

Mount Mercy Policies

Emergencies/Crisis Management

For a complete list of procedures and protocols for Mount Mercy University please review the Department of Public Safety website or contact the Director of Public Safety at 319-363-1323 ext. 1028.

Campus Emergency Situations

1. In the event of a crisis (weather-related, violence, pandemic flu, etc.) an announcement declaring an emergency will be made via RAVE to the campus. The RAVE program is utilized to distribute information in the following ways*:
 - a. Campus email notification system
 - b. Text message notification
 - c. Voice messages; voice mail messages
 - d. Any computer on the network will receive a message on the desk top
 - e. Informational monitors throughout campus will display the message
2. Once an emergency is declared by Mount Mercy, students are expected to comply with all official directives from the institution-designated officers or staff.
3. If students are requested to evacuate the campus, they must do so in an orderly fashion and as directed by Mount Mercy.
4. Students may be requested to gather in specific locations, or to remain in their current locations, and are expected to comply.
5. For their own safety and the well-being of the community, students may be asked to assist with duties not commonly assigned to them, including but not limited to:
 - a. general housekeeping duties
 - b. general maintenance of facilities
 - c. gathering of students and headcounts
 - d. assisting fellow students
 - e. triage of injuries
6. The Emergency Notification System is the official way Mount Mercy will communicate with students in emergency or crisis situations. Student information, including cell phone numbers and home phone numbers that have been provided, and Mount Mercy email addresses are included in the institution's Emergency Notification System, which will alert students via phone call, voice mail, text message and email to emergency information and instructions in the event of an incident on campus or in the Cedar Rapids area. Students are unable to unsubscribe to this service. All students must register at least two contact phone numbers (your own, plus a secondary number which may be a home number, family member or your "in case of emergency" contact). Student's numbers will only be used for institutional purposes and will not be provided to outside vendors. Additional telephone and email may be included if you choose.

Emergency Injuries and Illnesses

Life-threatening/serious emergencies should be handled by the appropriate professionals – call 9-911. Please then notify Public Safety so they may assist emergency personnel to your location. If a student

becomes ill or has an injury requiring medical treatment when the Health Services Office is not open, the student should be taken to Mercy Medical Center, St. Luke's Hospital, Mercy Care North, or another facility as requested. Resident students are asked to notify Residence Life personnel, the Information Desk, or a Public Safety Officer before leaving campus. These offices are also to be notified if the person is admitted to the hospital. Once a resident student is treated and released, that student should notify the Dean of Students & Director of Residence Life on the morning of the next class day.

Clery Act

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, students are entitled to request and receive a copy of the Annual Security Report of any campus. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Mount Mercy; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault*, and other matters. You can obtain a copy of this report by contacting the Mount Mercy Public Safety Office in the University Center, 1330 Elmhurst Drive N.E., Cedar Rapids, Iowa 52402-4797 or by accessing the following website www.mtmercy.edu/campus-safety.

*See the Sexual Harassment/Abuse policy in the Good Book for more information regarding these policies.

* Section 7 in the Mount Mercy University Student Code of Conduct in the Good Book for Title IX information.

Equal Opportunity

Mount Mercy University does not discriminate based on sex, race, color, creed, religion, national origin, age, disability, sexual orientation, gender identity or genetic information in regard to admissions, programs, activities or employment. Any person having inquiries concerning Mount Mercy's compliance with local, state and federal laws and regulations is directed to contact the Equal Opportunity Officer, Mount Mercy University, 1330 Elmhurst Drive NE, Cedar Rapids, Iowa 52402-4797, 319-363-8213, who has been designated by Mount Mercy to coordinate the institution's efforts to comply with the federal and state regulations concerning equal opportunity in admissions, programs, activities and employment.

Fire Alarms

When the fire alarm sounds occupants must leave buildings immediately. All are instructed to exit by the closest stairwell. To facilitate the quickest evacuation, students are encouraged to use all stairwells. Never use the elevator. In addition, each location will have a designated reporting zone. After exiting, go immediately to this designated spot and wait for further instructions from a Public Safety Officer or designated staff member or Cedar Rapids Fire Department representative. Individuals who tamper with fire equipment or who fail to evacuate when a fire alarm sounds are subject to disciplinary action and/or fines.

Mental and Emotional Health

Mount Mercy is committed to the well-being of the members of the campus community. Concerning behaviors can be, but are not limited to: actions that place people at risk, change in personality, threats or disruptive outbursts, diminished participation/attendance, or threats

of harm to self or others. In the event that a student's mental or emotional health is of concern to the campus, the university CARE team will assess the situation to determine an appropriate course of action. This course of action may include but is not limited to: mandated counseling; communication with parents/legal guardians; assessment by emergency medical personnel. If students, faculty, or staff have observed disruptive or threatening behavior please contact the Dean of Students & Director of Residence Life ext. 1630 or Director of Public Safety ext. 1028 during the day or Public Safety Officers at ext. 1234

Misappropriation or Misuse of Student Organization Funds or Property

Misappropriation includes, but is not limited to, misuse or over-extension of the budget of a student organization; spending receipts prior to proper deposit; and unauthorized personal use of equipment. Doing so will not be tolerated and will result in an investigation being conducted by the Dean of Students Office.

Missing Student Policy

If you believe that a student is missing, whether or not the individual resides on campus, contact any employee of the Department of Public Safety, Dean of Students/ Director of Residence Life and the Director of Public Safety. Once it is determined that reasonable cause for further action exists, all possible efforts will be made to locate the individual in order to ascertain his or her state of health and well-being. Although 24 hours missing is often used as a guideline to warrant implementation of actions, there should be no hesitation in reporting a missing student if circumstances warrant a faster course of action.

In the case of an on-campus resident, each student has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Regardless of the student preference in selecting a contact person, the Cedar Rapids Police Department or other appropriate law enforcement agency will be notified if the student is missing. As a matter of procedure in a missing person investigation, the Mount Mercy University Public Safety Department will obtain identifying information on the missing student, and endeavor to determine the student's whereabouts through contact with friends, roommates, associates, and/ or employers of the student. Whether or not the student has been attending class, labs, recitals, scheduled organizational or academic meetings, or appearing for scheduled work shifts will be established. A welfare check of the student's room will be conducted in coordination with residential life personnel. All information will be shared with the appropriate law enforcement officials

If the student reported missing is an off-campus resident, The Mount Mercy University Public Safety Department may contact the Cedar Rapids Police Department and institute similar procedures. It is also the policy of Mount Mercy University that any student less than 18 years of age and not emancipated will have their parent or guardian notified of their status as a missing person.

If the individual is located, campus officials will:

- Explain the concerns which led to the actions listed above.
- Attempt to ascertain the student's status with regard to mental/emotional/physical health.

- Work with the individual to arrange for any necessary assistance.
- Work with the individual to allay the concerns of the person(s) filing the initial report.

Unauthorized Entry/Exit or Presence in or on University Property

A violation may include, but is not limited to, any unauthorized entry—either physical or electronic, either actual or attempted—into any University facility, building, or computer system. Additionally, this policy prohibits but is not limited to, the following:

- Improper or unauthorized entry or exit of a University building, facility, or campus residence (e.g. entering or exiting a residence hall or University building through a window).
- Failure or refusal to leave University ground, a University facility, or a specific portion of a facility, when requested by a University official.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is legislation which guarantees to students certain rights regarding the student's educational records.

Student rights include:

1. The right to inspect and review their educational record.
2. The right to request amendment of education records the student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Mount Mercy to comply with the requirements of FERPA.

Directory or Public Information

At its discretion, Mount Mercy may provide "directory information" in accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Mount Mercy includes the following: student name, local and permanent addresses and telephone numbers, email addresses, dates of attendance, classification (i.e. freshman), full-time or part-time status, class schedule, major field of study, awards, honors (including dean's list), degree(s) conferred (including dates), previous institutions attended, photographs, past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth and hometown.

Students may block the public disclosure of directory information by notifying the Registrar's Office, Warde 211 and filing the appropriate request to block disclosure form. Students should carefully consider the consequences of a decision to withhold directory information. Regardless of the effect on the student, the institution assumes no liability for honoring the student's instruction to withhold directory information. The block disclosure will remain in place until a written revocation is submitted by the student.

Release of Non-Directory Information

Students may request non-directory information in their educational records be released through authorization, in writing, and specifically including the student name, recipient's name, which record to release and the signature of the student. Examples would include the request to send an academic transcript or the request to release grades to a parent of a student.

Exceptions Under FERPA

Mount Mercy may disclose, without consent, personally identifiable information contained in the student's education records to school officials with legitimate educational interests. A school official is a person employed by Mount Mercy in an administrative, supervisory, academic, research or support staff position (including safety personnel and health staff); a person or company with whom the institution has contracted; a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Disclosure to Parents

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student's consent.

For Example:

- Schools may disclose education records to parents if the student is a dependent for income tax purposes.
- Schools may disclose education records to parents if health or safety emergency involves their son or daughter.
- Schools may inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.

Group Offenses

A group violation may include, but is not limited to, actions by organizations, societies, clubs, and similarly organized groups that result in violations of University policies. Sanctions for groups may result in permanent or temporary suspension, loss of recognition or charter, social probation, or other actions deemed appropriate by the University. An individual involved in a group offense and/or sanction can also be subject to additional individual charges and sanctions.

Immunization and Health Insurance

All new students must have an immunizations record on file with the Health Services Office by the first day of classes for the first semester in which they are enrolled. Failure to provide this information will result in cancellation of your registration. All residential students must provide proof of health insurance. If you do not currently carry health insurance, information on a student program may be obtained from the Health Services Office. The Emergency Contact, Immunization and Health insurance form may be downloaded from the Mount Mercy website at this address: www.mtmercy.edu/health.

Infectious Diseases

In keeping with the spirit of mercy and the commitment to those in need, Mount Mercy has developed the following guidelines. These guidelines are applicable to the entire Mount Mercy community. Based upon recommendations from the Center for Disease Control, they will be revised as medical and legal research results become available.

Persons diagnosed as having infectious diseases (including AIDS, a positive HIV serology, MRSA, Meningitis, etc.) and who are under appropriate medical supervision will be allowed to utilize all Mount Mercy facilities and services.

Decisions regarding persons needing to withdraw from or terminate services with Mount Mercy because of health reasons related to infectious diseases shall be made on a case-by-case basis with the institution's assistance. Sick leave and leave of absence shall be granted to all employees with illnesses according to Mount Mercy procedures for granting such leave.

The medical records of any person will be considered confidential. The status of the infected person may be communicated to appropriate Mount Mercy and health personnel after consultation with the infected person. The infected person will be expected to act in a responsible manner in his/her relationships with other people and within the institution in order to lessen the chances of transmitting the disease.

Mount Mercy recognizes the need for counseling, emotional support, and valid scientific information for members of the campus community and will attempt to make appropriate referrals.

Mount Mercy recognizes that its role in the control of infectious diseases is to provide ongoing educational efforts. Therefore, the institution will provide such a program and will encourage full participation.

Routine screening of employees or students of Mount Mercy for infectious diseases shall not be a requirement for Mount Mercy admission, attendance, or employment.

Iowa Sex Offender Registry

All Mount Mercy students and employees are advised of Iowa Code, Section 692A.3A which "provides that a person required to register under the Iowa Sex Offender Registry law who is a full-time or part-time student or is employed on a part-time or full-time basis at an institution of higher education must register with the sheriff of the county in which the institution is located and provide the sheriff with the name of the institution. The person must register with the sheriff within five (5) days of becoming a student or becoming employed at the institution."

In compliance with the Clery Act, the Mount Mercy community is advised, that the Iowa Sex Offender Registry is available at the website www.iowasexoffender.com.

Additionally, in that the Mount Mercy campus property lies in legal proximity to elementary and middle schools and under provisions of Iowa Code 692A.3A, Mount Mercy will not offer housing nor permit occupancy to those listed on the Iowa Sex Offender Registry.

Any student arrested, charged or convicted or any state or federal law may be subject to immediate housing contract-cancellation, or suspension of Mount Mercy registration.

Latex Ban

Latex allergy is a reaction to substances in natural rubber. Rubber gloves are the main source of allergic reactions, although latex is also used in other products such as balloons. Latex allergies can be a potentially life-threatening condition. As a campus, Mount Mercy is committed to providing a safe environment for students, faculty and staff to live and work in.

FOR THIS REASON, LATEX BALLOONS AND GLOVES ARE NOT ALLOWED FOR USE AS DECORATIONS OR AS ADVERTISING FOR EVENTS. Balloons made of Mylar or other latex-free substance may be used.

Posting Policy

All types of notices – posters, fliers, banners, signs, sidewalk chalking, window writing, or any other form of promotion of an activity on or off campus – must conform to the regulations noted below. Mount Mercy reserves the right to refuse requests for posting of information by any group or individual and may remove any materials at any time. All postings must be consistent with the mission, policies and procedures of Mount Mercy.

1. All posters, fliers, banners, signs, and other materials (notices) for posting or display must be approved, individually stamped, and posted by the Office of Student Activities, regardless of the individual, office or group originating the posting and regardless of the subject matter. The only exception shall be postings appearing on specifically designated department/office bulletin boards.
2. All notices must be submitted to the Office of Student Activities at least 3 business days prior to an event or requested posting date and include the following information:
 - a. Event name
 - b. Event location
 - c. Date and time of event
 - d. Sponsoring group or individual
3. All notices must contain correct spelling, grammar, and punctuation.
4. Notices will not be posted on any surface that could be damaged or leave residue from adhesive or any other method used in posting: windows, doors, stair steps, hand railings, in or on elevators, vending machines, trees, water fountains, exterior building surfaces, vehicles, tunnel walls or painted walls/surfaces.
5. Unauthorized postings may result in an individual or group being billed for damages and labor for repairs.
6. Only official Mount Mercy notifications will be the exception to the posting locations.
7. Persons submitting material for posting should prepare 26 posters; 17 for Residence Life and 9 for Student Activity Boards.
8. Posted notices must be removed by the sponsor group or individual within 24 hours after the event has taken place (except on weekends). Notices may be posted for a maximum of two (2) weeks prior to the event.
9. Information on notices must be expressed clearly and, if in non-English, must also include English translation.
10. Notices of alcohol or drug-related events are prohibited.
11. Notices that include obscenities or slanderous material are prohibited.

12. A notice promoting an event that is unlawful or violates Mount Mercy regulations may not be posted.
13. Notices advertising off-campus housing are prohibited.
14. Mount Mercy is a private institution and not a public forum, thus reserves the right to limit and/or exclude notices regarding political candidates or statements (see appendix A). Such notices must adhere to the policies related to hosting political candidates/groups on campus.
15. Use of any bulletin board or authorized space in any building on campus does not constitute an endorsement or guarantee of any product, service or information by Mount Mercy.
16. A notice should not physically cover or block already posted materials.
17. Stickers, scotch tape, duct tape, double-sided tape, packing tape, and similar materials are prohibited for any type of posting as they damage or leave residue on surfaces. Tacks or staples may be used on bulletin boards and other like surfaces.
18. The Student Activities Office will determine the appropriate method of securing notices.

Groups or individuals who do not follow these policies may lose posting privileges. Any damages resulting from improper posting will result in repair costs. Any use of a fraudulent approval stamp will result in temporary loss of privileges and/or a fine.

Unusual or special displays falling outside of the above guidelines will need special approval from the Office of Student Activities and must be displayed in an appropriate, safe and non-disruptive manner.

Study Abroad Policy

- Students must be in good academic standing (cumulative 2.0 or greater gpa) to participate in a study abroad program. Instructors leading a short-term faculty-led course of two weeks or fewer may waive this requirement if a student demonstrates maturity and academic progress.
- Students must be in good disciplinary standing. Students applying to a study abroad program give permission to have their disciplinary records checked.
- Students must have successfully completed at least one semester at Mount Mercy before participating in a study abroad program.
- Mount Mercy will not approve a study abroad program to any country under a U.S. State Department Travel Warning. Mount Mercy does not allow any university sanctioned/sponsored travel to Travel Warning Areas unless the State Department provides an assessment by territory/state/province. In that case, travel to areas that specifically say “No advisory is in effect.” may be allowed. Absolutely no travel is allowed through any area that has an advisory (i.e., participants cannot fly into those areas, drive through them en route to somewhere else, etc.). For affected countries, program directors will be required to submit an application showing how program planning and implementation mitigate the risks involved.
- In addition to these guidelines, students must follow the process outlined on the study abroad website and submit all required documents before the relevant deadlines.

Study Abroad Programs: Alumni Or Other Non-Students Participating On Faculty-Led Study Abroad Programs

- Alumni or other non-students must register for the course and must agree to participate fully in all aspects of the program, including academic assignments, and required pre-departure orientation activities.
- Non-students should pay tuition for the course, and any associated program costs. (If the non-student does not need academic credits for the course, we they can be charged the audit fee-\$550.)
- No currently enrolled student should be denied a place in order to offer a place to an alumnus or other non-student.
- Non-students should undergo a thorough screening process, preferably with both a written application and interview, where they can articulate their reasons for participating on the program. Faculty leaders should have the final say on whether or not to accept alumni or other non-student participants.

Access To Residence halls or Academic Buildings

All Mount Mercy University students, faculty, and staff are issued an identification card. This card can be programmed to grant access to approved buildings. This card is linked to individuals directly. Misuse, abuse, or lending this card to others is prohibited and can result in access being revoked. Additional consequences may required.

Each resident is assigned keys when checking into the room/apartment/suite and is responsible for their return upon termination of residence. Loss of keys will result in charges for replacement of keys and lock. Duplication or lending of keys or proximity cards is prohibited.

In the event a student locks themselves out of their residential room they can call the Department of Public Safety or Residence Life for assistance. The student is required to provide proof of residency with a photo id. The student will be charged for the lock out. The first lock out is fee. Second lock out is \$5.00. Third and subsequent lockouts are \$10.00. The charge will be applied by Residence Life Staff to the student account.

Alcohol

Mount Mercy is committed to maintaining a safe and healthy environment for members of the University community by promoting a drug-free environment. Mount Mercy does not encourage consumption of alcoholic beverages, nor does Mount Mercy promote the use or abuse of them. In keeping with the federal Drug Free Schools and Communities Act of 1989, and with other federal legislation, Mount Mercy has established policies and programs which address the use and abuse of alcohol. Such policies are a requirement for the receipt of federal financial assistance, including financial aid to students.

Mount Mercy students are considered to be responsible individuals who are expected to behave in accordance with state and local law and the Mount Mercy alcohol policy. Mount Mercy respects students' privacy and autonomy, assumes they will behave legally and responsibly, and will not use unjustified means to verify compliance. When violations of law or policy come to the attention of school officials or agents, however, justified sanctions will be imposed and repeat violations will be dealt with more severely.

Legal Sanctions

Under state law, the legal age for possession or drinking of alcohol is 21. State law prohibits public intoxication; consuming alcohol in public places not covered by a liquor control license; driving or being a passenger in a motor vehicle with an unsealed receptacle containing an alcoholic beverage in the passenger area of the vehicle; giving or selling an alcoholic beverage to anyone intoxicated; and possession of an alcoholic beverage under legal age.

According to the Iowa Code, persons who are 21 years of age may use and possess alcohol, but may not give alcoholic beverages or resell them to persons who are under age (21). Mount Mercy allows students who are 21 years of age to drink alcohol in their Andreas or Lower Campus housing assignments. Providing alcohol to students under the age of 18 is considered contributing to the delinquency of a minor and providing alcohol to students between the ages of 18 – 21 will be considered as providing to students under the legal age, and will be charged as such.

ON Campus

Underage students at Mount Mercy who possess or use alcohol are subject to disciplinary action by the institution and/or local law enforcement. Underage possession and use may result in civil or criminal penalties. Mount Mercy may report violations of these regulations to civil authorities. Parents or legal guardians may be notified concerning violations of underage possession, use, or provision to others of alcohol or any illegal substances, as provided for under the Campus Disclosure Act of 1998.

Excessive alcohol consumption and/or the resulting irresponsible behavior are inconsistent with the goals and mission of Mount Mercy. Any/all individuals present during the following alcohol policy violations may be found guilty of a behavioral violation and subject to disciplinary action by Mount Mercy.

1. Students who are not of legal age are not allowed to consume or possess alcohol.
2. Students of legal drinking age need to know the following facts.
3. Alcohol may not be consumed or possessed in Regina or McAuley halls regardless of age.
4. The consumption or possession of alcohol beverages is prohibited in all public areas. This includes hallways, public lounges or patios, recreational areas, campus grounds, and parking lots.
5. Kegs, pony kegs, party balls or other containers of alcohol larger than one (1) quart, are not permitted by Mount Mercy.
6. If policies regarding the consumption or possession of alcohol are violated, unopened containers of alcohol will be emptied.

In the Andreas House suites and Lower Campus Apartments the following policies apply:

1. To prevent large group drinking, there may be no more than ten (10) of-age people in an Andreas House suite and no more than nine (9) of-age people in a Lower Campus apartment while alcohol is being consumed.
2. Students who are of legal age may possess/consume alcohol as follows (as long as no other policies are being broken):
 - a. Alcohol may be consumed and/or possessed anywhere in the suite or apartment if everyone living in the suite or apartment is verifiably of legal age. Everyone present when alcohol is present must also be verifiably of legal age.

- b. If there are both of-age and underage people living in the same suite/apartment, roommate pairs who are both of legal drinking age, may consume, possess, and store alcohol in their private bedroom only. The number of open alcohol containers present (whether empty or not) may not exceed one container per individual of legal drinking age in the bedroom where alcohol is being consumed. Empty containers must be properly disposed of prior to opening another container.
- c. Guests who are of legal drinking age may be present as long as the number of individuals allowed in the suite or apartment is not exceeded (see paragraph 1 above).
- d. Guests who are of legal drinking age may be present as long as the number of individuals allowed in the suite or apartment is not exceeded (see paragraph 6a above).
 - i. At Andreas of Lower Campus, alcohol may NOT be consumed or possessed under the following circumstances.
 1. No underage guests are allowed in the suite or apartment when alcohol is present.
 2. If there are underage residents living in the suite or apartment, alcohol may not be consumed, possessed, or stored in the public living areas (this includes the kitchen, kitchen refrigerator, living room, bathrooms, and hallways)
 3. Of only one individual in the roommate pair is of legal drinking age, no alcohol may be consumed, possessed or stored in the bedroom
 4. Suite/apartment-mates not of legal drinking age may not enter the bedroom where alcohol is being consumed.
 5. No open alcohol containers are permitted outside resident buildings (patios, entry ways, campus grounds, or parking lots).
 - a. Open containers include cans, bottles, cups, glasses, squeeze bottles, or other containers on which the original seal has been broken.

Alcohol Usage at Off-Campus Events Sponsored by Student Clubs or Organizations

Mount Mercy discourages university clubs and organizations from hosting or sponsoring off campus events where alcohol is sold or served. If an organization chooses to host or sponsor an event where alcohol is sold or served, the following rules are to be observed:

- Alcohol can only be sold and served in a private room or designated area separate from the primary party, dance, or event. Those under the age of 21 are not permitted to enter this area.
- Alcohol may not be brought out of the designated alcohol sales/ consumption area. No Mount Mercy money may be used to purchase alcohol.
- No club, student, or employee of Mount Mercy may receive any portion of the money made from the sale of alcohol at the event.
- Alcohol may not be provided or distributed by student organizations or members of student organizations.
- Nonalcoholic beverages must be available.
- Alcohol may not be carried into the facility; nor may students come and go from the party frequently.

- Only single servings may be purchased; no pitchers are permitted.
- Students may not purchase more than one alcoholic beverage at a time.
- No Mount Mercy employee or student may certify age; only licensed agent may authorize age appropriate sale or provision.

*Club officers and advisors are responsible for these stipulations related to the use of alcohol.

Bribery

Offering or causing to be offered any bribe or favor to any University student, employee or faculty member in an attempt to influence a decision or action.

Bullying

Bullying means any written or verbal expression, physical act or gesture, or pattern, by a student that is intended to cause or is perceived as causing distress or intimidation to one or more students. Bullying interferes with another student or students' ability to be fully immersed and engaged as contributing members of the campus community. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person knows has the potential to:

1. Harm a student.
2. Damage a student's property.
3. Place a student in reasonable fear of harm to his or her person or property.
4. Creating a hostile curricular or co-curricular environment for a student.

Controlled Substance

In compliance with the Drug Free Schools and Communities Act of 1989 and the Drug Free Workplace Act of 1988, all Mount Mercy students are herein notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is strictly prohibited.

Students that are reported for potential violation of a policy will be referred to the Conduct Board. Violators of this policy may be subject to a variety of sanctions, up to and including expulsion from Mount Mercy. Parents or legal guardians may be notified concerning violations of underage possession, use, or provision to others of alcohol or any illegal substances, as provided for under the Higher Education Amendments Act of 1998.

Complicity and Passive Participation

It is expected that students remove themselves from any situation in which violations of the Student Code of Conduct are occurring or are anticipated. Furthermore is the expectation of the University that Mount Mercy students will be good citizens and, as leaders, speak out against violations of University policy by their peers. This rule prohibits condoning, supporting or encouraging a violation of University policy or violation of law.

Computer Systems Acceptable Use Policy

Mount Mercy encourages computer use as a tool to further its teaching, scholarly research, and service goals. Mount Mercy provides faculty, students, and staff with equipment and facilities that provide access to campus and global information resources. Computing resources are to be used in an ethical, courteous and fair manner.

Use of Mount Mercy computing facilities is restricted to current faculty, staff, students, and other employees. With permission of lab supervisors, alumni and non-university individuals may be permitted to use Mount Mercy technology resources. This latter access will be granted on a case by case basis, by the Director of IT or IT staff.

The purpose of this policy is to extend these expectations to include acceptable uses of information technology resources. Furthermore, the policy extends these expectations to cover circumstances in which the interests and rights of others must be protected and preserved. These guidelines apply to all Mount Mercy faculty, staff, and students using Mount Mercy information technology resources. These policies also extend to alumni and non-university individuals and entities that access information through Mount Mercy technology resources.

Information technology resources are those facilities, technologies, and information resources required to accomplish processing, storage, and communication, whether individually controlled or shared, stand alone or networked. Included in this definition are departmental/building technology centers and labs, classroom technology, equipment, personal computers owned by students, staff, and faculty but used on campus, and computing and electronic communication devices and services.

Specialized computer labs within the Mount Mercy community may define conditions of use for facilities under their control. These statements must be consistent with this overall policy, but may provide additional detail, guidelines, and/or restrictions. In addition, any network traffic exiting the institution is subject to the acceptable use policies of Mount Mercy's national and international network connectivity providers.

Technology Operations does not allow or support personal devices such as game servers, routers, hubs/switches, access points, etc. to be plugged in to or access the Mount Mercy University network. Failure to comply with this policy can cause serious effects on the campus network and can cause costly down time to the campus and/or repairs. If a device is found to be on the network without authorization, the port will be disabled indefinitely and the device will be subject to confiscation. Allowable devices are personal computers and printers. Tablets, iPad's and phones may also access the wireless network. If you have any questions about what is allowed and what is not, please contact Technology Operations at extension 4357 or help@mtmercy.edu.

Student violation of these policies constitutes computer abuse and disciplinary actions will be governed as outlined in appropriate policy manuals of Mount Mercy. Computer abuse by faculty and employees of Mount Mercy will be handled by appropriate administrative channels. The Director of IT's role in the process will be to call attention to the situation, gather and validate pertinent information to the appropriate dean, vice president or supervisor. Violations of courtesy are to be

referred to the Director of IT or the supervisor of the individual lab or electronic device.

Persons using electronic mail with Mount Mercy information technology resources are expected to treat the contents of electronic files as private and confidential. Inspection of electronic files and electronic mail, and any action based upon such inspection, will be governed by all applicable United States and Iowa laws. The Mount Mercy community is advised that all files stored on main systems, including electronic mail, are backed-up regularly and may be subject to review by Mount Mercy and/or subpoena.

Mount Mercy cannot monitor and does not control the information available through the Internet. Parents or guardians are responsible for monitoring the materials accessed by minors.

Information technology resources may be used for the following purposes:

- Class assignments
 - Campus community and public service projects
 - Campus publications and announcements
 - Academic research and investigation
 - Computing for personal and professional development
 - Administrative and instructional support
 - Staff and faculty consulting, subject to Mount Mercy policies
- Computer users must not engage in unauthorized or inappropriate conduct on the Mount Mercy network, email, or Internet.

Examples of such activities include, but are not limited to:

- Using or sharing another person's login ID to access computing facilities at Mount Mercy or another Internet facility. This includes permitting others to use one's own login ID.
- Unauthorized tampering with or modification of network resources.
- Using any means to crack or access systems, whether on campus or off, in an unauthorized or inappropriate manner.
- Using technology or facilities to engage in illegal or criminal activities.
- Using technology or facilities to threaten or harass another person.
- Attempting to read or access another person's electronic mail or protected files.
- Copying or distributing software in a manner which violates copyright laws, license agreements, and intellectual property as outlined in the Copyright Law of the United States of America, revised March 1, 1989, in Title 17 of the United States Code, Section 117.
- Knowingly distributing or actively developing a computer virus, worm, or Trojan Horse.
- Repeated use of Mount Mercy technology or facilities in a discourteous manner.

Personal Web Page Guidelines

Copies of Mount Mercy's Web page policy, "Guidelines for Personal Web Pages," can be found in the Busse Library.

Disorderly Conduct

A violation may include, but is not limited to, any behavior that disrupts or obstructs any University activity, including but not limited to teaching, research, administration, proceedings, recreational activities,

guest speaker presentations, and cultural events. Additionally, it includes any behavior that causes a substantial disruption to the living or learning environment of the campus or residence halls/apartments.

Disorderly conduct may include, but is not limited to:

1. Acts, or threats, of physical assault or abuse;
2. Violence;
3. Intimidation;
4. Physical or emotional harassment;
5. Suicide attempts;
6. Forcible detention;
7. Threatening behavior;
8. Indecent exposure;
9. Alcohol poisoning or drug overdose.
10. Disruptive noises that can be reasonably traced to a specific individual or location
11. Strong odors that can be reasonably traced to a specific individual or location
12. Unauthorized use of electronic or other devices to make an audio and/or visual record of any person without his/her prior knowledge and consent when such a recording is likely to cause distress or injury.

Failure to Comply with Request of a Mount Mercy University Official

A violation may include, but is not limited to, failure to comply with directions of University officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so. Other violations may include:

1. Interfering with students, faculty, staff, or Public Safety Officers acting in performance of their official duties including fleeing the scene of an incident while an investigation or inquiry is in progress.
2. Falsifying, forging, altering, causing the alteration of, or furnishing false information (written or oral) on, or relative to, University records, or to University officials.
 - b. Falsifying, forging, altering, causing the alteration of, or furnishing false information related to identification cards, excused absences, parking permits, transcripts, computer records, or other University documents.
 - c. Unauthorized possession or use of University records, documents, instruments, or property (e.g. identification cards, keys).
 - d. Providing false or misleading information on Public Safety or Student Service reports or to any University official or office.
 - e. Misrepresenting ownership of university or private property

Harassment

Enforcing the diversity of views, cultures, and experiences is critical to the academic mission of higher education. Such diversity enriches the intellectual lives of all, and increases the capacity of Mount Mercy University to serve the educational needs of its community.

Mount Mercy University is committed to academic freedom and free speech. As members of an institution of higher learning, respecting these rights requires that we tolerate expressions of opinion that differ from our own or that we may find abhorrent.

The values of free expression justify protection of speech that is critical for diversity and other principles central to the university's academic mission. However, values of free expression are not supported, but rather are undermined by acts of intolerance that suppress alternative views through intimidation or injury. As members of an institution of higher learning, we must stand against any assault upon the dignity and value of any individual that occurs through harassment that substantially interferes with his or her educational opportunities, peaceful enjoyment of residence, physical security, or terms or conditions of employment (collectively, "protected interests").

Mount Mercy University is committed to preventing harassment while protecting individual rights. The Mount Mercy community promotes an environment in which incidents of discriminatory harassment are less likely to occur; an environment that is hospitable to all members of the University community regardless of race, sex, color, national origin, religion, age, sexual orientation, disability or status.

Ultimately, however, these goals will not be fully realized unless every member of the University community takes personal responsibility for fostering an environment in which diversity can be appreciated and in which all students and employees can reach their fullest potential. No committee or other entity can substitute for the good will, freely given, by the individuals who make up the University.

Hazing Policy

Mount Mercy University is committed to enforcing state law regarding hazing (see Iowa Code 708.10 Hazing). The hazing policy and creation of positive alternatives designed to build community are the responsibilities of everyone at Mount Mercy University.

Hazing is defined by Mount Mercy University as any action or situation — on or off campus — that creates a negative separation between peers by causing others to perform activities that are humiliating, insulting, demeaning, mentally or physically abusive, or potentially harmful.

Any student or member of the Mount Mercy University Community who believes the hazing policy has been violated may initiate the student conduct process by filing a standard incident form with the Student Services Office or Campus Safety. All violations will most generally fall into one of two categories.

Level 1 violations:

Verbal abuse, servitude, public students and/or shunning

Level 2 violations:

Physical abuse, property damage, mental duress, forced/coerced substance abuse, and sexual acts.

Mandatory Child Abuse Reporting

The following policies on harassment and child abuse reporting can be found within the Mount Mercy University Policy Manual, Volume III University Wide Policies.

3.5.12 Mandatory Child Abuse Reporting

Mount Mercy University strives to protect the well-being of children visiting campus and/or participating in University-sponsored programs.

This policy, which applies to suspected cases of child abuse, explains when reporting is mandatory, who must report suspected abuse, and the process for reporting. The policy applies to all employees of Mount Mercy who, in the course of their employment, come into contact with children (any individual under eighteen (18) years of age).

Any uncertainty about whether reporting is required should always be resolved in favor of making a report. No employee who makes a good faith report of child abuse may be subjected to retaliation in employment.

If the employee has reason to believe that immediate protection for the child is advisable, an appropriate law enforcement agency must also be contacted. As set forth in more detail herein, employees who suspect child abuse must initially contact the Director of Public Safety, and the Director of Public Safety will work with employees to make these reports. Any suspicion of child abuse must be reported through an oral report to the Iowa Department of Human Services ("DHS") within twenty-four (24) hours of attaining the information or by the next business day if the DHS office is closed, thus preventing the submission of the oral report within twenty-four (24) hours. A written report shall also be made to DHS within forty-eight (48) hours after the oral report is made or by the next business day if DHS is closed, thus preventing the submission of the written report within forty-eight (48) hours.

The obligations set forth herein are not discretionary. Employees will complete two hours of training related to the identification and reporting of child abuse within six months of initial employment and shall thereafter complete at least two hours of additional child abuse identification and reporting training every five years. Knowing and willful failure to report or interference with the making of a report may result in criminal and/or civil liability and/or disciplinary action up to, and including termination of employment. Employees who make reports in good faith shall not face disciplinary action. Any person found to have made an unsubstantiated complaint with intentional dishonesty or malice will also be subject to appropriate corrective action, up to and including termination of employment.

In the context of this policy, child abuse means non-accidental actions or omissions that cause serious physical or mental injuries to a child or sexual abuse or sexual exploitation of a child. This includes, but is not necessarily limited to:

1. **Physical Abuse:** acts or omissions that cause, or fail to prevent, a serious physical injury to a child.
2. **Sexual Abuse:** rape, sexual assault, molestation, incest, indecent exposure, or exploitation of a child in a manner in which the child is enjoyment by another person.
3. **Emotional or Mental Abuse:** actions or omissions that have an actual or likely severe negative impact on a child's emotional and/or behavioral development, including those resulting from persistent or severe emotional mistreatment.
4. **Neglect:** a severe or persistent failure to provide for a child's physical, emotional, or basic well being unrelated to economic or caretaker's control.

3.5.12.1 How to Report

Employees who suspect child abuse should immediately report the information to the Director of Public Safety. If for some reason an employee is unable or prefers not to contact the Director of Public Safety, s/he should contact the Dean of Students and Director of Residence Life. If possible, employees should also complete the attached form. Do not directly question or solicit information from the child. The Director of Public Safety, possibly with the reporting employee's assistance, will contact DHS both orally and in writing within the prescribed time periods required by Iowa law.

The oral report shall be made by telephone or otherwise to DHS. The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish: (1) the names and home address of the child and the child's parents or other persons believed to be responsible for the child; (2) the child's present whereabouts if not the same as the parent's or other person's home address; (3) the child's age; (4) the nature and extent of the child's injuries, including any evidence of previous injuries; (5) the name, age, and condition of other children in the same home; (6) any other information which the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the person or persons responsible for the injury or in providing assistance to the child; and (7) the name and address of the person making the report.

Mount Mercy is committed to ensuring that its campus is safe for children. Child abuse and neglect interfere with healthy child development and later achievement in life. Any questions concerning this policy should be directed to the Vice President for Administration

Physical Assault

Any unwelcome physical contact that is intentional or reckless including, but not limited to, striking, slapping, hitting, punching, shoving, or kicking another person. Such actions are violations of the student Code of Conduct and will be referred to the Dean of Students & Director of Residence Life. Students will also be encouraged to file a report with the Cedar Rapids Police Department.

Property Damage and Vandalism

Intentional, negligent, or attempted acts resulting in Mount Mercy University property damage or vandalism are prohibited. Mount Mercy University strives to keep all facilities and university property in excellent condition. Students help by holding accountable those residents and/or guests who choose to damage or remove community property. Students that know of any damage or theft should contact a Residence Life staff member or Public Safety Officer immediately. Damages that are not considered normal wear and tear, such as peeled paint from posters, broken or missing furniture, stained carpet, broken windows, etc., will be billed to students and, when necessary may be referred to Cedar Rapids Police Department for criminal charges. This includes, but is not limited to, the following:

- Damage, vandalism, destruction, abuse, or fraudulent use of Mount Mercy University and private property.
- Damage, vandalism, destruction, abuse, or fraudulent use of Mount Mercy University services including computer and telephone services.

Stalking

Stalking is intentional conduct directed at a specific person that would cause a reasonable person to feel fear and which significantly disrupts the person's work, educational performance, on-campus living, or participation in a Mount Mercy University activity on or off campus.

A pattern of conduct perceived as threatening or harassing may be considered a violation even if the student did not intend to cause distress to the party who felt threatened or harassed. A pattern of behavior which the target of the conduct finds distressful may rise to the level of a violation even if the target of the behavior did not specifically direct the student to refrain from contacting him or her.

Theft

A theft violation may include, but is not limited to, taking or attempting to take another's property—personal, public or institutional—without his/her express permission. This includes, but is not limited to, physical, electronic, and intellectual property.

Unauthorized Audio/Video

Any actual or attempted unauthorized use of electronic or other devices to make an audio or video record of any person without prior knowledge or consent, when such a recording is likely to cause injury or distress to the subject of the audio or video record. Doing so is a violation of the individuals rights and may be subject to legal as well as civil action.

Smoking Policy

Smoke-Free Environment

Beginning July 1, 2008, Mount Mercy began enforcing the State of Iowa's Clean Air Act signed into legislation April 15, 2008. Smoking is prohibited on all Mount Mercy property including: buildings, parking lots, and vehicles owned or leased by Mount Mercy, regardless of location. This policy applies to all indoor and outdoor air space, including athletic facilities. The law also prohibits smoking in personal vehicles on Mount Mercy property. This makes smoking cigarettes, cigars, e-cigarettes, and vaporizers in any prohibited place a violation.

For more information, please visit www.iowasmokefreeair.gov.

Weapons Policy

Mount Mercy University prohibits possession, use, and transportation of any dangerous or potentially dangerous weapons described below on all University properties.

1. Fixed blade knives concealed on the person or in the vehicle (e.g., Bowie knife, knife, or instrument of like kind or description)
2. Shotgun or rifle or other shoulder gun
3. Pistol or revolver
4. Air gun (e.g., air or gas powered rifle or pistol, paintball guns, BB guns)
5. Bow and arrow (e.g., archery equipment)
6. Slingshots (including throwing weapons)
7. Swords
8. Crossbows
9. Brass knuckles
10. Fireworks, firecrackers or explosive devices
11. Martial-arts items and weapons
12. Laser pointing devices

This policy shall apply to all faculty, staff, students of Mount Mercy University, and to all visitors to the campus or University properties. This policy shall not apply to duly authorized law enforcement officials in the lawful discharge of their duties.

Temporary exclusions may be granted by the Director of Public Safety for job related, educational, or demonstration purposes, which shall include an agreement on storage by the Public Safety Director

Residential Living

It is the intention of Residence Life to help facilitate a community where intentional connections are made, active collaboration between residents occurs, and students find a sense of belonging. By assessing and developing our critical thinking ability, it is the hope that the resident will continually develop into a functioning member of the University community and the wider community at-large. Through active respect for one another, a compassion for a unified mission, and stark authenticity, the student will become citizens for a lifetime. By signing/agreeing to the Housing and Residence Life License/Lease Agreement, residents are contractually obligated to comply with the Community Standards listed herein. Any violations of these Housing and Residence Life Community Standards may result in conduct action, up to and including termination of the License/Lease Agreement. Residents and their guests are concurrently subject to all university policies and regulations for conduct, as well as all local, state, and federal laws. Continued violation of the Mount Mercy Policies may result in conduct action being taken as listed under the Student Code of Conduct.

Should you have any questions or need a policy clarification, please contact your Area Coordinator or, the Student Services Office at 319-363-1323 ext. 1218.

Residents are viewed as adults who are responsible for their actions, as well as the actions of their guests. Standards are not designed to control these behaviors as every person has the capacity to control how they behave. The following policies provide parameters of acceptable behavior in and around the residence halls, suites, and apartments in order to protect members of our on-campus living community.

ABANDONED PROPERTY

Residence Life is not responsible for lost, stolen or damaged property in the residence halls or public areas of communities. Items left in rooms/suites/bathrooms/community lounges will be stored for a minimum of 48 hours and a maximum of 30 days. If the owner is known they will be contacted via email notifying them that they have 30 days to retrieve their property. If the owner does not return Residence Life will determine if the items are in a condition to be donated to charity or discard.

AIR CONDITIONING & HEAT

Regina and McAuley do not have air conditioning. Andreas and Lower Campus does. Each residence hall room/suite is equipped with its heating controls. Do not obstruct or damage air conditioning or heating units or set anything near the wall mounted units as this may interfere with normal operation. Students are not allowed to bring additional air conditioning or heating devices without expressed permission of the Student Services. Air Conditioners require a medical note from the student's doctor citing why it is required.

Housing's general practice for heating and cooling is to provide room temperatures between the range of 68 and 76 degrees. If your heating/AC unit does not seem to be providing this range, please visit Student Services to submit a work order.

The process for converting between cooling and heating in McAuley and Regina Halls is fairly extensive and is a matter of timing. The type of heating/cooling system in these buildings requires 2-3 days for a changeover to be completed, which means drastic changes in

outdoor temperatures cannot be addressed immediately. In the interim, students are encouraged to open/close windows, add/remove blankets or see their Area Coordinator for additional suggestions.

ALCOHOL

Students who are not 21 years of age are not allowed to consume or possess alcohol. Alcohol can be consumed only by 21 year olds, under the conditions listed in the University alcohol policy printed in The Good Book under the Behavioral policy tab. Possession of or consumption from open containers is prohibited in public areas. For the purposes of alcohol policy enforcement, a room/ apartment/ suite may be considered a public area if the door entering the room/ apartment/ suite is open. Alcohol beverage containers may not be used for decorative purposes. In the event that alcohol is consumed or possessed in violation of University policies, all alcohol containers will be emptied. The University may limit the number of persons in rooms, suites, or apartments for the purposes of safety and health of campus residents. Near Beer is not allowed.

APPLIANCES AND FURNISHINGS

Every residence hall room comes furnished with bed, desk, mattress, closet, and dresser. Andreas and Lower Campus also have furnished living rooms with a table and chairs, sofa, and cushioned chair. Lower Campus also has kitchens equipped with a refrigerator and stove. The resident shall not remove any of the equipment of the room/apartment/ suite or building from its assigned location.

The electrical system in the halls is not designed to carry heavy loads of electrical equipment. To prevent students from blowing circuits, students are expected to be responsible in their use of appliances/ electronics which includes proper and judicious use of multi-outlet strips and surge protectors. All electrical equipment must be UL listed.

Acceptable Appliances, Furnishings and Items

Appliances with closed coil elements (coffee pots [must have automatic shut off option], hot pots, and hot air poppers), bedding, computers, dishes and utensils, fans, hair dryers, irons (self-shut off preferred), lamps (excluding halogen lights), mini refrigerators (no larger than 4 cubic ft.), microwaves (up to 700-800 watts), personal hygiene devices, posters, stereos and other audio equipment, TVs and other visual equipment are all acceptable items.

Only one compact refrigerator per double room is allowed. In McAuley, triples may have two refrigerators, as long as they are in separate rooms. In apartments/suites, refrigerators are provided in the kitchens/kitchenettes.

Prohibited Appliances, Furnishings and Items

All electrical appliances must be in good working condition. The university prohibits the use of smoke machines and other appliances that are not conducive to group living. Due to fire concerns/regulations, the following items are not allowed in residence hall spaces: Any item with an open flame or that burns (candles, stenson burners, incense, etc.), appliances with exposed heating elements (toasters, toaster ovens, broilers, hot plates, indoor electric grills, pizza makers, etc.), cooking pots and greases, appliances that are damaged (frayed cords, grills, bent plugs, broken safety handles/legs, etc.), electric skilllets, fog machines, halogen lamps/lights, incense, personal mattresses, personal upholstered furniture, power tools, real Christmas trees/

wreaths, space heaters, water beds, weapons, and window air conditioning units.

* Cooking pots and greases are permitted in properly equipped kitchens.

** *Lower Campus Apartments: small grills are allowed on the patio, but must meet City of Cedar Rapids specifications for apartment units. Under no circumstances should propane grill tanks of any kind be stored inside apartments.*

Other Items to Consider

With the exception of those living in Regina, students are responsible for bringing their own cleaning supplies, laundry detergent. Students who live in buildings that have community bathrooms will have toilet paper and hand towels provided. Students living in buildings that are suite-styled or rooms with adjoining bathrooms are required to provide their own toilet paper, hand towels and any other necessary paper products.

Room Decorations

Personalizing the space in rooms is encouraged. However, Residence Life requires that this be done in a manner that does not cause damage, does not violate State law, University policy, or is deemed to be defamatory and/or degrading to members of the University community. Room décor must take into consideration all roommates' tastes.

Poster hanging products such as a product produced by 3-M called Command are only permitted in Regina and McAuley as this products historically has done damage to the walls and furniture surfaces in Andreas and Lower Campus. Please use _____. Due to fire safety reasons, decorations may not be affixed to ceilings, be attached to or block any fire safety equipment including smoke detectors, sprinkler heads, and exit signs. Decorations must not impede access to hallways, doorways, stairs, corridors, or other equipment.

Due to fire safety concerns, no more than 10% of a room's wall space can be covered by combustible decorative materials including but not limited to: including paper, posters, streamers, polyester materials, lights, etc. No rugs, bed sheets/spreads or tapestries can be hung in any Residence Life space. Small twinkle lights, artificial trees, wreaths, and other such decorations, are approved provided they are UL listed.

Exteriors of room doors (the side that faces hall corridors) and room windows are considered public space. Residence Life reserves the right to have removed items that could be construed as bigoted, demeaning, degrading, or victimizing in a discriminatory manner. Other questions about what is permitted should be referred to your Resident Assistant or Area Coordinator.

WINDOWS/LANDINGS/BREEZEWAYS

Windows/landings/breezeways are subject to all Housing and Residence Life community standards. The following regulations are directly applicable for these areas:

- Behaviors that are dangerous to self or others (e.g. jumping from windows, repelling, hanging over the edge, climbing up to a window, etc.) are strictly prohibited.
- No items should be thrown to or from windows.

- Trash or other flammable materials may not be stored on the landing/deck

BICYCLES

Residence Life strongly suggests students use a strong krypton-type lock on their bikes. Bicycles may not be stored or parked inside, decks/landings, nor ridden in the residence halls for reasons of safety. Bicycles should only be locked on exterior bike racks.

CHECK-IN & CHECK-OUT PROCESS

Upon checking-in to a new room, residents will be given a room inventory, keys, mailbox key or combination as applicable. Residents will also be required to meet with their RA to sign a Roommate Contract, and if applicable other paperwork, etc. Residents must complete the check-out process within 24 hours of their last final exam or by noon of the last day the halls are open (whichever comes first).

Closing information will be provided via email, flyers and floor meetings. Any damage to the room/suite will be charged directly to student accounts. Failure to follow posted and written information about the checkout process may be assessed additional administrative charges. This includes check-outs during the middle of the year due to room changes, petitioning out of the housing agreement, removal from the halls, etc.

Do not drive cars or trucks on grassy areas to load or unload belongings. Such action could cause damage to sprinkler systems or landscaping and will result in damage charges. Residence Life provides carts for students to use during check-in and out. Students will need to provide their ID in order to gain access to the carts.

CONFISCATION

Residence Life may confiscate and remove any items found that are in violation of Residence Life, The Good Book, or Student Code of Conduct policies or deemed unsafe or illegal by designated University Officials. Certain items are prohibited in the residential areas of the university because of health, fire, or safety reasons; city, state, or federal law; or University policy. When these identified items are discovered, they are subject to confiscation. Public Safety Officers and Residence Life staff have the authority to confiscate items.

In instances when Residence Life has confiscated an item, a notice will be sent to the email of the student in question and the residents of that room should expect to receive further notification. Students that receive these notices are encouraged to seek out their Area Coordinator to receive further information about their individual situation. Items prohibited by college policy for health, fire, or safety reasons, that are not illegally possessed, may be returned to the owner at the end of the term (or earlier by arrangement with the Area Coordinator for their respective area) provided that the item be removed from campus immediately and not returned to the premises.

Illegal items (such as controlled substances, drug paraphernalia, and weapons) are not items that can be returned. Confiscated items not claimed by the owner by the end of the semester in which the item was seized will be disposed of, or if appropriate, items will be donated to a local charity.

CONSOLIDATION

The University reserves the right to reassign space as necessary when vacancies occur in multiple occupancy quarters or when

problems caused by roommate incompatibility are unresolved by the occupants. Therefore, Residence Life has developed a consolidation process to reassign students based on occupancy needs. Residence Life will assess the occupancy of each building doing Occupancy Checks, making note of rooms where residents are living alone in a double room. If the space needs to be reallocated, Residence Life may contact the resident(s) and inform them of the following options:

1. The resident may be asked to find another roommate to move into the room by the deadline prescribed by the AC;
2. The resident may be moved into another room where a space is available.
3. The resident may be given the opportunity to "buy out" the room at a single room rate for the rest of the semester based on availability, capacity and the discretion of Residence Life staff. Students will be given 72 hours to complete a room change if warranted.

* Residents who do not presently have a roommate may get a roommate at any time and you should not take possession of the other part of the room.

COOKING

Kitchens are available in the Lower Campus apartments. In Regina, McAuley, and Andreas House public kitchens are available. Students are permitted to use the kitchens but must provide their own cooking utensils. Students using public-area stoves must remain with cooking food for the safety of all. These areas must be cleaned and maintained by the residents of the community. Residents will face cleaning charges or a closing of the facilities if any unsanitary conditions exist or if the facility is abused. Furthermore, if there is any damage to the facilities or an inadvertent fire alarm during the course of cooking, the resident will be held responsible for any costs incurred for cleaning, damage, or false alarms.

DISRUPTIVE BEHAVIOR

Disruptive behavior including physical abuse, assault, harassment, threats, boisterousness, excessive noise, public intoxication is prohibited. Further acts which compromise the peace, safety, and/or health of residents or compromise the educational purposes of the university are also prohibited. Discriminatory acts which intentionally denigrate any category of residents are prohibited.

ELEVATORS

Regina and McAuley are equipped with elevators for residents' convenience. Please be respectful of this equipment and the safety of others; do not jump up and down, shake, tamper, disable, or overload elevator cars; jumping or misusing the controls may cause malfunctions. Elevators are serviced regularly, but should an elevator get stuck between floors, remain calm and use the call button inside. A staff member will respond to assist with the appropriate evacuation. Do not try to evacuate an elevator on your own or try to pry open the door. Damages should be reported to the front desk immediately. In the case of a fire, do not use the elevator and evacuate the building using stairwells.

EMERGENCIES

Residents who witness emergency situations are encouraged to contact the Department of Public Safety who can dispatch both campus security communicate with Cedar Rapids Police Department.

Residence Life will inform residents of situations that require broad notification by sending staff members to doors, sending emails, or posting general hall announcements on bulletin boards. In any of these instances it is imperative that residents follow any instructions given. Students are also highly encouraged to sign up for **RAVE**, which is a phone and text-based system allowing the university to notify students, faculty and staff when an emergency is taking place on or near campus. The system is only be used in critical situations, including weather emergencies, with potential to affect health or safety.

EMERGENCY CONTACT

Residents provide emergency contact information when they check in to housing. There is also a section on the form that can be used to inform Residence Life staff of any health conditions that might require medical assistance. In extreme situations the University may decide to notify emergency contacts for residents, especially in those situations where it has been deemed that a student is in danger.

FIREARMS

Ammunition and weapons such as firearms (including pellet and BB guns), hunting knives, swords, bows and arrows, sling shots, and bayonets shall not be kept in student rooms/apartments/suites.

A resident who wishes to have a weapon must register it with the Director of Public Safety prior to bringing the weapon on campus. In the event that permission is granted for a weapon to be on campus, it must be stored in a campus location designated by the Director of Public Safety.

FIRE SAFETY

The theft, tampering with or improper use of fire detection/fighting equipment is prohibited. Students found responsible for triggering the alarm systems due to mischief or negligence will be billed for the Cedar Rapids Fire Departments (CRFD) services. Fireworks of every kind, including firecrackers and bottle rockets, are prohibited. Furniture, decorations and other items that increase the flammability of a room/apartment/suite may be prohibited at the discretion of the Director of Residence Life.

Open flames, including candles and incense are prohibited in all campus housing areas. Candles which have never been lit may be used for decorative purposes; however, candles on which the wick has been burnt will be confiscated.

GETTING A NEW ROOMMATE

Due to graduation or other changing situations of students, space may become available in the Residence Life system in December. Students with a roommate that is not returning for the spring semester will be required to make the room presentable for a new roommate(s). This must be done prior to departure in December for Christmas Break. Students may not take possession of the other half of the room. Clean the room and be sure that the other bed, dresser, closet, and so forth is ready for a new student to move in.

GUEST & VISITATION

Rooms/apartments/suites are rented to Mount Mercy students only. Only those students who are leased the room/apartment/suite may live there. Mount Mercy strictly prohibits co-habitation. Guests are allowed on a short term basis, limited to 72 hours. Roommate rights need to be considered at all times in respect to visitors/guests. Frequency of guests may be reviewed by Residence Life. The University may limit

the number of persons in rooms, suites or apartments for the purposes of safety and health of campus residents. In Regina and McAuley the visitation policy listed below applies in regard to guests. In all living areas, residents assume responsibility for the behavior of their guests, including ensuring that behavior is consistent with university policies.

A guest shall be defined as a person who is not assigned to a room, suite, apartment, or building they are visiting. All guests are required to comply with these policies, and other applicable university rules. The host is responsible for the behavior of all guests and may be held accountable for their behavior. Guests should in no way become a nuisance to the roommate(s) or the community. Residents may not host anyone who is known to be trespassed from Mount Mercy University facilities. Roommate(s) has the right to object to current or future visits and staff will mediate any concerns by the presence of guests.

1. Residents are required to register their guest(s) at all times; this is not limited to overnight guests. Guest(s) are required to provide photo identification. Guest(s) must be registered via our online guest registration form. This form can be accessed at Housing Guest Registration Link (https://docs.google.com/a/boisestate.edu/forms/d/1n8KOzDWmAJV0Sole2PpcwDWJ6kQ_EQj5THouShHemNQ/viewform?c=0&w=1)
2. Overnight Guests: Overnight guests are allowed only with the approval of your roommate(s). Guests, as defined above, who stay in anytime between the hours of 12:00 AM and 7:00 AM, are considered "Overnight Guests." No more than two persons may occupy the unit as overnight guests at any time. The total number of days a guest can stay is not to exceed three (3) days over the course single week. All guests staying must be registered with Residence Life 24 hours in advance of their arrival, by the host they are visiting.
3. Guests must be escorted at all times by their host. They must be escorted in and out of the building and remain with the resident during their time in the building. A residents ID card is never to be given to a guest for any reason. Guests without an escort will be asked to leave the building. Never agree to escort someone you do not know personally.

Regina and McAuley visitation hours are from 8am until 2am daily. No visitors of the opposite gender are allowed in Regina or McAuley rooms after 2am. Overnight guests of the same gender are allowed, but must be registered and carry a pass with them at all times. The Dean of Students and Director of Residence Life is authorized to extend these hours upon individual request.

HEALTH & SAFETY INSPECTIONS

Housing staff will enter all rooms/suites each semester for health/ fire safety and facility checks. Housing & Residence Life staff will give at least 48 hours' notice of room entry for this purpose. Housing & Residence Life encourages residents to be home when staff checks the rooms, but it is not necessary. Staff will look at fire safety equipment (smoke detectors, sprinkler heads, fire extinguishers), screens, window & door locks, overall cleanliness, ensure personal effects are not placed against heaters & air conditioning units, check that electrical outlets are not overloaded, etc.

Residents will receive a notification directly after the inspection to inform them of the observed status of their room/suite. Rooms/suites deemed unacceptable or in violation of University or Housing policies/

standards or of state/federal law, will receive a notice identifying the specific violation for the resident(s) to address. Residents of the room in question should expect a follow-up meeting with their RA or AC depending on the severity of the violation.

HOUSEKEEPING

Residents are expected to maintain a level of cleanliness in their rooms/apartments/suites and in common areas compatible with reasonable health and safety standards.

LAUNDRY FACILITIES

Each residential facility has washers and dryers for use by the residents of that facility only. Residence Life no longer provides coin operated machines, but rather card laundry is offered free to residential students. Students are asked to be respectful of the units and timely with the picking up and completion of their laundry to avoid disrespect to the overall community.

LOUNGE OR COMMUNITY FURNITURE

The lounges/lobbies/community areas are meant for the general use and enjoyment of all the residents of that community. This furniture must remain in the lounge or community area.

MAIL

Each resident is assigned an individually numbered mailbox with a key. Residents will be informed of their mailbox number during the room assignment process and will be given their key during check-in. Room inventory sheets must be appropriately filled out and turned in to receive your key. Packages can be retrieved at the mailroom located in Lundy.

MAINTENANCE AND REPAIRS

For non-emergency repairs or maintenance needs, residents should submit a work order. If you need help seek out your Resident Assistant. If there is emergency maintenance need during regular business hours, (burst pipe, overflowing toilet, broken window or door, etc.), please contact Public Safety immediately. If an emergency occurs please call the on-call phone numbers posted in the buildings or Public Safety.

STUDENT CONTACT INFORMATION

Students are given the opportunity to confidentially designate emergency contact information at move in. This information is part of the University registration and is protected under FERPA. This information is accessible by the Department of Public Safety and Student Services. Students are given the opportunity to designate a person to notify in a missing person investigation. This information will not be disclosed outside of a missing person investigation.

PERSONAL SAFETY DEVICES

The only approved personal safety devices recognized by Residence Life and Public Safety are pepper spray and mace. Students who own and/or carry personal safety such devices should know how to use them properly and it should stay in their possession only. These devices should only be used when needed for protection and according to manufacturer's instructions. Inappropriate discharge or failure to use the device according to manufacturer's instructions will result in a referral to the student conduct system.

PETS

Residents are allowed to have fresh water fish in their rooms. Tank size shall not exceed 20 gallons. No animals that breathe atmospheric air or live in salt water are permitted. Pets must receive roommate approval before being brought to campus housing. The only exception to this standard is an animal specially used for a medically documented purpose. The process for requesting assistance and/or comfort animals must begin by meeting with the Disability Resource Center (DRC) and submitting appropriate documentation. Once processed, the DRC will provide a recommendation to Housing and Residence Life who will make the final decision pending space and availability.

1. Possession of an unauthorized pet (anything besides fish) is prohibited and will result in conduct action up to and including the termination of the resident's license agreement.
2. Roommates (non-pet owners) may also be held responsible for violating this Community Standard. It is critical residents communicate with each other to ensure pets (aside from fish in a 10 gallon tank) are not present in on campus residential facilities.

Animal control will be contacted to confiscate any unsanctioned animal or pet if it is not removed within 24 hours (or as directed by a staff member).

QUIET HOURS

In all residential areas, students should respect others' rights to study and sleep. Quiet hours are from 12am until 8am Sunday through Thursday and 2am until 8am Friday and Saturday. All other hours are courtesy. In addition, every resident will take part in a negotiation of additional quiet hours at the beginning of each semester for that floor/living area. Residents not agreeing with their floor may request alternative accommodations, as available, from Residence Life.

Courtesy/Quiet Hours

In support of the academic mission of the university, Residence Life practices a 24 hour courtesy hours community standard, allowing others to concentrate on their studies and get sufficient sleep. It is our expectation that residents will honor the requests of their community concerning noise levels, even when it is not scheduled quiet hours. If you experience a problem with noise, you are encouraged to first speak directly with the responsible individual(s); then, if the issue is not resolved, please, seek the assistance of your RA.

RECYCLING & TRASH

Littering is prohibited. As a resident in this community, it is your responsibility to dispose of personal trash in dumpsters or recycling receptacles inside or outside on-campus facilities. For this reason, littering, leaving trash in common areas or locations not designated for waste disposal, is subject to conduct action and applicable removal/cleaning charges.

The University expects that students will participate in the campus recycling program. Students are expected to bring their trash and recyclables to the designated areas for disposal. Students leaving trash in common areas will be in violation of this policy and subject to disciplinary action.

ROOM CHANGE REQUEST

Residence Life has found that many roommate differences can be resolved through mediation, eliminating the need for a room change.

Should mediation not resolve the roommate issues and if the student's account is current, space is available and eligibility requirements are met, students may request a room change.

Room changes will not be considered during the first two weeks OR the last two weeks of each academic semester in order to create hall rosters and complete administrative procedures. However, after this time Residence Life will attempt to accommodate requests when space permits.

Students wanting to request a room change should set up a meeting with their Area Coordinator. Permission from the Area Coordinator is needed before a move can take place. Once a room change request is approved, residents have 72 hours to complete the move, including inventorying the new room, checking-out of the old room, exchanging keys, and signing off on any necessary forms. Failure to move within the prescribed deadline or to follow other guidelines as set in the process may result in additional administrative charges and/or having the approved request revoked. Room changes made prior to written approval by the AC will be considered an improper room change and will be subject to appropriate follow-up.

ROOM ENTRY

Residence Life respects students' right to privacy. However, there are times during which Residence Life staff may enter a student's room or suite without notification. These include: (1) When an immediate threat exists to the health, safety or property of students or occupants of the room; (2) To secure space during breaks and conduct routine safety inspections; (3) To make necessary or desirable repairs and perform routine or other maintenance; (4) For other purposes as deemed necessary or desirable by University. Residence Life staff will knock and announce their presence prior to entering a student's room. However, it is within the rights of Housing Staff to enter as deemed necessary.

ROOMMATE CONFLICTS & CONTRACTS

Residence Life recognizes that conflicts arise within any group living situation and encourages residents to try and work out these differences for themselves. In an effort to alleviate simple roommate misunderstandings, Resident Assistants will complete a roommate/suitemate contract with all students after moving in. Residence Life encourages all residents to be honest and specific in working with their roommates/suitemates in this process as it will help to set a comfortable standard of the living. If no solution can be found to a conflict, the Area Coordinator and Residence Life have the option of moving one or more of the people involved in the conflict, in order to best serve the needs of the residents and the community.

Roommates

Our Housing and Residence Life staff work with students to provide a living and learning environment for everyone. Many residents may not be used to living with others in the same room, suite, or apartment, it is critical to be open, honest, and respectful when interacting with those who live with you, just as you would any other university community member or guest. If you are having challenges when interacting with your roommate(s), please seek out your RA as soon as possible, they can help you and your roommate(s) address your concerns.

If a resident is having problems, roommate mediation with their RA is always the first option. After mediation has been conducted, if that resident is interested in transferring rooms/suites/apartments, they

should speak to their RA, who will explain the transfer process and refer the resident to the Area Coordinator.

1. Moving Without Approval – Moving into a room/suite/apartment or changing rooms/suites/apartments without the written approval and direction of Housing and Residence Life is a violation of this standard that may result in conduct action and/or applicable fees.
2. Failure to Check Out – In the process of a room transfer, failure to check out of a resident's previous space in a timely manner, as directed by a Residence Life staff member, will result in being financially responsible for both spaces in addition to conduct action.
3. Inhospitable Living Environment – If residents find their current living environment unsuitable in meeting their academic and personal needs and a roommate mediation has been attempted, it is that resident's responsibility to work with their RA and/or AC to initiate a room transfer process. Residents' behaviors designed to make their living environment difficult or challenging for roommate(s) in hopes roommate(s) will transfer rooms are unacceptable and will result in conduct action.
4. Existing Spaces – If a space exists within a resident's room/suite/apartment, it must remain clean and vacant so that another resident can move into that space with limited notice (in case of emergencies) or 24-hour notice during a room transfer process. Residents, who occupy a 'vacant' space within their unit, make their residential space (room, suite, and/or apartment) unappealing/attractive for potential roommates, and/or attempt to deter potential roommates from moving into that space are subject to conduct action.
5. Failure to Follow a Roommate Agreement – In the process of generating a roommate agreement with a Housing and Residence Life Staff member, all roommates are agreeing to each item stated on the agreement. Failing to follow this agreement will result in conduct action, up to and including a required room transfer or license cancellation for one or all residents involved.

SOLICITATION & COMMERCIAL ENTERPRISES

Students are not permitted to operate or promote a business from their residence hall room, common spaces, or other use Residence Life spaces, including their own privately-owned businesses. Students may not use housing facilities to host parties for the purpose of promoting private businesses or engaging in sales of products. The University does not allow door-to-door solicitation of funds, products, services, or donations for charity in Residence Life facilities. This also includes companies/businesses attempting to give away free items/samples. Entry into Residence Life facilities in these situations will be considered trespassing and will result in removal Public Safety Officers as a minimum but may include exclusion from campus and/or arrest. Any solicitors should be reported to a Residence Life staff member or Public Safety immediately. Students or student organizations wishing to raise donations for charity through social/community programs or other means may obtain permission from their Area Coordinator.

SPORTS (indoors)

Throwing objects or playing sports within and closely around residential facilities is prohibited. Individuals and/or residential communities may be held financially responsible for repairing damages, painting costs, and general maintenance related to hall sports.

STORAGE

Due to limited space and liability issues, Residence Life is unable to accommodate storage of residents' personal items or room furnishings. Residents may wish to explore professional off-campus storage services to accommodate any additional storage needs. Room furnishings are not permitted to be removed from student rooms.

TRASH DISPOSAL

Students must dispose of garbage in the appropriate bins and locations. Garbage is not to be left on landings, in stairwells, lounges, elevator lobbies, by the doors, on the ground by dumpsters, or in the trash chute rooms. Room trash is not to be emptied into smaller trashcans that are placed around the buildings. A fee for removal will occur (\$25.00 minimum) if students are found disposing of their trash inappropriately. Increasing fines will occur for subsequent offenses.