

**Mercer University**  
**College of Health Professions**  
**Graduate/Professional Student Handbook**  
**2023 – 2024**



**Doctor of Physical Therapy Program**  
**Master of Medical Science (Physician Assistant) Program**  
**Master of Public Health Program**  
**Doctor of Public Health Program**  
**Doctor of Psychology Program**  
**Master of Athletic Training Program**

**<http://chp.mercer.edu>**

This Student Handbook is intended to offer a framework of the intended learning environment provided by the College of Health Professions faculty and staff. It is also provided to inform College of Health Professions graduate and professional students of their rights as students, and equally important, their obligations and responsibilities. This Student Handbook does not constitute a contract, expressed or implied, between any applicant, student, faculty, or staff member and neither Mercer University nor the College of Health Professions. *The University Student Handbook supersedes all College and Program Student Handbooks.* Updates and changes are made as necessary to the Student Handbook and become effective whenever the University or College administration so determine and will apply to both prospective students and those already enrolled. The Mercer University College of Health Professions reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs.

Detailed instructions on processes related to the Offices of the Registrar, Student Financial Planning, or Bursar can be obtained by contacting the respective office or visiting their websites.

Questions regarding this Handbook or the information contained may be made in writing to the College of Health Professions Dean's Office.

The Mercer University College of Health Professions is committed to providing equal educational and employment opportunities to all qualified students, employees, and applicants, without discrimination on the basis of race, color, national or ethnic origin, religion, sex, age, or disability, as a matter of policy and as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503 and 504, ADEA, ADA, E.O. 11246, and Rev. Pro. 75-50).

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## Message from the Dean



Dear Students:

The College of Health Professions is an exciting, dynamic environment where students and faculty are engaged in classroom and practice-based activities, research, and service. Our commitment to the College mission is demonstrated by actively seeking students, faculty, and staff who personify our College's core values: *collaboration, compassion, excellence, integrity, justice, learning, professionalism, and service.*

The Physical Therapy, Physician Assistant, Clinical Psychology, Public Health, and Athletic Training faculty are committed to educating outstanding students to become skilled practitioners and leaders in their fields who will, in turn, impact the lives of the patients and community they serve. We are glad you have joined the College of Health Professions team and are looking forward to working with you in the upcoming years!

Sincerely,

A handwritten signature in black ink that reads "Lisa M. Lundquist".

Lisa M. Lundquist  
Dean



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# Calendar for CHP Graduate and Professional Programs

## MERCER COLLEGE OF HEALTH PROFESSIONS CALENDAR 2023-2024

### **Fall 2023**

DPT Orientation	August 17-18
MPH Orientation	August 17
PsyD Orientation	August 18
DPT White Coat Ceremony	August 18
Classes Start (Atlanta: DPT, MPH, PsyD, PA, DrPH; Macon: AT)	August 21
Drop/Add Ends	August 28
Labor Day Holiday	September 4
Fall Break (Macon: AT)	October 12-13
Course Withdrawal Deadline	October 26
Registration for Spring Begins	November 1
Application Deadline for Spring or Summer Graduation	November 3
Fall Break (Atlanta: DPT, MPH, PsyD, PA, DrPH)	November 20-22
Thanksgiving Break	November 23-24
Classes and Exams End	December 15
Grades Due	December 20

### **Spring 2024**

PA Orientation	January 4-5
DrPH Orientation	January 4-5
Classes Start (Atlanta: DPT, MPH, PsyD, PA, DrPH; Macon: AT)	January 8
PA White Coat Ceremony	January 12
Martin Luther King, Jr. Holiday	January 15
Drop/Add Ends	January 16
Spring Break (Atlanta and Macon)	March 4-8
Course Withdrawal Deadline	March 20
Good Friday Holiday	March 29
Registration for Summer and Fall Begins	April 5
MPH and DrPH Pinning Ceremony	TBD
PsyD Pinning Ceremony	TBD
Classes and Exams End	May 3
Grades Due	May 8
College of Health Professions Hooding Ceremony	May 10
Commencement (Atlanta)	May 12
Baccalaureate (Macon)	May 12
Commencement (Macon)	May 13

### **Summer 2024**

Classes Start (Atlanta: DPT, MPH, PsyD, PA, DrPH)	May 13
Drop/Add Ends	May 20
Memorial Day Holiday	May 27
AT Orientation	June 7
Classes Start (Macon: AT)	June 10
Course Withdrawal Deadline	June 30
Independence Day Holiday	July 4
Classes End (Atlanta)	August 2
Grades Due	August 7

## History of the College

The College of Health Professions is comprised of six disciplines: Physical Therapy, Physician Assistant Studies, Public Health, Clinical Psychology, Athletic Training, and Kinesiology. The College offers the doctoral-level physical therapy program, doctoral-level clinical psychology program, doctoral-level public health program, master's-level physician assistant program, master's-level public health program, master's-level athletic training program, bachelor's-level public health program, and bachelor's-level kinesiology program. The Department of Physical Therapy offers an Orthopaedic Manual Physical Therapy residency program, a Neurologic Physical Therapy residency program, a Cardiovascular and Pulmonary residency program, and a fellowship in Orthopaedic Manual Physical Therapy.

## Mission of the College

The College of Health Professions seeks to prepare students to improve the health and quality of life of individuals and society through excellence in teaching, research, and service.

## Statement of College Goals

- Provide an education that is effective, innovative, and comprehensive.
- Foster an environment that is caring, equitable, and responsive toward all stakeholders.
- Ensure quality of programs through continuous assessment and improvement.
- Encourage diversity and adhere to the values of the University's Judeo-Christian heritage while respecting the pluralistic values of our society.
- Engage students in active learning to enhance critical thinking and problem solving skills.
- Foster personal and professional growth and a commitment to lifelong learning.
- Support a highly qualified faculty in their pursuit of teaching, scholarly activity, and service in recognition that these activities are integral components of continuing professional growth.
- Provide the infrastructure to support research that integrates components of basic science, public health, clinical interventions, and pedagogical innovation.
- Prepare graduates to assume leadership roles in their communities and profession.
- Provide postgraduate education including graduate programs, residencies, fellowships, and certificate programs.
- Engage in interprofessional education to develop mutual understanding of and respect for the contributions of various disciplines for the betterment of individuals and society.



## Vision of the College

The College of Health Professions will be nationally recognized for promoting and improving health through excellence in education, leadership, and innovation.

## Core Values of the College

The College of Health Professions bases its educational programs and position in the healthcare community upon certain core values. The core values of the College are:

*Collaboration* – working together and respecting each other’s contributions.

*Compassion* – showing empathy and concern for the wellbeing of others.

*Excellence* – performing at the highest level.

*Integrity* – unwavering adherence to an ethical code of conduct.

*Justice* – committing to fairness and equity in the treatment of others.

*Learning* – acquiring, synthesizing, understanding, and assimilating new knowledge and information.

*Professionalism* – exhibiting appropriate behaviors and adhering to an established code of conduct.

*Service* – offering our talents and skills toward the betterment of our communities.

## Modeled Behaviors

### Collaboration

- Recognizes the value of others, their ideas, beliefs, diversity, and cultural heritage.
- Actively participates in ongoing education, professional, and interprofessional activities.

### Compassion

- Places other’s interest ahead of his/her own.
- Is sensitive to the personal concerns and beliefs of others.

### Excellence

- Initiates innovative ways to increase efficiency, effectiveness, and productivity.
- Develops new approaches to improve health and quality of life.

### Integrity

- Is fair, straight-forward, and truthful.
- Admits, corrects, and learns from mistakes.
- Honors commitments and accepts responsibility for actions.

### Justice

- Addresses any dishonest or unethical behavior both upwards and peer-to-peer.
- Treats everyone fairly and is genuinely concerned about the welfare of others.

### Learning

- Actively participates in continuous professional development.
- Shares knowledge of new practices and procedures, evolving sciences, and leading edge technologies.
- Promotes development of interprofessional learning and collaborative practice.

### Professionalism

- Expresses concerns about work issues and works constructively to create a resolution.
- Supports the University’s and College’s mission, goals, and policies and procedures.

### Service

- Advocates for improved health, wellness, and quality of life for patients and society.
- Actively participates in community-based initiatives.

## **Mission of the Doctor of Physical Therapy Program**

The mission of Mercer University's Physical Therapy Program is to prepare doctors of physical therapy who are advocates for the health and wellness of individuals and society, and who are dedicated to patient/client-centered clinical excellence, lifelong professional development, and scholarly activities.

## **Mission of the Physician Assistant Program**

The mission of the Mercer University College of Health Professions Physician Assistant Program is to educate patient-centered medical providers of the highest quality who are critical thinkers, leaders, and lifelong learners.

## **Mission of the Public Health Programs**

The mission of the Mercer University College of Health Professions Department of Public Health is to produce public health professionals through integrating public health education, service, and research to engage communities (including minority, rural, or aging populations) in improving population health, eliminating health disparities, and achieving health equity and social justice.

## **Mission of the Doctor of Psychology Program**

The mission of the Mercer University College of Health Professions Doctor of Psychology Program is to prepare psychologists as integrated healthcare practitioners who contribute to and apply scientific knowledge of human behavior to benefit individuals, systems, and society.

## **Mission of the Master of Athletic Training Program**

The mission of Mercer University's Master of Athletic Training Program is to prepare patient-centered athletic trainers who are devoted to improving healthcare for athletes and the greater community, and who are committed to professional development, leadership, and advocacy for the profession.

## **Profiles of the Graduate**

The **Doctor of Physical Therapy** graduate of the College of Health Professions of Mercer University will:

- Provide effective and efficient patient/client-centered care to diverse populations across the lifespan.
- Incorporate sound clinical reasoning and problem solving to make evidence-based practice decisions and recommendations in all aspects of patient/client management.
- Adhere to professional and ethical standards of conduct in compliance with the American Physical Therapy Association (APTA) and to the laws and guidelines that regulate the practice of physical therapy.

- Participate as providers and advocates for the health promotion, wellness, and fitness of individuals and society.
- Manage available human, financial, material, and/or technological resources in a variety of traditional and nontraditional settings.
- Pursue lifelong professional development regarding clinical excellence, service, and scholarship.
- Collaborate effectively as a member and leader of an interprofessional team to provide evidence-based and patient-centered care.

The **Physician Assistant** graduate of the College of Health Professions of Mercer University will be able to:

- Demonstrate the knowledge and skills necessary for entry-level practice as a physician assistant.
- Deliver primary care in a variety of clinical settings across the lifespan.
- Collaborate effectively as a member and leader of an interprofessional team to provide evidence-based and patient-centered care.
- Pursue lifelong professional development in clinical practice, service, and leadership.

The **Master of Public Health** graduate of the College of Health Professions of Mercer University will be able to:

- Apply epidemiological methods to the breadth of settings and situations in public health practices.
- Select quantitative and qualitative data collection methods appropriate for a given public health context.
- Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
- Interpret results of data analysis for public health research, policy, or practice.
- Compare the organization, structure and function of healthcare, public health, and regulatory systems across national and international settings.
- Discuss the means by which structural bias, social inequities, and racism undermine health and create challenges to achieving health equity at organizational, community, and societal levels.
- Assess population needs, assets, and capacities that affect communities' health.
- Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
- Design a population-based policy, program, project, or intervention.
- Explain basic principles and tools of budget and resource management.
- Select methods to evaluate public health programs.
- Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
- Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.

- Advocate for political, social, or economic policies and programs that will improve health in diverse populations.
- Evaluate policies for their impact on public health and health equity.
- Apply principles of leadership, governance, and management, which include creating a vision, empowering others, fostering collaboration, and guiding decision-making.
- Apply negotiation and mediation skills to address organizational or community challenges.
- Select communication strategies for different audiences and sectors.
- Communicate audience-appropriate public health content, both in writing and through oral presentation.
- Describe the importance of cultural competence in communicating public health content.
- Perform effectively on interprofessional teams.
- Apply systems thinking tools to a public health issue.
- Analyze theoretical frameworks for disparity causation
- Describe actions needed to build internal infrastructure to advance health equity in organizations
- Evaluate empowerment strategies for viability in diverse communities including disparate, rural, and aging populations
- Develop community capacity for leadership among diverse populations
- Engage stakeholders to develop the action model/change model schemas to build sustainable programs and systems in vulnerable communities

The **Doctor of Public Health** graduate of the College of Health Professions of Mercer University will be able to:

- Explain qualitative, quantitative, mixed methods and policy analysis research and evaluation methods to address health issues at multiple (individual, group, organization, community and population) levels.
- Design a qualitative, quantitative, mixed methods, policy analysis or evaluation project to address a public health issue.
- Explain the use and limitations of surveillance systems and national surveys in assessing, monitoring and evaluating policies and programs and to address a population's health.
- Propose strategies for health improvement and elimination of health inequities by organizing stakeholders, including researchers, practitioners, community leaders and other partners.
- Communicate public health science to diverse stakeholders, including individuals at all levels of health literacy, for purposes of influencing behavior and policies.
- Integrate knowledge, approaches, methods, values and potential contributions from multiple professions and systems in addressing public health problems.
- Create a strategic plan.

- Facilitate shared decision making through negotiation and consensus-building methods.
- Create organizational change strategies.
- Propose strategies to promote inclusion and equity within public health programs, policies and systems.
- Assess one's own strengths and weaknesses in leadership capacities, including cultural proficiency.
- Propose human, fiscal and other resources to achieve a strategic goal.
- Cultivate new resources and revenue streams to achieve a strategic goal.
- Design a system-level intervention to address a public health issue.
- Integrate knowledge of cultural values and practices in the design of public health policies and programs.
- Integrate scientific information, legal and regulatory approaches, ethical frameworks and varied stakeholder interests in policy development and analysis.
- Propose interprofessional team approaches to improving public health.
- Assess an audience's knowledge and learning needs.
- Deliver training or educational experiences that promote learning in academic, organizational or community settings.
- Use best practice modalities in pedagogical practices.

The **Doctor of Psychology** graduate of the College of Health Professions of Mercer University will demonstrate:

- Foundational knowledge of the core domains of the science of psychology, including affective, biological, cognitive, developmental, and social aspects of behavior, and history and systems of the discipline.
- Understanding of psychological science, the research methodology involved in generating knowledge, and the scientific foundations of the practice of psychology.
- Knowledge, relational skills, and technical skills involved in evidence-based assessment, diagnosis, intervention, and consultation.
- The ability to impart knowledge and skills to trainees and to colleagues along with the ability to assess the acquisition of such knowledge and skills.
- Understanding of research and clinical practice within a context of ethical and professional attitudes, values, and standards that include self-reflection, self-assessment, and self-care.
- Understanding of dimensions of diversity that impact personal and professional interactions with diverse individuals, groups, and communities.
- Understanding of the perspectives of other healthcare disciplines and an ability to collaborate effectively in interprofessional activities to promote individual, institutional, and/or systems-level change.

The **Master of Athletic Training** graduate of the College of Health Professions of Mercer University will:

- Demonstrate the knowledge, skills, and clinical abilities that will prepare her/him for entry-level practice as an athletic trainer.
- Use patient/client values and circumstances, clinical expertise, and research to guide clinical decision making.
- Adhere to professional and ethical standards of conduct in compliance with the National Athletic Trainers' Association (NATA) and to the laws and guidelines that regulate the practice of athletic training.
- Collaborate effectively as a member and leader of an interprofessional healthcare team to provide evidence-based and patient-centered care.
- Pursue professional development through continuing education and active involvement with the NAT

## Academic Administration

President, Mercer University  
Provost, Mercer University  
Dean, College of Health Professions  
Associate Dean, College of Health Professions  
Assistant Dean, College of Health Professions  
Interim Chair, Department of Physical Therapy  
Chair, Department of Physician Assistant Studies  
Chair, Department of Public Health  
Chair, Department of Clinical Psychology  
Interim Program Director, Athletic Training

William D. Underwood, J.D.  
Scott Davis, PhD  
Lisa Lundquist, PharmD, BCPS  
Nannette Turner, PhD, MPH  
Mostafa Hosseinzadeh, PhD  
Ann Lucado, PT, PhD, CHT  
Jill Mattingly, DHSc, MMSc, PA-C  
Cheryl Gaddis, DrPH, MPH, CHES  
Craig Marker, PhD  
Rachel Le, PhD, LAT, ATC

## College Faculty and Staff

### Dean's Office

678.547.6208

Lundquist, Lisa, PharmD, BCPS  
Turner, Nannette, PhD, MPH  
Hosseinzadeh, Mostafa, PhD  
Uzzell, Denise  
Green, Pamela  
Jones, Whitney

Dean and Professor  
Associate Dean and Professor of Public Health  
Assistant Dean for Accreditation and Assessment  
Director of Finance and Administration  
Executive Assistant to the Dean  
Instructional Design Specialist

### Admissions and Student Affairs Office

678.547.6391

Ellison, Laura, MBA  
Mireles, Carol  
TBD  
Sheorn, Sheila

Director, Admissions and Student Affairs  
Assistant Director of Admissions  
Admissions Counselor  
Enrollment Associate

### Physical Therapy

678.547.6778

Lucado, Ann, PT, PhD, CHT  
Collier, Beth, PT, DPT, FAAOMPT  
Dale, Daniel, PT, DPT  
Ebert, Jeffrey, PT, DPT  
Fraher, Lisa PT, DPT  
McMahon, Tim, PT, DPT, FAAOMPT  
Orton, Nick, PT, DPT, OCS  
Perlow, Ellen, PT, DPT  
Taylor, David, PT, DPT  
Taylor, Leslie, PT, PhD, MS  
Tunney, Niamh, PT, DPT, MS  
Wendland, Deborah, PT, DPT, PhD  
Williams, Carmen, EdD  
Darden, Jatae  
TBD

Interim Department Chair and Clinical Associate Professor  
Clinical Associate Professor; Director of Post Professional Educ.  
Clinical Assistant Professor; Asst. Director of Clinical Education  
Clinical Associate Professor  
Visiting Assistant Professor  
Clinical Assistant Professor; Clinic Director  
Clinical Assistant Professor; Director of Anatomy Lab  
Clinical Associate Professor  
Clinical Associate Professor; Director of Clinical Education  
Professor of Physical Therapy  
Clinical Assistant Professor  
Associate Professor  
Clinical Coordinator  
Academic Support Specialist  
Patient Administrative Coordinator, Physical Therapy Clinic

**Physician Assistant Studies**

678.547.6214

Mattingly, Jill, DHSc, MMSc, PA-C  
Baeten, Robert, DMSc, PA-C, FCCP  
Clark, Amanda, MMSc, PA-C  
de la Cruz, Jennifer, MMSc, PA-C  
Dickerson, Lisa, MD  
Heard, Henry, DHSc, MPAS, MA, PA-C  
Jackson, Shannon, MSPAS, PA-C  
Lepp, Erin, MMSc, PA-C  
Mullins, Patricia, MD  
Sadowski, Catherine, MHS, PA-C  
Salmon, Arlene, MMSc, MBA, PA-C  
Brown, Monica  
Johnson, Laura  
Clemmons, Tierra  
Edwards-Wright, Cynthia  
Fleming, Barbara

Department Chair and Clinical Associate Professor  
Clinical Assistant Professor  
Clinical Assistant Professor  
Clinical Associate Professor  
Clinical Associate Professor  
Clinical Associate Professor  
Clinical Assistant Professor; Academic Director  
Clinical Associate Professor  
Medical Director; Clinical Associate Professor  
Clinical Associate Professor  
Clinical Assistant Professor; Assistant Academic Director  
Academic Support Specialist  
Coordinator of Experiential Learning  
Clinical Coordinator  
Credentialing Coordinator  
Academic Support Specialist

**Public Health**

678.547.6492

Gaddis, Cheryl, DrPH, MPH, CHES  
Cattledge, Gwendolyn, PhD  
Chen, Huey, PhD  
Larson, Rebecca, DrPH, MS  
Madden, Suzie, DrPH, MPH  
Mathis, Mary, DrPH, MPH  
Morosanu, Liliana, MPH  
Sultan, Dawood, PhD, MA  
Love-Smith, Barbara  
Rooney, Joseph

Department Chair and Associate Professor of Practice  
Professor; Director of the DrPH Program  
Professor; Dir. of the Center for Evaluation & Applied Research  
Assistant Professor of Practice  
Assistant Professor of Practice  
Assoc. Professor of Practice; Director of the BSPH Program  
Instructor  
Associate Professor of Practice  
Administrative Support Associate  
Administrative Support Associate

**Clinical Psychology**

678.547.6591

Marker, Craig, PhD  
Kemp, Gail, PhD  
Lakind, Davielle, PhD  
McCullough, Mary Beth, PhD  
Robbins, Michelle, PhD  
Stillman, Tony, PhD  
TBD

Department Chair and Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Clinical Associate Professor; Asst. Director, Clinical Training  
Clinical Associate Professor; Director, Clinical Training  
Academic Support Specialist

**Exercise Science**

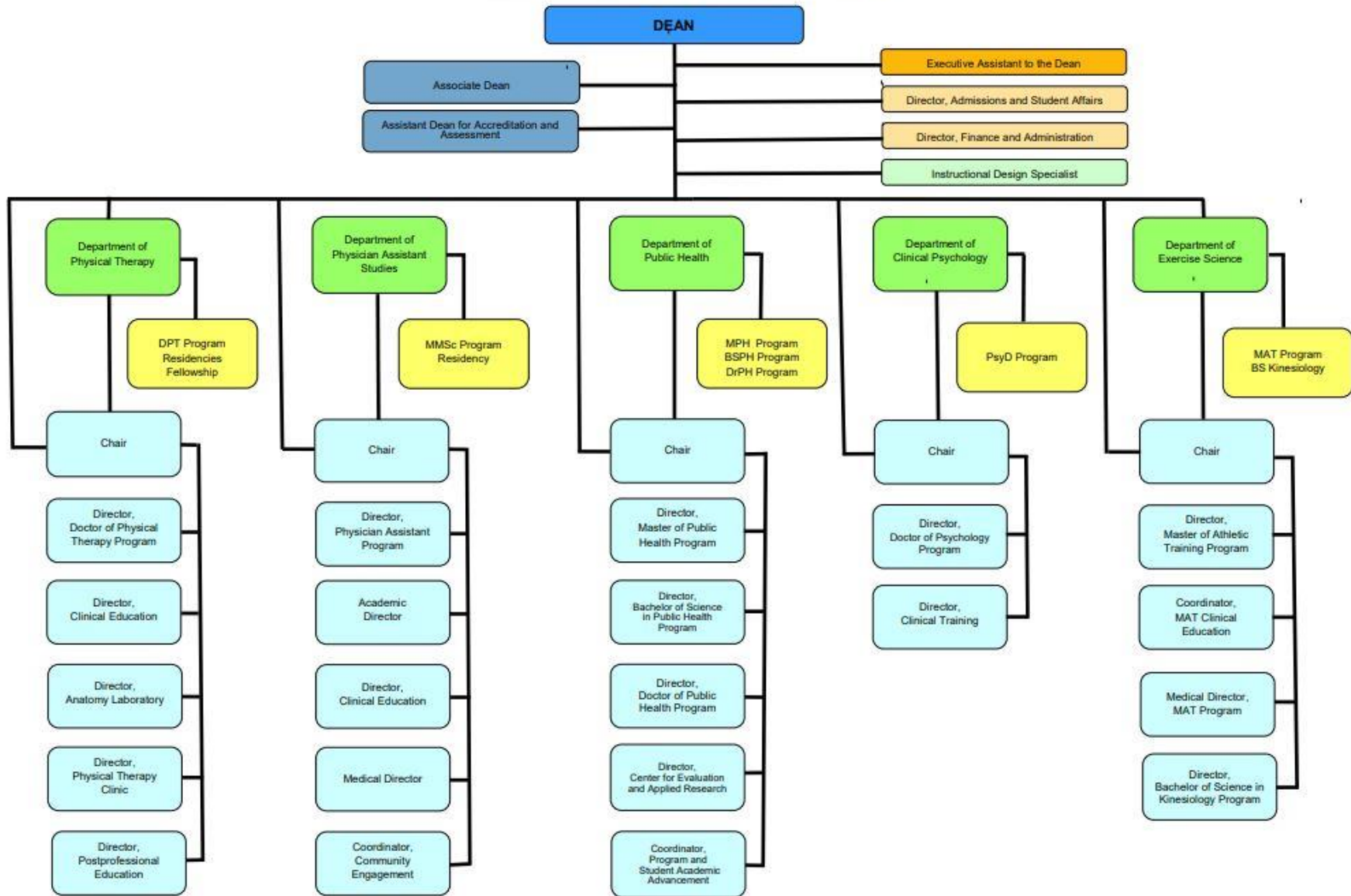
478.301.5530

Astin, Matthew, MD, MPH  
Cicone, Zackary, PhD  
Le, Rachel, PhD, ATC  
Markie, Christopher, DAT, LAT, ATC  
Rawdon, Christopher, PhD  
Webb, Heather, PhD, ATC  
Rooney, Joseph

MAT Medical Director; Clinical Assistant Professor  
Assistant Professor  
Assistant Professor; Interim MAT Program Director  
Clinical Assistant Professor; Coordinator of Clinical Education  
Assistant Professor  
Associate Professor  
Administrative Support Associate



## College of Health Professions Organizational Chart



July 1, 2023

## **Student Policies**

The following policies have been adopted by Mercer University and the College of Health Professions for students. These policies describe what is expected of you as a student. It is your responsibility to familiarize yourself with the information presented in this *Student Handbook*, along with the other information available in the University Student Handbook and within your specific program of study.

The policies in this handbook have evolved through a continual process of feedback, discussion, and exchange among students, faculty, and administrators. Although no policy is considered totally inflexible, the present policies will be supported and adhered to by both students and faculty until changed or amended through appropriate channels. The Mercer University College of Health Professions reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs. The University Student Handbook supersedes all College and Program Student Handbooks.

## **Academic Integrity**

Mercer University strives to be a community of respect that includes respect for academic integrity. Students operate under an honor system and will exhibit the values of honesty, trustworthiness, and fairness regarding all academic matters. Students, faculty, and staff are expected to report any violations in the forms of, but not limited to, cheating, plagiarism, and academic dishonesty to the honor council appropriate for their campus and program.

Procedures related to Honor Systems and Academic Integrity are outlined in the Mercer University Student Handbook and can be found on the Provost website at:

<http://provost.mercer.edu/handbooks>.

## **Access and Accommodation Services for Students**

Mercer University is committed to making all of its programs, services, and activities fully accessible to all students. Students requesting accommodations for a diagnosed physical, medical (chronic health condition), psychological, or learning disability and temporary injuries must first self-identify by applying for accommodations with the Office of Access and Accommodation. For more information about policies and procedures regarding access and accommodation, please refer to the Mercer University Student Handbook available on the Mercer website at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Attendance-Class**

Attendance at the College of Health Professions is a privilege and not a right. Attendance at all scheduled classes, laboratory sessions, reviews, recitations, examinations, practice experiences, experiential meetings, clinical rotations, or other curricular activities is expected. The following policy governs attendance:

Each professor is charged with the responsibility of establishing an absentee policy for his/her course subject to the approval of the Department Chair. This policy must be a part of the course syllabus distributed to students. In those cases in which the professor does not wish to establish an absentee policy, absenteeism cannot be considered in determining the grade for the course.

Students should also refer to additional policy information listed in the program-specific policies and/or handbooks.

## **Attendance-Professional Meetings**

The College acknowledges that viable professional organizations are essential to the well-being of the profession and contribute to the maintenance of high professional standards thereby assisting in assuring that healthcare professionals provide their patients with state-of-the-art healthcare. As a result, the College will endeavor to encourage its students to become actively involved in professional organizations and will provide them with the opportunity to do so. The College also recognizes that the primary responsibility of students is to achieve academic excellence and that any activity which hinders their pursuit of academic excellence is not in the best interest of the students or profession. Students must obtain, in writing at least one month prior to the meeting, approval from the course coordinator and the Department Chair to be excused from classes/examinations. In such cases students will be required to meet the requirements of the course coordinator(s) whose examination(s) was (were) missed to satisfy the requirements for the course(s) involved.

## **Attitude and Conduct**

The University expects students to conduct themselves in a manner that reflects their maturity and their awareness that matriculation at the University is a privilege afforded only to those who share the ideals of an academic community. Any conduct determined as having an adverse effect on the University community may result in disciplinary action, including dismissal. The Code of Professional Conduct is enforced both on University premises and at University-sponsored events held off campus. Students should familiarize themselves with the Code of Professional Conduct. The Code of Professional Conduct appears in its entirety in the Student Handbook Appendix.

## **Campus Healthcare/Immunization and Insurance Requirements**

Campus Healthcare Services (CHCS) is designed to provide limited services for acute illnesses and treatments and medications during regular hours of operation for currently enrolled students. Services provided include administration of a variety of immunizations and PPD tests, evaluation and treatment of illnesses, and if necessary, referrals to off-campus resources for medical problems. Appointments are encouraged but walk-ins are welcome.

On the first visit all students will receive a copy of the current Health Insurance Portability & Accountability Act (HIPAA) Policy and will need to sign a statement of receipt of the HIPAA Policy.

Campus Healthcare Services is currently staffed by two Family Nurse Practitioners and an Administrative Assistant, all supported by underwritten protocols of a physician consultant. The

physician is available for appointments during the week and referrals to specialists are made as needed.

In the event of a serious illness or accident when the clinic is closed, the student should report to the nearest Urgent Care Facility or Emergency room for immediate treatment. The student must contact CHCS within 48 hours to obtain an Emergency Referral, only if using student health insurance. The Mercer Police must be notified of any injury occurring on campus. They may be reached at 678.547.6130 or by using a Mercer phone and dialing 6911 in Atlanta, or 478-301-4357 in Macon. Someone should stay with the injured person until the Mercer Police arrive.

Students need to be aware that health services will be billed to either or both student health insurance companies, or private health insurance. A copy of the front and back of the health insurance card should be submitted to Campus Healthcare Services prior to admission if the student will be using an external health insurance policy (non-Mercer policy). Payment for services not covered by insurance, such as lab tests or medications, is the responsibility of the student.

All students are required to complete a Health Information Form to be turned in with proof of required immunizations prior to enrollment. Incomplete or inaccurate information may result in student registration being delayed or blocked. All students living on campus will be required to show proof of the Meningitis vaccine or return a signed Meningococcal Disease Information Acknowledgment form. This is required by Georgia law.

University policy mandates that all students enrolled in 3 or more hours (except those in regional academic centers) must maintain health insurance coverage. All international students must carry active health insurance regardless of hours enrolled or campus attended. Students are automatically charged by the University for health insurance when they register for classes. This charge can be removed by completing the online waiver form before the end of the waiver period. To complete the waiver process, go to <https://bursar.mercer.edu/studentinsurance/>. Students must complete the waiver before the stated deadline. Failure to complete this form before the deadline will result in insurance being purchased for you and charged to your account.

For more information about Healthcare, Immunization and Insurance requirements, please refer to the Mercer University Student Handbook available online at: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Cell Phones / Smart Phones / Tablets**

Out of courtesy for all those participating in the learning experience, all cell phones/smart phones/tablets must be silenced or turned off before entering any classroom, lab, or formal academic/or performance event.

The faculty or staff member in charge of the class, lab, or academic/performance event is responsible for ensuring that their cell phone number has been registered for emergency text alerting and for monitoring their cell phone for emergency text messages.

## **Children and Guests on Campus**

The campuses and facilities of Mercer University are restricted to students, faculty, staff, and guests of the University, except when all or part of the campus, its buildings, or facilities are open to the general public for a designated time and purpose. A guest of the University is a person invited by an officer, employee, or student to visit the campus at a specific time and place for a designated purpose. Personal guests of students are permitted as long as they restrict the length of their campus visits.

Arranging childcare off campus is the personal responsibility of students who have children. Students are not authorized to bring children to campus for extended periods of time. Frequent or lengthy visits of children are not permitted, as they may create disruptions and present liability to the University for their safety. Children may not attend classes or be left unattended on Mercer property.

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

For more information on Children and Guests on Campus, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **College-wide Assessment**

As part of the ongoing assessment, evaluation, and review of each program's curriculum, student information is used for evaluation and feedback to improve the educational program and to document student progress. Course evaluations, faculty evaluations, student progress assessment and feedback, surveys, videotaped encounters, and group work are included in this process. Data are primarily reported in the aggregate, and individual identification will be protected. There will be some instances when videotape review will be used to teach interviewing skills and group dynamics. All persons being videotaped will give their consent prior to any use of the videotaped material. When data are used for documenting and publishing about the curriculum and student outcomes, appropriate institutional review will occur and aggregate data used. If the use of identifying information is needed, appropriate student consent will be obtained.

## **Community of Respect**

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

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

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

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

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

For more information about the Community of Respect, Student Rights, the Campus Code of Conduct and the Campus Judicial Process, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Computer Accessibility/Information Technology Policy**

Every student must have access to computer resources necessary to complete academic requirements. The prescribed electronic devices ensure that each student has the ability to access required course materials and policies on Canvas, various educational websites, databases, and software during the didactic and clinical/practice-based education.

For more information about Mercer's Information Technology Policy, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Counseling and Psychological Services (CAPS)**

Counselors support Mercer students by providing personal, academic, and career counseling. These services are provided through short-term individual counseling, group counseling, and psychoeducational programming.

For more information about CAPS, please refer to additional information available online at:

<https://counseling.mercer.edu/about/>.

## **Crime Awareness and Campus Security**

Mercer University places a high priority on keeping its campuses safe for its students, employees, and visitors. For more information about Crime Awareness and Campus Security at Mercer, please refer to the Mercer University Student Handbook, available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Drug-Free Workplace and Campus**

Mercer University shares the widespread national concern with the serious threat to health, safety, and welfare posed by the unlawful use of drugs and the abuse of alcohol, especially in the workplace and on college campuses. Excessive use of alcohol and illegal drugs can cause serious health problems, and it can negatively affect the success of students in the educational and social areas of university life. For this reason, the University is adamantly opposed to alcohol and drug

abuse, and the unlawful possession, use, or distribution of drugs by members of the University community. Mercer University prohibits such activities.

In addition to abiding by the regulations prescribed by the Mercer University Student Handbook, students must abide by all local, state, and federal laws pertaining to drug and alcohol use. Violations of such laws, whether they occur on or off campus, are subject to internal University investigation, review, and action. For more information about Mercer University's policy concerning drugs and alcohol, please refer to the section titled "Drug-Free Workplace and Campus Program" in the Mercer University Student Handbook available online at:  
<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Emergency Preparedness**

For information about Emergency Preparedness at Mercer, please refer to the Mercer University Student Handbook Supplement available online at:  
<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Equal Opportunity and Affirmative Action Policy**

Mercer University is committed to providing equal opportunity for all student applicants and enrolled students, without discrimination on the basis of race, color, national or ethnic origin, sex, age, or disability, as a matter of University policy and as required by applicable state and federal laws such as Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning this policy may be directed to the Equal Opportunity/Affirmative Action Officer, located in the Human Resources Office; to the senior student affairs officer; to the dean of the student's college or school; or to any member of the Discrimination and Harassment Prevention Board (names, addresses and phone numbers of Board members are available in the Human Resources Office).

Students who believe they have been subjected to discrimination in violation of this policy may use the University's Student Grievance Procedures for Discrimination and Sexual Harassment Complaints, a copy of which is available from any of the offices above.

For more information on the Equal Opportunity and Affirmative Action Policy, please refer to the Mercer University Student Handbook available online at:  
<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Examinations / Make-Up Exams**

Students must report for scheduled examinations. Permission for a make-up examination due to illness or other emergency may be obtained from the course coordinator (please refer to program-specific policies).

It is the responsibility of the course coordinator of each class to describe in the syllabus the course policy for making up examinations that are cancelled due to inclement weather or some emergency.



## Firearms, Weapons, Fireworks/Explosives

Firearms/weapons are not allowed in Mercer University facilities except when required for students who are in uniform (police, law enforcement officers, etc.) in an official duty status.

For more information about the Firearms, Weapons, Fireworks/Explosives Policy, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## Fundraising

Permission for students/organizations to sell any items on campus must first be obtained in advance from the Director of Admissions and Student Affairs and program Department Chair. Guidelines for granting/denying requests for sales will be determined by whether the item to be offered for sale is presently being sold by some other entity under contract with the University and/or if the sale will adversely affect what is already being sold under contract.

## Grading

### *Grading System and Quality Points*

Cumulative grade point averages are computed on a quality point system. The interpretation of the letter grades and their quality point values is as follows:

Grade		Quality Points Per Credit Hour
A	Excellent	4.0
B+	Good	3.5
B	Good	3.0
C+	Average	2.5
C	Average	2.0
F	Failure	0.0
IC	Incomplete	0.0
AU	Audit	0.0
W	Withdrawal	0.0
Z	Grade Not Reported	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0

Hours earned with a Satisfactory grade will be added to the total required for graduation, but will not affect the grade point average; an Unsatisfactory grade will not carry hours earned and will carry no penalty to the grade point average. The grade of Incomplete (IC) may be assigned when students have not completed all required coursework and/or examinations for completion of a course. The IC should be removed no later than one year after it was assigned. If it is not removed within the stated time, the IC will automatically change to the grade of F. In cases of illnesses or extreme circumstances the IC will be changed to the grade of W with the approval of the Dean.

A student's scholastic standing is normally determined by calculating a grade point average (GPA). This average, which is calculated for each semester and for the entire period of residence, is



determined as follows: the total number of hours for which a grade is received is multiplied by the numerical equivalent for that grade. The results are added, and the sum is divided by the total number of hours for which grades have been assigned. Should a course be repeated, all grades received in that course are used in the computation of the grade point average.

## **Student Progress Deviation Policy**

### *Policy*

A student who deviates from the expected didactic or clinical progression in any program in the College of Health Professions is personally responsible to contact the Mercer University Bursar, Registrar, and Financial Aid offices to ensure that all administrative and financial obligations are addressed. The student is obligated to follow all of the department's/program's policies for continuation in the program, if that option exists.

### *Procedures*

The student will contact the Mercer University Bursar, Registrar, and Financial Aid offices and attend to all administrative and financial obligations within ten business days of awareness of the situation. Failure on the part of the student to follow the stated procedures may result in discontinuation of their enrollment in the program. The department chair/program director will inform the dean's office about student progression deviations immediately upon occurrence.

## **Graduation**

### *Application for Graduation*

All students must apply for graduation. It is the student's responsibility to be aware of all departmental, college, and university degree requirements as published in the catalog, and to ensure that such requirements have been met or that appropriate waivers have been secured and filed in the Registrar's Office. The application for graduation must be filed with the Registrar's Office one term prior to the expected date of graduation.

### *Awarding of Degrees*

The College awards degrees at the end of the semester in which all degree requirements have been met. These requirements are outlined in each program of study's individual policy sections in this Handbook.

### *Graduation Exercises*

A commencement ceremony is held annually at the end of the spring semester. Only students who have met all degree requirements are eligible to participate.

### *Academic Regalia*

The cap (mortar board) and gown-with or without an academic hood-are the formal academic attire for ceremonial events at Mercer University, including commencements. A medallion signifies membership in the national Honor Society of Phi Kappa Phi. Traditional hoods of academic regalia are bestowed upon the Doctor of Physical Therapy, Doctor of Psychology, Master of Medical Science (Physician Assistant), Master of Public Health, Doctor of Public Health, and the Master of Athletic Training graduates at a special hooding ceremony held prior to commencement. The Doctor of Physical Therapy hood is lined with the Mercer University colors of orange and black and is

trimmed in teal. The Doctor of Psychology hood is lined with the Mercer University colors of orange and black and is trimmed in gold. The Master of Medical Science (Physician Assistant) hood is lined with the Mercer University colors of orange and black and is trimmed in kelly green. The Master of Public Health hood is lined with the Mercer University colors of orange and black and is trimmed in salmon. The Doctor of Public Health hood is lined with the Mercer University colors of orange and black and is trimmed in salmon. The Master of Athletic Training hood is lined with the Mercer University colors of orange and black and is trimmed in sage green.

## **Hazing**

The College of Health Professions adheres to the State Code on Hazing (§ 16-5-61).

(a) As used in this Code section, the term:

(1) "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.

(2) "School" means any school, college or university in this state.

(3) "School" organization means any club, society, fraternity, sorority, or a group living together that has students as its principal members.

(4) "Student" means any person enrolled in a school in this state.

(b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

## **Inclement Weather**

In the event of hazardous weather, the following policy will be in effect:

1. A decision as to whether or not school will be open or closed on the days in question will be made and announced. When official closings are announced, complete information for faculty, staff and students will be recorded on the Mercer Weather Hotline, which is 678.547.6111 in Atlanta and 478-301-5335 in Macon. Information about Mercer closings will also be aired on Atlanta area radio and television stations. The official stations are WSB Radio (AM 750) and WSBTV Channel 2. Students can also check the website ([www.mercer.edu](http://www.mercer.edu)) for information.
2. If a student feels that conditions are so hazardous that coming to school would pose a danger, he/she is automatically excused from classes even if school should be open. In the event that a student should miss an exam, the professor in charge will give a make-up exam at the officially scheduled time for make-up exams.
3. If necessary, cancelled classes will be made up on an appropriate Saturday.

## **Medical Emergency Procedure**

The following steps should be followed when an accident, injury, or other related emergency on campus occurs:

- Notify the Mercer Police Office immediately, by picking up a red phone nearest you or by dialing 6911 (Atlanta) or 4357 (Macon) from any campus telephone nearest you. If the call is placed from an outside phone, call Mercer Police at 678-547.6358 (Atlanta) or 478.301.4357 (Macon) after placing a 911 call to alert them to an emergency on campus. Give the location of the injured person and briefly describe the apparent injury. The Mercer Police Office will then dispatch an officer to the scene, who will determine the appropriate emergency service to be notified, and direct any emergency vehicles to the scene on campus. No employee should assume the responsibility of transporting an injured or ill person.
- If there is difficulty in reaching the Mercer Police by telephone, send another person to the Mercer Police Department. Assist the Mercer Police in filling out an injury report after the injured or ill person has been treated.
- Any attempt to render first aid or other treatment by an untrained party should be limited to only those steps necessary to sustain life and make the injured person as comfortable as possible.
- Remain with the injured party at all times until professional medical aid arrives. A police officer trained in first aid will be on hand as soon as possible to maintain order and render whatever assistance possible.
- After the injured person has been removed or treated by trained medical personnel, give the police officer on the scene as accurate a description as possible of the apparent cause of the accident and the nature of the injury.

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

## **Name Badges**

Name badges will be provided for students at the beginning of the first year. These name badges must be worn at all experiential learning sites and occasionally for on campus programs (for example, admissions interviews). Additional or replacement name badges can be ordered as necessary by the program.

## **Official Communication**

All students are assigned a Mercer email address. This is the address that will be used for official University and College email correspondence to students. It is the student's responsibility to maintain the Mercer email account and understand any and all official communication sent to their Mercer email address. In the event of an emergency, Mercer will utilize Multiple Methods, including

emergency text messaging, to notify students. Students are expected to maintain and update their cell phone numbers via MyMercer.

## **Official Contact Information**

Address changes must be submitted, in writing, to the Office of the Registrar. Please note that address changes submitted to program offices are not automatically transmitted to the Registrar.

## **Posting of Materials**

Posting of signs, fliers, bulletins, announcements, etc. upon doors, walls, and windows is prohibited to prevent damage to campus physical facilities.

The Physical Therapy Program, Physician Assistant Program, Clinical Psychology Program, Public Health Program, and Athletic Training Program detail policies and procedures (please refer to the program specific Student Handbook for greater details regarding Posting of Materials).

Special notices and other information of interest may be posted only on “Public Notice” bulletin boards, located in various areas on campus.

## **Program Specific Handbooks**

Each Program (Physical Therapy, Physician Assistant, Clinical Psychology, Public Health, and Athletic Training) details policies and procedures as an informational guideline for current students. Note: The Mercer University Student Handbook supersedes all College and Program Student Handbooks.

## **Registration**

All students are required to register at the times prescribed in the Academic Calendar. Official enrollment, which includes the completion of satisfactory financial payments, is required for admission to any class or clinical experience. Students who register after the prescribed time are subject to a late registration fee.

**IMPORTANT NOTE:** To cancel a registration at any point after the Registrar’s Office has entered course selections in the computer, a student must complete a Course Withdrawal Form. If the appropriate official form is not completed and the student does not attend class, a grade of F will be assigned.

### *Course Load*

Physical Therapy, Clinical Psychology, Athletic Training, and Physician Assistant students are expected to carry the full-time course load each semester as defined in each program of study’s individual policy section. Public Health students carry part-time or full-time course loads.

### *Course Changes*

Course changes (dropping and/or adding courses) must be done on or before dates specified in the calendar of the current catalog. For students enrolled in the College of Health Professions, courses may be dropped or added only during the first week of the semester. To change courses during this period, a student must use the *MyMercer* online system. Courses dropped during this time will not appear on the student’s grade report or permanent record.

## **Residential Living Policy**

For more information about the Residential Living Policy, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Resignation from the University**

Physical Therapy, Clinical Psychology, Physician Assistant, Public Health, and Athletic Training students must withdraw from all courses in order to resign officially from the University. A grade of W is assigned for the courses in which the student was enrolled before withdrawal, if the withdrawal takes place within the time limit prescribed in each semester of the academic calendar. Without official resignation, a student leaving the University forfeits refunds and the grade of F is assigned to all courses taken in the semester. Withdrawal from all courses for which a student is registered constitutes resignation from the University.

A Physician Assistant student who is not attending classes at the time of withdrawal is required to meet with the Physician Assistant Program Director to officially resign from the University.

## **Service Animals and Emotional Support Animals**

Mercer University is committed to maintaining a fair and respectful environment for living, working, and studying for all, including individuals with disabilities. To that end and in compliance with federal and state laws, the University has developed guidelines regarding Service Animals and Emotional Support Animals while on Mercer property. Policies and procedures related to Service Animals and Emotional Support Animals can be found on the following website:

<https://policies.mercer.edu>.

## **Sexual Misconduct (Title IX) Policy and Procedures**

Mercer University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from sexual harassment. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational and employment programs or activities, Mercer University has developed internal policy and procedures that provide a prompt, fair, and impartial process. This policy applies to all University students and employees, visitors, and individuals doing business with the University. All members of the University community are expected to conduct themselves in a manner that does not negatively affect an individual's school or work experience or the overall school environment, whether on University premises or at any off-campus location.

The University's Title IX Coordinator oversees implementation of Mercer University's Sexual Misconduct policy. The Title IX Coordinator has the primary responsibility for coordinating Mercer University's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sexual harassment misconduct, and retaliation prohibited under this policy. Policies and Procedures related to Sexual Misconduct (Title IX) are outlined in the Mercer University Student Handbook and can be found on the provost website at: <https://provost.mercer.edu/handbooks>.

**Additionally, please visit <http://titleix.mercer.edu/> for more information about Title IX at Mercer University and <http://titleix.mercer.edu/policy.cfm> for the Sexual Misconduct Policy and Procedures.**

Mercer's Title IX Coordinator, Sharon Stellato, can be reached at (478) 301-2788 or [titleix@merc.edu](mailto:titleix@merc.edu).

## **Social Media and Social Networking**

Online blogs, public mailing lists and social network sites and applications including but not limited to Facebook, Twitter, Instagram, Snapchat, Pinterest, LinkedIn (hereafter collectively referred to as social media) are increasingly popular tools for professional communication and social interaction. Mercer University College of Health Professions recognizes social media as excellent opportunities for students, faculty, and staff to interact both personally and professionally with the latter known as e-Professionalism. While these sites have become a great means of communicating, as healthcare professionals, College of Health Professions students have the responsibility of being fully aware that use of social media is a potential forum for lapses in professional and ethical conduct.

Online social network sites are not a place where someone can say and do whatever they want without repercussions. Internet postings may be traceable forever.

It is the responsibility of each College of Health Professions student to understand that posting certain information is not only unprofessional and/or unethical, but can also be illegal. Public postings on social media may have legal ramifications if comments are made by students concerning patients or if students portray themselves, other students, faculty, staff, clinical instructors, or other colleagues in an unprofessional manner. Postings can be used by the courts or professional licensing boards in the process of decision making. Students must be aware that violation of existing statutes and administrative regulations may expose the offender to criminal and/or civil liability, and punishment for violations may include fines and imprisonment. Students must also be aware that offenders may be subject to adverse actions including, but not limited to, a Code of Professional Conduct violation, removal from a clinical/experiential site, and failure of a course.

College of Health Professions does not actively monitor online activities of the student body; however, unprofessional issues could be, and have been, brought to the attention of the Office of Student Affairs and Admissions through a variety of mechanisms. The College of Health Professions student must understand that by identifying themselves publically using social media, they are creating perceptions about College of Health Professions, a clinical/experiential site, and their chosen health profession, and thereby must assure that all content is consistent with the values and professional standards of Mercer University, the College of Health Professions and their profession.

The following actions are strictly forbidden:

- Reporting personal health information of other individuals. Removal of an individual's name does not constitute proper-de-identification of protected health information.

Inclusion of data such as age, gender, race, diagnosis, date of evaluation, photographs, or type of treatment may still allow the reader to recognize the identity of a specific individual.

- Reporting private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course grades, narrative evaluations, examination scores, or adverse academic actions.
- Representing one's self inappropriately or as another person.
- Utilizing websites and/or applications in a manner that interferes with learning while on a clinical/ experiential site.
- Posting any information that could identify a clinical/experiential site, a preceptor, or a patient at a site.
- Knowingly distribute false evidence, statements or charges against another student, faculty, staff, preceptor, or a clinical/experiential site of College of Health Professions.
- Using social media as a means of communicating inappropriate, uncivil or insulting comments or threats of violence regarding peers, faculty, staff, preceptors, or a clinical/experiential site of College of Health Professions.

Social Media Guidelines of Mercer University are accessible at <http://socialmedia.mercer.edu/>

## **Solicitation and Distribution of Literature**

Students may not solicit business of any type, including the selling of products or services, without having been invited or given permission by an official of the University. Students may distribute literature by posting on approved bulletin boards and kiosks. Distribution that includes placing literature/ product samples on cars or in University mailboxes is strictly prohibited.

Any unauthorized persons soliciting or distributing on campus are to be immediately reported to Mercer Police.

## **Student Progress Deviation Policy**

### *Policy*

A student who deviates from the expected didactic or clinical progression in any program in the College of Health Professions is personally responsible to contact the Mercer University Bursar, Registrar, and Financial Aid offices to ensure that all administrative and financial obligations are addressed. The student is obligated to follow all of the department's/program's policies for continuation in the program, if that option exists.

### *Procedures*

The student will contact the Mercer University Bursar, Registrar, and Financial Aid offices and attend to all administrative and financial obligations within ten business days of awareness of the situation. Failure on the part of the student to follow the stated procedures may result in discontinuation of their enrollment in the program. The department chair/program director will inform the dean's office about student progression deviations immediately upon occurrence.

## **Student Records and Right of Privacy**

In accordance with the Family Education Rights and Privacy Act of 1974, Mercer University (1) permits students to inspect their education records, (2) limits disclosure to others of personally identifiable information from education records without the student's prior written consent to such disclosure, and (3) provides students the opportunity to seek correction of their education records where appropriate. For more information about Rights Pertaining to Educational Records, please refer to the Mercer University Student Handbook available online at:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Tobacco Use Policy**

Mercer University has been, and continues to be, committed to the health and well-being of the members of its student body, faculty, and staff. The University not only has a vested interest in the vitality of its students and those who administer and operate the University's programs of education, research, and service, but also wishes to promote the advancement of health in general and the maintenance of a healthful environment. The University and its Medical, Nursing, Pharmacy, and Health Professions schools, moreover, have substantial commitments to health-related research and teaching.

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

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

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

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



this policy.

Violations of this policy will be reported to Campus Student Affairs for students or Human Resources for employees.

## **Traffic Regulations and Parking**

### *Registration and Decals*

The Mercer Police are responsible for parking enforcement at Mercer University. All vehicles must be registered each year and each vehicle must display a parking decal (provided at no cost). You can register vehicles 24 hours a day, 7 days a week at the Mercer Police Department. You must provide your tag number to obtain a decal. If your car or tag number changes, you must notify Mercer Police the next business day. All decals must be placed on the lower front windshield on the driver's side.

### *Handicapped Parking*

Mercer does not issue handicapped access parking decals. If you are permanently or temporarily disabled and require handicapped access, you must see your doctor about getting a permit issued by the State of Georgia. Your vehicle must be registered with Mercer Police even if you possess a handicapped permit. Drivers authorized by the state to use handicapped parking spaces can park in any area with a properly displayed state permit.

### *Parking*

Possession of a decal does not guarantee you a parking space. The responsibility for locating a proper space rests with the driver, not the University. The lack of a parking space, being late for class or work, parking illegally for a short time, leaving your flashers on, are not valid excuses for parking illegally. The absence of a sign prohibiting parking does not mean you can park illegally. More information on the parking policies, tickets, and appeals is available from the departmental web site at [police.mercer.edu](http://police.mercer.edu). Mercer Police can be reached by dialing ext. 6358 (Atlanta) or 4357 (Macon) from any campus phone.

### *Motorized Vehicle Policy*

Motorized vehicles and transportation, outside of authorized golf carts, maintenance equipment, and support mobility devices for disabled individuals, are not permitted on university sidewalks. Segways and hoverboards are expressly prohibited from campus.

### *Traffic Ticket Appeal Process*

Students who feel they have been wrongfully ticketed may appeal to the Traffic Committee. The Traffic Committee is composed of a faculty member, a staff member, a student, a student alternate, and the Associate Director of Mercer Police on the Atlanta campus. All will be voting members, except for the Associate Director of MERPO, who will vote only in the case of a tie. Two of the three voting members must be present to establish a quorum. The committee will convene no later than the second week of the fall semester to select a chair. Meetings to hear appeals will be scheduled as needed.

A student wishing to initiate the appeal process must do so in writing by filling out an Appeal Form (obtained from the Mercer Police Office) and submitting it to their office. The appeal process must

be initiated within 5 business days of receiving a ticket. The student will be notified of the time and place of the next meeting. Students appealing a ticket are required to attend this meeting.

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

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

## **Travel Policy and Procedures**

The College supports student engagement in professional development and dissemination of original research findings. Policies on financial support to participate in state, regional, national, or international conferences are provided in each program's student handbook.

In all cases, students are required to receive travel preauthorization from their program/department, following the specified guidelines, at least 30 days prior to travel for it to be considered for an excused absence. Students traveling to a professional meeting/conference for the purpose of presenting research (poster or platform) may be eligible for partial reimbursement of expenses incurred through funds made available by the Office of the Provost. Guidelines are available at <https://provost.mercer.edu/resources/university-student-travel/>. Students are required to follow procedures published by the College and University in order to be eligible for these funds.

## **Student Services-Atlanta**

### **Auxiliary Services/Bear Card**

678.547.6144

[auxiliary.mercer.edu](http://auxiliary.mercer.edu)

2960 Flowers Road, Bldg 2000, Suite 2400

Monday-Thursday, 9:00 a.m. to 1:00 p.m.; 2:00 p.m. to 6:00 p.m.; Friday, 9:00 a.m. to 1:30 p.m.

Auxiliary Services is responsible for many different functions on campus including: the Bear Card (the campus identification card and debit card program), Mercer Food Services-Meal Memberships, Campus Vending Services, Mercer Copy Center/Postal Services, Mercer Laundry Services (washers and dryers for University housing), Mercer Alarm Services, and the Mercer Bookstore.

### **Bookstore**

678.547.6350

<https://mercervmacon.bncollege.com/shop/mercervatlanta/home>

2960 Flowers Road, Bldg 2000, Suite 2300

Monday-Thursday, 9:00 a.m. to 6:00 p.m.; Friday, 9:00 a.m. to 3:00 p.m.; Closed Saturday & Sunday

The Atlanta Campus Bookstore serves the campus community with all educational needs. Considered the first choice to purchase, rent or reserve textbooks, school supplies, and spirit merchandise.

### **Bursar's Office**

678.547.6121

[bursar.mercer.edu](mailto:bursar.mercer.edu)

Jessica Ellison, University Bursar (Ellison\_jk@mercerc.edu)

2960 Flowers Road, Bldg 2000, Suite 2250

Monday-Wednesday, 8:30 a.m. to 4:30 p.m.; Thursday, 8:30 a.m. to 1:00 p.m., Friday, 8:30 a.m. to 4:30 p.m.

The Bursar's Office, under the direction of the University Bursar, serves as both business office and payment office for students. This office is responsible for student billing, fee payment, refunds and the collection of various forms of University revenue.

### **Campus Life – Division of Student Affairs**

678.547.6824 Fax 678.547.6373

[campuslife.mercer.edu/atlanta](http://campuslife.mercer.edu/atlanta)

Cindy Strowbridge, Assistant Dean for Campus Life (Strowbridge\_cl@mercerc.edu)

Tangela Mitchell, Coordinator of Student Affairs Services (mitchell\_ty@mercerc.edu)

208 Sheffield Center

Monday-Friday, 9:00 a.m. to 5:00 p.m.

The Campus Life Office encompasses a variety of student services:

Disability Services-if you have a documented physical, psychological or learning disability and require accommodations each academic session, in advance of or by the close of the first class meeting or as soon thereafter as possible.

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

Housing Judicial Affairs-Rules and Regulations for living on campus are outlined in the Residential Handbook. This document is updated every year. Residential students are responsible for reviewing the content and following the code of conduct as outlined.

Campus Activities-Help plan activities of interest to you and your peers. We bring together students, faculty and staff from across campus in activities that are fun for everyone! Remember ... there is life outside the classroom. To get involved or to share a program idea, contact the Campus Life office at 678.547.6814.

### **Center for Career and Professional Development**

678.547.6023

<https://career.mercer.edu>

Kim Meredith, Executive Director (meredith\_kc@mercerc.edu)

Services provided by the Center for Career and Professional Development (CCPD) are available to all Mercer students and alumni. Services provided on an individual basis include career exploration; assessments; resume, CV, and cover letter assistance; interview preparation and mock interviews; job search preparation and resources; career transitioning; and salary negotiation skills.

Internship opportunities and career resources are available online at <http://career.mercer.edu/internship>. Career opportunities are available through various resources including online databases, career fairs and networking events. All students are encouraged to participate in annual Career Day events.

### **Counseling and Psychological Services**

678.547.6060

<https://counseling.mercer.edu/atlanta/>

Bates Canon, LPC, CPCS                      Director, Student Health and Counseling (canon\_ab@mercerc.edu)  
215 Sheffield Center

Counseling is available to currently enrolled Mercer students at no charge. Call 678.547.6060 for Atlanta Campus, or Macon Campus 478.301.2862 for information and appointments. If you are seeking counseling outside of office hours, please call the Georgia Crisis & Access Line at 1.800.715.4225. Some examples of the kinds of issues students may discuss with a counselor include: managing relationships, handling family problems, coping with stress and anxiety, grief and loss, decreasing depressed feelings, vocational/career issues, improving communication, study skills, time management, decision-making skills, and personal awareness and growth.

### **Food Service / Cafeteria / Catering**

404.872.4231 office; 404.285.6164 mobile

[www.carlylescatering.com](http://www.carlylescatering.com)

Shellie Nobis, Catering Coordinator

Pharmacy Administration/Cafeteria Building

Catering by Request

Facilities: Mercer Atlanta Cafeteria (MAC)

Monday-Friday 8:00 a.m. to 1:30 p.m.

Carlyle's Corporate food service currently operates in the Cafeteria building and provides catering

for events on and off campus. Please call for the latest catering menus or go to our website at: [www.carlylescatering.com](http://www.carlylescatering.com). We look forward to serving you!

Carlyle's, the campus food service provider, has exclusive rights to provide catering to campus. In addition, the campus food service provider has exclusive rights to provide food by operating the retail dining. "The MAC," Douglas Regional Academic Center, and AACC Food Carts. Outside food service providers are not allowed to provide food for events on campus unless an exception is approved by the Senior Vice President's Office (Atlanta), or the Associate Vice President of Auxiliary Services (Macon).

### **Mercer Police**

678.547.6358 ~ Emergency Number: 678.547.6911

Major Willie Woolfolk, Associate Director ([woolfolk\\_w@mercer.edu](mailto:woolfolk_w@mercer.edu))

Pharmacy Administration/Cafeteria Building, Lower Level

### **Office of Global Engagement**

678.547.6151

Brenda Austrie-Cannaday      International Student/Scholar Coordinator, Office of International Programs

([austrie-cannaday\\_b@mercer.edu](mailto:austrie-cannaday_b@mercer.edu))

Day Hall

Monday-Friday, 8:30 a.m. to 5:00 p.m.: Please call for an appointment.

### **Registrar's Office**

678.547.6263

[registraratlanta@mercer.edu](mailto:registraratlanta@mercer.edu)

Diana Hill, Registrar ([hill\\_d@mercer.edu](mailto:hill_d@mercer.edu))

2960 Flowers Rd, Bldg 2000, Suite 2200

Monday-Thursday, 9:00 a.m. to 5:00 p.m.; Friday, 9:00 a.m. to 4:30 p.m.

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

### **Student Financial Planning**

678.547.6444

[financialaid.mercer.edu/atlanta-campus/](http://financialaid.mercer.edu/atlanta-campus/)

2960 Flowers Rd, Bldg 2000, Suite 2100

Monday-Thursday, 8:30 a.m. to 5:00 p.m.; Friday, 8:30 a.m. to 4:30 p.m.  
Extended office hours available by appointment.

Mercer University's Office of Student Financial Planning is available to provide information and assistance to students who need financial aid in order to attend the University. Financial aid may include a combination of loans, scholarships, grants, and part-time employment. It is important that students apply for financial assistance as early as possible so that forms may be processed and the financial need of each applicant determined. All necessary forms and applications can be obtained from the Office of Student Financial Planning or at Mercer's website. Students may speak with a financial aid advisor during office hours with no appointment necessary. Students who would like to make appointments may do so by calling 678.547.6444. Additional information is available online at <http://atlanta.merceraid.com/>.

### **Student Health Centers**

678.547.6130

Fax: 678.547.6054

<https://shc.mercer.edu/>

206 Sheffield Center

Hours of Operation: Monday-Friday, 8:00 a.m. to 4:00 p.m.

Student Health is designed to provide limited health care and treatments for enrolled students who are actively attending classes at the university. Services include, but are not limited to, treatment of minor illnesses, accidents, providing medication as indicated, lab tests, immunizations, TB skin tests, and issuing referrals as requested.

### **Swilley Library**

678.547.6282

<http://libraries.mercer.edu>

Dr. Jeffrey Waldrop, Vice Provost for University Libraries

Research Services: 678.547.6282

Circulation Desk: 678.547.6284

Please check website for hours.

One of four full service libraries within the University, the Monroe F. Swilley, Jr. Library serves as the library for Mercer's Atlanta campus.

### **Technology Support Services**

678.547.6310 or 478-301-7000

<http://it.mercer.edu/>

Ken Donnelly, Director – Audio Visual Services

108 Swilley Library Building, Suite 144K

Monday-Friday, 8:00 a.m. to 5:00 p.m.

Contact the IT Help Desk if you need technology support: [helpdesk@mercer.edu](mailto:helpdesk@mercer.edu); 678.547.6310.

## **Student Services-Macon**

### **Auxiliary Services/Bear Card**

478.301.2741

[auxiliary.mercer.edu/bear-card](http://auxiliary.mercer.edu/bear-card)

Auxiliary Services Building/Technology Support Services Building

Monday-Friday, 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

Auxiliary Services is responsible for many different functions on campus including: the Bear Card (the campus identification card and debit card program), Mercer Food Services-Meal Memberships, Campus Vending Services, Mercer Copy Center/Postal Services, Mercer Laundry Services (washers and dryers for University housing), Mercer Alarm Services, and the Mercer Bookstore.

### **Bookstore**

478.301.2945

<http://mercer-macon.bncollege.com/>

1602 Montpelier Avenue, Suite 100, Macon, GA, 31207

Monday-Thursday, 9:00 a.m. to 6:00 p.m.; Friday, 9:00 a.m. to 5:00 p.m.

The Macon Campus Bookstore serves the campus community with all educational needs. Considered the first choice to purchase or rent textbooks, school supplies, and spirit merchandise; the bookstore also provides services such as UPS shipping, document faxing, and book reservations.

### **Campus Life**

478.301.2868 Fax 478.301.4201

[campuslife@mercer.edu](mailto:campuslife@mercer.edu)

<http://campuslife.mercer.edu/macon/>

Dr. Douglas R. Pearson, Vice President for Student Affairs and Dean of Students  
([pearson\\_dr@mercer.edu](mailto:pearson_dr@mercer.edu))

The Office of Campus Life and Student Involvement strives to enhance student life by promoting involvement and leadership in the Mercer and Macon communities. This mission is accomplished by providing educational, social, and cultural campus-wide programming through Mercer's student activities board, Quadworks, and by providing direct advisement for the governing bodies of Mercer's twenty chapters of (inter)national Greek-letter organizations.

### **Center for Career and Professional Development**

478.301.2863

Stephen Brown, Director ([brown\\_sr@mercer.edu](mailto:brown_sr@mercer.edu))

3<sup>rd</sup> Floor of the Connell Student Center above the cafeteria

Monday-Friday, 8:30 a.m. to 5:00 p.m.

Services provided by the Center for Career and Professional Development (CCPD) are available to all Mercer students and alumni. Services provided on an individual basis include career exploration;

assessments; resume, CV, and cover letter assistance; interview preparation and mock interviews; job search preparation and resources; career transitioning; and salary negotiation skills.

Internship opportunities and career resources are available online at <http://career.mercer.edu>. Career opportunities are available through various resources including online databases, career fairs and networking events. All students are encouraged to participate in annual Career Day events.

### **Counseling and Psychological Services**

478.301.2862

<https://counseling.mercer.edu/macon/>

Emily Piassick, PhD, Director and Psychological Services (piassick\_ea@mercer.edu)

Counseling is available to currently enrolled Mercer students at no charge. Call 678.547.6060 for Atlanta Campus, or Macon Campus 478.301.2862 for information and appointments. If you are seeking counseling outside of office hours, please call the Georgia Crisis & Access Line at 1.800.715.4225. Some examples of the kinds of issues students may discuss with a counselor include: managing relationships, handling family problems, coping with stress and anxiety, grief and loss, decreasing depressed feelings, vocational/career issues, improving communication, study skills, time management, decision-making skills, and personal awareness and growth.

### **Food Service/Cafeteria/Catering**

478.301.2927

Aramark Catering

[catering@mercer.edu](mailto:catering@mercer.edu)

Ed Robertson-James, Catering Director (robertson-james@aramark.com)

1501 Mercer University Dr.

Macon, GA 31210

Catering by Request

### **Mercer Police**

478.301.4357 ~ Emergency Number: 478.301.2911

Chief Gary Collins, Director of Mercer Police (collins\_g@mercer.edu)

1765 Winship Drive

Macon, GA 31207

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

Parking decals can be obtained at the Police Department. All students/faculty/staff members must register their vehicle(s) with the Police Department and place their decals on their vehicle(s).



Residential students can pick up their decal through the Campus Life office. There is no charge for the parking decal. Decals enable you to park anywhere on campus except for visitor, handicap (unless you have a handicap decal), cycle and restricted parking areas. Parking at the on-campus apartments is restricted to residential students.

### **Office of Global Engagement**

Felix Jelen, Assistant Vice President of Global Engagement (Jelen\_f@mercer.edu)  
Mercer University  
1501 Mercer University Dr.  
Macon GA 31207  
478.301.2650

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

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

### **Registrar's Office**

478.301.2494  
[registrar@mercer.edu](mailto:registrar@mercer.edu)  
<https://registrar.mercer.edu/macon/>  
Alba Rodriguez, University Registrar  
[rodriguez\\_a@mercer.edu](mailto:rodriguez_a@mercer.edu)  
1501 Mercer University Dr. Macon GA 31207  
Monday-Friday, 8:30 a.m. to 5:00 p.m.

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

### **Student Financial Planning**

478.301.2670

<https://financialaid.mercer.edu/>

1501 Mercer University Drive, Macon, GA 31207

Monday-Thursday, 8:30 a.m. to 5:00 p.m.; Friday, 8:30 a.m. to 4:30 p.m.

Extended office hours available by appointment.

Mercer University's Office of Student Financial Planning is available to provide information and assistance to students who need financial aid in order to attend the University. Financial aid may include a combination of loans, scholarships, grants, and part-time employment. It is important that students apply for financial assistance as early as possible so that forms may be processed and the financial need of each applicant determined. All necessary forms and applications can be obtained from the Office of Student Financial Planning or at Mercer's website. Students may speak with a financial aid advisor during office hours with no appointment necessary. Students who would like to make appointments may do so by calling 478.301.2670. Additional information is available online at <https://financialaid.mercer.edu/>.

### **Student Health Centers**

478.301.2696

Fax: 478.301.2116

<https://shc.mercer.edu/>

1327 Stadium Drive (inside the Field House)

Clinic Hours are Monday-Friday, 8:00 a.m. to 5:00 p.m.

SPECIAL NOTE: Please call for available appointment schedule times.

The Student Health Center (SHC) provides health services for all Mercer students, regardless of insurance coverage (SHC is considered the primary healthcare provider for students that have the school insurance and students who have this insurance should contact Student Health if appointments or referrals are needed prior to seeking other medical attention unless after hours or in cases of emergency.)

The Student Health Center provides many services including health care for acute illnesses and injuries, allergy injections, immunizations, women's health, health education, and various physical exams. Some students may be referred, depending on the illness/injury, at the discretion of the Student Health Center Staff.

### **The Jack Tarver Library**

Circulation Desk and Checkout: 478.301.2961

<http://libraries.mercer.edu/>

Dr. Jeffrey Waldrop, Vice Provost for University Libraries (waldrop\_ja@mercer.edu)

The Jack Tarver Library provides services primarily for Mercer University's Macon campus. As part

of a University-wide initiative, the Library supports research at all levels. Students have access to group study rooms, computers for individual and group projects, and a 24-hour study area. Partnership with Information Technology enables the Library to offer technology assistance during evening hours. In addition to encouraging student research, the Library offers individual carrels for faculty research. Research assistance is available through instant messaging, email, individual consultations, and classroom instruction.

### Technology Support Services

478.301.7000

<https://it.mercer.edu>

Denise Rogers, Director

Auxiliary Services Building

Contact the IT Help Desk if you need technology support: [helpdesk@mercer.edu](mailto:helpdesk@mercer.edu); 478.301.7000.

The mission of Mercer University Information Technology is to support, develop, and maintain Mercer University's Information Technology environment in support of University endeavors and to provide leadership in the application of information technology and computer support. Mercer University is dedicated to the missions of teaching, education, research, and public service. In support of these missions, Mercer University provides access to electronic information resources, including networks, software, and equipment, to its students, faculty, and staff.

### BearNet

BearNet is Mercer's university-wide network connecting all Mercer campuses and locations. The following covers some basic information about what type of computer should be purchased and what will be needed for a student to connect to BearNet. Each student will have direct access to the services on BearNet: e-mail; library information systems; MyMercer, Canvas; and high-speed access to the Internet. Computers are available in the Open Access Lab and the Jack Tarver Library. Wireless access to BearNet is available in all facilities on the Macon campus. Connection to BearNet will require each student to login with their MUID and Password (YYMMDD).

### Computer Labs

Stetson Hall, Room 133 - Mercer IT New Media Development Lab

Mercer IT operates several computer labs on the campuses. Labs are not identical—lab capacity, staffing availability, number of workstations, and computing resources vary. (Some colleges/departments also operate computer labs; these resources are also listed on this page for your convenience.) Some labs are reservable for class meetings; to reserve a lab, contact the operating college/department.

### Electronic Mail

All currently enrolled students are assigned Mercer email accounts. You can find your Mercer email address by logging into MyMercer. Select **My Profile** then **My Information** from the menu on the left hand side of your MyMercer homepage. Your Mercer email address is listed in your personal information.

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

Email is also accessible via the web at <http://mercerlive.mercer.edu/>.

#### Educational Use of Information Technology

Mercer's Stetson Hall Campus is very aggressive in applying technology to education. The Technology Support Services department, with the support of the Learning Technology Center, has established an online instructional system called Canvas that allows faculty to develop courses and deploy them to students using the internet.

#### Help Desk Support

Technology Support Services currently provides access to support personnel who may be contacted in person, by phone, or by e-mail. Most calls to the "help desk" require the dispatch of a member of the technical staff. The support staff makes every effort to respond to all calls within 24 hours. We provide student support on configuration-setup for network access, wireless network access registration, troubleshooting and basic assistance for system problems. You can contact the Help Desk by calling 478.301.7000 or sending an email to [helpdesk@mercer.edu](mailto:helpdesk@mercer.edu).

#### Wireless Network Access

All students have access to Mercer's wireless network (MU\_Student). Students are required to login with their MUID and Password (YYMMDD).

#### Virus Protection

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

#### Wellness and Recreation

478.301.2370

[rsw.mercer.edu/macon](http://rsw.mercer.edu/macon)

Todd Thomas, Director of Recreational Sports & Wellness ([thomas\\_ta@mercer.edu](mailto:thomas_ta@mercer.edu))

University Center

Please check the website for hours.

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

Use of the facility is governed by the rules posted at the check-in desk. Each patron is responsible for reading and adhering to the rules.

The mission of Recreational Sports and Wellness is to provide leadership and direction that engages the students and University community in healthy and active lifestyles through participation in programs, services, and facilities that support the academic mission of the University.

## **Student Organizations**

Mercer University recognizes the significant role of students in institutional decision making. Students in the University's schools and colleges serve with faculty and staff on many committees. Various student government organizations serve as the voice of the students and are liaisons with the administration and faculty. Students at the College of Health Professions are encouraged to cultivate involvement in professional organizations and extracurricular activities while enrolled. A variety of student organizations are available:

### **American Physical Therapy Association (APTA)**

The American Physical Therapy Association (APTA) is an individual membership professional organization representing more than 100,000 member physical therapist (PTs), physical therapist assistants (PTAs), and students of physical therapy. APTA seeks to improve the health and quality of life of individuals in society by advancing physical therapist practice, education, and research, and by increasing the awareness and understanding of physical therapy's role in the nation's health care system. Membership in the APTA is open to all students enrolled in the Department of Physical Therapy.

### **Mercer Public Health Association (MPHA)**

MPHA was founded in October 1999, in the spirit of promoting the values of public health at Mercer University School of Medicine. The mission of MPHA is to create a forum for the exchange of ideas, the accumulation of experiences, the acquisition of information and skills, and the performance of research related to public health issues in communities throughout the state of Georgia, the nation, and the world. Some of the MPHA collaborations involve community-based public health organizations such as local health departments, local public health agencies, and other organizations such as the Ronald McDonald House. MPHA prides itself on being involved in various community events throughout the year such as the Susan G. Komen Race for the Cure, March of Dimes, and community health fairs.

### **Delta Phi Tau**

The National Physical Therapy Student Honor Society was founded in 2018 by the American Council of Academic Physical Therapy (ACAPT), to recognize exceptional current Doctor of Physical Therapy student achievements in academics, research, service, and leadership. All members of the Society are expected to exemplify the core values of the physical therapy profession.

### **Delta Omega**

The Delta Omega Honorary Society in Public Health was founded in 1924 at Johns Hopkins University within the School of Hygiene and Public Health (now known as the Bloomberg School of Public Health) by two graduate students, Dr. Edgar Erskine Hume and Dr. Claude W. Mitchell. At the time, public health as a profession was still in its infancy and, prior to the establishment of university-based education in public health, entrance into the field had been largely through practical experience and political favor. To promote the graduate study of the field, Dr. Hume and Dr. Mitchell organized this honorary society in order to recognize outstanding achievement in the

new field. Over 80 years later, Delta Omega has expanded to more than 70 chapters throughout the world and has more than 14,000 members from top echelons of graduate schools and programs of public health, as well as the public health community.

### **Godsey-Matthews Society**

The Godsey-Matthews Student Society of the American Academy of Physician Assistants (AAPA) was established in 2008 as the official organization for the students of the Mercer University College of Health Professions Physician Assistant Program. The purpose of the Society is to educate and orient all members of the Society to the AAPA; promote the Physician Assistant as a member of the Healthcare delivery team in the medical community and the community at large; provide academic and professional guidance for the incoming class; instill in the Physician Assistant the importance of keeping abreast of current medical advancement; and to serve as the official liaison between the national and state levels of the AAPA, and the College of Health Professions PA Program.

### **Phi Kappa Phi**

The Honor Society of Phi Kappa Phi, founded in 1897, has as its primary objective the recognition and encouragement of superior scholastic endeavor in all academic disciplines. Membership is open to men and women in all academic fields with eligibility being based on excellence of scholarship and integrity of character. Selection for membership in the Honor Society of Phi Kappa Phi is the highest honor that can be earned by a student at Mercer University. In order to be eligible for selection, students in the College of Health Professions must rank scholastically in the upper ten percent of all students currently enrolled in the College. The student must have an outstanding scholastic record as evaluated by the chapter selection committee, must have been registered as a student in the College on a full-time basis for at least one academic year, or its equivalent, or must have been a former post-baccalaureate student who has been awarded an advanced degree by the University subsequent to the last previous election of members to the chapter.

### **Simons Society**

The David G. Simons Society is the student organization for all Physical Therapy students enrolled in the program. In all aspects of its function, the Simons Society will pursue the core values of altruism, accountability, caring and compassion, excellence, integrity, professional duty and social responsibility for the student physical therapist as a future healthcare provider.

### **National Athletic Training Association (NATA)**

The National Athletic Trainers' Association (NATA) is the professional membership association for certified athletic trainers and others who support the athletic training profession. Founded in 1950, NATA has grown to more than 45,000 members worldwide today. The majority of certified athletic trainers choose to be members of NATA to support their profession and to receive a broad array of membership benefits. The mission of NATA is to represent, engage, and foster the continued growth and development of the athletic training profession and athletic trainers as unique healthcare providers. Membership in NATA is open to all students enrolled in the Athletic Training program.

### **National Rural Health Association**

The National Rural Health Association (NRHA) is a national nonprofit membership organization with more than 20,000 members. The association's mission is to provide leadership on rural health issues. NRHA membership consists of a diverse collection of individuals and organizations, all of whom share the common bond of an interest in rural health.

### **Mercer Athletic Training Club**

The Athletic Training Club aims to engage students who are interested in sports medicine. The club includes educational, service, and fundraising events. Undergraduate and graduate students are welcome to join.

### **Mercer Clinical Psychology Student Association**

The PsyD Student Association exists as an avenue for student self-governance and promotion of the mission of the Department, to prepare psychologists as integrated health care practitioners who contribute to and apply scientific knowledge of human behavior to benefit individuals, systems, and society.

## ***Class Officers-Doctor of Physical Therapy***

### ***Doctor of Physical Therapy – Class of 2024***

Courtney Shockey – President

Callie McBride – Vice President

Jordan Hoffman – Secretary/Treasurer

### ***Doctor of Physical Therapy – Class of 2025***

Drew Boyett – President

Ben Wynn – Vice President

Mackenzie Koon – Secretary/Treasurer

### ***Simons Society***

Lucy Rodriguez – President

Najda Sahovic – Vice President

Claudia Smith – Secretary

Kelsey Cummins – Treasurer

Class of 2024 Representatives: Lauren Keen, Mariat Thankachen

Class of 2025 Representatives: Jackie Coates, Toyosi Adesinasi

Faculty Student Governance Advisor: Dr. Beth Collier

## ***Class Officers-Physician Assistant***

### ***Godsey-Matthews Society – Class of 2024***

Jordon King – President

Amanda Kelley – Vice President

Emily Thomas – Secretary

### ***Godsey-Matthews Society – Class of 2025***

Ryan Watkins – President

Riley Gillis – Vice President  
Thao Ngo – Secretary

Faculty Advisor: Professor Amanda Clark

### ***Class Officers-Public Health***

#### **MPH Student Advisory Board Representatives**

Amy Chroeng – President  
Shonali Makadiya – Vice President  
Faith Luke – Treasurer  
Constantine Katsoudas – Secretary  
Mary Heraut and Megan Pitts – Admissions Committee  
Kenneth Petty and Susana Carlos– Curriculum Committee  
Eldria Earls and Kwedwuwa Appiah – Service & Workforce Committee  
Dominique Munroe and Mili Patel – Research & Evaluation Committee

Faculty Advisor: Dr. Cheryl Gaddis

#### **Mercer Public Health Association Officers**

Diana Ghebrezadik – President  
Dominique Munroe – Vice President  
Tristen Griffith – Sophia DiOrio  
Faith Luke – Treasurer

Faculty Advisor: Dr. Dawood Sultan

### ***Class Officers-Clinical Psychology***

McKenzie Rowland – Class of 2027 & 2028 representative  
Alayna Bruckner – Class of 2026 representative  
Hudson Farmer – Class of 2025 representative  
Tasia Blair – Head Representative

Faculty Advisor: Dr. Davielle Lakind

## **Campus Student Organizations and Activities**

There are a variety of organizations on campus specific to each college/school. There are a growing number of campus-wide groups that you can also join, which include the Baptist Student Union (BSU), the Program Council and Delta Sigma Theta. To get involved, share a program idea, or if you are interested in starting a new organization that would be open to the campus community, please contact the Assistant Dean for Campus Life.



**Wellness and Recreation**

Wellness and Recreation classes can be taken at the Sheffield Center. The Center houses a basketball court, swimming pool and weight room with many exercise and weightlifting machines. A variety of fitness classes are also offered each semester in order to help students maintain a healthy lifestyle.

For a complete detailed listing of all student organizations please click link below:

<http://campuslife.mercer.edu/atlanta/student-orgs/list/>

## Mercer Alma Mater

Macon Campus	Atlanta Campus
<p>On the city's western border  Reared against the sky  Proudly stands our Alma Mater  As the years roll by</p> <p>(Chorus)  Forward ever be they watchword  Conquer and prevail.  Hail to thee, O Alma Mater!  Mercer, Hail, all Hail!</p> <p>Cherished by thy sons and daughters  Mem'ries sweet shall throng  Round our hearts, O Alma Mater  As we sing our song.</p>	<p>On the city's eastern border  Reared against the sky  Proudly stands our Alma Mater  As the years roll by</p> <p>(Chorus)  Forward ever be they watchword  Conquer and prevail.  Hail to thee, O Alma Mater!  Mercer, Hail, all Hail!</p> <p>Cherished by thy sons and daughters  Mem'ries sweet shall throng  Round our hearts, O Alma Mater  As we sing our song.</p>

# Appendix A

## ***Mercer University Student Code of Conduct***

**Changes may be made to the Student Code of Conduct during the school year. The most up-to-date and complete version can be found in the Mercer University Student Handbook at [www.mercer.edu/provost/handbooks](http://www.mercer.edu/provost/handbooks)**

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

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

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

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

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

These values are codified into the following Student Code of Conduct, which includes a general overview of the process, a listing of unacceptable student conduct, possible sanctions, and other key information. This Student Code of Conduct applies to all students on all campuses, including online programs, and supersedes any student conduct policies and procedures previously used by colleges or programs. Program-specific regulations and policies (including professional standards) may apply to students beyond those outlined here and may be found in supplemental handbooks. Nothing in this policy prohibits these academic programs from pursuing additional review and action of professional standards as appropriate to their professions. Students are expected to be aware of and conduct themselves in a manner that is in compliance with all applicable policies found in the University Student Handbook and related campus supplements. Academic violations are handled through a separate process found in the academic Honor Code. For more information about policies and procedures related to the Student Code of Conduct, please refer to the Mercer University Student Handbook available on the Mercer website at: <http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

## **Appendix B**

### ***Student Leadership Group***

The Student Leadership Group is an organization of selected College of Health Professions students representing each academic class and each discipline. The objectives of the Student Leadership Group shall be:

- To establish centralized communication between the students and faculty/administration
- To promote and perpetuate professionalism in all endeavors pertaining to Mercer
- To communicate and promote student events within the College

The Student Leadership Group will consist of one student representative per academic class per year for each discipline. Participation in all meetings and activities of the group is an expectation for all appointed representatives. Membership in the Student Leadership Group shall be limited to students with an overall grade point standing of 3.0 or better, with conduct in accordance with the Code of Professional Conduct outlined in the Student Handbook. One student per each academic class will be selected by the respective program cohort and/or the Program Director to serve on the Student Leadership Group:

- Physical Therapy: entering class representative appointed each October
- Physician Assistant: entering class representative appointed each February
- Public Health: entering class representative appointed each October
- Clinical Psychology: entering class representative appointed each October
- Athletic Training: entering class representative appointed each August

The College advisor shall be the Director of Admissions and Student Affairs and will serve in an advisory capacity. The Director of Admissions and Student Affairs will schedule at least one meeting per semester with the Student Leadership Group at a time that accommodates all representatives' academic schedules; additional meetings will be scheduled as needed. The advisor will be available for consultation with any of the Student Leadership Group representatives, as needed, and should attend all Student Leadership Group meetings.

## **Appendix C**

### ***Student Ambassadors***

Student Ambassadors are current students who are selected by the Admissions and Student Affairs team to represent Mercer University's College of Health Professions in the public arena. Ambassadors represent the college and its respective programs in a positive, enthusiastic, and

professional manner. The Student Ambassador Group will consist of student representatives for each discipline.

Student Ambassadors may be asked to participate in a variety of different programs including Open House/Info Session events, new student orientation, White Coat Ceremony, and possibly college and/or career fairs.

The College advisor shall be the Director of Admissions and Student Affairs and will serve in an advisory capacity. The Director of Admissions and Student Affairs will schedule at least one meeting per semester with the Student Ambassador Group at a time that accommodates all representatives' academic schedules; additional meetings will be scheduled as needed.

## **Appendix D**

### ***Honor Council Constitution***

The Honor Council Constitution provides fundamental principles that govern the Honor System. The Bylaws provide specific rules of guidance for the Honor Council. Procedures related to Honor Systems and Academic Integrity are outlined in the Mercer University Student Handbook and can be found on the Provost web site at: <https://provost.mercer.edu/office-of-the-provost/honor-system/macon-traditional-undergraduate-programs/>