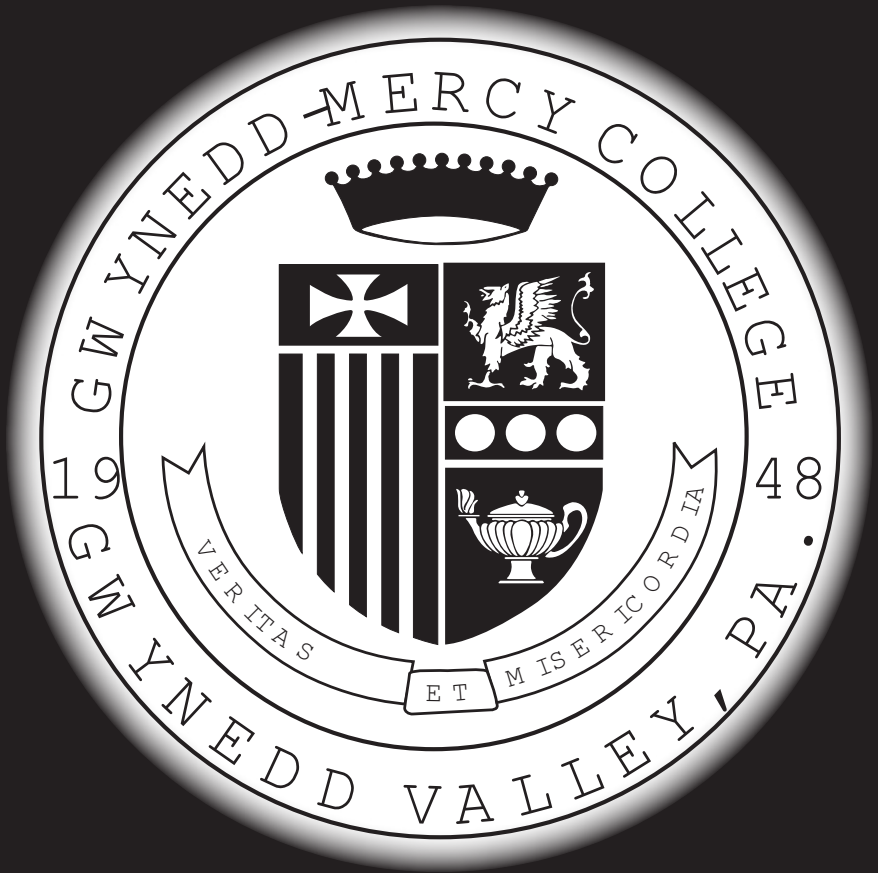


Gwynedd-Mercy College

Student Handbook
2011-2012



Educating Students for
Leadership and Service

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GWYNEDD-MERCY COLLEGE

Kathleen Owens, PhD

President



*Gwynedd-Mercy College is a Catholic College
founded and sponsored by
the Sisters of Mercy.*

*Its mission is to create a learning community,
rooted in gospel values
and rich in the liberal arts.*

*In an atmosphere of inquiry and dialogue,
the College seeks to combine education for professional competency with
the Mercy tradition of service to society.*

Core Values

The following values lie at the heart of higher education in the Mercy tradition:

Academic Excellence

Integrity

Community & Collaboration

Rigorous Intellectual Inquiry

Compassion

Service

Competence

Social Responsibility

Dignity of Each Person

Spirit of Hospitality and Valuing Diversity



Dear Students,

The Mission and Values Committee

*Invites you to engage in supporting the College's theme
for the 2011-2012 academic year:*

“Valuing Diversity – Deepening Community”

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

*Carol Evans, ext. 144 or
Marissa Turchi, ext. 514
Chairpersons, Mission and Values*

Themes from past years:

2010-2011 *“Enriching Intellectual, Moral and Spiritual Lives”*
2009-2010 *“Cultivation of Compassion: Improving the Human Condition”*
2008-2009 *“A Tradition of Learning - A Commitment to Caring”*
2007-2008 *“Transforming Self and Society”*

LEARNING OUTCOMES

Learning Outcomes Assessment is a process designed to measure a student's social, academic and cultural development. The Gwynedd-Mercy College Learning Outcomes were created as an extension of our college mission. It is our hope that, while you are a student at Gwynedd-Mercy College, you will develop and integrate these skills.

Communication Skills

Communication skills include listening, speaking, reading, writing and observation.

Students demonstrate:

- a facility in their use of language in spoken and written forms that is precise, clear and effective
- the ability to listen actively and to participate effectively in the communication process with a variety of persons (e.g., colleagues, students, parents, clients)
- a knowledge and understanding of non-verbal communication
- a command of the terminology of their chosen profession
- the ability to use and practice forms of scholarly communication (footnotes, citations, bibliography, etc.)

Professional Competency

Professional competency includes the skills and knowledge necessary for students to be satisfactory entry-level professionals in their chosen fields.

Students demonstrate:

- mastery of the technical skills essential in one's chosen profession
- acquisition of social and scientific literacy
- responsibility and accountability
- awareness of interpretive frameworks appropriate to particular discipline
- knowledge of content

Moral and Ethical Judgment

Moral and ethical judgment includes awareness of the historical, philosophical and religious foundations of ethical decision making. Students demonstrate through personal and professional actions:

- awareness of current ethical dilemmas in their chosen fields of practice
- respect and care for the dignity and worth of individuals with whom they interact as well as the global community
- regard for the environment
- sense of values reflecting the Mercy tradition

Problem Solving

Problem solving involves the ability to identify and address problems and to apply systematic and creative methods or processes.

Students demonstrate:

- the ability to initiate, adapt and/or create steps in working toward solutions in groups or alone
- the ability to evaluate the effectiveness of solutions
- the ability to assess personal learning
- the ability to plan for future problem-solving activities

Critical Thinking

Critical thinking is the ability to consider and evaluate effectively. It is a process that includes inquiry and logical deduction. Students understand different situations and make thoughtful and accurate assessments.

Students demonstrate:

- a process of inquiry and logical deduction
- the ability to recognize gaps in their knowledge
- the ability to identify and evaluate sources of information
- the ability to evaluate information for accuracy, relevancy and credibility
- synthesize the new information from collected information or apply knowledge or information to a new situation
- transfer knowledge

Leadership in Society

Leadership involves service to society and the awareness of the individual's role in society and the impact of one's actions.

Students demonstrate:

- sensitivity to individuals with diverse beliefs and ethnic backgrounds
- the ability to organize and manage group projects
- the ability to identify and evaluate various leadership styles in Western and non-Western cultures and how these leaders function in time and place
- the ability to effect change in the profession and in society

Critical and Competent Use of Technology

Critical and competent use of technology involves the individual's ability to locate, select, create, process, evaluate and distribute information.

Students demonstrate:

- the effective application of computers and other technologies appropriate to the discipline
- the evaluation of various technologies appropriate to the discipline
- awareness of the impact of all technologies on society
- ethical use of intellectual property

INTRODUCTION

WELCOME to the start of a new year and to Gwynedd-Mercy College if this is your first semester.

The Student Handbook, a supplement to the catalog, is provided to assist you during your tenure as a student of Gwynedd-Mercy College. The material found in the Student Handbook is only part of the information needed by a student. We recommend that all students, full or part time, commuter or resident, become familiar with all College policies that impact life on campus. Make sure you peruse the following publications that are found on the college website:

- The College Catalog
- Departmental Handbooks
- The Handbook for Academic Advising
- Resident Life Handbook (for resident students)

**It is your responsibility to become familiar with all of this material, to seek further information as needed and to abide by the current policies and procedures. Have a successful and productive academic year.*

GWYNEDD-MERCY ALMA MATER

by N.L. Wermer

*To you we offer our loyalty for knowledge, service
and truth.*

*With strength and honor may we ever grow in age as
now in youth.*

*May all we are and strive to attain be guided by our
faith.*

*Oh Gwynedd-Mercy we'll hold true with memories of
your grace.*

*May friendships nurtured and pride in you remain
throughout our days.*

*Oh Gwynedd-Mercy we'll hold true with
memories of your grace.*

THE GRIFFIN



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

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

ACADEMIC YEAR 2011-2012

FALL 2011

College Assembly	August 24
Accelerated X1 Begins	August 29
Regular Classes Begin	August 29
Labor Day (No Classes)	September 5
Last Day to Drop/Add Regular Classes	September 6
Mid-Semester	October 7
Fall Break (No Regular classes)	October 10, 11
Accelerated X2 Begins	October 24
Spring 2011 Registration	October 31
Last Day for Regular Course Withdrawal	November 11
Thanksgiving Holidays (College Closed)	November 23, 24, 25
Last Day of Regular Classes	December 12
Final Exams	December 13-19

SPRING 2012

Accelerated X3 Begins	January 4
Regular Classes Begin	January 12
Last Day to Drop/Add Regular Classes	January 19
Accelerated X4 Begins	February 27
Spring Break (No regular classes)	March 5-9
Summer and Fall 2011 Registration	March 26
Easter Holidays (College Closed)	April 5-9
Last Day for Regular Course Withdrawal	April 13
Accelerated X5 Begins	April 23
Last Day for Regular Classes	April 30
Final Exams	May 1-7
Commencement	May 12

SUMMER I SESSION (May 14 - June 22)

Memorial Day (College Closed)	May 28
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SUMMER II SESSION (June 25 - August 3)

Accelerated X6 Begins	June 25
Independence Day (College Closed)	July 4
Graduation (No ceremony)	August 15

GENERAL INFORMATION

*Main Phone Number 215-646-7300
http://www.gmc.edu*

*Security - Dial Operator (0) or ext. 522
Emergency ext. 111*

*The Public Safety and Security Office is located
in St. Brigid Hall Lobby.*

The following information is an alphabetical listing of all services that are available to all students of Gwynedd-Mercy College. Students who wish to avail themselves of any service should call the extension number given with each entry.

Alumni Relations

The Office of Alumni Relations is located on the second floor of Assumption Hall. The current alumni family includes more than 15,000 members living in all 50 states as well as in more than 12 foreign countries. Most every alumni program is open to student participation. The alumni office also sponsors several awards that are presented to undergraduate and graduate students.

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

Please visit Shannon Bruno, Director of Alumni Relations, call ext. 554 on campus (215-641-5554 from an outside line), or e-mail bruno.s@gmc.edu.

ARC/Academic Resource Center

General information and appointments: ext. 370

e-mail: arc@gmc.edu

Web page: www.gmc.edu/students/arc

The Academic Resource Center (ARC), located on the second floor of the Lourdes Library building, provides academic support for Gwynedd-Mercy College students. The ARC offers peer tutorials for individuals or groups, academic workshops, math skill modules and computer resources including reference and instructional software. Scanners, laser printers and a color printer are also available.

Appointments are recommended for tutorials, although tutors will sit with students on a walk-in basis if the tutors do not have appointments already scheduled and are available. Tutor schedules for each semester are published on the College web page, in the *Student Update*, and on handouts available at the ARC.

The instructional and reference software does not circulate; students may use the programs on ARC computers only. A catalog of ARC software holdings is available at the ARC and on the web page.

Workshops and skill modules are usually held in the ARC. Workshop sessions are scheduled for approximately one hour, and handouts are provided. Skill modules may require multiple sessions of various lengths. Schedules are posted on the web page, in the *Student Update*, and in campus brochures. Reservations are recommended because space is limited.

All services are free of charge.

Hours of operation* during fall and spring semesters:

Monday - Thursday8:30 a.m. - 9:00 p.m.
Friday..... 8:30 a.m. - 3:30 p.m.
Saturday..... by appointment only
Sunday 1:00 p.m. - 7:00 p.m.

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

Campus Phones

Campus phones are located in all College buildings.
Location of telephones available to students:

EXT.	NAME
111	SECURITY EMERGENCY
112	Upper SIENA Emergency Phone
115	Lower SIENA Emergency Phone
170	Courtesy Phone - Griffin Complex (outside gym doors)
171	HOBBITT HOUSE LOT Emergency Phone
178	Courtesy Phone - JBH Coat Room
224	Pavilion
242	Courtesy Phone Waldron Student Center-lower
244	Courtesy Phone - Griffin Complex (upper lobby)
248	2ND Floor St. Bernard - Hallway
249	1ST Floor St. Bernard - Hallway
283	Courtesy Phone - Library
285	Courtesy Phone - Fatima Hall
315	Emergency Phone St. Bernard parking lot
316	Emergency Phone rear of St. Bernard
317	Emergency Phone Hobbit House-Keiss Hall walkway upper
318	Emergency Phone Hobbit House-Keiss Hall walkway lower
422	Emergency Phone Alex. Hall -walk
486	Courtesy Phone Waldron Student Center
522	Security
537	Emergency Phone Alexandra Hall -walk
8005	COURTESY PHONE St. Brigid Glass lounge
8006	COURTESY PHONE Alex. Hall lounge
8007	COURTESY PHONE Alex. Hall lounge
8008	COURTESY PHONE Lobby St. Brigid
8078	WBH Lounge

Emergency Phones

Courtesy Phones

Campus Store

Textbooks, stationery supplies, gift items, college rings, clothing, snacks and more are available in the Campus Store, ext. 468.

Textbook Return Policy

For Full Credit:

1. Sales receipt required
2. Unmarked, if new
3. Within times indicated
 - Fall/Spring Semesters
seven calendar days from first class
two calendar days from thereafter
 - Summer Semester
two calendar days from first class
two calendar days from thereafter

***Note:** Textbooks purchased during the last week of classes or during examination periods are ineligible for refunds. A picture ID is required to sell back books at all times.*

Store Hours:

Fall/Spring Semesters

M - Th 9:00 a.m. - 6:00 p.m.
F 9:00 a.m. - 3:00 p.m.

Summer Semester

M - Th 10:00 a.m. - 5:00 p.m.
F 10:00 a.m. - 2:00 p.m.

Note: The store has extended hours during the first two weeks of the regular semester to accommodate the sale of textbooks. Hours are posted in the Campus Store.

College Chapel

The College chapel offers opportunities for silence, solitude and frequent celebration of the Eucharistic Liturgy. On most Sundays of the academic year, Mass is held in the College chapel at 11:30 a.m. There is also a Sunday evening Mass in the residence halls. (Please call 215-641-5531 for an up-to-date Mass schedule.) The Chapel is located off the breezeway entrance to Campbell Hall. All are welcome to visit whenever the building is open.

Communication/Press Release

Gwynedd-Mercy College routinely releases information to the media, (including photographs), about the academic and extracurricular achievements of students. Any student who prefers that such information not be released should file a "No Publicity Form" in the public relations office in Assumption Hall.

Computer Labs Information

Several computer Labs and technology equipped spaces are located throughout Gwynedd-Mercy College's campuses. Many spaces are department or specialty-use specific and some are reserved for general-use purposes.

Gustav Martin Technology Center - General use: The general-use Student Computer Lab is located in Gustav Martin Hall Room X. It is the largest computer lab on campus and is open extended hours to provide computer access when other labs are occupied or unavailable. The Lab is staffed by a Lab monitor and is open Monday through Thursday 8:30am to 10:30pm, Friday 8:30am to 4:00pm Sunday 2:00pm to 10pm and closed Saturday.

St. Bernard Hall 14 - CIS courses: 24 Dell computers, Windows XP, Internet access, MSOffice, Visual Studio. Room equipped with remote controlled projection system, scanner and Laser Jet printer.

St. Bernard Hall 16 - Teaching and Instructional use: 21 Dell computers, Windows XP, Internet access, MSOffice, scanner and LaserJet printer. All computers are mounted in recessed desks to provide optimal working and learning environment. A teaching station with remote controlled projection system and Smart Board enable multimedia presentations and improve interactions with students.

Fatima Hall 3 - Business and CIS: 26 Dell computers, Windows XP, Internet access, MSOffice, The room is equipped with a remote controlled projection system and Laser Printer.

Keiss Hall 203 - General Teaching and Instructional use: 20 Dell computers, Windows XP, Internet access, MSOffice, scanner and LaserJet printer.

Keiss Hall 202 - Math and Science: 20 Dell computers, Windows XP, Internet access, MSOffice, scanner and LaserJet printer.

Keiss Hall 103 - Nursing Lab: 24 Dell computers, Windows XP, Internet access, MSOffice, scanner and LaserJet printer.

Keiss Hall 102 - Allied Health: 24 Dell computers, Windows XP, Internet access, MSOffice, scanner and LaserJet printer.

Center for Lifelong Learning Lab 1 - General Teaching and Instructional use: 25 Dell computers, Windows XP, Internet access, MSOffice, scanner and LaserJet printer. Software supports a variety of courses in every discipline of the College. Rooms equipped with a remote controlled projections system, Smart Board and Laser Printers.

Center for Lifelong Learning Fort Washington Lab 2 General Teaching and Instructional use: 10 Dell computers, Wireless lab, Windows XP, Internet access, MSOffice, scanner and LaserJet printer. Software supports a variety of

courses in every discipline of the College. Rooms equipped with a remote controlled projections system, Smart Board and Laser Printers.

Dining Services/Parkhurst Dining Services

The Waldron Café is located on the second floor of the Waldron Center and is open to all students, faculty and staff.

All Meal Plans and additional Declining Balance Dollars are purchased in Campbell Hall. M.E.R.V. Bucks are Declining Balance Dollars that come with the Meal Plans and roll over from the fall semester to the spring semester as long as you stay actively enrolled at GMC; they do not roll over academic year to academic year. Flex Dollars are Declining Balance Dollars that are purchased separately, at enriched buy-in prices and do roll over from semester to semester and year to year as long as you are actively enrolled at GMC.

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

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

Weekday Dining Hours:

Hot Breakfast:	7:30 a.m. - 10:00 a.m.	\$4.90
Continental Breakfast:	10:00 a.m. - 11:00 a.m.	\$4.90
Lunch:	11:00 a.m. - 1:30 p.m.	\$7.35
Dinner:.....	4:00 p.m. - 7:30 p.m.	\$8.40
Special Meal:.....	4:00 p.m. - 7:30 p.m.	\$9.80
Friday Dinner.....	4:00 p.m. - 6:00 p.m.	\$8.40

Weekend Dining Hours:

Brunch:	11:00 a.m. - 1:30 p.m.	\$7.35
Dinner:.....	4:00 p.m. - 6:00 p.m.	\$8.40

St. Bernard’s Grill - Located in St. Bernard Hall (*Cash, M.E.R.V. Bucks, Flex Dollars - Meal Equivalency runs Monday - Friday, 11:00 a.m. - 1:30 p.m.*)

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

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

Monday - Thursday	11:00 a.m. - 11:00 p.m.
Friday	11:00 a.m. - 12:00 a.m.
Sunday.....	8:00 p.m. - 11:00 p.m.

Griffins Grounds - Located in Keiss Hall (*Cash, M.E.R.V. Bucks, Flex Dollars*)
Monday - Friday

8:00 a.m. - 2:00 p.m.

Special Waldron Café schedules are operative during holidays, summer and for special events. Changes are posted outside the dining room and on the dining website at www.gmcdining.com

Finance/Bursar's Office

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

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

As a service to our students and their families, a tuition payment plan is available. The plan is administered by Sallie Mae. For information on the payment plan, please contact Sallie Mae at 1-800-531-4300 or visit: tuitionpay.salliemae.com. The College does not offer any payment plan other than Tuition Pay through Sallie Mae.

You may view your billing statement online through "Self Service" on the College's website: www.gmc.edu. The information that you will see is for the 2011-2012 academic year. If you have questions about logging into your account or other technical issues, call the help desk at 215-646-7300, ext. 444.

Delinquent Accounts:

A student who is financially delinquent shall forfeit the privilege of attending classes or living in Residence Halls, and the College will withhold grades, transcripts and diploma/certificate until such indebtedness is paid.

Pending financial aid is not considered payment. Student accounts that are not resolved by the end of the semester will be placed with a collection agency. The student will be responsible for the full amount due to the College plus all associated collection and legal costs.

The Griffin Complex

The Griffin Complex is a facility that helps fulfill the College mission of providing a complete college experience for our students. Housed on the first floor of this building is a gymnasium, racquetball courts, locker rooms, training facility and weight and cardio rooms. The second floor holds the Student Services Offices including Counseling Services and the Administrative Offices of the Vice President for Student Services as well as the Campus Book Store and an aerobics room. Use of the facility is open to all students, faculty and staff with a current validated Gwynedd-Mercy College ID. For information on Athletics, call ext. 574. For information on student services call ext. 546. For information about athletic events, visit the athletic website at <http://athletics.gmc.edu>.

Student IDs

Every student, part-time, full-time, resident or commuter **MUST** carry a validated Gwynedd-Mercy College ID at all times while on campus. A College ID is necessary for security purposes, for entrance to the Residence Halls, The

Griffin Complex, the Computer Lab, food purchases and for borrowing privileges in the library.

ID photos are issued Mondays and Thursdays from 8:00 a.m. – 5:00 p.m., Tuesday and Wednesdays from 8:00am – 6:00pm and Fridays 8:00am – 3:30pm in the Campbell Solution Center located in Campbell Hall.

A \$10 fee is charged for replacement of a lost ID. For further information call ext. 255.

Emergency Notification

--Notice--

Gwynedd-Mercy College has an emergency alert program for our community. Faculty, staff, and students can log onto the college homepage to input your cell phone or pager information for **e2Campus**. We invite you to sign up for this emergency alert service. Registration takes no longer than three minutes!! The directions for students to register cell phone numbers is below. I urge you to consider the importance of registering in case of emergency.

e2Campus is a selective mass notification system that empowers schools to send time-sensitive messages to students, faculty and staff – wherever you are located. A selective mass notification system is defined as a platform to deliver a notification to an entire audience by all means necessary; therefore creating comprehensive coverage to increase the odds that you receive the notification in a timely manner. You will be notified immediately of events on the device you select to be notified by. You may input up to two mobile devices (i.e. cell phone and pager) and two personal email addresses.

The College will **only** send mass notification in the event of campus emergencies. **You will not receive general notices via this delivery method.** To register for e2Campus, you must do the following:

- o Go to <http://www.gmc.edu/students/publicsafety/e2campus.php>
- o Input requested information
- o You may also opt to have an emergency e-mail alert sent to you as well

Want more information about e2Campus, please go to:

<http://www.e2campus.com/faqs.htm>.

Inclement Weather

Cancellation of classes is authorized by the Vice President for Academic Affairs. In the event of inclement weather the College code number will be announced on the following station:

KYW (1060 AM) 1-900-737-1060 @ (.95); KYW1060.com;

KYW- CH 3 TV

-GMC's code number for day classes (8:00 a.m. - 2:30 p.m.) is 344. (announced beginning at 6:30 a.m.)

-GMC's code number for evening classes (3:00 - 7:15 p.m.) is 2344. (announced beginning at 2:00 p.m.)

Delayed School Opening Policy for regularly scheduled class meetings will be followed in the event that the College opens one or two hours late due to inclement weather:

1 hour late - the College will open at 9:30 a.m.

(classes scheduled prior to 9:30 a.m. are cancelled)

2 hours late - the College will open at 10:30 a.m.

(classes scheduled prior to 10:30 a.m. are cancelled)

Students should report to whatever class they would normally be attending at that time. Students in Student Teaching, Pre-Student Teaching, and TAP are to follow the school district closing/delayed-opening schedule. Nursing students will follow the College closing/delayed-opening schedule. Allied Health students are to follow the policies in their handbook.

Please listen to the radio. The College's main phone, 215-646-7300, will be programmed with information about the College closing, from 8:30 a.m. through 7:00 p.m. should either session be closed. You may also find inclement weather information on the College Web site at www.gmc.edu and on the student portal.

Lost and Found

All students are responsible for their personal belongings. The College cannot assume responsibility for any personal articles left unattended. If a student suspects theft of personal property, he/she should contact Public Safety and Security. Lost articles may be claimed at the Public Safety and Security desk in St. Brigid Hall; articles found should be turned in to the Public Safety and Security desk in St. Brigid Hall, ext. 522. Students may also list lost and found items on the student portal.

Lounges

Lounges for students are available in St. Bernard Hall, Julia Ball Auditorium Lobby, Fatima Hall, Gustav Martin, Keiss Hall and Rotelle Lounge in The Griffin Complex. All lounges are smoke-free in an effort to support the good health of all on campus.

All lounges are wireless. The entire campus with the exception of the athletic fields and the stadium are wireless.

Lourdes Library

Lourdes Library provides students with the resources and assistance they need to be successful. Resources include large book and audiovisual collections, access to thousands of full-text electronic journals through subscription databases, as well as subscriptions to more than 215 periodicals in print. Professional librarians are available during all library hours to help students use the available resources. Instruction is given to both individuals and to classes.

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

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

Hours during the fall and spring semesters are:

Monday - Thursday 8:30 a.m. - 10:00 p.m.

Friday 8:30 a.m. - 4:30 p.m.

Saturday..... 10:00 a.m. - 5:00 p.m.

Sunday 1:00 - 8:00 p.m.

Hours vary during holidays, between semesters, and during the summer. Information on hours is posted at the library entrance, on the library webpage, or can be determined by calling ext. 474.

A current GMC student ID is required to borrow materials. Students may print from computers in the library. Each student is allotted 250 free prints per semester and after that number is reached, additional prints may be purchased at the Campbell Solution Center. Student IDs will be bar-coded the first time they are used. Books and book-on-tape/CD circulate for three weeks to students. Videos of feature films circulate for seven days and reserve materials, most media (videotapes, art prints, DVDs, etc.) must be used in the library. Arrangements can be made for use of non-circulating media for class presentations. Contact the library circulation desk at ext. 474 for assistance.

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

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

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

Through its membership in several other consortia, Lourdes Library can either borrow needed materials from another library or can give a student a letter of introduction that will allow direct borrowing from over 45 other academic libraries in the Philadelphia area. Contact the library circulation desk at ext. 474 for more information about these services.

The library has photocopiers available for student use. Photocopies are 10 cents per page.

For assistance or more information, call ext. 474 (Circulation Desk) or ext. 484 (Reference Desk) or check the library webpage at <http://www.gmc.edu/library>.

Parking Information

Operation of motor vehicles on College property is a privilege granted by the College. It may be withdrawn at any time if you fail to comply with the rules

and regulations set forth. Failure to comply may also result in your vehicle being towed from campus at your expense. This applies to any vehicle whether it is a car, truck, van or a motorcycle.

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

Commuter students may purchase parking decals at the Campbell Solution Center located in Campbell Hall.

Persons with disabilities who have been issued appropriate state identification for their vehicles must obtain a College parking decal to park their vehicles on College property in the spaces reserved for handicapped parking. State-issued handicapped identification in itself does not permit parking on campus. Students and employees who are temporarily handicapped due to accidents, etc. must contact the Department of Public Safety and Security for a temporary handicapped permit.

Costs for parking hangtag decals for the 2011 - 2012 year are as follows:

Resident Student - \$75

Commuter Student - \$45

Weekend Nursing Students - \$25

Parking Permits (hangtag decal)

Permits must be purchased for the full year. However, students who are only going to be present for one semester, for whatever reason, should return their permit to the security office before the spring semester starts and they will receive a refund of half the purchase price. Students who register for the spring 2012 semester will be charged at the prorated cost. Hangtag decals are not transferable from person to person without permission from security. Hangtag decals may be transferred from vehicle to vehicle provided the vehicles are driven by the same person who obtained the hangtag and all vehicles are registered with security.

Temporary permits are available for visitors and guests. Faculty and administrators who expect large numbers of visitors or groups of visitors must notify the security office at least ten (10) days in advance. The security office will prepare permits to accommodate the visitor(s). Students who wish to obtain a temporary permit for a guest must apply in the Security Office in person with the registration information of the vehicle they wish to park on campus. Overnight guests will be charged \$1 (per day) for parking on campus.

The security of the parking permit hangtag decal is the responsibility of the purchaser. If your decal is lost or stolen it must be reported to security immediately and it can be replaced for a \$10 fee. The original decal will be voided and future use will result in appropriate fines. All tickets issued to a vehicle with a hangtag decal will be charged to the student or employee who was issued the decal.

Disabled vehicles must be reported to the security office and the owner/driver should advise security if it is to be towed or repaired. The owner/driver can have it towed by anyone and need not use a designated towing

company. As a means of deterring theft, security will not permit anyone to tow or repair a vehicle unless the owner/driver has first notified security.

Illegal Parking

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

On campus, security officers as well as local police authorities enforce parking and traffic regulations. Vehicles parked in violation of the policy will be ticketed at a minimum rate of \$30 a ticket and there is an additional \$30 boot removal fee. Anyone wishing to appeal a ticket may do so by stopping in security at anytime within 5 days of the ticket date, completing the appeal form and attaching the ticket to it. If a student has three or more unpaid parking tickets, a hold will be placed on their student account until such time as the matter has been rectified.

Boot and Towing Policy:

1. A motor vehicle that remains illegally parked can be ticketed every 24 hours. A vehicle ticketed two (2) or more times over 72 hours will be ticketed and booted and may be towed.
2. A vehicle parked in a manner so as to cause a hazard i.e. blocking fire lanes, handicapped access, etc., will be ticketed and towed.
3. A vehicle illegally parked in a reserved space will be ticketed, booted or towed.
4. Vehicles with three or more unanswered tickets will be booted or towed.
5. A ticketed vehicle whose owner or driver is unidentified will be booted or towed.
6. Employees and or students, who accumulate three (3) or more unanswered tickets in a school year, may lose their parking privileges for the following academic year.

Please access our web page address for more complete information on parking, parking lots and other parking-related issues (www.gmc.edu). Click on “offices and services”, then “public safety” and the link to parking for additional information.

Parking is permitted only in lined spaces in the appropriate designated parking lot. Under no condition is parking permitted in fire zones, along driveways, on the grass, loading bays, or in any area which could create a safety hazard.

Parking is assigned in the following manner:

Faculty - Connelly Faculty Center, St. Bernard Hall, Keiss Hall, Byrne and Trocaire lots

Resident Students - Loyola Hall, Trocaire, Alexandria Hall and The Griffin Complex lots.

First year resident students will be assigned parking spaces in a designated area of the Siemens' parking lot located next to campus. Transportation will be provided to and from the remote parking lot.

Commuter Students - Any lot not designated for faculty or resident students
Visitors - The Griffin Complex lot

Theft or Vandalism

Please report all accidents or incidents of theft or vandalism to vehicles immediately to the Director of Public Safety and Security by calling 215-641-5522.

Gwynedd-Mercy College is not liable for damages to vehicles that result from accidents, theft or vandalism or being struck by a ball originating from one of the College sports fields.

Driving on Campus

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

Parking Committee

The Gwynedd-Mercy College Parking Committee meets periodically to address parking issues on campus. The committee consists of faculty, staff and students. For more information on the parking committee, or if you would like to raise an issue for consideration by the committee, please contact the Department of Public Safety and Security at 215-542-5785 or e-mail: mcnesy.j@gmc.edu.

Parking Appeals Board

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

Public Relations

The Office of Public Relations retains the right to photograph members of the Gwynedd-Mercy College community during college events for publicity purposes. Any persons not wishing to have their likeness reproduced may contact the Gwynedd-Mercy College public relations office in writing at 1325 Sumneytown Pike, PO Box 901, Gwynedd Valley, PA 19437-0901.

Tennis Courts, Basketball Courts and Turf Field

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

Transportation/The GMC Express

The College provides a transit connector, The GMC Express, between the campus and the Gwynedd Valley train station. For further information please call ext. 255.

Vending Machines

Vending machines are located in St. Bernard Hall, Fatima Hall, Keiss Hall, the Residence Hall Complex and The Griffin Complex.

Weight Room/Cardio Room

The Weight Room and Cardio Room are located in the lower level of The Griffin Complex. The room is equipped with various types of exercise equipment. All members of the College community may use this facility with a valid ID card. Hours for the use of this room are posted outside the room. For further information contact ext. 251.

ACADEMIC INFORMATION

Academic Responsibilities:

Individual Responsibilities

A. College Regulations

Students are responsible for acquainting themselves with the regulations of the College as outlined in the Student Handbook. Ignorance of the regulations does not excuse any student from responsibility for abiding by academic norms.

B. Provision of Information

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

C. Curricular Standards

1. Students are responsible for meeting the requirements of class attendance, test dates, and assignment deadlines and for proper behavior during classes.
2. Students are responsible for the integrity of their academic work. In this regard plagiarism is a serious violation. Plagiarism is defined as the representation of ideas of another as one's own. Any use of another's ideas without proper acknowledgment is plagiarism.

D. Speech and Expression

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

E. Academic Advising

Students must bear ultimate responsibility for the development of their academic program and for meeting all graduation requirements as specified in the college catalog. Additionally, in the advisee/advisor relationship, the responsibilities of the student are:

1. To contact and meet with your assigned advisor at least once a semester for discussion and refinement of personal and academic goals, to discuss any changes in the academic program, to determine any support services that may be appropriate, and for course selection and signature on course registration materials.
2. To maintain personal records of academic progress and advising sessions.
3. To contact your academic advisor when having academic and/or personal difficulty that may impede academic progress.
4. To be an active participant in the advising relationship and, through utilization of the advising program, to become increasingly pro-active/self-directed in your academic career.

5. To become aware of college policy and procedures, academic regulations, and program requirements.
6. To meet all requirements for graduation following the academic plan determined by you and your advisor.

Academic Freedom Rights:

Individual Rights

- A. Disclosure of information under the Family Educational Rights and Privacy Act.
 1. Each and every registered student of the College (hereinafter “a student”) has the right to review his/her own education records in compliance with the Family Educational Rights and Privacy Act of 1974. The following materials may not be reviewed: private notations in the sole possession of one person, parents’ confidential statements, psychiatric and medical records. However, psychiatric and medical records may be reviewed by a physician or other appropriate professional of the student’s choice.
 2. A student has the right to place in his/her own education records materials of an explanatory nature concerning any item held therein. Any such material shall bear a notation that it was placed in the file at student’s request.
 3. A student has the right to waive his/her right of access to any materials in his/her own education records. No such waiver shall be effective unless it is made in writing. All materials collected during the time such waiver was in effect shall be exempt from access by the student during any future examination.
 4. A student has the right to refuse access to his/her own education records, or to any item contained therein, to any person or agency not authorized in the Act. Those who are authorized under the Act include: school officials and faculty who have a legitimate educational interest; officials of other schools in which a student seeks to enroll; certain federal and state educational agencies.
 5. A student has the right to request that his/her own education records be amended if they are inaccurate, misleading or violate his/her privacy or other rights.
 6. A complete text of the Act, as well as those Federal Regulations issued under the Act, is available for inspection in the Office of the Registrar.
- B. Curricular Standards
 1. A student shall have the right to pursue any course of study available at the College providing he/she can be accommodated within the program, meet the requirements for entering, and continue to meet the requirements in the program.
 2. A student shall have the right to know at the beginning of each semester, ordinarily during the first week of class, the criteria to be used by the instructor in determining grades in each course.

3. A student shall have the right to see his/her own tests and other written material after grading, and the instructor shall have the duty to make this material available within a reasonable time.
4. Upon request a student shall have the right to have his/her own grade on such written material explained by the instructor. A request for such explanation must be made within one week after the written material, as graded, is made available to the student.
5. Appeal of a final grade: If a student believes that his/her final grade is the product of the instructor's **bias** or **caprice**, rather than a judgment on the merits or demerits of his/her own academic performance, the student must follow the procedure described in this subsection.
6. Complaint Procedure:
 - (a) In most instances, a grade concern is handled by speaking with a faculty member. The student should initiate the complaint procedure by speaking first with the professor.
 - (b) If the student has tried to resolve the matter, but has not been able to meet with the instructor or professor, the student should present, in writing, an appeal within 20 calendar days of the grade report being mailed/posted on the web to the instructor of the course offered. This written appeal should include the specific reasons why the grade should be reviewed, and may be electronically sent. The instructor must contact the student within 14 calendar days to discuss the complaint.
 - (c) If the student is not granted a meeting with the instructor within the allotted time period, or is dissatisfied with the explanation that has been provided by the instructor, the student may appeal, in writing, to the Dean/chairperson within 14 calendar days.
 - (d) The Dean/chairperson will request the student and faculty member to submit relevant materials within 14 calendar days after the written complaint has been received. The administrator's decision will be provided in writing, to the student within 14 calendar days after receiving the requested materials.
 - (e) In the event that the student does not feel there has been any resolution to the student's perception that a grade was biased or capricious, the student may appeal to the Vice President for Academic Affairs.
 - (f) The appeal must be a formal, written request to the Vice President for Academic Affairs. The appeal letter should include dates and summaries of all other meetings or attempted meetings. The summary should also include names of all parties including faculty, and the reason for the initial appeal of a grade. All supporting documentation must be included with the appeal letter, the summary of the meetings, and the chronology of dates.
 - (1) Within 14 calendar days of the written appeal, the Vice President for Academic Affairs may exercise the option to select a panel of three independent faculty members who will work with the Vice President for Academic Affairs to hear the

- student's case and assist the Vice President for Academic Affairs in development of resolution.
- (2) The faculty member who is accused of bias or caprice will have an opportunity to present to the Vice President for Academic Affairs a verbal analysis of the facts of the case accompanied by relevant documentation.
 - (3) The burden of proof in the process shall be upon the student complainant.
- (g) Decision reached by the appeals procedure:
- (1) If it is found that the final grade given was neither biased nor capricious, the case shall be dismissed, and the Vice President for Academic Affairs shall inform the student in writing within 14 calendar days of the decision.
 - (2) If it is found that the final grade was the result of bias or caprice, the faculty member and the Vice President for Academic Affairs will meet and reach consensus to resolve the dispute and award an appropriate final grade. The Vice President of Academic Affairs will notify the student within 14 calendar days.
 - (3) The decision rendered in the letter from the Vice President for Academic Affairs is final and may not be appealed.

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

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

The Compact Edition of the Oxford English Dictionary, 2 volumes. New York: Oxford University Press, 1973.

C. Speech and Expression of Opinion

1. No student shall be penalized for the reasonable expression of any view which is relevant to the classroom discussion or written material.
2. A student participates in student organizations and activities in his/her own time and by his/her own decision. No student shall be penalized for any such participation, but neither shall any student claim any indulgence from academic obligations by virtue of such participation.

Academic Integrity Policy

Part I: Statement

(pg 43, College Catalog)

Academic honesty is fundamental to the quest for truth, which is deeply rooted in our core values at Gwynedd-Mercy College. The College highly values academic integrity and expects that each student will conduct his/her academic life in accordance with this expectation. Violations of this core value are

considered serious offenses. Violations may include, but are not limited to, the following: cheating on an assignment, quiz, test or examination; falsifying data; grade alteration; deception to avoid meeting course requirements; plagiarism in any form; or assisting another student in cheating or plagiarizing, or receiving such aid.

Part II: Violations of the Academic Integrity Policy

- Cheating: is any action that uses or provides unauthorized assistance or material during an academic exercise. This may include, but is not limited to:
 1. copying or offering unauthorized assistance on tests, quizzes, examination, reports, papers, research.
 2. submission of the same paper or report for more than one course and/or at more than one institution without prior approval of both instructors.
 3. deception to avoid meeting course requirements.
- Fabrication: is the falsification or invention of any information or citation in an academic exercise. This may include, but is not limited to: grade alteration, research papers, assignments, lab reports, clinical assignments and any other data gathering efforts.
- Plagiarism: is to present the words or ideas of another person as your own. Any assignments (e.g. written, oral, poster) or computer programs (e.g. presentations, power points, web pages) acquired in part or in whole from any source and submitted as one's own original work shall be considered plagiarism.
- Denying others access to information: is any behavior that denies access to scholarly resources or to deliberately impede the process of other students' success. This may include, but is not limited to: stealing, hiding or defacing books, journals or media; misrepresentation of identity; falsification of official College records; alteration or destruction of course material, including web-based.

Part III: Sanctions

In congruence with the mission and core values of Gwynedd-Mercy College, faculty should teach ethical behavior, confront and report academic dishonesty, and provide sanctions based on the severity and frequency of violations of the Academic Integrity Policy. The determination of academic dishonesty and the determination of the severity of the sanction is the responsibility and purview of each faculty member.

The Office of the Vice-President for Academic Affairs is identified as the repository for reports of violations of academic integrity. Because multiple violations can lead to different consequences, it is important that one office be charged with receiving the reports and determining the number of times a student has been cited with a violation. Each faculty member has a right to use his/her discretion in determining if an action is in fact a violation of the policy. However, if any sanction is taken, the

violation and the sanction imposed must be reported in writing to the Vice President for Academic Affairs.

Sanctions Scale

1. Written Warning.
2. Sanction other than those listed (additional assignments, additional test, etc).
3. Zero credit for the test or assignment.
4. Failure of Course (receives an F)
5. Suspension (minimum 1 semester, maximum 2 semesters)
6. Dismissal from College

Sanctions 1-4 can be enacted at the discretion of the faculty member who should check with the Vice President for Academic Affairs' office on whether there are reports of other violations before determining a sanction.

A report of the warning or a notice that sanctions 1 – 4 have been imposed is to be sent to the Vice President for Academic Affairs' office. The report should also include a description of the violation and the date the faculty member became aware of the violation. The report is to be signed by both the faculty member who is reporting the violation, and the student, acknowledging the student's awareness of the report. The faculty member should file the completed report within 10 calendar days of discovering the violation.

Sanctions 5 and 6 are imposed in consultation with the Dean and the Vice President for Academic Affairs when there are severe instances or repeated instances of violations of the Academic Integrity Policy. Even a first violation, if severe, could move to sanctions 5 and 6. Students are to be notified that sanctions 5 or 6 have been imposed within 14 calendar days of the violation being discovered.

Faculty will refer to the Academic Integrity Policy (which is in the Student Handbook) in their syllabi and will outline the sanctions they will impose for violations. This will remind students of their obligations and will protect faculty in case they need to enforce the policy.

Part IV. Appeal Process

A student may appeal a faculty member's report of a violation of the Academic Integrity Policy. However, as long as the faculty member followed his/her syllabus and the policy, the sanction imposed cannot be appealed.

To appeal a report of a violation of the Academic Integrity Policy:

- o Within seven calendar days of being made aware of the report of violation by the faculty member, the student will send a written appeal, outlining why he/she believes the report is incorrect, to the Dean of the School (or Dean's council representative from the School of Arts and Sciences) in which the course is offered.
 - Note: if the faculty member reporting the violation is also the Dean of the School offering the course, the student should send the appeal to the Vice President of Academic Affairs who will then assign the appeal to another Dean.
- o The Dean hearing the appeal will

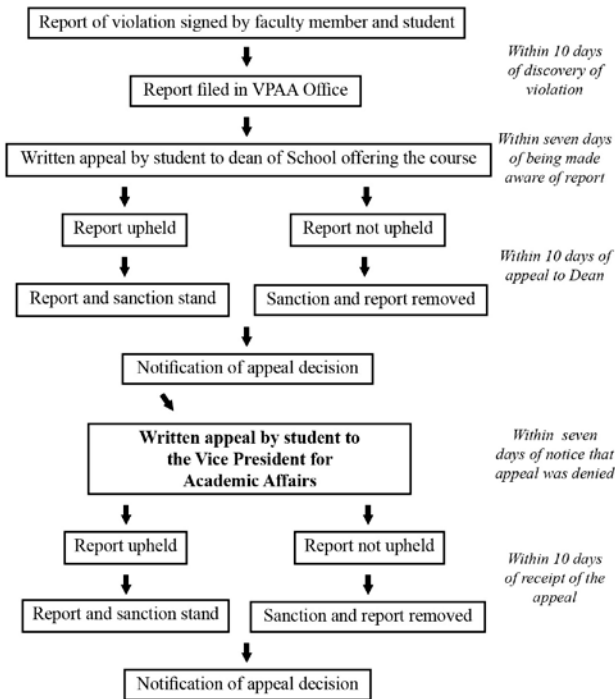
1. Review the report of violation and the student appeal
 2. At his/her discretion, meet individually with the parties involved
- o If the Deans find the report of violation correct, the records and sanctions stand.
 - o If the Dean finds that the report of violation is incorrect, the report will be removed from the Vice President for Academic Affairs' files and the sanction removed.
 - o Written notice of the outcome of the appeal is to be sent to the Vice President for Academic Affairs' office, the student and the faculty member originating the report of violation of the Academic Integrity Policy within 10 calendar days of the Dean receiving the student appeal.
 - o If the student wishes to appeal further, a written appeal, outlining why the finding is incorrect is to be sent to the Vice President for Academic Affairs within seven days of the notice from the Dean regarding the initial appeal. The Vice President will then uphold or overturn the report of violation. If the finding is upheld, the records will be retained. If the report is overturned, all records regarding the incident will be removed from the student's records. Written notice of the outcome of the appeal is to be sent to the Dean of the School offering the course, the student and the faculty member originating the report of violation of the Academic Integrity Policy within 10 days of receiving the appeal.
 - o The decision of the Vice President for Academic Affairs is final and may not be appealed.

April 2006

Appeal Process for a Report of a Violation of Academic Integrity

Collective Rights

- A. Students shall have the right through their representatives to participate through the established channels to contribute to the development of both College and divisional curricula.
- B. Students shall have the right to express an opinion in decisions regarding the evaluation, tenure and promotion of faculty and division heads. (The College promises to listen to such opinion if rendered in good faith. However, the College will not be bound by student opinion in such decisions, nor will failure to secure such opinion constitute a ground for complaint by a faculty member who has not been rehired, promoted, given tenure or made division head.)
- C. The College shall establish and adhere to non-discriminatory policies of equal opportunity to all academic facets of the College.



Class Attendance

Although class attendance is not mandatory, a faculty member may define class attendance as intrinsic to the goals of the class and the final grade. Clinical and professional requirements are reviewed in the respective classes. Faculty members make this known to students in the first week of class, along with all other class requirements. Class requirements take precedence over the general policy.

If an instructor does not report to class the class, should not adjourn without the consent of the Vice President for Academic Affairs, the Dean or an appointed representative.

Grading System

The grading system is as follows:

A = 4.00 Quality Points	D+ = 1.33 Quality Points
A- = 3.67 “	D = 1.00 “
B+ = 3.33 “	D- = .67 “
B = 3.00 “	P = Pass, no quality points
B- = 2.67 “	F = Failure
C+ = 2.33 “	I = Incomplete (After 30 days - F)
C = 2.00 “	W = Withdrawn
C- = 1.67 “	

**Grades of “I” automatically become “F” if the assignments or tests are not completed within 30 calendar days from the last day of the final examination period of the semester during which the course was taken.*

A student who desires to withdraw from one or more courses may do so within the course withdrawal period in the Office of Academic Affairs.

Students who plan to discontinue their enrollment for a period of time must contact the Dean of their School to request a leave of absence.

Note: Please refer to the College Catalog for further information about course withdrawal and leave of absence.

Grade Point Average

This average is determined by dividing the total number of quality points by the number of credit hours attempted. Credit hours for all grades earned at Gwynedd-Mercy College are included in the calculation.

Academic Progress

Gwynedd-Mercy College is dedicated to the academic progress of every student.

To be considered in “good academic standing” the following criteria must be met:

- Students whose total credits (transferred and earned) are 30 or less or students who are attempting only 100-level concentration courses for an associate degree in nursing or allied health are considered freshmen and must maintain a minimum cumulative grade point average of 1.80.
- Students whose total credits (transferred and earned) are greater than 30 or students who are attempting only 200-level concentration courses for an associate degree in nursing or allied health must maintain a minimum cumulative grade point average of 2.00. Students should refer to individual School academic progress policies for any additional requirements.
- The computation of the cumulative grade point average does not include challenge examinations, CLEP, life experience or transfer credits. Only credits earned at Gwynedd-Mercy College are included in the computation of the cumulative grade point average.

Academic Probation

A full-time student whose cumulative grade point average falls below the required minimum (see description under “Academic Progress”) during either the fall or spring semester will be placed on academic probation for the next full-time semester (either fall or spring). By the conclusion of the probationary semester a student is expected to have achieved the minimal acceptable cumulative grade point average. The student will be notified in writing if they are on academic probation. Notification of academic probation will be made through the Dean of the School. A student who has been on academic probation may not be placed on probation a second time. Such students will be subject to academic dismissal.

Part-time students are expected to remain in good academic standing throughout their studies at Gwynedd-Mercy College. A part-time student whose

cumulative grade point average falls below 1.8 after 15 credits or 2.0 after 30 credits will be recommended for academic dismissal from his or her degree program by his or her Dean or chairperson. Individual Schools will determine when academic dismissal is warranted and will make such a recommendation to the Office of Academic Affairs. The student will be notified that they have been dismissed from their degree program.

College and Program Academic Dismissal

A full-time student who fails to achieve the required cumulative grade point average at the end of a probationary semester will be placed on “college academic dismissal.” A student under college academic dismissal is no longer considered a degree-seeking matriculated student. As such, a student may take classes on a part-time basis but the work completed during this time is not guaranteed by the College to be applicable to any degree program. A student who has been placed on college academic dismissal may reapply for admission into a degree program upon meeting all readmission requirements.

Each degree program stipulates satisfactory minimum grades with regards to its own major and certain general education courses. See more specific explanation of program degree requirements found in the course listings section of each academic area in the College Catalog. Should a full- or part-time student fail to meet these program-specific grade requirements, the Dean of the school, or chairperson of the School/ Division in which he or she is matriculated may recommend the program dismissal of the student. Students with a satisfactory cumulative grade point average who are dismissed from their program of study under these conditions may continue their studies (full- or part-time) in another concentration if accepted into another degree program by the Dean or chairperson of that program.

Sexual Harassment

Gwynedd-Mercy College affirms the principles of providing all members of the educational community (students, staff, faculty and administration) an environment free from discrimination. Discrimination involving sexual harassment as well as sexual violence is prohibited by the College. In addition, Title IX of the Education Amendments of 1972 prohibits sexual harassment in connection with all academic, educational, extracurricular, athletic and other programs of the school regardless of whether those programs take place in a school’s facilities or off-campus.

No member of the educational community shall engage in sexual harassment including sexual violence. For the purpose of this policy, sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are

forms of sexual harassment and are prohibited in the College community. Examples of sexual harassment include:

Submission to or toleration of such conduct is made explicitly or implicitly a term or condition of an individual's employment promotion, performance evaluation, or status in a course, program, or activity; or

- Submission to or toleration of such conduct is used as a basis for an employment or educational decision affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive environment for work or learning.
- Sexual harassment and sexual violence includes any interpersonal attention of a sexual nature that is unwanted and unwelcome.

When an incident involving sexual harassment occurs, the victim may be inclined to ignore it or offer minimal protest in the hope that the offensive behavior will cease and not be repeated. In general, this is an ineffective method of resolving such problems. Even if the behavior should cease in this particular relationship, there remains the probability that it represents a pattern of behavior on the part of the accused and that it has been or will be repeated in other relationships. At the very least, the accused may retain the belief that such behavior is acceptable. For this reason if for no other, the victim should take steps to resolve the matter conclusively and finally. Prompt reporting of a complaint of harassment is strongly encouraged, as it facilitates a faster resolution.

Grievance Process

If Gwynedd-Mercy College becomes aware of sexual harassment, regardless of whether a formal or informal report is made, the College will take action to eliminate the hostile environment, prevent its recurrence, and address its effects.

A. Informal Resolution

Informal resolution is voluntary and includes a third-party intervention - having a liaison (College representative) address your concerns with the respondent. This type of resolution is not recommended for a complaint involving sexual violence. The informal process can be ended at any time to begin the formal resolution stage. *For information about how to address third party intervention, please contact the Office of Student Services.*

B. Formal Resolution

Formal resolution concerning a complaint of sexual harassment including sexual violence is initiated by submitting a written and signed complaint to the Vice President for Enrollment and Student Services. The complaint should include the following:

- Name of respondent
- When the harassing behavior occurred
- Description of behavior
- What effect the behavior had on the complainant

- Any witnesses
- To whom the complainant spoke to about the behavior

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

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

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

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

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

8.11

Gwynedd-Mercy College Stalking/Harassment Policy

Statement of Purpose

Gwynedd-Mercy College is committed to providing a safe and secure learning community that is free of stalking, harassment or any other intimidating or threatening behaviors. The College does not tolerate acts of harassment or stalking, including cyber stalking, and will take the necessary measures to ensure that perpetrators of such acts are held to the highest possible consequences.

Stalking is a crime in Pennsylvania and is subject to criminal prosecution. A student perpetrating such acts will be subject to disciplinary action that may include expulsion from the College and/or criminal prosecution.

In addition, the College is committed to supporting those students who perceive themselves as victims of stalking through appropriate provisions of safety and other supportive services. This policy is applicable to all College sites (Gwynedd Valley, East Norriton, and Philadelphia).

Impact of Stalking

Incidents of stalking are occurring on college campuses at an alarming rate. It is a crime that happens to men as well as women of all races/ethnicities, religions, ages, and sexual orientation. A victim of stalking is impacted across all aspects of his/her life. Stalking often begins with phone calls, emails, social networking posts and can sometimes escalate to violent acts.

Stalking often causes a victim to feel pervasive and intense fear and may impair his/her ability to perform, thus making it difficult to complete academics. Not only can the perpetrator present a continual threat (physically and/or sexually), but also the victim's sense of safety and personal control can be eroded. Too often the effects of stalking are minimized by the victim as well as others with knowledge of the behavior, unwittingly allowing the harm to increase before steps are taken to address the situation.

A student identified as a victim may be granted reasonable accommodations provided by the College. These accommodations can be facilitated through the Office of Student Services. It is important to note that if there is an immediate danger to safety, the victim is urged to contact local law enforcement for assistance.

Students at Gwynedd-Mercy College have the right to live free of behaviors that interfere with the attainment of educational goals. Thus, a student who reports stalking may have the following options:

- Initiation of a College judicial hearing
- No-contact order
- Change in academic and/or living situation when possible
- An advocate of choice present to assist and provide support
- Medical and/or psychological resources

Policy

Stalking, cyber stalking and harassment are criminal offenses under PA state law. For further information pertaining to this law, go to: http://www.ncvc.org/src/main.aspx?dbID=DB_Pennsylvania206

Stalking Definition

Stalking is a course of conduct (repeated acts and/or communication) that demonstrates intent either to place a person in reasonable fear of bodily injury or to cause substantial emotional distress. Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a person, and/or threaten his/her safety, mental health, or physical health.

Harassment Definition

Harassment is defined as the intent to harass, annoy or alarm another by physical contact or threats of physical contact; following another person in or about a public place; repeatedly committing acts which serve no legitimate purpose; and, communicating to or about a person in a lewd, threatening or obscene manner.

Examples of stalking or harassing behaviors/activities include but are not limited to the following:

- Repeated, non-consensual communication which includes face-to-face, telephone calls, voice messages, e-mails, text messages, written

messages/letters, gifts, or any other communications that are undesired and place a person in fear.

- Repeated, non-consensual communication by use of online, electronic, or digital technologies including but not limited to:
 - ✓ Posting private or public pictures/messages on web sites, internet sites, social networking sites (**For more in depth information see Social Networking Policy**), chat rooms and/or school bulletin boards
 - ✓ Sending unwanted/unsolicited email or talk requests
 - ✓ Using surveillance or other types of observation, either in person or through the use of electronic devices or software to track or obtain private information
- Repeated following or pursuing
- Threatening or obscene gestures
- Trespassing
- Vandalism
- Non-consensual touching

Reporting

Gwynedd-Mercy College encourages reporting of all incidents of stalking or harassment. A report can be made in several ways. A student may opt to file a complaint with local law enforcement, the college judicial system, a third party or confidentially. However, pursuit of legal and/or disciplinary action requires that a formal complaint be made to local law enforcement and/or the college judicial system. To make a formal report, a student can submit, to the Office of Student Services, a written account of the incident and how he/she has been impacted.

Informal Report

An informal report involves having a third party intervention to address the victim's concerns with the respondent. For information, please contact the Office of Student Services.

Formal Report

The College encourages individuals to report suspected stalking or harassment situations to local law enforcement by calling 911 or Lower Gwynedd Police Department at 215-646-5303. Law enforcement officials may investigate allegations and determine whether to charge the perpetrator with criminal charges.

Additionally, the College encourages individuals to file a complaint with the Office of Student Services or Public Safety. The College may pursue an investigation and determine appropriate actions and sanctions. At any point, the victim may request to stop the judicial process which, in most cases, will be honored. However, the College may determine that not proceeding may threaten public safety and continue with its process.

Confidential Report

A student who does not wish to pursue action within the criminal justice system or College judicial system may make a confidential report with Counseling Services. A confidential report allows the victim to provide information without formally reporting him/herself or the alleged perpetrator. In reporting in this manner, a student limits the actions that can be taken against an alleged perpetrator but is able to gain support and guidance for him/herself.

Judicial Process and Penalties

The Office of Student Services or designee will investigate allegations of stalking or harassment upon receipt of a formal report. College officials have the discretion to impose appropriate temporary sanctions against the accused student pending a hearing. When an investigation is completed, both the victim and accused will be notified of the findings.

Resources

To obtain assistance with services, a student should contact the Office of Student Services.

On campus resources (215-646-7300)

Office of Student Services: ext 546

Public Safety: ext.111

Counseling Services: ext. 571

Community and web resources

Lower Gwynedd Police Department: 215-646-5303

Montgomery County Victim Services Center: 610-277-5200 or 888-521-0983

Laurel House: 1-800-642-3150

National Center for Victims Crime: <http://www.ncvc.org/ncvc/Main.aspx>

Family Violence Prevention Fund: <http://www.endabuse.org/>

National Coalition Against Domestic Violence: <http://www.ncadv.org/>

An Abuse, Rape and Domestic Violence Aid and Resource Collection:

<http://www.aardvarc.org/stalking/states/pennst.shtml>

STUDENT LIFE

Student Services

Mission Statement

In accordance with the mission of the College, the Student Services Division will provide quality programs and services for our students, and advocate for resources and facilities that enhance their experience as a student. We are committed to the creation of a safe environment where a holistic approach to student development is supported. Therefore, our programs will foster the academic, spiritual, physical, and emotional development of our students.

Through collaboration with the College Community, we seek to provide a foundation for students that enable them to become active, engaged citizens.

Athletics

Athletics Vision Statement

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

The Athletic Department will provide a learning environment with participation opportunities for student-athletes to develop their leadership potential. Win or lose, student-athletes are encouraged to work hard, exhibit sportsmanship, and demonstrate respect for teammates, opposition, coaches, officials and fans.

The Athletic programs standards, goals and ideals must remain in harmony with the College's academic programs. The Athletic program will be conducted in a manner that is most conducive to the physical welfare of the student-athletes, allowing them to grow physically, emotionally and intellectually. Academic success of our student-athletes is considered paramount.

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

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

Gwynedd-Mercy College Athletic program objectives:

- 1. Operate in an environment consistent with the mission of the college*
- 2. Provide the best athletic competition possible without sacrificing academic integrity and academic standards.*

3. *Ensure the integration of student-athletes into the institutional life of the college*
4. *Provide quality athletic facilities for athletic participation and college community usage*
5. *Use intercollegiate athletics as a means to bring together the college community and the alumni, to provide a source of institutional pride through athletic competition and academic integrity*

Gwynedd-Mercy College demands the athletic department functions with integrity, social responsibility, ethical standards and strict adherence to the guidelines set forth by the NCAA, ECAS and CSAC.

Gwynedd-Mercy College currently sponsors 19 intercollegiate athletic programs that compete at the NCAA Division III Level.

Women Sports

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

Men Sports

Soccer
 Cross Country
 Basketball
 Indoor Track
 Baseball
 Tennis
 Outdoor Track
 Lacrosse

Performance Standards for Athletic and Student Events

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

- Events and performances need to reflect the core values of Gwynedd-Mercy College as a Catholic college founded by the Sisters of Mercy. Performances should be acceptable to a broad audience and reflect the unique dignity of participants and spectators.
- Each performance or event (song, routine, dance) must be approved by the organization's faculty/staff advisor. The advisor and organizational leadership will consult where appropriate, with the Director of Athletics and the Director of Student Activities to ensure compliance with these requirements well in advance of the planned presentation to obtain approval.
- Musical selections may not come from recordings with Parental Guidance warnings. Lyrics may not promote the use of drugs, alcohol or illegal activity. They may not reference blatant sexual innuendos or

gratuitous violence. They must not include profane or abusive language.

- All clothing must be opaque and respectful of oneself and others.
- Uniforms for dance teams and cheerleaders must be approved by Director of Athletics.
- All movements or gestures in a performance must be acceptable to a broad intergenerational audience standard.
- If the performance involves participation in another event (i.e. Athletics, all campus weekends), permission and approval must be obtained from the Director of Athletics. Consideration will be given to the event type, purpose, audience, logistics and time.
- Groups are advised to be prepared with variations in routines.
- In the event that a portion of a performance is deemed not acceptable, alternatives may be substituted after consultation between moderator and Director of Student Activities.

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

Hazing Policy

Hazing:

Gwynedd-Mercy College uses the Alfred Study of 1999 to define hazing. ***Hazing** is defined as: "any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate. This does not include activities such as rookies carrying the balls, team parties with community games, or going out with your teammates, unless an atmosphere of humiliation, degradation, abuse or danger arises."*

The following are non-exhaustive examples of unacceptable behavior:

Unacceptable Behavior:

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

If you would like more information regarding athletics at Gwynedd- Mercy College, contact the department:

Director

Keith Mondillo

phone: 215-641-5574, ext. 574, on campus

e-mail: mondillo.k@gmc.edu

The Campbell Solution Center

The Campbell Solution Center was created exclusively to get your questions answered and your problems solved.

We realize students lead busy lives and navigating through the College's administrative procedures can be quite challenging at times. The CSC Staff is here to assist students in a simple and direct way.

“One-Stop Shopping”

Many of your needs will be addressed quickly and directly-whether it's an issue regarding:

- Billing
- Book Vouchers
- Financial Aid
- IDs
- Meal Plans, Flex Dollars
- Registration
- Parking/Auto Registration

We have staff on hand to assist you with these issues. With any other issue we will either get the answer for you directly or find out who can answer your questions.

Don't fall through the cracks; let us be your safety net.

-NO APPOINTMENT NECESSARY-

Hours of Operation: 8:00 a.m. to 5:00 p.m., Monday and Thursday
 8:00 a.m. to 6:30 p.m., Tuesday and Wednesday
 8:00 a.m. to 3:30 p.m. on Friday

Contact Information: phone: 215-641-5595, on campus ext.595
 e-mail: campbellsolutioncenter@gmc.edu

Health and Wellness Center

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

The Health and Wellness Center is located on the first floor of Loyola Hall. A full-time nurse/director is available Monday through Friday from 8:30 a.m. to 4:30 p.m. from August through May. Additionally, the Health and Wellness Center partners with a local physician's office to provide additional medical coverage twice a week. For more information, go to the Health and Wellness Center and pick up their brochure about services offered or go to www.gmc.edu.

A Health History/Physical Examination Record is required for all full-time undergraduate students, including allied health and international students and must be received by August 1. Athletes are additionally required to submit a pre-participation physical to the Department of Athletics. These physicals may be completed at the same time, but both forms need to be completed in their original state.

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

Located in Loyola Hall

Director

Donna M. Ferguson, BSN, M.Ed.
phone: 215-646-7300, ext. 306, on campus
email: ferguson.d@gmc.edu

Health Insurance

All full-time undergraduate students and international students are required to carry health insurance and will be **automatically** enrolled in and billed for the student health insurance plan unless an online waiver and documentation of adequate coverage is submitted to our health insurance provider. Part-time students have the option of enrolling in this student health plan. The online waiver can be found on the College Web site. **Please note: the online waiver must be submitted to the insurance company, regardless of health insurance information you may have submitted to another office. Insurance deadline date is September 11, 2011.**

Immunization Policy

In our effort to maintain a healthy campus community, Gwynedd- Mercy College follows the American College Health Association's guidelines for a Prematriculation Immunization Requirement. Therefore, all students are required to have the following immunizations:

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

These immunizations are further explained on the student health record. Resident students are not permitted to live in the residence halls until

immunizations are on file. Copies of the medical form are available on the College Web site under Health Services. The PPD test is available at the Health and Wellness Center for \$10.

IMPORTANT: Please see Health Services website for Meningitis Booster Vaccine information.

For more information on this policy or immunizations in general, please contact the Health and Wellness Center at 215-646-7300, ext. 306.

Allergy Injections

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

Campus Ministry

Campus Ministry Vision Statement

Through our programs and pastoral presence, Campus Ministry strives to:

- *Gather a vibrant community of faith for prayer, reflection and service*
- *Celebrate with vitality the Catholic/Christian faith of our sponsors and encourage all to live their faith more fully*
- *Animate the community to understand and live out our Mercy identity through activities which connect us with poor and marginalized people and global concerns.*

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

The Campus Ministry team consists of a Director, Chaplain/Campus Minister, and Mercy Works Program Administrator. Each is available for individual conversation as well as collaboration with student organizations, athletic teams, residence halls and academic departments. In addition, a Pastoral Musician supports the worship of the gathered community at Sunday Mass; students who sing or play an instrument are encouraged to get involved! On Most Sundays of the academic year, Mass is held in the College Chapel at 11:30am and in the Glass Lounge of St. Brigid Hall at 8:30pm (please call 215-641-5531 for an up-to-date Mass schedule).

Located in Visitation House:

Director

Christine Eberle

Phone: 215-641-5590, ext. 590 on campus

Email: eberle.c@gmc.edu

Mercy Works Program Administrator

Betsy Stone Plummer

Phone: 215-641-5592, ext. 592 on campus

Email: plummer.b@gmc.edu

Located in Assumption Hall:

Chaplain/Campus Minister

Father John Collins, CSsR

Phone: 215-641-5531, ext. 531 on campus

Email: collins.j@gmc.edu

Pastoral Musician

Michelle France

Career Services

Career Services Vision Statement

Our mission is to provide guidance and resources to support GMC students and alumni through the career development process.

Welcome to Career Services!

Meet the staff:

Nick Schaefer, Director

215-646-7300, ext: 420

schaefer.n@gmc.edu

Sarah Kohut, Associate Director

215-646-7300, ext: 572

kohut.s@gmc.edu

Career Services works with all GMC students and alumni. We help students and alumni define their career goals and take the steps necessary to achieve them. Career Services is committed to educating students and alumni in all aspects of the Career Development Process. Please explore our website, attend our programs and most importantly visit our office in Campbell Hall. As a result of utilizing Career Services, students/alumni will be able to accomplish the following learning goals. We look forward to helping you.

- Identify potential majors/career paths through exploring interests, skills, personality and values and conducting research on careers/jobs.
- Enhance resume and cover letter writing knowledge and ability.
- Develop a better understanding of job search skills and planning and interview techniques.
- Increase understanding of the value of experiential/service learning opportunities through internships, volunteering and campus involvement, as well as how to find these opportunities.

Career Development is an ongoing process that requires both a vision and a marketing strategy to take full advantage of existing opportunities and achieve optimum success. Whether you're a freshman gathering information to make informed career choices or a senior preparing for the job search, you're about to embark on one of the most important, fulfilling journeys of your life.

Services we offer students and alumni:

- Individual appointments or workshops
- Help with Choosing a Major or Career
- Resume and cover letter assistance
- Finding internships and volunteer opportunities
- Job searching: both part and full-time
- Interviewing strategies: including conducting practice interviews
- Provide information on different jobs and careers
- And much more...

Web resources:

- **Career Services website:** www.gmc.edu/careerservices (this website contains lots of information on the entire career development process).
- **Job Search Website:** www.collegecentral.com/gmc (the Internet job posting system for all GMC students and alumni. Provides jobs, internships, volunteer opportunities and more).
- **Facebook:** www.facebook.com/careersgmc (posts information on GMC Career Services and also posts jobs and information on events and activities).
- **Blog:** <http://careerservicesgmc.blogspot.com/> (this page provides career information and tips).

Gwynedd-Mercy College is a member of the Southeastern Pennsylvania Consortium for Higher Education (SEPCHE). SEPCHE consists of eight independent institutions of higher education in the Greater Philadelphia Region: Arcadia University, Cabrini College, Chestnut Hill College, Gwynedd-Mercy College, Holy Family University, Immaculata College, Neumann College and Rosemont College. The SEPCHE Career Services Committee works to develop and implement collaborative projects in support of general career development and employment objectives. Included among these is an internet-based shared job listing service for all students and alumni of SEPCHE member schools. Working in consort, the SEPCHE career services offices significantly increase their potential for effective service to their college families and off-campus users such as employers and graduate/professional schools. Through the collaborative services of the Consortium, students and alumni benefit from the personal touch of a small institution combined with the career opportunities of a larger university.

Counseling Services

Counseling Vision Statement

The Counseling Services at Gwynedd-Mercy College is committed to supporting students with accomplishing their educational goals by assisting in identifying strengths, supports and resources which will aid in resolving problem areas. A counselor can help you to explore and express feelings; to examine beliefs and ways of thinking about the world; to reflect on patterns of behavior; and, to work toward making healthy changes. We offer a safe atmosphere for students to discuss concerns and work towards furthering personal growth.

Counseling Services are available to all GMC students at no cost. Utilization and duration of services varies depending on student needs and counselor availability. Counseling Services works from a short-term counseling model. Decisions regarding length of services will be made jointly by the student and counselor. Off campus referrals or resources may be utilized instead of, or in addition to, the counseling services provided on campus. In addition, to supporting the development of the whole person, Counseling Services also serves the larger GMC community by facilitating educational programs regarding mental health and wellness.

Appointments

Students may schedule appointments with any counselor on staff (see staff list above). Depending on the semester, there may also be graduate interns providing counseling services. Graduate interns are held to the same level of ethics and professionalism as professional counseling staff.

Appointments can be made directly with Counseling Services staff by phone (215-641-5571 or ext. 571), email (any counselor) or walk-ins. However, walk-in appointments are accepted only if a counselor is available or with the exception of an emergency, in which case a counselor will see a student ASAP. Appointments are scheduled in a timely manner and with consideration for the student's availability.

If an appointment cannot be kept, Counseling Services asks for 24 hours notice of cancellation done either by phone or email.

*Please note, when using email, only scheduling information will be done. Email will not be used to discuss private information.

Confidentiality

Counseling Services records are confidential and separate from academic records. Wherever possible, a student's right to privacy and confidentiality is upheld. Only in the rare instance where an individual may present a threat to harm themselves or others, may counseling information be shared without the individual's permission and then only to the extent necessary to protect the individual or other persons being threatened.

The Counseling staff does operate as a team. Therefore, the Counseling staff may consult with other Counseling staff members as well as receive supervision on clinical information. The consultations are for professional

and/or training purposes only. Consultation goal is to provide the best quality services for all who use Counseling Services.

Time-Limited/Brief Therapy Model

Model: *Time-limited Brief Therapy and Psychoeducational Initiative*

The time-limited brief therapy model of counseling at Gwynedd-Mercy College focuses on providing supportive services to assist students in their academic, professional and personal development. Students who have personal obstacles, which permeate their lives and require more comprehensive clinical support/long-term therapy, will be referred to off-campus resources as clinically appropriate. Off-campus resources may be utilized instead of, or in addition to, the counseling services provided on campus. The psychoeducational initiative within the counseling center focuses on the collaboration with multiple student services divisions to bring clinically educational programming to the campus community.

The Counseling Center Provides:

- Supportive brief therapy in the form of individual, couples, group and family therapy to students with specific academic, professional, personal and adjustment concerns.
- Brief consultation to faculty, administration and staff regarding student concerns.
- Crisis response services.
- Clinical referral information regarding community resources relevant to mental health concerns and emotional wellness.
- Psychoeducational programming for students, faculty and staff.
- Referral services to local off-campus practitioners and/or agencies when clinically appropriate.

Counseling services are free and confidential and available to all current Gwynedd-Mercy College students: undergraduate and graduate, including the Center for Lifelong Learning. For more information about Counseling Services at GMC, please visit the College Web site at www.gmc.edu.

R.A.I.S.E. (Reducing Alcohol Incidents through Student Education) Program

Gwynedd-Mercy College's R.A.I.S.E. Program is committed to continued efforts aimed at decreasing high-risk drinking and related behaviors among our students. The R.A.I.S.E. Program takes a comprehensive approach that includes prevention, early intervention, education, and treatment. The R.A.I.S.E. Counselor provides alcohol and other drug education programs as well as conducts regular social norms campaigns aimed to correct student misperceptions about drinking norms on our campus. The R.A.I.S.E. Counselor works to support the strict enforcement of the College's Alcohol and Other Drug Policy. Lastly, the R.A.I.S.E. Counselor provides alcohol and other drug assessment and education using the BASICS (Brief Alcohol Screening and Intervention for College Students) model. Within this assessment and education, a student may be recommended to seek out additional support or

treatment. The R.A.I.S.E. Counselor will assist students with resources and referrals found in the community.

The R.A.I.S.E. Counselor is located within Counseling Services and is available 21 hours per week. To schedule an appointment with the R.A.I.S.E. Counselor, call 215-646-7300 ext 395

Location: Griffin Complex, 2nd floor window side hallway
Hours: Monday - Friday 9am to 6pm
Months: August 1st – May 31st (office is closed June and July)
Services: Counseling 215-641-5571 or x 571
Disability Support Services 215-646-7300 x 427
Alcohol and Other Drug Education 215-646-7300 x 395

Counseling Services Staff:

Jeanne McGowan, M.S.W., L.C.S.W. Director of Counseling Services

Email: mcgowan.j@gmc.edu

Dan Jordan, MC LPC NCC CCDPD Counselor/DSSCoordinator

Email: jordan.d@gmc.edu

Disability Support Services

Disability Support Services (DSS) office works to coordinate with faculty, staff and administration to meet the needs of students that have a qualified disability. Within the bounds of its resources, Gwynedd-Mercy College will provide reasonable accommodations to meet the challenges and needs of students with a qualified disability. The College intends for all students accepted into an academic program to have equal access and opportunity to effectively reach their academic and personal goals.

At the time of a student's acceptance to Gwynedd-Mercy College, or anytime thereafter, a request can be made for accommodations pertaining to learning, psychological, and/or physical disabilities. Accommodation requests are assessed on a case-by-case basis and the accommodations are based on each student's individual and unique needs.

A student who self-identifies as having a disability and requests accommodations is responsible for submitting appropriate documentation and following the procedures as listed on the Disability Support web page www.gmc.edu/students/disabilitysupport. No accommodation can be made by the College without completing this process. It is important to allow sufficient time for administrative processing. All information is confidential in accordance with FERPA. Requests are processed on an individual basis through the Counselor/Disability Support Services Coordinator. Students are encouraged to contact the Counselor/Disability Support Services Coordinator as soon as possible as some requests and accommodations may take more time to process and coordinate. For more information regarding this process, the required forms, and specific documentation requirements, please visit the college's Disability Services web page: [Gwynedd-Mercy College > Disability Support Services](#) or contact:

Counselor/Disability Support Services Coordinator

Counseling Services
2nd Floor, The Griffin Complex
215-646-7300, extension 427

Hours: 10-6 Monday and Friday, 9-5 Tuesday, Wednesday, Thursday

The College also regularly convenes a college-wide Disability Awareness Committee dedicated to identifying barriers of accessibility that prohibit persons with disabilities from experiencing equal access to educational opportunities at Gwynedd-Mercy College.

Grievance Procedure

Grievances falling under the scope of Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and the ADA Amendment Act of 2008 should be made according to the following procedure. This procedure is applicable only to students who have previously registered with the Office of Disability Support Services, regardless of his/her experience in the classroom to date. A student who has a grievance/concern regarding his/her disability status, accommodations/modifications or lack thereof, the “reasonableness” presented by the College, or any decisions based on their presentation by faculty, staff or a department, will first contact the Coordinator of Disability Support Services, who may be able to assist in the informal resolution of the issue, and/or serve as a liaison to the faculty/staff member or department. In instances which directly involve the Coordinator of Disability Support Services as an integral part to the grievance/concern, the student will contact the Director of Counseling Services for attempts at informal mediation/negotiation. To increase the likelihood of successful resolution, such processes must be initiated at the time of conflict. If the student is not satisfied with the outcome of this process, he/she may proceed to a Formal Complaint. Formal Complaint: A student may choose this option if attempts at prior resolution have been unsuccessful. A signed, written summary of events must be submitted to the Director of Counseling Services within 30 days of the initiation of the grievance process. The summary should include the following:

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

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

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

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

If the student remains unsatisfied with the outcome, he/she may pursue other federal or state remedies. The above process should not be considered a pre-requisite to such external remedies.

Financial Aid

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

Information concerning financial aid (scholarships, grants, loans, campus jobs) is available in the Financial Aid Office located in Campbell Hall, ext. 466.

International Student Services

The office of Students Services provides assistance with the following services to students.

- Immigration regulations for F-1 students
- Curricular Practical Training and Optional Practical Training
- Cultural Adjustment
- Filing tax in U.S.

Maintaining Student Status

- Maintain Full-time enrollment (12 credit hours for undergraduate student, 9 credit hours for graduate student) during each fall and spring semester.
- Get permission from the Office of Student Services BEFORE you drop a class.

- Maintain a valid passport at least six months into the future.
- Complete and submit the Health History/Physical Examination Record
- Enroll college health insurance plan while you are student.
- Do not accept employment off campus without authorization
- Do not work more than 20 hours per week on campus except in the summer and during vacation, when you may work 40 hours per week.
- Notify the International Student Services Office of your address change within 10 days.
- Carry copy of your SEVIS I-20 and passport with you at all times.

Resident Life

Office of Resident Life Vision Statement

The Office of Resident Life will provide a secure, welcoming environment for resident students, their families and guests. We will work cooperatively with students to build a community that fosters learning, responsibility and mutual respect.

Living on campus can be one of the most rewarding experiences in college. It adds a valuable and exciting dimension to a student's college experience.

Students choosing to live on campus have taken an active role in enhancing their time as a member of the Gwynedd-Mercy College community. The evidence shows that living in college residence halls (versus commuting to college) has its strongest and most consistent positive influence in the areas of social/extracurricular involvement, satisfaction with college, persistence in college and degree attainment.¹ Students who live in residence halls often comment that they experience significant personal growth as a result.

Living on campus and in this community is considered a privilege that comes with important responsibilities. The College expects all residents to adhere to all policies and procedures for the benefit of all students in order to remain in campus housing and experience this valuable opportunity.

The staff of the Office of Resident Life strives to provide a welcoming environment for resident students, their families and guests. The staff works cooperatively with students to build a community that fosters learning, responsibility and mutual respect.

An important emphasis is placed on first year student programming initiatives geared toward assisting new students in their successful transition to the college experience.

The Resident Life staff includes full-time professionals and student leaders who work collaboratively with the Student Services Division as well as the Physical Plant and Public Safety & Security Departments to administer the residential facilities, develop the community and support individual students. Employment opportunities are available each year for undergraduate students as work-study assistants. In addition, student leadership positions including Resident Assistants, Community Education Supervisor, and Summer Conference Assistants are also available. Co-curricular involvement in the residence halls includes the Residence Hall Association, Residence Hall Appeal Board and community programs and events.

¹ Pacarella, Ernest T.; Terenzini, Patrick T.; Blimling, Gregory S. (1994). The impact of residential life on students. *Realizing the educational potential of residence halls*. p. 27. San Francisco: Jossey-Bass.

Resident Directors

Resident Directors are full-time professional staff members who live and work in the residence halls. They are responsible for the day to day administration of a residential area ranging from 200-350 students, depending upon their specific assignment. Resident Directors are involved in the selection, training and supervision of the Resident Life student staff. In addition, their duties include policy development and implementation, advising student groups, and promoting programming efforts.

Community Education Supervisor

A Community Education Supervisor is a seasoned student leader staff member that facilitates initiatives for the first year student community and implements proactive educational programming.

Resident Assistants and Community Leaders

Resident Assistants and Community Leaders are paraprofessional student staff members who live throughout the halls to serve as a resource to students and facilitate the development of a strong residence hall community.

Resident Life Appeal Board

The Resident Life Appeal Board serves as the appeal in the disciplinary process for resident students. The board will formally convene in order to review disciplinary decisions when a formal appeal is submitted. The board consists of students who are committed to the mission and values of the College. They are appointed for their ability to be consistent and impartial.

Residence Hall Association

Residence Hall Association provides leadership opportunities for students wishing to become more fully involved in the residential community. Entirely student-run, the Gwynedd-Mercy College chapter of RHA is a member of the National Association of College and University Residence Halls (NACURH).

Residence Halls

Loyola Hall, St. Brigid Hall and Siena Hall are adjoined to form a Residence Hall Complex. This complex houses new students and upper-class students and the main entrance for the complex is located in St. Brigid Hall, where the three residence halls come together. This entrance has a service desk with 24-hour staff coverage to provide assistance to the residential community and maintain a secure residence hall environment. Resident students are also able to utilize other entrances during certain hours with convenient electronic swipe-card access. Every room in the complex has a telephone, internet access and is cable ready. Lounges with refrigerators, microwaves, kitchen facilities and basic cable service are located throughout the complex. Laundry facilities

and vending machines are also located throughout each hall. Specifically, Loyola Hall consists of traditional double rooms with community bathrooms. St. Brigid Hall and Siena Hall offer double or triple occupancy suite-style rooms with semi-private baths and air conditioning.

Alexandria Hall features three distinct housing options including traditional rooms with community bathrooms and two types of suite-style rooms with semi-private baths. Each room has air conditioning and is wired for telephone, internet access and is also cable ready. In addition, Alexandria Hall provides students with ample study room, social lounge spaces and kitchen facilities as well as laundry and vending machines throughout the facility. Residents residing in Alexandria Hall gain access through the main entrance via electronic swipe-card access. This entrance has a service desk with staff coverage from 6:00 p.m. - 6:00 a.m. daily.

Resident Life Staff are available to support all resident students. The Resident Life offices are open during standard business hours and are located on the first floor of Loyola Hall and the first floor of Alexandria Hall. In addition, staff participates in an on-call rotation after-hours to respond to emergencies and can be contacted through Public Safety & Security.

Director of Resident Life

Rick LaRosa, MS
phone: 215-641-5585, ext. 585 on campus
e-mail: larosa.r@gmc.edu

Administrative Assistant

Lori Davis
phone: 267-448-1305, Ext. 305
email: davis.lori@gmc.edu

Student Activities

Student Activities Vision Statement

The student activities department will provide co-curricular opportunities for students that are an integral part of the holistic educational experience and beneficial to student retention efforts.

Clubs and Organizations

The purpose of the Student Activities Office is to compliment the curricular, residential, and commuting experiences by providing opportunities for students to develop leadership, organizational and communication skills through involvement in student groups, organizations, and activities. Through co-curricular experiences Gwynedd-Mercy College actualizes its commitment to community and collaboration, competence, and social responsibility. All clubs and organizations register through the Office of Student Activities at the beginning of the fall semester. To become involved in any student organization, or to start a new student group, activity, policy, program or project, please contact the Office of Student Activities.

Student Government Association

The Student Government Association, SGA, is responsible for a variety of both new and annual events that are based with the consideration of students in mind. SGA plans, designs, and promotes these events based upon student voice and suggestions.

The primary and long term goal of SGA is to apply high quality and realistic solutions to the problems of the college community with the time frame that the members are in office. SGA expresses student opinion to faculty and administration, explore and attempt to resolve student problems, and encourage student involvement through communication and active participation among all student groups.

Contact the Student Activities Office for further information.

Student Activities Committee

The Student Activities Committee, SAC, serves as the college's primary programming board. SAC organizes and provides a variety of entertaining and enriching activities for the entire student body.

Contact the Student Activities Office for further information.

GMC Seniors

GMC Seniors is a series of professional, social, and educational events designed for graduating students as they transition from college to life after graduation.

Director of Student Activities

Tom Friel, MEd

phone: 215-641-5565, ext. 565 on campus

e-mail: friel.t@gmc.edu

The Student Activities Office is located on the second floor of Waldron Student Center

STUDENT LIFE ACTIVITIES

Campus Organizations

Adult Services	ext. 156
Alumni Association	ext. 554
Athletics	
Intercollegiate Sports Program	ext. 574/533
Physical Education	ext. 549
Best Buddies	ext. 160
Biology Student Association	ext. 126
Black Student Union	ext. 510
Business Club	ext. 597
Computer Club (AITP)	ext. 431
Dance Team	ext. 523
Education Club	ext. 164
GISO (Gwynedd International Student Organization)	ext. 544
GMAEYC (Gwynedd-Mercy Association for the Education of Young Children)	ext. 164
Green Griffins	ext. 546
Griffin Ambassadors	ext. 529
Harmony Theater	ext. 160
Math Club	
Mercy Mentors	ext. 592
Mercy Works (Community Service)	ext. 592
Orientation Leaders	ext. 458
Peer Mentoring Association	ext. 571/427
Psychology Club	ext. 147
Resident Life Appeal Board	ext. 174
RHA (Residence Hall Association)	ext. 205
SAAC (Student Athlete Advisory Committee)	ext. 533
SAC (Student Activities Committee)	ext. 565
Student Association of Sciences	ext. 110
Student Council for Exceptional Children	ext. 138
SGA (Student Government Association)	ext. 565
SNAP	ext. 411
Student Publications	
<i>The Gwynmercian</i> (Newspaper)	ext. 136
<i>The Griffin</i>	ext. 256
<i>Student Update</i>	ext. 546 or mintzer.v@gmc.edu
Voices of Gwynedd	ext. 144

To reach any of these extensions from an off-campus location, first dial 215-646-7300.

Student Membership on Committees

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

Academic Advising - Provides resources, structures and processes to strengthen academic advising across the campus. Student members: two students.

Alumni Relations - Student participation and shared responsibility for the welfare of the College's alumni programming and events are promoted through student involvement with the alumni office. Students (who are also **alumni-in-training**) are encouraged to participate in all available alumni committees.

Please visit Shannon Bruno, Director of Alumni Relations, on the second floor of Assumption Hall, call ext. 554 on campus (215-641-5554 from an outside line), or e-mail bruno.s@gmc.edu to become more involved in the alumni relations effort.

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

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

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

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

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

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

Wellness Committee - Promotes a holistic view of health and wellness among the Gwynedd-Mercy College campus community through various experiential activities. Student members include one representative from each group: residents, commuters, international students and peer mentors.

For information concerning membership on committees contact the office of the Vice President for Enrollment and Student Services at Ext. 546, The Griffin Complex.

Honor Societies:

Alpha Kappa Delta
Alpha Phi Sigma
Alpha Sigma Lambda
Kappa Delta Pi
Kappa Gamma Pi
Lambda Beta

Lambda Iota Tau
Phi Alpha Theta
Sigma Phi Sigma
Sigma Theta Tau
Sigma Zeta

Annual Events:

AIDS Awareness
Alcohol Awareness Week
Alternative Spring Break
Bloodmobile
Celebrate Service
Constitution Day
Donut Days
Earth Day Celebration
Eating Disorders Awareness
Finals Breakfast
Griffin Madness
Health and Wellness Fair
Holiday Bazaar
Holiday Outreach
Homecoming

Hunger & Homeless Awareness Week
Let Your Light Shine Retreat (LYLS)
Marathon for Charity
Martin Luther King, Jr. Day
Mercy Week
New Student Orientation
Outreach Programs
Spring Dinner Dance
Spring Fling
Spring Musicales
Student Leadership Workshops
Take Back the Night
Talent Show
Voices of Gwynedd Carol Night
Workshop/Peer Mentors

STUDENT LIFE POLICIES

Student Membership in the Academic Community

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

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

Authority for the enforcement of College regulations and policy rests with the President of the College or those College officials designated by the President, namely, the Vice President for Enrollment and Student Services, the Director for Resident Life, and the Associate Director for Resident Life.

Off-Campus Behavior and Responsibility

Students at Gwynedd-Mercy College are members of both the College community and the communities surrounding the College. All members of the College community have the obligation to adhere to the policies and regulations of the College and laws of the Commonwealth and local jurisdictions.

The College's policy is to hold students responsible for behavior off campus. The behavior of students, both positive and negative, reflects upon the College through public officials and the public. The College reserves the right to take disciplinary action on complaints received concerning off-campus student behavior from the police, neighbors, property owners, other students, faculty, staff, and the public. Students whose behavior off campus is contrary to public law and/or the college code of conduct will be subject to disciplinary sanctions.

All students must be aware of the following:

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

Code of Conduct

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

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

Judicial systems and procedures are substantially secondary to the use of example, guidance, counseling and admonition in the development of responsible student conduct. When these preferred means fail to resolve problems of student conduct, procedural safeguards allow for the imposition of appropriate sanctions while protecting the student from unfair imposition of serious penalties.

The student Code of Conduct permits any member of the College community (student, faculty, administrator or staff) to register a written complaint against a student/student organization with the office of the Vice President for Student Services. If the complaint warrants adjudication, the options will be discussed with the student/student organization accused in the complaint. Detailed information on the judicial process is printed on subsequent pages of this publication and in the Resident Life handbook.

Examples of misconduct for which students are subject to disciplinary action by the College are:

1. Violations of State or Federal law classified as felonies or misdemeanors
2. Deliberate destruction of, or damage to, misuse of, or abuse of public or private property
3. Assault and/or battery upon another person or the threat thereof, including harassment
4. Discriminatory acts committed against anyone in the College community on the grounds of race, religion, national origin, gender or disability
5. Sexual harassment policy (see page 134)
6. Alteration of College identification card or academic records; misrepresentation of one's identification when requested by a member of the College faculty, administration or staff
7. Violation of campus safety regulations, including motor vehicle and fire drill regulations
8. Loud, obnoxious or menacing behavior which infringes upon the rights of others
9. Theft of public or private property including receipt of stolen property
10. Lewd or indecent speech or conduct
11. Possession, use or sale of illegal drugs or drug paraphernalia
12. Unauthorized use of alcohol on campus
13. Unauthorized use, possession or sale of firearms, explosives and other dangerous weapons
14. Unlawful obstruction or occupation of passageways, public areas, buildings or offices
15. Unauthorized entrance into campus facilities
16. Unauthorized gambling or games of chance
17. Smoking in non-smoking areas
18. Illegal or unethical use of technology

Implementing the Code of Conduct

Charges of misconduct or an investigation of misconduct must be filed in writing within a reasonable period of the alleged offense and forwarded to the office of the Vice President for Enrollment and Student Services.

The Vice President will notify the accused that a complaint has been filed against him/her within a reasonable time, not to exceed ten (10) business days of the filing of the complaint. The Vice President will advise the accused of the Code of Conduct, students' rights and offer to hear the accused person's statement.

The Vice President for Enrollment and Student Services will investigate the charges, including the questioning of witnesses. The Vice President for Student Services, in absolute discretion, will then decide whether the alleged offense is substantial and serious enough to convene the Judicial Court to hear the charge.

- A. If the alleged offense does not warrant convening the Judicial Court, the Vice President for Student Services will issue a sanction commensurate with the severity of the violation. If the student is not satisfied with the sanction issued, he/she has seven (7) calendar days to request his/her case be heard by the Judicial Court. A student can make such a request to the Judicial Court which, in absolute discretion, will determine whether or not to grant the request.

- B. If the alleged offense does warrant convening the Judicial Court, the Vice President for Student Services shall prepare for the accused and be the Judge for written specification of the charges against the accused. This written specification must include:
 - (1) A description of the acts of the accused.
 - (2) The particular section of the Code of Conduct and/or Students' Rights which has been violated.
 - (3) The name(s) of any witness(es).
 - (4) A closest hearing date in the schedule predetermined each semester by the Faculty/Student committee.

The Judge shall notify the witnesses and the members of the court of the date and time of the hearing.

If the accused wishes to be represented by someone, including but not limited to a lawyer, the accused shall notify the Vice President for Student Services in writing more than three (3) days prior to the date of the hearing. The representative may advise the accused but may not question witnesses or address the court. The written notice shall contain the name, address and phone number of the representative and his/her status. If the accused fails to do so in the allotted amount of time, he/she forfeits his/her right to be represented. The Court shall have the right at all times to have a lawyer of its choice advise the judge at the hearing.

Judicial Court Procedures

Makeup of the Court

The Court is comprised of eight members:

1. The Vice President for Enrollment and Student Services (non-voting member)
2. Judge (current President of the Executive Council of Student Government Association) (non-voting)
3. Three additional members of Executive Council of the Student Government Association
4. Three faculty members of the Faculty/Student Committee or designees

Hearing

1. The accused shall have the following rights at the hearing:
 - a. To have representation present during the entire length of the proceedings
 - b. To cross-examine witnesses
 - c. To testify
 - d. To present witnesses on his/her behalf
 - e. To make a summation at the end of the testimony
2. Hearings shall be closed. The Court, the Vice President for Enrollment and Student Services, the accused, his/her representative, and the complainant shall be permitted in the hearing room during the hearing.
3. An audio tape recording of the proceedings shall be made at the hearing. In addition, one of the members of the Court shall make notes of the proceedings. These records will be maintained in a file in the Vice President for Enrollment and Student Services' office until the accused graduates or is terminated from the College. No other method of recording proceedings shall be permitted.
4. The procedure at the hearing shall be as follows:
 - a. The Vice President for Enrollment and Student Services calls the hearing to order.
 - b. The written specifications of the charges are read to the accused by the Judge.
 - c. The Judge will first call the witnesses against the accused. The Judge will question the witnesses so that the testimony is presented in a logical and coherent manner.
 - d. After each witness testifies, the accused as well as the members of the Court will be permitted to ask the witnesses questions.
 - e. After the witnesses against the accused are heard, the accused and his/her witnesses will testify. They also may be questioned by the Court as well as the complainant.
 - f. When the testimony is completed, the accused may present argument.
 - g. After testimony and argument, all parties are dismissed.
 - h. The Vice President for Enrollment and Student Services advises the Court as to possible penalties in the case of a guilty verdict.
 - i. The Court goes into private session where a secret ballot is cast for a decision.
 - j. If the student is found responsible the Court discusses a recommended sanction and votes on that as well.

- k. The decision and recommendation of sanction are forwarded to Vice President for Enrollment and Student Services in a letter. A written notice is then provided to the student regarding the decision of the court.
5. The Judge shall make rulings concerning procedure and the admissibility of evidence. Evidence shall be admitted liberally, but the Court shall make its decision only considering relevant and substantial evidence.
6. Majority rule prevails in the determination of finding a student responsible as well as the recommendation of the appropriate sanction.
7. The case against the accused must be proven by a preponderance of the evidence. The legal phrase “beyond a reasonable doubt” does not necessarily apply in a college judicial court system.
8. All testimony and records of hearings are maintained by the Vice President for Enrollment and Student Services and may be released only to the Vice President for Academic Affairs or the President of the College. The Judge will have access to all records of Judicial Court cases for review only within the office of the Vice President for Enrollment and Student Services.

Post-Hearing

1. Within seven (7) calendar days of the hearing the judge will present a report to the Vice President for Enrollment and Student Services. This report will contain:
 - a. a summation of charges against the accused
 - b. a summation of evidence presented
 - c. the result of the vote taken by the Judicial Court
 - d. the verdict
 - e. the sanction recommended by the Judicial Court
2. All members of the Judicial Court, accused and witnesses, are bound to confidentiality regarding the discussions and voting of the Judicial Court in all cases. Only the Vice President for Enrollment and Student Services and the Vice President for Academic Affairs are permitted to disclose information concerning cases handled by the court.
3. The Vice President for Enrollment and Student Services will administer the decisions and recommendations of the Judicial Court. When the accused has been notified of the decision of the Court and the sanction imposed by the Vice President for Enrollment and Student Services, the case will be officially closed.

Appeal

- a. Appeal is only permitted to be made to the President of the College within five (5) calendar days of the date of the Court’s verdict.
- b. Appeal may be lodged by the accused only. Appeal shall be lodged with the Vice President for Enrollment and Student Services as warranted. The Vice President for Enrollment and Student Services shall transmit the appeal and the record to the President.

- c. The appellant shall set forth specifically the grounds for Appeal. They shall be limited to: (1) the discovery of substantial new evidence which could not have been known at the time of the hearing, and (2) a gross abuse of discretion by the Court. The discovered evidence shall be set forth in detail in the Appeal, including the names of additional witnesses, if any. If a gross abuse of discretion is claimed, the specific acts which the accused alleges were a gross abuse of discretion of the Court must be set forth in detail in writing.
- d. The Judge and/or Vice President for Enrollment and Student Services shall comment in writing on the accused's appeal (this will depend on whether the case was heard by the Vice President for Enrollment and Student Services or judicial court).
- e. If the President finds that new evidence was substantial, could not have been known at the time of the hearing, and would have had substantial impact on the Court's decision, the President may remand the case for an entire new hearing. The Judge will remain the same, but the eight members of the Court must be changed. The eight new members will be selected by the Vice President for Enrollment and Student Services from the campus groups from which the original eight members were chosen.
- f. If the President finds that the Court grossly abused its discretion, the President may change the Court's recommendation and penalty accordingly.

Affirmative Action Statement

Admission or employment is based solely on an applicant's qualifications and ability to meet established requirements for admission or employment. Gwynedd-Mercy College does not discriminate against any applicant for admission to or employment at the College because of race, religion, age, gender, national origin or disability. In addition, Gwynedd-Mercy College will take affirmative action in the recruitment of students and employees and in all matters concerning their involvement on campus.

Americans with Disabilities Act

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

To be eligible for accommodations or support services, students are required to provide current (within three years) documentation from a qualified professional, depending on the nature of the disability. Specific requirements to

accommodate a disability and forms can be obtained in the Student Services office, in The Griffin Complex.

For more information regarding accommodations, please refer to Disabilities Support Services on page 45.

Communicable Diseases

The position of Gwynedd-Mercy College toward any illness is one which is compassionate and non-judgmental. In the case of communicable disease our goal is to achieve balance in our responsibility to both infected and non-infected persons. Thus, our guidelines are:

1. Persons with highly communicable diseases (such as measles, mumps, German measles, meningitis and chicken pox), will leave the campus for the length of time appropriate to the disease. Resident students will be assisted in making necessary arrangements.
2. For persons who have diseases of lower communicability (such as AIDS and hepatitis), and short communicability after treatment commences (such as scarlet fever and pinkeye), decisions will be made after evaluating the individual case.
3. Persons with the above-listed diseases are encouraged to report them to Campus Health Services in Loyola Hall, ext. 486.
4. Persons with common diseases (such as colds and flu) are asked to observe precautions to prevent the spread of these and to contact Campus Health Services if symptoms are more than mild.
5. All persons are required to be up-to-date on immunizations for measles, meningitis, mumps, German measles, tetanus-diphtheria vaccine, hepatitis and PPD. Residents and anyone involved in programs/services where direct personal contact may present a health risk are especially required to be up-to-date on these immunizations.

Fundraising

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

Posting Policy

- In an effort to “**go green**” and to increase the consistency of on campus promotions there will be no postings of any kind on Glass.
- All flyers/posters must be approved for posting within the **Office of Student Services** (2nd floor of the Griffin Complex) or the **Student Activities Office** (2nd floor Waldron Student Center). All postings must have the following:
 - **Name of club or organization**
 - **Contact name and number/e-mail**
- **All flyers/posters may only be displayed for two weeks.**
- **Only** masking tape can be used for approved walls.
- When an individual (including faculty and staff) comes to the Office of Student Services or the Student Activities Office, they will be provided with this list of acceptable places to post. **Any postings placed in any**

area other than the designated areas will be removed and receive a warning.

- No papers/posters/flyers or directional arrows are to be posted to any permanent directional signs (e.g., the signs outside that identify buildings or parking lots).
- To post in the **residence halls**, give to the secretary in Loyola Hall at least **two days prior** to the date they need to go up. You will need to make approximately:
 - 1 per RA (22 Resident Assistants)
 - 8 for common areas
- **Painting on windows (only for Fall Fest and Spring Fling)** – two locations for approved designs for one (1) week only. Designs must be presented and approved by the **Office of Student Services** or the **Office of Student Activities**.
 - Keiss Hall front window on second floor
 - Lobby of St. Bernard Hall, window between the two front doors
- Painting on window **must be removed within 48 hours** after one week posting time. The windows must be cleaned thoroughly, with no trace of paint. Violations to this will forfeit their organization's right to paint on the windows and also receive a warning (see fines).
- All directional signs and balloons **must be removed at the conclusion of the event**.
- **Sidewalk Chalk** – may only be used on sidewalks; advertising with sidewalk chalk may only be done on the day of the event. **Must be removed at the conclusion of the event**. Violations to this will forfeit their organization's right to advertise with sidewalk chalk and also receive a warning (see fines).
- **Two community sections**-Waldron Center Breezeway (next to Pepperazzi)-bulletin board on the right, at the end, going to residence halls and outside Fatima Hall on the left side of the big green bulletin board (anything that is not a Gwynedd-Mercy College sponsored event that is approved)
- **Fines** – any violation to this policy will receive a warning; after three warnings you will receive a written (e-mail) violation from the Posting Committee and after three violations in the academic year you will be required to pay a \$50 fine to the Student Services office to be used for future communication devices. If your posting violation causes damage you will be required to pay for the repair in addition to the fine. **Furthermore, failure to pay the fine may result in denial of postings for your organization.**
- **Digital Signage Board** at Gwynedd-Mercy College serves two purposes. First, it is a tool to inform the College community, particularly students about current events on the campus. Additionally, it is for emergency notification system that allows Gwynedd-Mercy College administration to provide time-sensitive messages to the campus community in the event of an emergency. If an emergency bulletin needs to be displayed, the screen on the digital sign board will change colors to **red** and then provide the emergency information.

The Office of Student Services is responsible for the management of communication for the digital signs. All communication intended for the electronic signage must be approved through this office. All postings must have the following:

- Name of sponsoring club or organization
- Contact name and number/e-mail for sponsor
- Intended time period of posting so that information may be removed from display at stated time
- No posting for regularly scheduled meetings will displayed. The digital sign is intended to highlight special coming attractions.
- All postings must be emailed to mintzer.v@gmc.edu in landscape layout in one of the following formats: .bmp .gif .jpg .png .psd .tif

Note: Digital Display boards are located in the lobby of St. Bernard Hall and on the lower level of Waldron Center (by Pepperazzi) , Keiss Hall (by Griffin Grounds) and Alexandria Hall Lobby. Postings, including pictures will not be displayed longer than two (2) weeks. Only one (1) flyer per event will be displayed.

For further information regarding the digital displays on campus or to report any violations please contact the Executive Secretary for Vice President for Enrollment and Student Services at extension 546 or mintzer.v@gmc.edu.

Locations to post:

Waldron Center

Pepperazzi: Table tents
Bulletin board outside the Late Night Lounge
Bulletin board on right going to the residence halls
(*Community Section is on the left*)
Bulletin Board on left going from Waldron to Rotelle.
NO posting on white painted walls

Second Floor: Bulletin board at top of stairs
Bulletin board on left going into cafeteria

Cafeteria: Table tents

Walkway between Waldron and Rotelle Lounge:

Bulletin Board next to glass block window
Bulletin Board on stone wall
Posting strips across from Student Services
Grey doors between Waldron & Rotelle

NO posting on any painted walls (not even directional signs)
Elevator (inside walls)

The Griffin Complex

Rotelle Lounge: Bulletin board by restrooms
Posting strip outside Student Services
Grey doors going into Waldron
Gym: Bulletin board in atrium going to aerobics room
Bulletin board in cardio room

Campbell Hall

Posting strips in front vestibule

Keiss Hall

First Floor: Bulletin board in classroom hallway (*not the small nursing bulletin board*)
Hanging strips on pillars
Hanging strip on left wall in lobby
NO posting on wood, glass or painted walls
Second Floor: Hanging strips on pillars
Hanging strip at Griffin Grounds

Fatima Hall

Outside: Big bulletin board
Hallway: Bulletin board strips
Lobby: Posting strip next to water fountain
Restrooms: Inside stalls or over urinals

Connelly Faculty Center

Elevator: Walls
Bulletin boards in each doorway

Gustav Martin

Lobby: Posting strip over water fountain
Restroom: Inside on posting strips

St. Bernard Hall and Julia Ball Auditorium

NO posting on painted walls
Bulletin board at top of steps
Bulletin board strips in hallways
Posting strips on restrooms

Please note: All bathrooms (except in residence halls) have hanging strips. Women's bathrooms have them on the inside of every stall door. Men's bathrooms have them over every urinal.

Updated 7/15/2010

Safety and Security

Persons are advised to take all necessary means to protect self and property from injury. Prudent care of personal items and mutual concern for one another are encouraged. The entire community shares in maintaining a safe environment conducive to learning and safety.

Persons are encouraged to report any criminal matter toward their person or property as promptly as possible. The Security Office is located in St. Brigid Hall lobby. In case of an emergency, call ext. 111.

Missing Student Notification Policy

Missing Person Procedures

The Higher Education Opportunity Act (HEOA) requires Title IV eligible institutions that provide on-campus housing to establish a missing student notification policy for students who reside in on-campus housing.

- Gwynedd-Mercy College will require that each student who lives on campus to identify a contact person whom the institution may notify in the case that the student is determined missing, according to the institution's official notification procedures.
- Gwynedd-Mercy College will advise each student who is under 18 years of age, and is not an emancipated individual, that if the student is determined missing, then the institution must notify a custodial parent or guardian within 24 hours.
- The missing person policy includes procedures for official notification that a student has been missing for more than 24 hours by the appropriate individuals at the institution;
- Gwynedd-Mercy College will initiate the emergency contact procedures in accordance with the student's designation if the campus security or law enforcement entity has been notified and has determined that such student has been missing for more than 24 hours and has not returned to campus.

Reporting Missing Persons

Gwynedd-Mercy College thoroughly investigates all community people reported as missing whether they reside on or off-campus. To report a missing person dial 1-1-1 from a campus telephone, use one of the blue light emergency telephones on campus or dial (215) 641-5522 from off-campus/cell phones. You may report a missing person in person to the Department of Public Safety located in St. Brigid resident hall or to the Lower Gwynedd Police Department at 215-646-5300.

If the Missing Person is a student, Public Safety will follow these procedures:

- A Gwynedd-Mercy Security Officer, upon confirmation that a student is missing and cannot be located, shall notify the Office of the Vice President for Student Services.
- If the missing student resides in on-campus housing, the Gwynedd-Mercy Security Officer will notify the Resident Life Director or Staff Supervisor on duty. Public Safety and Residence Life will contact

neighbors and friends in the immediate vicinity of the student's room and report any findings to the Vice President of Student Services.

- If the missing student residing on-campus has been missing for more than 24 hours, the Vice President of Student services or designee will notify the student's designated emergency contact which is maintained in the Student Life database.
- If the student is under 18 years old, the Vice President of Student Services or designee will immediately notify a custodial parent or legal guardian; and the missing student will be entered into the National Crime Information Center by the Lower Gwynedd Police Department.
- If a student over 18 years old has not designated an emergency contact, the law enforcement agency where the student's primary residence is located will be notified. All notifications as mentioned in this section will be made by the Director of Public Safety or his/her designee.
- If the missing person is a commuter student, faculty or staff the College will assist the investigating jurisdiction upon request.
- If the student has not been located within a reasonable amount of time, the Office of the Vice President for Student Services may contact the student's parents or others for additional assistance.

Smoking Policy

All campus buildings are smoke free. Smoking is permitted only in areas where there are smoking receptacles. Smoking is not permitted within 30 feet of main entrances and/or handicapped entrances to any building on campus. Smoking is strictly prohibited in all areas where smoke may enter a classroom, office space, meeting room or student residence.

COMPUTER USE POLICY

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

Violations (prohibited behavior):

1. Engaging in conduct that obstructs or disrupts institutional activities and the individual pursuit of learning. In terms of e-mail, this specifically means intentionally reading, or attempting to read, other people's e-mail without their authorization. In terms of the Internet, this specifically means intentionally trying to gain access to a system or data files for which you are not authorized; or having gained access, inflicting damage (including but not limited to altering records or sabotage) on the system, redistributing the data or files, and/or degrading system performance (through any mechanism).
2. Taking any intentional action which causes interference to the network, the work of others or any computer on Gwynedd-Mercy College's local area network or the Internet.
3. Using the Network in "for-profit" activities, unless such activities are directly related to Gwynedd-Mercy College employment or College course work. Exceptions to this policy may be granted by the Executive Director of Institutional Technology Services, upon written request. Portions of the Internet (such as the NSFNet backbone) define "acceptable uses" to specifically prohibit advertising and "for-profit" activities. These prohibitions will apply to "broadcast" communications (such as e-mail responses to List-Servers, Newsgroups, etc.).
4. Involvement in violation of or conviction of violation of federal, state or local regulations having to do with computers, communication, interstate commerce, and/or security regulations. This also applies to violation of federal copyright, trade secret, identity theft and related laws.
5. The intentional creation or dissemination of a computer virus, tapeworm, Trojan horse, or other similar program, or dissemination of a communication under the name of an account for which you do not have permission.
6. Threat, harassment (including but not limited to sexual harassment) or libel toward any student, employee, guest or remote computer user in an e-mail message, file transfer, or other communication. NOTE: INSTANCES OF HARASSMENT BY E-MAIL WHICH INVOLVE MALICIOUS INTENT TOWARD THE RACE, COLOR, CREED, SEX, AGE, RELIGION, NATIONAL ORIGIN, SEXUAL

ORIENTATION, OR DISABILITY OF ANY OTHER PERSON SHALL CONSTITUTE VERBAL HARASSMENT WHICH MAY VIOLATE THE MISSION OF THE COLLEGE AND THE COLLEGE CODE OF CONDUCT.

7. Sending sexually oriented e-mail messages or sending or receiving sexually oriented images or file transfers other than those with legitimate academic purpose.

Additional Policy Statements

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

Violations of this policy are subject to disciplinary action up to and including termination or dismissal from the college.

(revised 2004 - 2005)

Social Networking Policy

Gwynedd-Mercy College recognizes the importance of social networks as both a means of communication and a part of our everyday lives. We support your right to engage in social networking activities and encourage you to connect with others who share your interests. To assist you, we have developed this social networking policy and guideline. The Social Networking policy is aligned with the Core Values of Gwynedd-Mercy College.

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

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

- Social networking sites: Facebook, MySpace, LinkedIn
- Video and photo sharing Web sites: Flickr, YouTube

- Micro-blogging sites: Twitter, FourSquare
- Weblogs or blogs: The Huffington Post, Mashable, TechCrunch
- “Wikis” or other collaborative Websites designed to enable anyone with access to contribute or modify content: Wikipedia, Digg
- Online forums and discussion boards: Yahoo! Groups or Google Groups
- Any other Web sites or software applications that allow individual users or entities to publish content on the Internet

Social Networking Guidelines

Below are our current guidelines for social networking. These guidelines are intended to help you make appropriate decisions about blogging, communicating on Web sites, posting on video and picture sharing sites, communicating online, whether on blogs or elsewhere, and any other social networking activities in which you may engage. These guidelines are intended to protect our interests too. These guidelines will change continually as new forms of social media emerge.

Exercise good judgment and common sense. Always pause and think before posting. What you post online may be accessible to the general public. Ask yourself questions such as: Is my social networking activity appropriate? Am I adding value?

- When engaging in social networking activities and communications (especially when disagreeing with others’ opinions), keep your communications civil, appropriate, respectful and polite.
- Follow the terms and conditions of any social media sites and software that you utilize and familiarize yourself with their privacy settings so that you may control who can view the content you publish online.
- People who either hide behind pseudonyms or create anonymous posts compromise the value of social networking. Identify yourself when posting in order to lend credibility to your online contributions.
- Stick to your area of expertise. Write about what you know and provide only your perspective.
- Remember your audience and remember that your social networking activities may create a perception about Gwynedd-Mercy College. Prospective students, current students, current employers, colleagues and peers may be able to view what you post online. Consider this to ensure that your post will not alienate, harm or provoke any of these groups.
- You are responsible for everything that you write or present online. Take ownership of your online content. If you make a mistake, admit it and correct it.
- Don’t let social networking activities interfere with your other responsibilities and duties. This is especially true for Gwynedd-Mercy College employees who should not let social networking become a workplace distraction. If your social networking activities make you less productive at work, then either find another time and place to

engage in social networking activities, or cease your social networking activities altogether.

- Employees who have work-related complaints or issues should bring them to the attention of a manager or Human Resources before blogging or posting about them.
- Follow a code of ethics. There are many codes of ethics for social media participants that can help you participate responsibly in online communities.

Social Networking Rules

Below are our rules for social networking. These rules apply whether you engage in online activities on or off of school grounds and whether you use your personal computer or our computer hardware. We have these rules not just to keep you safe, but also because misuse of social networking may create liability or business risk for us. As with the guidelines above, we reserve the right to change these rules from time to time, as we deem appropriate.

- You are solely responsible for anything you publish online. We expect you to read, be familiar with and abide by all of Gwynedd-Mercy College's policies, procedures and other rules that apply to you (see Computer Use policy). If you engage in social networking, you must follow, and act consistent with, the Computer Use policy and your conduct and communications may not conflict with any of the standards set forth, whether related to harassment, confidentiality, intellectual property, computer use, or otherwise.
- You may not publish any harassing, bullying, disparaging, defamatory, inflammatory or knowingly false material about Gwynedd-Mercy College, its students, employees, faculty, administrators, volunteers, guests or anyone else.
- You may not represent that Gwynedd-Mercy College endorses any of your communications or personal opinions and you may not use Gwynedd-Mercy College to promote any opinion, belief, product, cause or political candidate. When necessary or appropriate, include the statement: "This is my personal opinion and not that of Gwynedd-Mercy College."
- You may not disclose any of our protected intellectual property or confidential or proprietary information.
- Do not use Gwynedd-Mercy College's logo or any of our other marks or images, unless you obtain our written permission first, and abide by all copyright laws. You must also refrain from posting original or altered copyrighted images online.

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

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

Violations of this Policy may result in discipline up to, and including, termination of employment or expulsion.

(ratification date 8/19/2010)

E-mail Policies

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

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

- It is prohibited to send or forward e-mails containing libelous, defamatory, offensive, harassing, racist or obscene remarks or images. If you believe you have received an email of this nature from a Gwynedd-Mercy College employee, faculty member or student, you should promptly notify your supervisor and ITS.
- Email should be used in a manner which is consistent with the Gwynedd-Mercy College academic honesty policy.
- Broad distribution of copyrighted materials or dissemination of proprietary data or confidential information via e-mail is prohibited. Use of e-mail for confidential communication is done at the sender's risk.
- Operating a business or soliciting money via e-mail for personal gain is prohibited. Also prohibited are solicitations for commercial ventures, religious, social or political causes. The College may encourage participation in the political process by its faculty, students, and staff or provide information on religious issues affecting Catholic education.
- Faculty members are to use the official College e-mail address to communicate with a student registered in their classes.
- Students must use their College e-mail account for all College-related communications and are not permitted to use their personal e-mail account for school purposes.
- Bulk e-mails to College alumni require prior approval by Institutional Advancement.

- Bulk e-mails from students require prior approval by Student Services or their designate.
- Do not send e-mail messages using another person's e-mail account without authorization.
- Do not disguise or attempt to disguise your identity when sending mail.
- Do not distribute viruses, hoaxes or chain letters.

Sanctions

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

Global E-Mail Policy

Approved by Executive Council on September 16, 2010

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

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

Examples of global e-mails include: Presidential announcements about issues impacting the entire College Changes in GMC policies or procedures Emergency notices regarding safety and health concerns (may also be distributed through the emergency alert system, e2Campus) Repairs or closures that affect the daily operations of the College Expected street, traffic, and parking interruptions resulting from construction Information Technology (IT) system outages

A global message should be brief, clear and concise and should only be used for important messages relevant to all recipients. Messages should be limited to 150 words and formatted as text.

Rather than sending an attachment, use a link to a Web site (URL) or a document.

Following is a list of approved GMC community members who may send important and time sensitive global e-mails to all students, faculty, staff and faculty/staff.

Email Accounts and Privacy

All e-mail accounts and their contents maintained on our e-mail system are property of Gwynedd-Mercy College. All e-mails created or distributed via a GMC e-mail account are the property of the College. There is no assurance of privacy or confidentiality of any message or file created, sent, received or stored

within the system. The College reserves the right to monitor e-mail usage, as well as the right to retrieve and review any message or file composed, sent, received or stored without the permission of any employee or student.

Passwords should not be given to other people and it is strongly recommended to change them every 90 days.

File Sharing Policy

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

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

Students, faculty, staff or anyone directly or indirectly affiliated with Gwynedd-Mercy College may not use the College network or any related equipment for peer-to-peer (p2p) networking or file sharing of copyrighted materials or media or provide any form of illegal file sharing services. This applies to personally owned computers, College computers, technology equipment and the network. Please make sure that you have rights for materials that you use in the course of any activities related to Gwynedd-Mercy College.

Personal Use

While the College e-mail system is meant for College related use, the College allows the reasonable use of e-mail for personal use as long as it does not interfere with work. Personal e-mails via the College e-mail system must adhere to the guidelines in this policy.

Account Management

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

Distribution Lists

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

E-mail Etiquette

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

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

E-mail Safeguards

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

E-mail Box Size

The College reserves the right to limit the size of any e-mail mailbox. Users will be informed when their mailbox approaches 100mb in stored data, allowing you to delete unneeded messages.

Questions?

If you have any questions about this E-mail Policy, please contact ITS through the Help Desk at ext. 444.

Web Portal Policy

Approved by Executive Council on September 16, 2010

Guidelines for Posting Announcements to GMC Web Portal

This section is to be used to post college business announcements that would be relevant to an entire audience (e.g., students or faculty or staff or faculty/staff).

Following are samples of relevant college business announcements:

information on various student, faculty or staff events fundraising events sponsored by GMC benefits information from Human Resources important announcements from the President public safety announcements registration information for students graduation information for students IT announcements

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

Guidelines for Posting to GMC Web Portal Message Boards

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

- The message boards can be used to post **Events, Items for Sale, General, and Lost and Found** communications to the GMC community.
- Events to post include those events that may appeal to a smaller audience, e.g., you are singing and playing guitar at a coffee bar and would like to invite others to come. You may also post fundraising events only if they are sponsored by GMC (no personal solicitations allowed).
- You may post items that you have for sale and should include a description of the item, condition of item, sale price, and contact information. Gwynedd-Mercy College will not be held liable for any sales between interested parties.
- The General category can be used for general information, e.g., I have 20% off coupons for Macy's. You may also use the General category to post meaningful and respectful comments. Examples may include your thoughts on major news, trends in higher education, etc. Please remember to provide value when disagreeing with others' opinions and to keep your comments appropriate and polite. Realize there can be negative comments or disagreement with your point of view. Avoid speculation. Message Boards are monitored and inappropriate comments will be removed. Unacceptable social behavior will not be tolerated. Refer to the GMC Computer Usage Policy (it.gmc.edu/policies/ComputerUsage.php) which defines our Code of Ethics and our Core Values which calls us to act responsibly.

- The Lost and Found category can be used to report items lost or found., e.g., I lost my gold ring in Assumption Hall; I found three baby kittens on campus if anyone is interested in taking one home.
- You should remove your message from the Message Boards when no longer applicable. For instance if you sold an item, remove your message.
- Exercise good judgment and common sense. Always pause and think before posting. What you post online will be accessible to the GMC community. Ask yourself questions such as: Is my activity appropriate? Am I adding value?
- When engaging in communications via the Message Boards (especially when disagreeing with others' opinions), keep your communications civil, appropriate, respectful and polite. Your message will show your identity in order to lend credibility to your online contributions.
- Stick to your area of expertise. Write about what you know and provide only your perspective.

Alcohol and Other Drug Policy and Procedures

“In accordance with the mission of the College, the Student Services Division will provide quality programs and services for our students, and advocate for resources and facilities that enhance their experience as a student. We are committed to the creation of a safe environment where a holistic approach to student development is supported. Therefore, our programs will foster the academic, spiritual, physical, and emotional development of our students.

Through collaboration with the College community, we seek to provide a foundation for students that enable them to become active, engaged citizens.”

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

Drugs/Alcohol

State and federal law forbids the possession or consumption of illegal drugs or narcotics. The sale, use, possession or manufacture of such illegal items is strictly forbidden on campus. Infraction of this federal law constitutes a violation of the Code of Student Conduct.

Federal, and state law forbids the possession of illegal drugs or narcotics, such as cocaine, barbiturates, hallucinogens or other illegal, addictive substances. The sale, use, possession or manufacture of such illegal substances is strictly forbidden on campus. The sale, use or possession of drug paraphernalia such as rolling papers, bong, pipes and the like are also forbidden on campus. Infraction of these laws constitutes a major violation of campus policy.

A violation of Pennsylvania’s Controlled Substance, Drug Device, and Cosmetic Act calls for widely varying penalties depending on the nature of the offense (e.g. sale versus possession), the type of drug involved, the quantity of drugs involved and whether the individual’s offense is a first, second, third or subsequent offense. A violation of the several federal statutes governing the sale and possession of drugs also calls for widely varying penalties. Anyone wishing more specific information concerning the consequences under local, state, or federal law for unlawfully possessing or distributing illegal drugs should contact the Office of Student Services in The Griffin Complex.

Alcoholic Beverages

The possession and consumption of alcoholic beverages on campus is prohibited unless special permission has been granted for a special event. Gwynedd-Mercy College conforms to Pennsylvania state law in its policies, and the law of Pennsylvania states:

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

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

The following is also prohibited...

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

Definitions

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

Public Law 91-513—Comprehensive Drug Abuse Prevention and Control Act of 1970 [Federal Law]

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

College Jurisdiction: College premises or any College-sponsored activity.

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

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

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

Health Risks Associated w/ Drugs and Alcohol

The World Health Organization classifies alcoholism and substance addiction as diseases which, if left untreated, cause brain damage and ultimately death.

Among the most serious life-threatening health risks associated with substance addiction are:

- For drugs: Injury and/or death from accidents caused from or while being “under the influence.”
- Narcotics addiction frequently leads to pulmonary problems [aspiration pneumonia, pneumonia, lung abscess, septic pulmonary emboli, atelectas's, pulmonary fibrosis, inter alia], hepatitis, musculoskeletal conditions [arthritic condition, infectious spondylit's, lumbar vertebral osteomyelitis, inter alia], immunologic alterations, neurologic disorders, and psychiatric problems.
- For alcohol: Injury and/or death from accidents caused from or while being “under the influence.” The most common forms of organ damage seen in cases of alcoholism are cirrhosis of the liver, peripheral neuropathy, brain damage, and cardiomyopathy. Gastritis is common and pancreatitis may develop. Psychological [living] problems are common, and psychiatric problems are not unusual.

Campus Policy

Gwynedd-Mercy College adheres to all state and federal policies as they relate to alcohol and other drugs. College policy is violated when any person under College jurisdiction unlawfully manufactures, uses, possesses, constructively possesses, distributes, or attempts to distribute drugs, alcohol, or any mood altering substance, or drug paraphernalia. Sanctions will be imposed commensurate with the legal violation as well as the effect on the college community.

Sanctions – Students

It is College Policy to enforce the alcohol and drug policies with a series of sanctions. These sanctions are designed to educate the student and emphasize the serious consequence of alcohol and drug abuse on the individual and the community.

The following are minimum mandatory sanctioning guidelines for alcohol violations. Each student will be sanctioned individually according to the circumstances of his/her violation.

Range of Sanctions for Alcohol Policy Violations

1. The range of sanctioning for a first alcohol policy violation includes: Disciplinary reprimand, residence hall probation (one semester, or its equivalent), alcohol education project, or service project, parental notification (under 21 years of age); may possibly include a **minimum** monetary fine of \$75.00 and/or mandatory counseling consultation.
2. The range of sanctioning for a second alcohol policy violation includes: mandatory counseling consultation, alcohol education project, parent notification (under 21 years of age), and residence hall probation for one year (resident students); may possibly include a **minimum** monetary fine of \$150.00, retributive service hours, and/or mandatory alcohol/drug use assessment.
3. The range of sanctioning for a third alcohol policy violation includes: termination of residency (residence students), disciplinary probation, parent notification (under 21 years of age); may possibly include retributive service hours, mandatory counseling consultation, and/or mandatory alcohol/drug use assessment.
4. The range of sanctioning for a fourth alcohol policy violation is dismissal from the College.

Range of Sanctions for Drug Policy Violations

The following are sanctioning guidelines for illegal drug violations. Each student will be sanctioned individually according to the circumstances of his/her violation.

1. The range of sanctioning for a first violation of the drug policy includes: parent notification (under 21 years of age), termination of residence hall contract (residence students), and mandatory counseling consultation; may possibly include disciplinary probation, mandatory drug/alcohol use assessment, or dismissal from the College.
2. The sanction for a second violation of the drug policy is dismissal from the College.
3. A student found in the act of selling alcohol and/or drugs within the area of the school's jurisdiction will be immediately dismissed from the College. When a student violates the drug/alcohol policy, College authorities reserve the right to notify parents (if the student is under 21 years of age) and/or local authorities.

Any other person who violates the campus alcohol/drug policy may be reported to the local authorities and the College will cooperate in the prosecution of that person.

Good Samaritan/Medical Amnesty Policy

Gwynedd-Mercy College strongly encourages students to call Public Safety for medical assistance for themselves or for other individuals who are dangerously under the influence of alcohol or drugs. No student seeking medical treatment for the effects of drug or alcohol use will be subject to College discipline for violating the Alcohol or Other Drug policy. This medical amnesty will be granted to both the intoxicated student and to the student seeking medical assistance for the intoxicated student; however, the intoxicated student will be required to participate in the College's R.A.I.S.E. (Reducing Alcohol Incidents through Student Education) Program in order to receive medical amnesty.

Confidentiality

Incident reports and other forms can be found in The Vice President for Student Services office, the Office of Resident Life, and Public Safety and Security. All files in the Vice President for Student Services office and the Offices of Resident Life are personal and confidential.

Special Events

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

- a. No event may include the sale of alcoholic beverages.
- b. Individuals sponsoring an event must implement precautionary measures to ensure that alcoholic beverages are not accessible to or served to persons under the legal drinking age or to persons who appear intoxicated. Serving alcoholic beverages to a minor, or to a visibly intoxicated person, potentially exposes the events individual sponsors and the College to civil penalties as well as criminal penalties.
- c. At social functions where alcoholic beverages are provided by the sponsoring organization, direct access should be limited to a person(s) designated as the server(s).
- d. Consumption of alcoholic beverages is permitted only within the approved area designated for the event.
- e. Nonalcoholic beverages must be available as prominently as the alcoholic beverages.
- f. Reasonable portion of the budget for the event shall be designated for the purchase of food items.
- g. No social event shall include any form of "drinking contest" in its activities or promotion.
- h. Advertisements for any College event where alcoholic beverages are served shall mention the availability of non-alcoholic beverages as prominently as alcohol. Alcohol will not be used as an inducement to participate in a campus event.

- i. Promotional materials including advertising for any College event shall not make reference to the amount of alcoholic beverages (such as the number of beer kegs) available.
- j. Institutionally approved security personnel shall be present at all time during the event.
- k. Alcoholic beverages may not be sold or consumed at any athletic event sponsored by the College.

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

Revised 1/09

Required Leave of Absence Guidelines

1. The College reserves the right to require a Leave of Absence for Health Reasons. The Vice President for Student Services, based on reports of behavior of the student as observed by members of the College community, can require a student to undergo a diagnostic evaluation by a physician designated by the College and/or the Director of the Counseling Center. The Director of the Counseling Center will alert the student's parent/guardian to the existence of a problem. In keeping with the results of his/her evaluation, the physician and/or the Director of the Counseling Center may recommend a Required Leave of Absence for Health Reasons at any time it is deemed reasonably necessary to protect the student, other students, and members of the College community or the interests of the College itself.
2. A Leave of Absence for Health Reasons may be required if any of the following situations arise:
 - A student is a danger to himself/herself or others because he/she attempts or threatens suicide or engages in any behavior that threatens or could cause bodily harm to him/her or others.
 - A student acts or threatens to act in a manner that would interfere with or disrupt the normal activities of others and it is considered that these acts may be the product of psychological disorder.
 - A student refuses or is unable to cooperate with a recommended evaluation of treatment procedure and is thought to be in danger of significant physical or psychological deterioration.
 - A student is thought to need treatment services that are beyond those available at the College, and there is the danger of significant further physical or psychological impairment.
 - A student engages or threatens to engage in behavior that causes or would cause significant property damage.

3. Upon recommendation of a College-designated physician and/or the Director of the Counseling Center, the Vice President for Enrollment and Student Services consults with the Vice President for Academic Affairs and makes the final decision regarding approval of a Required Leave of Absence for Health Reasons. The Vice President for Enrollment and Student Services reviews the recommendation to ensure that procedures set forth in these guidelines were followed to protect the student's rights. The nature of the situation may require the decision to be prompt and informal. The student will be given oral notification of the decision immediately and written notification within 72 hours. If a dependent student is required to leave, a parent or guardian will also be notified.
4. The student has the right upon request to meet with the College-designated physician or the Director of The Counseling Center. The purpose of this meeting would be to discuss the factual basis of the incident or incidents related to Section Two.
5. The student has the right, upon request, to appeal to the Vice President for Enrollment and Student Services for an independent review/evaluation and recommendation by a mutually acceptable physician, psychologist or psychiatrist. The student may initiate an appeal, in writing, any time within 72 hours of the oral notification of the decision. The Vice President for Enrollment and Student Services will decide if the appeal will temporarily delay the implementation of the Required Leave of Absence.
6. The student may request a voluntary leave of absence for health reasons in place of a Required Leave of Absence for Health Reasons within 30 days of the written notification of the decision.
7. When a student is given a required leave of absence during the course of a semester, grades will reflect a "w." Refunds for tuition, adjustments to financial aid, and refunds to financial aid programs will be made in accordance with federal, state, and College policy as described in the College Catalog.
8. When a student on required leave of absence is ready to return to Gwynedd-Mercy College, he/she notifies the Vice President for Enrollment and Student Services, in writing, of his/her intent. Such notification requires an accompanying written statement from the College physician or Director of the Counseling Center, or both validating that the student is ready to resume studies at the College. The College physician or Director of the Counseling Center may make recommendations to the Vice President for Enrollment and Student Services regarding conditions of return. The student will receive written notification of conditions.

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

AREA PLACES OF WORSHIP

Gwynedd-Mercy College respects the faith tradition of all our students and encourages their expression.

Baptist

The Baptist Temple
Skippack Pike & Lewis Lane
Blue Bell, PA 19422
215-628-2077, 215-646-3834

Bethlehem Baptist Church
Pennlyn Pike & Trewellyn Ave.
Pennlyn, PA 19422
215-643-4977, 215-643-3760

Zion Baptist Church
14 North Street
Ambler, PA 19002
215-646-0683, 215-643-1309

Brethren

Ambler Church of the Brethren
351 E. Butler Avenue
Ambler, PA 19002-4320
215-646-1190
www.amblercob.org

Buddhist

Whaum Buddhist of Temple
10 Layle Lane
Chalfont, PA 18914
215-489-1118

Roman Catholic

St. Alphonsus
33 Conwell Drive
Maple Glen, PA 19002
215-646-4600

St. Anthony of Padua
259 Forest Avenue
Ambler, PA 19002
215-646-4742, 215-646-4743

St. Joseph's
16 South Spring Garden Street
Ambler, PA 19002
215-646-0494, 215-643-0890

Mary Mother of the Redeemer
1325 Upper State Rd.
North Wales, PA 19454
215-362-7400

St. Rose of Lima
428 S. Main Street
North Wales, PA 19454-3224
215-699-4617

St. Stanislaus
51 Lansdale Ave.
Lansdale, PA 19446
215-855-3133

Episcopal

Church of the Messiah
Route 202, S. of Sumneytown Pike
Gwynedd, PA 19436
215-699-9204, 215-699-9205

St. Dunstan's Episcopal Church
750 Skippack Pike
Blue Bell, PA 19422
215-643-0522

St. Thomas Episcopal Church
Bethlehem Pike & Camp Hill Road
Fort Washington, PA 19034
215-233-3970, 215-233-3493

Trinity Episcopal Church
708 South Bethlehem Pike
Ambler, PA 19002
215-646-0416
www.trinityambler.com

Hindu

Bharatiya Temple
1612 County Line Road
Chalfont, PA 18914
215-997-1181

Independent-Fundamental

Church of the Open Door
 1260 Fort Washington Avenue
 Fort Washington, PA 19034
 215-646-7471, 215-646-7472

Bible Study- 9:30 a.m. every Sunday
 just for college students

Keystone Community Fellowship
 427 Stump Road
 North Wales, PA 19454
 215-362-8413
www.kcfonline.org

Jewish

Congregation Beth Or
 239 Welsh Road
 Maple Glen, PA 19002
 215-646-5806

Lutheran

Gloria Dei Lutheran Church
 6024 Butler Pike
 Blue Bell, PA 19422
 215-646-0848, 215-646-4418
<http://gloriadeilcms.net>

Resurrection Evang. Lutheran Church
 620 Welsh Road
 Horsham, PA 19044
 215-646-2597

St. John's Evang. Lutheran Church
 24 North Ridge Ave
 Ambler, PA 19002
 215-646-2451

Trinity Lutheran Church
 235 Summit Avenue
 Fort Washington, PA 19034
 215-645-2813

Upper Dublin Lutheran Church
 411 Susquehanna Road
 Ambler, PA 19002
 215-646-7999

Zion Lutheran Church
 654 Bethlehem Pike
 Flourtown, PA 19031
 215-836-4658

Mennonite

Ambler Mennonite Church
 Mount Pleasant Ave. & Spring Garden S t.
 Ambler, PA 19002
 215-643-4876

Muslim

North Penn Mosque
 600 Maple Avenue
 Lansdale, PA 19446
 215-361-2229

Presbyterian

First Presbyterian Church
 4 South Ridge Avenue
 Ambler, PA 19002
 215-646-3030

Suplee Memorial Church
 855 Welsh Road
 Suplee Memorial Church
 855 Welsh Road
 Maple Glen, PA 19002
 215-646-4123

Cornerstone Presbyterian Church
 (Asian community)
 501 North Line Street
 Lansdale, PA 19446
 215-412-3622
www.cornerstone-pc.com

Korean Church of Love in Philadelphia
 710 Bethlehem Pike
 Erdenheim, PA 19038
www.colip.org
[215-836-1070 \(English\)](tel:215-836-1070)
[215-836-5446 \(Korean\)](tel:215-836-5446)

United Church of Christ

Boehm's United Church of Christ
 571 Pennlyn-Bluebell Pike
 Blue Bell, PA 19422
 215-646-6132

St. Paul's United Church of Christ
 440 Bethlehem Pike
 Fort Washington, PA 19034
 215-646-1458

United Methodist

Calvary United Methodist Church
 15 Park Avenue
 Ambler, PA 19002
 215-646-8145

Emmanuel AUMP Church
 1 North Street
 Ambler, PA 19002
 215-646-4228

LOCAL BUSINESSES**Auto**

Lynch's Service Center
 260 E. Butler Ave.
 Ambler, PA 19002
 215-646-9949

Ebner's Auto
 6 S. Main Street
 Ambler, PA
 215-628-0881
 (10% discount offered to students,
 faculty, and staff of GMC with
 appropriate ID)

Gebbie's Exxon
 735 E. Main St.
 Lansdale, PA
 215-855-2226

L.I.P. Collision
 320 Elm Avenue
 North Wales, PA 19454
 215-699-4442

Banks

Citizens Bank
 847 Welsh Road & Limekiln Pike
 Maple Glen, PA
 215-643-1990

First Niagra National Bank
 1017 N. Bethlehem Pike
 Spring House, PA
 215-283-9586

First Niagra Savings Bank
 640 E. Main Street
 Lansdale, PA
 215-885-1011

First Niagra National Bank
 Welsh & Norristown Roads
 Maple Glen, PA
 215-646-4505

TD Bank
 437 Sumneytown Pike
 North Wales, PA
 215-616-4710

TruMark Financial Credit Union
 North Wales Branch Office
 1200 Welsh Road
 North Wales, PA 19454
 1-877-TRUMARK
 www.trumark.org

Dry Cleaning/Shoe Repair

Clemens Cleaning Village, Inc.
 614 E. Main Street
 Lansdale, PA
 215-855-9347

Gwynedd Cleaners
 1210 Bethlehem Pike
 North Wales, PA
 215-540-9000

Lindenwold Tailor & Cleaners
 230 Lindenwold Avenue
 Ambler, PA
 215-646-1598

Maple Glen Cleaners
 Welsh Road & Norristown Rd
 Maple Glen, PA
 215-646-9665

Rosenberger's Dry Cleaners
 Rte. 309 & Sumneytown Pike
 Spring House, PA
 215-512-7460

Florists

The Flower Shop
 821 North Bethlehem Pike
 Spring House, PA 19477
 215-646-8550

The Rhoads Garden Inc.
570 Rt 202
North Wales, PA
215-699-2207
Valleygreen
1013 North Bethlehem Pike
Lower Gwynedd, PA 19002
215-628-3550

Hair, Nails, Tanning

Glam Hair Studio
Springhouse Village
Bethlehem & Sumneytown Pike
Springhouse, PA
Grin Nails
1121 N. Bethlehem Pike
Spring House, PA
215-283-2782

Hair Cuttery
Five Points Plaza
Montgomeryville, PA
215-362-9427

Hair Design Workshop Inc.
1236 Bethlehem Pike
North Wales, PA
215-643-2161

Health Clubs

Charlie Packman's Personal Fitness
(1st fl. of Ambler Movie Theater)
106 E. Butler Ave.
Ambler, PA 19002-4426

La Crest Health Club
Clemens Shopping Center
624 E. Main Street
Lansdale, PA
215-368-1525

LA Fitness Sports Club
120 Garden Golf Boulevard
Montgomeryville, PA
215-361-6133

Philadelphia Sports Club - Highpoint
1 Highpoint Drive
Chalfont, PA
215-822-2303

Hotels

Best Western
285 Commerce Dr.
Ft. Washington, PA
215-542-7930

Best Western, The Inn at Towamencin
1750 Sumneytown Pike
Kulpsville, PA
215-368-3800
800-277-3615

Comfort Inn Montgomeryville
678 Bethlehem Pike
Montgomeryville, PA
215-361-3600

Doubletree Guest Suites
640 W. Germantown Pike
Plymouth Meeting, PA
610-834-8300

Holiday Inn of Fort Washington
432 Pennsylvania Ave
Fort Washington, PA
215-643-3000

Marriott Courtyard Montgomeryville
544 DeKalb Pike
North Wales, PA 19454
215-699-7247

Quality Inn
Rt. 309 & Stump Rd.
Montgomeryville, PA
215-699-8800

Residence Inn Montgomeryville
1110 Bethlehem Pike
North Wales, PA 19454
1-267-468-0111

Pharmacies

Village Pharmacy
1121 Bethlehem Pike
Spring House, PA
215-646-1691

Supermarkets

Genuardi Super Markets
Spring House Village Center
1121 Bethlehem Pike, Suite 50
Spring House, PA
215-283-4585

Trader Joe's
The Shoppes at English Village
1460 Bethlehem Pike
North Wales, PA 19454

Whole Foods
1210 Bethlehem Pike
North Wales, PA
215-646-6300

Transportation

Amtrak Information
215-824-1600

Lansdale Yellow Cab Co.
215-855-6897
Philadelphia International
Airport
215-492-3181
SEPTA
215-580-7800
www.septa.org

PLACES TO GO...THINGS TO DO...

Entertainment

Academy of Music
Broad and Locust Streets
Philadelphia, PA
215-893-1930

Act II Playhouse
56 E. Butler Ave.
Ambler, PA
215-654-0200

Ambler Main Street
A social, cultural & business center for good food, entertainment, shopping or just a walk on the Avenue.
Be sure to visit the website for a list of the "fun" activities at www.amblermainstreet.org.

Ambler Theater
108 E. Butler Ave.
Ambler, PA
215-345-7055
www.amblertheater.org

Forrest Theater
10th & Walnut Streets
Philadelphia, PA
215-923-1515

The Kimmel Center
The Kimmel Center for the Performing Arts full calendar of events, subscription series, free events Includes Philadelphia Orchestra, Philly Pops, PHILADANCO, and many more.

260 S. Broad Street on the Avenue of the Arts
Suite 901
Philadelphia, PA 19102
215-790-5800
Fax: 215-790-5801
www.kimmelcenter.org
contact info: info@kimmelcenter.org

Mann Center for the Performing Arts
215-878-7707
215-893-1999 (tickets)

Movie Theatres
Ambler Movie Theatre
215-646-2550
www.amblertheater.org

AMC 309
Routes 309 & 63
North Wales, PA
215-646-4551

Regal Theatre
Plymouth Meeting Mall
Germantown Pike
Plymouth Meeting, PA
610-825-031

United Artist Montgomeryville Theatre
RTS 309 463 & 202
Montgomeryville, PA
215-855-1312

Restaurants & Specialty Shoppes

Ambler Grill
242 E. Butler Ave.
Ambler, PA
215-591-0588

BAJA Fresh
110 Garden Golf Boulevard
Montgomeryville, PA
215-412-5693

Bull & Barrel Restaurant & Tavern
Rt. 463
Montgomeryville, PA
215-855-4540

Burger King
Rts. 202 & 309
Montgomeryville, PA
215-362-2437

Cone Heads at Deli Delite
(hand dipped ice cream)
11 Lindenwold Ave.
Ambler, PA
215-542-0272

Franconi's Pizzeria
1200 Welsh Rd.
North Wales, PA
215-855-1260

Friendly's Ice Cream Restaurant
27 Airport Square
North Wales, PA
215-362-2796

Houlihan's
601 W. Germantown Pike
Plymouth Meeting, PA
610-825-2537

Iron Hill Brewery Restaurant
The Shoppes at English Village
1460 Bethlehem Pike
North Wales, PA 19454
267-708-2000

KC's Alley
10 W. Butler Ave.
Ambler, PA
215-628-3300

Legends Restaurant at
Pinecrest Golf Club
(Rt. 202 N. Montgomery)
101 Country Club Dr.
Lansdale, PA
215-855-4113

Moe's Southwest Grill
The Shoppes at English Village
1460 Bethlehem Pike
North Wales, PA 19454
215-793-4605

Olive Garden Italian Restaurant
1200 Bethlehem Pike
North Wales, PA
215-646-4384

Outback Steakhouse
411 Doylestown Road
Montgomeryville, PA
215-855-1060

Plymouth Meeting Mall
Germantown Pike
Red Stones
California Pizza Kitchen
Bertucci's
PF Changs
Dave and Buster's

Spring House Tavern
Bethlehem Pike
Spring House, PA
215-646-1788

Taco Bell
769 Bethlehem Pike
Montgomeryville, PA
215-855-4558

Tex-Mex Connections
Walnut & 2nd St.
North Wales, PA
215-699-9552

T.G.I. Friday's
450 Montgomery Mall
North Wales, PA
215-412-4221

Trax Cafe
27 W. Butler Ave.
Ambler, PA
215-591-9777

Wendy's
Airport Square Shopping Center
North Wales, PA
215-362-9559
William Penn Inn
Rt. 202 & Sumneytown Pike
Gwynedd Valley, PA
215-699-9272

Roller Skating

Skate 309
Rt. 309
Line Lexington, PA
Contact Information:
Skate309fsc@aol.com

Shopping/Malls

English Village Shopping Center
Rtes. 309 and 63
Gwynedd Valley, PA

King of Prussia Mall
The Court and the Plaza
Route 202
King of Prussia, PA

Montgomery Mall
Route 309
Montgomeryville, PA

Plymouth Meeting Mall
Germantown Pike
Plymouth Meeting, PA

Willow Grove Mall
Easton & Moreland Roads
Willow Grove, PA

**Sports Events and Ticket
Information**

Eagles Football
215-463-5500

Flyers Hockey
215-336-2000

Phillies Baseball
215-463-1000

76ers Basketball
215-339-7676

Wings Lacrosse
215-389-WINGS

Wachovia Center
215-336-3600

Spectrum Concert Information
Philadelphia, PA
215-336-3600

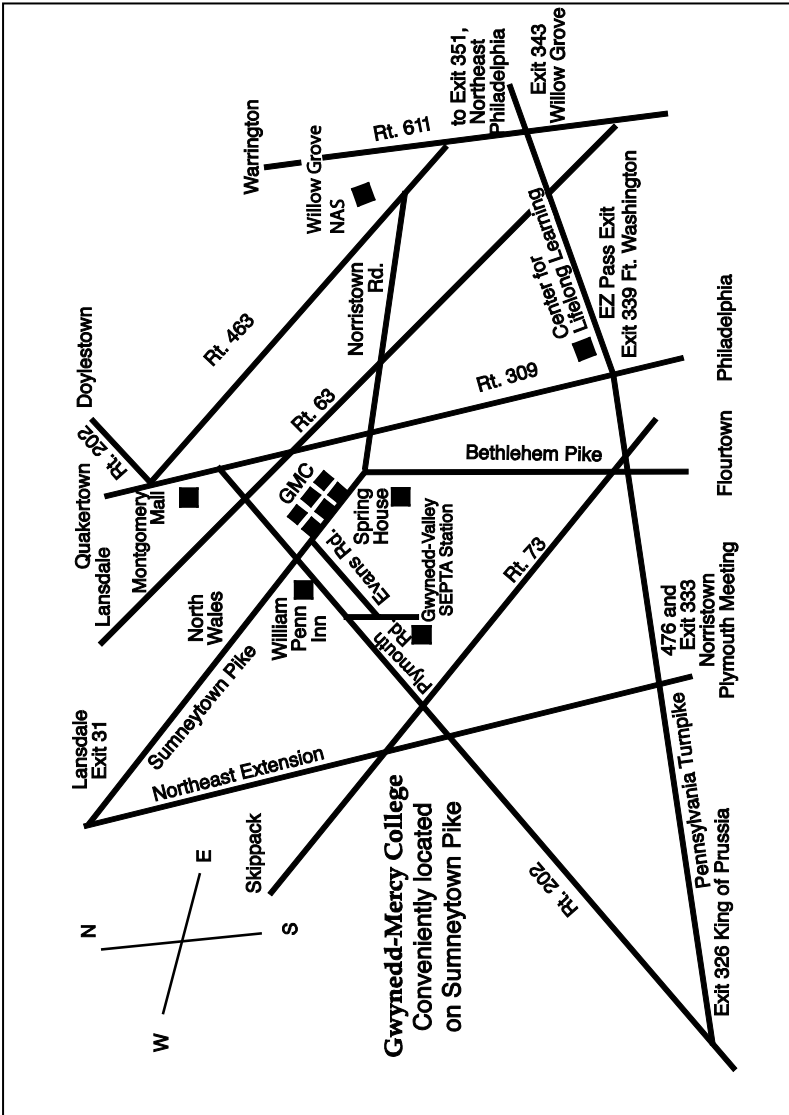
Ticketmaster/Ticketron
215-336-2000

Video Rentals

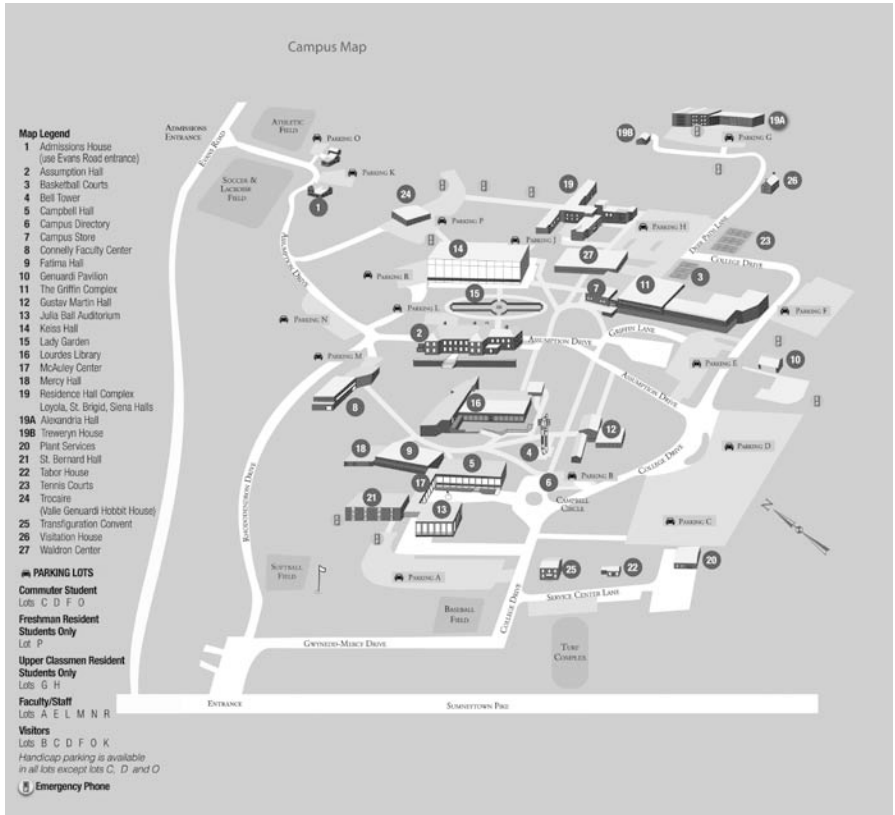
Blockbuster Video
764 Bethlehem Pike
Montgomeryville, PA
215-368-0179

GWYNEDD-MERCY COLLEGE DIRECTIONAL MAP

Gwynedd-Mercy College is conveniently located in suburban Montgomery County, 20 miles northwest of center city Philadelphia. The College is just minutes away from public transportation. GMC is surrounded by several major access routes including the Pennsylvania Turnpike (I-276) and routes 202 and 63. Gwynedd-Mercy College is located on Sumneytown Pike between routes 202 and 309.



GWYNEDD-MERCY COLLEGE CAMPUS MAP



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