a champion for the highest quality compassionate care, and goes above and beyond to serve as a patient advocate, provide holistic care, and enhances the quality of life through sensitivity to the needs of patients and their families. Selection is made by the entire nursing faculty.

**Gus Verdery Memorial Mental Health Nursing Award**
This award is sponsored by the Georgia Baptist Health Care Ministry Foundation in honor of Dr. Gus Verdery and is presented to the senior nursing student in each graduating class who excels in the care of the mentally ill and who demonstrates self awareness and excellent communication skills. Selection is made by the mental health nursing faculty.

**Heritage Award**
This award is sponsored by the first graduating class of GBCN, June 1993, and is presented to a graduate from the generic track of the May class who has displayed outstanding leadership roles within and outside the College. She/he must have served as an excellent role model to others and must possess the potential to make a difference in nursing.

**Legacy Award**
This award was originally created by the first graduates of the RN-BSN Advanced Track of GBCN in June 1993. The award recipient is an RN-BSN graduate, selected by his or her peers, who is highly respected, has a strong commitment to making a difference in nursing, and has demonstrated collegial leadership and enthusiasm to learn throughout the program.
Maternal/Infant Nursing Award
This award is sponsored by the Better Birth Foundation and is presented to the senior nursing student in each graduating class who excels in the care of mothers and infants. Selection is made by the maternal-infant nursing faculty.

Nursing Leadership Award
This award is sponsored by the Georgia Baptist Alumni Association and is presented to the senior nursing student in each graduating class who excels in nursing leadership in both the nursing leadership and role practicum class and clinical areas, community service, professional leadership within and outside of the College and demonstrates the potential to make a difference in the nursing profession.

Parent/Child Nursing Award
This award, sponsored by Children's Healthcare of Atlanta, is presented to the senior nursing student in each graduating class who excels in the care of children and their families. Selection is made by the parent/child nursing faculty.

Pi Gamma Scholarship Award
Pi Gamma Chapter of Sigma Theta Tau International recognizes a student for their leadership, scholarship, and service leading towards the improvement of health among individuals, families, and the community.

SGA Achievement Award
This annual award will be given to a graduating student who demonstrates exemplary service and leadership within the College/University, demonstrates College spirit, and has a minimum GPA of 3.0.

Academic Integrity Council

Academic Integrity
Mutual trust is a basic component of any community. Mercer University expects students, as members of the academic community, to take seriously their position in that community. Students are expected to insure the continuance of trust among themselves and between them and the faculty by accepting responsibility for their own work. The University considers breaches of this trust and responsibility to be serious offenses.

Each student enrolling in undergraduate courses that are not a part of the Macon campus undergraduate day program or the nursing program consents to the following Academic Integrity Code:

“I pledge myself to neither give nor receive aid during tests, or for any individual assignments or papers, nor to use any information other than that allowed by the instructor. I further pledge that I will not allow to go unreported to the proper persons any violation of this Academic Integrity Code and that I will give true and complete information to the Academic Integrity Council.”

Article I – Academic Integrity Code Violations
Academic offenses that constitute violations of the Academic Integrity Code include plagiarism, cheating, lying and academic theft. The following shall be deemed Academic Integrity violations and shall be the basis for reporting cases to the Council and for findings of responsibility by the Council:

A. Cheating: Cheating is to include but is not limited to the deliberate submitting of work that is not one’s own and that violates the professor’s instructions for the work for a grade or credit. The student who gives
inappropriate aid shall be held as responsible as the student who receives it.

1. Use of materials from past testing periods as a study guide unless authorized by the professor.

2. Possession of written materials not expressly authorized by the professor during an examination containing matter relevant to the course in which the examination is being taken, and such materials being within a reasonable proximity to the student.

3. Discussion of examination contents with any other student while taking an examination or test. It shall also be a violation for any student to divulge or receive any information on the content or form of any examination that either student has not yet taken.

B. Plagiarism: Plagiarism is the copying of words, facts, or ideas belonging to another individual without proper acknowledgment.

C. Lying: Lying is to make a statement that one knows is false with the intent to deceive. It includes, but is not limited to:
   1. Lying to administration and faculty in relation to academic matters concerning Honor Code violations.
   2. Falsifying any University document by mutilation, addition or deletion.
   3. Perjury which is knowingly giving false testimony to the Academic Integrity Council.

D. Academic Theft: Academic theft is the removal of academic materials depriving or preventing others from having equal learning opportunities (e.g., removal of exams during the exam period or from a professor’s office, computer theft of an exam).

Article II – Academic Integrity Code Violations Procedures
Academic violations of the Academic Integrity Code will be dealt with as follows:

A. Awareness: If a faculty member observes an Academic Integrity Code violation or if a student alerts a faculty member to possible Code violations, the faculty member will discuss the situation with the student suspected of the violation.

B. Admission of guilt: If the student confesses, the faculty member may assign a penalty from the list of sanctions found in Article IV of the Academic Integrity Code. If the faculty member decides that the appropriate sanction is expulsion or suspension, the Academic Integrity Council must hear the case. The faculty member will inform the dean of the student’s college/school of record in writing of his/her decision.

C. Appeal of sanction: If the student believes the sanction assigned by the faculty member is inappropriate, or too severe he or she may appeal to the Academic Integrity Council. The Council will either affirm or recommend a different penalty.

D. Student maintains innocence: If the student maintains innocence and the faculty member wishes to pursue this matter, the faculty member will refer the matter to the Academic Integrity Council for resolution. In such cases both the faculty member and the student will be bound by the decision of the Council.
Article III – The Academic Integrity Council

A. Membership

1. The Academic Integrity Council will be a standing committee consisting of one faculty member for each college/school not in the Macon undergraduate day programs. One of these members will serve as Chair for a two year term. After this term is completed the Chair position will rotate to another college/school. These members will be appointed by the respective deans of the colleges/schools. The deans will also appoint alternates if their representative is unable to participate in a specific hearing.

2. In addition to academic administrative officers and faculty, students will be represented on the Academic Integrity Council. The dean of each college/school will select a student representative as requested by the Chair of the Council. The college/school of record of the student who is alleged to have violated the Academic Integrity Code will not be contacted for a student representative.

B. Hearings

1. Rights and Responsibilities:
   a. Student Rights:
      1. A right that notice of charges be served by a member of the Academic Integrity Council at least three work days prior to hearing.
      2. A right to summon witnesses.
      3. A right to be present when the witnesses testify and to question them at the designated time.
      4. A right to examine written work or other exhibits where the evidence consists in part or whole of the same.
      5. A full right of free speech as regards his or her hearing.
      6. A right to appeal the Council’s decision.

   b. Responsibilities of the accused:
      1. A general duty to cooperate fully with the Hearing Panel in all matters pertaining to the hearing of the case.
      2. A duty to be present at the hearing. If the accused fails to appear or to notify the Hearing Panel, the hearing shall proceed in his or her absence.
      3. A duty to answer all relevant questions frankly, fully, and honestly, remembering that intentional omission is as serious an offense as willful distortion of the truth.

   c. Rights of witnesses:
      1. The right to be presented with a notice of hearing by a member of the Academic Integrity Council at least three work days prior to the hearing.
      2. The right to expect that neither his or her person nor property shall be insulted, molested, threatened, or damaged because of his or her part in the hearing.

   d. Responsibilities of witnesses:
      1. A general duty to cooperate fully with the Hearing Panel in all matters pertaining to the hearing procedure.
      2. The duty to be present at the hearing.
      3. The duty to answer all relevant questions frankly, fully, and honestly, remembering that intentional omission is as serious an offense as willful distortion of the truth.
2. Hearing Procedures:
   a. The Hearing Panel may allow the introduction of evidence other than testimony of witnesses if the Panel determines that the evidence is relevant.
   b. Proceedings of each hearing shall be recorded in writing and on tape and shall be labeled and signed by the Chair of the Hearing Panel and the Chair of the Academic Integrity Council.
   c. After hearing all testimony and reviewing all relevant evidence, the accused and all witnesses will be excused while the panel deliberates.
   d. The Hearing Panel will make its decision based on evidence that is presented. The Hearing Panel shall vote on responsibility by secret ballot. If clear and convincing evidence is presented that Academic Integrity Code violations have occurred the student will be found responsible. A majority vote will determine the Hearing Panel’s decision.
   e. The Hearing Panel shall notify the student of its decision. In cases in which the accused is held responsible, the Panel may contact the college/school of record to inquire of previous Academic Integrity Code violations prior to determining appropriate sanctions. The student will be informed in writing within five work days of the hearing.
   f. In cases in which the student is found not responsible, all transcriptions and tapes shall be destroyed immediately. In cases in which the student is held responsible, the transcriptions and tapes shall be filed in the appropriate Dean’s Office of the student’s college/school of record.

C. Appeals: The student may appeal the decision of the Academic Integrity Council to the Dean’s Office of the academic unit in which the course is housed, which may uphold or negate the recommendation of the Council. A final appeal may be submitted to the Office of the Provost. The following criteria may be used as a guide for all appeals:

1. New information became available after the hearing of a nature that hearing results would have been different.

2. Significant procedural effort occurred, which substantially affected the outcome of the hearing. (Procedural flaws alone are not ground for appeal.)

3. Imposed sanction(s) was inconsistent with the weight of information.

D. Confidentiality:
The only individuals who will be informed of an investigation of the Academic Integrity Council will be the student, the witnesses, those bringing the charge of an Academic Integrity Code violation, and those individuals in the School/College or University administration who may be involved in carrying out sanctions.

The only faculty members who will be informed of the outcome of the Academic Integrity Council will be the student’s academic advisor and the Dean of the academic unit in which the course is housed, and the Dean of the college/school or record if this differs. The only exception will be the faculty member who may be asked to carry out sanctions or in whose course the violation occurred.

The student will not be informed of the identity of the person who alleges that the Academic Integrity Code has been violated unless ALL of the following conditions are met:

1. The student requests to confront the person bringing the charge during the hearing.

2. The Academic Integrity Council is using the person’s testimony in determining guilt or innocence of the student.
The person bringing the charge agrees to be confronted by the student. If the person bringing the charge refuses to meet with the student, his/her testimony cannot be used.

**Article IV – Sanctions**

A. Expulsion or suspension for a specified period is recommended in writing by chair of the Academic Integrity Council to the Dean of the student’s college/school of record.

B. Failure in the course in which the violation occurs.

C. Failure or reduction of grade on the work in which the violation occurs.

D. Discretionary penalty: a censure or penalty other than the above indicating to the student that the conviction is a result of improper conduct and/or dishonesty on his or her part.

E. Creative educational sanction that may include interviews with appropriate officials, submission of a paper, bulletin board(s) or displays in certain locations related to the Academic Integrity Code or specific violation.

Revised: 2/12/09

**College Policies**

**Dress Code General Campus**

Students are expected to dress appropriately when attending classes, clinical areas, and on campus. Blue jeans and athletic shoes are not acceptable attire for client care areas.

**Undergraduate Clinical**

To assure a professional image, policies have been established for wearing the GBCN uniform:

1. If a sweater, long sleeve, or undershirt is needed, a white one should be worn.
2. The BearCard or name pin is to be worn on the collar of the uniform.
3. Students are not to wear any pin on their uniform other than a name pin.
4. Jewelry may include small stud earrings for pierced ears (one stud per ear lobe), engagement and/or wedding rings, and necklaces if not obvious to the viewer.
5. Hair should be neat, and if long it should be worn up, neatly, and simply arranged.
6. Fingernails must be kept moderately short. Colorless or natural polish may be used if acceptable with agency guidelines.
7. Perfume should not be used while in uniform.
8. The lab coat is to be worn over appropriate street clothes when visiting patient care areas in any clinical agency at times other than regularly scheduled clinical laboratory hours.
9. A student requiring a maternity uniform may purchase a simple maternity uniform of her choice and sew the College emblem on the left sleeve.
10. Students must wear enclosed shoes in all clinical sites.
11. Tattoos must be covered.
12. The official GBCN patch must be worn on the left sleeve of the uniform.

*Note: The official GBCN uniform may not be worn for any clinical experience where the student is not in the official role as a Georgia Baptist student nurse.*

**Uniforms**

Undergraduate nursing uniforms and lab coats must be purchased through the bookstore from the uniform company that has been contracted by the College to provide students with the official GBCN uniforms. Students
are required to purchase a minimum of two uniforms and one pair of approved white shoes (not an athletic shoe) to be worn during clinical laboratory experiences. Current purchasing information will be provided prior to the first clinical course. Bandage scissors and a stethoscope are also recommended accessories and can be purchased at any bookstore catering to healthcare professionals. Students must wear a name badge as part of their uniform and must be purchased from the company approved by GBCN.

**Transportation**
Clinical learning experiences are varied in both setting and location. Students are responsible for providing their own transportation to and from all clinical experiences.

**Classroom/Clinical Software Requirement**
Each entering student is required to incorporate software from Nursing Central® onto a device, such as a personal digital assistant (PDA), which provides a direct link to medical reference materials. Research supports the use of medical-based software to facilitate safe care to patients.

Undergraduate students enrolled in NUR 302 are required to obtain a device that can store the required software. Students may choose either:

- Palm device – OS 5 or later (PDA/smartphone)
- Windows Mobile / Pocket PC (PDA/smartphone)
- BlackBerry smartphone
- iPhone / iPod Touch

Please visit: [http://www.unboundmedicine.com/store/nursing_central_pda_wireless](http://www.unboundmedicine.com/store/nursing_central_pda_wireless) for specific requirements. **DO NOT purchase software from this site**, but take time to review application download requirements and mobile web requirements. The Nursing Central® software requires approximately 42mb of space. Memory cards (i.e. SD card) can be added to most devices that do not meet the memory requirements.

Students will initially register for this program on campus after classes begin [ONLY students enrolling in designated courses (see tuition/fee page) will be able to register for this software]. Following the initial registration process, students will download and update their device from their own computer. The Nursing Central® software includes a drug handbook, lab handbook, disease manual, 5-minute clinical consult, and *Taber’s Medical Dictionary*.

**Campus Network Identification**
Any student registered for courses and who has paid tuition and fees for the current school session may obtain network identification (ID). Readings assigned to courses may also require a network ID to access electronic reserves; obtain access to online catalogs and campus electronic mail.

**Mercer Identification Number**
All new students are randomly assigned a system generated eight-digit Mercer Identification Number. The new number will allow students to perform a variety of functions, such as registering for classes, requesting transcripts, paying tuition, and making Bear Card transactions. A Social Security Number will not be printed on documents such as: class lists, reconciliation rolls, grade rosters, counseling reports, standard and ad hoc computer reports. Returning students will keep the same Mercer Identification Number.
Rights & Responsibilities

Standards of Conduct
Enrollment in Georgia Baptist College of Nursing and Mercer University is a privilege. As members of the University community, students are obligated to participate in and facilitate the achievement of the program’s mission.

In keeping with the mission of educating students to be professional nurses, the College has an obligation to maintain a campus atmosphere that will facilitate educational achievement and personal growth of its students and employees. Essential to this purpose is a climate of academic integrity, social responsibility, and professionalism that reflect a commitment to the philosophical values and educational mission of the College.

There are three areas of conduct that will be identified: academic integrity, social responsibility, and minimum college standards as it relates to the nursing profession.

Social Responsibility
Social responsibility involves recognition of the rights of others and a commitment to the maintenance of mutual and personal rights as outlined by law and College policies. Social responsibility also includes a commitment to maintenance of the quality reputation for the College, its programs, and its personnel. As such, each individual’s personal standards of attitude, behavior, and words are expected to adhere to public laws, to edify the College and to enhance holistically the well being of self, other members of the College community, and society. As a part of social responsibility, Georgia Baptist College of Nursing recognizes its responsibility and the importance of establishing programs for students and faculty to promote awareness of rape and other sex offenses, and guidelines for reporting and responding to on-campus sex offenses.

Expectations of the College include, but are not limited to, the following:

1. Legal responsibility – students shall comply with all federal, state, and local laws.
   a. Students shall not present a physical presence that is perceived as abusive.
   b. Students shall not engage in actions that are disruptive of any aspect of institutional activities or campus life.
   c. Students shall not take or destroy others’ property.
   d. Students shall not possess offensive weapons of any kind on campus or at any college function.
   e. Students shall not use abusive language in communicating with others.
   f. Students shall not possess, use, and/or distribute alcohol on campus or at any college function.
   g. Students shall not illegally possess, use, or sell any drugs.
   h. Students shall not smoke on campus or at college functions except in those limited areas designated by the institution for such purposes.

2. Respect the rights, well-being, and property of others and self.
   a. Students shall not present a physical presence that is perceived as abusive.
   b. Students shall not engage in actions that are disruptive of any aspect of institutional activities or campus life.
   c. Students shall not take or destroy others’ property.
   d. Students shall not possess offensive weapons of any kind on campus or at any college function.
   e. Students shall not use abusive language in communicating with others.
   f. Students shall not possess, use, and/or distribute alcohol on campus or at any college function.
   g. Students shall not illegally possess, use, or sell any drugs.
   h. Students shall not smoke on campus or at college functions except in those limited areas designated by the institution for such purposes.

3. Respect for the authority of the College.
   a. Students shall maintain a physical appearance that is in harmony with philosophical values of the college and the university and with the accepted standards for professional nursing.
   b. Students shall adhere to established policies and procedures governing all activities of the college and university.
   c. Students shall observe restrictions in use of classrooms, residence hall, parking lots, and other campus facilities.
d. Students shall utilize college forms, documents, records, and identification cards in an appropriate and lawful manner.

e. Students shall comply with the reasonable requests of any college official acting in the performance of his/her duties.

f. Students shall use respectful and courteous communication to any college official.

g. Students shall represent the college, its programs, and its personnel to the community in a positive way.

h. Students shall provide accurate and timely information to college personnel as required.

**Minimum College Standards** (as related to Nursing Profession)

1. Recognizes the legal limits of nursing practice.
   a. Acknowledges the limits of his/her skills and knowledge and seeks assistance from appropriate sources when needed.
   b. Recognizes legal implications related to charting and the administration of medication and treatments.

2. Recognizes ethical responsibilities.
   a. Refrains from any behavior which would be harmful to another individual.
   b. Practices in a non-judgmental, non-discriminating manner.
   c. Maintains confidentiality consistent with ANA Code of Ethics.*
   d. Adheres to the Honor Code of the institution.

3. Accepts responsibility and accountability for professional practices.
   a. Recognizes the appropriateness of orders for medications and treatments.
   b. Confirms by validating with authority any orders in question.
   c. Alters environment to provide for safety of patients.
   d. Accepts responsibility for assigned patients.
   e. Reports pertinent data to all aspects of practice.
   f. Displays honesty in all aspects of practice.
   g. Adheres to dress code consistent with expectations of clinical agencies and College of Nursing.
   h. Adheres to attendance policy and maintains professional demeanor in the clinical area.

**Student Bill of Rights**

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom; students should exercise their freedom with responsibility and accountability.

3. The institution has a duty to develop policies and procedures which provide and safeguard the students’ freedom to learn. It is the responsibility of the student to know these policies and procedures.

4. Consideration for admission will not be denied to an applicant on the basis of race, creed, color, religion, or national origin. Consideration will also be offered to handicapped applicants in the event reasonable accommodations can be made.
5. Students should be free to take reasonable exception to the data or views offered in any course, but they are responsible for maintaining academic performance standards for each course in which they are enrolled.

6. Students should have, through orderly procedures, protection against prejudiced or capricious academic evaluation.

7. Students should have the right to have a responsible voice in the determination of their curriculum.

8. The institution should have a carefully considered policy as to the information which should be a part of a student’s permanent educational record and as to the conditions of this disclosure.

9. Students and student organizations should be free to examine and discuss all questions of interest to them, and to responsibly express opinions publicly and privately.

10. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.

11. The institution has an obligation to communicate those standards of conduct which it considers essential to its educational mission and its community life.

12. Disciplinary proceedings should be instituted only for violations of standards of conduct which are published in advance through such means as a student handbook. It is the responsibility of the student to know such standards of conduct.

13. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.

14. Students have the right to belong to or refuse to belong to any organization of their choice.

**Code of Practice**
Georgia Baptist College of Nursing faculty endorses the American Nurses Association *Code of Ethics for Nurses* (2011) as a basis for students’ professional practice.

The *Code of Ethics for Nurses* (2011) may be viewed on the American Nurses Association website using the following link [http://nursingworld.org/](http://nursingworld.org/)
Student Government Association
The Student Government Association (SGA) includes the Executive Council and is governed by its own set of bylaws.

Bylaws

Article I – Name
The name of the organization shall be Student Government Association (SGA)

Article II – Purposes
The purpose of SGA shall be the following:
A. To provide closer relationships among students
B. To provide clear communication and continuous exchange of ideas between students, faculty, and professional staff.
C. To assume responsibilities and powers of self–government
D. To coordinate various organizations and committees
E. To provide opportunities which encourage responsibilities and leadership

Article III – Membership
Section 1: All students become active members upon registration as a student in Georgia Baptist College of Nursing and retain membership until they have terminated their association with the College.
Section 2: Associate Membership shall consist of advisor(s) of the organization, Dean of College, Associate Deans of College, Dean of Students for the Cecil B. Day Campus, and the Assistant Director of Student Affairs. A member of the faculty (and an alternate) will also be appointed to attend Executive Council Meetings to serve as a liaison between SGA and the faculty. (Associate members do not have voting privilege and are not eligible to hold office).

Article IV – Meetings
Section 1: Special meetings may be called by Executive Council and members shall be notified by notices in mailboxes, through email and posted on the designated SGA bulletin board.

Article V – Executive Council
Section 1: The Executive Council shall consist of the President, Vice President, Secretary, one representative from each senior and junior, class, and a representative from each recognized organization on campus.
Section 2: The President, Vice President, Secretary, and representatives from all classes except freshman and mid-year sophomore class shall be elected by the student body in April of preceding year.
Section 3: Representatives from each organization shall be selected by the members of each organization. Advisors to each organization shall be appointed by the Dean of the College.
Section 4: The Executive Council shall determine their meeting time for each month in the academic year and shall be responsible for the general planning and direction of SGA’s affairs, and social functions. There will be an organizational meeting of old officers and new officers before the end of the current semester to provide continuity of the organization.
Section 5: The President or Advisor may call special meetings of the Executive Council, as well as the Dean of the College.
Section 6: The Executive Council shall review annually and receive the Bylaws of this organization no later than March of each year. Any proposed changes in Bylaws must be announced to each class one week prior to April meeting.
Article VI – Executive Council Officers and their Duties

Section 1: The officers of this organization shall consist of a President, Vice President, and Secretary.

Section 2: The President of SGA shall be elected by the student body in April of the preceding year and must have served on the Executive Council in some capacity in a previous year.

Section 3: The Vice President and Secretary of SGA shall be elected at the same time as President. They shall be elected from the student body. Election shall be written ballots and a simple majority.

Section 4: Any student applying to run for an office must have a cumulative GPA of 2.5.

Section 5: Duties of Officers

A. The President shall:
   1. Preside at all meetings of SGA and of the Executive Council.
   2. Appoint special committees with approval of the Executive Council.
   3. Be responsible for the coordination and supervision of the various activities of SGA.
   4. Prepare an annual report in conjunction with officers of the Executive Council.
   5. Distribute annual report from officers and committee chairpersons to her/his successor who will distribute them to other new officers and committee chairpersons. Copies also must be given to the Advisor and Dean’s office.
   6. Communicate the time and place of all meetings of SGA and the Executive Council at least one week in advance, if not at regularly scheduled meeting.
   7. Initiate Bylaw revisions at each March meeting of the Executive Council.
   8. Post agenda for each Executive Council meeting one week prior to meeting.

B. The Vice–President shall:
   1. Assume the duties of the president in the absence of that officer
   2. Participate with officers of the Executive Council in the preparation of an annual report.
   3. Assist the president in any special activities, events as assigned.
   4. Monitor the attendance of Executive Council and will notify members in jeopardy of being replaced.
   5. Coordinate the fundraisers of SGA.

C. The Secretary shall:
   1. Record the minutes of all meetings of SGA and the Executive Council. A copy of the minutes is to be dispersed one week prior to the next meeting to the following:
      a. All members of the Executive Council
      b. SGA Faculty Advisor
      c. Assistant Director for Student Affairs
      d. Dean of the College of Nursing
   2. Call for approval of minutes at each SGA and Executive Council meeting.
   3. Keep on file as a permanent record all reports, papers, and documents submitted to the Secretary. This file is maintained in the office of the Assistant Director for Student Affairs.
   4. Maintain record of all correspondences.
   5. Conduct the general correspondence of SGA as requested by the President or the Executive Council.
   6. Prepare an annual report in conjunction with officers of the Executive Council.
   7. Deliver to the President all records, papers, and other property belonging to SGA two weeks following election in April.

D. The Class Representative shall:
   1. Serve as a liaison between the class and the SGA.
   2. Make announcements in class about University/College events.
3. Attend all regularly scheduled SGA meetings.
4. Participate in planning and implementation of SGA special events.
5. Plan and implement special programs for their class.

Section 6: It will be the responsibility of each organization member to obtain prior written approval from their president or treasurer of actual or proposed expenses that will exceed $50. A copy of this approval along with the receipt must be presented to the treasurer of SGA in order to receive reimbursement.

Section 7: If a student must be removed from office or if other situations arise that are not covered by these Bylaws, the officers of SGA and the SGA Advisor shall meet to resolve the situation. If resolution cannot be achieved, the final decision shall rest with the Advisor to SGA.

**Article VII – Order of Business**

Section 1: Order of business at all regular meetings of SGA and the Executive Council shall be as follows:

A. Call to order
B. Roll call
C. Reading and approval of minutes
D. Report to the Treasurer
E. Report to their Vice–President
F. Report to the President
G. Report of Committees
H. Report of Organizations
I. Unfinished business
J. New business
K. Adjournment

Section 2: Order of business at the final Executive Council meeting should be as follows:

A. Call to order
B. Roll call
C. Reading of minutes from last meeting
D. Annual Report of Executive Committee officers
E. Annual Report of Committees
F. Annual Report of Organizations
G. Miscellaneous Business
H. Adjournment

**Article VIII – Parliamentary Authority**

All meetings of the organization shall be conducted according to parliamentary laws as set forth in Robert's Rules of Order Newly Revised, where the rules apply and are not in conflict with these Bylaws

**Article IX – Quorum**

Section 1: A quorum at any general meeting of the membership shall consist of a simple majority of all members.

Section 2: A quorum at any meeting of the Executive Council shall consist of two-thirds of the membership

Section 3: Any Executive Council member who misses more than two meetings without just cause shall be considered for replacement on the Council.

Section 4: Any Executive Council member who is more than 10 minutes late for an Executive Council meeting will be counted absent. Any student, unable to attend an Executive Council meeting, must appoint an alternate to represent her/his class/organization with written proxy for voting privileges. All schedule conflicts must be brought before Executive Council and an alternate approved.
Article X – Annual Report

Section 1: The Annual Report shall be prepared by:
A. Officers of the Executive Council
B. Chairperson of each organization

Section 2: This report shall be presented at the annual meeting.

Section 3: The annual report is a summary of activities of the past year and recommendations for the coming year and an estimated budget for the coming year.

Section 4: Copies of the Annual Report shall be given to the following:
A. Successor to respective office or chairperson
B. Assistant Director for Student Affairs
C. Dean of the College of Nursing

Article XI – Chartered Organizations

1. Ambassadors
2. Culturally Diverse Student Organization
3. GBANS
4. Nurse’s Christian Fellowship
Overview: Social Media and Existing University Policy
The Social Media Guidelines at Mercer University are designed to be a seamless integration with existing University policies that help govern campus life at Mercer. With 11 schools and colleges on major campuses in Macon, Atlanta and Savannah and at four regional academic centers across the state, Mercer University has multiple policy handbooks that directly relate to the relevant environments. The Social Media Guidelines provide guidance for using different social media platforms within the context of these policies established by the University to govern student and staff (non-faculty) behavior. With regard to University faculty, and in keeping with the principle of academic freedom, the Social Media Guidelines are consistent with the Faculty Handbook.

The various policy handbooks can be found online at the following Web address:

http://www.mercer.edu/provost/handbooks/

Guidelines for Behavior
The emergence of social media has redefined the traditional communicative exchange within a college or university community. In years past, one-way communication was primarily controlled, thoughtfully crafted and carefully managed by a staff or faculty member, and the exchange was usually private. Today, in the social media environment, the communicative exchange can involve dozens of people, is dynamic and often impulsive, and is public. Notwithstanding, social media platforms provide enormous opportunities for institutions to effectively engage and connect their communities in ways unimagined years ago.

With that in mind, these guidelines are not designed to curtail or suppress the use of social media but rather encourage the appropriate use of such platforms. These guidelines will help focus your interactions with other users of social media across all platforms, including FaceBook, Twitter, blogs, Second Life, Flickr, wikis, YouTube and other social media platforms.

Official Use Guidelines
While using social media, you have two identities. You are acting as both yourself and as a representative of the organization to which you belong. The guidelines in this document are here to help inform your conduct while managing or interacting with a social media platform officially affiliated with Mercer University.

A social media platform officially affiliated with Mercer University is defined as:

- The University’s official social media platforms that the University uses to interact with the public, alumni, current and prospective students, faculty and staff of Mercer.

- A social media platform established and maintained by a department of the University for interaction with the public, alumni, current and prospective students, faculty and staff of Mercer.

- A social media platform for a University course or event used for interaction with the public, alumni, current and prospective students, faculty and staff of Mercer.
Note: Personal social media pages that include references to the University or links to groups affiliated with the University are NOT considered “officially affiliated” for the purposes of these guidelines.

These guidelines should be followed both when managing and interacting with the various types of social media platforms. “Managing,” in this case, means that you are creating content for the platform and administering it completely. “Interacting,” in this case, means that you are not the administrator of the platform but choose to in some way interact with it.

Mercer University expects each member of the community to use Mercer’s information technology resources – including connections to resources external to Mercer that are made possible by Mercer University’s information technology resources – responsibly, ethically, and in compliance with the Information Technology Access and Use Policy, relevant laws, and all contractual obligations to third parties. The use of Mercer University’s information technology resources is a privilege. If a member of the Mercer community fails to comply with this policy or relevant laws and contractual obligations, that member’s privilege to access and use Mercer’s information technology resources may be revoked.

The Information Technology Access and Use Policy can be found at the following Web address:

http://it.mercer.edu/faculty/policy/it_access_and_use_policy.htm

The University respects the rights of its faculty and staff to identify themselves as employees of the University on their personal social media platforms in whatever way they deem suitable while still expressing their personal opinion on any subject matter.

In order to avoid the appearance of speaking on behalf of the University when using a personal social media outlet, University faculty and staff might want to consider adding a note to their profile such as:

“I am an employee of Mercer University, but this social media platform is for personal use and my statements here don’t reflect the opinions of the University itself.”

Keep in mind that when using a social media service the user assumes all associated risks with using that service; this is outlined in the terms that are agreed to when one interacts with a social media service.

University Graphic Standards
The University’s Graphic Standards, http://www.mercer.edu/MarComm/standards/, are designed to protect the integrity and reputation of the University brand. As is the case with existing policy on the use of the University seal, logo or other official marks, managers and interacters of official University social media platforms should consult the standards manual for the protocols and procedures for using the University’s official trademarked materials.

Social Media Use on University Electronic Resources
The University policy regarding the personal use of school electronic resources can be found in the employee and student handbooks. Therefore, using a University computer to access your personal social media sites would fall under this existing policy.

Honesty and accuracy
Be sure what you are posting is honest and accurate. Always verify your information before posting it. If you are in doubt about something, leave it out. To outside readers, your comments on social media can often be
interpreted as “official” comments and positions of the University. So make sure you have all the facts before you post. It is also good practice to include a citation so others can verify your comments if necessary.

**Privacy, confidentiality and intellectual property**

Make sure whatever information you share, including representations and photographs, is public information. If you are discussing the work that a professor is doing, make sure you ask him or her exactly what he or she feels comfortable sharing with the rest of the world. Do not post confidential or proprietary information about Mercer, its students, its alumni or your fellow employees. Follow University policies and federal requirements, such as FERPA. If you have given someone your word that a conversation will be kept private, then do not discuss it in social media platforms.

**Respect others**

Remember that your opinion is but one of many, and if you wish to sway others then it’s probably best that the language and tone that you use is respectful and considerate of varying vantage points. In the social media environment, where the definition of community has considerably expanded, being respectful of others is a bedrock principle.

**Think before you post**

Always remember: Think before you post. If you’re angry about something, delay your post until you have cooled off and had time to think. The one thing that is absolutely certain about social media is that it is public, in fact, viral at times. Your comments can be forwarded and copied multiple times, and search engines can retrieve posts years after they are posted. And even deleting a post or an entire social media page does not eliminate it because archival systems still save information. So always think before you post.

**Transparency**

Be honest and forthright about your identity and your official relationship with the University. And don’t wait for someone to ask who you are or for some crisis to arise. Identity yourself at the beginning of your post and indicate whether you are authorized to represent Mercer in social media. If the topic you are discussing represents something that you or your department has a special or vested interest in, mention that interest explicitly.

**Guidelines for Academic Instruction**

Drawing upon polices found in the Mercer University Faculty Handbook, the following statements specifically address instructional guidelines regarding social media practices:

As scholars and educational officers, [faculty/instructors] should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

A university or college may not impose any limitation upon the teacher's freedom in the exposition of his or her own subject in the classroom or in addresses and publications outside the college.

A university or college should recognize that the teacher in speaking and writing outside of the institution upon subjects beyond the scope of his own field of study is entitled to precisely the same freedom and is subject to the same responsibility as attached to all other citizens.

Mercer’s name may not be used on documents intended for political purposes, including soliciting funds for political support.
The University's guarantees of academic freedom presuppose that members of the faculty will act in a professionally responsible manner. When they speak or act as private persons, [faculty/instructors] should avoid creating the impression of speaking or acting for their college or university.

In addition, if social media is a component of course designs then faculty/instructors should include a caution on their syllabi that states the following:

“Remember when using a social media service that the user assumes all associated risks with using that service; this is outlined in the terms that are agreed to when one interacts with a social media service.”

Faculty/Instructors may not use external social media systems to communicate sensitive, confidential, proprietary, or restricted information (FERPA/HIPPA), nor official notification of university business.

**Defining Social Media Platforms and How They Are Used**

Social media include a wide-range of technologies in which content is generated by the user. Included below are descriptions of many, though not all, social media platforms.

**FaceBook**

FaceBook is a social networking website that allows its members, also known as “friends,” to connect with other members of the site. Each member has the ability to post “status updates” (what he/she is doing at any given time); links to websites, news articles, and videos of interest; and personal photos and videos.

Users can connect to other users via a “friend request.” Once a user becomes “friends” with another user, the parties have access to each other’s “profile pages,” which can contain as much or as little personal information as the user would like.

In addition to connecting with “friends,” members can also connect with businesses and organizations they are interested in. These entities create “Fan Pages,” which host information about the business or organization. The Fan Page administrator can also post status updates, photos, videos, and links, and invite its “fans” to events.

FaceBook also has “groups,” which are almost always initiated by an individual user – not by an organization or business. Groups are designed to connect users who have similar interests. Groups have profiles and cannot post status updates but can post photos and videos.

For more information about FaceBook and how to create a Fan Page or Group, visit [www.mercer.edu/socialmedia](http://www.mercer.edu/socialmedia).

**Mercer and FaceBook**

For a complete listing of the University’s FaceBook Fan Pages, visit [www.mercer.edu/socialmedia](http://www.mercer.edu/socialmedia).

Mercer has an official FaceBook presence, which can be found at [www.FaceBook.com/merceruniversity](http://www.FaceBook.com/merceruniversity). The page was created in May 2009 and is used to promote the University to students, alumni and friends. If your department would like to post something on the University’s fan page or create and/or publicize an event, please contact the Office of Marketing Communications at (478) 301-4024.

**Blogs**

Blogs are online journals. To create a blog, users must create an account with a blog platform, such as [WordPress.com](http://WordPress.com), [blogger.com](http://blogger.com), or [blogspot.com](http://blogspot.com). To have a University hosted blog, please contact the Help Desk.
**Mercer and Blogs**
Mercer has several official blogs. For a complete listing, visit [www.mercer.edu/socialmedia](http://www.mercer.edu/socialmedia).

**Twitter**
Twitter is a micro-blogging site that allows its members to connect with other users, or “followers.” Members post “Tweets” that are distributed to their followers via their Twitter homepages.

Tweets are short updates/messages and can contain links of interest or messages the user thinks his/her followers will find interesting.

To learn more about Twitter, how to create an account and how to use the service, visit [www.mercer.edu/socialmedia](http://www.mercer.edu/socialmedia).

**Mercer and Twitter**
Mercer has an official Twitter feed that was created in May 2009. The feed can be found at [www.twitter.com/merceryou](http://www.twitter.com/merceryou). More often than not, Mercer’s Twitter feed is linked with FaceBook. Any time a tweet is sent, the same message is sent through Mercer’s FaceBook account. If you would like a message posted on Mercer’’s Twitter feed, please contact the Office of Marketing Communications at (478) 301-4024.

**YouTube**
YouTube is a video sharing website. Upon creating an account, users can upload and share videos. To learn more about creating a YouTube account and how to upload videos, visit [www.mercer.edu/socialmedia](http://www.mercer.edu/socialmedia).

**Mercer and YouTube**
Mercer has an official YouTube site, which can be found at [http://www.youtube.com/MercerUniversity](http://www.youtube.com/MercerUniversity). There, visitors can find videos produced by various University departments. If your department would like to produce a video to post on YouTube, please contact the Office of Marketing Communications at (478) 301-4024.

**LinkedIn**
LinkedIn is a networking site designed for professionals. Through LinkedIn, users can post their resume, connect with other users in the same field, and make business referrals. Members can also join “groups,” where people with the same interests can share articles, post job listings and network with others in their field.

**Mercer and LinkedIn**
Mercer has one official LinkedIn group for alumni. Mercer’s group can be accessed by visiting Mercer’s social media site: [www.mercer.edu/socialmedia](http://www.mercer.edu/socialmedia). For more information about creating a LinkedIn group, visit [www.mercer.edu/socialmedia](http://www.mercer.edu/socialmedia).

**Second Life**
Second Life is a 3D virtual world that allows users to interact in an immersive online experience using an avatar. An avatar is a user’s graphical representation in the virtual environment. In Second Life, users can create avatars and then further define their avatar’s appearance and persona.

**Mercer and Second Life**
Mercer University has a presence in Second Life with a Second Life Island. Mercer’s Second Life Island serves as a safe and educational environment for class and social interaction for faculty, staff and students.

Users can download the Second Life software and create their avatar by visiting [http://secondlife.com](http://secondlife.com). Second Life is a Multi User Virtual Environment (MUVE) created by the users. Faculty or staff members who would like to create a presence on the Island can request permission to build on the island through Mercer’’s Information
Technology department by contacting the Help Desk at (478) 301-5521.

**Ning and Other Stand-Alone Social Networking Applications**

Ning.com provides an online tool that allows users to create their own social network, whether for business, education, or any personal interest. There are other tools available through outside vendors that will allow users to customize a social networking interface to suit particular needs, rather than being restricted by the parameters already set by existing social networking sites.

**Flickr**

Flickr.com is an online photo sharing site that allows users to upload, tag, and share images through a user’s Flickr account or via social media accounts. Users may grant permission for visitors to download their photos, make comments, or share to their own personal social networking accounts.

Mercer’s Office of Undergraduate Admissions maintains a Flickr site. It may be accessed by visiting [www.mercer.edu/socialmedia](http://www.mercer.edu/socialmedia).

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**ALMA MATER**

Georgia Baptist College in your hands you hold the city’s heart,
Teaching those who follow nursing, standing ready to impart
Knowledge to each eager mind, and a love for human kind
Pride in our profession and commitment to our healing art

Curing body, mind and spirit is the goal for which we strive
And through strength, concern and vigil, keeping dying hopes alive
Holding close our legacy of holistic harmony
Through our skills and constant caring nursing ever will survive

*Composed May 1993 for first commencement*
*Composer: Curtis Bryant — Lyricist: Martha Fowler*

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**Mercer University Equal Opportunity and Affirmative Action Policy**

Mercer University is committed to a policy of equal opportunity in employment without regard to race, color, national origin, disability, veteran status, sex, or age. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, transfer, leaves of absence, compensation and training.

In addition, as a federal contractor the University has adopted affirmative action plans for minorities and women, individuals with disabilities, and Vietnam-era and special disabled veterans. These plans are reviewed and updated annually and applicable portions of them are available upon request.

Mercer University expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age or disability.
The Associate Vice President for Human Resources [678-547-6155] is the Equal Opportunity/Affirmative Action Officer and is responsible for monitoring and coordinating compliance with the policy and applicable laws and regulations, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Executive Order 11246, and other federal and state laws.

Use of Logo
Authorization to use the College logo must be obtained from the College of Nursing administrative office.

The authorization form for use of the logo is found in the back of this handbook. This must be completed and returned to the College of Nursing administrative office at least one week prior to the desired date/occasion.

Use of either logo is ultimately at the discretion of the Dean of the College of Nursing or her designee, but all members of the GBCN and Mercer community have a responsibility to protect the use of these logos and make certain that they will be used appropriately. Logos should only be used under circumstances that would be consistent with the mission and philosophy of both the College and Mercer University.

In addition, these logos must be used only in situations when the College or Mercer University has an officially recognized connection to an organization or event.

If the logo is to be printed in color, care must be taken to ensure that it appears only in the approved pms numbers that are associated with both logos.
Authorization for Use of Logo

(Print name of individual or Organization)________________________________ requests the use of the Georgia Baptist College of Nursing of Mercer University Logo.

1. Type of item logo is to be used on: _______________________________________

2. Color (if not black and white): __________________________________________

3. Other individuals/organizations involved: __________________________________

4. Is this for fundraising purposes? If yes, please explain: ______________________

5. Will the logo be used in connection with an event? ________________________

6. Other comments: ________________________________________________________

Return this form to the College of Nursing administrative office.
You will receive a camera ready copy of the logo.

________________________________________________
SIGNATURE – COLLEGE OF NURSING REPRESENTATIVE ________________________________
GEORGIA BAPTIST COLLEGE OF NURSING
OF
MERCER UNIVERSITY
SKILL COMPETENCY LIST

STUDENT’S NAME: ________________________________ CLASS OF: ______________________

The student will date and initial when a skill has been completed in the skills lab. The clinical faculty will
date and initial, at the end of the clinical rotation. The clinical faculty will date and initial when a skill is
demonstrated (D) and/or performed proficiently (P) in clinical, or if the student needs improvement (N)
with skill performance.

<table>
<thead>
<tr>
<th>NURSING SKILL</th>
<th>LAB</th>
<th>CLINICAL D P N</th>
<th>NURSING SKILL</th>
<th>LAB</th>
<th>CLINICAL D P N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observes hospital environment for use of safety,</td>
<td>NA</td>
<td></td>
<td>Positions client:</td>
<td></td>
<td></td>
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<tr>
<td>fire, etc. equipment</td>
<td></td>
<td></td>
<td>a. side-lying</td>
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<td></td>
<td></td>
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<td>b. prone</td>
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<td>c. supine</td>
<td></td>
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<tr>
<td>Proper use of call bell, side</td>
<td></td>
<td></td>
<td>Positions client:</td>
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<tr>
<td>rails. Maintains bed in low</td>
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<td>a. trendelenberg</td>
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<tr>
<td>position</td>
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<td></td>
<td>b. fowler’s</td>
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<td></td>
<td></td>
<td></td>
<td>c. log-rolling</td>
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<td></td>
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<tr>
<td>Hand washing</td>
<td></td>
<td></td>
<td>Uses Hoyer lift</td>
<td>NA</td>
<td></td>
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<tr>
<td>Dons clean gloves</td>
<td></td>
<td></td>
<td>Transports client in wheelchair/stretcher</td>
<td></td>
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<tr>
<td>Dons isolation attire</td>
<td></td>
<td></td>
<td>Assists client with ambulation</td>
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<tr>
<td>Taking care of a patient in isolation:</td>
<td></td>
<td></td>
<td>Assists client that:</td>
<td></td>
<td></td>
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<tr>
<td>a. airborne</td>
<td>NA</td>
<td></td>
<td>a. at risk for falls</td>
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<td>b. droplet</td>
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<td>b. uses a gait belt</td>
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<tr>
<td>c. contact</td>
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<tr>
<td>Use of restraints</td>
<td></td>
<td></td>
<td>Assists client with use of cane, crutches, or walker</td>
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<tr>
<td>a. vest</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>b. wrist</td>
<td></td>
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<tr>
<td>Moves client up in bed</td>
<td></td>
<td></td>
<td>Takes care of client with sensory loss- (i.e.: hearing,</td>
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<td></td>
<td></td>
<td></td>
<td>vision)</td>
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<tr>
<td>Assists client to sitting position / dangling</td>
<td></td>
<td></td>
<td>Assists client with bath:</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>a. bed</td>
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<td></td>
<td></td>
<td></td>
<td>b. shower</td>
<td></td>
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<tr>
<td>Transfers client from bed to stretcher</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Transfers client from bed to chair</td>
<td></td>
<td></td>
<td>Performs complete bath</td>
<td></td>
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<tr>
<td>Shampoos client’s hair</td>
<td>NA</td>
<td></td>
<td>Applies TED hose</td>
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<tr>
<td>NURSING SKILL</td>
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<td>CLINICAL</td>
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<tr>
<td>Administers backrub</td>
<td></td>
<td></td>
<td>Performs ROM</td>
<td></td>
<td></td>
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<tr>
<td>Performs mouth care</td>
<td></td>
<td></td>
<td>Applies SCD’s / plexipulse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performs denture care</td>
<td></td>
<td></td>
<td>Takes clients respirations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performs peri care</td>
<td></td>
<td></td>
<td>Takes clients pulse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. male</td>
<td></td>
<td></td>
<td>a. aneroid</td>
<td></td>
<td></td>
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<tr>
<td>b. female</td>
<td></td>
<td></td>
<td>b. mercury</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Takes care of a client with impaired swallowing</td>
<td>NA</td>
<td></td>
<td>Takes clients BP:</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>a. radial</td>
<td></td>
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<td>b. apical</td>
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<td></td>
<td></td>
<td></td>
<td>c. brachial</td>
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<tr>
<td>Shaves a client</td>
<td></td>
<td></td>
<td>Takes clients pulse</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>a. radial</td>
<td></td>
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<td></td>
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<td></td>
<td>b. apical</td>
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<td></td>
<td></td>
<td></td>
<td>c. brachial</td>
<td></td>
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<tr>
<td>Feeds a client</td>
<td></td>
<td></td>
<td>Pulse oximeter</td>
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<tr>
<td>Takes care of a client with a variety of diets</td>
<td>NA</td>
<td></td>
<td>Takes clients temperature:</td>
<td>NA</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>a. glass</td>
<td></td>
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<td>b. tympanic</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>c. electronic</td>
<td></td>
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</tr>
<tr>
<td>Takes care of clients with a variety of diets</td>
<td>NA</td>
<td></td>
<td>Takes clients temperature:</td>
<td>NA</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>a. oral</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>b. rectal</td>
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<td></td>
<td></td>
<td></td>
<td>c. axillary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performs hand / foot care</td>
<td></td>
<td></td>
<td>Uses doppler to locate pulse</td>
<td></td>
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</tr>
<tr>
<td>Makes an unoccupied bed</td>
<td></td>
<td></td>
<td>Assesses client’s level of pain (different scales)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Makes an occupied bed</td>
<td></td>
<td></td>
<td>Uses incentive spirometer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Makes an open, closed, and surgical bed</td>
<td></td>
<td></td>
<td>Performs coughing and deep breathing exercises</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes hospital gown</td>
<td></td>
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<td></td>
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<tr>
<td>Changes hospital gown with IV in place</td>
<td></td>
<td></td>
<td>Takes care of a client on seizure precautions</td>
<td></td>
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</tr>
<tr>
<td>Applies depends</td>
<td></td>
<td></td>
<td>Weighs client</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assists client with bedpan / urinal</td>
<td></td>
<td></td>
<td>Collects specimens</td>
<td></td>
<td></td>
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<tr>
<td>Measures and records intake and output</td>
<td></td>
<td></td>
<td>Applies bandages and/or binders</td>
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</tr>
<tr>
<td>Empties urine from the foley bag</td>
<td></td>
<td></td>
<td>Dons sterile gloves</td>
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<tr>
<td>Collects sterile urine sample</td>
<td></td>
<td></td>
<td>Applies a sterile dressing</td>
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<tr>
<td>Collects output from a variety of sources</td>
<td></td>
<td></td>
<td>Crushes / splits medication</td>
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<tr>
<td>NURSING SKILL</td>
<td>LAB</td>
<td>CLINICAL</td>
<td>NURSING SKILL</td>
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<tr>
<td>Applies an external catheter</td>
<td></td>
<td></td>
<td>Pours oral medications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Removes a foley catheter</td>
<td></td>
<td></td>
<td>Administers pills to client</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inserts a foley catheter</td>
<td></td>
<td></td>
<td>Administers rectal / vaginal medication</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Uses a rectal tube</td>
<td></td>
<td></td>
<td>Administers topical med to client</td>
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<td></td>
</tr>
<tr>
<td>Administers an enema</td>
<td></td>
<td></td>
<td>Administers eye / ear medications</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Performs glucose monitoring / stick</td>
<td></td>
<td></td>
<td>Administers inhalers / nebulizers</td>
<td></td>
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</tr>
<tr>
<td>Administers a sitz bath</td>
<td></td>
<td></td>
<td>Administers medication via NG/ G-tube</td>
<td></td>
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</tr>
<tr>
<td>Applies heat:</td>
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<td></td>
<td>Administers an intradermal injection</td>
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<td>NA</td>
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<tr>
<td>a. dry</td>
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<tr>
<td>b. moist</td>
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<tr>
<td>Applies cold:</td>
<td></td>
<td></td>
<td>Reconstitutes a powder</td>
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<tr>
<td>a. dry</td>
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</tr>
<tr>
<td>b. moist</td>
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<tr>
<td>Works with a variety of wounds</td>
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<td></td>
<td>Uses a carpuject</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Administers a subcutaneous injection</td>
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<td></td>
<td></td>
<td></td>
<td>a. insulin</td>
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<td>b. heparin/ lovenox</td>
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<td>Administers an intramuscular injection / Z-track</td>
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<td>Draws med from an ampule</td>
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<tr>
<td>Works with a client with a PCA pump</td>
<td>NA</td>
<td></td>
<td>Suctions a client</td>
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<td></td>
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<td>a. oral</td>
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<td>b. naso-pharyngeal</td>
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<tr>
<td>Works with a client on oxygen:</td>
<td></td>
<td></td>
<td>Works with a client on tube feedings. Care and maintenance.</td>
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</tr>
<tr>
<td>a. Nasal cannula</td>
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<tr>
<td>b. Face mask</td>
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<tr>
<td>c. Trach</td>
<td></td>
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<tr>
<td>Works with a client with an IV</td>
<td></td>
<td></td>
<td>Removes NG tube</td>
<td></td>
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<tr>
<td>Hangs an IV</td>
<td></td>
<td></td>
<td>Inserts NG tube</td>
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<tr>
<td>Regulates an IV a. pump</td>
<td></td>
<td></td>
<td>Works with G-tube, J-tube</td>
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b. gravity flow

<table>
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<tr>
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<th>NURSING SKILL</th>
<th>LAB</th>
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<tr>
<td>Discontinues an IV</td>
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<td>Works with client with a cast</td>
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<tr>
<td>Starts an IV</td>
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<td>Works with a client in traction</td>
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<tr>
<td>Gives 2° IV medication</td>
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<td>Works with a client with an ostomy - provides care and maintenance</td>
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<tr>
<td>Gives IV push medication</td>
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<td>Works with a client with a chest tube</td>
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<tr>
<td>Works with a client with a central line</td>
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<td></td>
<td>Works with a client with a tracheostomy - provides care and maintenance</td>
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<tr>
<td>Works with a client on a cardiac monitor</td>
<td></td>
<td></td>
<td>Works with a client on mechanical ventilation</td>
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<tr>
<td>Works with a client with a dysrrhythmia</td>
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<tr>
<td>Performs pre-op care</td>
<td>NA</td>
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<tr>
<td>Performs post-op care</td>
<td>NA</td>
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<tr>
<td>Administers a blood transfusion</td>
<td>NA</td>
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<tr>
<td>Performs a newborn assessment</td>
<td>NA</td>
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<tr>
<td>Performs a maternal assessment</td>
<td>NA</td>
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<tr>
<td>Performs fetal and maternal monitoring</td>
<td>NA</td>
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<tr>
<td>Takes care of a client with a mastectomy</td>
<td></td>
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<tr>
<td>Takes care of client post-mortem</td>
<td>NA</td>
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</table>

SKILLS COMPETENCY LIST HAS BEEN COMPLETED AND TURNED IN TO THE COURSE COORDINATOR
Criteria for use of PDA during Clinical and Classroom Rotations

We have instituted the use of PDA’s and believe that this is an excellent policy that is very relevant to the professional education of our students. We believe that it is important that we spend time in the educational environment training students to use the available technologies in a professional and appropriate manner. However, like any powerful new tool, students must be taught and trained to use it safely and appropriately. The following guidelines apply:

- Professional behavior and proper technology etiquette should be observed at all times when using cell phones, i-pods, PDA’s, laptops or other electronic devices.
- These may be used only when authorized by faculty and for clinical activities, not personal use.
- No personal phone conversations or texting allowed at any time while in a patient area. Silence the phone by placing it in “airplane mode”. A written warning will be given for the first violation of using the PDA for socializing during clinical time. A clinical failure will be given for the second violation.
- For combined cell phone / PDA appliances, students are expected to have the equipment turned off if agency policy requires it and to go to an area designated for cell phone use when accessing information on their PDA when needed.
- Be respectful to the patient at all times and ensure that your entire attention is focused on the patient when you are in the patient’s room. If you are using the PDA at the bedside be sure to apologize for the interruption in care and explain how this will help in their care.
- Faculty or hospital staff may ask to see what programs you are using at any time.
- The use of a PDA allows you to retrieve information quickly and unobtrusively. You must protect the confidentiality of patient information at all times in accordance with HIPAA.
- Keep careful physical control of the device at all times.
- Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens so may PDAs. Be sure to disinfect / decontaminate them as needed.
- Keep your PDA charged. Bring it with you to class, lab, and clinical.

**Students who violate patient privacy with the PDA will be subject to HIPAA infractions of the clinical agency.**

We hope that the use of PDA’s will allow our students to graduate well prepared to confidently lead their colleagues in the professional and appropriate use of new technologies - whatever they may look like tomorrow.

I have read and agree to abide by the above criteria.

Print Name: ________________________________
Signature: ________________________________ Date: __________________

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Authorization for Photographing and Recording of Simulation Sessions

I give Georgia Baptist College of Nursing of Mercer University and its representatives permission to photograph and record clinical labs and simulation sessions throughout my enrollment in the college and to use the photographs or recordings in the review and evaluation of the performance of the clinical groups and individuals. I further give permission for this recording to be used in educating current and future faculty and staff on the implementation of labs and simulation in clinical education, with the understanding that these recordings may be used for presentations outside GBCN. [Your name will not be used in connection with these videos / photographs.] In addition, I release GBCN and its representatives from any claims arising out of the use of these photographs and recordings.

Print Name: ____________________________
Signature: _____________________________ Date: ________________