



Student Handbook

2026-2027

TABLE OF CONTENTS

A MESSAGE FROM THE PRESIDENT	4
INSTITUTIONAL OVERVIEW	5
HISTORY	5
OBJECTIVES	6
ACCREDITATIONS	6
DISCLAIMER	7
IMAGE USE.....	7
COMMUNITY EXPECTATIONS FOR STUDENTS.....	8
GENERAL STANDARDS OF CONDUCT	8
BYSTANDER INTERVENTION	9
NOTICE OF NON-DISCRIMINATION	9
ACADEMIC RESOURCES AND SUPPORT	10
ACADEMIC ADVISING.....	10
PACT PROGRAM	10
CENTER FOR ACADEMIC EXCELLENCE AND INNOVATION (CAEI)	11
CAREER AND PROFESSIONAL DEVELOPMENT.....	11
INTERNATIONAL STUDENT SERVICES	12
OFFICE OF ACCESSIBILITY	13
STUDENT ENGAGEMENT AND ATHLETICS	13
STUDENT LIFE	13
NEW STUDENT ORIENTATION.....	13
INTRAMURAL SPORTS	14
FITNESS CENTER	14
PROJECT MOVER BIKE SHARE.....	14
OPPORTUNITY PROGRAMS (OP)	15
TRIO STUDENT SUPPORT SERVICES PROJECT (SSSP)	15
COLLEGIATE SCIENCE AND TECHNOLOGY ENTRY PROGRAM (CSTEP)	16
ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAM (HEOP)	16
HEALTH OFFICE	16
COUNSELING SERVICES.....	17
MAV MARKET – COMMUNITY FOOD PANTRY.....	18
MERCY UNIVERSITY CARE TEAM.....	18

MAVS RESPONSE	18
STUDENT EMERGENCY FUND	18
INTERCOLLEGIATE ATHLETICS	19
CAMPUS SAFETY	19
ANNUAL SECURITY REPORT	19
STUDENT IDENTIFICATION CARDS.....	20
MERCY ALERT	20
PARKING ON CAMPUS.....	20
FIRE ALARMS.....	21
CAMPUS SAFETY TIPS.....	21
CAMPUS POLICIES AND GENERAL INFORMATION	22
CANCELLATION OF ON-CAMPUS CLASSES.....	22
VIRTUAL ETIQUETTE.....	23
PROHIBITED ITEMS	24
VISITORS ON CAMPUS.....	25
MERCY UNIVERSITY POLICIES.....	25
OFFICE OF COMMUNITY STANDARDS AND STUDENT CONDUCT – MISSION STATEMENT	25
CODE OF STUDENT CONDUCT	26
STUDENT JUDICIAL PROCESS	30
SANCTIONS FOR CODE OF CONDUCT VIOLATIONS	35
ACADEMIC INTEGRITY POLICY.....	36
RESIDENTIAL LIFE	37
RESIDENTIAL LIFE OVERVIEW	37
COMMUNITY EXPECTATIONS FOR RESIDENTIAL STUDENTS.....	38
RESIDENTIAL HALL SAFETY TIPS.....	39
RESIDENCE HALL GUEST POLICY	40
NO-CONTACT DIRECTIVES	43
QUIET HOURS POLICY	43
INSPECTIONS	43
ACCESS TO STUDENT ROOMS.....	43
FIRE SAFETY	44
APPENDIX – RELEVANT POLICIES	46
APPENDIX - CONTACTS AND RESOURCES.....	48



A MESSAGE FROM THE PRESIDENT

Dear Mercy University Student,

I am delighted to welcome you to the 2026-2027 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, PhD, MSW
President

INSTITUTIONAL OVERVIEW

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 more than 40 graduate degrees and certificate 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 100 undergraduate and graduate programs and certificate 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, 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. As a Hispanic-Serving Institution since 1998, Mercy earned the prestigious "Seal of Excelencia" in 2022, becoming the first private university nationwide and first HSI in New York State to receive this certification and was recertified in 2025. The University's commitment to excellence and access has earned national recognition, including being ranked No. 1 in New York and No. 11 nationwide in Newsweek's America's Best Colleges for Women 2026. Additionally, 2025 U.S. News and World Report recognized Mercy as a top performer on social mobility, reflecting the institution's dedication to transforming lives through education.

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 Office of Community Standards and Student Conduct 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 Undergraduate and Graduate 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 Office of Community Standards and Student Conduct via email at communitystandards@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.

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, and 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 completing a [FERPA Release Form](#).

COMMUNITY EXPECTATIONS FOR STUDENTS

Mercy University believes that the student is the primary navigator of their education with faculty and administration support every step of the way. Mercy University has high expectations for all accepted and enrolled students, and as such, Mercy students are expected to demonstrate the following standards:

Professional Communication and Self Advocacy

- Initiate productive and respectful communications directly with faculty and staff regarding grades, conduct, or administrative concerns.
- Check University email daily. Recognize that it is the student's responsibility to remain informed of all communications distributed through email and receipt of such communications will be presumed to have been received upon delivery.
- Resolve issues directly with the appropriate offices. The student can choose to, and is encouraged to, discuss matters with their parent or guardian for advisement but communication occurs directly between the student and Mercy.
- If a student is unsure of a policy, process, or procedure, they should seek assistance and direction from a Mercy faculty or staff member.

Conflict Resolution and Resilience

- Recognize that not everyone shares a sense of humor or level of comfort with informality; communicate respectfully and give others the benefit of the doubt.
- When in a classroom (or other shared spaces on campus or online), treat other university community members with courtesy.
- Address interpersonal conflicts with peers, faculty, and staff directly and constructively.
- Mercy has professionals in every division that are here to support students. When conflict arises, students are expected to utilize appropriate University resources to facilitate through conflict management and resolution.
- Accept support and constructive feedback from faculty and peers as part of the learning environment.
- Ask questions.

Personal Responsibility and Logistics

- Manage time and obligations with consideration of individual responsibilities, deadlines, and schedules.
- Take ownership of administrative tasks required.
- Maintain basic standards of appearance, hygiene, and cleanliness.
- Present in a professional manner in a classroom, internship, externship, or clinical setting. This includes but is not limited to; appearance, dress, and disposition.
- Understand that each instructor sets expectations that may vary. What one professor allows, another may not; it is the student's responsibility to review the syllabus and any other related guidance for each class.

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. Students are also responsible for actively and honestly

participating in the judicial process. Failure to do so will not prevent the matter from being adjudicated and resolved in the students' absence, with the information available.

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.

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 concerning behavior that they observe or become aware of to the Office of Community Standards and Student Conduct, Title IX & Title VI/Equity Compliance, Campus Safety, or another 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.

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, Including Title IX and Title VI. 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 Title VI/Equity Compliance, titleix.equity@mercy.edu, (914) 674-7679, Verrazano Hall Room 109, or to the U.S. Department of Education, Office for Civil Rights, Email ocr@ed.gov, (800) 421-3481. Inquiries related to pregnancy and childbirth accommodations should be directed to the Title IX office. All other inquiries regarding accommodations and academic adjustments may be directed to the Office of ACCESSibility, accessibility@mercy.edu, (914) 674-7764.

ACADEMIC RESOURCES AND SUPPORT

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.

Advisors from the 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. For students interested in continuing education at Mercy, there is a Graduate PACT team focused on supporting the Graduate student experience. To learn more, visit www.mercy.edu/pact

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.

CENTER FOR ACADEMIC EXCELLENCE AND INNOVATION (CAEI)

The campus Learning Centers support teaching and learning at the University, offering assistance in English and writing across the curriculum as well as in most content-specific areas—including mathematics, statistics, and computer science; and biology, chemistry, physics, and nursing. The Centers are located as follows:

- **Westchester Campus** – Vitale Center for Academic Excellence and Innovation / Library Learning Commons – Main Hall
- **Bronx Campus** – Learning Center / Fourth Floor
- **Manhattan Campus** – Library Learning Commons / Third Floor

Qualified peers, graduate students, and faculty members are on staff to help students succeed. Group instruction, 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 both one-on-one and group tutoring is also available online. Mercy University students have access to all Centers regardless of home campus. Interested students may make an appointment through the Compass or by calling (914) 674-7402.

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 all aspects of career exploration and planning. Students can schedule an appointment with their career coach in [Handshake](#).

Events

Career & Professional Development hosts career fairs, recruitment events, info sessions, employer tables, and educational events throughout the year. Learn more about upcoming career fairs and how to prepare for them at <https://career.mercy.edu/channels/career-fairs/> and find the full events list here: <https://career.mercy.edu/events/>.

Technology

Mercy students have several cutting-edge online platforms to help with resumes, interviewing, career exploration, connecting with alumni, and more! Check out the full [Career Technology Toolkit](#).

Internships & Work-Based Experience (WBE)

The Career Team is here to help you find internships, externships, volunteer experience, part-time jobs, and more. It all starts on Handshake, and there are plenty of other resources to help you along the way. Check out

your Career Technology Toolkit to get started.

Every Mercy major requires at least one Work-Based Experience (WBE) for graduation. This might be an internship, externship, field work, clinical rotation, or something else relevant to your major. Contact your Program Director or PACT Mentor early to understand your requirement and how to prepare for it (this may involve conducting a search for a position – and the Career Team can help!). Students who plan to complete an unpaid internship may qualify for funding through [Mercy's Internship Grant](#).

Working on Campus

Mercy has three types of student employment opportunities on campus:

- **Federal Work-Study (FWS):** students who have received a Federal Work-Study award are eligible to apply for [FWS positions on campus](#).
- **Campus Employment:** all Mercy undergraduate students may apply for Campus Employment positions through [Mercy's jobs page](#).
- **Campus Internships:** undergraduate students who have attained sophomore status (30 credits completed) may apply for Campus Internships. [Check the complete qualifications for an individual internship before applying](#).

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 or (914) 674-7203.

INTERNATIONAL STUDENT SERVICES

The Office of 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 international@mercy.edu.

International Student Services also oversees the study abroad program at Mercy University. 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 and skills that they can apply to future internships and jobs. Most companies list global skills as top priorities when hiring candidates.

Study abroad programs are available in many exciting destinations in Europe, Asia, and Australia. Programs are typically one to two semesters long but short-term programs over the summer or winter breaks are also available. To be eligible, students 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.

OFFICE OF ACCESSIBILITY

Mercy University is committed to achieving equal educational opportunities and full participation for persons with disabilities. The Office of ACCESSibility coordinates accommodations relating to the classroom, residence halls, dietary needs, and testing. The Office of ACCESSibility also handles requests for religious accommodations. 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 or call (914) 674-7764.

For any accommodation requests relating to Title IX, such as pregnancy, parenting, childbirth, and lactation, as well as sexual harassment, sexual assault, dating and domestic violence and stalking, please contact the Office of Title IX and Title VI/Equity Compliance by email at TitleIX.Equity@mercy.edu or call (914) 674-7679.

Accessible elevators are available. Please contact Campus Safety for locations at specific campuses.

STUDENT ENGAGEMENT AND ATHLETICS

STUDENT LIFE

The Office of Student Life is committed to fostering student growth, meaningful connections, and a strong sense of belonging within the Mercy University community. Through a wide variety of programs and initiatives, the office enhances the student experience by creating opportunities for engagement, leadership development, and personal growth.

Student Life offers daytime, evening, late-night, and weekend programming, student activities, diversity and inclusion initiatives, campus traditions, and New Student Orientation programs. The office also provides leadership workshops, training opportunities, and support for students seeking to become more involved on campus.

Students interested in joining an existing club or organization, starting a new student organization, or learning more about extracurricular opportunities are encouraged to contact the Office of Student Life at studentlife@mercy.edu or (914) 888-5270.

NEW STUDENT ORIENTATION

All incoming first-year and transfer students are required to attend Mercy University's New Student Orientation, held during the summer prior to the start of the fall semester.

New Student Orientation is designed to help students make a successful transition to college life. During Orientation, students will meet their Orientation Leaders, connect with fellow classmates, and get to know faculty and staff from across the University. Through informative sessions, interactive activities, and opportunities to build new friendships, students will gain valuable insight into the Mercy experience before classes begin.

Orientation also introduces students to the campus resources, support services, and involvement opportunities that will help them succeed academically, socially, and personally throughout their time at Mercy University. The Student Life team is excited to welcome all new students into the Maverick community!

INTRAMURAL SPORTS

Intramural Sports at Mercy University provide students with fun, recreational opportunities to stay active, build friendships, and engage with the campus community. Through a variety of single-day tournaments and seasonal leagues, participants can enjoy friendly competition in a welcoming and inclusive environment.

All Intramural Sports are open to students of all skill levels and are gender-inclusive; no prior experience is necessary.

On the Westchester Campus, intramural offerings include Flag Football, Kickball, Dodgeball, Volleyball, 3-on-3 Basketball, and 5-on-5 Basketball, with games held on the Scenic Turf and in the Neil Judge Student Athlete Center.

For more information about Intramural Sports, please contact the Office of Student Life at studentlife@mercy.edu.

FITNESS CENTER

The 5,000 square-foot Mercy University Fitness Center is located on the first floor of Hudson Hall on the Westchester 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 12 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.

For information, including hours of operation, please visit the Hudson Hall Fitness Center [webpage](#).

PROJECT MOVER BIKE SHARE

Through a partnership with [Project Mover Bike Share](#), the Office of Student Life is happy to provide bikes and helmets for all Mercy University students to use. Please find expectations for safe use below.

Right-of-Way and Interaction Safety

- Yield to pedestrians
- Anticipate unpredictable pedestrian movement
- Alert pedestrians when passing (bell/voice)

Speed Control and Safe Riding Behavior

- Maintain a reasonable speed
- Slow down in crowded areas
- Follow posted limits and signage

- 1 rider per bike

Dismount Zones and Restricted Areas

- Dismount in high-density pedestrian zones
 - Bikes must be returned to racks
- Never ride in:
 - Buildings
 - Crowded plazas
 - Indoor spaces/Residential Halls
 - Athletic facilities

Traffic Law Compliance

- Stop at stop signs and lights
- Ride in the direction of traffic
- Use proper lanes and signals
- Do not weave between vehicles

Equipment and Visibility Requirements

- Helmet use (strongly encouraged)
- Wear bright/reflective clothing (strongly encouraged)

Distraction and Impairment Rules

- Do not use phones/headphones that reduce awareness while riding
- Not ride while impaired (drugs/alcohol)

Parking and Obstruction Safety

- Park in designated areas only
- Avoid blocking:
 - ADA routes
 - Entrances
 - Fire lanes

Failure to adhere to these expectations may result in loss of bike share privileges.

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 status, low- income status, 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 [TRIO Student Support Services Project Application](#). For more details on SSSP, visit the [Student Support Services Project webpage](#) or call (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.

ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAM (HEOP)

The Arthur O. Eve Higher Education Opportunity Program (HEOP) was created in 1969 by the New York State Legislature to help academically and economically disadvantaged New York Residents gain access to the state's private colleges and universities. To be eligible for admission to the Higher Education Opportunity Program (HEOP) as a first-year student, applicants must be residents of New York State and have earned a high school diploma or its equivalent. Applicants must not have enrolled in any college-level, credit-bearing courses after graduating from high school and must be inadmissible to Mercy University through the regular admissions process. They must also demonstrate the academic potential to successfully complete a college degree program with the support services provided through HEOP and meet the New York State HEOP financial eligibility guidelines. In addition, all admitted students are required to successfully complete the mandatory Pre-Freshman Summer Program prior to the start of their first semester at Mercy University.

To transfer to Mercy through HEOP, students must currently or previously have been enrolled in an approved HEOP, EOP, SEEK or College Discovery Program. Verification of status is required before final acceptance. Acceptance into the program as a transfer is dependent on space available within HEOP at Mercy University.

For more details on the Higher Education Opportunity Program, please email HEOP@mercy.edu.

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 or via email at healthoffice@mercy.edu
- **Emergencies always take priority**

Immunization Requirements

Mercy University students are responsible to submit proof of vaccination per NYS Public Health Law 2165 and 2167 by using the Mav Health and Wellness Portal before the start of term. Students must be fully compliant with the New York State Immunization requirements to access campus. For more information and to access the Mav Health Portal page please review the [Immunization Requirements webpage](#).

COUNSELING SERVICES

Every student comes to Mercy University with their own unique lived experiences, perspectives, and challenges. The counselors in the Student Counseling Center strive to create a welcoming, supportive environment where students can come as they are. We work collaboratively with students to identify problematic behaviors, develop healthy coping skills, and build the tools they need to navigate life's challenges. Our work may include reducing negative thought patterns, strengthening self-esteem, and developing healthy boundaries in relationships. Above all, we meet students where they are and support them on their individual journey toward greater well-being.

As part of their tuition, all Mercy University students are eligible for up to eight counseling sessions per semester. Students can receive in-person individual or group counseling through the Student Counseling Center while classes are in session.

Students who prefer virtual counseling or need more flexible appointment times can access services through our online partner, BetterMynd. BetterMynd also offers psychiatry services through Lavender for students seeking medication management or a psychological evaluation.

The Student Counseling Center also provides referrals to community-based providers and supports students experiencing a mental health crisis by assessing their needs and connecting them with an appropriate level of care, including off-campus services when necessary.

To make an appointment:

Email counselingcenter@mercy.edu or call (914) 888-5150.

Need immediate support?

Students who need immediate assistance can call the BetterMynd 24/7 Crisis Line at (844) 287-6963 (844-BTR-MYND).

Students experiencing a mental health emergency should call 911 and alert Campus Safety.

All services are free and confidential.

Bettermynd Online Counseling

Mercy University has partnered with BetterMynd, an online therapy platform for college students, with services available 7 days a week with evening and weekend appointments as well. Students can access 8 sessions per semester of short-term therapeutic support. Please email counselingcenter@mercy.edu for more information. 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 the [Mav Market webpage](#) or email mavmarket@mercy.edu.

MERCY UNIVERSITY CARE TEAM

The CARE (Concern, Assessment, Response, and Evaluation) Team is a group of Mercy University staff and administrators that work together to support students who may be experiencing a crisis or challenging circumstance. If a student is facing a challenging situation on campus or in their personal life, the CARE Team is here to help.

Any Mercy University Community member can submit a CARE Referral if they are concerned about a Mercy student. Students can also submit referrals on behalf of another student (friend, roommate, classmate, teammate). Once the online form is submitted, the CARE Team will review the referral and determine how to support the student of concern. The goal of the CARE Team is simple: identify students who need support and make sure those students are connected to the right support.

CARE Referrals are monitored between 9:00am – 5:00pm, Monday through Friday. Referrals can be submitted using this [online form](#). To learn more, visit [the CARE Team webpage](#) or email care@mercy.edu.

MAVS RESPONSE

The Mercy University CCRT (Coordinated Community Response Team) is an interdisciplinary team of campus and community partners of the Mercy community. We are tasked with developing comprehensive strategies to conduct prevention-based education and effectively respond to domestic violence, dating violence, sexual assault and stalking. We do this in service of Mercy's unique population and in support of Mercy's mission to empower our Mavericks to act ethically and responsibly in a changing world.

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 awards are typically between \$250 - \$500. The Fund may cover:

- Past due mortgages/rent
- Emergency Travel/Transportation needs
- Overdue utility bills/turn-off
- Theft and/or loss of computer, books, clothing, or other essential belongings
- Medical emergencies
- 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. All Student Emergency Fund requests require supporting documentation. For more information, please visit the Student Emergency Fund [webpage](#). 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, soccer, and volleyball. Women's intercollegiate competition is offered in basketball, field hockey, flag football, lacrosse, soccer, softball, and volleyball. The University is a member of the East Coast Conference (ECC), 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, flag football, and soccer are played at Mercy Field located at the Westchester campus. Softball games are played on Smith Field in Westchester. Volleyball and basketball are housed in the Judge Athletic Center, located in Victory Hall at the Westchester 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.

For additional information, including team schedules, please visit the Mercy Athletics [webpage](#).

CAMPUS SAFETY

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 (the "Clery 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 webpage. In addition, an e-mail notification is made annually to all enrolled students and all employees that provides the web 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 Westchester 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, the Mavericks Safe App, 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.

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 into 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. Students must obtain their I.D. card from the Department of Campus Safety by the first day of classes of their initial semester. I.D. cards are issued at the following Campus Safety locations:

- Westchester Campus: Main Hall, Room 223K
- Manhattan Campus: 3rd Floor Lobby
- Bronx Campus: Room 1175

As a convenience, students are encouraged to submit in advance via an [online portal](#). Students can obtain a replacement Mercy University Student I.D. by making a \$10 payment at the Office of Student Financial Services.

MERCY ALERT

Mercy University's Emergency Mass Notification System is called MERCY ALERT. Students are automatically signed up to receive alerts via their Mercy University 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. To add additional information to the system please use the following instructions:

- Go to: <https://mercy.app.reggroup.com/login>
- Log in using current Mercy Connect username and password
- Update alert preferences: email, text, and phone number
- Click "Save" and exit the application
- Email Campus Safety at safety@mercy.edu for 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.

PARKING ON CAMPUS

All vehicles parked on any campus of Mercy University must be registered with the Mercy University Office of Campus Safety and display a vehicle decal. This requirement applies to Westchester and to the shared parking facilities at the Bronx Campus as well. Unregistered vehicles may be subject to ticketing and fines.

To register, please access the vehicle registration tab via the Student Hub in Mercy Connect. Students

should look for the Applications Tab set off by an orange bar. Residential students must first obtain approval from their Residence Hall Director prior to registering, since spaces are limited and assigned on a first come, first served basis.

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”. Residential freshmen are not permitted to have a car. This restriction does not apply to freshman commuters.

The gatehouse at the Westchester Campus utilizes a cloud-based License Plate Reader system to regulate access to the campus. Properly registered vehicles will automatically be granted entry.

Please note the following procedures:

- Vehicles will be registered and approved online exclusively via Mercy Connect.
- Changes and adjustments, such as a change in vehicle, will be made online.
- Users will still be required to place a general Mercy University decal on their vehicle identifying them as an affiliate.
- These decals will be issued following vehicle registration and will be individual and vehicle specific.
- The decals will be valid for five years from date of issue and can be picked up from the Campus Safety Office in Main Hall, Room 234, during normal business hours, Monday – Friday, 9 a.m. – 5 p.m. From 5 p.m. -7 p.m. M-F, decals may be obtained from Student Services in Mercy Hall. Arrangements can also be made to pick up a needed sticker after hours or on weekends from the security post in Hudson Hall by contacting safety@mercy.edu. Presentation of valid ID required.
- There is no charge for a single vehicle. A nominal fee of \$25 will be assessed for having more than one vehicle registered simultaneously.

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

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 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 Westchester 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.

CAMPUS POLICIES AND GENERAL INFORMATION

CANCELLATION OF ON-CAMPUS CLASSES

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

- SMS and email message to the Community
- Homepage of www.mercy.edu
- Mercy University Weather Hotline. Call (914) 674-7777 for a recorded message
- Homepage of Mercy Connect
- Social Media
- 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. Students are encouraged to inform the Provost's Office via email provost@mercy.edu.

VIRTUAL ETIQUETTE

Students should consider all virtual interactions as extensions of typical academic operations. Students are expected to contribute to a respectful, professional, inclusive, and academically honest virtual learning environment. Students should be aware that in a virtual setting, classes may be recorded to facilitate remote learning. Some classes may have specific or unique expectations which will be included in the class syllabus or articulated by the professor, however all students are expected to follow the guidelines below when virtually engaging with Mercy faculty, staff, students, or community members:

- Be on time for class or a meeting, just as if attending in person.
- Have cameras on for the full class, which simulates an "in-class environment." Professors will explain why the camera needs to be on. If there are extenuating circumstances where it does not feel appropriate to keep the video on during one or more classes, students should contact their professor, or PACT Mentor regarding concerns 24 hours in advance. If a documented accommodation is required relating to video, please contact the Office of ACCESSibility as soon as possible.
- If students are experiencing wi-fi bandwidth issues, students should communicate these issues to their professors and turn off video if necessary.
- Students should display first name or first and last name on video. Students should not use unidentifiable names (such as iPhone, etc.), and, if using a nickname or preferred name, students should make sure the faculty member knows this.
- If students do not respond to questions posed by the professor, it may be assumed that they 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.
- If experiencing technical difficulties, students should let their professor know, then contact Mercy's IT Help Desk for assistance - helpdesk@mercy.edu.
- Appropriate attire should be worn when virtually attending a class or meeting, as if attending class in person.
- During class, students should remain as quiet as possible when not speaking. Unless directed to unmute, students should mute their microphone when not speaking to reduce background noise. Students should avoid typing or making other noises when unmuted.
- Students should remain focused during the class: avoid watching videos, reading other emails or text messages on computer, phone, or tablet. Avoid walking, driving, or traveling while class is in session, as doing so could be distracting and even dangerous.
- To protect privacy, students should consider setting a virtual background or blurring their background.
- Before a virtual test, proctors may request the following:
 - 360-Degree View: Students may be asked to pan their webcam to show all four walls, the ceiling, and the floor.
 - Under the Desk: Students may be asked to show the area beneath their workspace to confirm no hidden notes or devices are present.

- Clear Workspace: Desk must be empty. Unapproved items like books, phones, and extra monitors are prohibited.
- Students are not permitted to record, photograph, screenshot, or distribute class sessions, presentations, discussions, or course materials without the express permission of the instructor or meeting facilitator and in accordance with University policy.
- Students should 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.
- Students should not share offensive content in the chat area, which is meant to be used for class-related discussions only.
- Students should 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.
- Students should respect the privacy of classmates, faculty, staff, and community members by not sharing personal information, images, or recordings from virtual sessions.
- Students should not use screen capture to capture the image of other students or the faculty member.
- Students should test their technology, internet connection, microphone, and camera before class or meetings begin whenever possible.
- Students should recognize that classmates may use accessibility accommodations or assistive technologies; contribute to an inclusive virtual learning environment by communicating respectfully and allowing time for participation.
- Students should use captions, screen-reader-compatible materials, or other accessibility features when available and appropriate.

Failure of students to abide by these guidelines could result in code of conduct infractions and lead to disciplinary sanctions.

PROHIBITED ITEMS

The possession of items determined by the University to pose a threat to the health and safety of the Mercy community is prohibited on all University property including within residence halls, other University buildings, and vehicles parked on University property. Such items are subject to confiscation and disposal. In addition, the odor of marijuana, cigarettes, alcohol, scented candles, and other prohibited substances or items may provide reasonable grounds for a room search.

Prohibited items include, but are not limited to:

- Candles and other open flame devices
- Alcohol
- Cannabis, marijuana, narcotics, controlled substances and drug paraphernalia
- Explosive or incendiary devices including but not limited to fireworks, ammunition and gunpowder
- Firearms of any kind including but not limited to handguns, but also airsoft, BB, paintball, facsimile weapons and pellet guns.
- Weapons or dangerous objects, including but not limited to knives, machetes, axes, swords, throwing stars, nun chucks, bows and arrows, stun guns, tasers, mace, pepper spray, martial arts weapons, or any other object that may reasonably appear to or actually be used to cause bodily harm.

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.

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. This handbook contains the Code of Student Conduct as well as Residential Life-specific policies. Academic policies can be found in the [Undergraduate and Graduate Catalogs](#). For the full list of Mercy University policies can be found [here](#).

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.

OFFICE OF COMMUNITY STANDARDS AND STUDENT CONDUCT – MISSION STATEMENT

The Office of Community Standards and Student Conduct is responsible for upholding University policies and standards as well as promoting civility and respect amongst all University community members. Through a student-focused and learning-centered lens, we aim to cultivate an environment which provides all students with the opportunity to succeed and grow as engaged Community members.

This mission statement serves as the guiding principle for the development and enforcement of the Code of Student Conduct.

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 (such as repeated emails, phone calls, meetings, etc.) 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;
11. 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;
12. 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;
13. Tampering with or misusing fire-fighting equipment or alarms;

14. 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;
15. 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 (Note: failure to cooperate in a University investigation may result in a case being heard in a student's absence with the information available);
16. 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;
17. Use of vulgar, abusive and/or threatening language towards another community member;
18. Written, verbal or electronic statements made about the University or a member of the University community that are of a libelous or slanderous nature;
19. Participation in any form of illegal gambling;
20. 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;
21. The circulation of flyers by students without approval from Campus Life or in prohibited areas;
22. The communication of obscene, discriminatory, or offensive content to the University community;
23. 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 Assistant Vice President of Student Engagement;
24. Operating a motor vehicle, motorcycle, bicycle, e-bike, scooter or other mode of transportation in an unsafe and disruptive manner;
25. 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 advanced written approval from the Office of Residential Life;
26. Playing loud music, making excessive and/or boisterous noise, or engaging in disruptive behavior;
27. 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;
28. If an emergency medical transport is called to campus for a student who is experiencing a medical/mental health emergency, including the residence hall, or to a location where a University-sponsored event is being held, the student must accept transport to a local area hospital. If a student

refuses emergency medical transport, the student must provide medical clearance to the satisfaction of the Student Health Office prior to being allowed to return to campus. If medical transport is refused, the University will contact the emergency contact on file for the student, who will be contacted to pick the student up from campus or location of the University sponsored event as appropriate. Refusal by a residential student may result in the loss of housing privileges;

29. Being under the influence of alcohol or any controlled, illegal, or prescription substance (used outside of its prescribed purpose) on University property or at any off-campus event, activity, or program sponsored or sanctioned by Mercy University;
30. Administering any prescribed, controlled, or illegal substance to another Mercy community member without their consent;
31. Cyberbullying and online harassment involving the use of digital communication (social media, email, or messaging platforms) as a means to intimidate, threaten, humiliate, or harm others;
32. Publicly sharing or distributing any personal, private, and/or identifying information of another community member with the intent of inciting harassment, threatening the physical safety, or causing harm to that individual;
33. An academic integrity violation that involves any of the following: threats, intimidation, or retaliation directed at any person in connection with an academic matter or integrity proceeding; fraud, forgery, or falsification of documents, credentials, or identities; theft of or unauthorized access to academic materials, institutional systems, or another person's work or accounts; bribery or corrupt inducements offered to any member of the University community; procurement of academic work through a third party for compensation; repeated or egregious violations demonstrating a pattern of dishonesty; disruption of academic processes or sabotage of another's work; or interference with an integrity investigation, including lying to investigators, destroying evidence, or pressuring witnesses. Such conduct may be addressed through student conduct proceedings in addition to, or independent of, academic integrity processes;
34. 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. + all university furniture and property;
35. Damaging any University-owned furniture, furnishings, and property. Moving any Residence Hall room furniture or other University property from assigned spaces;
36. 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.
37. Entering restricted areas, including but not limited to the rooftop, offices, and/or storage and maintenance rooms;
38. Unauthorized use of emergency exit;
39. Improper use of building turnstiles, including but not limited to unauthorized entry or exit;

40. Climbing out of or in through a window to access or exit a building;
41. Removal of any University furniture or property from its designated area;
42. Misuse, misappropriation, abuse, theft, or damage to any individual's University property;
43. Unauthorized possession, duplication, or use of keys;
44. Changing or adding locks to doors, windows, or furniture;
45. Removal of any window stops or screens from windows;
46. Painting or construction work of any kind in rooms, or damaging walls or woodwork with tape, nails screws, stickers, poster "gum" or glue;
47. Burning of any materials including but not limited to; candles, incense, or matches. No profanity or offensive messages may be posted, displayed, spoken or broadcast in any public areas;
48. Violating any local, state, or federal law.

In addition, Mercy University reserves the right to impose sanctions 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.

STUDENT JUDICIAL PROCESS

I. Policy Statement

Mercy University (“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 specific policies and guidelines for Residential Life Students. The grievance procedure that applies to academic matters is set forth separately in the Undergraduate and Graduate Catalogs. 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 through submission of an Incident Reporting [form](#). The University may investigate to determine whether the allegations have merit and/or to determine whether they can be resolved on an informal basis. The decision of whether to investigate an allegation is at the sole discretion of the University.

For cases involving allegations of sexual assault, sexual harassment, sexual misconduct, stalking, or gender-based harassment, or discrimination based on protected characteristics, the University’s *Policy on Sexual Misconduct and Non-Discrimination, Including Title VI and Title IX*, shall apply regarding investigations and discipline of student respondents. In such case(s), a complaint can be made to the Director of Title IX and Title VI/Equity Compliance or the Dean of Students Office. The Director of Title IX or their designee have the sole discretion to determine whether the complaint is handled under the *Policy on Sexual Misconduct and Non-Discrimination, Including Title IX and Title VI*, 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. If a student does not cooperate with the Judicial Process, cases will be heard in the student’s absence with the evidence available.

II. Steps in the Judicial Process

The steps in the Judicial Process are as follows: **Incident Reporting**

The incident involving alleged violation occurs and is reported either via submission of an incident report [form](#) or by communication with the Office of Community Standards and Student Conduct. The information is then reviewed by the Office of Community Standards and Student Conduct, and a case may be created.

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

If the Office of Community Standards and Student Conduct or the Office of Residential Life determined that a

case should be created, the Office of Community Standards and Student Conduct or The Office of Residential Life shall send the student notice in written form (via email and also via physical mail if deemed necessary) informing the student of the allegations and a day and time to meet with a Hearing Officer. For violations stemming from residential life health and safety inspections or move out inspections, students will also be informed of their subsequent sanction(s). If the student agrees to the sanction, then the matter will be closed. If the student wishes to appeal the matter, see section IV below.

For Violations Potentially Resulting in Low-Level Sanctions (Non-Warnings)

The Office of Community Standards and Student Conduct or the Office of Residential Life shall send the student notice in written form (via email and via physical mail if deemed necessary) informing the student of the allegations and to schedule an investigation meeting to obtain additional information. The Office of Community Standards and Student Conduct staff member or their Designee ("Hearing Officer") shall meet with the student respondent, 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 Hearing Officer will thereafter investigate, which may include gathering additional information, conducting other interviews, and considering 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 alleged conduct occurred).

The Hearing Officer shall, at the conclusion of the investigation, provide their findings to the Office of Community Standards and Student Conduct for adjudication. The Office of Community Standards and Student Conduct will then inform the student respondent of the determination in written form (via email and via physical mail if deemed 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 students involved (if applicable).

For Violations Potentially Resulting in Severe Sanctions (Suspension, Expulsion, Removal from Housing, or a Substantial Limitation of Student Privilege)

The Office of Community Standards and Student Conduct shall send the student notice in written form (via email and via physical mail if deemed necessary) informing the student of the allegations. and to schedule an investigation meeting to obtain additional information. The Office of Community Standards and Student Conduct will convene a panel of designees ("Hearing Panel") consisting of two staff members and one faculty/academic affairs member. One member of the Panel will serve as the Chairperson. The Panel shall meet with the student respondent, 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 respondent may also provide names of relevant witnesses. The Hearing Panel will thereafter investigate, which may include gathering additional information, conducting other interviews, and considering 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 alleged conduct occurred). The Chairperson shall, at the conclusion of the investigation, provide their findings to the Office of Community Standards and Student Conduct for adjudication. The Office of Community Standards and Student Conduct will then inform the student respondent of the determination in written form (via email and via physical mail if deemed 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 students involved (if applicable).

III. Interim Suspension, Emergency Removal, or Other Measures

The University may, in its sole 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. Such measures may include removal from campus, including campus housing, and exclusion from all on and off-campus activities, events, clinicals, and internships. If the University institutes an interim suspension or other interim measures, the University must inform the student respondent in writing via email (and mail if necessary).

IV. Appeals (Non-panel)

For findings that do not result in suspension, expulsion, removal from housing, or a substantial limitation of student privileges, appeals will be heard by a designee of the Office of Community Standards and Student Conduct or the Office of Residential Life.

If the student wishes to appeal the imposed sanction, they may do so via the [Disciplinary Appeals form](#). The appeal must meet at least one of the following criteria:

- **Procedural error:** A procedural error or omission that significantly impacted the outcome;
- **New information:** New information, unknown or unavailable during the original student conduct conference or at the time of the original decision that could have significantly impacted the outcome;
- **Severity of the sanctions:** The appropriateness or severity of the sanctions.

Appeals that do not meet at least one of these criteria will not be heard and the case will be considered closed and not subject to further appeal.

Students have seven (7) business days from the date of their sanction letter to submit this form. The Office of Community Standards and Student Conduct will act as a point of contact for the appellant, who will share all documentation with the relevant designee. It is incumbent upon the student to access their sanction letter via email.

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 additional information and provide any relevant documentation or evidence to support their appeal. The Office of Community Standards and Student Conduct's designee will then make a recommendation within ten (10) business days of the meeting either to uphold the determination, or to amend the findings and/or sanctions. The designee will make a recommendation to sustain, modify, or reverse the previous determination and/or the sanctions in whole or in part. The designee will present their recommendation to the Dean of Students, who shall render a decision to the student within seven (7) business days of receiving the appeal panel's recommendation. The decision of the Dean of Students is final and not subject to further appeal.

V. Appeals for Cases in Which a Student May Be Subject to Suspension, Expulsion, Removal from Housing, or a Substantial Limitation of Student Privileges (Panel)

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.

If the student wishes to appeal the imposed sanction, they may do so via the [Disciplinary Appeals form](#). The appeal must meet at least one of the following criteria:

- **Procedural error:** A procedural error or omission that significantly impacted the outcome;
- **New information:** New information, unknown or unavailable during the original student conduct conference or at the time of the original decision that could have significantly impacted the outcome;
- **Severity of the sanctions:** The appropriateness or severity of the sanctions.

Appeals that do not meet at least one of these criteria will not be heard and the case will be considered closed and not subject to further appeal.

Students have seven (7) business days from the date of their sanction letter to submit this form. The Office of Community Standards and Student Conduct will act as a point of contact for the appellant, who will share all documentation with the appeal panel. It is incumbent upon the student to access their sanction letter via email.

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 Dean of Students Office and the Provost, one of whom shall be named the chairperson upon mutual decision of the Dean of Students and Provost. To avoid vacancies and ensure continuity in the event of a panel member's absence, a pool of potential panelists will be identified and trained prior to the start of each new academic year. The pool shall consist of 4 staff members and 2 faculty/academic affairs members.

The appeal will be determined based on the Disciplinary Appeals Form submitted by the student, any relevant information included in that submission, and the rationale provided by the Hearing Officer; as well as any additional information or clarification from any source the panel deems appropriate. Depending on the basis for the appeal, the panel may consider if there was a procedural error that impacted the outcome, if there was new information that was not previously available during the investigation, or if the severity of the sanctions was appropriate. The appeal panel may not substitute its judgment regarding the credibility of witnesses who testified before the Hearing Officer.

There is no guarantee that the panel will meet with the appealing student.

The appeal panel will make a recommendation to sustain, modify, or reverse the previous determination and/or the sanctions in whole or in part. The appeal panel will present their recommendation to the President, who shall render a decision to the student within seven (7) business days of receiving the appeal panel's recommendation. The decision of the President is final and not subject to further appeal.

VI. Change to Course Modalities during Interim Removal Measures or During a Disciplinary Appeal

During an Interim Removal Measures and or during an Appeal, students may be permitted to work with their faculty to continue their courses, depending on the severity of the allegations. Permission to do so will be granted at outset by the University in its sole discretion, and then permission must also be granted by the faculty member. The request must be made by the student on their own behalf. Requests should be made in writing to the Office of Community Standards and Student Conduct. Changes to course modalities in response to a Student Conduct case are not guaranteed. Changes in course modalities are not retroactive.

Students' schedules and Mercy University account access remain unchanged until the appeal deadline passes or an appeal is denied. During interim measures and appeal periods, students retain access to Mercy Connect, Mercy email, Blackboard, and faculty members/advisors. The only exception is when the Office of Community Standards and Student Conduct determines that continued access poses a danger to the University community.

VII. Misuse of Disciplinary Process or Grievance Process

A student may be subject to discipline for abuse of the University's process and violation of University standards of conduct if the student (A) files a complaint or grievance maliciously or with knowledge that it is false, or (B) knowingly provides false testimony.

VIII. Acknowledgement of Violations, Processes, and Potential Sanctions

All students who are subjected to a formal judicial proceeding under the Student Code of Conduct are entitled to disclosure of the allegations brought against them and the processes by which those charges will be adjudicated.

Student Acknowledgement: At each stage of the conduct process, the student will be provided with a document to sign confirming what they have reviewed with the Hearing Officer. The language in this document will include:

- A copy of the Mercy University Student Handbook
- Student Rights during the judicial process
- Notice of allegations and relevant policies that they are alleged to be in violation of
- Potential sanctions
- The appeals process
- Contact information for the assigned Hearing Officer

Prior to beginning the judicial process, students will be required to review and sign this document. The student will receive a copy of this document for their records. An additional copy of this document will be kept with the student's case file.

The student's signature does not constitute an admission of responsibility. It serves solely as confirmation of receipt and acknowledgement of the information provided.

Refusal to sign the acknowledgement will be noted in the conduct file. If a student refuses to sign the acknowledgement, it will be treated as a "no-show", and the investigation will not proceed. The case will be heard in the student's absence with the information available.

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/Donations** – A sum of money to be paid to the University or to the Mav Market, Mercy's free food pantry. Failure to pay fines/donations may result in an account hold that will prevent registration for the subsequent semester.
4. **Service Hours** – In lieu of a fine/donation, students may have the opportunity to complete service hours that will support the greater University community.
5. **Restitution** – Reimbursement for damage to or for misappropriation of property. This may take the form of appropriate services and/or actual compensation.
6. **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).
7. **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.
 8. **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.

9. 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.
10. 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.
11. De-recognition of a student club or organization - the conditions of re-establishment, if determinable, shall be stated in the order of de-recognition.
12. 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 Office of Community Standards and Student Conduct may ban the student from reentering any Residential Area at any time.
13. 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.
14. 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.

ACADEMIC INTEGRITY POLICY

The purpose of the Academic Integrity Policy is to provide a set process for faculty to follow when they believe that a student has engaged in academic dishonesty as well as to provide students with a fair, transparent, and timely process to appeal academic integrity determinations.

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 recurrence 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.

Full [Undergraduate Academic Integrity Policy](#)

Full [Graduate Academic Integrity Policy](#)

RESIDENTIAL LIFE

The residential community at Mercy University is an extension of the broader campus community and, as such, operates in alignment with the University's Code of Student Conduct. All students residing in campus housing are expected to uphold the standards, values, and responsibilities outlined in the Code of Conduct.

The Residential Life Community Expectations builds upon the Code of Conduct, addressing the unique context of communal living and the shared responsibilities that come with it.

Living on campus is a privilege and an opportunity and there residential experience is designed to support student growth through meaningful engagement with peers in a community that is grounded in respect, safety, and inclusion.

The policies contained herein are designed not to restrict, but to protect: to ensure that every resident has the opportunity to thrive academically, socially, and personally within a supportive living environment.

Residents are encouraged to familiarize themselves with both Residential Life Community Expectations and the University's Code of Student Conduct, as both govern student behavior and may be applied concurrently when circumstances warrant.

RESIDENTIAL LIFE OVERVIEW

Mercy University is home to two residence halls on the Westchester campus, and one at our Manhattan campus. In Manhattan, Dorm34 serves 105 students in suite style living in the heart of NYC's Herald Square. On the Westchester campus, Founders Hall serves 298 students in a variety of room configurations including singles, doubles, deluxe doubles, triples, and quads. Founders Hall is home to most first-year students and has study and social lounges as well as three kitchenettes. Also on the Westchester campus, Hudson Hall accommodates 350 mostly upper-class students residing in 4 and 6 person suites. Hudson Hall also houses Mercy's state-of-the-art fitness Center, a Starbucks Café, and a community lounge that are open to all members of the Mercy University community. Our residential life program 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 residentiallife@mercy.edu.

Credit Hours and Academic Good Standing

As a residential student during the academic year, students must be registered full-time: 12+ credits for undergraduate programs or 6+ credits for graduate programs. To qualify for on-campus housing during the summer term(s), students 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. Additionally, summer students must be a matriculated Mercy University student at the time of their summer housing placement.

Residential students who do not attend class, who are registered for less than full-time status/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.

Limitations on Availability to Support Services

The University and Residential Life are committed to supporting the health, safety, well-being, and success of all students, and strive to respond compassionately when students experience emotional distress, mental health challenges, physical health concerns, or personal crises. The support services provided by Student Engagement (including Residential Life, Counseling, Student Life, Health Care, Community Standards, Basic Needs and others), are designed to provide assessment, crisis response, short-term support, referral, and educational assistance.

In some circumstances, a student's frequency of support needs, level of distress, pattern of crisis presentations, or degree of reliance on institutional resources may exceed what the University can reasonably, safely, or effectively provide within a residential college environment. When the University determines that a student's needs exceed institutional capacity, it reserves the right to modify, limit, redirect, or otherwise adjust certain support services, shifting to alternative support arrangements, including engagement with community-based providers, higher levels of care, or other appropriate interventions.

Such decisions will be based on an individualized and holistic review of relevant circumstances, including the student's well-being, engagement with recommended treatment, impact on the residential community, and the ability of institutional personnel to provide effective support. The University will make reasonable efforts to communicate concerns, identify available resources, and assist the student in connecting with appropriate services.

Any limitation or modification of support is intended to promote student safety and access to appropriate care, ensure the sustainability of institutional resources, and maintain the University's ability to serve the broader student community. These actions are not disciplinary or punitive in nature but are taken when deemed necessary to ensure that students receive support that aligns with their level of need and circumstances.

COMMUNITY EXPECTATIONS FOR RESIDENTIAL 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. Residential students are expected to attend Residential Life meetings called by the Resident Advisor or Residential Life professional staff. Unauthorized failure to attend may result in an administrative fine of \$25 for standard floor meetings, and \$50 for end of semester floor meetings;
2. Unauthorized room changes are prohibited;
3. Residential students must designate and maintain an emergency contact who is available and capable of

retrieving and transporting the student from campus should an emergency occur;

4. 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
 - Any prohibited item as stipulated in the Student Handbook or Mercy University policy
5. The following behaviors/activities are prohibited:
 - Propping open fire doors or any door which is a locked entrance
 - Exiting a building through emergency doors (unless there is an actual emergency)
 - Removal or tampering with the window guard on any accessible windows
 - Do not remove or tamper with the window guard on any accessible window.
 - Loaning a room key to someone else

RESIDENTIAL HALL SAFETY TIPS

- 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

RESIDENCE HALL 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 it is a privilege to have guests, but the reasonable expectation of privacy is a right. Because of this, it is expected, particularly among students sharing a living space, that they will approach the practice of bringing guests into the residence hall, and into each suite and room, with courtesy, maintaining open lines of communication, and with a willingness to find compromises, and act in good faith.

There are three types of guests in Mercy Residence Halls:

Resident Guests – Resident guests are resident students (Mercy students who have a room assignment in a Mercy Residence Hall) who are visiting another residence hall during standard guest hours (8AM to midnight)

Day Guests – Day guests are non-residents (individuals who do not have a room assignment in a Mercy residence hall, whether they are Mercy students or not) who are visiting a residence hall during standard guest hours (8AM to midnight).

Long Term Guests – any guest, whether a Mercy student or not, and whether a resident student or not) visiting a residence hall after standard guest hours (midnight to 8AM). Guests who begin their visit as Day Guests may not stay overnight unless they have met the requirements to be a Long-Term Guest (see below).

Residents and their guests 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.
- 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.
- Mercy students who exhibit disruptive or volatile behavior while visiting 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.
- Guests under the age of 17 are not permitted in campus residences, unless accompanied by a parent or guardian. Guests who are 17 may visit or stay overnight with permission from their parent or guardian. A parent or guardian must indicate their permission for the minor guest to visit and/or stay overnight in a residence hall by completing a Minor Guest Permission Form.

Resident Guests

- MUST swipe in using their Mercy ID at the prescribed points of entry (Hudson main entrance across from Main Hall, Hudson rear entrance facing the courtyard between Hudson and Founders, Founders main entrance facing the courtyard between Hudson and Founders).

- The Hudson Hall second floor access point may, at times, have limited or no access. Access at this point of entry will only be available when the desk can be staffed by a student assistant.
- No form is needed for a Resident Guest to visit another residence hall (during regular guest hours). Swiping their card to access a point of entry will serve as the record of visitation by a Resident Guest.
- In Dorm 34, a Resident Guest MUST have an identified resident of the building who will serve as their host, who will meet them on the residential floor, and with whom they must remain for the duration of their visit.
- Resident Guests may not enter another residence hall before 8AM.
- Resident Guests must leave by midnight (unless they have met the requirements to remain as a Long-Term Guest).
- Resident Guests are fully responsible for their own behavior within the building.
- Resident Guests may only enter student rooms if invited to do so.
- Resident Guests may attend events or activities in other residence halls during standard guest hours.
- Resident Guests MAY NOT bring non-resident guests into another residence hall as their guest. They may only host Day Guests and Long-Term Guests in their own residence hall, following the requirements for each as explained below. Resident Guests who have signed-in a non-Resident Guest into their own building MAY NOT bring those guests into another building with them.

Day Guests

- Day Guests must be escorted by the Resident who signed them in at all times. Guests are not permitted to roam the building unaccompanied by their Resident Host.
- Hosts are permitted to have no more than 2 Day Guests at any one time.
- Day Guest hours begin at 8:00 AM and end at 12:00 AM (midnight). Day 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. The sign in process is posted at each residence hall and consists of scanning a QR code and completing a brief form. The host must be present when the Day Guest completes the sign-in process.
- Day Guests must leave an approved photo ID with staff while they are visiting.
- It is the guest's responsibility to collect their ID, before midnight, as they leave the building. In the rare event that a desk is not staffed at the time that a guest wishes to leave, their host must call the Resident Advisor on Duty to assist them.
- Acceptable IDs include driver's license with photo, state-issued non-driver identification with photo, military ID with photo, valid college ID with photo.
- IDs that cannot be accepted include (but are not limited to) passports, expired photo IDs, IDs without photo, membership cards.
- 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.
- If a non-student guest experiences a medical emergency or requires medical attention, the Resident Host is expected to help the guest connect with emergency services and remain available to assist with transportation or accompaniment to a hospital or care facility, as appropriate. While

the University will respond to emergencies occurring on campus, ongoing support services and follow-up care resources are generally available only to enrolled students and are not extended to non-student guests.

Long Term Guests

- Long Term Guests are ANY guests (including those who are Residents of a different Mercy Residence Hall) who plan to stay in the residence hall beyond 12:00AM (midnight).
- Residents who would like Long Term Guests must apply (via the Long Term/Overnight Guest Approval Form) a minimum of 48 business hours (2 days, which may not include Saturday or Sunday) in advance of the Long Term Guest staying.
- Upon their arrival, Long-Term Guests must leave an approved photo ID with staff while they are visiting.
- It is the guest's responsibility to collect their ID, before midnight, as they leave the building. In the rare event that a desk is not staffed at the time that a guest wishes to leave, their host must call the Resident Advisor on Duty to assist them.
- Acceptable IDs include driver's license with photo, state-issued non-driver identification with photo, military ID with photo, valid college ID with photo.
- IDs that cannot be accepted include (but are not limited to) passports, expired photo IDs, IDs without photo, membership cards.
- Long Term Guests must at all times be escorted by the Resident who signed them in. Guests are not allowed to roam the building unaccompanied by their Resident Host.
- Guests who are sleeping over must sleep in the room of the Resident Host under whose name they have been registered. Long Term guests are strictly prohibited from sleeping in hall lounges or other public spaces.
- A Resident Host may not have the same Long Term Guest staying for more than three (3) consecutive nights or, have any number of Long Term Guests exceeding a total of six (6) nights within a calendar month.
- Similarly, an individual may not be a Long Term 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) Long Term Guest at a time.
- The residential staff also reserve the right to disallow Long Term Guests during peak times of the year, such as the beginning and end of the semester, and break periods.
- If a non-student guest experiences a medical emergency or requires medical attention, the Resident Host is required to help the guest connect with emergency services and remain available to assist with transportation or accompaniment to a hospital or care facility, as appropriate. While the University will respond to emergencies occurring on campus, ongoing support services and follow-up care resources are generally available only to enrolled students and are not extended to non-student guests.

NO-CONTACT DIRECTIVES

The authority to issue an Administrative No Contact Directive rests with professional staff members within Housing and Residence Life, the Office of Community Standards and Student Conduct, or the Title IX & Title VI Equity Compliance Office. In situations requiring immediate intervention, Residence Life staff may communicate a verbal No Contact Directive to students; however, all verbal directives must be followed by written notification sent through official university email by a professional staff member on duty or a senior Student Engagement Staff member.

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) 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.

ACCESS TO STUDENT ROOMS

The following guidelines will be followed if Mercy University staff or external vendors need to access a student room.

Residential Life Staff

When presented with reasonable health, safety or conduct concern, a written student request (such as a work order or email), or otherwise deemed necessary by the Assistant Vice President for Student Engagement, the Director of Housing & Residential Life, or their designee, Residential Life Staff may enter Residential Student Rooms.

When entering a student room, Residential Life Staff should be accompanied by a witness (this may be another Residential Life Staff member, a member of Campus Safety, or another individual as approved by the Professional Staff on duty at the time of the room entry). Before entering a student room, the Residential Life Staff must knock loudly and clearly announce themselves to ensure that any student present knows a staff member intends to enter the room, and to afford them the opportunity to come to the door to address the staff member before they enter.

Residential Life Staff are not authorized to touch, move, or otherwise disturb the student's belongings in any way without explicit permission from the resident in room. Residential Life staff reserves the right to confiscate prohibited items in the event that any are found in plain view. If a Residential Life Staff has reason to believe there may be a policy violation that constitutes the search of a room, Professional Staff and Campus Safety must be contacted prior to conducting a room search.

Non-Residential Life Staff

Non-Residential Life Staff (such as facilities or an external vendor) are permitted to enter a student room but

must be accompanied by Residential Life Staff at all times.

Damaged items

If a student's belongings are damaged or mishandled during an authorized entrance, it is responsibility of the individual who caused the damage to report the instance to Residential Life Staff. Impacted students are also encouraged to report this matter to their Resident Advisor.

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 Halls. 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.

Students are also prohibited from tampering with smoke detectors, including covering these to conceal the use of controlled substances or tobacco products.

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.

Residence Hall 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.

Residence Hall Fires and Building Evacuation

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. In the event of inclement weather, students should go the covered Pavilion across from Victory Hall, the cafeteria in Main Hall, or the cafeteria in Victory Hall.

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 pots, heating coils, halogen bulbs, halogen lamps, candles, incense, or incense paraphernalia, potpourri burners, charcoal grills, or any other open flame devices.

Note: this list is not exhaustive. University administration reserve the right to update this list as necessary.

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 donation to the Mav Market, completion of a fire safety reflection, signed acknowledgement of sanctions.

Second Offense - \$200.00 donation to the Mav Market, residential probation for the remainder of the academic year, additional sanction to be determined by the Office of Community Standards and Student Conduct in conjunction with Residential Life.

Third Offense - \$300.00 donation to the Mav Market and removal from housing

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

First Offense - \$100.00 donation to the Mav Market, completion of a fire safety reflection, signed acknowledgement of sanctions.

Second Offense - \$200.00 donation to the Mav Market, residential probation for the remainder of the academic year, additional sanction to be determined by the Office of Community Standards and Student Conduct in conjunction with Residential Life.

Third Offense - \$300.00 donation to the Mav Market and removal from housing

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

First Offense - \$50.00 donation to the Mav Market, completion of a fire safety reflection, signed acknowledgement of sanctions.

Second Offense - \$100.00 donation to the Mav Market, residential probation for the remainder of the academic year.

Third Offense – \$200.00 donation to the Mav Market, 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

APPENDIX – RELEVANT POLICIES

For the most up to date version of a policy, please visit the Mercy University Policies [webpage](#).

ACCOMMODATION POLICIES

[Emotional Support Animals Policy and Agreement for Students and Residential Life Staff in University Housing](#)

[Meal Plan Exemptions and Other Food Allergy and Dietary Accommodations](#)

[Personal Care Attendant Policy and Procedures for Students](#)

[Reasonable Accommodations and Academic Adjustments Policy](#)

[Residential Life Accommodations Policy](#)

[Service Animals Policy](#)

CAMPUS SAFETY AND CONDUCT POLICIES

[Missing Students Policy](#)

[Off-Campus Trips and Activities](#)

[Parking Policy](#)

[Public Order and Campus Violence Policy](#)

[Smoke Free Campus Policy](#)

[Student Demonstrations Policy](#)

[Student Policy on Postings, Solicitations and Commercial Activity](#)

[Timely Warnings to the Community](#)

[Visitors Policy](#)

HEALTH, WELLNESS, TITLE IX AND EQUITY COMPLIANCE POLICIES

[Bias Related Crimes Policy](#)

[Drug and Alcohol Policy](#)

[Drug and Alcohol Use Amnesty Policy](#)

[Hazing and Reckless Endangerment Policy](#)

[Involuntary Medical Leave of Absence and Return Policy](#)

[Sexual Misconduct and Non-Discrimination Policy, Including Title IX and Title VI](#)

STUDENT RECORDS AND PRIVACY POLICIES

[FERPA Policy](#)

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

[Name Change Policy for Students and Alumni](#)

[Name, Image and Likeness \(NIL\) Policy](#)

[Privacy Policy](#)

[Transcript Notation Policy](#)

[Withholding Transcripts Policy](#)

STUDENT RIGHTS AND CONSUMER PROTECTION POLICIES

[Prohibiting the Marketing of Credit Cards to Students Policy](#)

[Student Complaint Policy](#)

Student Complaint Form can be found [here](#).

TECHNOLOGY POLICIES

[Acceptable Use of Computer and Network Resources](#)

[Peer to Peer File Sharing](#)

[Social Media Policy](#)

APPENDIX - CONTACTS AND RESOURCES

EMERGENCY NUMBERS

- Campus Emergency Number (914) 674-9999 or x9999
- Police, Fire, or Medical Emergency Number 911
- Dobbs Ferry Police Department (914) 231-8500
- Bronx 49th Precinct (718) 926-1211
- Manhattan Midtown South Precinct (212) 239-9811

CAMPUS SAFETY NON-EMERGENCY NUMBERS

- Westchester 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, Westchester Campus, Monday to Friday, 9:00 am to 5:00 pm
- Command Center, Founders Hall, staffed 24-hours a day, 7-days a week

Title IX & Equity Compliance

- (914) 674-7842
- Verrazano Hall, Room 109
- Westchester Campus
- titleix.equity@mercy.edu

ON-CAMPUS CONFIDENTIAL RESOURCES

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

[Mavs RESPONSE – Resource Page and Reporting Page](#)