



**M** MERCY UNIVERSITY

# Student Handbook

2025-2026

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## A MESSAGE FROM THE PRESIDENT

Dear Mercy University Student,

I am delighted to welcome you to the 2025-2026 academic year and introduce you to the Mercy University Student Handbook.

The Student Handbook will serve as a trusted guide throughout your academic journey. Whether you are a new student stepping onto campus for the first time or a returning student continuing your pursuit of excellence, the Handbook provides you with essential information, resources, and insights to help you navigate and thrive within the Mercy University Community.

Your decision to pursue a degree demonstrates your dedication to personal success and achievement. As you embark on this exciting chapter of your life, I encourage you to make the most of the opportunities available to you. The Handbook serves as your gateway to understanding the facets of college life, from academic policies and support services to campus facilities and extracurricular activities.

Mercy is committed to fostering a welcoming and inclusive community that empowers students to shape a vibrant and dynamic learning environment. As you explore the myriad opportunities at Mercy and set ambitious goals, the Handbook is here to assist you every step of the way. Reach out to your PACT mentors, HEOP counselors, professors, and Mercy staff, as they are deeply dedicated to supporting your academic and professional development.

Please take a moment to familiarize yourself with the information in the Handbook.  
On behalf of the Mercy University Community, I wish you all the best for a successful academic year.

Susan L. Parish, Ph.D., M.S.W.  
President



## HISTORY

Founded in 1950 by the Sisters of Mercy for members of their order, Mercy University opened to the public as a women's college in 1961. The University was accredited by the Middle States Commission on Higher Education in 1968. In the next half-decade, Mercy University boldly set a course for its future by declaring itself coeducational, non-sectarian, and independent. In addition, it doubled the size of its existing physical footprint and initiated the first of many community outreach efforts that together changed the course of education in the New York area and influenced the lives of now more than 53,000 Mercy University alumni.

Mercy University's innovative spirit soared in the 1970s when the University established multiple branch campuses and extension centers throughout New York City and Westchester County. This broadened the University's reach to include new and more students, and it also positioned Mercy as a leader in higher education for those who were the first generation in their families to seek university degrees and for the adult student market.

Always looking to enhance academic and career opportunities for its students, Mercy University introduced graduate study programs with its first graduate degree program (in nursing) in 1981. Since then, Mercy has introduced 30 graduate programs across the six Schools, and in 2006, the University began offering its first doctoral program (in physical therapy). Over the years, Mercy University has become one of the New York metropolitan area's leaders in preparing health care professionals, as well as a leader in teacher education preparation for the New York City school system and surrounding communities.

The University expanded with online programs in the late 1980s and was soon granted the authority to offer entire degree programs online. Thousands of Mercy University students take one or all their courses online through the more than 40 undergraduate and graduate programs offered.

Ever responsive to student expectations and growing workforce needs, the University has, in recent years, added new academic programs in areas including Corporate and Homeland Security, Cybersecurity, Computer Arts and Design, Exercise Science, International Relations and Diplomacy, and Sport Management.

In 2009, the University launched its innovative Personalized Achievement Contract (PACT) program, which pairs students with a highly trained professional mentor to provide them with personalized mentoring throughout their university experience. In 2025, PACT transitioned to a team-based cohort driven advising model designed to help students where they are in their academic journey. The PACT program has earned national recognition and is a model for fostering success and engagement across higher education.

Throughout its history, Mercy University has remained dedicated to its mission - to make available the transformational power of a university education. The University's commitment to quality, student support and affordability - as well as innovation - remains as strong as ever. Today, Mercy is home to a diverse and vibrant student body. Students come from 41 states and 43 countries. The University has been named to the "most exciting schools" list (Cool Colleges Guide) and a Smart Choice Honors Program (Peterson's).

## **OBJECTIVES**

A core value of a Mercy University education is to provide students with opportunities to transform their lives through quality education. This value defines Mercy University and guides the growth and development of the institution. Many Mercy University students are the first in their families to earn a college degree. Others attend to complete a degree or to change and advance careers. Success for many Mercy University students requires adaptation to a new learning environment or living away from home for the first time. For others, it requires balancing academic responsibilities while working or having family responsibilities.

Therefore, the opportunities Mercy University strives to provide require multiple locations, online access, varied program options, affordable tuition, and seamless support services. The University encourages the formation and ongoing programming of student groups which enrich campus life and enable students to form new bonds or friendships and gain leadership experience. By addressing these issues, Mercy University enables students to meet their obligations, complete a challenging academic program, and be prepared for career success.

Mercy University's undergraduate and graduate programs are relevant and rigorous. New programs are developed in response to strategic opportunities, student demand, and workforce needs.

The quality of academics at Mercy University is reflective of a highly credentialed faculty who have a passion for teaching, and who are committed to student success. Mercy University faculty members are experts in their fields and, while many engage in research or professional practice, their primary activity is teaching.

## **ACCREDITATIONS**

- Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, Inc. (AOTA)
- Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)
- Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA)
- Commission on Accreditation (COA) of the Council on Social Work Education (CSWE)
- Commission on Collegiate Nursing Education (CCNE) of the American Association of Colleges of Nursing (AACN)
- Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA)
- Council for the Accreditation of Educator Preparation (CAEP)
- Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA, ASHA)
- Middle States Commission on Higher Education (MSCHE)
- National Association of School Psychologists (NASP)
- National Council for Accreditation of Teacher Education (NCATE)

## **DISCLAIMER**

The Student Handbook of Mercy University is prepared by the Division of Student Affairs in consultation with other University departments. It is a compilation of the services, policies, practices, and procedures that are available at the University. Please read it and become familiar with its content. Together with other major University publications, such as the Catalogs, it provides answers to many questions, informs students of their rights and responsibilities, and establishes the University's expectations of its student community.

The University reserves the right to modify, change, or eliminate any policy, practice or procedure described in this guide and to promulgate new policies and procedures as needed or in response to changes in applicable laws and regulations. Such changes may be of any nature, including but not limited to, the modification or elimination of policies, procedures, activities, services, or programs. Students will be advised of changes as practicable. By enrolling at Mercy University, including registering for courses, attending classes, payment of tuition or fees, or participating in University activities, students consent to comply with the policies, procedures, and practices described in this publication and the University's related rights. If you have any questions or need further clarification, please contact the Division of Student Affairs – [studentaffairs@mercy.edu](mailto:studentaffairs@mercy.edu).

Mercy University is committed to ensuring equal treatment and opportunity in every aspect of its relations with its students, faculty, staff, applicants, and members of the larger community. This includes the admissions process, access to programs, privileges, activities, and services, without regard to age, race, color, creed, religion, national origin, citizenship status, gender, sexual orientation, marital status, disability, or status as a military veteran, or for any other category recognized by local, state, or federal law.

## **GENERAL STANDARDS OF CONDUCT**

Enforcement of the General Standards of Conduct for the Mercy University Community is part of the total educational process. It not only protects the academic community but also assists the student in personal development. The function of the Student Judicial Process is to promote student learning. Each student is obligated to become familiar with the University's rules, regulations, and policies, and will be held accountable for conduct in conformity with them.

This Handbook cannot include an exhaustive list of every type of conduct that could violate Mercy University standards, and therefore students are expected to understand that similar, comparable, analogous, or related conduct is also incorporated into and addressed by the University's policies. All of Mercy University's policies governing conduct apply to conduct on campus, at Mercy facilities and at Mercy-related events or activities, whether on- or off-campus, including in online communities and via electronic communication. Behavior that violates these general standards of conduct, which is brought to the attention of a University official, will be referred through the judicial and grievance processes outlined in this Handbook.

Further, while the University and its faculty and staff do not monitor online communities and electronic communication — and the University does not forbid faculty, staff or students from joining and participating in online communities as individuals who are not acting as agents of the University—any behavior that violates these general standards of conduct, which is brought to the attention of a University official will be treated as any other violation and will be referred to through the judicial and

grievance processes outlined in this Handbook.

### **NOTICE OF NON-DISCRIMINATION**

Mercy University is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, transgendered status, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants, or other members of the University community (including but not limited to contractors, vendors, or visitors) may not be subjected to harassment that is prohibited by law, or treated adversely based upon a protected characteristic, or retaliated against for making a complaint regarding such adverse treatment.

The University is also committed to providing reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, and individuals who have pregnancy or childbirth-related medical conditions. Retaliation for reporting or opposing discrimination, cooperating with an investigation of a discrimination complaint, or requesting an accommodation is also prohibited.

The University's policy addressing discrimination and harassment, including sexual harassment and sexual violence, is set forth more fully in the Mercy University Policy on Sexual Misconduct and Non-Discrimination. The University's policy addressing reasonable accommodations and academic adjustments for students with disabilities is set forth more fully in the Mercy University Policy and Procedures for Implementing Reasonable Accommodations for Students.

Inquiries regarding the application of Title IX of the Education Amendments of 1972 and other laws, regulations and policies prohibiting discrimination may be directed to the Director of Title IX and Equity Compliance, [titleix.equity@mercy.edu](mailto:titleix.equity@mercy.edu), 914-674-7842, Verrazano Hall Room 109, or to the U.S. Department of Education, Office for Civil Rights, Email [ocr@ed.gov](mailto:ocr@ed.gov), 1-800-421-3481 Inquiries regarding accommodations and academic adjustments may be directed to the Office of Accessibility, <https://www.mercy.edu/student-support/office-accessibility>.

### **ACADEMIC ADVISING**

To assist students with planning a program of study that meets their individual needs and interests, academic advising is available to all students at Mercy University through the College Opportunity Program, and the PACT program. Ultimately, students are responsible for determining schedules and meeting degree requirements as outlined in the University Catalogs, but since Mercy University believes that student counselors and mentors can assist students with making well informed choices, students are strongly encouraged to meet with their counselor or mentor prior to registering each semester. Students are also encouraged to review their degree audit through Mercy Connect each semester to ensure they are meeting the degree requirements and are on track for timely graduation.

### **PACT PROGRAM**

Mercy University believes in a student-first philosophy, which means individualized attention, uniquely tailored opportunities, and innovative educational programs. Mercy University's Professional Advising and Coaching Team (PACT) exemplifies our commitment to both our Undergraduate and Graduate students and is dedicated to supporting them academically, personally, and professionally. The PACT program



maximizes personal success through a comprehensive collaboration between the students and Mercy University. Students are provided with a team of professional mentors who facilitate integrated support for academic, career and personal growth depending on where you are in your academic journey. Each mentor is trained in the areas of academic advising, student life, financial literacy and major to career exploration. Together, students and mentors create a customized plan designed to enhance the student's overall long-term success.

From the start, the advisors from our First Year PACT work with accepted students and their families to assist with the enrollment process, including financial aid, course registration and housing to foster a seamless transition to college. As students progress into their second and third year, they are introduced to their PACT Core Team advising team. This group helps students navigate through advanced major specific course work, get connected to resources on campus to assist with career exploration and preparation for their Work Based Experience requirements, and so much more. Finally, they are supported by the PACT Completion Team, which will assist students with crossing the finish line and pursuing either continued education or career opportunities. If continued education at Mercy is right for you, then you are in luck as we have a Graduate PACT team focused on supporting the Graduate student experience.

Highlights of the Mercy University PACT Program include:

- An exceptional level of team engagement with Mercy PACT mentors who are cross trained to guide students toward academic and personal achievements; and
- Structured guidance to and through college, preparing students to successfully navigate their entire college experience.

To learn more, call a PACT representative at 914-674-PACT (7228) or visit [www.mercy.edu/pact](http://www.mercy.edu/pact).

### **OPPORTUNITY PROGRAMS (OP)**

The mission of the Opportunity Programs department is to provide academic, social, and personal support to historically underrepresented students in a nurturing and academically focused environment. Our goal is to empower motivated students and our engaged colleagues to achieve their highest level of success.

Several federal and state funded programs fall under the umbrella of Opportunity Programs (OP). In support of our nation's commitment to provide educational opportunity for all persons, the United States Congress established a series of programs to assist eligible individuals to enter college and successfully graduate. The federal TRIO program includes Student Support Services. The New York State programs include Collegiate Science and Technology Entry Program, and the Higher Education Opportunity Program.

### **TRIO STUDENT SUPPORT SERVICES PROJECT (SSSP)**

The TRIO Student Support Services Project (SSSP) provides opportunities for academic development and assists students with basic university requirements and serves to motivate students towards the successful completion of their post-secondary education. The goal of SSSP is to increase the University retention and graduation rates of its participants. Students must meet the federal eligibility guidelines that include first generation, low- income and have academic need for acceptance into the program. SSSP also invites applications from transfer students who were enrolled in TRIO SSSP at a previous college or university.

Applications for SSSP are made available through the Opportunity Program Office or on the Mercy University website. For more details on SSSP, contact the Director of Student Support Services Project, Mercy University, 555 Broadway, Dobbs Ferry, NY 10522, 914-674-7239.

### **COLLEGIATE SCIENCE AND TECHNOLOGY ENTRY PROGRAM (CSTEP)**

CSTEP is funded by the New York State Education Department to provide academic enrichment, internships and research experiences for students who are economically disadvantaged in scientific, technical, health-relations or licensed professions. The CSTEP student must demonstrate an interest in, and potential for, a CSTEP targeted profession. CSTEP students must be enrolled full-time and be in good academic standing in an approved scientific, technical, health-related, pre-professional or professional undergraduate or graduate program of study. For more details on the Collegiate Science and Technology Entry Program, please email [CSTEP@mercy.edu](mailto:CSTEP@mercy.edu).

### **ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAM (HEOP)**

HEOP is funded by the New York State Education Department to provide supportive services and supplemental financial aid to eligible New York State residents. Students are eligible for this program if they are both economically disadvantaged and academically under-prepared. HEOP students are assigned a HEOP counselor once admitted to the program. High school graduates may be eligible if they were not in a college preparatory program in high school. Individuals may also be eligible if they possess a General Equivalency Diploma (GED) or if they have neither a high school diploma nor a GED and they are 18 years of age or older. A transfer student enrolled in a NYS-Opportunity program (HEOP, EOP, SEEK, or College Discovery) may be eligible if there is availability of space within the program before entering the University. There is no waitlist for HEOP transfer admissions. Application for HEOP is made available on the University's website here:

<https://www.mercy.edu/student-support/opportunity-programs/arthur-o-eve-higher-education-opportunity-program-heop>. For more details on the Higher Education Opportunity Program, please email [HEOP@mercy.edu](mailto:HEOP@mercy.edu).

### **DIVISION OF STUDENT AFFAIRS**

Student Affairs at Mercy University promotes student learning and holistic development by providing intentional opportunities for engagement outside the classroom. Through these programs and services, Mercy University supports students' academic development, inspires personal growth, and fosters interpersonal connections and collaboration to prepare students for success in our diverse community and beyond.

### **CAMPUS LIFE**

The Office of Campus Life serves as a catalyst for student growth, social connection, and a sense of belonging. Programs are designed to enhance the educational process and provide a positive atmosphere on campus while meeting the varied needs of Mercy University students. Mercy University campus life staff implement late night & weekend programs, commuter activities, diversity programming, traditions, and the various orientation programs. They also develop student leadership workshops and training sessions for students. Students interested in information about extracurricular activities or interested in joining or forming a new club on campus should contact the Office of Campus Life at [campuslife@mercy.edu](mailto:campuslife@mercy.edu) or 914-888-5270.

## **RESIDENTIAL LIFE**

Mercy University is home to three residence halls at both our Manhattan and Dobbs Ferry campuses. Dorm34 serves 121 students in suite style living area in the heart of NYC's Herald Square. On the Dobbs Ferry campus, Founders Hall serves 298 students in a variety of room configurations including singles, doubles, and deluxe doubles. Founders Hall is home to most of our first year, has a study lounge and social lounge, as well as three kitchenettes. Hudson Hall is home to 350 mostly upper-class students residing in 4 and 6 person suites. Hudson Hall also has a state-of-the-art fitness Center, a Starbucks Café, and a community lounge that are open to all members of the Mercy University community. With the addition of Dorm34, the residential life program at Mercy has a robust on-campus population that complements a student's residential experience while attending Mercy University. The Residential Life Program is designed to provide students with living facilities and activities that enhance and extend their formal classroom education. The program is structured to promote students' social, cultural, personal, and intellectual development. Living in University housing offers a structured environment in which students can live independently and develop a greater sense of personal identity within a community setting. For further information, please contact the Residential Life Office at 914-674-7277 or email us at [residentiallife@mercy.edu](mailto:residentiallife@mercy.edu).

### Director of Residential Life

The Director of Residential Life is responsible for the overall vision and management of the Office of Residential Life, including providing leadership and supervision of all professional staff, residential education, and housing operations. The director serves on call for crisis response, provides direction for student staff recruitment and onboarding, serves as a liaison between other departments to offer a clean, healthy, and safe living environment, and leads the planning of departmental initiatives such as First Year Experience and Hall Council.

### Associate Director

The Associate Director (AD) is stationed at the Manhattan campus, overseeing the day-to-day operations and is live-in professional staff member who ensures the safety and wellbeing of the dorm. The AD supervises the Residential Coordinator, Resident Advisors (RAs) and student workers in Manhattan, thus playing a big role in the development of a positive and nurturing community. Additionally, the AD supports the operations for the department including management of the housing process for all students.

### Resident Directors & Residential Coordinator

The Resident Directors (RDs) at the Dobbs Ferry campus and Residential Coordinator (RC) at Manhattan campus are live-in professional staff members who ensure the safety and wellbeing of the residence hall or dorm. Additionally, RDs each supervise a staff of Resident Advisors (RAs) and play a big role in the development of a positive and nurturing community. The Residential Coordinator (RC) is a part-time team member that serves as a link between the AD and the residents. RDs and RC also serve as a wealth of information and support for the residents of their hall. Holding office hours in their respective halls or dorms, RDs, and RC are available to meet and assist with any issues or concerns that may arise during your time on campus. Your RD or RC is an invaluable resource and is worth getting to know – after all, they are here for you.

### Resident Advisors

Resident Advisors (RAs) are students who are an integral part of the living-learning environment at Mercy University. The RA role can be summarized as a community builder, learning and growth facilitator, peer

mentor, and Residential Life representative. While the majority of the role of an RA is to foster community, host exciting programs, and challenge their students to be better versions of themselves, RAs are also trained in crisis management, peer mediation, and de-escalation techniques that can assist in resolving conflicts that may arise during the year. RAs are the front line of our Residential Life program and serve to engage and support the residential life experience. The RA application process occurs annually. Interested students must apply, interview, and complete RA training. To learn more about being an RA on campus, please email [residentiallife@mercy.edu](mailto:residentiallife@mercy.edu).

#### Credit Hours and Academic Good Standing

As a residential student during the academic year, you must be registered full-time – 12+ credits for undergraduate programs or 6+ credits for graduate programs. As a residential student in the summer term, you must be registered for an on-campus summer course, provide proof of a relevant internship or position local to the area, or be hired to work for a department on campus.

Residential students who do not attend class, who register for less than full-time status or withdraw from all classes, or who do not maintain minimum Satisfactory Academic Progress (SAP), as defined by the U.S. Department of Education and set out in the Undergraduate and Graduate Catalogs, risk losing their eligibility to live on campus.

#### **FEDERAL WORK STUDY PROGRAM**

Federal Work Study (FWS) is a form of financial aid awarded to students who demonstrate financial need and meet certain eligibility requirements. The Federal Work Study award in a student's financial aid package is determined through the Free Application for Federal Student Aid (FAFSA). If you are eligible, your FWS award will be listed on your Financial Aid Award letter. The Federal Work Study Award is not guaranteed award. Students will receive Federal Work Study Funds only if they have gained employment in an on or off campus FWS position through the academic year. This is a competitive program and there are limited positions available for the students who apply. Learn more here:

<https://career.mercy.edu/jobs/category/federal-work-study/>.

Eligible students may apply for FWS positions through the internship and job board, Handshake, at <https://mercy.joinhandshake.com/>. See the section for Career and Professional Development for additional information.

#### **CAREER AND PROFESSIONAL DEVELOPMENT**

Make your career **EPIC!** Explore. Prepare. Implement. Career Launch.

Using Career & Professional Development resources, students can explore career paths that align with their interests and skills, prepare for job searches and interviews, implement a plan through internships and networking, and launch into the first or next phase of their career.

#### Coaching

Career coaches are available on all three campuses, and virtually, for personalized appointments to help students with career exploration, workplace research, resumes, cover letters, interview preparation, networking, LinkedIn, internship/job searches, navigating the workplace, self-advocacy, and more!

Students can schedule an appointment with their career coach in Handshake at <https://mercy.joinhandshake.com/>. Students can access industry-specific career resources under Career Paths on the Career & Professional Development website: <https://career.mercy.edu>.

## Events

Each semester Career & Professional Development hosts a large career fair where students can explore current opportunities, network with employers, and sometimes even set up interviews. Learn more about upcoming career fairs and how to prepare for them at <https://career.mercy.edu/channels/career-fairs/>.

The team also hosts other recruitment and educational events throughout the academic year. Students can attend career fairs, recruitment events, information sessions, and employer treks to meet with potential employers and market themselves for internships and jobs. The Career Team also partners with clubs, academic programs, scholarship programs, and departments throughout the University to speak with students about career topics of interest. View the complete calendar at <https://career.mercy.edu/events/>.

## Connections

Your people are your power! Your professional network is one of your most important tools for success. The Career Team teaches students how to network effectively and authentically so they have strong connections to leverage upon graduation. We also maintain relationships with employers who post internships and jobs and visit campus to recruit Mercy students and graduates.

Join Mercy Link, your online career community, to connect with alumni who want to support your career at <https://mercylink.mercy.edu>.

## Technology

Your online Career Toolkit is available 24/7 and includes:

- Career Website <https://career.mercy.edu/>  
Your one-stop shop for all career information, resources, events, online tools, and Career Communities.
- Handshake <https://mercy.joinhandshake.com>  
Find internships, jobs, volunteer work, and Federal Work-Study jobs. Connect with employers and peers to ask questions about open job postings.
- Mercy Link <https://mercylink.mercy.edu>  
Join your online career community to connect with Mercy alumni for advice and opportunities.
- Big Interview <https://mercy.biginterview.com/>

Learn about best interview practices and how to answer common questions. Practice answering questions through recorded mock interviews. Review your own videos or share them with a career coach or mentor for feedback. Use the platform's new AI tool, Big Resume, to review your resume and get it ready for finalizing with a career coach.

- Focus 2 <https://www.focus2career.com/Portal/Login.cfm?SID=1262>  
Take self-assessments to identify your career-related interests, skills, and values. Research career paths and current workforce data through the Department of Labor's database and connect these to your preferences and needs.
- Parker Dewey <https://info.parkerdewey.com/mercy>  
Apply for micro-internships: short, project-based, virtual, paid experiences posted by employers across the country.



### Work-Based Experience

Gaining experience in your field during college is the best thing you can do to set yourself up for post-graduation success! No matter what your program, you will be required to complete at least one work-based experience during your time at Mercy. This might be an internship, externship, field work, clinical rotation, or something else relevant to your major. Be sure to contact your Program early to understand what your requirement is and how to prepare to complete it on time.

The Career Team is here to help you find internships, externships, volunteer experience, part time jobs, and more. Begin your search on Handshake and continue it using industry-specific resources from our website, attending career fairs and recruitment events, and leveraging your network. Start your search at least three months in advance (earlier for certain industries). Our career coaches are here to help!

Students who have successfully completed at least 30 credits may be eligible to register an internship for academic credit. Consult the Career Team at least one semester in advance to determine your eligibility, learn about the process, and find your qualifying internship.

Students who plan to complete an unpaid internship may qualify for funding through the Internship Grant administered by the Provost's office. Learn more at <https://career.mercy.edu/channels/internship-grant/>.

### Career Closet

Regardless of your industry and typical dress code, everyone needs at least one business professional suit in their wardrobe for interviews and formal events or meetings. Students who need access to an interview outfit can shop in the Career Closet and take one home free of charge! Learn more at <https://career.mercy.edu/channels/career-closet/>.

All Career Resources offered by the Mercy University Career Team are free of charge to students and alumni. For assistance, reach out to us at [CPD@mercy.edu](mailto:CPD@mercy.edu) or 914-674-7203.

## **INTERNATIONAL STUDENT ADVISING**

International Student Services (ISS) is dedicated to serving the needs of F-1 students and serves as a resource for international students at Mercy University. ISS provides a wide array of services to new, continuing and visiting international students, as well as international graduates – and works closely with campus partners to ensure a smooth and successful transition to life in the United States. The office also develops year-round academic, cultural, and social programming and serves as a global resource for the larger Mercy community.

International students who plan to attend Mercy University under F-1 student status should contact International Student Services upon their acceptance, in order to obtain the Form I-20. Students may contact the International Student Services Office at (914) 674-7284 or [international@mercy.edu](mailto:international@mercy.edu). Mercy University's Study Abroad program offers students the opportunity to live and study in another country, while earning academic credit. Studying abroad allows students to experience firsthand another country's culture, traditions, customs, as well as a new educational system. Studying abroad also allows students to gain invaluable experience that they can bring back to the US and apply to future internships and jobs. Most companies list global skills as top priorities when hiring candidates.

The program offers a variety of opportunities to suit a student's course of study and interests, including

exciting locations around the world. Programs are typically one to two semesters long. In order to be eligible, you must have a minimum GPA of 2.8, be a sophomore standing or higher and be in good standing with the University. For more information, please contact [studyabroad@mercy.edu](mailto:studyabroad@mercy.edu).

### **LEARNING AND ASSESSMENT SERVICES**

Learning and Assessment Services is the umbrella for the Center for Academic Excellence & Innovation and the Testing Office. The overall purpose of these services is to provide Mercy University students with the academic support necessary to meet the challenges of higher education.

The Learning and Assessment Services are an outgrowth of Mercy University's mission to support the academic development of students with their full range of diversity in language, scholastic background, levels of communications skills, and general academic sophistication. The services of the Center for Academic Excellence are available to all undergraduate students who want to improve or enhance their learning skills. The services of the Testing Office are available to all Mercy students. Students are encouraged to take full advantage of the available resources; faculty and staff are encouraged to discuss related issues with their classes.

### **TESTING OFFICE**

The Testing Office coordinates all placement examinations for incoming new and transfer students. Examinations are administered by proctors and offered on all campuses. Optional virtual placement examinations are available to determine the appropriate introductory level courses for incoming students in mathematics. It is recommended that students speak with their PACT Mentor about this. Students can contact the Office by calling 914-674-7358.

### **THE VITALE CENTER FOR ACADEMIC EXCELLENCE AND INNOVATION**

The four campus Learning Centers are designed to support teaching and learning at the University. They offer assistance in English and writing across the curriculum as well as most content-specific areas including mathematics, statistics, and the computer sciences, biology, chemistry, physics, and nursing courses.

Many qualified peers, graduate students and faculty members are on staff to help students succeed. Group, supplemental instruction, and individual tutoring are available, as well as workshops on a variety of study skills.

Hours of offerings vary at each location and one-on-one online support is also available. Mercy University students have access to all Centers regardless of home campus. Students interested in taking advantage of this service should call 914-674-7402.

## **CAMPUS SAFETY AND THE ANNUAL SECURITY REPORT**

The Mercy University Department of Campus Safety publishes all campus crime statistics for the past three years as reported to the United States Department of Education in accordance with the Jeanne Clery Campus Safety Act. These statistics, as well as other relevant security related information, are contained in Mercy University's Annual Security Report which may be found on the Mercy University website under the "Campus Safety" tab at the bottom of the webpage. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, including crimes that involve dating violence, domestic violence, sexual assault and stalking, and emergency and evacuation procedures. This report is prepared by the University's Office of Campus Safety in cooperation with the local law enforcement agencies surrounding all Mercy University campuses. Campus crime, arrest and referral statistics include those reported to Campus Safety and local law enforcement agencies.

The full text of this report can be found on the Campus Safety web page:

<https://www.mercy.edu/campus-locations/campus-safety>. In addition, an e-mail notification is made annually to all enrolled students and all employees that provides the website address by which the report can be accessed. Copies of the report may also be obtained at the main office of Campus Safety located in Main Hall, room 234 at the Dobbs Ferry campus or by calling 914-674-7225. All prospective students and employees may obtain a copy as described above. Accessing the Campus Safety webpage will also provide students with access to specific campus Emergency Response Plans, Parking information and regulations, a Fire Safety presentation, Lost and Found information, Closing Notifications, and Active Shooter guidance, just to name a few of the resources available. It is recommended that students visit the webpage and familiarize themselves with its contents. Questions or comments may be directed to [safety@mercy.edu](mailto:safety@mercy.edu).

## **MERCY ALERT**

Mercy University's Emergency Mass Notification System is called MERCY ALERT. Students are automatically signed up to receive alerts via their Mercy Maverick e-mail accounts but are encouraged to add personal phone numbers to the system so that they can also be contacted via text and phone call in an emergency. In order to add additional information to the system please use the following instructions:

- Go to: <https://mercy.app.regroup.com/login>
- Log in using your current Mercy Connect username & password
- Update how you would like to be alerted by email, text, and phone number
- Click "Save" and exit the application
- Email Campus Safety at [safety@mercy.edu](mailto:safety@mercy.edu) if you encounter any issues with the registration

In addition, MAVERICKS SAFE, a personal safety app, is available via the Apple or Google Play Store. This App provides a wealth of resources, including emergency and non-emergency campus contact information, health and wellness contact information, the ability to report a crime tip, emergency situation plans and guidance, and a personal alert feature that initiates an immediate call to Campus Safety. Download the app and sign in using your Mercy Connect credentials.

## **CAMPUS SAFETY TIPS**

Students are expected to promptly report safety hazards, crimes, loss of property, illness, or injury to the

Department of Campus Safety. Proper reporting facilitates an appropriate response and helps to keep the community safe. In case of an emergency, including injury or medical emergency, call the Department of Campus Safety immediately at 914-674-9999. In the case of a significant emergency, such as an ongoing violent assault or heart attack, please dial 911 first in order to initiate a municipal response as quickly as possible.

For general security assistance in a non-emergency situation call 914-674-7225. Students are solely responsible for the security and safety of personal property brought to Mercy University facilities. Mercy assumes no responsibility or liability for any personal property that is damaged, lost or reported stolen. Students are responsible for exercising appropriate caution with their personal belongings.

Although not an exhaustive list, the Office of Campus Safety offers the following crime prevention tips. More extensive information, including information about common scams aimed at college students may be found on the Campus Safety webpage under the "Crime Prevention Tips" tab:

- Emergency blue-light phones are located outdoors throughout the Dobbs Ferry campus; emergency phones connect directly to the Office of Campus Safety.
- Notify the Office of Campus Safety of anything suspicious; the office will gladly respond and investigate.
- Walk in well-lit areas.
- Know where to obtain help when you need it.
- Place items left in your car out of view or in the trunk and keep the automobile locked.
- Keep all valuables under your direct control: do not leave them unattended.
- Maintain safety in numbers: walk with a friend or use the Mercy Campus shuttle, when possible.
- In the Residential Area, keep doors and windows locked; do not allow or encourage unauthorized visitors in your hall or room.
- Know the location of fire extinguishers and alarms.
- Mark your personal equipment using an identifier and keep a record of all serial numbers.
- Use a cable locking device to secure computers, television sets, VCRs, etc.
- Be cautious in displaying personal information, including your social security number and campus- wide identification number (CWID).
- Update emergency-contact information on the emergency notification system available through Mercy Connect.

### **BYSTANDER INTERVENTION**

While certain employees are required reporters pursuant to Clery and other related laws and regulations, Mercy University encourages all students and community members to report incidents of prohibited behavior that they observe or become aware of to the Campus Safety office or other campus official so that the University may take appropriate steps to address the situation. Bystanders who choose to exercise this positive moral obligation will be supported by the University and shall be protected from retaliation. The University also encourages bystanders who witness prohibited behavior to take reasonable and prudent actions to safely prevent or stop the conduct. Actions may include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

## OFFICE OF ACCESSIBILITY

Mercy University is committed to achieving equal educational opportunities and full participation for persons with disabilities. The Office ACCESSibility coordinates accommodations relating to the classroom, residence halls, dietary needs, and testing. Students are encouraged to contact the Office of ACCESSibility to learn about the different reasonable accommodations available and the process for obtaining such accommodations. For more information, please email [accessibility@mercy.edu](mailto:accessibility@mercy.edu) or call 914-674-7764.

## HEALTH OFFICE

The Student Health Office is a safe, confidential place where students can receive primary care services including evaluation and diagnosis with treatment for common illnesses and injuries, diagnostic testing and lab work, immunizations, preventive care, health education and referrals to local specialists or hospitals as needed. We are committed to providing confidential, responsive, high quality medical care to our diverse student community. There are no fees for the services provided and the office is staffed with Family Nurse Practitioners and a Registered Nurse.

Appointments are preferred and can be made using one of the following methods:

- By phone at 914-674-7255
- Email [healthoffice@mercy.edu](mailto:healthoffice@mercy.edu)

***Emergencies always take priority.***

### Hours of Operation

#### **DOBBS FERRY**

|                            |
|----------------------------|
| Monday – Friday: 9am – 5pm |
| Main Hall 127              |
| 914-674-7255               |

#### **BRONX**

|                                 |
|---------------------------------|
| Tuesday and Thursday: 8am – 4pm |
| Room 2125                       |
| 718-678-8487                    |

#### **MANHATTAN**

|                                 |
|---------------------------------|
| Monday and Wednesday: 9am – 5pm |
| MT 341                          |
| 212-968-3269                    |

For more information, please email [healthoffice@mercy.edu](mailto:healthoffice@mercy.edu) or call 914-674-7255.

### Immunization Requirements

New York State Department of Health Bureau Immunization Program:

All students born after January 1, 1957, are required to show proof of immunity against measles, mumps, and rubella and any other vaccine that may be required by law or governmental agency, including but not limited to the Federal Occupational Safety and Health Administration (OSHA). Mercy University also reserves the right to require proof of immunity or vaccinations for other illnesses as may be needed for the health and safety of the University community.



### Meningitis requirements

Public Health Law Section #2167 requires post-secondary institutions to distribute information about meningococcal disease and vaccination to the students, or parents or guardians of students under the age of 18. The institution is required to maintain a record of the following for each student:

- Certificate of Immunization for meningococcal meningitis disease; or
- A response to receipt of meningococcal meningitis disease and vaccine information signed by the student or the student's parent or guardian; AND, EITHER
- Self-reported or parent recall of meningococcal meningitis immunization within the past 10 years; or
- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

A "student" means a person attending an institution and, in the case of a student attending college, "student" means a person who is registered to attend or who attends classes at an institution, who is enrolled for at least 6 semester hours or the equivalent per semester or at least 4 semester hours per quarter. There is no age differentiation regarding meningococcal disease.

For further information on the New York State Immunization requirements, please contact the Office of the Registrar or <https://www.health.ny.gov/prevention/immunization>.

### **COUNSELING SERVICES**

Mercy University Student Counseling Center provides brief treatment lasting up to 8 sessions/semester. Appointments are available Monday – Friday between 9am-5pm on all 3 campuses by appointment. To make an appointment please call 914-888-5150 or email [counselingcenter@mercy.edu](mailto:counselingcenter@mercy.edu). Students in need of more intensive treatment will be referred to local hospitals, clinics or outside providers for long-term psychotherapy and/or medication, if necessary.

Students may come to the Counseling Center with mental health issues including stress, depression, anxiety, academic concerns, adjustment to college and roommates, relationship issues, and difficulty managing their emotions or distress. Counseling can be an opportunity to talk about issues that are of concern to an objective person who can help develop healthy coping skills and gain new perspectives that may enable students to be more effective in managing life's challenges.

Students can join our ongoing groups offered throughout the semester to talk about their feelings and learn coping skills to manage a variety of situations. Visit the counseling center website to learn more and answer questions you may have – <https://www.mercy.edu/student-support/counseling-services>.

The office hours on all 3 campuses are Monday through Friday 9am-5pm during the academic school year.

### Bettermynd Online Counseling

Mercy has partnered with BetterMynd, an online therapy platform for college students, with services available 7 days a week with evening and weekend appointments available. Students can access 8 sessions/semester of short-term therapeutic support. Send an email to [counselingcenter@mercy.edu](mailto:counselingcenter@mercy.edu) to inquire and begin working with a counselor that is a good fit for you. Bettermynd also offers 24/7 crisis support. Students needing immediate mental health support can call (844) BTR-MYND or (844-287-6963)

### **MAV MARKET – COMMUNITY FOOD PANTRY**

The Mav Market is a judgment-free, inclusive, and confidential resource for Mercy University students, staff, and faculty experiencing food insecurity, providing access to nutritious food and personal care items at no cost. By easing the burden of securing basic needs, the Mav Market empowers students to stay focused on their studies and reach their full potential as Mavericks. There is a Mav Market location on all three campuses. For more information on how to use the Mav Market and other basic needs resources, please visit: <https://www.mercy.edu/student-support/mav-market> or email [mavmarket@mercy.edu](mailto:mavmarket@mercy.edu).

### **MERCY UNIVERSITY CARE TEAM**

The purpose of the CARE Team (*Concern, Assessment, Response, Evaluation*) is to serve as a collaborative group focused on prevention and early intervention for students experiencing serious distress or engaging in harmful or disruptive behaviors. Through an online reporting form available to the Mercy University community the CARE Team will be alerted to students of concern and will be able to review, assess, and make recommendations for how to best assist reported students. The Team aims to intervene and assist students in meeting their academic, personal, and professional goals at the University.

CARE referrals are monitored between 9:00am and 5:00pm, Monday through Friday. The CARE Team does not serve as a crisis response unit, it does not replace Campus Safety's response to an incident, and it does not replace faculty classroom management. If there is an emergency that involves an imminent risk of harm to self or others, please contact campus Safety and Security at 914-674-9999 or by dialing 911.

To submit a report for review, use this [link](#).

To learn more, visit <https://www.mercy.edu/student-affairs/care-team> or email [care@mercy.edu](mailto:care@mercy.edu).

### **STUDENT EMERGENCY FUND**

The Student Emergency Fund was established to help ensure that Mercy University students have access to the support and resources they need to successfully recover from an unexpected financial crisis. This resource is intended to temporarily assist both undergraduate and graduate students in a pressing time of need, acting to provide support around extreme hardships such as injuries, illnesses, need for temporary housing, death of a family member, or transportation costs. Students may apply for funds when all other possible resources, including financial aid, are exhausted. This funding is not intended to replace existing financial aid and does not have to be repaid. All requests are typically limited to a maximum of \$250. The Fund may cover:

- Homelessness or sudden loss of housing
- Travel/Transportation needs
- Overdue utility bills/turn-off
- Theft and/or loss of computer, books, clothing, or other essential belongings
- Medical emergencies
- Food
- Loss of childcare
- Other (include details with personal statement)

The University will conduct an individualized assessment of each student's situation in this award process. Recipients are determined by members of the CARE Team and University administrators.

To submit a request for the Student Emergency Fund, please click [here](#).

## **INTERCOLLEGIATE ATHLETICS**

Team Name: Mavericks

Team Colors: Blue and White

The University's athletics program serves as an integral component to student life at Mercy University. The University offers intercollegiate competition in men's basketball, baseball, lacrosse and soccer. Women's intercollegiate competition is offered in basketball, field hockey, lacrosse, soccer, softball, and volleyball. The University is a member of the East Coast Conference (ECC), associate member of the Northeast-10 Conference (NE10) and a member of the National Collegiate Athletic Association (NCAA), Division II.

All full-time students in good academic standing are eligible to compete for varsity programs. Baseball, lacrosse, field hockey, and soccer are played at Mercy Field located at the Dobbs Ferry campus. Softball games are played on Smith Field in Dobbs Ferry. Volleyball and basketball are housed in the new state-of-the-art Victory Gymnasium, located in the Neil Judge Student Athlete Center at the Dobbs Ferry campus.

The University provides opportunities for athletic participation and support for its athletic program consistent with the applicable rules and regulations as set forth by the NCAA. First-year students who qualify under NCAA eligibility rules are immediately eligible for varsity participation, and transfer students are welcomed pursuant to NCAA regulations.

## **MAV RECREATION**

### Intramural Sports

Intramural Sports at Mercy University offer recreational opportunities through a variety of single-day tournaments and weekly leagues where participants can play and compete with other members of the Mercy community. All activities are gender-inclusive and open to all skill levels—no experience required.

On the Westchester Campus, we've hosted games on our Scenic Turf and at the Neil Judge Student Athlete Center, including Flag Football, Kickball, Dodgeball, Volleyball, 3-on-3 Half Court Basketball, and 5-on-5 Basketball. For more information, please contact Travis Fay at [tfay3@mercy.edu](mailto:tfay3@mercy.edu)

### Fitness Center

The 5,000 square-foot Mercy University Fitness Center is located on the first floor of Hudson Hall on the Dobbs Ferry Campus. The Fitness Center is equipped with top-of-the-line fitness equipment and offers access to all members of the Mercy University community. Since its completion in January 2016, the Fitness Center holds a wealth of options for recreational exercise. There is a variety of state-of-the-art cardio equipment including: Treadmills, Ellipticals, StairMasters, Skiers, and Stationary Bicycles connected with individual cable televisions and pre-uploaded workouts. Community members are also encouraged to use an assortment of Life Fitness plate stack-loaded resistance training machines. Within the free-weight area of the Fitness Center there are also multiple pairs of dumbbells ranging from 5 to 100 pounds with adjustable and fixed benches as well as Hammer Strength and Rogue Squat Racks. Included in the facility are locker rooms with showers and bathroom amenities for all users.

In addition to its role as the University's fitness facility, the center is also used for training for all 10 NCAA Division II varsity athletic teams. The Free Weight Area of the Fitness Center may be reserved during

Varsity Team Lifts on occasion. The Strength & Conditioning Team Lift Schedule will be posted at the front desk as well as on the appropriate boards around the facility. For more information about Team Lifts and Varsity Team Lift Schedules, please visit or call the Fitness Center Front Desk.

Fitness Center Hours of Operation

**Academic School Year Hours**

|                          |            |
|--------------------------|------------|
| <b>Monday - Thursday</b> | 7am – 10pm |
| <b>Friday</b>            | 7am – 7pm  |
| <b>Saturday – Sunday</b> | 10am – 7pm |

**Winter Break Hours**

|                          |           |
|--------------------------|-----------|
| <b>Monday – Friday</b>   | 9am – 1pm |
| <b>Saturday - Sunday</b> | Closed    |

**Summer Break Hours**

|                          |                             |
|--------------------------|-----------------------------|
| <b>Monday – Thursday</b> | 7am – 1pm & 4:30pm – 6:30pm |
| <b>Friday</b>            | 7am – 1pm                   |
| <b>Saturday -Sunday</b>  | Closed                      |

*The above times are subject to change during school closings and/or if conditions warrant such action. Changes to the schedule will be posted in the facility as well as broadcasted via email to the Mercy Community.*

**FACULTY OFFICE HOURS**

Faculty office hours are available through each School or individual instructor. Students who wish to contact their faculty advisors can e-mail them or can make appointments by calling the faculty member’s school office.

**NEW STUDENT ORIENTATION**

New incoming first year and transfer students are invited to Mercy University, to attend New Student Orientation sessions held over the summer. At New Student Orientation, students will meet their Orientation Leaders, as well as key staff and faculty members. New Student Orientation is an opportunity for New First-Year and Transfer Students to meet their peers and engage in the Mercy University experience before the semester begins. New Student Orientation is also a great time to learn about services and opportunities that are vital elements for the transition into life at Mercy University. Separate orientation programs for international students are held before the start of the semester.

**STUDENT IDENTIFICATION CARDS**

Mercy University student identification cards must be carried at all times on all Mercy University premises, including the Residential Areas. Lending an I.D. card to anyone, swiping another individual in to a restricted space, or failing to present it when requested by University faculty or staff members is a violation of regulations and subjects the holder to disciplinary action. I.D. cards should be obtained by the first day of class of a student’s first semester from the Division of Student Affairs in Dobbs Ferry, or from Campus Safety in either Manhattan or the Bronx. As a convenience, students are encouraged to submit in advance via an online portal - <https://www.mercy.edu/campus-safety/idcards>. Students can

obtain a replacement Mercy University Student I.D. by making a \$10 payment at the Office of Student Financial Services.

### **CANCELLATION OF ON-CAMPUS CLASSES**

In the event that Mercy University campuses are closed or delayed due to inclement weather or other emergencies, information will be communicated across the following channels:

- SMS message to the Community
- Social Media
- Homepage of [www.mercy.edu](http://www.mercy.edu)
- Mercy University Weather Hotline. Call (914) 674-7777 for a recorded message
- Homepage of Mercy Connect
- Local radio & TV stations

Students are encouraged to sign up for emergency alerts through Mercy Connect.

In case of a required absence by an instructor for illness or otherwise, the University will post a notice on the classroom door of each class cancelled by that instructor. On occasions when a faculty member is unavoidably delayed, and no such notice is posted, students should wait at least one-half hour before leaving. In Dobbs Ferry, a representative of the class should then inform the Division of Student Affairs that the instructor has not appeared. On all other campuses, a representative of the class should inform the Office of Student Financial Services of the instructor's absence. In addition, the representative should provide the office with a list of all students in attendance at the class.

### **AUTOMOBILES**

Students are expected to abide by the University Vehicle Use Policy and Parking Policy, available online at: <https://www.mercy.edu/about/mercy-university-policies>. A campus-parking permit is required for all students who use Mercy University parking facilities at the Dobbs Ferry or Bronx Campuses. Parking permits may be obtained by commuting students as well as residential students (who must be approved in advance by Residential Life) by submitting an application via the online Mercy University Vehicle Registration form found in Mercy Connect under the Applications Tab.

Mercy utilizes a License Plate Reader system at the Dobbs Ferry Campus that provides access via the gatehouse to affiliates who are currently registered and in good standing. Vehicles are registered and approved exclusively via Mercy Connect. Changes and adjustments, such as a change in vehicle or license plate, must be made online. Users will be issued a Mercy University decal for ease in identifying them as a Mercy affiliate once on campus. Decals are issued following vehicle registration and may be obtained in Dobbs Ferry from the Campus Safety Office in Main Hall (Room 234) during normal business hours or at the Bronx Campus from Enrollment Services. Arrangements can be made to pick up a sticker after hours from the security post in Hudson Hall by contacting [safety@mercy.edu](mailto:safety@mercy.edu). Presentation of valid ID required. There is no charge for registering a single vehicle, although students wishing to maintain a second vehicle in the system are required to pay a nominal \$25 fee.

Residential students with permits are required to park their vehicles in the lot designated as the "H Lot" except for the period beginning at 7pm on a Friday and ending at 2 am on a Monday morning. Residential students are otherwise not permitted to park their vehicles in the parking areas outside of the residence halls or in any other lot not designated as the "H Lot.". No residential freshmen are permitted to have a



car. This restriction does not apply to freshman commuters.

Mercy University does not issue special parking permits for handicapped individuals but will honor all official handicapped permits issued by state departments of motor vehicles and appropriately placed in the vehicle. Handicapped students must also acquire a regular Mercy University parking permit. Students with a temporary need for special parking (due to accident or injury) must secure a temporary handicapped permit from a local authorized agency or make appropriate arrangements with the Office of Accessibility.

The University may from time to time impose changes to the Parking Policy depending on the needs of the campus. Please see the Department of Campus Safety for notices regarding changes.

### **CAMPUS STORE**

The Westchester Campus Bookstore has been upgraded with more convenient shopping experience. A newly enhanced e-commerce platform, coming in early August 2025 will feature a refreshed selection of Mercy apparel, gifts, school supplies and more. Online textbook ordering will remain available, with convenient pick-up options at the Bronx and Manhattan campuses.

<https://mercy.bncollege.com>

### **CAMPUS E-MAIL AND INTRANET**

Mercy Connect is the University's online portal where students can register for classes, check e-mail, view grades and find campus news and announcements. The student email domain is @mercy.edu, and email address is username@mercy.edu. One of the features of the portal is that it offers single-sign-on for a variety of resources, so you do not need a separate password to access your email. Students may also auto-forward their @mercy.edu email to their personal email account.

### **VIRTUAL ETIQUETTE**

As the University continues to use a hybrid structure of academic facilitation and Mercy services, students should consider all virtual interactions as extensions of typical operations. Students should be aware that in a virtual setting, classes may be recorded to facilitate remote learning. Students are expected to follow the guidelines below when virtually engaging with Mercy faculty, staff, students, or community members:

1. Be on time for class or a meeting, just as if you were attending in person.
2. Turn on your camera for the full class, which simulates an "in-class environment." Your professor will explain why the camera needs to be on. If there are extenuating circumstances where you do not feel it is appropriate to keep the video on during one or more classes, please contact your professor, or your mentor or advisor regarding your concern 24 hours in advance. If you require an accommodation relating to your video, please contact the Office of ACCESSibility as soon as possible. In addition, if you are having wi-fi bandwidth issues, you should let the professor know and should then turn off the video.
3. Display your first name or your first and last name. Do not use unidentifiable names (such as iPhone, etc.), and, if using a nickname or preferred name, make sure the faculty member is aware that it is you.
4. If you do not respond to questions posed by the professor, it may be assumed that you are not attending that portion of the class. Participation grades may be reduced at the professor's discretion.

Students are responsible for any content missed during class.

5. If you experience technical difficulties, let your professor know, then contact Mercy's IT Help Desk for assistance.
6. Appropriate attire should be worn when virtually attending a class or meeting, as if you were attending class in person.
7. During class, remain as quiet as possible when not speaking. Unless directed to unmute, mute your microphone when you are not speaking to reduce background noise. Avoid typing or making other noises when you are not on mute.
8. Remain focused during the class: avoid watching videos, reading other emails or text messages on your computer, phone, or tablet. Avoid walking, driving, or traveling while class is in session, as doing so could be distracting and even dangerous.
9. To protect your privacy, consider setting a virtual background or blurring your background.
10. Do not record classes or meetings unless provided explicit instruction or permission from a faculty or staff member.
11. Do not use any distracting, obscene, discriminatory, or offensive content as a real or virtual background, profile picture, in a virtual message or live video feed.
12. Do not share offensive content in the chat area, which is meant to be used for class-related discussions only.
13. Do not use inappropriate language that would be deemed vulgar, or that would constitute verbal abuse, or threat of violence, or physical harm against any person or property when communicating virtually.
14. Do not use screen capture to capture the image of other students or the faculty member.

Failure of students to abide by these guidelines (in particular the previous four bullets) could result in code of conduct infractions and lead to disciplinary sanctions.

### **ELEVATORS**

Handicapped accessible elevators are available. Check with Campus Safety for locations at the specific campuses.

### **FIRE ALARMS**

In case of fire, pull the nearest alarm. This will activate an audible and/or visual alarm within the building, which dials directly into the University's alarm central station monitoring facility. The fire department will be notified advising them of the fire location. When a fire alarm sounds, evacuate the building immediately. Walk – do not run, and do not use elevators. Close doors to classrooms and offices, leaving lights on, and exit from the nearest passable stairwell. Take your belongings with you. Do not try to fight the fire.

Everyone who has exited the building should stay at least 100 feet away from building entrances, out of the roadways, until an "all clear" is announced by the fire department. Tampering with or misusing fire alarms, including sending a false alarm, is a criminal act, and a student may be subject to criminal prosecution as well as University discipline. Students who assist in this conduct or help conceal the identity of those who engage in this criminal conduct may also be subject to University discipline and criminal prosecution.

## **SMOKING POLICY**

As of January 1, 2025, Mercy University is entirely smoke-free. This policy applies to all students, faculty, staff, contractors, vendors, and visitors who enter any property owned or controlled by the university (“University Community Members”). This policy applies to all university facilities, property, and vehicles, owned or leased, regardless of location. Smoking shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues, and private residential space within university housing. Smoking shall also be prohibited outdoors on all university campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal and university vehicles while on campus.

## **PROHIBITED ITEMS POLICY**

Prohibited items deemed dangerous to the health and safety of the Mercy Community are subject to confiscation and disposal. This designation applies, but is not limited to, candles, drug paraphernalia, alcohol, narcotics, and weapons or dangerous objects to include explosives (includes, but is not limited to, fireworks and ammunition), guns (includes, but is not limited to, air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives. The storage of any item that falls within the category of a weapon in a vehicle parked on University property is prohibited. Other items include, but are not limited to, gunpowder, mace, martial arts weapons, and swords.

## **VISITORS ON CAMPUS**

Mercy University reserves the right to restrict visitors to the campus. All visitors to the campus and Mercy facilities must be prepared to provide identification when asked by University officials and must comply with University rules and regulations. Mercy University students and staff who have invited guests on campus generally will be held responsible for the conduct of their guests. Visitors under eighteen (18) must be accompanied by an adult at all times. Visitors may not attend any class without the prior approval of the course instructor.

## **RECORDING DEVICES IN CLASSES**

No cameras, tape recorders, or other recording devices are permitted to be used in the classroom without the express consent of the instructor, or if the student receives approval from the Office of ACCESSibility. See section on ACCESSibility services.

## **MERCY POLICY ON IMAGE USE**

Mercy University reserves the right to capture and use images of recognizable individuals for print and digital marketing purposes. According to federal law there is no reasonable expectation of privacy in public and it is a constitutional right to take photographs in public spaces. This Image Use Policy applies to students as well as faculty, staff, and all other campus visitors.

Under the Family Educational Right and Privacy Act (FERPA) law, photographs of students may be considered directory information unless the individual has explicitly requested in writing that his/her directory information not be disclosed. As a result, enrolled students are required to comply with all of Mercy’s policies including this Image Use Policy. In this policy, Mercy notifies its community that images may be used for marketing purposes at any time while in public spaces on

one of Mercy's campuses. By accepting to abide by all Mercy policies and by entering campus, you are consenting to have your photo taken at any given time and those photos be used for marketing purposes, including social media.

There is no reasonable expectation of privacy in public spaces on campus, including but not limited to:

- Outdoors including athletic fields
- Classrooms
- Dining halls
- Athletic facilities

If an individual does not wish to be photographed for Mercy marketing purposes, it is required that they opt out of sharing directory information by following the guidelines in Mercy's FERPA policy: <https://www.mercy.edu/media/2020-ferpa-final>.

[New York State No Right to Privacy](#).

### **MERCY UNIVERSITY POLICIES**

Mercy University is committed to an environment where students can live and learn in a community where freedoms and choices are balanced with responsibilities to respect others. Integral to ensuring such a balanced environment are the various Mercy University policies, by which all community members are expected to abide. Those policies include student and residential life codes of conduct, academic policies, and non-academic policies. Complete versions of policies can be found in the [Undergraduate and Graduate Catalogs](#), on the Mercy University website, and/or Mercy Connect. For the full list of Mercy University policies, please visit: <https://www.mercy.edu/about/mercy-university-policies>.

Part of any educational process is instilling an understanding of civic values and of the standards of conduct and behavior that individuals expect of each other. These policies reflect the values of the University and also incorporate a number of legal requirements. These policies address many of the difficult intersections between private conduct and societal rules, including alcohol and drug use and abuse, sexual assault and harassment, discrimination and hate crimes and public speech. In developing policies that deal with these areas, the University seeks to educate students as well as regulate activity. The responsibility for understanding and abiding by these policies, and any related laws, rests within each individual student. Students have the obligation to become familiar with the University's policies and should reflect thoughtfully on their conduct in these areas.

## CODE OF STUDENT CONDUCT

In addition to the other policies set out in this Handbook, the following conduct is prohibited:

1. Any act of violence or physical harm, or any use of inappropriate language that would constitute verbal abuse, or threat of violence or physical harm against any person or property;
2. Threatening, harassing, discriminatory or stalking behavior through any medium, including but not limited to email, instant messaging, social-networking websites, the Internet, computers, telephone, or letters;
3. Any act of coercion or threatened act of coercion against any person;
4. Seizure, theft, injury, vandalism, graffiti, damage to or destruction of any real or personal property of the University, including a building or facility, or of any member of the Mercy University Community, guest, or vendor;
5. Furnishing false or incomplete documents, testimony, or information, omitting, or altering information, or providing misleading or false information, testimony, or documents to members of the faculty or any University official; including but not limited to forgery, alteration, produced using AI, or illegal use of University or University related documents or instruments of identification;
6. Refusal to comply with directions of University officials acting in the performance of their duties and/or refusing to provide valid identification when requested to do so by a University staff member;
7. Any disruption or threat of disruption to, or obstruction of or interference with any of the normal processes or activities of the University or any member of the University community or with access to or egress from all or a portion of the University's facilities;
8. Excessive, persistent, and unreasonable requests and/or demands for attention from faculty, staff, and/or other students so as to interfere with the University's ordinary business operations;
9. Aiding, abetting, or counseling another person to engage in any form of prohibited conduct or conspiring with another person(s) to engage in or to aid, abet or counsel engagement in any form of conduct prohibited by the University and committing any act in furtherance of prohibited conduct;
10. Any action that creates, or participates in the creation of, any situation which recklessly or intentionally endangers the mental or physical health of Mercy community members, which includes, but is not limited to, actions that involve the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization as set forth in the hazing prohibition above;
11. Possession upon any premises at Mercy-related facilities or events, whether on or off-campus, firearms, knives, weapons, explosives, dangerous chemicals, or devices generally used to cause harm or damage;

12. Tampering with or misusing fire-fighting equipment or alarms;
13. Engaging or threatening to engage in behavior which poses a danger or risk of harm to any person or that interferes or threatens to interfere with the rights of others at the University;
14. Failure to cooperate with University investigations and disciplinary processes or retaliation against a member of the University community who cooperates with investigations or judicial processes;
15. Willfully filing a false complaint or grievance with knowledge that it is false, or providing false testimony, with knowledge that it is false in connection with any investigation, or pursuant to any University disciplinary or grievance process;
16. Use of vulgar, abusive and/or threatening language towards another community member;
17. Written, verbal or electronic statements made about the University or a member of the University community that are of a libelous or slanderous nature;
18. Participation in any form of illegal gambling;
19. Failure to wear appropriate clothing in a manner that is disrespectful or jeopardizes the health and safety of the community, such as footwear and tops inside any Mercy University building;
20. The circulation of flyers by students without approval from Campus Life or in prohibited areas;
21. The communication of obscene, discriminatory, or offensive content to the University community;
22. Conducting commercial activity in Mercy University facilities (including online or network facilities) or at Mercy-related events or activities, whether on or off-campus, without the prior specific written authorization from the Office of the Vice President of Student Affairs;
23. Operating a motor vehicle or other mode of transportation in an unsafe and disruptive manner;
24. Bringing or using segues, scooters, hoverboards or other similar motorized/non-motorized vehicles inside campus facilities. Skateboards may be used on campus and brought into buildings if stored in a safe manner. Bicycles may be brought into the building with advance approval from the Office of Residential Life. Students may not operate any vehicles or equipment (motorized or non-motorized) in an unsafe and disruptive manner;
25. Playing loud music, making excessive and/or boisterous noise, or engaging in disruptive behavior;
26. Bringing pets or other animals inside campus facilities, unless they are service animals, or otherwise approved as an accommodation through the Office of ACCESSibility services, or other animal that is being used in connection with a class or demonstration with the approval of the instructor, and leaving pets in an automobile parked on campus; and



27. Violating any local, state, or federal law.

**In addition, Mercy University reserves the right to impose discipline upon students for conduct committed while enrolled and occurring off-campus that:**

1. Has a connection to the University, such as campus events or activities;
2. Constitutes a violation of law (whether or not the charged conduct is related to the University);
3. Affects a member of the Mercy University community's ability to fulfill their responsibilities at Mercy;
4. Is disruptive or disrespectful towards other individuals in communities surrounding University campuses; and/or
5. Poses a risk of harm to a member of the Mercy University community.

## CODE OF CONDUCT FOR RESIDENTIAL LIFE STUDENTS

In addition to the Student Code of Conduct and other policies described elsewhere in this Handbook, residential students are expected to follow the standards of conduct set out below. Mercy University requires residential students to demonstrate good citizenship by reporting incidents of prohibited behavior that they observe or become aware of to the Campus Safety office, Residential Life staff, or other campus official so that the University may take appropriate steps to address the situation. Bystanders who comply with this obligation will be supported by the University and shall be protected from retaliation. The University also encourages bystanders who witness prohibited behavior to take reasonable and prudent actions to safely prevent or stop the conduct. Actions may include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

Both the Office of Residential Life and the Office of Community Standards and Student Conduct have the authority to administer sanctions for violations of the rules and regulations by residential students in accordance with the disciplinary procedures set out in this Handbook.

1. Adhere to all the policies described in this Handbook, including but not limited to the policy on illegal drugs and alcohol, the guest policy, and the quiet hours policy.
2. Adhere to the rules and expectations outlined by the Housing Contract signed by residential students.
3. Residential students are expected to attend Residential Life meetings called by the Resident Advisor or Residential Life professional staff.
4. No profanity or offensive messages may be posted, displayed, spoken or broadcast in any public areas.
5. Smoking and/or the use of any type of Vape pen or similar device is prohibited in all Residential Areas, including in front of the building and out of building windows. Smoking is not allowed on campus.
6. All University-supplied furniture and furnishings—including but not limited to bedframes, window screens, mattresses, desks, chairs —must be maintained and returned to their original condition, subject to reasonable wear and tear. Furniture in the bedroom must not leave the bedroom.
7. The following behaviors are also prohibited:
  - Throwing or suspending anything from the windows or roof of residential buildings, including but not limited to, posters, banners or lighted cigarettes, cigars or matches.
  - Entering restricted areas, including but not limited to the rooftop, offices, and/or storage and maintenance rooms.
  - Unauthorized use of emergency exit.
  - Climbing out of or in through a window.
  - Removal of any University furniture or property from its designated area.
  - Misuse, misappropriation, abuse, theft, or damage to any individual's University property.

- Unauthorized room changes.
  - Unauthorized possession, duplication, or use of keys.
  - Changing or adding locks to doors, windows, or furniture.
  - Removal of any window stops or screens from windows.
  - Painting or construction work of any kind in rooms, or damaging walls or woodwork with tape, nails screws, stickers, poster “gum” or glue.
  - Burning of any materials including but not limited to; candles, incense, or matches.
8. In order to maintain safety and security, the following items are prohibited from the Residential Areas and may be subject to the Prohibited Items Policy:
- Candles, Incense, or Plug-in Oil Air Fresheners
  - Halogen Bulb Lamps, Lava Lamps, Salt Lamps
  - Extension Cords or Multiple Plug Adapters
  - Plug-in String Lights, Plug-in LED lights
  - Microwaves, Toasters or Toaster Ovens
  - Air Fryers, Portable Grills, including Sandwich/Panini Grills
  - Bed Lofting Kits, Cinder Blocks
  - Pets with two (2) exceptions: either one fish in a tank up to 5 gallons without a power filter or an animal approved by the Office of ACCESSibility
  - Weapons of any kind, including darts/dart boards and items for decorative purposes (refer to Prohibited Items Policy for complete list)
  - Alcohol containers/drug paraphernalia
  - Space heaters of any kind, Electric blankets
  - Hot plates
  - Excessively large storage
  - Non-university furniture/mattresses
  - Internet/wireless router
  - Wall-to-wall carpeting/carpet tiles
  - Fireworks/Explosives
  - Curtains/large tapestries
  - Coffee Pots with Exposed Heating Plate
9. In order to maintain safety and security, the following is required:
- Do not prop open fire doors or any door which is a locked entrance.
  - Do not exit through emergency doors unless there is an actual emergency.
  - Lock room doors and windows before leaving.
  - Do not remove or tamper with the window guard on any accessible window.
  - Do not loan your room key to anyone.
  - Report lost or misplaced keys immediately.
  - Report strangers or suspicious behavior in the building.
  - Do not leave backpacks, purses, or other items unattended in common areas.
  - Do not keep large sums of money, jewelry, or valuable items unattended in your room.

- Do not block the entrance to a room with furniture, stack university furniture, or use cinder blocks.
- Do not use faulty electrical equipment or plug multiple extension cords together.
- Do not touch or lean on the sprinkler system or use pipes to hang plants, clothes, or any other objects.
- Do not cover, tamper with or misuse fire safety equipment such as smoke detectors, sprinklers, fire extinguishers, fire alarm pull boxes, fire alarms, or emergency exit routing signs.
- Do not stay in the building during a fire drill, which is also a violation of New York State law.

### **RESIDENTIAL AREA GUEST POLICY**

The opportunity to invite guests into a residence hall, room, or suite is grounded in the principles of mutual respect and harmony. It is important to acknowledge that one resident's right to have guests should not infringe upon another resident's reasonable expectation of privacy. It is expected, particularly among students sharing a living space, that they will treat each other with courtesy, maintain open lines of communication, be willing to find compromises, and act in good faith when it comes to hosting guests. A guest is defined as someone who is not a Mercy residential student living in the residential hall or dorm they are looking to access. All guests must be registered at all times, must depart before the end of guest hours, and must comply with all Residential Life rules and regulations.

Residents must abide by the following visitation procedures:

#### All Guests

- All guests staying in a Mercy University residence hall are expected to comply with the policies, procedures, and regulations set forth by the University and the Office of Residential.
- Guests must be escorted by the Resident who signed them in at all times. Guests are not allowed to roam the building unaccompanied by their Resident Host.
- If occupants of a room/suite have complaints about Guests, staff reserve the right to remove the guests until the issue is resolved at a later time through mediation or the Office of Conduct and Community Standards.
- The Resident Host assumes responsibility for the conduct of their guest(s) within the residence hall premises, including the building, room, or suite in which the host resides. The Resident Host will be held accountable for any violations of University/Residence Life policies, as well as for any instances of theft or harm to individuals or property resulting from their guests' behavior, regardless of whether the guest is a fellow University student or not.
- Mercy students who exhibit disruptive or volatile behavior while serving as guests in a residence hall or a room/suite will also face personal accountability for their actions.
- If a guest displaying volatile behavior is enrolled in another college or university, Mercy University reserves the right to report the individual's conduct to their respective institution.
- The staff reserves the right to remove any guest or deny entry to a guest. The staff's priority is to ensure the academic promise and well-being of the residents in the Mercy University residential halls.

#### Day Guests

- Day Guest hours begin at 8:00 AM and end at 12:00 AM (midnight). All guests must be signed in at the front desk of the residential area upon entering and must be met by the resident whom they are visiting.

- A guest is anyone who is not a Mercy residential student for the assigned building/dorm that the person is entering.
- Day Guests must leave an approved ID (with photo) with staff while they are visiting.

#### Overnight/Evening Guests

- Overnight Guests/Evening Guests are guests who are staying in the residential areas beyond 12:00AM (midnight).
- Residents who would like Overnight/Evening Guests must apply a minimum of 72 hours in advance of Overnight/Evening Guests staying.
- For a Resident Host to accommodate a Late Hours/Overnight Approval Form to the Residential Building Manager (Resident Director or Associate Director) for authorization.
- Guests must sleep in the room of the Resident Host under whose name they have been registered. Overnight/Evening guests are strictly prohibited from sleeping in hall lounges or other public spaces.
- A Resident Host may not have the same Overnight/Evening Guest, or a different person, staying for more than three (3) consecutive nights or exceeding a total of six (6) nights within a calendar month.
- Similarly, an individual may not serve as an Overnight/Evening guest in the residence hall guest system for more than six (6) nights per calendar month, regardless of whether they stay with the same or different resident hosts.
- A resident may request and sign in no more than one (1) overnight guest at a time.
- Every guest must register at the front desk by submitting valid photo identification, such as a driver's license, State identification card, or University ID with photo and expiration date.
- Expired photo identification will not be permitted. The Resident Host must confirm the guest is leaving upon departure.
- The residential staff also reserve the right to disallow overnight guests during peak times of the year, such as the beginning and end of the semester, and break periods.
- Guests under the age of eighteen (18) are not permitted without the prior written approval of the Director of Residential Life.

#### **QUIET HOURS POLICY**

Excessive and unreasonable noise is disruptive to the community and its members, and all residents should be mindful of their surroundings. Official quiet hours are in effect every day from 12:00 a.m. to 8:00 a.m. To ensure a comfortable and non-disruptive environment, Residential Life employs a 24/7 Courtesy Hours policy that encourages residents and guests to self-monitor their noise. Additionally, it is important to know that the resident halls are situated in close proximity to residential neighborhoods that can often be disturbed. Excessive and unreasonable noise should be avoided when possible.

#### **INSPECTIONS**

Residential Life conducts a minimum of two (2) room health and safety inspections per term and will announce said inspections at least one week prior to the inspections taking place. University officials, including Residential Life professional staff members or Office of Campus Safety staff members, may enter any rooms at any time if there is reason to believe that entry is warranted in order to protect or ensure the safety and wellbeing of any residents or guest.

## **FIRE SAFETY**

### Fire Safety Equipment

Fire safety equipment such as smoke detectors, sprinklers, fire extinguishers, fire alarm pull boxes, and emergency exit routing signs have been installed in the Residence Hall. In the interest of safety, it is strictly against the rules to touch the sprinkler system; to use the pipes to hang plants, clothes, or any other objects; or to lean against or hang from the pipes, as the pipe system contains water under pressure.

Tampering with or misusing fire-fighting equipment or fire alarms on campus or in campus facilities is a violation of the student code of conduct and will subject students to discipline and sanctions up to and including expulsion from the University. Such conduct may also subject a residential life student to dismissal from the Residence Hall. In the event that a student's actions damage a water pipe or release water, the student will be held responsible for the repair of the system and any consequent damage.

### Fire Drills

University policy and New York State law require the University to conduct a number of fire drills in the Residence Hall each semester. It is a violation of both State law and University policy to remain in the building during a fire drill. Any time the alarm sounds, students and any guests must leave the building immediately, closing any doors behind them, and following the specified evacuation route.

Failure to vacate the building when the fire alarm sounds is a violation of the residential life rules that may subject students to disciplinary action.

### Fires and Building Evacuation

Resident Advisors will instruct students on proper evacuation procedures at the beginning of the term. Students are encouraged to ask questions at any time if any procedure seems unclear. When evacuating the building, whether during a fire drill or otherwise, residents are reminded to use the stairways only. Do not use the elevators. Students should evacuate the building through the nearest exit. If flame or smoke is blocking the nearest exit, residents should be aware of the next available exit.

Exit the building completely; do not remain in the lobby. Move across the entrance path and wait on the lawn until the Fire Department has inspected the building and approves reentry to the building. Residents should be aware that the Dobbs Ferry Fire Department responds to all fire alarms and therefore, fire lanes and the front of the entrance should remain clear at all times to provide the Fire Department with easy access to the building. The fire alarm sounds at the Dobbs Ferry Fire Department at the same time as the building alarm. Therefore, if everyone leaves the building immediately, the occupants should be out of the building before the Fire Department arrives at the scene.

Residents of Dorm34 at the Manhattan campus should evacuate via the stairs and make their way to 33rd street and 6th avenue – Greenly Square Park.

In order to mitigate the risk of fire, students are prohibited from having the following items in their rooms: electric blankets, space heaters, sun and heat lamps, coffee pot, heating coils, halogen bulbs, halogen lamps, candles, incense, or incense paraphernalia, potpourri burners, charcoal grills, or any other open flame devices. Prohibited items will be confiscated and may be subject to disposal. Students caught with such items will be subject to disciplinary action. Starting a fire is a violation of University policy and State law and will subject a student to disciplinary action. The University will cooperate with local law enforcement authorities with respect to the investigation and prosecution of any such crime.

Violations of the Fire Safety policy include, but are not limited to, the following behaviors by students:



Activation of Fire Alarm Due to Smoking In Room or Use of Prohibited Item

First Offense - \$100.00 fine and completion of a fire safety reflection

Second Offense - \$200.00 fine and Residence Probation

Third Offense - \$300.00 fine and removal from housing

Tampering with Fire Safety Equipment or Alarms (includes covering smoke detectors)

First Offense - \$50.00 fine and completion of fire safety reflection

Second Offense - \$100.00 fine and Residence Probation

Third Offense - \$200.00 fine and removal from housing

Fire Alarms – Failure and/or Refusal to Immediately Evacuate from Buildings

First Offense - \$100.00 fine completion of fire safety reflection

Second Offense - \$200 fine and Residence Probation

Third Offense - \$300.00 fine and removal from housing

Activation of Fire Alarm – due to intentional misuse

First Offense - \$300.00 fine and Residence Probation

Second Offense - \$500.00 fine and removal from housing

## **SANCTIONS FOR CODE OF CONDUCT VIOLATIONS**

The University may impose the sanctions listed below individually or in combination based on the conduct involved upon any student found through the Judicial Process to have violated a University rule. In imposing a sanction, the University may take into account the disciplinary record of the student and related factors that aggravate or mitigate the circumstances.

1. Warning – Verbal or written notification to the student that continuation or repetition of conduct found wrongful may be cause for more severe disciplinary action.
2. Censure – Written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanction in the event of conviction for violation of any University regulation within a period of time stated in the letter of reprimand.
3. Fines – A sum of money to be paid to the University or another specified person or body. Failure to pay fines may result in the denial of registration for the subsequent semester (summer session included. See the Illegal Drug and Alcohol Policy regarding fines for violations under that Policy).
4. Restitution – Reimbursement for damage to or for misappropriation of property. This may take the form of appropriate services and/or actual compensation.
5. Disciplinary or Residential Probation – Written statement of restrictions on a student’s participation in University activities which may remain in effect for the period of time specified by the University.

In addition to the provision that the probationer shall be guilty of no further violation of the spirit or letter of the rules, regulations, or conduct expectations of the University, the category of disciplinary probation may include one, several, or all of the following provisions:

- Ineligibility for election to any honor society during the period of probation, ineligibility to hold office therein, and resignation from such society or societies.
  - Ineligibility for nomination or election to student office — including office in any student organization during the period of probation; ineligibility to hold such office, and, if already holding such office, resignation.
  - Ineligibility to participate in student activities.
  - Required participation in a community work project or other activities to satisfy such other stipulations as may be imposed, such as appropriate training (online or otherwise).
6. Suspension – Exclusion from class and revocation of other privileges or activities as set forth in the notice of suspension for a specified period of time. Students who are suspended are responsible for all institutional charges incurred and must reapply to return to the University.
  7. Suspension from the Residential Area – Requires that a residential student temporarily be removed from the Residential Area for an assigned period; temporary housing must be secured without the assistance of any University department.
  8. Campus Ban – Requires that a student be barred from accessing any of Mercy’s physical properties

while allowing the student to continue in distance learning courses.

9. Suspension of Privileges – Specific privileges, such as guest privileges for residential students or network privileges for violations of the IT Acceptable Use policy, are revoked for an assigned period of time.
10. De-recognition of a student club or organization - the conditions of re-establishment, if determinable, shall be stated in the order of de-recognition.
11. Separation from the Residential Area – Requires that a residential student and all belongings be permanently removed from the Residential Area; new housing accommodations must be secured without the assistance of any University department. In certain cases, the Assistant Dean of Student Affairs or their designee may ban the student from reentering any Residential Area at any time.
12. Expulsion – Termination of student from student status for an indefinite period. The conditions of readmission, if then determinable, shall be stated in the order of expulsion. Students who are expelled are responsible for all institutional charges incurred.
13. Other – Other sanctions as may be imposed by the University instead of or in addition to those specified above to achieve an appropriate result, including but not limited to, requirements for counseling, psychological or medical evaluation, participation in a program to educate a student about certain types of conduct, or community service.

### **STUDENT JUDICIAL PROCESS**

The University has developed procedures that it follows to investigate potential violations of its policies by students, to adjudicate any such violations, and to impose sanctions for those violations found to have occurred. These procedures also set forth how students can appeal decisions of the University on disciplinary matters. The University reserves the right to adapt its procedures based on the circumstances of an individual case. In addition, the University may use the Judicial Process to investigate and sanction alleged conduct of any nature, including but not limited to conduct that is similar, comparable, or analogous to conduct that is specifically prohibited by the University's rules.

The Judicial Process set forth below addresses violations of the University's non-academic policies, including but not limited to the Code of Student Conduct, and Code of Conduct for Residential Life Students. The grievance procedure that applies to academic matters is set forth separately in this Handbook. When a violation raises both academic and non-academic issues, the determination about which University procedure shall apply will be made by the University, upon notice to the student, but in the University's sole discretion.

Students, faculty, or staff members of the University who believe that they have been subjected to, or have knowledge of, any acts by a student that are in violation of University policies are encouraged to inform the Office of Community Standards and Student Conduct (<https://www.mercy.edu/student-support>.) The University may conduct an investigation to determine whether the charges have merit and/or to determine whether they can be resolved on an informal basis.

For cases involving allegations of sexual assault, sexual harassment, stalking, or sex-based harassment, the University's Policy on Sexual Misconduct and Non-Discrimination shall apply with regard to investigations and discipline of alleged students. In such case, a complaint can be made to the Director of Title IX and Equity Compliance or the Assistant Dean of Student Affairs. The Director of Title IX or the Assistant Dean of Student Affairs will determine whether the complaint is handled under the Policy on Sexual Misconduct, the Code of Conduct, or a different University policy, and provide directions to the complainant as to which policy will be used and who at the University will be overseeing the complaint. The University may pursue a violation under the University's Code of Student Conduct even where civil or criminal proceedings are underway. Regardless of whether another action is pending, or if a student fails to cooperate with or participate in the Judicial Process, the University may proceed with the Judicial Process, reach a determination as to whether a violation occurred and impose sanctions. The steps in the Judicial Process are as follows:

1. Incident Reported

- The incident involving alleged violation occurs and is reported either via submission of an incident report or by communication with the Office of Community Standards and Student Conduct. The incident information is then reviewed by the Office of Community Standards and Student Conduct.

2. For Low Level Violations Resulting In, But Not Limited To, Warnings

- The Office of Community Standards and Student Conduct or The Office of Residential Life shall send the student a letter via email (and mail if necessary) informing the student of the allegations of a violation and the sanctions to be imposed. If the student agrees to the sanction, then the matter will be closed. If the student wishes to appeal the matter, see section 5 and 6 below.

3. For All Other Violations

- The Office of Community Standards and Student Conduct or The Office of Residential Life shall send the student a letter via email (and mail if necessary) informing the student of the allegations of a violation and to schedule an investigation meeting to obtain additional information. The
- Office of Community Standards and Student Conduct staff member or their Designee ("Fact Finder") shall meet with the alleged student, who may submit documents or other information in support of their explanation. An adviser or supporter who is not an attorney may accompany the student and act in an advisory capacity.
- The student may also provide names of relevant witnesses. The Fact Finder will thereafter conduct an investigation, which may include gathering additional information, conducting other interviews, and consider any other relevant information. The rules of evidence that are applicable in civil or criminal cases are not applicable to this process and the standard of proof shall be preponderance of the evidence (that is, whether there is a good faith belief that it is more likely than not that the conduct occurred).
- The Fact Finder shall, at the conclusion of the investigation, inform the alleged student and the complainant (if applicable) of the determination in writing via email (and mail if necessary). Such notice shall contain information about the sanction to be imposed. The investigation and issuance of findings should not exceed thirty (30) days except where a reasonable delay is justified by the University for various reasons, including delay in gathering the facts. Notice of any delay shall be provided to the involved students (if applicable).

4. Interim Suspension, Emergency Removal, or Other Measures

- The University may, in its discretion, suspend a student or take other interim measures pending the outcome of the Judicial Process or external legal proceedings or as the University otherwise deems appropriate under the circumstances. If the University institutes an interim suspension or other interim measures, the University must inform the alleged student in writing via email (and mail if necessary). The student can appeal the interim measure(s) to the Office of Community Standards and Student Conduct, whose decision shall be final.

5. Appeals

- If the student wishes to appeal the imposed sanction, either because they dispute the facts or believes that the sanction is not appropriate, the student may submit a [Disciplinary Appeals Form](#). Students have seven (7) days from the date of their sanction letter to submit this form. The Office of Community Standards and Student Conduct will act as a conduit during the appeals process.
- The Office of Community Standards and Student Conduct's designee may meet with the student within a reasonable time of the request and permit the student to present their side of the story and provide any relevant documentation or evidence to dispute the allegations or affect the penalty. The Office of Community Standards and Student Conduct's designee will then make a determination within ten (10) days of the meeting either to uphold the determination, or to amend the findings and/or sanction. The designee's decision in these cases shall be final.

6. Appeals for Cases Which a Student May be Subject to Suspension, Expulsion, Removal from Housing, or a Substantial Limitation of Student Privileges

- When a student is found to have violated a University policy or rule and the sanction that is imposed is suspension, expulsion, removal from housing or a substantial limitation of student privileges, the student may appeal the determination and/or sanction. A Disciplinary Appeals Form appeal should be submitted online within seven (7) days of the appellant's receipt of the Office of Community Standards and Student Conduct's determination. The appeal must state the basis for the appeal, including whether the student believes that appropriate procedures were not followed or that the sanction is excessive. If the student believes that new information that was not previously available should be considered, the evidence should be detailed in writing in the request for an appeal.  
The appeal panel will consist of three (3) faculty and/or staff members (at least one of whom must be a faculty member), chosen on an annual basis by the Vice President or Assistant Dean of Student Affairs and the Provost, one of whom shall be named the chairperson upon mutual decision of Vice President or Assistant Dean of Student Affairs and Provost. In the event of a vacancy, a replacement for the balance of the academic year will be appointed by the Provost and the Vice President or Assistant Dean of Student Affairs upon mutual approval.
- The appeal ordinarily will be determined based on the Disciplinary Appeals Form submitted by the student, any new evidence included in that submission, and the record before the Fact Finder; however, the appeal panel may seek additional information or clarification from any source as it deems appropriate. The appeal panel may consider whether the procedures followed by the Fact Finder were appropriate and fair, whether there is any credible evidence of bias on the part of the Fact Finder, whether there was sufficient evidence to support the finding reached by the Fact Finder, and whether the sanction is plainly excessive. The appeal

panel may not substitute its judgment regarding the credibility of witnesses who testified before the Fact Finder.

- The appeal panel can make a recommendation to sustain, modify, or reverse the previous determination and/or the sanction in whole or in part. The appeal panel will present their recommendation to the Vice President for Student Affairs, who shall render a decision to the student within seven (7) days appeal panel's recommendation. The decision of the Vice President for Student Affairs is final.

#### 7. Misuse of Disciplinary Process or Grievance Process

- A student who files a false and malicious complaint or grievance with knowledge that it is false and malicious intent or a student who provides false testimony, with knowledge that it is false may be subject to discipline for abuse of the University's process and violation of University standards of conduct.

### **ACADEMIC INTEGRITY POLICY**

Academic integrity is the pursuit of scholarly activity in an honest, truthful and responsible manner. Students are required, to be honest, and ethical in carrying out all aspects of their academic work and responsibilities.

Dishonest acts in a student's academic pursuits will not be tolerated. Academic dishonesty undermines the University's educational mission as well as the student's personal and intellectual growth. In cases where academic dishonesty is uncovered, the University imposes sanctions that range from failure of an assignment to suspension and expulsion from the University, depending on the severity and reoccurrence of the case(s).

Examples of academic dishonesty include, but are not limited to, cheating, plagiarism, obtaining an unfair advantage, and falsification of records and official documents.

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, communication, or artificial intelligence tools during an academic exercise.

Examples of cheating include, but are not limited to:

- Copying from another student during an examination or allowing another to copy your work
- Providing assistance to acts of academic misconduct
- Unauthorized collaboration on a take-home assignment or examination
- Using notes during a closed book examination
- Submitting another's work as your own
- Submitting material generated or altered by chatbots and/or artificial intelligence tools as your own
- Unauthorized use during an examination of any electronic device, such as cell phones, computers, or internet access to retrieve or send information
- Allowing others to research or write assigned papers for you or to complete your assigned projects

Plagiarism is the act of presenting ideas, research, or writings created by other people or artificial intelligence tools as your own.

Examples of plagiarism include, but are not limited to:

- Copying another person's actual words or images without the use of quotation marks and citations



attributing the words to their source

- Presenting another person's ideas or theories in your own words without acknowledging the source
- Engaging in plagiarism, via the Internet or other web-based or electronic sources, which includes (but is not limited to) purchasing of, downloading term papers or other assignments and then submitting that work as one's own, copying text generated by a chatbot or artificial intelligence tool, or copying or extracting information and then pasting that information into an assignment without citing the source, or without providing proper attribution

Self-Plagiarism is the act of turning in one's own work (papers, exams, cases, etc.) in its original form or with only minor modifications in more than one course for academic credit. Self-Plagiarism is a violation of this policy.

Obtaining unfair advantage is any action taken by a student that gives that student an unfair advantage, or through which the students attempt to gain an unfair advantage in their academic work over another student. Examples of obtaining an unfair advantage include, but are not limited to:

- Gaining advance access to examination materials by stealing or reproducing those materials
- Retaining, purchasing, sharing, or posting examinations, or the students' written work, like cases, papers, etc., without explicit faculty permission
- Intentionally obstructing or interfering with another student's work

Falsification of Records and Official Documents include, but are not limited to, acts of forging authorized signatures or falsifying information on an official academic record.

#### Process to Report and Appeal

The process to report or to appeal an academic integrity violation is as follows:

- A faculty member who suspects that a student has committed a violation of the Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible.
- Should the faculty member conclude that there has been an incident of academic dishonesty, they shall complete the Academic Integrity Reporting Form (located on Mercy Connect under the faculty tab) and submit it. This form will include a sanction.
- The form will be submitted electronically to the Dean and Associate Dean of the appropriate School, and an initial notification of violation will be sent to the student. The student may appeal to the Dean or Associate Dean of the School through email within one week of the date of notification. The Dean or Associate Dean will then ask the student and faculty member to submit evidence and may request to meet with both parties separately. After a review of the evidence, the Dean or Associate Dean shall decide to either uphold or overturn the charge and communicate the decision through an email to the student within one week of the appeal.
- Should the student appeal, the Associate Provost for Faculty Affairs shall request evidence from the student and the faculty member. After a review of the evidence, the Associate Provost for Faculty Affairs shall determine if there is enough evidence to convene the Academic Appeals Committee and send a letter to the student within one week to inform the student of this determination. Should the case go to a full review, the Associate Provost for Faculty Affairs shall assemble the Academic Appeals Committee to review the case.

- At this point, all parties will be permitted to participate and are permitted to submit any additional documentation they believe is necessary including written statements and documentary evidence. The Academic Appeals Committee shall convene within two weeks of the filing of the appeal submission. and shall issue a written decision of its finding within one week of convening. The Associate Provost for Faculty Affairs shall send copies of its decision to the accused student, the faculty member, and the appropriate Dean and Associate Dean for archiving in the student's confidential academic integrity record. Unless the resolution exonerates the student, the Student Violation of the Academic Integrity Form shall be placed in a confidential academic integrity file created for the purposes of identifying repeat violations, gathering data, and assessing and reviewing policies.
- If the Academic Appeals Committee finds that no violation occurred, the Office of the Provost shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material. The Dean or Associate Dean shall work with the faculty member to remove the sanction in the course.

This policy applies to all course delivery modalities including online courses.

If a faculty member believes that the appropriate sanction is academic in nature (e.g., a reduced grade) and the student does not contest either their guilt or the particular reduced grade that the faculty member has chosen, then the student shall be given either a warning or the reduced grade, unless the student is a repeat offender, in which case a sanction more severe than a warning should be applied by the Dean/Associate Dean. The reduced grade may apply to the particular assignment where the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F," or another grade that is lower than the grade that the student would have earned but for the violation. If a faculty member determines that a student has committed an act of cheating or plagiarism, and the student withdraws from the course, that student will receive an "FW" for the course regardless of the time of withdrawal. The faculty member shall inform the Dean/Associate Dean of the resolution via email and the Dean/Associate Dean shall update the applicable Student Violation of the Academic Integrity Policy Form to reflect that resolution.

In a case where a student admits to the alleged academic dishonesty but contests the academic sanction imposed by the faculty member, or in a case where a student denies the academic dishonesty, the student may appeal by following the process described below.

A student who is found to be dishonest in the submission of academic assignments or other work, or in carrying out their academic responsibilities may receive a warning, a zero for the submitted assignment or exam, a failing grade for the course, or may be subject to further suspension or expulsion from the University, depending on the severity of the offense(s). Regardless, all incidents of academic dishonesty will be reported to the Academic Unit Head and School Dean/ Associate Dean and may be retained by the University in the student's records.

#### Judicial Sanctions

In a case where the allegation of cheating or plagiarism is severe, or where the student has a history of violations of the Academic Integrity Policy which conduct warrants suspension or expulsion from the University, the school Dean shall impose a sanction in addition to or in lieu of academic sanctions, as

they deem is warranted under the circumstances. If the student contests the judicial sanction imposed, the student may appeal to the Associate Provost for Faculty Affairs.

More information regarding Mercy's Academic Policies can be found in the [Academic Catalog](#).

## APPENDIX – POLICIES

For the most up to date version of a policy, please visit the Mercy University Policies webpage: <https://www.mercy.edu/about/mercy-university-policies>.

### ACCOMMODATION POLICIES

#### **Emotional Support Animals Policy and Agreement for Students and Residential Life Staff in University Housing**

This Policy applies to students and Residential Life staff at Mercy University (the "University") who formally request to have an Emotional Support Animal (ESAs) in University housing. This Policy addresses the standards expected of the student or Residential Life staff member seeking approval for their ESA ("Handler") and the procedure for obtaining and maintaining approval from the University for an ESA.

Each request is evaluated on a case-by-case basis and is reviewed and reconsidered each academic year a student is enrolled, and annually for staff. While certain rights are afforded to individuals with ESA accommodations, the Handler is nonetheless ultimately responsible for ensuring that the animal behaves appropriately. The University is committed to complying with applicable laws related to ESAs. **Full policy can be found [here](#).**

#### **Meal Plan Exemptions and Other Food Allergy and Dietary Accommodations**

This Policy sets forth Mercy University's ("University") guidelines for residential students seeking accommodations to or exemption from Mercy's required meal plan for residential students. It applies to students identifying as having food allergies as well as to individuals with dietary restrictions related to health or religious observance who may need other accommodations as it relates to food purchased at Mercy's dining services, whether through the University's meal plan or otherwise. **Full policy can be found [here](#).**

#### **Personal Care Attendant Policy and Procedures for Students**

Mercy University (the "University") is committed to complying with all applicable laws and regulations whose purpose is to ensure that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his or her disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973, and to providing equal educational opportunities to otherwise qualified students with disabilities. We offer a variety of reasonable accommodations, auxiliary aids and auxiliary services to ensure access for all qualified students with disabilities.

The University allows the use of a Personal Care Attendant ("PCA") for students with disabilities who have a documented need for assistance with daily living and/or nursing care within a residential setting on campus. The University does not provide, coordinate or fund PCA services, even on an interim basis. The student is responsible for identifying, providing, coordinating and funding all PCA-related services. **Full policy can be found [here](#).**

#### **Reasonable Accommodations and Academic Adjustments Policy**

Mercy University (the "University") is committed to providing reasonable accommodations and academic adjustments to allow qualified students the opportunity to participate in courses/programs and activities at the University. Requests require a process with the request being made to and considered by the

Office of ACCESSibility, with the opportunity for an appeal, as provided for in these procedures.

The following procedures apply to reasonable accommodations and academic adjustments in connection with:

- a permanent disability or serious injury/illness that is temporary in nature
- pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, including breastfeeding, and
- religious practices in which a sincerely held belief is apparent.

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against qualified individuals with disabilities in federally-funded programs and activities and requires the University to "make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating."

The University will enter into an interactive process with a student who discloses a disability and/or condition and who requests accommodations based on a qualifying condition and/or disability. This interactive process will include intake, assessment and determination of reasonable accommodations.

The University will thoroughly review all requests on a case-by-case basis in accordance with applicable federal, state and local laws, including the Americans with Disabilities Act of 1990, as amended, and the Westchester County and New York State and City Human Rights laws.

The University prohibits retaliation against individuals for requesting reasonable accommodations or academic adjustments, appealing decisions concerning such requests, or for making or participating in claims of discrimination.

All requests for accommodation and academic adjustments as well as all supporting documentation, including but not limited to medical information, are considered confidential and will be shared with University officials only on a need-to-know basis. Such documentation will only be used to evaluate the requested accommodation. Student accommodation documentation will be kept in the Office for ACCESSibility and stored on Health Information Privacy Protection Act ("HIPPA") compliant database. When necessary, as a part of a related process or procedures, the student's accommodation documentation may be shared and thus retained by the Division of Student Affairs or the Office of the Equity Compliance Director.

While the University will not share any request for an accommodation or academic adjustment under this Policy except as on a need-to-know basis, the Director of ACCESSibility may suggest that the student inform their Personalized Achievement Contract mentor ("PACT"), University Opportunity Program, or other counselor about the student's need for an accommodation or academic adjustment provided pursuant to this Policy so as to more fully assist the student in all of her or his needs.

The University recognizes observable as well as non-observable disabilities, affirming that some observable disabilities may, by their nature, amend the accommodation process detailed by the Policy.

- Food allergy and dietary accommodations are addressed under the Policy on Meal Plan Exemptions and Other Food Allergy and Dietary Accommodations for Students.
- Requests related to Emotional Support Animal ("ESA") accommodations in housing are addressed under the Emotional Support Animals Policy and Agreement for Students policy.
- Requests for accommodations relating to participating in the University's Residential Life Program are

addressed under the Residential Life Housing Accommodations Policy. **Full policy can be found [here](#).**

### **Residential Life Accommodations Policy**

In accordance with relevant federal and state disability laws Mercy University (the “University”) is committed to providing reasonable accommodations to ensure equal access for students who have qualifying disabilities, who have registered with the Office of ACCESSibility, and who choose to participate in the University’s Residential Life program. Students, as considered within this policy, also include students identified as “resident assistants.” Residential Life housing accommodations vary based on the nature of a student’s disability. Each request for a Residential Life housing accommodation is considered on a case-by-case basis. Students who choose to participate in the University’s Residential Life program and wish to request related accommodations will need to follow the steps outlined in this Policy. **Full policy can be found [here](#).**

### **Service Animals Policy**

Mercy University is committed to making reasonable modifications in policies, practices, and procedures to permit the use of service animals by persons with disabilities. Service animals play an important role in ensuring the independence of people with disabilities, and it is therefore our policy to welcome to the University any animal that is individually trained to assist a person with a disability. **Full policy can be found [here](#).**

## **CAMPUS SAFETY AND CONDUCT POLICIES**

### **Missing Students Policy**

In accordance with state and federal law, the University maintains protocols for investigating reports of a missing student. A missing student is defined as any Mercy University student residing in on campus student housing who has been reported missing from their residence.

Reports of a resident student who is believed to be missing for 24 hours should be made to the Assistant Dean of Student Affairs (914-674-7464), Vice President of Student Affairs (914-674-7775), or the Department of Campus Safety (914-674-7225). If a student is reported missing to any other Mercy University entity, that unit will immediately notify Campus Safety. Whenever a student is believed to be missing, Campus Safety, working closely with Student Affairs and Residential Life staff, will commence a logical investigation to determine the possible whereabouts of the student. In the event the resident student is not found after these efforts are undertaken, the Dobbs Ferry Police Department and other relevant municipal authorities will be immediately notified and, in all cases, no later than 24 hours. If the Police Department determines that the student should be classified as a missing person, Mercy University will support the investigation by providing whatever assistance is appropriate. The official determination that the student is missing can be made at any time depending on the specific circumstances. **Full policy can be found [here](#).**

### **Off-Campus Trips and Activities**

This policy provides recommendations relating to pre-departure information, safety, and health, as well as response protocols should there be an emergency while Mercy students are traveling off campus for Mercy sponsored activities, including but not limited to academic and student affairs related programming, activities, and events. This Policy also applies to Mercy sponsored programs for high school or younger students. Short-Term-Faculty-Led- Study Abroad and Experiential Learning Programs, as well as athletics department programs, have separate policies and forms.



For the purposes of this Policy, an off-campus Mercy sponsored activity is defined as any group of students leaving campus for a University sponsored or supported activity. All such activities must have a designated leader, who is a faculty or staff member. **Full policy (and form) can be found [here](#).**

### **Parking Policy**

Mercy University has created parking regulations to help provide an efficient and safe environment for drivers and pedestrians at all campuses. All students, faculty and staff are required to register each vehicle and display a valid Mercy University parking permit (i.e., decal) in order to drive or park a vehicle on all campuses, except Manhattan. Registering a vehicle implies an understanding of the following:

- Parking is provided on a first come first serve basis.
- Any vehicle not bearing a valid permit or parked illegally is subject to being immediately ticketed, immobilized and/or towed away at the owner's expense.
- Parking privileges may be refused or revoked at the discretion of the University at any time.
- Under no circumstances shall Mercy University be responsible for loss or damage to any vehicle, its contents or equipment while parked on University grounds. **Full policy can be found [here](#).**

### **Public Order and Campus Violence Policy**

Mercy University is committed to providing a safe and secure environment for all community members, including faculty, staff, students, vendors and visitors. The University will not tolerate any act of violence or behavior that is perceived to be violent or threatening from any member of the University community. This Policy was created to prevent, reduce, and manage violence and maintain order on all Mercy University campuses and workplaces to ensure a safe environment for community members to live, learn and work. **Full policy can be found [here](#).**

### **Smoke Free Campus Policy**

As a leader in the health sciences, Mercy University understands that health is as important as education. Mercy is dedicated to providing a safe, healthy, comfortable and productive living and learning environment for the entire campus community. Mercy also recognizes the overwhelming scientific evidence assembled by the U.S. Surgeon General, Centers for Disease Control, Environmental Protection Agency, and World Health Organization, which demonstrates that tobacco is a profound agent of deadly diseases, responsible for millions of deaths worldwide each year, both to tobacco users and non-users. The Mercy tobacco, nicotine, marijuana, and electronic cigarette/electronic aerosol delivery device free environment supports good health for the entire campus community. Additional benefits include campus sustainability and beauty. **Full policy can be found [here](#).**

### **Student Demonstrations Policy**

The University believes that students or members of groups within the Mercy University community should have the right to engage in individual or organized activity to express their views on a particular issue or cause, whether against the University or society. Demonstration and rallies, however, should not interfere with the operation of the institution. The University has an obligation to protect the safety and welfare of its students, faculty, and staff, and to ensure that its academic mission is not compromised. Therefore, demonstrations and rallies must be nonviolent, considerate of the rights of all members of the University community and may not involve disruptive conduct. **Full policy can be found [here](#).**

### **Student Judicial Process**

The University has developed procedures to investigate potential policy violations by students, to adjudicate such violations, and to impose sanctions for violations that are found to have occurred. These procedures also set forth how students can appeal University disciplinary decisions. The University

reserves the right to adapt its procedures based on the circumstances of an individual case. In addition, the University may use the Judicial Process to investigate and sanction alleged conduct of any nature, including but not limited to conduct that is similar, comparable, or analogous to conduct that is specifically prohibited by the University's rules.

The Judicial Process set forth below addresses violations of the University's non-academic policies, including but not limited to the Code of Student Conduct, and Code of Conduct for Residential Life Students. The grievance procedure that applies to academic matters is set forth separately in this Handbook. When a violation raises both academic and non-academic issues, the determination about which University procedure shall apply will be made by the University, upon notice to the student, but in the University's sole discretion.

Students, faculty, or staff members of the University who believe that they have been subjected to, or have knowledge of, any acts by a student that are in violation of University policies are encouraged to inform the Office of Community Standards and Student Conduct (<http://www.mercy.edu/student-support>). The University may conduct an investigation to determine whether the charges have merit and/or to determine whether they can be resolved on an informal basis. The decision of whether or not to investigate an allegation is at the sole discretion of the University.

For cases involving allegations of sexual assault, sexual harassment, stalking, or gender-based harassment, the University's Policy on Sexual Misconduct shall apply with regard to investigations and discipline of alleged students. In such case(s), a complaint can be made to the Director of Title IX or the Assistant Dean of Student Affairs. The Director of Title IX or the Assistant Dean of Student Affairs have the sole discretion to determine whether the complaint is handled under the Policy on Sexual Misconduct, the Code of Conduct, or a different University policy, and provide direction to the complainant as to which policy will be used and who at the University will be overseeing the complaint. The University may pursue a violation under the University's Code of Student Conduct even when civil or criminal proceedings or investigations are underway. Regardless of whether another action is pending, or if a student fails to cooperate with or participate in the Judicial Process, the University may proceed with the Judicial Process, reach a determination as to whether a violation occurred, and impose sanctions. **Full policy can be found [here](#).**

### **Student Policy on Postings, Solicitations and Commercial Activity**

#### *Policy on Posters and Flyers*

Permission to place posters and/or flyers anywhere on campus must be obtained from the Office of Campus Life. The circulation of handbills by individuals must have similar approval. Items must not be obscene, discriminatory, disruptive, or offensive to the Mercy University community. In addition, all approved materials of any type must be posted on appropriate bulletin boards. Posting on doors, glass, cinder blocks, painted or marble surfaces is not permitted. Any materials not approved by Campus Life, posted in and on areas not permitted or inappropriate will be taken down.

#### *Non-Solicitation Policy*

No soliciting or commercial activity by outside organizations or individuals is allowed on campus or in Mercy University facilities (including online or network facilities) without specific written authorization from the Vice President for Operations and Facilities, or designee. No soliciting or commercial activity by students is permitted on campus or in Mercy University facilities (including online or network facilities) without the prior specific written authorization from the Office of Student Affairs. Pursuant to the University's Policy Prohibiting the Marketing of Credit Cards to Students, the advertising, marketing, soliciting or merchandising of credit cards to students is specifically prohibited. **Full policy can be found [here](#).**

### **Timely Warnings to the Community**

Timely Warnings are issued to the University Community when the Department of Campus Safety is made aware of a Clery reportable crime that occurs on campus property or property immediately adjacent to and accessible from the campus and which poses a serious or continuing threat to the Community. These Warnings are issued in compliance with federal law for select crimes identified as part of the Clery Act. Victim information is kept confidential during this process and the Warning is designed to prevent a similar occurrence from affecting the Community in the future.

The decision to issue a Timely Warning is made by the Executive Director for Campus Safety and Emergency Management in consultation with other members of the University 's executive management as necessary, including the Office of General Counsel. When it is appropriate, the University will issue an immediate notification via the public address system, text messaging, and electronic mail. The University is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor. **Full policy can be found [here](#).**

### **Visitors Policy**

It is expected that all visitors to Mercy University campuses engage in courteous and respectful behavior towards others, and to property, while on campus, and to abide by all standards of behavior as it relates to all University uses and activities. This Policy sets forth the permitted uses and prohibited uses of University property on the part of all visitors to the University, whether they are here for purposes related or unrelated to the business operations of the University.

Mercy University allows access by the general public under a number of circumstances that are both related and unrelated to the business operations of the University. Actions unrelated to the business operations of the University include but are not limited to attending athletic events, walking through the campus for recreational purposes, accessing the University's book store, cafes, and using the tennis courts. Generally, the University will not interfere with use for these purposes.

All visitors to the campus and Mercy facilities, including visitors present for purposes relating to the business operations of the University, must be prepared to provide identification when asked by University officials and must comply with all University rules and regulations, including but not limited to the Vehicle Use Policy, the Parking Policy, the Sexual Misconduct Policy, etc. Mercy University students and employees who have invited guests on campus may be held responsible for the conduct of their guests. Visitors under eighteen (18) must be accompanied by an adult or a student at all times. Visitors may not attend any class without the prior approval of the course instructor. Residence hall students must refer to the Student Affairs handbook for rules and regulations relating to visitors to the Residence Halls.

*At all times, the University reserves the right to limit visitors, and to impose any rules, guidelines and restrictions on facilities use and access as it deems necessary to ensure the health and safety of the campus community. Full policy can be found [here](#).*

### **Whistleblower Policy**

Mercy University is committed to conducting its affairs in accordance with all federal, state, and local laws and regulations and to ensuring that its internal policies are followed. The University expects all University community members to report conduct or suspected conduct that they, in good faith or reasonably believe, whether pursuant to the process provided in this Policy, or otherwise in a manner

which is protected under Section 740 of the New York Labor Law, may violate the law or University policy (“whistleblowers”) so that the University may investigate and take appropriate action. Suspected violations can be reported confidentially via the University’s hotline at 1-888-OK-MERCY (1-888-656-3729) or online via the Whistleblower Report Form, found at: <https://www.mercy.edu/whistleblower-form>. The University will ensure that whistleblowers are protected from retaliation for making such reports. This Policy should not be used for routine personnel or managerial disputes.

Persons with knowledge of conduct or conditions that pose an imminent threat to the health or safety of any member of the Mercy University community or the public should immediately call 911 or Campus Public Safety at x 9999. **Full policy can be found [here](#). Whistleblower Form can be found [here](#).**

## **HEALTH, WELLNESS, TITLE IX AND EQUITY COMPLIANCE POLICIES**

### **Bias Related Crimes Policy**

Bias-related crimes and incidents, commonly referred to as “hate crimes,” will not be tolerated at Mercy University.

Bias-related conduct is prohibited by laws that include, but are not limited to, Title VI and Title VII of the Civil Rights Act of 1964; the Civil Rights Restoration Act of 1988; and the New York State and New York City Human Rights Laws, and NYS Education Law Article 129-A.

Under the Higher Education Opportunity Act (HEOA) (Public Law 110-315), a hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

A bias-related crime occurs under the New York State Hate Crimes Act of 2000 (New York State Penal Code § 485.05) when a person commits a specified criminal offense and:

1. intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct; or
2. intentionally commits the criminal act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct. **Full policy can be found [here](#).**

### **Drug and Alcohol Policy**

Mercy University is committed to providing a safe, healthy, and productive educational and work environment for its students and employees. In furtherance of this goal and in keeping with the requirements of the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, all students and employees are required to abide by the Mercy University Drug and Alcohol Policy. Individuals who violate this policy are subject to disciplinary sanctions including suspension and expulsion for students, and discharge for employees. Recognizing that drug and alcohol abuse are serious health concerns, this policy includes support resources for students and employees. **Full policy can be found [here](#).**

### **Drug and Alcohol Use Amnesty Policy**

The Mercy University Drug/Alcohol Use Amnesty Policy has two principal purposes. First, it is intended to encourage students to seek medical assistance related to drug and/or alcohol use without fear of being disciplined for such use. Because the use of drugs or alcohol may be life threatening, Mercy wishes to reduce barriers to seeking and receiving medical help in those situations. Second, Mercy wishes to encourage students under the influence of drugs and/or alcohol who may be the victims of, witnesses to, or otherwise become aware of violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) or sexual harassment or gender-based harassment to report that violence or harassment. Toward that end, Mercy's Policy is that students who seek medical assistance either for themselves or others and/or are reporting violence or harassment will not be subject to discipline under the circumstances described below. **Full policy can be found [here](#).**

### **Hazing and Reckless Endangerment Policy**

Mercy University is committed to eliminating and preventing hazing behavior and/or inappropriate team, group, club or student organization bonding or initiation activities which humiliate, demean or devalue the worth of another individual. The University supports only those activities which are constructive, educational, and inspirational and that contribute to the intellectual and personal development and well-being of students. Therefore, any hazing, initiation or team, group, club or organization bonding activities that subject student-athletes or others to mental or physical discomfort, embarrassment, harassment or ridicule or other conduct which recklessly endangers or threatens the health, safety, or welfare of any person on University-owned or operated property or at University-sponsored activities.

The University defines hazing and inappropriate team, group, club or organization initiation or bonding activities as any action, whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that has the intended or unintended effect of abusing, mistreating, degrading, humiliating, harassing or intimidating the person, or which may in any fashion compromise the inherent dignity of the person, for the purpose of association with or induction to a particular team, group, club or organization. In addition, any requirements by any member of a team, group, club or organization which compels another member or prospective member to participate in any activity which is against University policy or state/federal law will be defined as hazing. All campus clubs and organizations shall incorporate this policy into their club constitutions or bylaws. **Full policy can be found [here](#).**

### **Involuntary Medical Leave of Absence and Return Policy**

Mercy University is committed to the academic success and personal growth of its students. As part of that commitment, Mercy is dedicated to providing a safe learning and working environment for students, faculty, staff and other members of the University community. On occasion, a student may experience a medical situation that significantly limits her or his ability to function successfully or safely as a student, or the student is so severely disruptive as to interfere with the academic pursuits and other activities of the University community. In such situations, the safety and security of the campus community, including the individual student, is paramount and the University will take appropriate action in accordance with this Policy. This Policy does not, however, replace or supersede reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat to life or limb. In addition to taking action to protect the security and safety of the campus community, the University may address the student's conduct to determine if action under this Policy or under the Student Judicial Process is appropriate. **Full policy can be found [here](#).**

### **Sexual Misconduct and Non-Discrimination Policy**

Every member of the Mercy University community, including students and employees, deserve the opportunity to live, learn and work free from sexual harassment and sexual violence (hereinafter also referred collectively as “sexual misconduct”) and discrimination. This Policy can be found at <https://www.mercy.edu/about/title-ix>, along with information for reporting violations and available resources. **Full policy can be found [here](#).**

## **STUDENT RECORDS AND PRIVACY POLICIES**

### **FERPA Policy**

The Family Educational Rights and Privacy Act of 1974 (“FERPA” or the “Act”) affords eligible students certain rights with respect to their education records. An eligible student under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. Persons who unsuccessfully applied for admission to the University or who are offered admission but never attended the University are not covered by the Act.

Eligible students are afforded the following rights:

1. **Inspection.** The right to inspect and review the student’s education records within 45 days after the day the University receives a request for access. A student should submit a written request to the Registrar that identifies the record the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **Amendment.** The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should write to the Vice President for Enrollment Services, clearly identify the part of the record the student wants changed, and specify why it should be changed.
3. **Appeal of University’s amendment decision.** If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Hearing requests must be made in writing, to the VP of Enrollment Services within thirty (30) days of being informed of the decision to decline the request for amendment. Within a reasonable period of time after receiving such request, the VP of Enrollment Services will inform the student of the date, place and time of the hearing. The hearing will take place before the designee of the Vice President of Enrollment Services, a designee of the Vice President for Student Affairs and a designee of the Provost. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of the student’s choice, including an attorney, at the student’s sole expense. While the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. The Committee must issue a written decision that contains a summary of the evidence and a statement of the basis for the decision. The decision of the Committee is final and must be based solely on the evidence presented at the hearing. If the decision is in the student’s favor, the education records will be amended in accordance with the Committee’s decision. If the decision is unfavorable to the student, the student may prepare a statement commenting on the contested information in the education record or stating why the student disagrees



with the decision not to amend the record, or both. The University must maintain any such statement in the student's file along with the contested part of the record for as long as the University maintains that record and the University must disclose the statement whenever it discloses the portion of the record to which the statement relates.

4. Consent for disclosure. The right to provide written consent before the University discloses personally identifiable information (PII), as defined below, from the student's education records, except to the extent that FERPA authorizes disclosure without consent as set forth in section III below.

5. Complaint. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:  
Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

**Full policy can be found [here](#).**

**FERPA Consent Form can be found [here](#).**

### **Name Change Policy for Students and Alumni**

Mercy University recognizes that certain circumstances may make it necessary for Mercy students and alumni to request a name change for diplomas, transcripts, and other student records. Official University documents (transcripts and diplomas) may be changed following a court-ordered name change or due to typographical errors made by the University. **Full policy can be found [here](#).**

### **Name, Image and Likeness (NIL) Policy**

Mercy University is committed to supporting its students and student-athletes. This Policy sets forth the rules that apply to Mercy University ("Mercy") student-athletes who elect to participate in endorsements or other activities related to their name, image or likeness ("NIL") for compensation. Due to the evolving NIL landscape, Mercy reserves the right to amend this Policy at any time in its sole discretion. **Full policy can be found [here](#).**

### **Privacy Policy**

Mercy University ("Mercy" or the "University") respects your privacy and is committed to protecting it through our compliance with this Policy.

This Policy describes the types of information we may collect from you or that you may provide when you visit the website [mercy.edu](http://mercy.edu) (our "Website") and our practices for collecting, using, maintaining, protecting, and disclosing that information. **Full policy can be found [here](#).**

### **Transcript Notation Policy**

On July 7, 2015 Governor Cuomo signed into law Article 129-B of the New York State Education Law which is commonly known as "Enough is Enough." The law mandates how institutions must respond to and resolve reports of sexual assault, domestic violence, dating violence, and stalking. Listed below is an explanation of how Mercy complies with article 129B with regard to transcript notations.

Conduct charges are considered "pending" when the University informs the student in writing that the student is facing an inquiry into alleged violation(s) of the Student Code of Conduct. Once a student is found responsible (or admits responsibility) for violations of the Student Code of Conduct involving sexual

assault, domestic violence, dating violence, stalking or Clery crimes of violence, sanctions will include the transcript notations. **Full policy can be found [here](#).**

### **Withholding Transcripts Policy**

Mercy University provides a competitive education to students. The University recognizes, in accordance with New York State law, that students should not be penalized based on their debt owed to the University by having their transcript or diploma withheld from them by the University. This includes any currently enrolled students as well as past students. As such, this Policy prohibits the University from withholding student transcripts or diplomas because of any outstanding debt owed to the University. The University may, however, prevent an enrolled student (except in bankruptcy matters) from registering for new classes, or former students from re-enrolling until the debt has been paid in full.

In addition, the University understands student bankruptcy may incur. Students under automatic stay protection may obtain their transcripts and are permitted to register for classes but are prohibited from incurring any additional debt. Post-petition registration payment terms are due upon registration of classes. Failure to establish a method of payment for post-petition registration is subject to Mercy University administratively withdrawing the student. Students who are not in default on federal and/or state student loans may use federal, state and University financial aid awards to pay post-petition. In no circumstance, however, shall the University attempt to collect outstanding payments during the pendency of a bankruptcy or after the debt to the University is relieved. **Full policy can be found [here](#).**

## **STUDENT RIGHTS AND CONSUMER PROTECTION POLICIES**

### **Prohibiting the Marketing of Credit Cards to Students Policy**

Pursuant to Article 129-A Section 6437 of the New York State Education Law, the advertising, marketing, or merchandising of credit cards to students by vendors is prohibited by Mercy University, except those published in newspapers, magazines, or similar publications, or in accordance with the following policy on the direct merchandising of credit cards to students on the Mercy University campus. **Full policy can be found [here](#).**

### **Student Complaint Policy**

Mercy University takes all complaints made by students seriously, and believes that all complaints should be reviewed thoroughly, and addressed appropriately. The University currently has a variety of policies and procedures for dealing with student-related issues, including, but not limited to Academic Appeals, Sex-Based Harassment, Sexual Violence and Non-Discrimination, and Reasonable Accommodations, to name a few. In some instances, however, students may wish to make a general complaint that does not fall within one of the above-named or other University policy. The purpose of this Policy is to provide a process whereby current students can file a complaint with the University in circumstances where the student feels that the matter cannot be resolved informally, including but not limited to:

- Complaints against faculty, staff, contractors or vendors for misconduct or unprofessional behavior;
- Complaints in connection with student services such as billing, tuition and financial aid;
- Complaints related to University services, such as food services, residential life, and/or facilities.

This list is meant to be illustrative. Complaints can also be made about any member of the University community or about the University itself anonymously pursuant to the University's Whistleblower Policy by filing a complaint online at <https://www.mercy.edu/whistleblower-form> or by contacting 1-888-OK-MERCY (1-888-656-3729), for issues including, but not limited to health and safety concerns, research misconduct, conflicts of interest, and/or fraud, theft, or other unlawful conduct. For situations where



there is a concern for the health or safety of any community member, contact 911 and/or campus safety at extension 9999.

Retaliation against a student for raising concerns or availing himself/herself/themself of the complaint procedures outlined herein is explicitly prohibited, as set forth in Section IV of this Policy. **Full policy can be found [here](#). Student Complaint Form can be found [here](#).**

## **TECHNOLOGY POLICIES**

### **Acceptable Use of Computer and Network Resources**

Mercy University's computer and network resources are an important component to further the University's educational purposes and University business in support of Mercy's mission, which seeks to transform students' lives through higher education. Users of these resources have a responsibility to follow the guidelines set forth in this document, as well as all other related policies and procedures, not to abuse the privileges granted to them, and to respect the rights of others. Mercy's technology infrastructure exists to support the University and administrative activities needed to fulfill the University's mission. Access to these resources is a privilege that should be exercised responsibly, ethically and lawfully. The purpose of this Acceptable Use Policy is to clearly establish each member of the University's role in protecting its information assets and communicate minimum expectations for meeting these requirements. Fulfilling these objectives will enable Mercy to implement a comprehensive system-wide Information Security Program. **Full policy can be found [here](#).**

### **Peer to Peer File Sharing**

In addition to potentially violating University policy, the unauthorized distribution of copyrighted material, including through peer-to-peer file sharing, may subject a student to criminal and civil penalties. The laws that govern copyright are not specific to any one technology. Students can violate the rights of a copyright holder using many different types of technology. Both uploading and downloading of files can pose a violation of the copyright law. Students should be cautious when obtaining any copyrighted material. As a rule of thumb, before a student receives anything for free, they should research whether that source provides material licensed by the copyright owner. A list of licensed sources can be found at [www.educause.edu/legalcontent](http://www.educause.edu/legalcontent). **Full policy can be found [here](#).**

### **Social Media Policy**

Mercy University recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, LinkedIn, Twitter, Instagram, Pinterest, TikTok, blogs, and wikis. However, use of social media by employees and official University student clubs, organizations and athletic teams can pose risks to Mercy's confidential and proprietary information, reputation, and brands, can expose the University to discrimination and harassment claims, and can jeopardize the University's compliance with business rules and laws.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that the University's Information Technology (IT) resources and communications systems are used appropriately as explained below, Mercy University expects its employees and official student clubs, organizations and athletic teams to adhere to the following guidelines and rules regarding social media use.

Apart from personal use of social media in accordance with this Policy, the University encourages its

employees and students to participate responsibly in these media as a means of generating interest in Mercy's academic programs and promoting the University, so long as all of Mercy's rules and guidelines regarding social media usage are adhered to. If you are required to use social media as part of your job duties, please refer to the section entitled "Business Use of Social Media" below. **Full policy can be found [here](#).**

## APPENDIX - RESOURCES

### MERCY UNIVERSITY SEXUAL VIOLENCE RESOURCE LIST

#### EMERGENCY NUMBERS

- Campus Emergency Number (914) 674-9999 or x9999
- Police, Fire, or Medical Emergency Number 911

#### CAMPUS SAFETY NON-EMERGENCY NUMBERS

- Dobbs Ferry Campus: (914) 674-7225
- Bronx Campus: (718) 678-8983
- Manhattan Campus: (212) 615-3319

#### CAMPUS SAFETY MAIN LOCATION

- Department of Campus Safety, Main Hall, Room 234, Dobbs Ferry Campus, Monday to Friday, 9:00 am to 5:00 pm
- Command Center, Founders Hall, staffed 24-hours a day, 7-days a week

#### Director of Title IX & Equity Compliance

- (914) 674-7842
- Verrazano Hall, Room 109
- Dobbs Ferry Campus
- [titleix.equity@mercy.edu](mailto:titleix.equity@mercy.edu)

#### ON-CAMPUS CONFIDENTIAL RESOURCES

- Mercy University Health and Wellness Office
- Dobbs Ferry Campus, Main Hall 123
- Bronx Campus, Room 2125
- Manhattan Campus, Room 341
- Mental Health Counseling (914) 888-5150
- (914) 674-7707
- [healthoffice@mercy.edu](mailto:healthoffice@mercy.edu)
- <https://www.mercy.edu/student-support/counseling-services>

#### SEXUAL ASSAULT FORENSIC EXAMINER (SAFE) HOSPITALS

##### Westchester County

- Westchester Medical Center, 100 Woods Road, Valhalla, NY 10595, (914) 493-7018
- Mid-Hudson Valley, Westchester Medical Center, 241 North Road, Poughkeepsie, NY 12601, (845) 483-5000

#### The Bronx

- Jacobi Medical Center, 1400 Pelham Parkway, (718) 918-5000
- Lincoln Medical & Mental Health Center, 234 East 149th Street, (718) 579-5700
- North Central Bronx Hospital, 3424 Kossuth Avenue & 210th Street, (718) 519-3500

#### Manhattan

- Bellevue Hospital Center, 462 First Avenue, (212) 562-4132
- Harlem Hospital Center, 506 Lenox Avenue, (212) 939-1000
- Lenox Health Greenwich Village, 30 Seventh Avenue, (516) 465-8018
- Metropolitan Hospital Center, 1901 First Avenue, (212) 423-8993
- Mount Sinai Beth Israel, First Ave at 16th Street, (212) 420-2873
- Mount Sinai Hospital, One Gustave L. Levy Place, (212) 241-7005
- Mount Sinai Morningside, 1111 Amsterdam Avenue, (212) 523-4295
- New York-Pres. Hospital, Columbia Pres. Center, 622 West 168th Street, (212) 305-2500
- New York-Pres. Hospital, Weill Cornell Center, 525 East 68th Street, (212) 746-5454

#### Queens

- Elmhurst Hospital Center, 79-01 Broadway, (718) 334-4000
- Queens Hospital Center, 82-68 164th Street, (718) 883-2350

#### Brooklyn

- Coney Island Hospital, 2601 Ocean Parkway, (718) 616-3000
- Kings County Hospital Center, 451 Clarkson Avenue, (718) 245-3901
- Woodhull Medical & Mental Health Center, 760 Broadway, (718) 963-8101

#### Staten Island

- Richmond University Medical Center, 355 Bard Avenue, (718) 818-2413

### **COMMUNITY RESOURCES**

The following community resources offer confidential resources for victims of sexual assault, domestic violence, and other forms of sexual violence. Services include 24/7 hotlines; counseling; advocacy; legal assistance; shelter; medical care; HIV and STD screenings; and assistance working with local police, courts, and area hospitals.

### **WESTCHESTER**

- Westchester Medical Center  
Toll-Free Bilingual Crisis Hotline: 833.220.2444  
<https://www.westchestermedicalcenter.org/sexual-assault-and-victim-empowerment>
- WestCOP – Victim Assistance Services  
Office: (914)345-3113  
24/7 Hotline: (914) 345-311, Spanish available

24/7 Toll Free Hotline: (855) 827-2255, Spanish available

[www.westcop.org](http://www.westcop.org)

- Hope's Door  
Office: (914) 747-0818  
24/7 Hotline: (888) 438-8700, Spanish available  
[www.HopesDoorNY.org](http://www.HopesDoorNY.org)
- My Sister's Place  
24/7 Hotline: (800) 298-7233, Spanish available  
[www.mspny.org](http://www.mspny.org)
- Putnam/Northern Westchester Women's Resource Center  
4/7 Hotline: (845) 628-2166, Spanish available  
[www.pnwwrc.org](http://www.pnwwrc.org)
- Westchester County Office for Women  
Office: (914) 995-5972, English  
Office: (914) 995-2099, Spanish  
After Hours: (914) 995-2099  
Sexual Assault Hotline 24/7: (833) 220-2444

#### **NEW YORK CITY**

- Bronx DA's Office – Crime Victim's Assistance Unit  
198 East 161st St. – Room 558 (Bronx)  
Office: (718) 838-7309
- Sexual Assault Treatment Program  
North Central Bronx Hospital  
3424 Kossuth Avenue (Bronx)  
(718) 519-2121
- Mount Sinai Victim Support Services  
312 East 94th Street (Manhattan)  
Office: (212) 731-7546  
24/7 Hotline: (212) 423-2140, Spanish available
- The DOVE Program (Domestic & Other Violence Emergencies)  
New York Presbyterian  
622 West 168th Street (Manhattan)  
24/7 Hotline: (212) 305-9060, Spanish available
- SAFE Center, Sexual Assault Response Team  
Bellevue Hospital Center  
462 First Avenue (Manhattan)  
(212) 562-3435
- Rape Crisis & Violence Intervention  
Beth Israel Medical Center  
317 East 17th Street (Manhattan)  
(212) 420-4516

## **ADDITIONAL HOTLINES AND RESOURCES**

- NYC Antiviolence Project – LGBTQ
- 24/7 Hotline: (212) 714-1141, Spanish available
- The New York State Office for the Prevention of Domestic Violence hotlines:  
<http://www.opdv.ny.gov/help/dvhotlines.html>.
- NYS Domestic Violence Hotlines  
24/7 Hotline: (800) 942-6906, multiple languages  
24/7 Hotline: Deaf/Hard of Hearing (800) 799-7233 or 711
- GLBTQ Domestic Violence Project: <http://glbtqdv.org/>
- Legal Momentum: <https://www.legalmomentum.org/>
- NYSCASA: <https://nyscasa.org/responding>
- NYSCADV: <http://www.nyscadv.org/>
- Pandora’s Project: <http://www.pandys.org/>
- Rape, Abuse & Incest National Network (RAINN)  
24/7 Hotline: (800) 656-HOPE (4673), Spanish available  
[www.rainn.org](http://www.rainn.org)
- Safe Horizons Hotline  
24/7 Hotline: (800) 621-HOPE (4673), Spanish available  
[www.safehorizon.org](http://www.safehorizon.org)

## **ADDITIONAL LEGAL ASSISTANCE**

- Pace Law School Women’s Justice Center (914) 287-0739
- Legal Services of Hudson Valley (877) 574-8529
- My Sister’s Place Legal Center (914) 948-8466
- Westchester Hispanic Coalition (914) 948-8466
- Empire Justice Center (914) 422-4329

Note: If any of the above resources do not meet a specific need, the Director of Title IX can help locate appropriate services.

## **EXTERNAL AGENCIES TO FILE COMPLAINTS OF SEXUAL MISCONDUCT**

- Office for Civil Rights (OCR)  
US Department of Education  
Main Office: (800) 421-3481  
Main Email: [OCR@ed.gov](mailto:OCR@ed.gov)
- New York State Division of Human Rights  
One Fordham Plaza – 4th Floor, Bronx  
Main Number, Toll Free: (888) 392-3644  
TTD/TTY Number: (718) 741-8300  
Email: [info@dhr.ny.gov](mailto:info@dhr.ny.gov)

- New York City Commission on Human Rights  
Phone: Call 311 or (212) 416-0197 for locations and services
- United States Equal Opportunity Employment Commission (EEOC)  
Main Number: (800) 669-4000  
TTY Number: (800) 669-6820  
New York office location: 33 Whitehall Street – 5th floor, Manhattan