2020-2021
Student Handbook
Dear Student:

Welcome to University of Detroit Mercy. We want you to have an enjoyable and productive educational experience at Detroit Mercy while you are developing yourself intellectually, spiritually, ethically and socially. The University offers numerous resources that will help you achieve your educational goals and also adapt to changes brought upon by the coronavirus pandemic. Please take advantage of every opportunity that the University offers, especially educational, leadership and community service opportunities, so that you will be very successful during your college years.

Detroit Mercy has a supportive environment that is enhanced by the Mercy and Jesuit traditions; and we want to prepare you to be successful and have a fulfilling professional and personal life.

The 2020-2021 Student Handbook is your guide to student life at Detroit Mercy. It contains important information about the campus and an extensive amount of services, programs and activities, as well as policies and procedures. It contains information on Titans Together, resources and guidelines for your entry or re-entry to campus life. Additionally, the handbook provides a description of the following opportunities that are available to you:

- academic computing labs and wireless LAN (WiFi) in all academic buildings and residence halls;
- more than 80 student clubs and organizations;
- 17 Division I athletic teams, as well as intramural sports and the multi-purpose field and track;
- the Student Fitness Center;
- the Student Success Center and Writing Center;
- cooperative education placements for paid, career-related experiences and job placement after graduation; and
- volunteer service opportunities through the Institute for Leadership and Service.

Thank you for selecting University of Detroit Mercy and have a very successful academic year!

Sincerely,

Antoine M. Garibaldi, Ph.D. President
University of Detroit Mercy Foundation, Mission and Vision

FOUNDATION

The University mission evolved from the educational traditions of its sponsors, the Sisters of Mercy and the Society of Jesus. These Catholic traditions emphasize concern for the dignity of the person and for the common good of the world community. The Society of Jesus (Jesuits) founded the University of Detroit in 1877. The Sisters of Mercy, Province of Detroit, founded Mercy College of Detroit in 1941. Together these religious congregations created a partnership in higher education to establish the University of Detroit Mercy in 1990. Each religious congregation brings its spirit to the mission of the University. This spirit includes commitment to quality education, the service of faith and promotion of justice and compassionate service to persons in need.

MISSION

The University of Detroit Mercy, a Catholic university in the Jesuit and Mercy traditions, exists to provide excellent student-centered undergraduate and graduate education in an urban context. A Detroit Mercy education seeks to integrate the intellectual, spiritual, ethical and social development of students.

VISION

The University of Detroit Mercy will be recognized as a premier private university in the Great Lakes region, distinguished by graduates who lead and serve in their communities.
Titans Together is a branded communications effort that helps celebrate the solidarity of the University community as we come together this fall. Titans Together focuses on the unity shared by students, staff and faculty on all three campuses working together and moving forward as we begin to adapt to new ways of conducting University business and operations. Detroit Mercy posts updates to the Titans Together website as decisions are made to provide faculty, staff, students, University friends and our community the most complete information about our return to campus.

At Titans Together, you will find important resources and recommendations to ensure the health and safety of everyone on Detroit Mercy campuses. These resources include the following:

- Campus Safety Guide
- Health and Well-Being Guide
- A guide that details the 2020-21 academic year plans
- Events guide
- Brand and identity signs and logos
- An FAQ
- A form to submit questions, which will then be posted to the FAQ if appropriate.

In addition, individuals planning to visit campus as well as faculty, staff and students can utilize a digital health screening resource to speed up their entry into campus. The Information Technology Services (ITS) Department developed this resource for everyone to use when answering questions focused on symptoms of COVID-19. It provides a convenient and quick confirmation or denial email. Along with your face-covering, you will be asked by the gate officer to show this email at the entrance of all three campuses prior to entering.

The goal of Titans Together and Detroit Mercy’s comprehensive plans is to ensure the health and safety of everyone. The entire University community devoted many weeks to carefully formulating these plans and we hope you will take an opportunity to review the information.
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## Academic Calendar - McNichols Campus

### TERM I - FALL (15 Week Semester)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Begins</td>
<td>Mar 16</td>
</tr>
<tr>
<td>Registration Ends</td>
<td>Aug 23</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug 24</td>
</tr>
<tr>
<td>Last Day to Add a Class (web closes at midnight)</td>
<td>Aug 31</td>
</tr>
<tr>
<td>Last Day to Delete a Class without a W grade</td>
<td>Aug 31</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Sept 5-7</td>
</tr>
<tr>
<td>Celebrate Spirit!</td>
<td>Sept 10</td>
</tr>
<tr>
<td>Weekend Classes Begin (11 weeks)</td>
<td>Sept 11-12</td>
</tr>
<tr>
<td>Deadline for Summer &quot;I&quot; grades</td>
<td>Sept 18</td>
</tr>
<tr>
<td>Fall Break (No Fall Break in 2020-2021)</td>
<td>NA</td>
</tr>
<tr>
<td>Mid-term Grades are due</td>
<td>Oct 20</td>
</tr>
<tr>
<td>Advising for Winter/Summer begins</td>
<td>Nov 2</td>
</tr>
<tr>
<td>Registration for Winter/Summer begins</td>
<td>Nov 9</td>
</tr>
<tr>
<td>Last Day to Withdraw (full semester course)</td>
<td>Nov 16</td>
</tr>
<tr>
<td>Weekend Classes End (11 weeks)</td>
<td>Nov 20-21</td>
</tr>
<tr>
<td>Thanksgiving Break- university open but no classes</td>
<td>Nov 25</td>
</tr>
<tr>
<td>Thanksgiving Recess (UNIV CLOSED)</td>
<td>Nov 26-29</td>
</tr>
</tbody>
</table>

*All classes online after Thanksgiving Break starting Nov 30 through final exams*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam Week (Tuesday through Saturday)</td>
<td>Dec 8-12</td>
</tr>
<tr>
<td>Official End of Term I/Fall</td>
<td>Dec 12</td>
</tr>
<tr>
<td>Grades due by Noon for Term I/Fall</td>
<td>Dec 14</td>
</tr>
</tbody>
</table>

### TERM II - WINTER (16 Week Semester w/One Week Break)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Begins</td>
<td>Nov 9</td>
</tr>
<tr>
<td>Registration Ends</td>
<td>Jan 10</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Jan 11</td>
</tr>
<tr>
<td>Weekend Classes Begin (11 weeks)</td>
<td>Jan 15-16</td>
</tr>
<tr>
<td>Last Day to Add a Class (web closes at midnight)</td>
<td>Jan 17</td>
</tr>
<tr>
<td>Last Day to Delete a Class without a W grade</td>
<td>Jan 17</td>
</tr>
<tr>
<td>MLK Holiday (UNIV CLOSED)</td>
<td>Jan 18</td>
</tr>
<tr>
<td>Deadline for Fall &quot;I&quot; grades</td>
<td>Feb 12</td>
</tr>
<tr>
<td>Mid-term Grades are Due</td>
<td>Mar 2</td>
</tr>
<tr>
<td>Mid-Winter/Spring Break</td>
<td>Mar 8-13</td>
</tr>
<tr>
<td>Advising for Fall begins</td>
<td>Mar 15</td>
</tr>
<tr>
<td>Registration for Fall begins</td>
<td>Mar 22</td>
</tr>
<tr>
<td>Weekend Classes End (11 weeks)</td>
<td>Apr 9-10</td>
</tr>
<tr>
<td>Honors Convocation</td>
<td>Mar 28</td>
</tr>
<tr>
<td>Last Day to Withdraw (full semester course)</td>
<td>Mar 31</td>
</tr>
<tr>
<td>Easter Recess (UNIV CLOSED)</td>
<td>Apr 2-4</td>
</tr>
<tr>
<td>Final Exam Week (Tuesday through Saturday)</td>
<td>Apr 27-May 1</td>
</tr>
<tr>
<td>Official End of Term II/Winter</td>
<td>May 1</td>
</tr>
<tr>
<td>Grades due by Noon for Term II/Winter</td>
<td>May 3</td>
</tr>
<tr>
<td>Baccalaureate/Commencement (No Classes)</td>
<td>May 15</td>
</tr>
</tbody>
</table>
TERM III - SUMMER SESSIONS (14 Week Semester)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Begins</td>
<td>Nov 9</td>
</tr>
<tr>
<td>Registration Ends</td>
<td>May 9</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>May 10</td>
</tr>
<tr>
<td>Last Day to Add a Class (web closes at midnight)</td>
<td>May 16</td>
</tr>
<tr>
<td>Last Day to Delete a Class without a W grade</td>
<td>May 16</td>
</tr>
<tr>
<td>Memorial Day (UNIV CLOSED)</td>
<td>May 31</td>
</tr>
<tr>
<td>Deadline for Winter &quot;I&quot; grades</td>
<td>June 25</td>
</tr>
<tr>
<td>Mid-term grades due</td>
<td>June 29</td>
</tr>
<tr>
<td>Independence Day (UNIV CLOSED)</td>
<td>July 4-5</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>July 26</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>Aug 9-12</td>
</tr>
<tr>
<td>Official End of Term III</td>
<td>Aug 12</td>
</tr>
<tr>
<td>Grades due by Noon for Term III</td>
<td>Aug 16</td>
</tr>
</tbody>
</table>

Summer Session I (7 Week Session)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Begins</td>
<td>Nov 9</td>
</tr>
<tr>
<td>Registration Ends</td>
<td>May 9</td>
</tr>
<tr>
<td>Weekend Classes Begin</td>
<td>May 8</td>
</tr>
<tr>
<td>Classes Begin (Non-Weekend)</td>
<td>May 10</td>
</tr>
<tr>
<td>Memorial Day (UNIV CLOSED)</td>
<td>May 31</td>
</tr>
<tr>
<td>Weekend Classes End</td>
<td>June 26</td>
</tr>
<tr>
<td>Official End of Summer I</td>
<td>June 26</td>
</tr>
<tr>
<td>Grades Due for Summer I</td>
<td>June 28</td>
</tr>
</tbody>
</table>

Summer Session II (7 Week Session)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Begins</td>
<td>Nov 9</td>
</tr>
<tr>
<td>Registration Ends</td>
<td>June 27</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>June 28</td>
</tr>
<tr>
<td>Independence Day (UNIV CLOSED)</td>
<td>July 4-5</td>
</tr>
<tr>
<td>Official End of Summer II</td>
<td>Aug 12</td>
</tr>
<tr>
<td>Grades Due by Noon for Summer II</td>
<td>Aug 16</td>
</tr>
</tbody>
</table>

The University reserves the right to change any of the above dates. Please refer to the on-line Schedule of Classes each term for all the official dates, especially for non-full semester courses. There are a variety of courses each semester that are not full semester courses that have other beginning/ending dates and different dates for withdrawals and refunds.

Please note that the Fall 2020 semester is starting one week earlier on August 24 and ending one week earlier on December 12 than what shown in prior published Three-Year Academic Calendars.
# Academic Calendar - School of Dentistry

## Fall Term 2020-21*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Program Orientation Online (D1 only)</td>
<td>August 17-21</td>
</tr>
<tr>
<td>White Coat Ceremony</td>
<td>Postponed</td>
</tr>
<tr>
<td>Fall Term Didactic Classes Begin Online</td>
<td>Aug 25</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Sept 7</td>
</tr>
<tr>
<td>Celebrate Spirit</td>
<td>Sept 10</td>
</tr>
<tr>
<td>Academic Planning</td>
<td>Sept 26</td>
</tr>
<tr>
<td>Midterm Fall APC Meetings</td>
<td>Oct 12-14</td>
</tr>
<tr>
<td>Curriculum Review/Acad Plan (1:30-5:30pm)</td>
<td>Oct 24</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Nov 26-27</td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec 11</td>
</tr>
<tr>
<td>Final Exams**</td>
<td>Dec 14-17</td>
</tr>
<tr>
<td>Fall Term Grades Due (one day after final for each DS and DH class)</td>
<td>Dec 18</td>
</tr>
<tr>
<td>Fall Term Ends &amp; Clinic Closes (5:00 PM)</td>
<td>Dec 18</td>
</tr>
<tr>
<td>Christmas Break (Campus Closed)</td>
<td>Dec 21- Jan 3</td>
</tr>
</tbody>
</table>

## Winter Term 2020-21*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Opens &amp; Winter Term Classes /Clinic Begin</td>
<td>Jan 4, 2021</td>
</tr>
<tr>
<td>APC Meetings</td>
<td>Jan 5-7</td>
</tr>
<tr>
<td>MLK Holiday</td>
<td>Jan 18</td>
</tr>
<tr>
<td>Faculty Development Program</td>
<td>Jan 29</td>
</tr>
<tr>
<td>Academic Planning &amp; Calibration (3:30-5:30 p.m.)</td>
<td>Feb 27</td>
</tr>
<tr>
<td>Midterm Winter APC Meetings</td>
<td>Mar 1-3</td>
</tr>
<tr>
<td>Spring Break Week (No Classes/Clinic)</td>
<td>Mar 15-19</td>
</tr>
<tr>
<td>Easter Recess (No Classes/Clinic)</td>
<td>Apr 2-4</td>
</tr>
<tr>
<td>Classes End</td>
<td>Apr 30</td>
</tr>
</tbody>
</table>
**Final Exams**  | May 3-6  
---|---
Winter Term Grades Due (one day after final for each DS and DH class)  | May 7  
Winter Term Ends & Clinic Closes (12:00 PM)  | May 7  
Graduation & Awards  | May 6-7  
Graduation Break (No Class/Clinic)*  | May 10-21  

**Summer Term**  
| 2020-21*  
---|---
Summer Term Begins  | May 24, 2021  
Dental Hygiene Program Orientation  | May 24-28  
APC Meetings  | May 25-27  
Memorial Day Holiday  | May 31  
Fourth of July Break (No Class/Clinic) *  | Jun 28 - Jul 2  
Div Curriculum Rev/Acad Plan (1:30- 5:30 p.m.)  | Jul 17  
Classes End  | Aug 6  
Final Exams**  | Aug 9-12  
Summer Term Grades Due (one day after final for each DS and DH class)  | Aug 13  
Summer Term Ends & Clinic Closes (5:00 PM)  | Aug 13  

*University of Detroit Mercy have the right to change any of the above dates. Please refer to the online Academic Calendar each term for current dates. **Please note that final exams may also be scheduled prior to designate final exam days as noted in course syllabi.*
## Academic Calendar - School of Law

### Academic Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Term I</th>
<th>Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development Day</td>
<td>August 21</td>
<td>January 9</td>
</tr>
<tr>
<td>First-year Orientation</td>
<td>August 24 - 26</td>
<td>January 11</td>
</tr>
<tr>
<td>Saturday Classes Begin</td>
<td>August 29</td>
<td>November 2 - January 17</td>
</tr>
<tr>
<td>Term I Weekday Classes Begin</td>
<td>August 31</td>
<td>January 18 - January 22</td>
</tr>
<tr>
<td>Add or Drop a course</td>
<td></td>
<td>January 17</td>
</tr>
<tr>
<td>100 Percent Refund + no W grade</td>
<td></td>
<td>January 18</td>
</tr>
<tr>
<td>Drop a course</td>
<td></td>
<td>February 14 – February 21</td>
</tr>
<tr>
<td>Labor Day Holiday (class makeup scheduled for Fridays at 2pm)</td>
<td></td>
<td><em>Saturday classes meet on February 13 and do not meet on February 20. 13 Saturday classes</em></td>
</tr>
<tr>
<td>Directed Research Form Deadline</td>
<td>September 4</td>
<td>Week of March 2 TBD</td>
</tr>
<tr>
<td>Red Mass</td>
<td>September 22</td>
<td>March 15 (8:30 a.m.)</td>
</tr>
<tr>
<td>Application for Graduation Deadline</td>
<td>September 25</td>
<td>March 22 (8:30 a.m.)</td>
</tr>
<tr>
<td>Student Advising Sessions</td>
<td></td>
<td>April 2 - 4</td>
</tr>
<tr>
<td>Term II Priority Registration</td>
<td></td>
<td>April 26</td>
</tr>
<tr>
<td>Thanksgiving Holiday (Class makeups scheduled for Fridays at 2 pm)</td>
<td></td>
<td>April 27</td>
</tr>
<tr>
<td>Term I Classes End</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass/No Pass Option Deadline*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term I Review Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term I Final Examination Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Term I grades posted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Term I

- **Faculty Development Day**: August 21
- **First-year Orientation**: August 24 - 26
- **Saturday Classes Begin**: August 29
- **Term I Weekday Classes Begin**: August 31
- **Add or Drop a course**: March 16 – September 4
- **100 Percent Refund + no W grade**: September 5 - September 11
- **50 Percent Refund + W grade**: September 7
- **Labor Day Holiday (class makeup scheduled for Fridays at 2pm)**: September 7
- **Directed Research Form Deadline**: September 4
- **Red Mass**: September 22
- **Application for Graduation Deadline**: September 25
- **Student Advising Sessions**: Week of October 19
- **Term II Priority Registration**: November 2 (8:30 a.m.)
- **Thanksgiving Holiday (Class makeups scheduled for Fridays at 2 pm)**: November 26 – 29
- **Term I Classes End**: December 4
- **Pass/No Pass Option Deadline**: December 5 – December 8
- **Term I Review Period**: December 9 – December 21
- **Term I Final Examination Period**: December 24 – January 1
- **University Closed**: February 1
- **All Term I grades posted**: February 1

### Term II

- **Term II Saturday Classes Begin**: January 9
- **Term II Weekday Classes Begin**: January 11
- **Add or Drop a course**: November 2 - January 17
- **100 Percent Refund + no W grade**: January 18 - January 22
- **Drop a course**: January 17
- **50 Percent Refund + W grade**: January 18
- **Directed Research Form Deadline**: February 14 – February 21
- **Martin Luther King Jr. Holiday (class makeup scheduled for April 26)**: *Saturday classes meet on February 13 and do not meet on February 20. 13 Saturday classes*!
- **Winter Break**: Week of March 2 TBD
- **Student Advising Sessions**: March 15 (8:30 a.m.)
- **Term III Priority Registration**: March 22 (8:30 a.m.)
- **Easter Holiday (Friday class makeup scheduled for April 22)**: April 2 - 4
- **Makeup Day for MLK Holiday (Monday Classes)**: April 26
- **Makeup Day for Good Friday Holiday (Friday Classes)**: April 27

### Holiday

- **University Closed**: December 24 – January 1
### Term II

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term II Classes End</td>
<td>April 27</td>
</tr>
<tr>
<td>Pass/No Pass Option Deadline*</td>
<td></td>
</tr>
<tr>
<td>Term II Review Period</td>
<td>April 28 – May 2</td>
</tr>
<tr>
<td>Term II Final Examination Period</td>
<td>May 3 – 13</td>
</tr>
<tr>
<td>Baccalaureate</td>
<td>May 13</td>
</tr>
<tr>
<td>Graduation</td>
<td>May 14</td>
</tr>
<tr>
<td>All Term II grades posted</td>
<td>July 1</td>
</tr>
</tbody>
</table>

### Intersession

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intersession Classes Begin</td>
<td>May 17</td>
</tr>
<tr>
<td>Intersession Classes End</td>
<td>May 26</td>
</tr>
</tbody>
</table>

### Term III

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial Day Holiday (class makeup scheduled for July 19)</td>
<td>May 31</td>
</tr>
<tr>
<td>Term III Classes Begin</td>
<td>June 1</td>
</tr>
<tr>
<td>Drop a course 100 Percent Refund + no W grade</td>
<td></td>
</tr>
<tr>
<td>Drop a course 50 Percent Refund + W grade</td>
<td></td>
</tr>
<tr>
<td>Directed Research Form Deadline</td>
<td>June 4</td>
</tr>
<tr>
<td>Fireworks (Evening Classes Cancelled) (class makeup scheduled for July 21)</td>
<td>Tentative June 21</td>
</tr>
<tr>
<td>Fourth of July Holiday, Observed (class makeup scheduled for July 15)</td>
<td>July 5</td>
</tr>
<tr>
<td>Makeup Day for Memorial Day Holiday (Monday Classes)</td>
<td>July 19</td>
</tr>
<tr>
<td>Makeup Day for Fireworks (Monday Classes)</td>
<td>July 20</td>
</tr>
<tr>
<td>Makeup Day for July 4 Holiday (Monday Classes)</td>
<td>July 21</td>
</tr>
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<td>Term III Classes End</td>
<td>July 21</td>
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<td>Pass/No Pass Option Deadline*</td>
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<tr>
<td>Term III Review Period</td>
<td>July 22 – July 25</td>
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<tr>
<td>Term III Final Examination Period</td>
<td>July 26 – 29</td>
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<tr>
<td>All Intersession &amp; Term III grades posted</td>
<td>August 31</td>
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University Dean’s

ACADEMIC

School of ARCHITECTURE
Dan Pitera, M.Arch.
Loranger 111B, McNichols Campus
phone: (313) 993-1532
fax:(313)993-1512
www.arch.udmercy.edu

College of BUSINESS ADMINISTRATION
Joseph G. Eisenhauer, Ph.D.
Commerce & Finance 122, McNichols Campus
phone: (313) 993-1204
fax:(313)993-1052
http://business.udmercy.edu/
email: hilllc@udmercy.edu

School of DENTISTRY
Mert N. Aksu, D.D.S., J.D., M.H.S.A.
Corktown Campus
phone: (313) 494-6621
fax: (313) 494-6627
http://dental.udmercy.edu/
email: dental@udmercy.edu

College of ENGINEERING & SCIENCE
Katherine Snyder, Ph.D.
Engineering 126, McNichols Campus
phone: (313) 993-1216
fax:(313)993-1187
http://eng-sci.udmercy.edu
email: lewiskm2@udmercy.edu
University Dean’s Offices Cont.

College of HEALTH PROFESSIONS
Janet Baiardi, Ph.D., FNP-BC, (Interim)
College of Health Professions and McAuley
School of Nursing
Bldg. 122, McNichols Campus
phone: (313) 993-1208
http://healthprofessions.udmercy.edu/

College of LIBERAL ARTS & EDUCATION
Mark Denham, Ph.D.
Briggs Building, Room 122, McNichols Campus
Phone: (313) 993-3250
https://liberalarts.udmercy.edu
email: clae@udmercy.edu

ADMINISTRATIVE

LIBRARIES
Jennifer L. Dean, Ph.D.
Library 110, McNichols Campus
phone: (313) 993-1090
fax:(313) 993-1780
email: deanjl@udmercy.edu
http://libraries.udmercy.edu/

STUDENT AFFAIRS
Monica J. Williams, M.A.
Shiple Hall, McNichols Campus
phone: (313) 993-1028
fax:(313) 993-1509
email: leonarmj@udmercy.edu
http://www.udmercy.edu/
University of Detroit Mercy has three campuses in the city of Detroit.

**McNichols Campus** is where most of the University’s undergraduate and graduate programs are located as well as the University’s main administration, residential and athletic facilities (including Calihan Hall).

**Riverfront Campus** is home to the School of Law.

**Corktown Campus** houses both the School of Dentistry and its clinical Dental Center.

---

**McNichols Campus**

4001 West McNichols Road  
Detroit, Mich. 48221

McNichols Campus is in northwest Detroit, on the southeast corner of McNichols and Livernois Avenue, with an entrance on each. The campus is accessible from the Lodge (M-10), Chrysler (I-75) and Jeffries (I-96) freeways.

**Riverfront Campus (Law)**

651 East Jefferson Avenue  
Detroit, Mich. 48226

Riverfront Campus is located in downtown Detroit, across the street from the Renaissance Center. The campus is on Jefferson Avenue, which is accessible from the Lodge (M-10) and Chrysler (I-75) freeways.

**Corktown Campus (Dentistry)**

2700 Martin Luther King Jr. Blvd.  
Detroit, Mich. 48208

Corktown Campus is located just northwest of downtown Detroit, one block east of Jeffries (I-96) Freeway and within minutes of I-94, I-75, and the Lodge (M-10) freeways. Convenient access to bus lines.

McNichols Campus: [http://www.udmercy.edu/about/images/McNichols_Campus_map.jpg](http://www.udmercy.edu/about/images/McNichols_Campus_map.jpg)

School of Law: [http://lawschool.udmercy.edu/](http://lawschool.udmercy.edu/)

School of Dentistry: [http://dental.udmercy.edu/](http://dental.udmercy.edu/)
Parking and ID Office

The Parking and ID Office is located on the first floor of Shiple Hall and serves as an information hub and welcome center for students, staff, faculty and visitors to the university.

Services include the issuing and validating of parking permits, ID cards and other campus information.

Hours: Fall/Winter Terms

Monday - Thursday 10:00am - 5:00pm
Friday 10:00am - 5:00pm

Summer Term

Monday - Friday 10:00am - 4:30pm

Phone: 313-993-1100

For parking policies and additional information, please click:
www.udmercy.edu/life/policies/parking
Ministry Office

Weekly Opportunities:

◊ 9 PM Sunday Student Mass – St. Ignatius Chapel in the Commerce and Finance Building (or Gesu Church offers Saturday 5 PM and Sunday 8 AM and 10:30 AM and daily Mass 5:30 PM)

◊ Weekly Mass in St. Ignatius Chapel Tuesdays and Thursdays NOON

◊ Weekly Prayer Opportunities TBA (Adoration, Taize, rosary, Bible Study, the Examen, Interfaith Prayer, Christian Life Communities)

First Year Retreat

The First Year Retreat is for all incoming students and will take place in person with social distancing on August 23, 2020. 2 PM to 8:30 PM. Students attending this retreat will engage in community building, prayer, and goal-setting. Each participant will be invited into a small group which will meet for an additional six weeks in order to continue to build community. This experience is a wonderful way to make friends on campus early in the year and to ask the questions, 'who am I?', 'who do I want to become?', and 'where is God in the midst of all this transition?'

Transfer students are welcome to attend! There is no fee for this retreat or the following small groups.

For questions or concerns, please contact University Ministry Director Anita Klueg at kluegag@udmercy.edu or University Minister for Faith Formation Calla Baumgartner at cbaumgar@udmercy.edu.

Outdoor Student Mass – Sunday, August 23, 7 PM outside of Life Science Building followed by social distancing meet and greet.

Christian Life Communities (CLC’s)

Small faith-sharing groups meet to share their joys and struggles and to grow together in friendship and faith. Groups will meet virtually or in-person as group members are comfortable and as the schedule allows. Please contact Dan Greig, greigda@udmercy.edu for more info or to join our group.

Celebrate Spirit - Thursday, September 10, 12:35-2 PM (Virtual Presentations & Mass)

Celebrate the opening of the school year by hearing from stories from our community that challenge us to live “in solidarity.” We invite our wider community to join us virtually as we hear students and employees share what this theme “in solidarity” means and how we can participate. Student groups who attend will be able to apply for a Celebrate Spirit Micro-grant to use toward an event or program that makes this theme real to our community.
Service in the City

Service in the City provides service opportunities in Detroit to students with a coordinated transportation plan. We are working out our opportunities for this fall considering the pandemic. In the past we have served food at the Pope Francis Center, helped to build homes with Habitat for Humanity, tutored elementary students at La Casa Guadalupana, and worked with high schoolers at Loyola High.

Ignatian Solidarity Network

Our friends at ISN are putting together great justice related resources and remote programs. [https://ignatiansolidarity.net/iftj/](https://ignatiansolidarity.net/iftj/) If you like what you see, be on the lookout for ISN’s Teach-In for Justice, happening virtually this year from October 19-26th.

Speak with our University Ministry Team

Our ministers are available. This is a season of grief and trauma, of processing, of questions without answers that are hard to ask. Pastoral care in our office is about accompaniment—we won’t answer your questions, but will walk with you. We seek to help you create and hold space, to be a non-anxious presence on your journey. We come from a variety of faith traditions, and with a variety of identities. We are available on the phone, via zoom, and sometimes even texting.

Contact Info

Call 313-993-1560 and leave us a message. Our new offices are located in Shiple Hall. We are across from the colorful “Living the Mission” mural.

Email us: ministry@udmercy.edu

Social Media: Follow us on Instagram or Facebook
Homecoming

Detroit Mercy Homecoming 2020
Keeping the Tradition

SEPTEMBER 19-27

SERVICE DAYS
Partner with a local volunteer organization anytime between Sept. 19-27

Post a picture of yourself at the worksite on Instagram and tag @detroitmercyalumni

Receive a FREE specially designed Service Day T-shirt

OUTDOOR MOVIE
Thursday, Sept. 24, 8 p.m.
Watch an epic film in your car or under the stars

FREE refreshments
FREE sports chair for first 60 registered students

For more information visit udmercy.edu/homecoming or call 313-993-1540
Calendar of Events

https://udmercy.bookedscheduler.com/Web/view-calendar.php

To review all university events, please click on the link (above). Events are updated and listed monthly.

Monthly University Calendar:  https://udmercy.bookedscheduler.com/Web/view-calendar.php
### AUGUST 2020

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<td>Lammas – Christian</td>
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<td>Fast in Honor of Holy Mother of Jesus</td>
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<td>Aug 3</td>
<td>Raksha Bandhan ** - Hindu</td>
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<td>Aug 6</td>
<td>Transfiguration of the Lord - Orthodox Christian</td>
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<td>Aug 10</td>
<td>Waqf al Araf ** - Islam</td>
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<td>Aug 12</td>
<td>Krishna Janmashtami ** - Hindu</td>
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<td>Aug 13-15</td>
<td>Obon (Ulamdana) Buddhist/Shinto</td>
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<td>Aug 15</td>
<td>Assumption of Blessed Virgin Mary - Catholic Christian</td>
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<td>Aug 20</td>
<td>Dormition of the Theotokos - Orthodox Christian</td>
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<td>Aug 22</td>
<td>Hijra - New Year * - Islam</td>
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<td>Ganesh Chaturthi ** - Hindu</td>
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<td>Ashura * - Islam</td>
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### SEPTEMBER 2020

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<td>Ecclesiastical year begins - Orthodox</td>
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<td>Nativite Virgin Mary - Christian</td>
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<td>Elevation of the Life Giving Cross (Holy Cross) - Christian</td>
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<td>Sep 19-20</td>
<td>Rosh Hashanah * - Jewish</td>
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<td>Sep 28</td>
<td>Yom Kippur * - Jewish</td>
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<td>Sep 29</td>
<td>Michael and All Angels - Christian</td>
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# Calendar of Religious Holy Days and Observances

## OCTOBER 2020

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<td>Oct 3-9</td>
<td>Sukkot * - Jewish</td>
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<td>Oct 4</td>
<td>St Francis Day - Catholic Christian</td>
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<td>Oct 10</td>
<td>Shemini Atzeret * - Jewish</td>
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<td>Oct 11</td>
<td>Simchat Torah * - Jewish</td>
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<td>Oct 12</td>
<td>Thanksgiving - Canada - Interfaith</td>
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<td>Oct 17-24</td>
<td>Navaratri ** - Hindu</td>
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<td>Oct 22</td>
<td>Christ the King - Christian</td>
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<td>Oct 25</td>
<td>Reformation Day - Protestant Christian</td>
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- **Dec 6**: Saint Nicholas Day - **Christian**
- **Dec 8**: Bodhi Day (Rohatsu) - **Buddhism**
- **Dec 11-18**: Hanukkah - **Jewish**
- **Dec 12**: Feast day - Our Lady of Guadalupe
- **Dec 16-25**: Posadas Navidenas - **Hispanic Christian**
- **Dec 21**: Yule - **Christian**
- **Dec 24**: Christmas Eve - **Christian**
- **Dec 25**: Christmas* - **Christian**
  
  Feast of the Nativity **- Orthodox**

- **Dec 26**: Zarathosht Diso (Death of Prophet St Stephen) - **Christian**
- **Dec 27**: Feast of the Epiphany (Theophany) - **Orthodox**
- **Dec 28**: Holy Innocents - **Christian**
- **Dec 31**: Watch Night - **Christian**

## JANUARY 2021

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- **Jan 1**: Mary, Mother of God - **Catholic Christian**
- **Jan 1**
  - Feast Day of St Basil - **Orthodox Christian**
  - Baptism of the Lord Jesus - **Christian**
  - **Jan 5**: Twelfth Night - **Christian**
  - **Jan 6**: Epiphany - **Christian**
  - **Jan 7**: Feast of the Nativity - **Orthodox Christian**
  - **Jan 13**: Maghi - **Sikh**
  - **Jan 17**: Blessing of the Animals - **Hispanic Catholic**
  - **Jan 18**: Week of Prayer for Christian Unity begins
  - **Jan 19**: Timkat - **Ethiopian Christian**
  - **Jan 25**: Conversion of St. Paul - **Christian**
  - **Jan 28**: Tu B'Shvat* - **Jewish**
# Calendar of Religious Holy Days and Observances

## FEBRUARY 2021

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- Feb 2: Candlemas - Presentation of Christ in the Temple
- Feb 3: St. Blaze Day - Christian
- Feb 5: Four Chaplains Sunday - Interfaith
- Feb 8: Nirvana Day - Buddhism
- Feb 12: Triodion - Orthodox Christian
- Feb 14: Chinese New Year - Chinese traditional
- Feb 15: Nirvana Day ** - Buddhist - Jain
- Feb 16: Vasant Panchami ** - Hindu
- Feb 17: Lent begins - Christian
- Feb 21: Triodion Begins - Orthodox Christian
- Feb 26: Purim * - Jewish

## MARCH 2021

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- Mar 1: St. David of Wales - Christian
- Mar 2-20: Nineteen Day Fast - Baha’i
- Mar 7: Meatfare Sunday - Orthodox Christian
- Mar 10: Lailat al Miraj * - Islam
- Mar 12: Orthodox Sunday - Orthodox Christian
- Mar 14: Cheesefare Sunday - Orthodox Christian
- Mar 15: Clean Monday (Great Lent begins) - Orthodox
- Mar 17: St. Patrick’s Day - Christian
- Mar 18: Waqf al Arafa * - Islam
- Mar 19: St. Joseph’s Day - Christian
- Mar 21: Norooz (New Year) - Persian/Zoroastrian
- Mar 25: Annunciation of the Blessed Virgin Mary -
- Mar 26: Khordad Sal (Birth of Prophet
- Mar 28: Lailat al Bara’ah * - Islam
- Mar 28: Lord’s Evening Meal - Jehovah’s Witness
- Mar 28: Magha Puja Day ** - Buddhist
- Mar 28-Apr 8: Pesach * - Jewish
- Mar 28: Palm Sunday - Christian
- Mar 29: Holi ** - Hindu
## APRIL 2021

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- **Apr 1**: Maunday Thursday - Christian
- **Apr 2**: Good Friday - Christian
- **Apr 4**: Easter Sunday * - Christian
- **Apr 8**: Yom HaShoah * - Jewish
- **Apr 13**: Hindi New Year ** - Hindu
- **Apr 13-21**: Ramayana ** - Hindu
- **Apr 13**: Ramadan begins * - Islam
- **Apr 14**: Baisakhi (Vaisakhi) - Sikh
- **Apr 15**: Yom Ha'Atzmaut * - Jewish
- **Apr 16**: First Day of Ridvan * - Baha'i
- **Apr 21**: Ramanavami ** - Hindu
- **Apr 23**: St. George’s Day - Christian
- **Apr 24**: Lazarus Saturday - Orthodox Christian
- **Apr 25**: Palm Sunday - Orthodox Christian
- **Apr 27**: Hanuman Jayanti ** - Hindu
- **Apr 30**: Holy Friday - Orthodox Christian
- **Apr 30**: Lag B'Omer * - Jewish

## MAY 2021

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- **May 2**: Last day of Ridvan * - Baha'i
- **May 3**: Pascha (Easter) - Orthodox Christian
- **May 4**: Saints Philip & James - Christian
- **May 8**: Laylat al Kadr * - Islam
- **May 9**: National Day of Prayer - USA - Interfaith
- **May 14-16**: Eid al Fitr - Ramadan ends * - Islam
- **May 18**: Tish’a B’Av * - Jewish
- **May 23**: Declaration of the Bab * - Baha'i
- **May 29**: Ascension of Baha'u'llah * - Baha'i
- **May 30**: Trinity Sunday - Christian
A to Z Campus Guide

Academic Computing/IT
Student Academic Labs

http://it.udmercy.edu/services/academiclabs/index.htm

C&F Labs 9, 993-3319 – Ground Floor of the C&F Bldg.
Monday – Friday 8:30 am – 10:00 pm

College of Health Professions CHP Lab 8 Basement of CHP Bldg. 993-1174 Monday – Friday 8:30 am – 10:00 pm

*Classroom reservations are posted outside the door of each lab. These reservations take priority over general-purpose usage. General-purpose usage is always available in the Quad Commons.

All hours listed are for Fall/Winter Terms. Please call the phone number listed next to the lab to check schedule for summer hours or visit the web page listed above.

Please note that all hours listed are regular hours during Term I and Term II. Many student service departments have extended hours during the first two weeks of the term, and those extended schedules will be posted on campus.

Alternative Winter/Spring-break/International Service Experience

http://www.udmercy.edu/ministry/serve/immersion

University Ministry: Student Center 106, (313) 993-1560

Some of the many Detroit Mercy opportunities for community service are Alternative Winter/Spring Breaks. Travel with a group of students to other states (or developing countries) for a week of volunteer service to those in need, while living together in a community setting, and having a great time.

The International Service Experience, at the end of Term II, allows you to experience third-world poverty first hand. Recent international sites have included Jamaica’s mountainous interior, El Salvador, and Guatemala. These service immersion trips provide a way to live out the Detroit Mercy Mission of leadership and service.

Spring Service Trip sign-ups begin (ASB & ISE)

Athletics
www.DetroitTitans.com

McNichols, Calihan Hall 101, (313) 993-1700, fax (313) 993-2449 Monday - Friday 8:30am-5pm

Intercollegiately, the Titans are the only NCAA Division I program in the City of Detroit. Currently, men’s teams compete in basketball, cross-country, fencing, golf, indoor and outdoor track, and soccer. Women’s varsity teams include basketball, cross-country, fencing, golf, indoor and outdoor track, soccer, softball and tennis.

Any full-time student is encouraged to try out for a varsity team. Opportunities also exist for participation in
the Titan Pep Band or cheerleading squad. Tryouts are held prior to each varsity season and further information is available by calling the number above.

Detroit mercy students are also encouraged to enjoy Titan Athletics by attending games. Admission to home athletic events is free to students with a valid Detroit Mercy ID card.

**Bookstore**

McNichols, Student Center First Floor, (313) 993-1030, fax (313) 993-1156

Monday – Thursday 9am-6pm, Friday 9am-4pm
Extended hours occur during first week of classes, Term I and II: Monday-Thursday 9am-7pm, Friday 9am-4pm, and Saturday 11am-3pm.
Email: bksdetroitmercy@bncollege.com

School of Law, Ground Floor 22, (313) 596-0267, fax (313) 596-0280 Monday - Thursday 10am-6pm, Friday 11am-3pm
Extended Hours occur during first week of classes, Term I and II: Monday - Thursday 10am-7pm, Friday 10am-4pm

The Bookstore sells new and used required class textbooks, computer software, class and personal supplies, greeting cards, giftware and spirit clothing, as well as a variety of snacks, candy and beverages.
All campus bookstores are closed on Labor Day, Thanksgiving, Christmas, New Year’s Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, and Independence Day.

**Center for Career and Professional Development**

[www.udmercy.edu/current-students/cec/](http://www.udmercy.edu/current-students/cec/)
Email: careerlink@udmercy.edu

McNichols, First Floor Reno Hall (313) 993-1017, fax (313) 993-1029
Monday-Friday 8:30am-5pm (later by appointment)

The Center for Career and Professional Development (CCPD) offers services to assist undergraduates and graduates to make sound career decisions appropriate to their career goals. CCPD resources such as TitanCareerLink, the online job search and resource database: www.udmercy.edu/current-students/cec/ help student’s research career options, explore job postings, apply for actual positions, and learn more about career related subjects, activities and events.

A co-op preparation course for credit is available to students in their sophomore year who are interested or required to participate in co-op employment. A Career Management course is also offered to Junior and Senior level students who want to create an effective job search strategy.

Through activities and events such as career fairs, practice interviews, on-campus interviews and employer information sessions, students can seek career-related employment as well as co-op positions. Career development and job search workshops are offered throughout the year.
Career advisors are available to assist students with co-op and career related job search resources and strategies and to advise students on career-related matters.
Clubs and Organizations

McNichols Student Life, (313) 993-1150
School of Dentistry Student Affairs, (313) 494-6655
School of Law Student Affairs, (313) 596-0264

Student organizations are an integral part of student life at the University of Detroit Mercy, contributing to the holistic development of students. Participation in organizations assist students in developing the transferable skills sought by most employers. Students also learn to be effective team players, well-rounded individuals and productive citizens. Activities sponsored by student organizations promote social involvement, cultural and community awareness, critical thinking, global understanding and life planning skills. For more information, please contact the Student Life Office on the appropriate campus.

Detroit Mercy Dining Services
McNichols, Student Union, 2nd Floor (313) 993-1616

A full range of meal plans are available for resident hall and commuter students, usable at all Metz locations. Visit our website at www.udmercymetz.com for more information Titan Dining Room, Student Union, 2nd Floor.

The Titan Dining Room is our resident dining café that offers a wide variety of all-you-care-to-eat freshly prepared foods. This includes display cooking, pizzas prepared with homemade dough, hand-formed hamburger patties and fresh cut fries, a full salad bar, homemade soups, hot entrées, and so much more. You will also find a full line of freshly prepared desserts, including ice cream, special themed dinners, and monthly specials! The public is always welcome at the TDR!

Monday – Friday
Breakfast: 7:30 am - 10:30 am
Lunch: 11:30 am - 1:30 pm

Monday – Thursday
Dinner: 4:30 pm - 7:00 pm Friday
Dinner: 4:00 pm - 6:00 pm

Saturday & Sunday
Brunch: 10:30 am - 1:30 pm
Dinner: 4:00 pm - 6:00 pm

The Loft
Student Union, 2nd Floor

Around the corner from the TDR is The Loft which features Subway® and J Clarks Grill. Also available are freshly prepared Halal foods, snack foods, beverages, Up for Grabs freshly prepared salads, sandwiches, and lots of other side items for those on the move!
Monday - Thursday: 11:00 am -10:00 pm  
Friday: 11:00 am - 9:00 pm  
Saturday & Sunday: 6:00 pm - 9:00 pm

**The Bookmark**

McNichols Library & Teaching Center, 1st Floor

The Bookmark has a full service barista serving Starbucks coffee! Stop by to get your fix of espresso, cappuccino, freshly-brewed coffee, Up for Grabs sandwiches, salads, snacks or bottled beverages!

Monday - Thursday: 8:00 am - 10:30 pm  
Friday: 8:00 am - 4:00 pm  
Closed Weekends

**Riverfront Café**

Law School, 1st Floor

The Riverfront Café provides a variety of grilled favorites, Halal meals, deli sandwiches, prepackaged items, homemade desserts and an assortment of beverages. The Riverfront Café also features locally roasted coffee from the Detroit Bold Company.

**Disability and Support Services**

*McNichols Campus, Library 3rd Floor Rm 319, (313) 993-1158, fax (313) 578-0342  
Monday-Friday, 8:30am- 5:00pm  
Email Assistant Directory Laura Bagdady: bagdadlm@udmercy.edu  
https://www.udmercy.edu/current-students/support-services/disability.php*

Disability support services are available to all currently enrolled students. Students with a documented disability requiring accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act should contact Laura Bagdady, Assistant Director of UAS/Disability Support Services, at the number listed above upon admission to the University. Students must complete the intake and disability verification process to receive accommodations.

**Emerging-Alert-System-Rave**

*www.udmercy.edu/life/public-safety/rave*

For immediate notification of campus security issues, cancellation of classes or other emergencies, sign up for UDM's Emergency Notification System.

The system, provided in conjunction with Wayne County's Homeland Security Alert System, will send timely notices to you by text messages and prerecorded voice messages on your cell phones, hardline home phones, text pagers or email.

You may wish to add more email accounts or devices to receive notifications.

Registering more than one account/device is highly encouraged.
Log onto the Wayne County Alert System website www.getrave.com/login/udmercy to register your preferred contact information (cell phone number, pager, e-mail address, etc.). The fastest notification is through text messages so be sure to register your cell phone number or text messaging devices. If you have any questions or need assistance, please contact UDM's Help Desk either by using the online Help Desk site or by calling 313-993-1500.

FERPA Compliance Officer

University Registrar’s Office, McNichols, FAC 80, (313) 993-3313

Web address: http://www.udmercy.edu/registrar/ferpa.htm.

The University Registrar is the FERPA Compliance Officer and handles all subpoenas for educational records.

Graduation

McNichols, FAC 80, (313) 993-3313

The University of Detroit Mercy holds one Commencement Ceremony each year that takes place in May. This year’s ceremony will be held on Saturday May 11, 2019. The School of Dentistry and the School of Law ceremonies are held separately.

Applications for graduation for December are due to your college/school office by August. Students planning to graduate in May, June or August must file an application by December.

Participation in the ceremony is optional. Information regarding participation will be sent in early February for those who have filed their applications by the deadlines

Health Center (Wellness Center)

McNichols, 104 West Quad, (313) 993-1185, Fall/Winter: Monday – Friday 10 am–4pm Spring/Summer: Monday–Friday 11am–4 pm

http://www.udmercy.edu/life/health/

The Wellness Center is a clinic staffed by Nurse Practitioner and Physician Assistant. The clinic is able to care for acute health care problems for the Detroit Mercy student body. The clinic offers a variety of services including physical exams, women’s health exams, immunizations, TB skin testing and pre-packaged prescriptions.

Institute for Leadership and Services (ILS)

McNichols, Briggs 232, (313) 993-2003, fax (313) 993-1166 Monday-Friday, 8:30am-5pm

Email: theinstitute@udmercy.edu

The University of Detroit Mercy’s Institute for Leadership and Service provides opportunities for all members of the Detroit Mercy community to engage in social change for the common good. The Institute upholds the
ideals of our founders who believed in the promotion of justice and compassionate service to those in need as we are transforming lives to lead and serve. The Institute has a strategic vision to provide an array of opportunities for leadership and service, including the Emerging Leaders Program, service learning and community service, the Campus Kitchen Project, the Detroit Mercy Ford Partnership and the Mentoring Program.

The Emerging Leaders Program is designed to help interested students develop their leadership capacity and will be recognized for their achievements by earning a Leadership Pin and/or Medallion. ELP is designed to educate, engage, and empower all Detroit Mercy students. Using the Social Change Model, the ELP offers an opportunity to explore leadership potential and abilities through involvement in programs, events, and activities that include learning, leadership, spirituality, and service on and off campus. Please email elp@udmercy.edu for more information.

Service Learning & Community Service - The Institute facilitates and documents student Service-Learning, which integrates meaningful community service with instruction and reflection to enrich the learning experience, teach leadership and civic responsibility, encourage lifelong civic engagement, and strengthen communities for the common good. The Institute works with students and faculty to find successful service-learning and community service experiences.

The Campus Kitchen Project is a hunger relief program which trains the next generation of leaders to implement innovative new models to combat hunger. Students use on-campus kitchen space and surplus cafeteria food and engage volunteers who prepare and deliver meals to the community.

The Detroit Mercy Ford Partnership facilitates strategic partnerships in which students address specific needs in the community, identified through in-depth discussions with non-profit organizations and grassroots leaders. The Institute provides leadership training for student leaders who receive funding through the grant to support faculty and students in specific service learning courses in various Detroit Mercy Colleges and Departments.

The Mentoring Program trains students to serve as mentors to other students on campus as well as to local high school students who aspire to become college-educated young men and women. Mentoring others provides opportunities to develop leadership skills and to serve the community.

Undergraduate students are now able to pursue our new Leadership Minor. This program enhances virtually any major field of study at the university. Students will explore and demonstrate valuable leadership skills that will position them for success on campus, in the community, and in their future careers. Students working toward Emerging Leaders’ Medallions are just a few courses away from earning this minor. For more information, please contact TheInstitute@udmercy.edu.

International Services Office

McNichols, Engineering & Science, Room 269, (313) 993-1205, fax (313) 993-1192 Monday - Friday, 8:30am-5pm

Web address: https://www.udmercy.edu/life/iso/

Email: iso@udmercy.edu
The International Services Office serves approximately 400 students from more than 40 countries worldwide. The International Services Office processes international admissions applications and provides counseling on and assistance with immigration and intercultural matters.

**Intramural Sports**

*313) 993-1783 Web Address: [www.udmercy.edu/fitnesscenter/](http://www.udmercy.edu/fitnesscenter/)*

Intramural Sports are provided to the University community for enjoyment and friendly competition in various sporting events. This year’s events include, men’s and women’s flag football, punt, pass, and kick contest, 5-on-5 basketball, homerun derby, dodgeball, sand volleyball, indoor volleyball, outdoor soccer, and co-ed softball. Team entry forms and announcements are posted on blackboard, the web and throughout campus.

**Law Library**

School of Law, (313) 596-0241, fax (313) 596-0245

Monday - Thursday 8:30 am-10:00 pm

Friday 8:30 am-5:00 pm

Saturday and Sunday 12:00 pm -8:00 pm

Extended hours during finals week will be posted at [http://libraries.udmercy.edu/dental/hours/](http://libraries.udmercy.edu/dental/hours/)

Web address: [http://www.law.udmercy.edu/library/](http://www.law.udmercy.edu/library/)

The Law Library supports the instructional and research needs of the law students, faculty, alumni and staff. As the only research library in downtown Detroit, it provides tools for the practice of law to local law community. The Library’s holdings include comprehensive coverage of American and Michigan Law. MURPHY, the law library catalog, is accessible at [http://murphy.law.udmercy.edu/](http://murphy.law.udmercy.edu/).

**Libraries/Instructional Design Studio**

*McNichols Campus Library (313) 993-1070, fax (313) 993-1780 Monday-Thursday 8am-10pm*

*Friday 8am-5:30pm, Saturday 9am-5pm, Sunday 12:30 pm-7pm Web address: [http://libraries.udmercy.edu/mcnichols/](http://libraries.udmercy.edu/mcnichols/)*

*Dental Library (313) 494-6900, fax (313) 494-6838 Monday-Thursday 8:30am-7:00pm*

*Friday 8:30am-5pm, Saturday 10am-5pm, Sunday Closed*

*Web Address: [http://libraries.udmercy.edu/dental/](http://libraries.udmercy.edu/dental/)*

Libraries/Instructional Design Studio serves as an information hub for the University of Detroit Mercy community. Libraries/IDS personnel facilitate development of and access to information in support of the
University’s teaching and learning in a climate where questions, language barriers, and rights of others are respected, acknowledged and welcomed.

The McNichols Campus Library collection totals more than one half million books and media (including DVDs, videos, and book-on-tape), over 600 print serial subscriptions, and 50,000 government documents. Library computers provide access to more than 52,000 full text electronic journals, 40,000 eBooks, and a wealth of other online resources. Most of the online resources are also available off campus. Reciprocal agreements with the Catholic Consortium, Detroit Area Library Network (DALNET), the Association of Jesuit Colleges and Universities (AJCU), Mercy Higher Education Institutions, and OCLC (a world-wide consortium of libraries) provide world-wide research opportunities.

Print special collections in the McNichols Campus Library include the Fr. Edward J. Dowling, S.J. Marine Historical Collection, Society of Jesus Publications, and the Marie Corelli Collection, the Dudley Randall Broadside Press Collection, University Archives and more. Digital collections, the Dowling Marine Historical Collection, the Black Abolitionist Archives, the Fr. Charles E. Coughlin Collection, the Sisters of Mercy Collection, the Thesis Collection, the University Honors Collection, the University of Detroit Football Collection, the University of Detroit Yearbook Collection, Detroit Mercy Commencement Programs, and works of local artist Maugré are digitized and available via the internet.

The Dental Library, which supports the School of Dentistry students and faculty, is located at the Corktown Campus, 2700 Martin Luther King Jr. Blvd. The Library houses books, journals, audiovisual material and other formats in support of the dentistry and dental hygiene curricula and the dental clinic. The Dental Library also houses a number of dental antiques including x-ray machine, foot-pedal drill, dental cabinet, dental chair, and numerous instruments.

The Instructional Design Studio primarily supports faculty in the development of online course content. Students who need assistance using online course content and online course tools such as Blackboard should contact an Instructional Designer by phone (313-578-0580), email http://libraries.udmercy.edu/contact/directory/, or via the chat tool found on the Knowledge (Blackboard) home page. During regular business hours, on campus students are also welcome to visit the IDS office on the third floor of the McNichols Campus Library for assistance, depending on the availability of the designers.

Mail Services for Residents

McNichols, SUMS Boxes, Quad Commons, (313) 993-1150 McNichols, Mail Services, Facility Operations Building, (313) 993-1240 Monday - Friday 8:30am-4:30pm

Web address: www.udmercy.edu/life/on-campus/mail.php

Resident students may request an assigned SUMS Mailbox with lock combination to receive incoming personal mail. Having a SUMS Mailbox is a convenient and secure way to receive mail during the school semesters. Regular student mail is delivered to SUMS by Mail Services Monday through Friday and is generally in the SUMS boxes by 4:00pm. When the student receives a package on campus, an email is sent to the student and a Package Pickup Notification is placed in their SUMS box. Students may bring their Notification slip OR Package ID# to Mail Services to sign for their packages; Detroit Mercy Student ID is required for all package pickups.
For all incoming student mail, please have your sender use the following format: TOMMY TITAN, SUMS #0000 UNIVERSITY OF DETROIT MERCY 4001 W MCNICHOLS RD DETROIT, MI 48221-3038

For outgoing regular mail, stamps and envelopes may be purchased from Facility Operations, or stamps are available in the McNichols Bookstore or Student Accounting Office. For your convenience, properly completed mail may be placed in the Mail Service drop-box in the Facility Operations building. Also, visit the Mail Services website for more information on services to ship outgoing packages.

Parking and ID Office

McNichols, Titan Info Center, Shiple Hall, First Floor (313) 993-1100, fax (313) 993-1509 Monday – Friday 10:00 am-5:00 pm

Summer Hours: Monday - Friday 10:00 am-4:30 pm

Web address: http://www.udmercy.edu/slo/parkingid.htm

The Parking and ID Office provides parking permits/validations and identification cards/validations for students. To obtain a parking permit, students must present vehicle registration, picture ID (driver’s license, state ID card) and class schedule printout for the current term. To obtain a Detroit Mercy ID card students must present a picture ID (driver’s license, state ID card) schedule printout for the current term. ID cards must be validated each term that the student is enrolled. Parking Permits are validated once a year in September. To validate a parking permit or ID card students must present a class schedule printout for the current term.

Detroit Mercy ID cards are not only used for student identification. They also allow students to check out books from the Detroit Mercy library and attend Detroit Mercy home athletic events for free. Detroit Mercy ID cards can also contain a student’s meal plan/flex balance information for resident students on a meal plan. If a student ID is lost, check with the Parking and ID office to see if it has been turned in. There is a $25 charge for a replacement ID card, which will be billed to the student’s account.

Parking permits are transferable to any car a student drives to school. There is a $25 charge to replace a parking permit.

Personal Counseling (Wellness Center)

McNichols, West Quad, (313) 993-1459

Web address: www.udmercy.edu/counseling

Annamaria Silveri, RN, LPC, LLP, PhD 313-993-1459 silveran@udmercy.edu

Rachel Radjewski, LMSW 313-993–1170 bennettrn1@udmercy.edu

Natalie Wicks, LMSW, ACSW 313-578-0496 wicksnk@udmercy.edu

Erika Budson, MA,LPC,NCC,ATR 313-993-1545 budsonel@udmercy.edu

Kristen Salem, LMSW313-993 -7187 salemkf@udmercy.edu
The Personal Counseling Office is an appropriate and safe place for a student to express and explore thoughts and feelings with the hope of becoming a more confident, competent and integrated person. Any student experiencing significant emotional distress is encouraged to make an appointment with the personal counselor. Time-limited individual, group and family counseling is available. Strict confidentiality is assured by rigid adherence to professional ethical standards and the State of Michigan professional regulatory requirements. The service is free to all enrolled Detroit Mercy students. Call Dr. Silveri, Erika, Kristen, Rachel or Natalie for an appointment.

Psychology Clinic

Reno Hall First Floor, West Wing, 313-578-0570

Web Address: http://liberalarts.udmercy.edu/psychology-clinic/index.php

The Psychology Clinic offers compassionate and competent service to those who want to understand themselves better and live fuller, productive lives. Psychotherapy services are offered for moderate difficulties including anxiety, stress, depression, grief/loss and relationship problems, as well as psychological and educational testing to assist in identifying and understanding emotional, behavioral, attention and learning problems, test-taking anxiety and to help clarify abilities and interests. The Clinic also offers assessment for learning accommodations.

Services are available year round based on students’ ability to pay. Client privacy and confidentiality are strictly maintained. Services are also available for UDM students’ family members (children aged three years and older, adolescents and adults) from the Detroit metropolitan area based on ability to pay. Services are provided by psychology doctoral students and supervised by licensed psychologists. Contact 313-578-0570 for an appointment: evening and weekend hours are available

Public Safety Office

24-hour Communication Center: Emergency (313) 993-1123 Non-Emergency (313) 993-1234

Department Locations: Main campus McNichols Student Center Building east end Riverfront Campus, School of Law first floor southeast corner

Corktown Dental Campus, first floor main entrance clinic building

Website address: www.udmercy.edu/policsafety/

The mission of the University of Detroit Mercy Department of Public Safety is to provide a safe environment through effective and professional police services to a diverse population in an educational setting. The officers in Public Safety are as familiar to the students as their professors or resident advisors. This is accomplished through around-the-clock highly visible patrol, which includes marked vehicles, bikes and foot deployment. In addition, officers stress basic safety practices to all our students and encourage them to take advantage of the escort service, use the “buddy system,” and walk in well-lit areas.
Other services provided by the Department of Public Safety include battery starts, educational programs, security surveys, emergency services and assisting with vehicle lockouts.

Registrar

McNichols, FAC 80, (313) 993-3313, fax (313) 993-3317

Monday - Friday 8:30am-5pm

Web address: http://www.udmercy.edu/current-students/registrar/

Email: registrar@udmercy.edu

School of Law, Room 133, (313) 596-0259

Monday-Wednesday & Friday 8:30am-5pm, Thursday 8:30am-8pm

Web address: http://www.law.udmercy.edu/students/registrar.php

School of Dentistry, Corktown DC 461, (313) 494-6616, fax (313) 494-6627 Monday - Friday 8:30am-5pm

Web Address: https://dental.udmercy.edu/alumni/records-transcripts.php

The Office of the Registrar is responsible for publishing the schedule of classes, making classroom assignments, and processing registration, add/drop requests, and grade changes. In addition, the Office of the Registrar is responsible for processing graduation applications, the commencement mailings, cap and gown orders, and diplomas.

Other services include transcripts, posting degrees and honors, enrollment verification or certification, degree verification and deferment forms. The University Registrar serves as Veterans Certifying Official, FERPA Compliance Officer and Solomon Amendment contact.

Residence Life Office

McNichols, Shiple Hall, (313) 993-1230, fax (313) 993-1747, Monday - Friday 8:30am-5pm

Residential Connection (313) 993-2466

Quad Commons Desk (313) 993-1685

Repair Hotline (313) 993-1747

Web address: www.udmercy.edu/life/on-campus/index.php

Email: reslife@udmercy.edu

The University of Detroit Mercy’s residence halls are staffed by full-time Student Affairs professionals, experienced live-in Residence Directors, a Graduate Assistant and paraprofessional student staff members. All
residence halls feature furnished lounges with televisions, study lounges, laundry facilities and vending machines. The Office of Residence Life is committed to engaging the residents in developing community through actively engaging students’ diverse backgrounds to challenge and support their peers to integrate the university mission of intellectual, spiritual, ethical and social development in a living and learning environment.

**Room Reservations**

To reserve a room go to: [www.udmercy.edu/faculty-staff/facilities/host-event/](http://www.udmercy.edu/faculty-staff/facilities/host-event/)

**Location - Scheduling Department & Phone No. McNichols Campus**

Calihan Hall & Outdoor Athletic Spaces  
Athletic Department  
313.993.1700

Fountain Lounge/Patio & 2nd Level of Student Center  
Dining Services  
313.993.1213

Lower Level of Student Center & Student Center Lobby  
Campus Rec. & Intramurals  
313.993.1154

Residence Halls/Surrounding Area  
Residence Life  
313.993.1230

Public Safety Parking Lots & Other Exterior Spaces  
Department  
313.993.1252

Corktown Campus - School of Dentistry  
313.494.6700

Riverfront Campus - School of Law  
313.596.0200

Exhibition Space - School of Architecture  
313.993.1533

Classrooms & Conference Rooms for Internal Use Only

Campus facilities are available for meetings and events to registered student organizations, departments and offices. Outside organizations can request use of campus facilities at a nominal cost. All reservations require approval from the scheduling department responsible for the space requested.

**Scholarship & Financial Aid Office**

Web address: [www.udmercy.edu/finaid/](http://www.udmercy.edu/finaid/)
Email: finaid@udmercy.edu

McNichols, FAC 70,  
(313) 993-3350, fax (313) 993-3347  
Monday - Friday 8:30am-5pm

Dental/Dental Hygiene, Corktown Campus, Room DC 460  
(313) 494-6617, fax (313) 494-6912  

School of Law, Room 133  
(313) 596-0213, fax (313) 596-9837  
Monday & Thursday 9:30am-6pm

The Scholarship and Financial Aid Office assists students and families with the financial aid processes, the cost of attendance and available aid. Other services include scholarship and loan processing, loan entrance and exit interviews, tuition remission programs, athletic grants and other institutional programs. The Scholarship and Financial Aid office also administers a comprehensive student employment program, consisting of work-study and non-work-study, positions on and off campus.

To be considered for financial aid, we encourage all students to complete the Free Application for Federal Student Aid (FAFSA) at https://fafsa.ed.gov. The FAFSA is used to award federal, state, and in some cases institutional aid. If you/your parents (if dependent) are a Michigan resident(s) working on your first bachelor’s degree, we encourage you to complete it by March 1, 2020 to be considered for State grants.

Student Accounting Office (SAO) formerly known as BURSAR

Web address: www.udmercy.edu/current-students/accounting/

McNichols, FAC 40, (313) 993-1420, fax (313) 993-1414  
Monday - Friday 8:30am-5pm

SAO takes care of student accounting. The SAO has many responsibilities, including issuing monthly student statements, collecting student payments and applying them to student accounts. In addition the SAO is also responsible for applying charges originating throughout the University to student accounts, billing third party payers for student tuition, securing signatures on the promissory notes for Carl Perkins loans, making payment arrangements with students and their parents and accepting applications for the Variance Committee.

Student Affairs Office (Dean of Students)

Web address: http://www.udmercy.edu/life/dean-students

McNichols, Shiple Hall, First Floor, (313) 993-1028, fax (313) 993-1509 Monday - Friday 8:30am-5pm

The Dean of Students oversees the offices of Residence Life, Student Life, International Services Office, Wellness Center and Center for Career and Professional Development.
If you have a student concern, an idea for enhancing campus life, a grievance or want to refer or discuss a student conduct matter, you are encouraged to meet with the Dean of Students.

Student Union Facilities

The Student Union is the hub of student activity. It is a great place for students and student organizations to meet to relax, socialize and exchange ideas. A ballroom and meeting rooms are available to registered student organizations for events and meetings.

The Student Union also houses the bookstore, an ATM and dining facilities. Student services/offices that can be found in the Student Union include Public Safety and Dining Services.

Student Union Building Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Areas</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:00 am-2:00 am</td>
<td>All areas in building</td>
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<td>Friday</td>
<td>7:00 am-12:00 am</td>
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<td>Saturday</td>
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<tr>
<td>Sunday</td>
<td>12:00 pm-12:00 am</td>
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Student Employment

Center for Career and Professional Development, Reno Hall First Floor, (313) 993-1017

All students may utilize the TitanCareerLink (powered by Purple Briefcase), which provides a listing of part-time and full-time off-campus employment opportunities within organizations in the metropolitan Detroit area.

Federal Work-Study & Detroit Mercy Non Work-Study Programs

The Federal Work-Study Program enables students who qualify for financial aid to work on or off-campus on a part-time basis up to 20 hours per week while attending classes. It may also be possible to work full-time during semester breaks and during the summer when funding is available.

Students who wish to participate in the program must secure a position for the fall term by October 31st or by February 28th for the winter term. The university also offers a limited number of on-campus non work-study jobs for students who are not eligible to participate in the federal work-study program. Applications for both programs and more information is available from the Scholarship and Financial Aid Office.

Student Life Office

Web Address: [http://www.udmercy.edu/slo](http://www.udmercy.edu/slo)

Email: studentlifeoffice@udmercy.edu

McNichols, Shiple Hall, First Floor, (313) 993-1150, fax (313) 993-3275 Monday – Friday 8:30am – 5pm
In support of the University of Detroit Mercy mission statement, the Student Life Office is committed to providing an environment that encourages the social integration of the student body into campus life thereby providing opportunities for leadership and team-building. Through recreational development, student governance, and social development, the Student Life Office complements the academic programs of study by encouraging student involvement in various organizations and through deliberate planning of extracurricular activities.

For additional information on registered student organizations, activities and opportunities for involvement please go to http://www.udmercy.edu/slo.

Student Programming Board (SPB)

Email: studentlifeoffice@udmercy.edu

The Student Programming Board (SPB) is a subcommittee of the Detroit Mercy Student Senate that is responsible for providing campus activities and programming for the diverse Detroit Mercy student body. Annually, SPB plans programs such as Safety Street, Homecoming, lectures, parties, movies and more. Meetings occur in the Student Programming Board Office every other Thursday at 1:00 pm. Any registered Detroit Mercy student is welcomed to join us in planning exciting campus activities. Please contact us at programboard@udmercy.edu for more information.

Student Government Association (McNichols)

Email: studentlifeoffice@udmercy.edu

Over the years, no matter the major or area of study, the Student Government Association has allowed students to be empowered with a unified voice for student involvement on campus. SGA responds to the needs of the students and expresses their best interest to the administration. Additionally, SGA provides students with leadership development opportunities throughout their undergraduate career. Consider one of the many positions within SGA for you through the Student Programming Board Committee (SPB), Financial Committee (SENSOG), Mission & Values Committee or Public Relations Committee that assist in the function of Senate. Applications can be found in the SGA office, Student Life Office, or by contacting a senator. Pick an application up today and let your voice, opinions and concerns be heard!

The Theater Company at the University of Detroit Mercy

Web Address: www.udmercy.edu/life/theatre/

Email: theatre@udmercy.edu

McNichols Campus, Reno 043, (313) 993-3270, fax (313) 993-3256

Tuesday – Friday 11am – 5pm (Reno Hall)

In the spirit of the Mercy and Jesuit religious founders and sponsors of the University, Ministry Department activities promote compassionate service to persons in need, service of faith and promotion of justice, and that...
dialog of cultures and religions which seeks the respectful harmony and cooperation of persons of all backgrounds and traditions.

Student Success Center

Web Address: [www.udmercy.edu/current-students/support-services/success-center](http://www.udmercy.edu/current-students/support-services/success-center)

McNichols Campus Library, third floor

Fall & Winter Term
Monday-Thursday: 8:30 a.m.-9 p.m.
Friday: 8:30 a.m.-5 p.m.
Saturday: 10 a.m.-3 p.m.

Summer Term
Monday-Friday 9 am - 5pm

The Student Success Center (SSC) provides student-centered services to the University community with the goal of supporting the retention and academic success of undergraduate students. The SSC provides services to the University community in the following areas:

Admissions Services: Academic Interest & Major Exploration (AIME) program

SSC sponsors the Academic Interest & Major Exploration (AIME) program. AIME’s specialized advisors are familiar with the requirements for all degrees and programs offered at Detroit Mercy. AIME is designed to help students explore majors by offering developmental advising and individualized academic plans.

University College (UC) program

SSC sponsors the readmission program, University College (UC). Students are selected for participation in UC through review and interviews with the SSC staff. Students admitted through this process sign a contract agreeing to specific conditions, and are linked to necessary support services, developmental advising, and individualized academic plans of action.

Assessment and Orientation Services

The Student Success Center conducts placement testing for all new and transfer undergraduate students. The SSC coordinates the placement testing, academic advising and registration components of summer orientation for traditional age full-time freshmen.

Academic Support Services

The Student Success Center provides free tutorial services through the Learning Center, including one-on-one tutoring sessions and study groups, for all registered Detroit Mercy students. Study groups are part of Supplemental Instruction (SI), a national, participatory academic support program in which tutors sit in on specific sections of targeted courses throughout the term and then guide study sessions each week. Any student in the course may attend these sessions; the schedule is posted each term in the SSC office.
An appointment is recommended for individual tutoring sessions, although a limited number of walk-ins is available each day. Day, evening, and weekend appointments are available during each term. Students should call (313) 993-1143, make an appointment online at udmercy.accudemia.edu or visit the SSC/Learning Center on the 3rd floor of the Library to make an appointment. No appointment is necessary for the study groups.

The tutorial staff, which includes undergraduate and graduate students, is available for appointments by the second week of each term. The Learning Center supports freshman level coursework, focusing on basic core curriculum and beginning major-specific courses. Some upper-division tutoring is available, primarily in the sciences.

University Ministry

Web Address: www.udmercy.edu/ministry

Shiple Hall, First Floor, (313) 993-1560

University Ministry assists the entire university community in living out its Mission, especially as it seeks to integrate the spiritual, ethical, and social development of students with their intellectual learning.

All programs and activities are open to people of all faiths. While the Ministry office does provide special services to the Catholic community, its mission is to support people of all faith traditions in their spiritual development. Activities include community volunteer service; Hunger Week; Alternative Spring Break and International Service Experience; off-site, overnight and on-campus retreats; guest lecturers; pastoral counseling; faith-based political action; the Ignatius Family Teach-In; residence hall programs; liturgies, prayer and worship services; faith support groups; and university-wide religious celebrations. Chapels and mosques are available for prayer and reflection, as well as scheduled service. The principal weekly service is at 9:00pm each Sunday night in St. Ignatius Chapel (Commerce & Finance Bldg.). Weekly services are typically at 12:00 noon, 4:30 pm, and 10:00 pm.

Wellness Center

http://www.udmercy.edu/life/health/

Health Clinic
McNichols, 104 West Quad, (313) 993-1185, Fall/Winter – Mon, Tues, Thurs, Fri 9am-4pm, Wed 9am-7pm Spring/Summer Monday-Friday 9am-2pm

Services provided by the health clinic promote preventative health care and foster compliance with the objective and aims of the Center for Disease Control and The American College Health Association.

Health services offered: primary care, health maintenance and preventative screening; urgent care, acute illness and injury care; chronic illness and medical condition management; women’s health; immunizations and TB testing; health and medical clearance for School of Health Professions, School of Nursing and Dental School; sexually transmitted infections testing and treatment; referral to medical specialists and psychological and counseling services.
Our health clinic is a fully equipped medical office, which includes two exam rooms, medication dispensary and a diagnostic lab.

Flexible scheduling, same day and walk-in appointments are available.

For additional questions, please contact the Wellness Center at (313) 993-1185 or email wellnesscenter@udmercy.edu.

Professional Counseling
McNichols, 104 West Quad, (313) 993-1459, Fall/Winter and Spring/Summer Monday-Friday 8:30am-5:00pm

Professional outpatient counseling and psychotherapeutic treatment is available to students at no charge. Services are provided by a clinical psychologist, clinical social workers, and mental health counselors who are licensed in the state of Michigan at the highest level of practice. Students seek counseling for many different reasons including: anxiety and depression; mood swings; adjustment and developmental concerns; self-esteem concerns; relationship concerns; stress—academic and social pressures; troublesome feelings including loneliness, shyness, fear and anger; grief and loss; academic performance and motivation; drug and alcohol use issues.

We are committed to enhancing the physical, psychological, emotional and relational well-being of the student in an attempt to promote personal growth and the achievement of academic success.

Appointments can be made by phone, (313) 993-1459 or email, bennetrn1@udmercy.edu.
University of Detroit Mercy
Administrative Officers

President
Antoine M. Garibaldi, PhD
Fisher Administration Center, 500

Provost and Vice President for Academic Affairs
Pamela Zarkowski, JD, MPH
Fisher Administration Center, 500

Vice President for Business and Finance
Thomas Manceor, CPA
Fisher Administration Center, 324

Vice President for Enrollment Management and Student Affairs
Deborah Stieffel, MS
Fisher Administration Center, 101

Vice President for University Advancement
Arnold D’Ambrosio, MLS
Fisher Administration Center, 400
Welcome to the University of Detroit Mercy’s Information Technology Services. As a member of the student body at University of Detroit Mercy, you will have access to many information technology resources. This guide acts as a reference for what is available, where you might find it, how to use it and where to obtain help when needed.

The [http://www.udmercy.edu/about/its/](http://www.udmercy.edu/about/its/) website is the location where you will find much of the online content available to you. First and foremost, all University information technology related policies are located at this site and should be reviewed in detail prior to further use. Please note of importance, the Acceptable Use and Security Policy located online at: [http://www.udmercy.edu/about/its/policies/index.php](http://www.udmercy.edu/about/its/policies/index.php) that you implicitly agree to by continued use of the University’s technology resources.

**Connecting to the University Network**

You are welcome to bring a personal computer for high-speed connectivity to the university network. Please understand, unlike a home environment, the university network is a more complicated shared resource where personal responsibility is necessary for all to benefit. Irresponsible or inappropriate use of the network is not tolerated. Any illegal or unethical use will be turned over to the proper authorities. Use of the network is a privilege that may be revoked.

Prior to connecting to the network, ITS strongly suggests the following safe computing practices:

- Installation of antivirus software configured for auto-update of virus definition files on a daily basis and auto-scanning and auto-cleaning of all hard drive partitions.

- Installation of all operating system and security patches for your operating system and all installed applications. For Microsoft users, the best way to keep your PC current is to turn on automatic updates. With automatic updates, you do not have to search for updates online or possibly miss critical fixes or device drivers for your Windows PC. Windows Update automatically installs important updates as they become available. For Apple users, please check [https://support.apple.com/en-us/HT201541](https://support.apple.com/en-us/HT201541)

- Installation of a personal firewall.

- Installation of detection and daily cleaning software for adware, spyware and other unknown background processes.

- Removal of all illegally obtained software.

- Installation of a backup process in the event your hard drive malfunctions.

A computer connected to the Detroit Mercy network is vulnerable to the common threats that exist across the entire Internet. Taking these precautionary steps prior to connecting to the network will help to reduce potential problems.

Wireless networking is available in all McNichols classrooms and all McNichols residence buildings. General access spaces including the Library, Student Union and Calihan Hall are also equipped with WIFI service.
The University uses SSIDs “udmsecure” and “dormsecure” for connections. While we cannot guarantee any wireless connection is attached to an official Detroit Mercy access point, we can confirm that connections to access points with different SSIDs are not legitimate.

**Connecting to the Residence Hall Network**

In addition to in-room WIFI access, each room in the residence halls has two active wired data ports. To connect to the network over the wire you will need a PC or Mac with an Ethernet port and a Category 5 patch cable. Not all computers are equipped with Ethernet ports. Often, computers without Ethernet ports will have a USB port in which an adapter may be purchased and installed to establish a wired connection to the network. Adapters are available from most computer stores. Although WIFI is available in all dorm rooms, a wired connection is generally faster and more secure.

**Connecting to Detroit Mercy from Off-Campus**

Many academic and administrative resources are available to online and may be reached from off-campus locations across the Internet.

All sites are reachable through the University’s official website https://www.udmercy.edu. As previously mentioned, you will also find links to IT resources at http://www.udmercy.edu/about/its/ as well as self-service features at https://my.udmercy.edu.

**ITS Computing Labs**

The ITS department operates several computing labs at the university. The main lab, known as the Quad Commons lab, has generous, student-friendly hours.

All ITS computing labs are equipped with the same login process and all have the same applications. If you are accustomed to using one of the labs during a class, you will find all other ITS computing labs provide an identical experience. Generic logins are used to login to the computers and details on login are available from the lab manager.

Students from across the university are welcome to use any of the labs; however, classroom reservations do take priority over individual usage. Schedules are posted outside the door of each lab and at https://www.udmercy.edu/about/its/computing/academic-labs.

Several academic departments (Law, Computer Science, Electrical Engineering, Civil Engineering, English, Communications Studies, etc.) operate their own labs for which different procedures and policies apply. Please visit these labs for more details.

All ITS computing labs are equipped with PC-based computers with USB ports which you may use to store your files. Files should not be stored on the lab computers since they are cleansed at logout or reboot.

**Email, User Codes and Passwords**

Carry your Detroit Mercy student ID with you at all times. You may obtain your Detroit Mercy student ID from the Titan Information Center located on the main floor of the Student Center.

No student is allowed entrance into any of the ITS Academic Labs without a current Detroit Mercy student ID. (Policy ITS-0006)

**Two Primary Accounts**

There are two distinct accounts each student is assigned to use.

Email – Leveraging the capabilities of the Microsoft Office 365 platform, all students are issued a @udmercy.edu email account for Detroit Mercy related communications.
The My Portal (previously known as TitanConnect or “TC”) - The University’s enterprise operations are managed through the My Portal system. My Portal provides students a central portal environment where University business may be conducted, class schedules are available, Blackboard may be accessed and much, much more. Your My Portal account credentials are often used for other University systems such as library databases and the Rave Emergency Alert system.

You may be granted accounts from other areas of the University from time-to-time for specific resources.

Who is eligible for Detroit Mercy student email?

All currently enrolled Detroit Mercy students are provided a Detroit Mercy email account. A Detroit Mercy student email account is kept active during the student’s entire academic career at the university. You may continue to use the same Detroit Mercy email account upon graduation provided your account is in an active state of use. To access the email system, please log in to https://portal.office.com.

How do I obtain my Student email account?

For most students, your user codes and passwords will be provided to you by the Admissions office once accepted. If you do not receive them at that time, they will more than likely be sent by postal mail to your address of record in a letter from the Admissions or Registrar’s office. If you are still without an email address you must stop by in person at the Help Desk office – located in the Fisher Building Room 230 (make a right out of the elevator). Bring a government-issued photo ID for verification as well as your T# (which is your university issued ID number that is available on your schedule and other University documents).

What happens if you forget your Email or My Portal password?

What happens if you forget your Email or My Portal password? If you forget your password, both systems provide a password reset feature on the login page. For email, click on this option to answer your previously established security questions and answers to reset your password and for the my.udmercy.edu portal, please click on the “reset password” link to send a password reset link to your University email account.

Should you be unable to reset your password using this option, you may reach out to the ITS Help Desk for assistance. The ITS Help Desk is required to validate who you before they will reset your password and this generally requires providing a government-issued photo ID.

Please note for My Portal users, after five failed attempts your account will be temporarily suspended. Wait 5 minutes and try again or use the password reset feature. Subsequent failed attempts will result in your account being locked out for longer periods of time. Every failed attempt doubles the wait time before the account may be accessed again.

Email Suggestions

Most email messages that attempt to validate personal information are a part of a scam to collect information for identity theft purposes. This is known as “phishing.” Under no circumstances will the University ask for your password by email or otherwise. If you receive a request to provide personal information, please disregard it.

Never click on a link that you are “pressured” into. Never provide any personal data at the request of another. You can always close a window by using the “X” box on the active window.
If you are doubtful of the authenticity of a request, feel free to forward the message to its@udmercy.edu to verify the legitimacy of the message.

Never simply click on a provided link as many spam messages contain false websites used to collect personal data. Although it may look authentic, it may not be official.

Never include your SSN, mother’s maiden name, passwords or any additional personally identifiable information within an email message. While you may believe email is private, messages travel across public networks and are susceptible to interception along the way. This is the nature of use of public network.

**SPAM Protection**

SPAM protection is turned on for all @udmercy.edu email accounts. Messages that trip the SPAM filters are placed in a “Junk Email” folder within your email account. Please review the messages to ensure you are not missing out on legitimate communications.

**Student Email Policy (Policy ITS-0024)**

**Policy**

All undergraduate and graduate students (including employees who are taking classes) will be assigned a University student email address with the expectation that they will read their email regularly. This will help ensure that they are kept informed of current University updates, deadlines, emergency notification, etc. It is the student’s responsibility to read all University correspondences sent to the student’s University email address by Detroit Mercy faculty and administration.

**Rationale**

Detroit Mercy is committed to increasing its interactions with students and improving ways of conveying important information.

This policy will enhance the ability of faculty and administrative offices to send official and course-related information to students via email with minimal barriers.

**Guidelines**

In general, redirecting Detroit Mercy email to another non-University email address is not encouraged. The University will not be responsible for the handling of email by outside service providers or servers. Having Detroit Mercy email redirected to another account does not absolve a student from the responsibilities associated with timely reading of communications sent to an official email address.

For those students who may not own a personal computer, a variety of computer resources are provided at sites around the campus in an effort to make the University email system relatively easy to access.

Please refer to the Student Handbook and the IT web site http://www.udmercy.edu/about/its/ for specific locations. Public libraries are also places where students can go to access email.

**P2P File Sharing**

In accordance with the requirements of the United States HR 4137 Act Sec 493(29), the ITS department has installed a packet management solution to drop incoming and outgoing TCP/IP and UDP packets from all known illegal file-sharing services with the exception of those known to be operating within the law as viable entities.

When the RIAA or any copyright owner sends the ITS department a warning or “settlement letter” with Internet Protocol (IP) addresses of alleged offender requesting that the University forward the letter to the user whom they
allege have infringed the copyright upon. ITS will internally identify and forward the notice to the individual whose computers are on record as being assigned to the IP address identified in the settlement notice.

The University is not responsible for the accuracy of the identification of addresses to which such notices are sent or for how individual users elect to respond to such notices. All users of University IT resources are ultimately responsible for their own conduct and for responding to any notification received from a copyright owner that is passed on to the user by the University. Users who have questions regarding a notice should contact legal counsel of their own choosing for advice.

Annually, the University will notify all students that if found in violation of this Act, they will be dealt with as documented below.

On the first detection, ITS will block the port and/or MAC address of the offending device. The user of the device will need to see the ITS Help Desk Manager to discuss the activity and take corrective action to eliminate the activity. Once cleared up, ITS will remove the block.

On any successive detection, ITS will block the port and/or MAC address of the offending device. The user of the device will need to report to the Dean of Students. The Dean of Students will then handle the case according to Student Code of Conduct. Once the Dean of Students communicates approval in writing to lift the block for the offending device to ITS, then, and only then, ITS will then remove the block. Legally, civil or criminal penalties may apply.

**Student/Faculty/Staff Personal Computer Purchase Programs**

The University of Detroit Mercy is pleased to have arranged educational pricing for hardware and software directly from a number of vendors. For more information, please visit https://it.udmercy.edu/.

**Learning Management Systems (Blackboard)**

The University utilizes the Blackboard Learning Management system which is available through your My Portal account at https://my.udmercy.edu.

Assistance is available through the Instructional Design Studio (IDS) within the McNichols Library. They may be reached online at: https://libraries.udmercy.edu/ids/

**Getting Help**

All ITS Computing Labs are staffed to assist in the available technology. Staff are available for technical issues; however, they are trained not to comment on course-related materials and most especially homework. Staff aren’t there to do your homework nor are they familiar with the specific details your professor may have taught in a class session.

The Student Success Center (SSC) provides some tutorial assistance for course-related questions. The SSC is located on the 3rd floor of the library.

For all other IT related matters the ITS Helpdesk is your go to resource. The ITS Helpdesk is located on the second floor of the Fisher building in room 230. You may also reach the Helpdesk online at https://hd.udmercy.edu, by email helpdesk@udmercy.edu or by phone (313) 993-1500.

**Employment**

For those interested in obtaining work experience within the world of information technology, open student positions are posted on the student employment board in the Financial Aid Office located on the Ground Floor of the Fisher Building. Please review instructions on the board.
ITS hires students to work on the Helpdesk, within labs, as videographers, on our network teams and within the AV department. No prior knowledge is required but just an openness to learn and serve is helpful for success in student positions.

All professional computing positions are posted online by the Human Resources Department.
STUDENT POLICIES

Student Code of Conduct

University of Detroit Mercy is an institution of higher learning that is committed to a value-directed, Christian education within the Roman Catholic tradition. As a community of scholars dedicated to the transmission of knowledge, pursuit of truth and development of spiritual, moral and cultural values, the University strives to provide an environment in which the rights of inquiry, expression and communication coexist with the responsibilities each member has to the community. Respect for the rights and privileges of others, the development of high standards of personal integrity, self-discipline and control, and the exercise of wise ethical decisions are goals espoused for each person. Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the rights and responsibilities below.

For the purposes of the Student Code of Conduct, a student is defined as a person enrolled at the University of Detroit Mercy for undergraduate or graduate courses, (excluding Law and Dental), and is considered to be a student until such time as he/she graduates, withdraws, is dismissed or does not register for the next semester (excluding summer term).

STUDENT RIGHTS

As a participant in the processes of the University, i.e. learning, teaching, research, administration, and other University activities, each member of this academic community has the right to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge and truth. Students are entitled to appropriate due process protections as a part of the Student Code of Conduct.

Students have the right to be treated fairly and with dignity regardless of race, ethnicity, gender, religion, age, disability, sexual orientation or political affiliation.

RESPONSIBILITIES

The University of Detroit Mercy is committed to fostering ethical and moral values that are consistent with Jesuit and Mercy traditions. Among the core values of the university is the inherent dignity of every individual as well as the right of each person to hold and to express his or her viewpoint. When these views conflict, it is the obligation of members of the community to respect other perspectives. In keeping with these values, and the recognition of the cultural diversity of the university community, the University will not tolerate discriminatory or hate motivated conduct, behavior, or harassment based on race, ethnicity, gender, religion, age, disability, sexual orientation or political affiliation with the intention to intimidate or injure an individual(s) physically, mentally, or emotionally.
Community Standards – COVID-19


COVID-19 is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness and death.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person. You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks. You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Everyone is at risk of getting COVID-19. Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

Practice social distancing. Buy groceries and medicine, go to the doctor, and complete banking activities online when possible. If you must go in person, stay at least 6 feet away from others and disinfect items you must touch. Get deliveries and takeout, and limit in-person contact as much as possible.

In recognition of the outbreak, the University of Detroit Mercy continues to monitor all medical information given by the Centers for Disease Control in order to safeguard the health and safety of its community. Anyone who believes they may have been exposed to COVID-19 should, over the next 14 days after exposure:
- Watch for fever and respiratory symptoms and seek health care if any symptoms arise.
• If and when symptoms appear, seek medical evaluation. This can be done at your primary care doctor’s office, urgent care, emergency department, or contact the wellness center.

For more information on COVID-19, you may visit the following sites: Center for Disease Control at [https://www.cdc.gov/coronavirus/2019-ncov/index.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html)

**COVID-19 Community Response and Reporting Guidelines for Student Behavior**

As Detroit Mercy implements new health and safety protocols and expectations, all members of our community play a role in helping to establish our new social norms. The Detroit Mercy community are encouraged and empowered to actively promote and reinforce our community expectations through respectful, and compassionate dialogue.

In our educational environment direct, constructive engagement regarding our community expectations should be our first approach. Should additional response be required, the following guidelines offer response and reporting options.

**Unacceptable Behaviors**

Examples of behaviors:

• **Deliberately** not using or ineffectively using PPE in classrooms and other shared spaces
• **Failure to comply with University guest expectations**, including, but not limited to Residence Hall policies
• **Deliberately** not complying with health promoting behaviors and community expectations, which includes moving furniture, not following social distancing protocols, failure to clean spaces as expected, quarantine and/or isolation, contact tracing, etc.

**Directly confront the behavior:**

“I noticed you (insert poor choice/behavior). Just wanted to remind you that we are supposed to (insert good choice/behavior. If you’re not willing to do so, you’ll need to leave this space and you may face significant student conduct consequences. “

“I see that you have your mask but it’s under your chin. We are expected to wear it at all times, can you please put it on? If you’re not willing to do so, you’ll need to leave this space and you may face significant student conduct consequences. “

“Your choice to invite people to this puts me at this risk and I am asking you to have your guests leave and you may face significant student conduct consequences.”

• Notify relevant staff member (examples include: supervising staff, residence life staff, and department heads)
• Complete an online [Student Concern Report which may result in a COVID-19 Referral Report](https://www.cdc.gov/coronavirus/2019-ncov/index.html)
Student Conduct Response:
- Charges may include, but are not limited to, harm to others, failure to comply, disrespect (others, community, property)
- The benchmark sanction if found responsible is University Probation and/or Removal from Detroit Mercy Residence Halls.

**Probation** is a formal notice to the student that the behavior in question is unacceptable within the Detroit Mercy community and that the student is not considered to be in "good conduct standing" with Detroit Mercy for the duration of the sanction.

**Removal from On-Campus Housing** - is a notice to a student that they have lost the privilege of living on campus for a designated period of time (usually the remainder of the academic year). Students assigned this sanction are not permitted to enter or visit any Detroit Mercy residence hall.

**Extreme Risk Behaviors**

Examples of behaviors:
- **Disrespectful or disruptive response when refusing to comply** with health promoting behaviors and community expectations
- **Planning/hosting an event (on or off campus)** that puts people at risk for exposure
- **Knowingly** engaging with community members while exhibiting COVID-19 symptoms
- **Failing to comply** with quarantine/isolation expectations

Options to address the behavior:
- **Submit a COVID-19 Referral Report**
- **Contact Public Safety** if there is an immediate threat of violence or you witness harassment occurring: 313-993-1234.

Student Conduct Response:
- Charges may include, but are not limited to, disruptive behavior, endangering behavior, harassment, threat/intimidation, property neglect/damage, disorderly conduct, harm to others, failure to comply, disrespect (others, community, property)
- The benchmark sanction if found responsible ranges from University Probation to Non-Academic Dismissal and includes Removal from Residence Halls and Suspension.

**Probation** is a formal notice to the student that the behavior in question is unacceptable within the Detroit Mercy community and that the student is not considered to be in "good conduct standing" with Detroit Mercy for the duration of the sanction.

**Removal from On-Campus Housing** - Removal from residence halls is notice to a student that they have lost the privilege of living on campus for a designated period of time (usually the remainder of the academic year). Students assigned this sanction are not permitted to enter or visit any Detroit Mercy residence hall.

**Suspension** excludes a student from participation in any academic or other Detroit Mercy activities for a specified period of time, which may be indefinite and prohibits a student from visiting Detroit Mercy's premises for the duration of the sanction.
Non-Academic Dismissal is the most serious University sanction and involves the permanent exclusion of the student from Detroit Mercy.
Student Code Violations

For the welfare of the entire community acting in the interest of rights and responsibilities, all individuals in the community shall obey the enforcement of orders or directions given by a University official in the performance of his/her duties or the operation of his/her office.

Members of the University community who interfere with the rights of others by failing to fulfill their responsibilities as stated above will be subject to disciplinary sanctions. Students are all expected to observe standards of conduct consistent with the pursuit of knowledge, truth, and spiritual development. The following list of unacceptable behaviors is intended to be illustrative in nature rather than all-inclusive.

1. Dishonestly or knowingly furnishing false or incomplete information to the University with the intent to deceive.

2. Making, possessing, or using any falsified University document or record; altering any University document or record, including identification cards and parking permits.

3. Knowingly making false accusations against a member of the University community.

4. Unsanctioned possession or use of University equipment, materials or keys or the unauthorized entry, exit, occupancy of, or use of any University room or building facility.

5. Illegal possession, consumption, distribution or furnishing of alcohol or other drugs on University property; or the hosting of an event in which any of these occur.

6. Disorderly conduct including:
   a. Obstruction or interfering with the reprimand, discipline, or apprehension of another person involved in the commission of an offense under the conduct code or any other University policy or regulation.
   b. Obstruction or disruption of teaching, research, administration, student conduct procedure, public service functions or other University authorized activities.

7. Lewd or offensive and improper behavior.

8. Possessing, using, or storing firearms, explosives or weapons on University controlled property or at University events or programs.

9. Disregard for the safety of others.

10. Stealing, vandalizing, damaging, destroying, or defacing University property or the property of others.

11. Behavior or language that threatens or endangers the health, safety, or well-being of any person or group.

12. Violation of a contractual obligation or publicized administrative policies.
13. Sexual Misconduct – the unauthorized form of any sexual contact with another person without the consent of that person.

14. Sexually harassing another [link to policy]

15. Exchange of money or services involving betting or gambling.

16. Acts of retaliation – Words, action, or written communication that implies or states another individual of the university community will be harmed or harassed for serving as a witness or victim or testifying in a conduct violation case.

**FIRE SAFETY RULES**

The following is a list of unacceptable behaviors with regard to fire safety:

1. Setting fire to or creating a fire on University owned or operated property.

2. Lighting candles or incense in a University facility without express written permission from the Dean of Students or their designee.

3. Falsely reporting a fire, activating emergency warning equipment, failing to report the activation of a smoke detector, or intentionally communicating false information regarding the existence of explosives on University property.

4. Tampering with safety devices, such as alarm systems, fire extinguishers, exit signs, smoke/heat detectors, fire hoses, etc.

5. Failure to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms, inappropriate use of the fire alarm.

6. Blocking doorways, propping fire doors, and hanging objects from any type of fire equipment/device ceiling.

7. Use or possession of fireworks and/or other incendiary materials on University premises or at University sponsored activities.

8. Making or issuing any type of bomb threat on University premises or at University sponsored activities.

**NON-COMPLIANCE**

The following shall be regarded as acts of non-compliance:

1. Failure to comply with the direction of an individual identified as an authorized University official or other official acting in the performance of his/her duties.

2. Complicity-Presence during any violation of University policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of University policy are expected to remove themselves from participation and are encouraged to report the violation.

**OFF-CAMPUS STUDENT CONDUCT**

The University reserves the right to review student conduct that occurs off campus when such behavior reflects upon the integrity of the University. Students are reminded that they serve as representatives of the University of Detroit Mercy.
In cases of inappropriate off campus behavior, the Dean of Students or designee investigates these charges and may refer students to the Student Conduct System. This provision is also applicable to students studying abroad.

VISITORS AND GUESTS

Detroit Mercy community members are responsible for their guest’s behavior should the guest violate any University policies.

The University reserves the right to sanction its students for criminal or civil violations, or for a violation of University policy independent of or in addition to any actions taken by a criminal or civil court of law. Where the University of Detroit Mercy’s interests as a community are clearly involved, however, the University President, or designee may assert special authority in determining the future status of this member of the University community.

In the residence halls there are policies and procedures to which all students are subject. These policies and procedures are described in the “Guide to Residence Living” handbook.

Students are also subject to the policies, rules and regulations of the colleges/schools in which they are enrolled or taking classes. All academic grievances are handled by the individual colleges/schools.

Bias Incidents and Reporting

Create Community – Be the Difference

Detroit Mercy is committed to creating and maintaining an inclusive and respectful community that allows students, faculty, and staff to achieve their fullest potential. You can Be the Difference in creating an inclusive and respectful community by acting against incidents of bias. It is important that we all take responsibility to report incidents that do not support the kind of community that respects the dignity of all people based on their social identities.

The Bias Incident Committee is committed to fostering a campus environment where everyone feels safe and respected. We include within that commitment a desire to uphold everyone’s right to freedom of expression. Our responsibilities include supporting people and groups who experience bias incidents (defined below), monitoring and reporting on those incidents, and recommending educational initiatives to minimize bias.

The list below provides some definitions and reporting resources.

UNDERSTANDING BIAS

The BIAS Committee will collect reports on bias incidents and hate crimes.

- A **bias incident** is non-criminal conduct, speech, or expression motivated, in whole or in part, by bias or prejudice against an individual or group of people because of their real or perceived characteristics.

- A **hate crime** is a criminal offense against an individual, a group of people, or property motivated, in whole or in part, by an offender’s bias against a disability, ethnicity, gender, gender identity, race, religion, or sexual orientation.
The exchange of ideas and free expression of multiple viewpoints is essential for our community. Ideas, perspectives, and conduct that some find offensive, insulting, controversial, or inflammatory may not necessarily rise to the level of bias-related incidents or hate crimes. Our commitment to openness and free expression, however, does not protect harassment or expressions of bias or hate based on social identity.

**What is a bias incident?**

*a bias: an inclination, temperament, or prejudice for or against persons because of their memberships in a protected class, especially in a way considered to be unfair*

A bias incident refers to language, expression, or conduct that demonstrates bias against a person or group based on their actual or perceived social identity, including age, color, disability, ethnicity, gender, gender identity, marital status, military/veteran status, national origin, race, religion, sex, sexual orientation, etc. Bias incidents typically result in emotional discomfort, mistrust, insecurity, and distress for the targeted person(s) and may limit the ability of people to work, study, or participate in college life. They also damage our ability to create an inclusive and welcoming campus.

A bias incident, motivated by a person or group’s social identity, may include but is not limited to:

- Discrimination or expressions of disrespect
- Displays of hate symbols
- Disparaging conduct or language
- Hostile environments, intimidating comments or messages, and/or harassing behavior -- in person or online -- that is severe, persistent, or pervasive
- Threatening behavior
- Defacement of personal or university property

**Specific Examples of bias**

Racial and ethnic stereotype theme parties
Student organizations host a party that encourages people to wear costumes and act out in ways that reinforce stereotypes that create a campus climate that is hostile to racial and ethnic minority groups

Bias in the classroom
Professors who make pejorative comments or stereotypes about a protected class of people, e.g. women, religious minorities, underrepresented racial groups, people with disabilities, etc.

**What is a hate crime?**

A hate crime is a criminal offense like murder, arson, invasion of privacy, or vandalism, with an added element of bias towards a federally protected class of people.

Federal law defines hate crimes as a “criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin or sexual orientation.”
How to Report a Bias Incident

Anyone may report a bias incident: Report a Bias Incident.

If possible, preserve any evidence and document the incident as thoroughly as possible: photograph graffiti / written material; maintain a copy of a phone, text, or email messages; or accurately document and date what was verbalized.

You may also report the incident anonymously. Anonymous reporting, however, may impact the University’s ability to pursue appropriate action.

Once you have completed and submitted the online form, you will be contacted by a member of the Bias Support Committee.

What Happens Next?

1. Once a report is received, it is reviewed by the Co-Chairs of the BIAS Team.
2. If the reporting party is known and requests a response, the BIAS Team will reach out within two business days to schedule a meeting.
3. Any, or a combination of the following three actions, may result:
4. Support: Offer support via appropriate campus departments, employee benefits, off-campus resources, etc.
5. Inquiry: Gather additional and clarifying information
6. Education: Recommend a community message, campus program, town hall meeting, faculty / staff development, etc.
7. If follow-up is not possible or necessary, then no further action is pursued.
8. All bias incident reports are archived to help track and improve campus climate.

*If the incident is egregious, violates University policy, and/or there is an established pattern of behavior, then the BIAS Team will forward the report to the appropriate campus department, such as Human Resources or the Dean of Students Office. If the incident may constitute a hate crime, then the report will also be shared with Public Safety.

How Will Reports Be Used?

Reports summarizing incidents of bias will be made available to the Provost and Vice President for Academic Affairs.

In addition, summary reports indicating the types of bias that have been reported will be made available to members of the university community. These summary reports will also inform choices about future education and prevention programming efforts to address and reduce bias incidents at Detroit Mercy.

If the reported incident is a violation of Code of Conduct, Student Handbook, the Dean of Students may impose disciplinary actions. If University policy or federal, state or local statute has been violated, the University may be required to take specific action to address the incident and its effects.
**HATE FREE POLICY**

Members of the University of Detroit Mercy community affected by hate-motivated offenses are strongly encouraged to report these incidents. Such incidents can be reported to a variety of offices on campus including: the Dean of Students Office, Office of Residence Life, and the Department of Public Safety. Reporting discriminatory or hate-motivated incidents does not in itself constitute a formal complaint nor compel one to file a formal complaint of misconduct. However, it does allow those affected by such violations to have a support system and an avenue for recourse.

Students proven responsible for hate-motivated violations are subject to a range of disciplinary sanctions up to and including disciplinary expulsion from the University of Detroit Mercy. The Dean of Students may impose harsher sanctions when behavior is proven to be motivated by hate. As in all cases of misconduct, including hate-motivated offenses, both the accused student and the complainant have rights that are granted through the university conduct process. These rights are contained in their entirety in the University of Detroit Mercy Student Handbook. In addition, students who have experienced discriminatory or hate-motivated conduct, behavior, or harassment may also seek additional redress under the Student Non-Code of Conduct Violations Grievance Procedure.

**HAZING POLICY**

Hazing is considered by the Fraternity Executives Association to include any action that produces mental or physical discomfort, embarrassment, harassment, or ridicule. The University of Detroit Mercy Code of Rights and Responsibilities states that no member of the University community may harass, threaten, coerce, abuse, or harm any person. Fraternities and sororities, athletic teams, and other student organizations, in their member recruitment, member development, and activities, are not excluded from these policies regardless of their own organization policies. At the same time, the University may support and act upon the hazing policies of each organization. Thus student organizations are bound by both University and its own policies regarding hazing.

Hazing policy statements are a required part of files for all Greek social and service organizations, and any other organization engaging in pledging potential members. Hazing allegations will be investigated and followed up by the University quickly and aggressively.

**SUBTLE HAZING**

Behaviors that emphasize a power imbalance between new members/initiates and other members of the organization. Termed “subtle hazing” because these types of hazing are often taken-for-granted or accepted as “harmless” or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members/initiates on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members/initiates often feel the need to endure subtle hazing to feel like part of the organization. (Some types of subtle hazing may also be considered harassment hazing). Examples include, but are not limited to the following:
• Assigning demerits
• Deception
• Deprivation of privileges granted to other members
• Requiring new members/initiates to perform duties not assigned to other members
• Line-ups and Drills/Tests on information
• Socially isolating new members/initiates
• Line-ups and drills/tests on meaningless information
• Name calling
• Requiring new members/aspirants to refer to other members with titles, so as to suggest subornation, inferiority, or second-class status
• Expecting certain items to always be in one’s possession, or taking possession of one’s items without asking for permission
• Expecting or requesting new members/initiates to be deprived of maintaining their normal class study or schedule

HARASSMENT HAZING
Behaviors that have the potential to cause emotional anguish or physical discomfort in order to feel like part of the group. It can be viewed as confusing, frustrating, and/or causing undue stress for new members/aspirants. (Some types of harassment hazing can also be considered violent hazing). Examples include, but are not limited to the following:

• Verbal abuse, including berating of individuals
• Threats or implied threats
• Asking new members to wear embarrassing or humiliating attire
• Stunt or skit events with degrading, crude, or humiliating acts
• Expecting, requesting, or demanding new members/rookies to perform personal service to other members such as carrying books, running errands, cooking, cleaning, etc.
• Sleep deprivation
• Sexual simulations or stimulations
• Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness
• Demanding or expecting new members/rookies to harass others

VIOLENT HAZING
Behaviors that have the potential to cause physical and/or emotional or psychological harm or trauma. Examples include, but are not limited to the following:

• Forced or coerced alcohol, or any other drug consumption
• Beating, paddling or other forms of assault or blunt-force trauma including striking with fists or any other objects
• Branding
• Forced or coerced ingestion of vile substances or concoctions
• Burning
• Water intoxication or over-consumption of food or other substance
• Expecting abuse or mistreatment of animals
• Public nudity
• Expecting or demanding or assignment of activities that would be illegal (e.g., shoplifting) or unlawful or might be morally offensive to new members/initiates
• Forced or required conduct that could embarrass or adversely affect the dignity of the individual
• The intentional creation of cleanup work or labor for new members/initiates by other members
• Bondage
• Abductions/kidnapping/holding against one’s will
• Forced exposure to cold weather or extreme heat, regardless of appropriate protection
• Participation in physical activities such as calisthenics, exercises or other so-called games

Conduct and Grievance Procedures

INTERIM SUSPENSION

If during the conduct procedure, the Dean of Students or their designee determines that a student’s continued presence represents a clear and present danger to persons, property or the ongoing academic/administrative processes of the University of Detroit Mercy, such student may face interim suspension. During the interim suspension, the student is not allowed on campus except to attend conduct meetings.

CONDUCT PROCEDURE

The conduct procedure was established to guarantee protection of individual and/or group rights when accused of violating University Code of Conduct, policies, or procedures. Academic grievances are handled by the individual colleges/schools. The proceedings follow rules of administrative rather than legal bodies.

1. Filing of Charges: Written reports of an alleged violation(s) may be filed by a member of the University community against a student or student organization. The report should be filed within two weeks of the incident with the appropriate University official designated by the Dean of Students.

2. Inquiry: The alleged violation(s) will be investigated within four weeks by an appropriate University official designated by the Dean of Students.

3. Notification: If the alleged violation(s) are found to have a reasonable basis in fact, a letter shall be sent within one week after completion of Step 2 to the student’s last known address informing him/her of the alleged violation(s), and the procedure to be followed.

4. Informal Resolution Conference: Within two weeks of the notification, the student will arrange to meet with the appropriate officer to review and discuss the alleged violation(s). The student may at this time admit responsibility and accept appropriate sanctions, and that will conclude the matter. If a student does not choose to admit responsibility and the Dean of Students or their designee feels that the matter warrants further action the matter will proceed to a Formal
Resolution Conference.

5. Formal Resolution Conference: Within two weeks of the informal resolution conference, the student will meet either with the appropriate office for an administrative conference.

6. Letter of Conduct Procedure Action: Within two weeks of the conference (or failure of student to arrange a conference) the officer will send the student a letter stating the outcome of the investigation and sanctions as appropriate.

WITNESSES

A student that is required to attend a Formal Resolution Conference (FRC) may request witnesses to testify on their behalf at the FRC. Victims, complainants and the conduct officer may also invite witnesses to appear at the FRC. In the exceptional event that a witness is unable to attend the FRC, the witness may write or record a statement and discuss the statement with the student conduct officer before the scheduled conference. The student conduct officer is to be notified of a request for a witness(es) not less than two (2) working days before the FRC, whether in person or in writing. The student conduct officer may reasonably limit the witnesses called due to relevancy as well as the scope and time devoted to witness statements. Witnesses are typically asked to comment only on the event(s) pertinent to the charges, not the character of the charged student(s).

ADVISORS

The charged student, a victim in a sexual assault case, or any victim who has received permission from the student conduct officer, may have one advisor present at their Formal Resolution Conference (FRC). If the student wants to have an advisor present, the student must notify the student conduct officer of this fact in writing no less than two (2) working days before the beginning of the FRC. Advisors are normally members of the community (i.e., current full time students, faculty, and staff). This advisor serves as a support person and is intended to be of direct assistance to the student before and during the conference.

The advisor may not speak for the student nor address the conduct officer. The advisor may not be an attorney.

SANCTIONS

The primary aim of the Code of Conduct is to help facilitate the growth of students by helping them deal maturely with questions of personal responsibility. These sanctions are intended as guidelines, which may be modified based upon extenuating circumstances.

The University of Detroit Mercy, in addition to imposing its own sanctions, may refer any violation of federal, state, or local law to the proper authorities.

1. Warning: An official reprimand for a minor violation indicating that continued improper behavior could result in a more serious disciplinary action. This sanction is normally given for at least a semester and not more than one year.

2. Discretionary Sanctions: These sanctions are given at the discretion of the Conduct Officer and are typically regarded as an educational opportunity for the student and will likely relate to the
policy that has been violated. When such a sanction is assigned, there will be specifics as to what is to be completed and the deadline for completion (written proof must be submitted) and failure to complete the task is considered non-compliance. Examples of discretionary sanctions included, but are not limited to: Service with a campus office or community agency and work assignments or special projects.

3. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

4. Behavior Contract: This is a written contract between the student and the University in which the student agrees to correct inappropriate behaviors. The length of the contract is typically no less than one semester and no more than one year.

5. Loss of Privileges: This sanction is denial of appropriate privileges for a specified period of time. Example of privileges that can be denied include (but are not limited to): access to all or part of a building, campus registration of a vehicle, parking in a specific area or during designated times, access to a program, holding of an office in a Registered Student Organization, participation in an extra-curricular activity, involvement in an university-related activity, and attendance at graduation ceremonies.

6. No Contact: This Sanction prohibits a student from having contact, including but not limited to, physical, written, verbal, and/or electronic contact with another student for a specified period of time.

7. Disciplinary Probation: This sanction indicates that the student has repeatedly violated minor policies or committed one moderate break of University policy. The length of this sanction is typically at least a semester and no more than one year.

8. Removal from On-Campus Living: A student may be removed from the residence halls for repeated violations of policy or a severe violation of University policy. This sanction typically is for no less than one semester.

9. Suspension in Abeyance: This sanction allows the student to continue to engage in University activities while providing one final opportunity to demonstrate they are a responsible member of the community. If during the suspension in abeyance a student is found in violation of the student code of conduct, the student will be immediately suspended for the duration of the abeyance, as well as given additional sanctions, including extension of the suspension or non-academic dismissal. Suspension in abeyance will last for a specified time or until certain conditions are met.

10. Suspension: Involuntary separation from the University for a defined period of time for a serious violation of the University policies. During this period the student is excluded from all academic and social functions and is prohibited from visiting the University except on matters which are directly related to the suspension. Suspension will last for a specified time or until certain conditions are met. A notation is made on the student’s permanent transcript in the Registrar’s Office.

11. Non-Academic Dismissal: Permanent separation of a student from the University when behavior indicates that the student is unfit to continue within the University community. The student is excluded from all academic and social functions and is forbidden from
visiting the University. A notation is made on the student’s permanent transcript in the Registrar’s Office.

Suspension and non-academic dismissal will be at the discretion of the Dean of Students or their designee.

In suspension and dismissal, fees will be refunded in accordance with regular University procedures. The grades which would be appropriate if the student withdrew voluntarily would be assigned. In any of the previous sanctions listed, additional acts of misconduct or the violation of disciplinary restrictions may result in more serious disciplinary action.

**PARENTAL NOTIFICATION**

The University of Detroit Mercy is very concerned about students’ use and abuse of alcohol and other drugs. Federal laws governing the privacy of student records, the Family Educational Rights and Privacy Act (FERPA), permits colleges and universities to inform the family of a student under 21 years of age when their student has been found in violation of university alcohol or drug rules and/or in the case of a health or safety emergency.

The goals of Parental Notification include:

- Reducing alcohol/other drug use by Detroit Mercy students
- Engaging parents in dialogue about their student’s behavior related to alcohol/drugs. A member of the Student Affairs professional staff will notify the family of a student:

1. By a phone call, if that student is transported to an emergency medical treatment center for drug use or intoxication or if a person’s health and safety is at serious risk, staff will contact the person the student listed as an emergency contact at the time the student is transported.

2. In writing, from the Dean of Students if the university determines that the student (under 21 years of age) has committed a serious violation of alcohol or drug policies. (This letter will be sent within several business days of the determination that the student violated Detroit Mercy alcohol or drug policies. Some policy violations that are considered less serious—for example, a person’s first time in a room where an empty beer can has been found—may not result in a notification letter being sent.)

Exceptions that may preclude Parental Notification involve certain situations related to a student’s personal relationship with or the current status of the parent. These exceptions will be granted in consultation with the conduct officer and the Dean of Students.

**Right to Appeal Disciplinary Action**

Students found responsible for a violation of the Student Code of Conduct may appeal the decision. The Dean of Students will determine if there are grounds to warrant an appeal. (Note - For cases in which the Dean of Students makes the disciplinary decision, the Associate Dean of Students or designee will assume the appeal role described in this section.)

The grounds must include one or more of the following:
To determine whether or not the conference was conducted fairly
To determine there was not sufficient evidence to establish responsibility
To determine whether appropriate procedures were conducted in the formal resolution conference
To determine whether the disciplinary action(s) imposed were appropriate for the violation
To consider new evidence, sufficient to alter the decision or other relevant facts not brought out in the original conference

**TIMELINE**

The student has five (5) business days after the receipt of the written notification of the conference decision to file an appeal with the Dean of Student’s office. Failure to appeal within the five (5) business day period waives the right to appeal. Disciplinary actions will not be implemented while an appeal is under consideration.

**DOCUMENTATION**

The appeal must be in writing and must contain the following:

- The completed Request for Appeal Form that includes a statement explaining in detail why the student is appealing; this form can be obtained in the Dean of Students Office or online at [www.udmercy.edu/slo](http://www.udmercy.edu/slo).
- Copies of any documents that will substantiate or clarify the appeal request.

**REVIEW OF AN APPEAL REQUEST/APPEAL CONFERENCE**

Within ten (10) business days of the receipt of the material pertinent to the appeal, the conduct officer hearing the appeal will notify the student in writing if the student’s grounds for appeal were denied or accepted. If approved, the conduct officer will set up an administrative conference with the student. The conference will be recorded so that a permanent record of the meeting is available. Based upon the appeals conference, the student will be notified in writing of the decision within five (5) business days. The decision is final.

During the summer, and other times when the University is not regularly in session, conduct matters will be handled administratively. During the conference, the student requesting an appeal has a right to:

- Be assisted by an advisor.
- Present evidence and witnesses in his/her own behalf.
- Question and challenge statements made on behalf of the complaining party.
- Be informed of all witnesses.

**POSTPONEMENT OF ACTIVITY PARTICIPATION AND CONFERRING OF HONORS AND DEGREES**

The university reserves the right to delay or postpone the involvement of a student in any university-related activity, or delay or postpone the conferring of any honor or degree while there are pending student conduct procedures or actions.
PHYSICAL AND MENTAL HEALTH SEPARATION

To help students perform their best, University of Detroit Mercy provides the service of a personal counselor and Health Center. On occasion, however, some student’s physical and mental health needs are beyond that which the University can be reasonably expected to provide. When a student’s physical or mental health behavior threatens his or her welfare, disrupts or threatens the campus community or makes excessive demands on its staff, the Dean of Students or their designee, in consultation with the Director of the Wellness Center, may request the student to undergo an examination by a medical doctor and/or a psychiatrist at his/her own expense. The Dean of Students or their designee will take under advisement the recommendation and, if necessary, call for the separation of the student on medical or mental health grounds.

Alcohol and Other Drugs Policy

As an academic community rooted in the Jesuit and Mercy traditions, University of Detroit Mercy is committed to providing a safe, healthy learning community for all its members. Accordingly, the university expects all members of the community (students, faculty, and staff) to make responsible and legal decisions concerning the use of alcohol and other drugs.

Detroit Mercy believes that character development is a central part of the educational experience of college. As such, we value opportunities that challenge us all in areas of community responsibility, expression of values and connecting decisions with consequences. To foster an environment where such learning can take place, alcohol and other drug use that is against the law, contrary to the Detroit Mercy’s mission will be fairly and consistently challenged. Substance use that places anyone’s physical, mental, or emotional well-being in danger will not be tolerated.

In compliance with the Drug-Free Schools and Communities Act (DFSCA), the university has drafted this Detroit Mercy Alcohol and Other Drugs Policy (Detroit Mercy AOD Policy), which includes references to other University policies concerning alcohol and other drug use and summarizes certain legal penalties under Federal law for the illegal possession or distribution of drugs and alcohol. The following information is critical and should be read carefully by all members of the University community.

Alcohol and Drug Counseling, Treatment and Rehabilitation Programs

Students needing help in dealing with drug or alcohol abuse problems are encouraged to consult with the Dean of Students and for referral to the appropriate office and/or agency.

Health insurance plans may provide assistance or referral. Review your insurance policy for details. A list of drug and alcohol counseling, treatment and rehabilitation programs that are available for faculty, staff and students is available through Student Life Office or Human Resources Office. Conscientious efforts to seek such help will not jeopardize any employee’s job, or any student’s educational standing, and will not be noted in any personnel report or student disciplinary file.
Help is available to you in dealing with difficulties related to alcohol or other drugs, or with friends or family members with such problems. While there is a personal counselor available on campus and programs will be offered on campus throughout the year, the agencies listed below are at your service, too. Please take advantage of these services, which are free of charge or based on a scale according to your means. Certain health insurance plans require you to follow specific procedures.

The agencies mentioned here are familiar with health insurance procedures.

Catholic Social Services of Wayne County  
http://www.csswayne.org/  
9851 Hamilton Avenue, Detroit, MI  
48202 (313) 883-2100  
Services: Individual, group, family  
therapy for alcohol and/or drug abuse

Clinton Counseling Center  
2 Crocker Boulevard, Suite 103, Mt.  
Clemens MI 48043 (586) 468-2266  
Services: Confidential individual, group  
and family counseling

Oakland Family Services  
https://www.oaklandfamilyservices.org  
/ 114 Orchard Lake Road, Pontiac MI  
48341 (248) 858-7766  
Services: Comprehensive alcohol and  
drug abuse programs, recovery groups,  
individual and family counseling. The  
following agencies are designated by  
the state as basic assessment and  
referral programs. Contact the agency  
located in your county and a counselor  
will help you in finding the type of  
assistance best for you.

Wayne County

Detroit Department of Health Bureau of  
Substance Abuse  
Health Services Technical Assistance  
Addiction Treatment Services, Inc. 1151  
Taylor, Building 1 Detroit MI 48202  
(313) 876-4070

Wayne and Monroe Counties  
(excluding Detroit)  
Downriver Community Conference –  
Central Diagnostic & Referral Unit  
15100 Northline Road Southgate MI  
48195 (734) 283-9444 or (800) 686-6543

Macomb County

Office of Substance Abuse Services  
Community Assessment Referral and  
Education 31900 Utica Road,  
Fraser MI 48026  
(586) 541-2273 or (877) 484-8884

Oakland County

Oakland County Health Division Office  
of Substance Abuse 250 Elizabeth Lake  
Road, Suite 1570, Pontiac MI 48341  
(248) 858-5200 or (888) 350-0900 ext.  
85200
For the most current information, visit the Michigan Department of Community Health website at https://www.michigan.gov/mdhhs and click on “Mental Health and Substance Abuse.”

Drug and Alcohol Education
The University of Detroit Mercy also offers various drug and alcohol abuse education programs on its campuses that students are encouraged to take advantage of while enrolled.

Federal Government Publications
U.S. Department of Justice Drug Enforcement Administration Publications Drugs of Abuse (descriptions and chart) https://www.dea.gov/concern/concern.htm

GENERAL STANDARDS OF CONDUCT FOR ALCOHOL AND OTHER DRUGS
The following standards apply to the entire university community (students, faculty, staff, and on-campus guests) in making determinations about alcohol and other drugs:

- Possession, consumption, and distribution of alcohol at any University campus or facility shall be in accordance with applicable local, state, federal laws, and applicable University policies; for international campuses, laws of the host country apply. Any possession, consumption, manufacture, sale, distribution or use of alcohol or other drugs in violation of the aforementioned laws or University policy is prohibited (see Appendix C)
- All members of the University community, including staff, faculty, students, and visitors, shall be responsible for behaving in a manner that is not disruptive and does not endanger themselves or others
- Whenever persons under 21 years of age can reasonably be expected to attend a University event or any event on the University premises, appropriate precautions shall be taken to restrict distribution and consumption of alcohol to individuals of legal drinking age.

MARKETING AND COMMUNICATIONS
The following guidelines must be followed for all marketing practices involving alcohol and other drugs messaging at Detroit Mercy.

- The marketing of illegal substances is not permitted
- Advertisements that encourage excessive or unhealthy consumption of alcohol or other drugs will not be permitted
- Departments and organizations may not accept or create advertising that:
  - Encourages alcohol or other drug over-use (abuse) or emphasizes quantity and frequency of use
  - Portrays alcohol or other drugs as a solution to problems or necessary for stress relief or for social gatherings
  - Depicts images suggesting alcoholic beverages, such as a martini glass, umbrellas in drinks, beer bottles or kegs
  - Contains the price of alcohol, such as “$2.50 well drinks” or “dollar shots”
  - Includes such phrases as “all you can drink,” “drink specials” or “unlimited drinks”
- Violates local, state, or federal laws, or supplemental University policies
- Acceptable alcohol advertisements must carry a disclaimer promoting responsible and sensible drinking practices. All advertisements must be approved by Student Life Office

**STUDENTS**

All students enrolled at Detroit Mercy are expected to follow local, state, and federal laws concerning alcohol and other drugs. All students are also subject to additional, University-specific regulations on alcohol and other drugs, as stated in the Student Code of Conduct.

**STUDENT ORGANIZATIONS**

All registered student organizations and interest groups are subject to regulations concerning alcohol when hosting events on or off-campus. It is a privilege to be a student organization that is recognized by University of Detroit Mercy. Student organizations are expected to exercise good judgment in planning and promoting their activities, including any event an observer would associate with the student organization. Student organizations are also responsible for assuring compliance with procedures and policies as outlined in the Student Handbook and Detroit Mercy Alcohol and Other Drugs Policy.

**FACILITIES AND EVENTS**

All events on university property must comply with the Detroit Mercy AOD Policy, all other applicable university policies, and all applicable laws. Additional regulations may apply to events held on certain campuses or university facilities. Please contact University Services for additional information and/or restrictions.

**PREVENTION, TREATMENT, AND SUPPORT SERVICES**

In keeping with its mission, the university offers resources for students (through the Wellness Center and faculty/staff (through Human Resources) that may seek or require assistance with alcohol or other drug (AOD) problems. Faculty, staff, and students are encouraged to attend seminars and information sessions on the health risks of alcohol and other drug abuse available to the university community. These programs are designed to educate students, staff, and faculty on substance use, its health risks, and identifying signs of overuse and abuse.

Self-help support groups for dealing with alcohol or other drug dependence bring together people with common experiences and similar needs. In general, self-help groups are: facilitated by a lay person, free, informal, voluntary, and anonymous. Please see the resources below to identify meeting times and dates of local area meetings, other self-help sites, and for more information on substance abuse.

For additional resources:

- Alcoholics Anonymous
- Narcotics Anonymous
- National Institute on Alcohol Abuse and Alcoholism
FOR STUDENTS

Students have choices about drinking: whether or not to drink; how much to drink; and where, when, and with whom to drink. While most students at Detroit Mercy use alcohol in moderation or not at all, a significant minority of student’s drink in ways that put them, and others, at greater risk for alcohol-related harms – negative consequences that can quickly throw what matters out of balance.

The Family Education Rights and Privacy Act (FERPA) governs the release of and access to student education records. Section 952 of the 1998 Amendments to the Higher Education Act of 1965 clarified that institutions of higher education are allowed (but not required) to notify parents if a student under the age of 21 at the time of notification commits a disciplinary violation involving alcohol or a controlled substance.

Because of the health and safety risk inherent in alcohol and other drug misuse, Detroit Mercy will notify parents/family of first-year students under the age of 21:

- If a student has committed an AOD violation accompanied by other serious behavior such as needing medical attention, significant property damage or driving under the influence
- If a student has had an AOD incident that resulted in a transport to the hospital or jail
- If a student has had more than one AOD-related violation of the University of Detroit Mercy Alcohol and Other Drug Policy

To provide prevention education to students, the University requires all first-year students complete an online alcohol module called Get Inclusive prior to their arrival on campus. The Student Life Office provides a host of alcohol-free programs available on a regular basis during the academic year.

Personal Counselors at the Wellness Center are available to provide referrals that connect students with treatment services, resources, people, literature, and/or activities that can address their needs concerning alcohol and other drugs. Considerations such as insurance, ability to pay, and the location of services are taken into account when referrals are made. Students who are looking for help but unsure of what is available or most appropriate for them should make an appointment with a personal counselor at the Wellness Center by calling (313) 993-1459.

For additional resources:

- Alcoholics Anonymous
- Narcotics Anonymous
- College Drinking-Changing the Culture
- National Institute on Alcohol Abuse and Alcoholism
FOR STAFF/FACULTY
Detroit Mercy is committed to maintaining a safe, healthy and efficient environment in which its employees are free from impairment from substance abuse. The University will make a good faith effort to maintain a drug-free workplace.

Early recognition and treatment of drug or alcohol abuse are important for successful rehabilitation, to minimize lost work time, and for reduced personal, family and social disruption. The University encourages the earliest possible diagnosis of and treatment for drug or alcohol abuse. Detroit Mercy will assist employees in overcoming drug or alcohol abuse. The decision to seek diagnosis and accept treatment for drug or alcohol abuse is the individual employee’s responsibility.

The University encourages employees to seek assistance in dealing with a substance abuse problem or the problems of a family member by contacting their supervisor or the Office of Human Resources. No employee will be terminated solely as a result of seeking counseling and rehabilitation.

In accordance with the Drug-Free Workplace Act, Detroit Mercy prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on University premises or other workplaces if individuals performing work on these premises are compensated by the University of Detroit Mercy.

All employees are expected to abide by these standards of conduct as a condition of employment.

The legal drinking age in Michigan is 21. Knowingly furnishing alcohol to a person under the age of 21 is also prohibited by state law. Employees who are of legal drinking age are expected to consume alcohol in a mature and responsible manner while attending University activities. The University prohibits the consumption of alcohol by any person when the consumption adversely affects job performance and/or endangers the physical well-being of any person.

Alcohol and Drug Testing
Detroit Mercy’s workplace should be free from drug and alcohol abuse. Employees cannot work safely and productively if they report for work or work while alcohol or drugs impair them.

Reasonable Suspicion
Detroit Mercy will require an employee reasonably suspected of being impaired by alcohol (.02% blood alcohol concentration or above), drugs (illegal or controlled) to be tested for alcohol, drugs, or both at its expense by qualified medical personnel.
Detroit Mercy will require an employee to be tested for alcohol, drugs or both if a supervisor or manager reasonably suspects the employee to be impaired by alcohol, drugs or both based on observations of the employee’s job performance or personal behavior or any other evidence of alcohol or drug use.

For additional resources:

- Employee Assistance Program (EAP) – UNUM
- Alcoholics Anonymous
- Narcotics Anonymous
- National Institute on Alcohol Abuse and Alcoholism

**HEALTH RISKS**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic/dating violence and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high dose cause respiratory depression & death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence.

Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Hallucinogens disrupt the brain chemicals that enable us to make sense out of our environment. Most of those used by college students are manufactured chemical compounds. The most common compound is LSD (d-lysergic acid diethylamide). It and other hallucinogens are potent and extremely unpredictable drugs that produce fast-acting and unexpected effects. The most common acute reactions are panic from severe anxiety and intense fear of losing control, and psychotic reactions involving severe breaks with reality, persistent hallucinations, and delusions. Psychotic reactions have been known to last weeks or months and often require hospitalization. The long-term or chronic effects of LSD use are not known at this time, but many ex-users report experiencing flashbacks, even several years after a bad trip.
Marijuana is a drug with high potential for abuse. Because it affects the way a person thinks, learns, and acts, its use is especially harmful, even dangerous, in many situations. Marijuana interferes with speech, memory, and learning, and makes tasks that require a clear mind difficult, meaningless, or unsafe. It also slows reactions and interferes with coordination. Marijuana’s dangers increase in combination with alcohol. Marijuana smoking also poses a serious threat to the user’s lungs, heart, immune system, and reproductive systems.

Inhalants include easy-to-obtain products such as cleaning fluids, solvents, aerosols, and airplane glue. They act on the central nervous system much like such volatile anesthetics as ether and chloroform, and produce bizarre perceptual and hallucinatory actions. Short-term physical effects include sneezing, lack of coordination, loss of appetite, rapid heartbeat, and seizures. Psychological effects include euphoria, exhilaration, confusion, disorientation, loss of inhibitions, and impulsive behavior that may lead to injuries and accidents. Long-term health risks include nosebleeds, loss of consciousness, hepatitis, liver failure, kidney failure, respiratory depression, blood abnormalities, irregular heartbeat, and possible suffocation.

Depressants include barbiturates, sedatives, and anti-anxiety drugs. They are usually taken orally. They depress not only the activity of the brain, causing an effect on the heart and respiration, but also muscle tissues. Short-term physical effects include drowsiness, slurred speech, irritability, stupor, and impaired judgment, memory, and attention. Long-term effects include disrupted sleep, psychosis, respiratory depression, coma, and neuropsychological and structural brain damage. Withdrawal can produce extreme anxiety, insomnia, convulsions, and death.

Narcotics include opium, morphine, heroin, codeine and synthetic substances that can be taken orally, snorted, smoked, or injected into the skin or a vein. They relax the central nervous system and appear to be able to reduce anxiety levels, promote drowsiness, and allow sleep in spite of severe pain. Short-term physical effects include pinpoint pupils, lethargy, skin abscesses, chronic constipation, nausea, and respiratory depression. Psychological effects include anxiety, irritability, mood swings, depression, drug seeking, and antisocial behavior.

Cocaine is a white crystalline powder, often diluted with other ingredients. Crack cocaine is a light brown or beige pellet or crystalline rock that resembles coagulated soap. Cocaine is inhaled through the nasal passages or injected; crack is smoked. Cocaine speeds up physical and mental processes, creates a sense of heightened energy and confidence, and alters the pleasure centers in the brain. Physical short-term effects include headache, exhaustion, shaking, dilated pupils, blurred vision, and nausea, loss of appetite, palpitations, and arrhythmias. Psychological effects include impaired judgment, hyperactivity, suspicion, acute anxiety, paranoid ideation, and violence. Repeated use or use of high dosages causes long-term effects. The effect on the central nervous system suppresses the desire for food, sex,
and sleep. The cardiovascular system is affected resulting in high blood pressure, irregular heart rate, damage to heart tissue, constriction of blood vessels, and stroke. Cocaine also causes neurological and respiratory damage; there is danger of respiratory arrest. It damages the mucous membranes of the nasal passages and causes sinusitis and a loss of sense of smell. The male reproductive system is also negatively affected. In women, there are implications for the fetus in the event of pregnancy.

**UNIVERSITY SANCTIONS**

University of Detroit Mercy is committed to the adoption and implementation of a program to prevent the unlawful possession, consumption, use, or distribution of illicit drugs and alcohol by students and employees. The University will impose disciplinary sanctions on any student or employee who violates applicable local, state, federal laws, and applicable University policies.

**EMPLOYEES**

For employees, violation of the Detroit Mercy Employee Policies and Procedures will be disciplined, up to and including termination. Employees may be referred to suitable counseling or treatment resources for evaluation and treatment. When warranted, corrective counseling may include requiring an employee to successfully complete a rehabilitation program. While undergoing counseling and treatment for drug or alcohol abuse, employees must continue to meet all standards of conduct and job performance. Persons who violate this policy may be referred to law enforcement authorities for arrest and prosecution.

**Discipline**

A “positive” reasonable suspicion alcohol test (.02% blood alcohol concentration or above) will result in discharge, even for a first “positive” alcohol test.

A “positive” reasonable suspicion drug test will result in discharge, even for a first “positive” drug tests.

An employee who tests “positive” for a prescribed drug will not be subject to disciplinary action, if a physician prescribed the drug for the employee, and the employee used the drug as prescribed.

Refusal to take a required alcohol or drug test or to sign any required forms is insubordination and will result in immediate discharge.

An attempt to tamper with, contaminate, or switch a sample or a failure to provide a urine sample with the required amount of urine by the end of the time period established by the collection site will constitute an insubordinate refusal to take the test and will result in immediate discharge.

If Detroit Mercy reasonably suspects that the employee is working while impaired by alcohol or drugs, the employee will be suspended without pay until the results of an alcohol or drug test are available to Detroit Mercy.
Detroit Mercy will not discipline or discharge an employee for voluntarily seeking assistance for alcohol abuse, drug abuse, or both, if the employee seeks the assistance before Detroit Mercy requires an alcohol or drug test or before the employee has violated the substance abuse policy.

**STUDENTS**

For students, violation of the Detroit Mercy AOD policy will result in various sanctions, based on severity of the violation. Local, state, and federal sanctions may also be imposed.

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<thead>
<tr>
<th>Category A Violation</th>
<th>Category B Violation</th>
<th>Category C Violation</th>
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<td>• 10 disciplinary service hours • Intensive educational experience project • Residence Hall or university probation • Referral Wellness Center</td>
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<td>• 20 disciplinary service hours • Intensive educational experience project • Residence Hall or university suspension</td>
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For students under 21 years of age, parents will be notified of any violation of the alcohol policy.

For students under 21 years of age, parents will be notified of any violation of this policy

**APPENDIX C**

**LEGAL PENALTIES**

**Medical Amnesty as a result of alcohol intoxication:**

To better ensure that minors at medical risk as a result of alcohol intoxication will receive prompt and appropriate medical attention, the State of Michigan provides for medical amnesty to remove perceived barriers to calling for or seeking help.

Michigan law continues to prohibit a minor from purchasing, consuming, or possessing, or attempting to purchase, consume, or possess, alcoholic liquor and from having any bodily alcohol content.

The medical amnesty law provides an exemption from prosecution for the following:

- A minor (under the age of 21) who, after consuming alcohol, voluntarily presents themselves to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
- Any minor (under the age of 21) who accompanied an individual who, after consuming alcohol, voluntarily presented themselves to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of
sexual assault (as defined in Michigan law).

- Any minor (under the age of 21) who initiated contact with law enforcement or emergency medical services personnel for the purpose of obtaining medical assistance in connection with a legitimate health care concern.

Medical Amnesty as a result of an overdose of any controlled substance, including a prescription drug:

To better ensure that individuals at medical risk as a result of an overdose of any controlled substance, including a prescription drug, will receive prompt and appropriate medical attention, the State of Michigan provides for medical amnesty to remove perceived barriers to calling for or seeking help.

The medical amnesty law provides an exemption from prosecution for the following*:

- Any individual who voluntarily seeks medical assistance for themselves as a result of an overdose of any controlled substance, including a prescription drug.
- Any individual who accompanies or procures medical assistance for another individual as a result of an overdose of any controlled substance, including a prescription drug.
- Any individual who as a result of an overdose of any controlled substance, including a prescription drug, is presented for medical assistance by a third party.

*When the amount of the drug possessed is sufficient only for personal use

The University of Detroit Mercy maintains the discretion to refer the individual for appropriate educational intervention(s).

**MIP LAW** under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. A first-time offense is considered a civil infraction punishable by a fine and/or community service or substance abuse classes. A second offense is a criminal misdemeanor that is punishable by a $200 fine, up to 30 days in jail, substance abuse education and treatment, community service and court-ordered drug screenings. A third offense is a criminal misdemeanor that may result in a $500 fine, up to 60 days in jail and revocation of driving privileges.

Federal laws make the illegal possession and sale of drugs and alcohol serious crimes. Convictions for violations of these laws can lead to imprisonment, fines, community service and a permanent criminal record. In addition to these penalties, convictions can also result in, among other penalties, property used in connection with illegal drugs being confiscated and federal student loans, grants and contracts being denied. The following sections describe certain relevant legal penalties under federal laws with respect to illegal drug possession and sale.

**Note:** **Marijuana:** On November 6, 2018, Michigan voters passed Proposal 18-1, which legalizes possession and use of limited amounts of recreational marijuana by individuals 21 years and older.
However, neither this new state law, nor the Michigan Medical Marihuana Act, authorize the use or possession of marijuana on any property owned or managed by Detroit Mercy, and by Detroit Mercy's faculty, staff, or students on any university property or during off-campus university business or events.

Marijuana possession and use remains illegal under federal law and is categorized as an illicit substance under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. In addition, pursuant to Detroit Mercy's Alcohol and Drug Policy, Detroit Mercy employees, students and visitors may not unlawfully manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs or controlled substances on University property or at any site where university work is performed.

Detroit Mercy receives federal funding for various uses, including research and student financial aid. As such, Detroit Mercy must comply with federal law, including all current federal drug laws.

Therefore, even though the State of Michigan has legalized limited amounts of marijuana for recreational use for some individuals, the possession, use, storage and cultivation of marijuana remains prohibited for all faculty, staff and students under Detroit Mercy AOD policy.

Employees and students who violate Detroit Mercy policy prohibiting the use or possession of illegal drug on or off campus will continue to be subject to disciplinary action.

**FEDERAL DRUG PENALTIES**

Federal law penalizes the manufacture, distribution, possession with intent to manufacture or distribute and simple possession of illegal drugs. Federal law penalties for possessing illegal drugs alone are harsh, as described below:

- First conviction: up to one-year imprisonment, a fine of at least $1,000 or both; after one prior drug conviction: 15 days to two years imprisonment and a fine of at least $2,500; and after two or more prior drug convictions: 90 days to three years imprisonment and a fine of at least $5,000 (21 U.S.C. §844(a)).
- Forfeiture of personal and real property used to possess or to facilitate possession of the illegal drugs if that offense is punishable by more than one-year imprisonment, as well as forfeiture of vehicles used to transport or conceal an illegal drug (21 U.S.C. §§853(a) & 881(a)).
- Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for the first offense and up to five years for the second and any subsequent offense (for trafficking, it is five years for the first offense, 10 years for the second offense and permanently for the third offense) (21 U.S.C. §862).

Under federal law, a federal or state conviction for illegal drug possession or sale that occurs while a student is enrolled and receiving federal aid can disqualify a student from receiving any federal student aid funds, such as loans and grants (20 U.S.C.§1091(r)(1)).
Non-Code of Conduct Violations

STUDENT NON-CODE OF CONDUCT VIOLATIONS GRIEVANCE PROCEDURE

Please note - This procedure is to be implemented only when there is not another procedure outlined to deal with the complaint, e.g., Harassment, ADA, and Title IX.

If a student believes, in good faith, that a member of the Detroit Mercy community (students, staff, or faculty) has failed to act in a manner consistent with the mission of Detroit Mercy then the student may invoke the Student Non-disciplinary Procedure. Students who knowingly make false accusations against another member of the University community could be found responsible for a violation of the Student Code of Conduct.

The following sections are designed to assist students in understanding the informal and formal Student Non-Code of Conduct Violations Procedure by which student grievances at University of Detroit Mercy are resolved. The procedures are to be implemented in the spirit of the University of Detroit Mercy Mission.

The informal procedure outlines a system that can resolve a violation without convening a formal Campus Grievance Committee (CGC). In cases where the informal system does not produce a satisfactory resolution to the student, that student has access to the formal process through the formal Student Non-Code of Conduct Violations Procedure described below.

When the University is not regularly in session, violations will be handled administratively.

STUDENT NON-CODE OF CONDUCT VIOLATIONS PROCEDURE – INFORMAL

1) A suspected violation may occur because of a misunderstanding, misinterpretation or error. When this occurs, the student should seek a solution by talking with the person who they believe has acted outside of the mission. This conference should take place no more than two weeks after the suspected violation.

2) If this first conversation does not arrive at a satisfactory resolution, the student should approach the Dean of the academic unit involved or the Director of the administrative unit involved. If these individuals are involved in the original dispute, the student should consult the person’s immediate supervisor.

   a. Please see this handbook for a listing of University Deans (page 13).
   b. The Dean or Director will consult with the people involved in the dispute to obtain relevant information. It is recommended that the student submitting the grievance prepare a written statement describing it. Any other individuals involved may also prepare written statements. The reviewer is entitled to require a written statement from the student before suggesting a solution.
   c. Any party to a dispute may request the assistance of the administrator responsible for the general area in which the problem occurred if that person is not already involved. The student should receive a response within two weeks of the request for a review.
If the informal Student Non-Code of Conduct Violations Procedure does not produce a satisfactory resolution, the student may submit a formal written request to convene the Campus Grievance Committee. The student has two weeks to submit this request. The student submits this request through the office of the Dean of Students. The request must outline the original problem, the steps taken to resolve the problem, and the reasons for the student’s dissatisfaction with the decisions previously made.

The Committee does not have to grant a formal meeting, but the student has a right to have previous decisions in the informal process reviewed by the Committee.

Upon receipt of the request, the Committee Chairperson will ask that each person involved submit a written account within two weeks of receiving the appeal. The Committee Chairperson will review this written record and recommend to the Committee whether or not the student should receive a formal meeting. The Committee then accepts or rejects the Chairperson’s recommendation. The Committee will communicate in writing to all parties involved its reasons for granting or denying a meeting.

If the Committee grants a meeting, it will request the involvement of all initial parties in the dispute. The student initiating the procedure must provide reasonable proof of the Student Non-Code of Conduct violation. In the event of a formal meeting, the proceedings will be recorded.

The student may make a written request to the office of the Dean of Students to review any Committee decision. The request must outline the original problems and the reason for the student’s dissatisfaction with previous decisions. The Dean of Students will respond to the student’s request within one month from its receipt.

The Campus Grievance Committee is composed of three faculty, three administrators, and three students for staggered terms. Faculty will be selected by the Academic Vice President; administrators will be selected by the Dean of Students; and students will be selected by the Student Government Association. Members will be selected to ensure a fair and impartial hearing to every member of the University community, and represent the diversity of the student body.

Committee members with a conflict of interest in a case shall immediately disqualified themselves from the Committee deliberation and action on that case. Either party may raise the question of conflict of interest.

When an allegation is directed against a member of the faculty or staff, the Committee will make a recommendation to the appropriate level of administration on its findings.

When an allegation is directed against a student, the Committee will make its recommendation to the appropriate administrator.
Non-Discrimination Policies

Title IX Policy Notification Statement

University of Detroit Mercy does not discriminate on the basis of sex in its admissions policies, educational programs, activities and employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries may be directed to the Vice President for Enrollment and Student Affairs. Students who have Title IX grievances should contact the Title IX Coordinator, Marjorie Lang, J.D., M.S., LLPC, at (313) 993-1802.

Ada and Section 504 Grievance Procedure

Introduction

An important part of the University’s mission to provide excellent student-centered undergraduate and graduate education is to work to create an accessible community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. Because of our belief in the dignity of each person, and through compliance with applicable state and federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, we strive to promote students’ independence and to ensure recognition of their abilities.

Students with disabilities who are seeking accommodations are responsible for contacting the UAS/Disability Support Services Office to register for services, and to request accommodations each semester. Every effort is made to ensure equal access to programs and activities, both academic and extra-curricular. However, any student who believes that he or she has been denied appropriate accommodations in accordance with the ADA and Section 504 may choose to engage in the grievance procedure outlined below.

Informal Procedure

- Step I: Problems may occur because of misunderstanding, misinterpretation or error. When this occurs, the student should seek a solution by talking with the person whose action is the basis for the alleged problem. This conference should take place within two weeks of the action. Maximum effort should be made to resolve the disagreement at this level.

- Step II: If this activity does not solve the problem, the student should approach the Director of UAS/Disability Support Services to ask for an informal review of the problem. If this individual is involved in the original dispute, the student should consult the Vice President for Academic Affairs.

The Director will consult with the people involved in the dispute to obtain relevant information. It is recommended that the student asking for review of a problem prepare a written statement describing the situation. Any other individuals involved may also prepare written statements. The person reviewing the case is entitled to require a written statement before suggesting a solution. Any party to a dispute may request the assistance of the administrator responsible for the general area in which
the problem occurred if that person is not already involved. The student should receive a response within two weeks of the request for a review.

**Formal Procedure**

If the informal procedure does not solve the problem to the student’s satisfaction, the student may submit formal written appeal to the Director of UAS/Disability Support Services for review by the ADA Grievance Committee. This appeal must be submitted within thirty (30) calendar days of the claim of failure to provide academic or other accommodations, or auxiliary aids. The complaint must outline the original problem, the steps taken to resolve the problem and the reasons for the student’s dissatisfaction with the decisions previously made. Although the Committee does not have to grant a formal hearing in every case, the student has a right to have previous decisions in the informal process reviewed by the Committee.

Upon receipt of a student grievance appeal, the Committee Chairperson will request that each person previously involved submit a written account within two weeks of the appeal. The Committee Chairperson will review this written record and recommend to the Committee whether or not the student should receive a formal hearing. The Committee then accepts or rejects the Chairperson’s recommendation.

The Committee will communicate in writing to all involved parties its reasons for granting or denying a hearing. If the Committee grants a hearing, it will request the involvement of all initial parties in the dispute. The burden of having reasonable proof rests with the person bringing the complaint. In the event of a formal hearing, the proceedings will be recorded.

If a formal procedure does not resolve the problem to the satisfaction of the student, a final written appeal may be submitted to the Vice President for Academic Affairs, for complaints regarding academic accommodations, or to the Dean of Students or their designee, for complaints regarding other nonacademic accommodations. These decisions are considered final. Students who continue to feel that there has been violation of their rights under the American with Disabilities Act of 1990 or Section 504 of the Rehabilitation Act or 1973 may exercise their right to file a complaint with the responsible state or federal agency.

**ADA Grievance Committee**

The ADA Grievance Committee is composed of the ADA/Section 504 Officer, and two faculty members, two administrators, and one student selected from the membership of the ADA Advisory Board. The membership of the Committee will be such as to ensure a fair and impartial hearing. Committee members with a conflict of interest in a case shall immediately disqualify themselves from the Committee deliberation and action on that case. Either party may raise the question of conflict of interest.
General Policies and Procedures

BUSINESS AND SOLICITATION POLICY

Solicitation for business, i.e., appealing for donations, selling goods or services, or soliciting donations to members of the University community on University property, is prohibited except when specifically authorized by the University designate or President’s Office in connection with an approved activity.

Solicitation of University students and employees for activities unrelated to University approved or sponsored curricular and co-curricular programs is prohibited. In connection with University approved programs and with the specific permission of Student Affairs officials, individuals, groups or associations may sell items in specific areas of the University as designated.

CHILDREN IN THE CLASSROOM POLICY

Students of the University of Detroit Mercy have the right to attend class free from the distraction of non-students. Therefore, the general policy of the University is that non-registrants are not allowed in the classroom. This pertains to children of students as well as other non-registrants because classrooms and other instructional facilities are not intended for children. A faculty member may, at his/her discretion, allow a student to bring a child or other non-registrant to class in an emergency situation provided that:

- The behavior of the child or other non-registrant is appropriate to the classroom.
- The rights of all other enrolled students to an effective learning environment are assured.
- That the presence of the child or other non-registrant is not habitual.
- That the child or other non-registrant does not compromise the academic use or alter of any computers or other equipment used in the learning facility.

Under no circumstances should a student bring a child or other non-registrant to an experimental laboratory or a clinical facility.

MERIT ACCEPTABLE USE POLICY

As an affiliate of the Merit network, Detroit Mercy and all its users attached to our on-campus network environment are subject to the acceptable use policy as defined by our internet provider. Please be courteous and respectful in this environment. Internet access at the University is a privilege.

May 30, 2006

This Policy is a guide to the acceptable use of Merit Network facilities and services (Services). Any Member or Affiliate organization or individual connected to Merit’s network in order to use it directly, or to connect to any other network(s), must comply with this policy and the stated purposes and Acceptable Use policies of any other network(s) or host(s) used.

Each Member and Affiliate organization is responsible for the activity of its users (including guests and other temporary users) and for ensuring that its users are familiar with this policy or an equivalent
policy. In addition, each Member and Affiliate is encouraged to maintain and enforce its own Acceptable Use policies. The provisions of this policy govern all use of the Services, including any unsupervised anonymous network access offered by Members or Affiliates.

The following guidelines will be applied to determine whether or not a particular use of the Services is appropriate:

1. Users must respect the privacy of others. Users shall not intentionally seek information on, or represent themselves as, another user unless explicitly authorized to do so by that user. Nor shall users obtain copies of, 1 or modify files, other data, or passwords belonging to others.

2. Users must respect the legal protection applied to programs, data, photographs, music, written documents and other material as provided by copyright, trademark, patent, licensure and other proprietary rights mechanisms.

3. Users must respect the integrity of other public or private computing and network systems. Users shall not intentionally develop or use programs that harass other users or infiltrate any other computer, computing system or network and/or damage or alter the software components or file systems of a computer, computing system or network.

4. Use should be consistent with guiding ethical statements and accepted community standards. Use of the Services for malicious, fraudulent, or misrepresentative purposes is not acceptable.

5. The Services may not be used in ways that violate applicable laws or regulations.

6. The Services may not be used in a manner that precludes or significantly hampers network access by others. Nor may the Services be used in a manner that significantly impairs access to other networks connected to Merit.

7. Connections which create routing patterns that are inconsistent with the effective and shared use of the Services may not be established.

8. Unsolicited advertising is not acceptable. Advertising is permitted on some Web pages, mailing lists, news groups and similar environments if advertising is explicitly allowed in that environment.

9. Repeated, unsolicited and/or unwanted communication of an intrusive nature is strictly prohibited. Continuing to send e-mail messages or other communications to an individual or organization after being asked to stop is not acceptable.

The intent of this policy is to identify certain types of uses that are not appropriate, but this policy does not necessarily enumerate all possible inappropriate uses. Using the guidelines given above, Merit may at any time make a determination that a particular use is not appropriate.

Merit will not monitor or judge the content of information transmitted via the Services, but will investigate complaints of possible inappropriate use. In the course of investigating complaints, Merit staff will safeguard the privacy of all parties and will themselves follow the guidelines given in this policy and in Merit’s Privacy Policy. Merit will only release sensitive, confidential or personally identifiable information to third parties when required by law, or when in Merit’s judgment, release is required to prevent serious injury or harm that could result from violation of this policy.

When Merit learns of possible inappropriate use, Merit staff will notify the Member or Affiliate...
responsible, who must take immediate remedial action and inform Merit of its action. Merit will assist the Member or Affiliate in identifying the nature and source of the inappropriate use and in implementing remedial action if requested. Provided the Member or Affiliate implements remedial action promptly, Merit will take no further action. If Merit is unable to contact the Member or Affiliate, or if the Member or Affiliate is unable to implement remedial action, Merit reserves the right to pursue remedial action independently. Wherever possible, Merit will pursue remedial action with the least impact to the overall service for the Member or Affiliate.

Should the situation be considered an emergency, and Merit deems it necessary to prevent further inappropriate activity, Merit may temporarily disconnect a Member or Affiliate from the network. An emergency is defined as: “Serious security incidents that require immediate attention to prevent harm to an individual, to protect information from loss or damage that would be difficult or impossible to correct or to deal with serious on-going denial of service attacks.” If temporary disconnection is deemed necessary by Merit staff, every effort will be made to inform the Member or Affiliate prior to disconnection, and every effort will be made to re-establish the connection as soon as it is mutually deemed safe. Any determination of inappropriate use serious enough to require disconnection shall be promptly communicated to every member of the Merit Board of Directors through an established means of publication.

Confidentiality - Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law which states that an educational institution must establish a written institutional policy concerning the confidentiality of student education records and that students must be notified of this statement of policy and their rights under the legislation. In accordance with the Act, students at the University of Detroit Mercy have the following rights:

- The right to inspect and review education records covered by the Act.
- The right to challenge (seek correction of) the contents of these records.
- The right to a formal hearing, if necessary, for a fair consideration of such a challenge.
- The right to place an explanatory note in the record in the event that a challenge of contents is unsuccessful.
- The right to control, with certain exceptions, the disclosure of the contents of the records.
- The right to be informed of the existence and availability of the constitutional policy covering FERPA rights.
- The right to report violations of FERPA legislation to the Department of Health and Human Services.

The substance of this act, which includes the location of educational records, procedure for inspection and review, access limitation and challenge procedure is available in the offices of the Registrar and the Dean of Students.

Disclosure of Public Information Statement

The following has been determined by University of Detroit Mercy to be public information: student’s
name, address, telephone number, date and place of birth, major field of study, class level, expected
date of graduation, dates of attendance, degrees and awards received, most recent previous
educational agency or institution attended, participation in officially recognized activities and sports,
weight and height of members of athletic teams.

Public information may be released on request unless a student specifically appeals, in writing, that it
be withheld. This request must be submitted annually to the Registrar within one week of the first
day of classes of each academic year. Requests made for either personal or profit-making purposes
will not be honored.

HIV AND AIDS POLICY

The University of Detroit Mercy has adapted the following guidelines to address concerns associated with
the medical, educational and ethical issues raised by HIV (Human Immunodeficiency Virus) infection
and AIDS (Acquired Immunodeficiency Disease Syndrome). This guideline is based upon the General
Statement on Institutional Response to AIDS as given by the American College Health Association
along with recommendations by the Public Health Service and the Centers for Disease Control. The
guidelines are written to be consistent with the mission of the University and DETROIT MERCY’s non-
discrimination policy.

1. No current or prospective student will be required to respond to questions regarding the
   results of an HIV antibody test or the presence of AIDS.

2. There will be no mandatory screening of prospective or current students for HIV infection.

3. There will be no restriction of access to students with AIDS or positive HIV test anywhere on
   campus.

4. The right of privacy will be maintained for all individuals living in the residence halls, since
   there is no evidence of HIV transmission through casual contact.

5. Instances involving spilled blood or body fluids will be taken care of by trained personnel
   according to OSHA standards.

All situations surrounding HIV infection and AIDS must be approached with sensitivity, compassion,
confidentiality and ongoing education.

POSTING POLICY

1. No posting on elevators anywhere on campus.

2. No posting on glass windows/doors or marble walls, or structural columns with the
   exception of approved areas in the Student Center. Use staples or push pins only on
   bulletin/cork boards, blue painter’s tape only on approved window areas. Materials can be
   posted at any of the locations designated with “posting allowed” signage.

3. Material must be approved, registered and date stamped at the Student Life Office (Student
   Center).

4. All materials must be in English or include an English translation in full.

5. Posting organization must leave one 8 ½ x 11 copy of any material being approved for
posting.

6. Postings that advertise any event where alcoholic beverages are served must state the event is strictly for students 21 years of age and over. Events that allow admission of students under 21 years of age where alcohol will be present will not be approved. Phrases that imply alcohol will be available at an event will not be approved (i.e. – BYOB, no glass, etc.)

7. Posted material should be done in good taste and be respectful of the values and mission of the University of Detroit Mercy.

8. Materials posted out of compliance with this policy will be removed and discarded by Student Life staff. Organizations or individuals failing to adhere to this policy may lose their posting privileges.

9. Chalk advertising can be done only on sidewalks where normal rainfall will wash it off.

10. Students, staff, faculty and off-campus guests must have prior approval from the Student Life Office to pass out or distribute any written material, gift or otherwise. The solicitation of money for goods/services is strictly prohibited unless prior permission is obtained through the Student Life Office.

SMOKING AND E-CIGARETTE POLICY

The University prohibits smoking and the use of electronic cigarettes (“e-cigarettes”) and all vaping devices in any indoor area, in all University vehicles, and outdoor seating or viewing areas of sporting events. Smoking is also prohibited outdoors within 25 feet of all University buildings entrances and exits (including residence halls).

Without in any way limiting the general rule, the University prohibits smoking and the use of e-cigarettes and all vaping devices in the following areas at the University: classrooms, conference rooms, meeting rooms, laboratories and storage areas, lounges, elevators, hallways, stairwells, restrooms, recreational facilities and residence halls. Notwithstanding the above descriptions of locations where smoking is prohibited, the University prohibits smoking and the use of e-cigarettes and all vaping devices in any area with signage indicating that smoking is prohibited.

Student Complaint Policy & Resolution Center

Consistent with its mission, University of Detroit Mercy (Detroit Mercy) welcomes feedback from students about our policies, programs and services in an effort to promote a successful learning environment. To that end, Detroit Mercy is committed to providing prompt and fair resolution of all student complaints. We are accountable to our students, constituents and accrediting agency to provide a process by which students may lodge complaints in a nonthreatening manner, free from retaliation of any kind whatsoever.
WHAT IS A STUDENT COMPLAINT?

A student complaint ranges from an experience with, or treatment by, a University employee to a matter relating to academic or non-academic areas not addressed in college and school handbooks or University policies and procedures. There are two types of complaints:

- **Academic**: College/School-related, Library/IDS, Center for Career and Professional Development, Student Success Center issues or any other academic matter.

- **Non-academic**: Student Services (issues with Admissions, Financial Aid, Registrar, Student Accounting, International Services, Residence Life or other non-academic departments), Auxiliary Services (bookstores, food services) or issues with Facilities or Public Safety (buildings, parking lots, security of person or property, etc.)

HOW IS A STUDENT COMPLAINT DIFFERENT FROM A GRIEVANCE OR APPEAL?

The student complaint site is **not** intended to address student academic grievance and appeal issues. Students interested in submitting a grievance or appeal should follow the procedures in the applicable catalog or student handbook for such issues. This site is also not intended for sexual harassment, Title IX, sexual misconduct or violence or any other type of discrimination claims.

Key documents and sites for specific complaints:

- **Accredited Program Related Complaints**: For complaints related to professional programs, contact the specific accrediting agency. Programs and specific accrediting agency information can be found [here](#).
- **Policy Prohibiting Sex and Gender-based Discrimination (PDF)**
- **Title IX Investigation and Resolution Procedure (PDF)**
- To report sex or gender-based discrimination, please [click here](#).
- **Tuition Variance**: This site is also not intended for issues that need to be submitted to the Tuition Variance Committee. Those issues need to go to the committee through the Student Accounting Office. The form for Petition for Variance can be found [here](#).
- For Whistleblower Policy, please [click here](#).

STEPS TO FILE A STUDENT COMPLAINT

**Informal Complaint Resolution:**

Students are encouraged to seek an informal resolution of the matter directly with the faculty or appropriate college/school administrator or specific individual(s) involved when possible. Detroit Mercy schools and colleges have policies and processes for specific categories of complaints.

For matters where a resolution is not feasible, a **Student Complaint Form can be submitted online here**.

This site will help guide you through Detroit Mercy's procedures for submission of complaints.
1. **Formal Complaint Resolution:** Seek conflict resolution whenever possible by communicating directly with the University employee responsible for the service or area of complaint. In most cases, you will be asked to speak with the department or staff member associated with the concern.

2. If you are not satisfied with the outcome of the initial interaction or you are not comfortable approaching the Detroit Mercy employee directly, submit your complaint to Detroit Mercy using the online form.

3. Students who are unable to submit an electronic form may have a University employee submit the form on their behalf.

When submitting a complaint, please provide as much information of the following information.

- Describe your specific complaint and what occurred. Identify the names of all individuals involved.
- Include date, time and location of the incident that resulted in a complaint.
- Attach any documents to support the complaint.

**What happens next?**

Once you submit the complaint using the online form, you will receive an email confirmation of receipt within 7 business days.

- If additional information is required, you may be notified.
- Within thirty (30) business days of the submission of your complaint, Detroit Mercy will provide you with a response.
- If more than thirty (30) days is needed to research and respond to your complaint, you will be notified.
- Upon either responding to or addressing the complaint, the issue will be considered closed.
- If a student wishes to appeal the response, the student has five (5) business days in which to do so in writing to the Provost. The written appeal must provide a detailed explanation of the basis for the appeal. The Provost or the Provost’s designee shall have ten (10) business days in which to respond. The Provost’s determination shall be final.

**Administrative Reports and Amendments**

- Student Complaints will be tracked and reported annually by the Office of Academic Affairs to assist business units affected in identifying areas of improvement and making recommendations, if necessary, to address the quality of the student experience.
- Detroit Mercy has the right to modify, amend or terminate this policy at any time.
Interim Sexual and Gender-Based Harassment Policy and Resolution Process

1. Policy Definitions

- **Advisor**: a person chosen by a Party, or appointed by the University, to accompany the Party to meetings related to the grievance process, to advise the party on that process, and to conduct cross-examination for the Party at the hearing, if any.

- **Complainant**: A Person who is alleging sexual or gender-based harassment or discrimination based on a protected class; or alleging retaliation for engaging in a protected activity, or a person on whose behalf the University is alleging sexual or gender-based harassment or discrimination.

- **Complaint**: a document submitted or signed by the Complainant, or signed by the Title IX Coordinator, alleging sexual or gender-based harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that the University conduct an investigation based on the alleged conduct.

- **Confidential Employee**: an employee of the University who is not a Mandatory Reporter. A confidential employee is licensed by a state medical licensing and regulatory board and hired by the University specifically to work in a job position which cannot be held without appropriate state medical or health licensure to perform their job duties.

- **Day**: a business day when the University is in normal operation.

- **Directly Related Evidence**: evidence connected to the complaint but is neither inculpatory (tending to prove a violation) nor exculpatory (tending to disprove a violation) and will not be relied upon by the Investigator when writing an investigation report.

- **Education program or activity**: locations, events, or circumstances where the University exercises substantial control over both the Respondent and the context in which alleged sexual or gender-based harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by the University. Education programs and activities are not restricted to on campus only.

- **Final Determination**: A conclusion by preponderance of the evidence that the alleged conduct did or did not violate this University Policy.

- **Finding**: A conclusion by preponderance of the evidence that the conduct did or did not occur as in a finding of fact.

- **Formal Resolution Process**: the methods of formal resolution designated by the University to address sexual or gender-based harassment. This includes conduct described in the Title IX Regulations, 34 CFR 106.45, as consisting of any of the following five types of misconduct: sexual harassment that meets the standard of severe, pervasive, and objectively offensive; sexual assault; stalking; dating violence; and domestic violence. The University employs a separate process to address other types of sex or gender-based discrimination not listed above that include but are not limited to the following examples: sexual harassment that is either severe or pervasive; sexual exploitation; sex-based hazing, and retaliation as well as other forms of sexual violence or sexual misconduct that are not governed by 34 CFR Part 106.30. This separate process is conducted by the Dean of Students or designee at the McNichols campus; by the Associate Dean of
Students or designee at the Riverfront campus; by the Associate Dean of Students or designee at the Corktown campus; and by the Associate Vice President of Human Resources or designee for allegations of sexual or gender-based harassment made against employee respondents.

- **Hearing officer and decision-maker**: individual with decision-making and sanctioning authority within the University’s Grievance Resolution process.

- **Informal Resolution Process**: the method of informal resolution through mediation conducted by the University at the request of the Parties which may not be utilized to resolve any sexual or gender-based harassment discrimination complaints involving an employee of the University.

- **Investigator**: person or persons on the University Title IX Team, or hired by the University, to gather facts about an alleged violation of this Policy; assess relevance of evidence and credibility of witnesses in synthesizing the evidence; and compile this information into an investigation report and file of directly related evidence.

- **Mandatory Reporter**: an employee of the University who is obligated by this Policy to share knowledge, notice, and/or reports of sexual or gender-based harassment to the Title IX Coordinator or any Deputy Title IX Coordinator.

- **Notice**: Occurs when an employee, student, or third-party informs any member of the Title IX Team of the alleged occurrence of sexual or gender-based harassment and/or retaliation for a protected activity.

- **Parties**: Complainant(s) and the Respondent(s) are referred to as the Parties.

- **Relevant Evidence**: evidence that tends to prove or disprove an issue.

- **Remedies**: post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence of sexual or gender-based harassment, and restore access to the University’s educational program.

- **Respondent**: an individual who has been reported to have engaged in conduct that could constitute sexual or gender-based harassment or discrimination based on a protected class and/or retaliation for engaging in a protected activity.

- **Resolution**: the result or outcome of this University Resolution Process.

- **Sanction**: a consequence imposed by the University on a Respondent who is found to have violated this policy, or imposed on a Complainant found to have violated this policy based on a counterclaim made in good-faith response to Complainant’s allegation.

- **Sexual Harassment**: unwelcome conduct that is severe, pervasive and objectively offensive and effectively denies a person access to the school's education programs or activities as well as the following terms: sexual assault; stalking; domestic violence; and dating violence.

- **Gender-based harassment**: verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person’s ability to participate in or benefit from the University’s education or work programs or activities.

- **Title IX Coordinator**: The University Title IX Coordinator and/or any University Deputy Title IX Coordinator designated by the University to ensure compliance with Title IX and the University’s Title IX program.

- **Title IX Team**: The University Title IX Coordinator and/or any University Deputy Title IX Coordinator.

- **University Community**: refers to Students; Employees; and Third Parties.
2. Rationale for Policy

The University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation including sexual and gender-based harassment or discrimination based on a protected class. 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 program or activity, the University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sexual or gender-based harassment or discrimination on the basis of protected class status, and for allegations of retaliation. The University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

3. Non-Discrimination Statement

University of Detroit Mercy adheres to all federal, state, and local civil rights laws and regulations prohibiting discrimination in private institutions of higher education. The University does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of:

- Sex,
- Sexual orientation,
- Gender identity,
- Gender expression,
- Pregnancy,
- Family Responsibilities,
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human/civil rights agencies.

This Policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the University community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any member of the University community, guest, or visitor on the basis of that person’s actual or perceived membership in the protected classes listed above is in violation of the University’s non-discrimination statement.

When brought to the attention of the University, any such discrimination will be promptly and fairly addressed and remedied by the University according to the Resolution Process described below.

The University Title IX Coordinator may be contacted at titleix@udmercy.edu or 313.993.1802.

4. Applicable Scope

The core purpose of this policy is the prohibition of all forms of sexual and gender-based harassment which may involve exclusion from, or different treatment in, activities such as admission, athletics, or employment. This includes sexual harassment, sexual assault, stalking, dating violence and/or domestic violence, and retaliation.

3.a.) When an alleged violation of this Policy is reported, the Resolution Process is used to formally resolve any of the following types of alleged misconduct: sexual harassment that is severe, pervasive, and objectively
offensive; sexual assault; stalking; domestic violence and/or dating violence, and retaliation.

3.b.) When an alleged violation of this Policy is reported that involves sexual harassment that is not severe, pervasive, and/or objectively offensive, but may be either severe or pervasive or involves other reported types of misconduct including but not limited to the following: sexual exploitation or sex-based hazing, the allegations are analyzed and resolved using the University Sexual Harassment Prevention Policy for employee-employee grievances; or the applicable Student Code of Conduct or Community Standards Conduct for undergraduate, graduate, law, and/or dental students, respectively.

When the Respondent is a member of the University community, a grievance or resolution process may be available regardless of the status of the Complainant who may or may not be a member of the University community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this Policy.

5. **Title IX Coordinator**

The Title IX Coordinator and Equity and Compliance Specialist serves as the Title IX Coordinator for the University and has the primary responsibility for coordinating the University’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sexual or gender-based harassment or discrimination based on protected class or retaliation.

6. **Independence and Avoidance of Bias or Conflict-of-Interest**

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

5.a.) To raise any concern involving bias or conflict of interest by the Title IX Coordinator, the University Legal Counsel should be contacted. Any other concerns of bias or potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

5.b.) Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the University Legal Counsel. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

7. **Administrative Contact Information**

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures may be made to:

Office of Title IX  
Fisher Academic Building, 5th floor  
4001 W. McNichols Rd. Detroit, MI, 48221  
Phone: 313.993.1802  
Email: titleix@udmercy.edu
https://www.udmercy.edu/academics/academic-affairs/titleix/

McNichols campus
Lanae Gill, Deputy Title IX Coordinator, Director of Residence Life Shiple Hall, Room 110
4001 W. McNichols Rd., Detroit, MI 48221 Phone:
313.993.1231
Email: lanae.gill@udmercy.edu

Adam Hollman, Deputy Title IX Coordinator, Assistant Director of Student Life-Programming Student Union, First floor
Phone: 313.993.1154
Email: hollmaap@udmercy.edu

Holly Kerstner, Deputy Title IX Coordinator, Associate Athletics Director for Student-Athlete Services Calihan Hall, Second floor
4001 W. McNichols Rd., Detroit, MI 48221 Phone:
313.993.7323
Email: kerstnhl@udmercy.edu

Megan Novell, Deputy Title IX Coordinator, Head of Circulation and User Services
McNichols Campus Library
Phone: 313.993.1070
Email: novellme@udmercy.edu

Corktown campus
Juliette Daniels, Deputy Title IX Coordinator, Associate Dean of Student Services and Enrollment
Classroom Building, Room 470
Phone: 313.494.6850
Email: danieljc@udmercy.edu

Adrianna Moreno, Deputy Title IX Coordinator, Associate Director of Student Services
Classroom Building, Room 457
Phone: 313.464.6966
Email: katsiman@udmercy.edu

Riverfront campus
Jordan Hall, Deputy Title IX Coordinator, Director of Student Affairs, Campus Equity & Inclusion Dowling Hall, First floor
Phone: 313.596.9848
Email: halijg@udmercy.edu

Megan Jennings, Deputy Title IX Coordinator, Associate Dean, Student Affairs Dowling Hall, Room 125
Phone: 313.596.0209
Email:jenninmf@udmercy.edu
EXTERNAL INQUIRIES - NATIONALLY

Inquiries may be made nationally to:

**U.S. Department of Education Office for Civil Rights (OCR)**

400 Maryland Avenue, SW Washington, D.C.

20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

**U.S. Department of Health & Human Services Office for Civil Rights**

200 Independence Avenue, S.W.
Washington, D.C. 20201
Toll Free Call Center: 1-800-368-1019 TTD
Number: 1-800-537-7697

**U.S. Department of Justice Civil Rights Division**

950 Pennsylvania Avenue, NW
Washington, D.C. 20530-0001
Phone (202) 514-3847
Toll-free Phone 1-855-856-1247
Telephone Device for the Deaf (TTY) (202) 514-0716

EXTERNAL INQUIRIES – REGIONAL

**U.S. Department of Educational Office for Civil Rights**

1350 Euclid Avenue
Suite 325
Cleveland, OH 44115
Telephone: (216) 522-4970
Facsimile: (216) 522-2573 Email:

[OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)
8. **Notice/Complaints of Sexual or Gender-based Harassment or Discrimination based on Protected Class**

Notice or complaints of sexual or gender-based harassment or discrimination based on protected class and/or retaliation may be made using either of the following options:

1) File a complaint with, or give verbal notice to, the University Title IX Coordinator, or any University Deputy Title IX Coordinator, using the contact information provided in 6. above.
2.) Report online using the University Complaint form provided on the Office of Title IX webpage, [https://www.udmercy.edu/academics/academic-affairs/titleix/](https://www.udmercy.edu/academics/academic-affairs/titleix/)

A Formal Complaint is a document filed and signed by the Complainant, or signed by the Title IX Coordinator, alleging a sexual or gender-based policy violation by a Respondent that requests that the University investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail by using the contact information provided in 6 above.

9. **Supportive Measures**

The University will offer and implement appropriate and reasonable supportive measures to the Parties upon notice of alleged sexual or gender-based harassment or discrimination based on protected class and/or retaliation. Supportive measures are typically offered first to a Complainant and then to a Respondent as the Complainant usually makes the first contact with the Title IX team for this purpose. Supportive measures are offered to a Respondent as quickly as possible upon notification of a Respondent’s name and/or contact information.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Parties to restore or preserve access to the University’s education program or activity, including measures designed to protect the safety of all parties or the University’s educational environment, and/or deter sexual or gender-based harassment or discrimination based
The Title IX Coordinator promptly offers available supportive measures to the Parties upon receiving notice of a concern or receipt of a complaint. The University will make every effort to maintain the confidentiality of the supportive measures provided that confidentiality does not impair the University’s ability to provide the supportive measures. The University will also seek to ensure as minimal an academic impact on the Parties as possible. The University will endeavor to implement measures in a way that does not unreasonably burden either Party.

Supportive measures may include but are not limited to any of the following:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program for employees
- Referral to community-based service providers including crisis lines or shelters
- Student financial aid counseling
- Changes to campus housing assignment(s)
- Changes to work arrangements for employees or student-employees
- Safety planning
- Implementing contact limitations or no contact orders between the Parties
- Academic support, extensions of deadlines, or other program modifications
- Changes to class schedules; facilitation of withdrawals or leaves of absence
- Trespass or Persona Non Grata (PNG) orders
- Timely warnings
- Any other actions deemed appropriate and feasible by the Title IX Coordinator

Violations of no contact orders are referred to the appropriate department including but not limited to Student Affairs, Human Resources, or Public Safety.

10. Emergency Removal

The University may act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis after completion of an individualized safety and risk analysis resulting in a determination that the Respondent poses an immediate threat to a Complainant or other members of the University community. The Student Concern and Care Team chair will communicate the result and basis of the behavioral and threat assessment to the Title IX Coordinator, or the referring Deputy Title IX Coordinator as soon as reasonably possible after receiving a request for completion of behavioral and threat assessment. The University will implement the least restrictive emergency actions possible which may include alternative coursework options.

A Respondent may request a meeting with the Title IX Coordinator to show cause why emergency removal should not take place. In all cases in which emergency removal is imposed, the student will receive notice of the action and information providing the option to show cause to the Title IX Coordinator as soon as reasonably possible why the action/removal should not be implemented or should be modified. Violation of emergency removal under this Policy will constitute grounds for discipline up to and including non-academic dismissal for a student. There is no appeal process of an emergency removal decision.
11. Promptness

All allegations are acted upon promptly by the University once it has received notice or a formal complaint. Complaints may take 90-120 business days to resolve. There are always exceptions and extenuating circumstances that can cause a resolution to take longer and the University will avoid all undue delays within its control.

If the general time frame for resolution is delayed, the University Title IX Coordinator, or Deputy Title IX Coordinator, will provide written notice to the Parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

12. Privacy and Confidentiality

Alleged misconduct should be reported to the Title IX Coordinator or a Deputy Title IX Coordinator. Either the University Title IX Coordinator or a Deputy Title IX Coordinator will then assist a Complainant in understanding reporting options and will advise a Complainant of appropriate supportive measures.

Every effort is made by the University to preserve the privacy of mandatory reports and complaints. Information concerning Complainant, any named Respondent, or any witness, may not be communicated except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures. The University reserves the right to determine which University officials have a legitimate educational interest in being informed about incidents that fall within this policy pursuant to the Family Educational Rights and Privacy Act (FERPA).

13. Jurisdiction of the University

This policy applies to the education program and activities of the University as well as conduct that takes place on the campus; or on property owned or controlled by the University; at University-sponsored events; or in buildings owned or controlled by the University’s registered student organizations. The Respondent must be a member of the University community in order for this Policy to apply.

Regardless of whether the Respondent is a member of the University’s community, Complainant may obtain supportive measures from the University determined and arranged by the Title IX Coordinator or a Deputy Title IX Coordinator. The University may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from University property and/or events.

All vendors serving the University through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator or a Deputy Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution as it may be possible to allege violations through that institution’s policies.

Similarly, the Title IX Coordinator or a Deputy Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences discrimination while enrolled in or working for the University in an externship, study abroad program, or other environment external to the University where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.
14. **Time Limits on Reporting**

There is no time limitation for disclosure or report of a potential violation of this Policy to the University Title IX Coordinator or any deputy Title IX Coordinator. If the Respondent is no longer subject to the University’s jurisdiction and/or significant time has passed since the alleged conduct, the ability of the University to investigate, respond, and provide remedies may be limited or impossible. Any such limitation will not impede the ability of the University to offer supportive measures and/or remedies to a Complainant.

When disclosure or notice is affected by significant time delay, the University will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice or disclosure.

15. **Online Harassment and Misconduct Relating to Sexual and Gender-based Harassment**

The policies of the University are written and interpreted broadly to include online manifestations of any of the behaviors prohibited and described below when those behaviors occur in, or have an effect on, the University’s education program and activities, or use the University’s networks, technology, or equipment.

Prohibited online harassment and misconduct may include but is not limited to the following: sharing of inappropriate content via social media, sexual or sex-based messaging including unwelcome sexting, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the University community. This may also include threats of stalking, domestic violence, or domestic violence.

Although alleged online harassment and misconduct relating to sexual or gender-based harassment is reported as having been made on social media, blogs, or other digital forms of media that cannot be controlled by the University, the University will engage in a variety of means to address and mitigate the effect of such communications. This includes application of the University ITS Acceptable Use & Security Policy linked here: [https://www.udmercy.edu/about/its/policies/files/its-0028.pdf](https://www.udmercy.edu/about/its/policies/files/its-0028.pdf)

16. **Policy on Discriminatory Sexual and Gender-based Harassment**

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom. All policies accompany actual or attempted offenses.

a. **Discriminatory Harassment**

Discriminatory harassment constitutes a form of discrimination that is prohibited by this Policy. The University does not tolerate discriminatory harassment of any employee, student, visitor, or guest and will act to remedy all forms of harassment when reported whether or not the harassment rises to the level of creating a “hostile environment.”

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual’s educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive and objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, the University may also impose sanctions on the Respondent through application of the University Sexual Harassment Prevention Policy.
for allegations concerning employees.

b. Sexual Harassment

Sexual Harassment includes sexual harassment, sexual assault, stalking, domestic violence and dating defined below:

Conduct or attempted conduct on the basis of sex/gender or that is sexual that satisfies one or more of the following:

1. Quid Pro Quo: this type of sexual harassment may only be engaged in by
   a. an employee of the University, and,
   b. explicitly or implicitly conditions the provision of an aid, benefit, or service
   c. on an individual’s participation in unwelcome sexual conduct; and/or,

2. Sexual harassment which is defined as:
   a. unwelcome conduct,
   b. determined by a reasonable person,
   c. to be so severe, and
   d. pervasive, and
   e. objectively offensive,
   f. that it effectively denies a person equal access to the University’s education program or activity.

3. Sexual assault is defined as:
   a. Any attempted or actual sexual act directed against another person without their consent
       including instances where the party is incapable of giving consent. Sexual assault can occur
       between individuals of the same or different sexes.

b. Forcible Sex Offenses are defined as:
   i. Any sexual act directed against another person,
   ii. without the consent of the Complainant,
   iii. including instances in which the Complainant is incapable of giving consent.
   iv. Rape: the carnal knowledge of a person obtained without their consent including instances
       where the person is incapable of giving consent because of their age or because of their
       temporary or permanent mental or physical incapacity;
   v. Sodomy: Oral or anal sexual intercourse with another person, without the consent of the person,
       including instances where the person is incapable of giving consent because of their age or because
       of their temporary or permanent mental or physical incapacity;
   vi. Sexual assault with an object: To use an object or instrument to unlawfully penetrate, however
       slightly, the genital or anal opening of the body of another person, without the consent of the
       person, including instances where the person is incapable of giving consent because of their age or
       because of their temporary or permanent or physical incapacity;
   vii. Fondling: the touching of the private body parts of another person for the purpose of sexual
       gratification, without the consent of the person, including instances where the person is incapable
       of giving consent because of their age or because of their temporary or permanent mental or
       physical incapacity.

viii. Incest:
   ix. Non-forcible sexual intercourse,
   i. between persons who are related to each other,
   ii. within the degrees wherein marriage is prohibited by Michigan law.
x. Statutory Rape:
  iv. Non-forcible sexual intercourse,
  v. with a person who is under the statutory age of consent of 16 in Michigan.

4. Dating Violence is defined as:
   a. violence,
   b. on the basis of sex,
   c. committed by a person,
   d. who is in or has been in a social relationship of a romantic or intimate nature with the person
      subjected to this type of violence,
       i. The existence of such a relationship shall be determined based on the
          Complainant’s statement and with consideration of the length of the
          relationship, the type of relationship, and the frequency of interaction between the persons
          involved in the relationship. For the purposes of this definition—
       ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such
           abuse. Dating violence does not include acts covered under the definition of domestic
           violence.

5. Domestic Violence is defined as:
   a. violence,
   b. on the basis of sex,
   c. committed by a current or former spouse or intimate partner of the person subjected to this type
      of violence, or
   d. by a person with whom a child is shared in common, or
   e. by a person who is cohabitating with, or has cohabitated with, as a spouse or intimate partner, or
   f. by a person similarly situated to a spouse under the domestic or family violence laws of Michigan,
      or
   g. by any other person against an adult or youth who is protected from that person’s acts under the
      domestic or family violence laws of Michigan.
   h. An intimate partner is defined as an individual with whom one has or had a short- or long-term
      relationships that provides romantic and/or physical intimacy or emotional dependence.
      Intimate relationships can occur between individuals of the same gender or different genders
      and may include, but are not limited to, marriages, civil unions, dating relationships, “hook-up”
      relationships, relationships in which partners are characterized as “girlfriends” or “boyfriends”,
      and relationships between individuals with a child in common.

6. Stalking is defined as:
   a. engaging in a course of conduct,
   b. on the basis of sex,
   c. directed at a specific person, that
      i. would cause a reasonable person to fear for the person’s safety, or
      ii. the safety of others; or
      iii. suffer substantial emotional distress.

   For the purposes of this definition—
   iv. Course of conduct means two or more acts, including, but not limited to, acts in which the
       Respondent directly, indirectly, or through third parties, by any action, method, device, or
       means, follows, monitors, observes, surveils, threatens, or communicates to or about a
       person, or interferes with a person’s property.
v. Reasonable person means a reasonable person under similar circumstances and with similar identifies to the Complainant.

vi. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

c. Consensual Relationships

The University Sexual Harassment Prevention Policy includes the following Consensual Relationship language incorporated within this Policy:

A. In General. There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions of power. In the University context, such positions include but are not limited to teacher and student, supervisor and employee, senior faculty and junior faculty, mentor and trainee, teaching assistant and student, coach and athlete, preceptor and student, staff and student, and the individuals who supervise the day-to-day student living environment and student residents. These relationships may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. The asymmetry of the relationship can lead to a potentially exploitive relationship. Where such a relationship exists, the University will in general be unsympathetic to a defense based upon consent when the facts establish that a professional staff-student, supervisor-employee, senior faculty- junior faculty, mentor-trainee, teaching assistant-student, preceptor-student, or supervisor-student resident power differential existed within the relationship.

B. With Students. Romantic and/or sexual relationships between faculty and student, even mutually consenting ones, are a basic violation of professional ethics and responsibility when the faculty member has any responsibility for the student’s academic performance or professional development. For the foregoing reasons, all romantic and/or sexual relationships between faculty and students in the instructional context are prohibited. No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised, directly or indirectly, by the faculty member. Romantic and/or sexual relationships between faculty and students that occur outside of the instructional or supervisory context may also lead to difficulties. The asymmetry of the faculty-student relationship can lead to a potentially exploitive relationship. Where such a relationship exists, the University will in general be unsympathetic to a defense based upon consent when the facts establish that a professional faculty-student, staff, student, or coach-student power differential existed within the relationship.

The University reserves the right to impose any level of sanction ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

d. Force, Coercion, Consent, and Incapacitation

- Force: the use or threat of physical violence to overcome an individual’s freedom of will to choose whether to participate in sexual activity.

- Coercion: unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. Coercion can include a wide range of behaviors including manipulation, pressuring, and cajoling. Words or conduct may constitute coercion if they impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can
constitute coercion.

- Consent: communication that is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent may be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in, and the conditions of, sexual activity. Consent to some sexual contact such as kissing or fondling cannot be presumed to be consent for other sexual activity such as intercourse. The existence of a current or previous intimate relationship is not sufficient to constitute consent.

- Incapacitation: Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because that individual lacks conscious knowledge of the nature of the act sufficient to understand the who, what, where, when, why or how of the sexual interaction, and/or is physically helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware or uncertain that sexual activity is occurring. Incapacitation may also result from the use of alcohol and/or other drugs. Being intoxicated or impaired by drugs or alcohol is never an excuse and does not diminish the responsibility to obtain consent.

e. Other Types of Sexual or Gender-based Harassment or Misconduct Governed by Other University of Detroit Mercy Policies; Codes of Conduct; or Codes of Community Standards.

In addition to the forms of sexual harassment described under b., Sexual Harassment, above, which are covered by Title IX, the University also prohibits the following offenses as forms of sex and gender-based harassment that may be within or outside of Title IX and may include actions based upon an individual's actual or perceived membership in a protected class. They include but are not limited to the following:

1. Sexual exploitation is defined as taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:

1a. Sexual voyeurism is defined by conduct including observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts without the consent of the person being observed;

1b. Invasion of sexual privacy;

1c. Taking photos, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, and/or without the consent of all involved in the activity, or exceeding the boundaries of consent such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent, including the making or posting of revenge pornography;

1d. Prostituting another person;

1e. Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection;

1f. Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person’s ability to give consent to sexual activity, or for the
purpose of making that person vulnerable to non-consensual sexual activity;

1g. Misappropriation of another person’s identity on apps, websites, or other venues designed for dating or sexual connections;

1h. Emotionally blackmailing or forcing a person to take an action against that person’s will by threatening to show, post, or share information, video, audio, or an image that depicts the person’s nudity or sexual activity;

1i. Knowingly soliciting a minor for sexual activity; 1j. Engaging in sex trafficking;

1k. Knowingly possessing, or disseminating child pornography;

1l. Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;

1m. Discriminatory harassment that is sex or gender-based and is not categorized or listed above, but may consist of actions that deprive, limit, or deny educational or employment access, benefits, or opportunities to students or employees or potential students or employees.

1n. Bullying that is repeated and/or severe and involves aggressive behavior that is likely to intimidate or to intentionally hurt, control, or diminish another person physically and/or mentally;

1o. Intimidation that consists of explicit or implicit threats or acts that cause an unreasonable fear of harm in another.

2. Hazing includes sex-based acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.

3. Violation of any other University policies may also constitute sex or gender-based discrimination when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed prohibited conduct may range from reprimand through expulsion/termination.

f. Retaliation

No individual may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this Policy or because an individual has made a report or formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Retaliation can be committed by or against any individual or group of individuals and not just a Respondent or Complainant.

The University retains the right to charge an individual for making a materially false statement in bad faith during the course of an investigation, proceeding, or hearing under this policy, but will not conclude that any individual has made a materially false statement in bad faith solely based on the determination regarding responsibility.

Suspected retaliation should be reported immediately to a member of the Title IX Team. The University will take
all and appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

17. Mandatory Reporters

With the exception of licensed psychotherapists and nurse practitioners acting in the capacity for which they were hired by the University, all University employees (faculty, staff, and administrators) are expected to report actual or suspected sexual or gender-based harassment or discrimination based on protected class to the Title IX Coordinator or a Deputy Title IX Coordinator. Mandatory Reporters include University Resident Advisors and the University Multicultural Peer Advisor.

Mandatory Reporters must promptly contact the Title IX Coordinator or a Deputy Title IX Coordinator to share all known details of a disclosure shared with them in the course of their employment.

Generally, disclosures made in classroom writing assignments or discussions, human subjects research, or at events such as “Take Back the Night” do not provide notice that must be reported to the Title IX Coordinator by employees unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from the University.

The failure of a Mandatory Reporter to report an incident of sexual or gender-based harassment or discrimination based on protected class of which they become aware constitutes a violation of University policy and can result in disciplinary action for failure to comply.

18. Confidential Resources: On Campus and Off Campus

A complainant may contact a Confidential Resource on or off campus as listed below:

On-campus resources

On-campus confidential resources consist of licensed psychotherapists and nurse practitioners working at the Wellness Center or Dental School’s Office of Health and Wellness.

Wellness Center:

Wellness Center Director: Dr. Annamaria Silveri, 313.993.1459, silveran@udmercy.edu

Dental School, Office of Health and Wellness, Bailey Andersen, 313.494.6938, anderstb@udmercy.edu

Off-campus

Off-campus confidential resources include licensed health care and medical professionals and include but are not limited to the following southeastern Michigan resources:

Common Ground – 800.231. 1127 (www.commonground.org)

HAVEN, 801 Vanguard Drive, Pontiac, MI 48343 877.922. 1274 (https://www.haven-oakland.org/)

Victim Assistance Services, Oakland County Prosecutor's Office - (248) 858-0707

End Violent Encounters (EVE) 24-hour Hotline: 517.372.5572 EVE is a confidential community-based program providing supportive services to survivors of domestic abuse and sexual violence.

Wayne County SAFE, 2727 Second Avenue, Detroit, MI 48201, 313.964.9701

Health care professionals are required to maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.
19. When a Complainant Does Not Wish to Proceed with the Resolution Process

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator or a Deputy Title IX Coordinator who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with federal and state laws.

The Title IX Coordinator or a Deputy Title IX Coordinator will determine whether the University will proceed if the Complainant does not wish to do so. In such instance, the Title IX Coordinator may not sign a Formal Complaint to initiate the Formal Resolution Process until receipt of the conclusion of a violence and threat risk assessment completed by the Student Concern and Care Team.

If the Title IX Coordinator prepares and signs a Formal Complaint, the Title IX Coordinator does not become the Complainant as the Title IX Coordinator is not the individual who is alleged to have experienced the conduct that could constitute a violation of this Policy. The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and the University’s ability to pursue a Formal Resolution Process fairly and effectively.

The Title IX Coordinator’s decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the University to pursue formal action to protect the community. A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence.

20. Federal Timely Warning Obligation

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, the University must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

The University will ensure that a Complainant’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

21. False Allegations and Evidence

Deliberately false and/or malicious accusations of allegations made under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Parties or witnesses knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation are subject to discipline under University policy.

22. Amnesty for Good Faith Reporting by Complainants and Witnesses

The University will not pursue disciplinary action against student Complainants or witnesses for disclosure of personal consumption of alcohol or other drugs whether underage or illegal if the disclosure is made in connection with a disclosure of a potential violation of this Policy. The University strongly encourages the reporting of prohibited conduct under this Policy. It is in the best interest of this community that Complainants report to university officials and that participants in the grievance process are forthright in sharing information.

To guard against discouraging reporting or participation, a student who reports or participates in the grievance process, either as a Complainant, Respondent, or a witness, will not be subject to disciplinary action by the
University for personal consumption of alcohol or drugs or violations of other University policies in effect at the
time of the incident provided that any such violations did not and do not place the health or safety of any other
person at risk and do not involve plagiarism, cheating, or academic dishonesty. The University may, however,
initiate an educational discussion or pursue other educational remedies with the student regarding alcohol or
other drugs. Being intoxicated by drugs or alcohol is no defense to any violation of this Policy and does not
diminish one’s responsibility to obtain consent.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug
distribution.

23. Federal Statistical Reporting Obligations

University of Detroit Mercy and all higher education institutions that receive federal funding are obligated to
publicly issue an Annual Security Report ("ASR") which identifies the number of particular reported crimes on
campus or campus property, or adjacent to campus. The ASR does not include identifying information about the
Complainant or Respondent.

Crime Log All higher education institutions that have campus police forces or security departments must
maintain a daily crime log that includes entries for all crimes that occur within both the Clery geography and the
campus police force’s regular patrol route. The crime log does not include identifying information about the
Complainant or Respondent.

24. Preservation of Evidence

The preservation of evidence related to sexual assault is necessary for potential criminal prosecution and to
obtaining restraining orders and is time-sensitive. The University will inform the Complainant of the
importance of preserving evidence by taking the following actions:

1. Seek forensic medical assistance at a local hospital or contact Wayne County SAFE at
   313.413.8000, their crisis pager line, or call the general line at Wayne County SAFE at
   313.964.9701 within 120 hours of assault, or less time if possible.
2. Avoid showering, bathing, washing hands or face, or douching if possible but evidence may still be
   collected even if this occurs.
3. Try not to urinate.
4. If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
5. If clothes are changed, place soiled clothes in a paper bag and not a plastic bag which destroys evidence
   or secure evidence container.
6. Seeking medical treatment can be essential even if it is not for the purposes of collecting forensic
   evidence.

Interim Resolution Process: Formal and Informal Resolution (Process A and Process
B, Respectively)

1. Overview

1. The University provides a formal resolution process known as Process A which is described below in 1a.
   Based on U.S. CFR 106.30, certain types of alleged sexual or gender-based harassment or discrimination of
   a member of a protected class are not included in this Formal Resolution Process and are instead
regulated by separate formal resolution processes at the University that apply on the McNichols campus for undergraduate and graduate students; on the Riverfront campus for law students; and on the Corktown campus for dental students. Links to separate formal resolution processes are described below in 1b. Additionally, based on U.S. CFR 106.30, certain types of alleged sex and gender-based harassment involving employees are not regulated by Process A. Links to employee formal resolution processes are described below in 1b.

a. The University will act on any formal or informal notice or complaint made under this Policy alleging sexual harassment; sexual assault; stalking; domestic violence or dating violence that is governed by U.S. Code of Federal Regulation, CFR 106.30 by application of this formal resolution process known as Process A.

b. For allegations of sex or gender-based harassment that are not governed by U.S. Code of Federal Regulation, CFR 106.30, the University will utilize separate University processes that apply to the types of sexual harassment and/or other conduct not governed by U.S. Code of Federal Regulation, CFR 106.30 and CFR 106.45. The University processes are listed below:

1. For complaints involving employee respondents, the University Sexual Harassment Prevention Policy applies: https://www.udmercy.edu/faculty-staff/hr/files/Sexual_Harassment_Policy.pdf

2. For complaints involving undergraduate or graduate student respondents, the Student Code of Conduct found in the Student Handbook applies: https://www.udmercy.edu/life/policies/files/Student_Handbook.pdf

3. For complaints involving law school student respondents, the Detroit Mercy School of Law Community Standards Code applies: https://lawschool.udmercy.edu/_files/pdf/students/Community%20Standards%20Code.pdf
4. For complaints involving dental student respondents, the Dental Mercy School of Dentistry Academic Policy Handbook applies:

c. Each of the applicable University Codes listed above also may be used to resolve allegations of collateral misconduct such as vandalism or physical abuse of another as two non-exhaustive examples of conduct or a pattern of behavior that may occur in conjunction with resolution of alleged sexual or gender-based harassment or discrimination of a member of a protected class.
d. Complainants and Respondents who desire the assistance of the University in facilitating informal resolution of an allegation of sexual or gender-based harassment or discrimination of a member of a protected class may elect to proceed under Process B, Informal Resolution, with one exception. Process B may not be utilized to resolve sexual or gender-based harassment or discrimination of a member of a protected class alleged against an employee respondent by a student complainant.

2. Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, the University will conduct a prompt initial assessment to determine the next steps that the University will need to take. The University will initiate at least one of three responses:

e. Offering supportive measures because the Complainant does not want to file a Formal Complaint;
f. Implementation of Formal Resolution Process including an investigation and a hearing (Process A) upon submission of a Formal Complaint;
g. Implementation of Informal Resolution Process Through Mediation (Process B) upon submission of a Formal Complaint.

The University uses the Formal Resolution Process (Process A) to determine whether or not the policy has been violated. If so, the University will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to sexual or gender-based harassment or discrimination of a member of a protected class, their potential recurrence, or their effects.

3. Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator, or a Deputy Title IX Coordinator, will engage in an initial assessment within seven business days of receipt of notice or complaint typically within one to five business days. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator, or a Deputy Title IX Coordinator, seeks to determine if the person impacted wishes to make a formal complaint and will assist them to do so if desired.
- If they do not wish to do so, the Title IX Coordinator, or a Deputy Title IX Coordinator, determines whether to initiate a complaint in such cases where a violence and threat risk assessment indicates a compelling threat to health and/or safety of the Complainant or University community. If a formal complaint is received, the Title IX Coordinator, or a Deputy Title IX Coordinator, works with the Complainant to make sure that the complaint is completed and then assesses its sufficiency as required by CFR 106.30.
• The Title IX Coordinator, or a Deputy Title IX Coordinator, reaches out to the Complainant to offer supportive measures.
• The Title IX Coordinator, or a Deputy Title IX Coordinator, works with the Complainant to ensure they are aware of the right to have an Advisor.
• The Title IX Coordinator, or a Deputy Title IX Coordinator, works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
  o If a supportive and remedial response is preferred, the Title IX Coordinator, or a Deputy Title IX Coordinator, works with the Complainant to identify their wishes, then assesses the request and facilitates implementation of requested measures.
  o If the Complainant prefers informal resolution as an option for resolving an allegation of potential sexual or gender-based harassment or discrimination of a member of a protected class, the Title IX Coordinator, or a Deputy Title IX Coordinator, assesses whether the complaint may be resolved informally and contacts the Respondent to discuss Process B, Informal Resolution, and determine if the Respondent is interested in engaging in informal resolution facilitated by the University.
  o If a Formal Resolution Process is preferred by the Complainant, the Title IX Coordinator, or a Deputy Title IX Coordinator, determines if the alleged misconduct falls within the scope of Title IX:
    ▪ If it does, the Title IX Coordinator, or a Deputy Title IX Coordinator, will initiate the formal investigation and grievance process, directing the investigation to address:
      • an incident, and/or
      • a pattern of alleged misconduct, and/or
      • a culture/climate issue, based on the nature of the complaint.
    ▪ If it does not, the Title IX Coordinator, or a Deputy Title IX Coordinator, determines that the 2020 Title IX regulations do not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply and will refer the Complainant for resolution under other applicable University processes available to undergraduate and graduate students; law students; dental students; and employees.
    ▪ Dismissal of a complaint under the 2020 Title IX regulations does not limit the University’s authority to address a complaint of sexual or gender-based harassment or discrimination of a member of a protected class as described above in 1b. Dismissal of a complaint under the 2020 Title IX regulations is solely a procedural requirement under Title IX and does not limit the University’s authority to address a complaint with an appropriate process and remedies.

4. Mandatory Dismissal

Based upon 34 CFR Part 106, the University must dismiss a formal complaint or any allegations contained within the complaint after intake meeting with the Complainant, it is determined that the conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy even if proved; and/or

h. The conduct did not occur in an educational program or activity controlled by the University (including buildings or property controlled by recognized student
organizations), and/or the University does not have control of the Respondent; and/or
i. The conduct did not occur against a person in the United States; and/or
j. At the time of filing a formal complaint, the complainant is not participating in or attempting to participate in the education program or activity of the University.

5. Discretionary Dismissal

The University may dismiss a formal complaint or any allegations contained within the complaint if at any time after intake meeting with the Complainant, any of the following occurs:

k. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint including any or all of the allegations included in the complaint; or
l. The Respondent is no longer enrolled in or employed by the University;
m. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination of the allegations contained in the Formal Complaint.

Upon dismissal for mandatory or permissive grounds, the University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the Parties at their University email addresses.

Either a mandatory or discretionary dismissal decision is appealable by any Party under the procedures for appeal below. If a Complainant decides to withdraw a complaint, they may later request to reinstate or refile it.

6. Counterclaims

The University is obligated to ensure that the resolution process is not used for retaliatory purposes. The University permits filing of counterclaims after completing an initial assessment to determine whether the allegations in the counterclaim appear to be made in good faith. Counterclaims by a Respondent may be made in good faith but also may instead be made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined by the Title IX Coordinator, or a Deputy Title IX Coordinator, to have been reported in good faith may be processed with the underlying allegation, or after resolution of the underlying initial allegation.

7. Right to an Advisor During Formal Resolution Process and Necessity for an Advisor at Hearing

The parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the resolution process if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential
bias will be explored by the hearing officer and may result in the need for a different Advisor to conduct cross-examination at the hearing.

The University may permit parties to have more than one Advisor upon special request made to the Title IX Coordinator. The decision to grant this request is at the sole discretion of the Title IX Coordinator, or Deputy Title IX Coordinator, and will be granted equitably to all parties.

   a. **Who Can Serve as an Advisor**

   The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the University community.

   The Title IX Coordinator, or Deputy Title IX Coordinator, will also offer to assign a trained Advisor if a Party has not selected and obtained an Advisor on their own by the time of the hearing or scheduling of the hearing.

   b. **Advisor’s Role in Meetings and Interviews**

   The Parties may be accompanied by their Advisor to all meetings and interviews at which the Party is entitled or asked to be present including intake and interviews. Advisors should help Parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

   If one Party selects an Advisor who is an attorney, but the other Party opts not to do so or cannot afford an attorney, the University will appoint a trained internal Advisor, an employee of the University, and typically a member of the Title IX Team. The General Counsel of the University cannot serve as an Advisor for any party.

   c. **Advisors in Hearings/University-Appointed Advisor**

   Cross-examination is permitted during the hearing and must be conducted by a Party’s Advisor. The parties are not permitted to conduct cross-examination of each other or any witnesses. If a Party does not have an Advisor for a hearing, the University will appoint a trained Advisor, typically a member of the Title IX Team, strictly for the purpose of conducting cross-examination at the hearing. A brief adjournment may take place to allow time for an Advisor to be contacted by the Party, or alternatively, by the Title IX Coordinator, or a Deputy Title IX Coordinator, if the Party refrains from contacting an advisor. An adjournment for this purpose should not exceed more than two business days to allow time to obtain an Advisor for either Party.

   A Party may reject this appointment and choose their own Advisor but may not proceed at the hearing without an Advisor. If the Party’s Advisor will not conduct cross-examination, the University will appoint an Advisor who will conduct cross-examination of the other Party and the other Party’s witnesses.

   d. **Advisor Professionalism**

   An Advisor who oversteps their role as defined by this Policy will receive a warning and instruction from the hearing officer to refrain from engaging in any objectionable or unprofessional behavior. If an Advisor disrupts or continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting or hearing will be ended and rescheduled until such time as the Advisor agrees to meet required standards of professionalism.

   e. **Sharing Information with the Advisor**
The University expects that the parties may wish to have the University share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor, or other individuals if they wish, as doing so may help the parties to readily participate in the resolution process.

The University will provide a consent form that authorizes the University to share information directly with a Party’s Advisor. The parties must complete and submit this form to the Title IX Coordinator.

f. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. Shared records may not be shared with third parties, disclosed publicly, or used for purposes not consistent with this resolution process.

g. Expectations of an Advisor

The University expects an Advisor to attend meetings when planned, but may change scheduled meetings to accommodate an Advisor’s inability to attend if doing so does not cause an unreasonable delay.

h. Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the grievance process. The parties are expected to provide timely notice to the Title IX Coordinator, or Deputy Title IX Coordinator, if they change Advisors at any time. If a Party changes Advisors, consent to share information with the previous Advisor is terminated, and a release and confidentiality agreement for the new Advisor must be signed by the new Advisor. Parties are expected to inform the Title IX Coordinator of the identity of a new Advisor at least two calendar days before their scheduled hearing date.

8. Resolution Processes: Formal Resolution (Process A) and Informal Resolution (Process B)

An expectation of confidentiality is core to resolution processes under this Policy. Resolution proceedings are not open to members of the University community or individuals outside the University who are not serving as an Advisor or providing testimony as a witness. Parties have discretion to share their own knowledge and evidence with others if they so choose with the exception of information the Parties agree not to disclose related to Informal Resolution or Process B which is first described below.

a) Procedure for Informal Resolution through Mediation

A Complainant must first submit a Formal Complaint to the Office of Title IX to express interest in resolving an allegation of sexual or gender-based harassment or discrimination of a member of a protected class using mediation facilitated by the Title IX Coordinator or designee. A Respondent may also contact the Title IX Coordinator, or respond to the Title IX Coordinator’s contact, to express interest in Informal Resolution and may do so by emailing the Title IX Coordinator.

Informal Resolution may include Complainant’s preference and request for Supportive Measures only to remedy the situation.

1. Prior to commencing Informal Resolution through Mediation, the University will provide the Parties with written notice of the reported misconduct alleged by either Complainant or Respondent.

2. Informal Resolution through Mediation may not be commenced without voluntary, signed written confirmation provided by the Parties to the Title IX Coordinator, or Deputy Title IX
Coordinator, indicating that they wish to resolve the matter through Informal Resolution.

3. Informal Resolution through Mediation will not be scheduled for a minimum of three business days after the Title IX Coordinator, or Deputy Title IX Coordinator, receives and reviews signed Consent to Informal Resolution through Mediation.

4. Informal Resolution through Mediation may not be used for resolution of a student complainant allegation made against an employee respondent.

5. In some instances, a Respondent may wish to accept responsibility for alleged violation(s) of this Policy and may propose sanctions and/or remedies. In these instances, the Title IX Coordinator, or Deputy Title IX Coordinator, will review the Respondent’s proposed sanctions and/or remedies to determine the suitability of Informal Resolution through Mediation and will send Respondent’s proposed sanctions and/or remedies to Complainant to review to consider before scheduling Mediation.

6. Mediation will typically consist of 1-3 meetings facilitated by the Title IX Coordinator or designee and held with the Parties to discuss the alleged violations and to explore potential sanctions and/or remedies.

7. If Mediation results in agreement by the Parties as to responsibility and/or proposed sanctions and/or remedies, the Title IX Coordinator, or Deputy Title IX Coordinator, will prepare Informal Resolution Mutual Agreement (IRMA) for review and signature by Parties.

8. The Informal Resolution Mutual Agreement may be reviewed and signed by the Parties during a Mediation meeting or within five business days after the final Mediation meeting.

9. If all Parties do not sign the Informal Resolution Mutual Agreement and return it by email to the Title IX Coordinator within five business days after the final Mediation meeting, the Formal Resolution Process will either commence or resume at the stage of process where it was paused.

10. Sanctions stemming from a signed Informal Resolution Mutual Agreement (IRMA) are promptly implemented by the Title IX Coordinator, or Deputy Title IX Coordinator, to stop the alleged discrimination, prevents its recurrence, and remedy the effects of the discriminatory conduct on the complainant and University community.

11. Informal Resolution through Mediation is not subject to appeal by either Party.

b) Formal Resolution Process: Notice of Investigation and Allegations (NOIA)

The Title IX Coordinator or designee will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent to commence the Formal Resolution Process (Process A). This facilitates the Respondent’s ability to identify and choose an Advisor; prepare for intake meeting with the Title IX Coordinator and prepare for subsequent investigation interview(s). The Title IX Coordinator will email Notice of Investigation and Allegations (NOIA) to the Respondent and will copy the Complainant on the NOIA email.

The NOIA sent to Respondent will include:

- A meaningful summary of all allegations;
- The identity of the involved parties (if known);
- The precise misconduct being alleged;
- The date and location of the alleged incident(s) (if known);
- The specific policies implicated;
- A description of the applicable procedures;
A statement of the potential sanctions/responsive actions that could result;
A statement that the University presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination;
List of available support measures described in 8. of Interim Policy;
A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period;
A statement about the University policy on retaliation;
Information about the privacy of the process;
Information on the need for each party to select an Advisor of their choosing and suggestions for ways to identify an Advisor;
A statement informing the parties that the University’s Policy prohibits knowingly making false statements and knowingly submitting false information during the resolution process;
Detail on how either Party may request disability accommodations during the interview process;
The name(s) of the assigned Investigator(s);
An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations.

9. Resolution Timeline

The University will make a good faith effort to complete the Formal Resolution Process within 90-120 calendar days including appeal which can be extended as necessary for appropriate cause by the Title IX Coordinator, or Deputy Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time is needed to complete the process.

10. Appointment of Investigators

Once the decision to commence a Formal Resolution Process is made, the Title IX Coordinator, or Deputy Title IX Coordinator, will select an appropriate Investigator from the Title IX Team, or external to the University, and will notify the Parties of the Investigator at the time the NOIA is emailed to them. The Title IX Coordinator, or Deputy Title IX Coordinator, may serve as default investigator if no other investigator is readily available to commence prompt formal grievance resolution.

11. Conflict of Interest or Bias

Any individual materially involved in the administration of this Formal Resolution Process including the Title IX Coordinator, Investigator(s), and Decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.
The Title IX Coordinator, or Deputy Title IX Coordinator, will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the Formal Resolution Process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator, or Deputy Title IX Coordinator, will determine whether the concern is reasonable and supportable.

Any concerns of conflict of interest or bias by the Title IX Coordinator should be raised with the
University Legal Counsel.

The Formal Resolution Process involves an objective evaluation of all relevant evidence. Credibility determinations may not be based solely on an individual’s status or participation as a Complainant, Respondent, or witness.

The University presumes that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

12. Investigation Timeline

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, or potential police involvement or concurrent police investigations.

The University will make a good faith effort to complete investigations as promptly as circumstances permit and the Title IX Coordinator, or other member of the Title IX Team, if the Title IX Coordinator serves as the Investigator, will communicate regularly with the Parties to update them on the progress and timing of the investigation.

13. Unavoidable delays in the Investigation Process

The University may undertake a short delay in its investigation from several days to a few weeks if circumstances require. Such circumstances include but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of available parties and/or witnesses, and/or accommodations for disabilities or health conditions. The University will implement, or continue to implement, supportive measures as deemed appropriate during any delay of the Investigation Process included within the Formal Resolution Process. The University will email the Parties regarding any anticipated duration and provide them reason for such duration.


All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

As part of an investigation, the Investigator completes the following:

- Allow each Party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses’
- Document in the investigation report which questions were asked with a rationale for any changes or omissions;
- Endeavor to complete the investigation within 30 business days and provide regular status updates to the Parties every two weeks during the investigation;
- Write a comprehensive investigation report fully summarizing the investigation, all witness...
interviews, and addressing all relevant evidence including appendices referring to or including relevant physical or documentary evidence;

• Prior to the conclusion of the investigation, first provide the Parties the evidence relied upon during the investigation and next provide the Parties a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the University does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The Parties may elect to waive the full ten days permitted to review the evidence and may also elect to waive the full ten days to review and comment on the investigation report. Each copy of shared materials will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, and Respondent's Advisor).

• The Investigator(s) may elect to respond in writing in the investigation report to the Parties’ submitted responses and/or to share the responses between the parties for additional responses;

• The Investigator(s) will incorporate relevant elements of the Parties’ written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period;

• The Investigator(s) may share the investigation report with the Title IX Coordinator and/or with University legal counsel for their review and feedback if the investigation is completed by the Title IX Coordinator;

• The Investigator will incorporate any relevant feedback, and the final report is then shared with the Parties through secure electronic transmission or hard copy at least ten (10) business days prior to the scheduled hearing. The Parties are also provided with a file or appendix of any directly related evidence that was not included in the report.

15. Role and Participation of Witnesses in the Investigation

Witnesses who are employees of the University are expected to cooperate with and participate in the University Formal Resolution Process. Failure of such witnesses to cooperate with and/or participate in the Formal Resolution Process constitutes a violation of policy and may warrant discipline.

Investigation interviews may be conducted virtually or in-person and notice of either interview format will be communicated to Complainant and Respondent when Notice of Investigation and Allegations (NOIA) is sent. The University will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Occasionally, a Witness may ask the investigator if they can provide a written statement in lieu of an investigation interview and, if this occurs, the Witness may choose to respond to written questions if deemed appropriate by the Investigator(s). This is not preferred as CFR 106.45 does not allow a written statement prepared by a witness to be used as evidence at a hearing as it eliminates the opportunity and requirement for cross-examination unless the witness appears at the hearing and cooperates with cross-examination.

16. Recording of investigation Interviews

No unauthorized audio or video recording of any kind by a Party, Witness, or Advisor is permitted during
investigation meetings. The investigator(s) must first instruct Parties of intent to record an in-person investigation interview before starting the interview. Investigation interviews conducted in person will not be automatically recorded and are only likely to be recorded if a second investigator/note-taker is not available. The investigator will record all virtually conducted interviews.

17. Evidentiary Considerations in the Investigation

As required by CFR 106.45, an investigator may not consider: 1) incidents not directly related to the possible violation unless they evidence a pattern; or 2) questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior unless such questions and evidence about the Complainant’s prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or, if the questions and evidence concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent.

18. Notice of Hearing (NOH)

a. Title IX Coordinator Notification to Hearing Officer and Parties

After the investigation is completed and investigation report prepared, the Title IX Coordinator, or Deputy Title IX Coordinator, will send Notice of Hearing to the Parties.

Barring request for expedited timeline communicated in writing by all Parties, a hearing cannot be scheduled and cannot take place fewer than 10 calendar days from the date the final investigation report is transmitted to the parties and their Advisors.

The Title IX Coordinator, or a Deputy Title IX Coordinator, will select an appropriate Hearing Officer and Decision-maker from the Title IX Team, or external to the University, and will notify the Parties of the Hearing Officer at the time the Notice of Hearing is emailed to them.

Any objection to the assigned or selected Hearing Officer must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator within five business days of sending of the Notice of Hearing by the Title IX Coordinator. The Hearing Officer will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest may preclude an impartial hearing of the allegation(s) for either or both Parties.

The Title IX Coordinator will provide the Hearing Officer a list of the names of all Parties, Witnesses, and Advisors at least five business days in advance of the hearing so that the Hearing Officer will have the option to decline to serve as Hearing Officer if they believe that it may not be possible to make an objective determination of responsibility.

Allegations involving student-employees for conduct alleged to have occurred in the context of their employment will be directed to the appropriate Hearing Officer depending on the context and nature of the alleged misconduct.

b. Content of Notice of Hearing

No less than ten (10) business days prior to the hearing, the Title IX Coordinator will send notice of the hearing to the Parties. Once emailed, notice is presumed delivered.

The notice will contain:
• Alleged conduct violations: a description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result;
• Date and location: the time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities;
• Technology: any technology that will be used to facilitate the hearing, and ability of the Parties to access the recording after the hearing;
• Separate rooms option: information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Hearing Officer and parties to see and hear a Party or Witness answering questions. Such a request must be emailed to the Title IX Coordinator at least five (5) calendar days prior to the hearing;
• Witness List: A list of all those who will attend the hearing, along with an invitation to object to the Hearing Officer on the basis of demonstrated bias. Such an objection must be emailed to the Title IX Coordinator at least two (2) calendar days prior to the hearing;
• Lack of availability: A statement that if any Party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the Party’s or Witness’s testimony and any statements given prior to the hearing will not be considered by the Hearing Officer who may reschedule the hearing for compelling reasons.
• Advisor: Parties are notified that they must have an Advisor at the hearing and that if they do not have an Advisor or no longer have an Advisor, the University will obtain an advisor for them from the Title IX Team.
• Accommodations: Contact the Title IX Coordinator at least seven (7) business days prior to the hearing to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing.

19. Role of Title IX Coordinator at Hearing

The Title IX Coordinator, or a Deputy Title IX Coordinator not serving as investigator, may serve as an administrative facilitator of the hearing if the Parties agree that it does not pose a conflict of interest.

20. Evidentiary Considerations in the Hearing

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. At both investigation and hearing stage, the Formal Resolution Process does not allow consideration of the following: 1) incidents not directly related to the possible violation unless they evidence a pattern; or 2) questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior unless such questions and evidence about the Complainant’s prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent.

The Parties may each submit a written impact statement to the Hearing Officer at the time of the hearing.

Previous University disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. Information regarding previous University disciplinary action of a student or employee is only considered at the sanction process and should not be shared before that time.
After the hearing, the Decision-maker prepares a written decision stating whether the Respondent violated the Policy as alleged by the Complainant and does so using the preponderance of evidence standard that requires that it is more likely than not that the Respondent violated one or more terms of this Policy.

21. Preparation for Hearing

At least seven business days prior to the Hearing, the Hearing Officer, after any necessary consultation with the Parties, Investigator(s), and/or Title IX Coordinator, will provide the names of persons who will participate in the hearing as well as a list of all relevant documentary evidence and the final investigation report to the Parties.

Any Witness scheduled to participate in the hearing must first be interviewed by the Investigator(s). If the Parties and Hearing Officer do not agree to the admission of evidence newly offered at the hearing, the Hearing Officer will delay the hearing and require that reopening of the investigation.

After receiving the notice of hearing, the Parties have the opportunity for continued review and comment on the final investigation report and available evidence.

22. Pre-Hearing Meeting Requested by Hearing Officer

c. Reasons to request: The Hearing Officer may ask the Title IX Coordinator, or a Deputy Title IX Coordinator, to schedule a pre-hearing meeting with the Parties to invite them to submit questions or topics that the Parties or their Advisors may wish to ask, or have asked by the Hearing Officer, at the hearing. Additionally, the Title IX Coordinator, or a Deputy Title IX Coordinator, may schedule an in-person or virtual pre-hearing if the Title IX Coordinator anticipates that questions of evidentiary relevance may be resolved in advance of the Hearing.

d. Determining relevance: If a pre-hearing meeting is scheduled by the Title IX Coordinator, the Hearing Officer will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Hearing Officer may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing.

e. Who attends: In addition to the Parties and their Advisors, the Hearing Officer may request participation of either or both the Title IX Coordinator and University General Counsel.

f. Recording: Pre-hearing meetings are recorded using audio and/or video.

23. Joint or Individual Hearings

In hearings involving more than one Respondent, or more than one Complainant who has alleged that the Respondent(s) engaged in the same or substantially similar conduct, the Title IX Coordinator, or Deputy Title IX Coordinator, will determine whether allegations should be heard in one joint hearing or separate hearings.

The Title IX Coordinator, or Deputy Title IX Coordinator, may permit the Hearing pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. The Hearing Officer will make separate determinations of responsibility for each Respondent for each alleged policy violation.
24. Procedure for the Hearing itself: order of witnesses and evidentiary rulings

The Hearing Officer explains the procedures and introduces the participants including the Investigator who will present and summarize the investigation report at the beginning of the hearing. The Investigator will present a summary of the final investigation reporting including contested and uncontested evidence and will be subjected to questioning by the Hearing Officer and the Parties through their Advisors regarding the investigation and investigation report. The investigator will remain present during the entire Hearing. Neither the parties nor the Hearing Officer should ask the Investigator for their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments.

The Hearing Officer will allow a Witness who has relevant information to appear at a portion of the hearing to respond to specific questions from the Hearing Officer before being excused.

At the hearing, the Hearing Officer has the authority to hear and make determinations on all allegations contained in the NOIA and NOH. The Hearing Officer may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the alleged Policy violations even though those collateral allegations may not specifically fall within the Policy.

Once the Investigator(s) present their report and are questioned, the Parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The Parties and Witnesses will be questioned by the Decision-maker(s) and then by the Parties through their Advisors.

All questions are subject to a relevance determination by the Hearing Officer. The Advisor, who will remain seated during questioning, will pose the proposed question and the proceeding will pause to allow the Hearing Officer to consider it and determine whether the question will be permitted, disallowed, or rephrased.

The Hearing Officer may discuss relevance with the Advisors if the Hearing Officer would like to do so in determining whether a question is relevant. The Hearing Officer will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Hearing Officer will limit or disallow questions on the basis that they are irrelevant, unduly repetitious and irrelevant as a result, or abusive. The Hearing Officer has the final say on all questions and determinations of relevance subject to any appeal. The Hearing Officer may consult with University legal counsel on any questions of admissibility. The Hearing Officer may also ask Advisors to frame why a question is or is not relevant from their perspective but will not engage in discussion from the Advisors on relevance once the Chair has ruled on a question.

If any Party raises an issue of bias or conflict of interest on the part of the Investigator or Hearing Officer, the Chair may elect to address those issues by consulting with legal counsel or referring them to the Title IX Coordinator or preserve them for appeal. If bias is not raised as an issue at the hearing, the Hearing Officer should not permit irrelevant questions that probe for bias.

25. Refusal to Submit to Cross-Examination and Inferences

If a Party or Witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, the Hearing Officer may not rely on any prior statement made by that party or witness at the hearing including those contained
in the investigation report in reaching ultimate determination of responsibility.

However, if the statements of the Party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself, those statements may be considered by the Hearing Officer.

The Decision-maker(s) may not draw any inference solely from a Party’s or Witness’s absence from the hearing or refusal to answer cross-examination or other questions at the hearing.

If alleged policy violations other than sexual harassment are considered at the same hearing, the Hearing Officer may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any Party or Witness not to participate or respond to questions.

If a Party’s Advisor of choice refuses to comply with the University’s established rules of decorum for the hearing, the University may require the Party to use a different Advisor. If a University provided Advisor refuses to comply with the rules of decorum, the University may provide that Party with a different Advisor to conduct cross-examination on behalf of that Party.

26. Recording Hearings

Hearings are recorded by the University for purposes of review in the event of an appeal. The Parties may not record the proceedings and no other unauthorized recordings are permitted.

The Hearing Officer, the Parties, their Advisors, and appropriate administrators of the University will be permitted to listen to the recording but not record it as determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

27. Finding, Final Determination and Standard of Proof

The Hearing Officer and Decision-maker will determine whether the Respondent is responsible, or not responsible, for the policy violation(s) in question using preponderance of evidence as the standard of proof.

When there is a Finding of responsibility on one or more of the allegations, the Decision-maker(s) may then consider any previously submitted impact statements by either Party in determining appropriate sanction(s). The Hearing Officer and Decision-maker will ensure that each of the Parties has an opportunity to review any impact statement submitted by the other Party. The Decision-maker(s) may consider impact statements, but they are not binding.

The Decision-maker(s) will review the statements and any pertinent conduct history provided by the appropriate University administrator and will determine the appropriate sanctions after consultation with other appropriate University administrators including the Dean of Students; Provost and Vice-President for Academic Affairs; and/or Human Resources Associate Vice President.

The Hearing Officer will then prepare a written deliberation statement typically not exceeding three (3) to five (5) pages in length and email it to the Title IX Coordinator within three (3) to five (5) business days of conclusion of the hearing detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, and sanctions
if a finding of responsibility has been made.

28. Notice of Outcome

The Title IX Coordinator, or Deputy Title IX Coordinator, will work with the Hearing Officer to prepare a Notice of Outcome based on the Deliberation Statement which the Title IX Coordinator will email simultaneously to the Parties within three (3) to five (5) business days of receiving the Hearing Officer's Deliberation Statement. The Notice of Outcome will include the final determination, rationale, and any applicable sanction(s). It will also provide statement of grounds for appeal and time within which an appeal may be sought by either Party.

29. Sanctions

Factors considered when determining a sanction may include but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s);
- The Respondent’s disciplinary history, if any;
- Previous allegations or allegations involving similar conduct;
- The need for sanctions/responsive actions to bring an end to the conduct;
- The need for sanctions/responsive actions to prevent future recurrence;
- The need to remedy the effects of the discrimination;
- The impact on the Parties;
- Any other information deemed relevant by the Decision-maker(s)

Sanctions are implemented as soon as feasible and upon expiration of time within which appeal may be sought or upon the outcome of an appeal granted and decided by the Appeals Officer.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

Student Sanctions

Sanctions that may be imposed upon students or organizations singly or in combination may include but

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any University policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Required Counseling:** A mandate to meet with and engage in either University-sponsored or external counseling to better comprehend the misconduct and its effects.
- **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at University.
- **Expulsion:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend University-sponsored events.
- **Withholding Diploma:** The University may withhold a student’s diploma or degree for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for an alleged violation.

- **Revocation of Degree:** The University reserves the right to revoke a degree previously awarded from the University for fraud, misrepresentation, and/or other violation of University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- **Organizational Sanctions:** Deactivation, loss of recognition, loss of some or all privileges (including University registration) for a specified period of time.

- **Other Actions:** In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate.

30. **Withdrawal or Resignation During Formal Resolution Process**

If a Respondent withdraws from the University before the Formal Resolution Process has been concluded, a notice will be sent to the student stating that he or she is alleged to have violated University policy that the resolution process will continue. A letter will also be sent to the University Registrar, and also to the registrar or academic dean of the school/college in which the student was enrolled indicating that such proceedings are pending. If the student attempts to re-enroll before the matter is resolved, the Registrar will notify the Title IX Coordinator or a Deputy Title IX Coordinator. The matter must be fully resolved before the student may re-enroll at the University.

31. **Appeals**

Any Party may file a request for appeal in writing and email it to the Title IX Coordinator within seven (7) business days of delivery of the Notice of Outcome. The Title IX Coordinator, or Deputy Title IX Coordinator, will forward Request for Appeal to the Appeal Chair for the University campus where the student or employee is enrolled, or principally work, if the request meets the grounds for appeal.

a) **Grounds for Appeal**

Appeals are limited to the following grounds:

A. Procedural irregularity that affected the outcome of the matter;

B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made and that could affect the outcome of the matter; and

C. The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

The Appeals Officer will deny any other grounds for appeal and will notify the Parties and their Advisors in writing of the denial and the rationale.

If any of the grounds contained in the Request for Appeal meet the criteria listed in A., B., and/or C. above, the Appeal Chair will notify Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Hearing Officer of Appeals Officer Decision Granting Request and Grounds for Appeal. Similarly, if none of the grounds contained in the Request for Appeal meet the criteria listed in A., B., and/or C. above, the Appeal Chair will notify Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Hearing Officer of Appeals Officer Decision Denying Request and Ground for Appeal.
When grounds for an appeal are granted, The Appeals Officer will send the other Party and their Advisor, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) determination of any approved ground(s) for appeal. If the appeal involves the Title IX Coordinator, Investigator, or Hearing Officer, as necessary, any or each will submit their written responses to the Appeals Officer within seven (7) business days concerning the portion of the appeal that was approved and involves them.

The non-appealing Party (if any) may also choose to raise a new ground for appeal at this time which will be reviewed to determine if it meets one of the grounds in this Policy. If approved, the appeal will be forwarded to the Party who initially requested an appeal, the Investigator(s) and/or original Hearing Officer, as necessary, and any or each will submit their written responses to the Appeals Officer within seven (7) business days who will then circulate them for review and comment by all Parties.

Neither Party may submit any new requests for appeal after this time period. The Appeals Officer will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and will render a decision in no more than seven (7) business days barring exigent circumstances. The decision of the Appeals Officer is based on preponderance of the evidence.

A Notice of Appeal Outcome will be emailed simultaneously to all Parties and will provide reason for each approved ground for appeal and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the University is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the University is permitted to share under state or federal law.

b) Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

c) Appeal Considerations

- Decisions on appeal are to be deferential to the original decision-making changes to the finding only when there is clear error and to the sanction(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for the Appeal Officer to substitute their judgment for that of the original Decision-maker(s) merely because they disagree with the finding and/or sanction(s).
- The Appeal Officer may consult with the Title IX Coordinator, or Deputy Title IX Coordinator, on questions of procedure or rationale for clarification if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision-maker(s) for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final and further appeals are not permitted.
- In rare cases where a procedural error cannot be cured by the original Decision-maker(s), the Appeals Officer may order a new hearing with a new Decision-maker(s).
• The results of a new hearing can be appealed once on any of the three available appeal grounds.
• In cases in which the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

32. Long-Term Remedies/Other Actions

Following the conclusion of the Formal Resolution Process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the sexual or gender-based harassment or discrimination of a member of a protected class, remedy the effects, and prevent reoccurrence.

These remedies/actions may include but are not limited to:

• Referral to counseling and health services for students;
• Referral to the Employee Assistance Program for employees;
• Education to the individual and/or the community;
• Permanent alteration of housing assignments;
• Permanent alteration of work arrangements for employees;
• Provision of campus safety escorts;
• Climate surveys;
• Policy modification and/or training;
• Provision of transportation accommodations;
• Implementation of long-term contact limitations between the parties;
• Implementation of adjustments to academic deadlines and course schedules.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator, or Deputy Title IX Coordinator, will address any remedies owed by the University to the Respondent to ensure no effective denial of educational access.

The University will maintain the confidentiality of any long-term remedies/actions/measures, provided privacy does not impair the University’s ability to provide these services.

33. Failure to Comply with Sanctions and/or Long-term Remedies

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) including the Appeal Officer.

Failure to abide by the sanction(s) or action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the University and may be noted on a student’s official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.
34. Disabilities Accommodations in the Resolution Process

The University is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the University’s Resolution Process.

Anyone needing such accommodations or support should contact the Assistant Director of Student Disability & Accessibility Support Services, who will then review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the Resolution Process.

35. Recordkeeping

The University will maintain for a period of at least seven (7) years records of:

a. Each investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
b. Any disciplinary sanctions imposed on the Respondent;
c. Any remedies provided to the Complainant designed to restore or preserve equal access to the University’s education program or activity;
d. Any appeal and the result;
e. Any Informal Resolution and the result of the Informal Resolution
f. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. The University will make these training materials publicly available on the University’s website.
g. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual or gender-based harassment or discrimination against a member of a protected class including:
   i. The basis for all conclusions that the response was not deliberately indifferent;
j. Any measures designed to restore or preserve equal access to the University’s education program or activity; and
k. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The University will also maintain any and all records in accordance with state and federal laws.

36. Training

The University will provide appropriate training to University officials with responsibilities under this policy, including the Title IX Coordinator and Deputy Title IX Coordinators, Investigators, Hearing Officers, and Appeals Officers and any individual who facilitates the informal resolution process. Such training will cover the definition of Title IX Sexual Harassment, the scope of the University’s education program or activity, how to conduct an investigation and resolution process including hearings, appeals, and informal resolution processes under this policy, as applicable, and how to serve impartially, including by avoiding conflicts of interest and bias. The University will ensure that Hearing Officers receive training on any technology to be used at a hearing and on issues of relevance of questions and evidence, including questions and evidence about the irrelevancy of complainant’s sexual predisposition or prior sexual behavior. The University will ensure that Investigators receive training on issues of relevance in order to create an investigative report that fairly summarizes relevant evidence. Training materials will be
available on the Office of Title IX webpage and will be made available for in-person review upon request.

37. Revision of this Policy and Procedures

This policy and resolution procedures supersede any previous policies under Title IX. This Policy will be reviewed and updated annually by the Title IX Coordinator. The University reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice on the University website and with the appropriate effective date identified upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change, or court decisions alter, the requirements in a way that impacts this document, this policy and its procedures will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of Federal and State of Michigan laws which frame such policies and codes generally.

This policy and its procedures are effective August 14, 2020.
Social Media Policy

Social media tools, which facilitate both one-to-many communications and presumably private communications, have grown to become a significant part of how people interact via Internet. Because social media are widely used as promotional tools, personal postings on public media sites can sometimes blur the line between the individual and the institutional voice. This policy provides guidance for members of the University community to protect both their personal reputations and the public image of the institution.

There are substantial differences between individuals representing themselves on public social media sites, individuals representing the University on a public social media sites, and individuals using University-hosted social media. This policy is not intended to regulate how individuals conduct themselves in their personal social media actions and interactions. However, it is clear that even a single instance of improper or ill-considered use can do long-term damage to one’s reputation, career and to the University. Furthermore, although not intended, never forget as faculty, staff, or an administrator you may always be perceived as a representative of the University. It is therefore in the best interest of the University and all members of the University Community to provide its employees and students with a roadmap for safe, smart use of social media.

The University has a significant investment in University-owned public social media pages and personal sites on University-hosted services, as content on these pages and sites reflects directly on the institution and how it is seen by the general public. Therefore, this policy regarding posting content must be strictly adhered to in these contexts.

While this document will provide more specific guidelines to help navigate particular interactions, all these spring from a set of basic principles:

1. Be respectful.
2. Assume anything you post is public, regardless of privacy settings.
3. Assume anything you post is permanent.

FERPA / HIPAA

[www.udmercy.edu/registrar/ferpa/index.htm] All legal privacy laws and policies regarding student and patient records must be followed without exception. The Family Educational Rights and Privacy Act (FERPA) ensures the privacy of “Educational Records” of students. At no time should information that is considered part of the student’s educational record be submitted, posted, or referenced through a social media network.

A social media site can be used for instructional purposes. Student content created and/or posted to fulfill a course assignment using social media does not violate students’ privacy rights. Posting materials submitted directly to the faculty member may be a violation of FERPA policy. It is
important to exercise extreme attention to student information and err on the side of caution in these situations. When utilizing social media for instruction, some planning can ensure that student, faculty, and University rights are protected.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA; Pub.L. 104-191, 110 Stat. 1936, enacted August 21, 1996) that is intended to provide the portability of health records, must be adhered to at all times. This act contains a Privacy Rule which establishes a provision for the use and disclosure of Protected Health Information. Under no circumstances should patient privacy be violated through the use of social media.

**Intellectual Property**

[http://www.udmercy.edu/academicaffairs/ospra/compliance/intellectual/copyright/index.htm] Intellectual property rights must be respected when utilizing social media networks for either personal or professional purposes. When posting materials owned by others, an individual bears the responsibility of compliance with licensing and copyright requirements. For example, some materials may allow posting under Creative Commons Licensing which may have more liberal use terms, in contrast to a book publisher that may have more restrictive use terms. When in doubt, one should request permission from the publisher, content creator, or owner of the materials. These same considerations should be applied to institutional materials and your colleagues’ materials.

**Detroit Mercy Logo and Marketing Materials**

[www.udmercy.edu/mpa/id_standards/index.htm] The use of the Detroit Mercy logo shall comply with the Identity Standards published by Marketing & Public Affairs office on its website. The Detroit Mercy logo is the University’s official public identifier. In the majority of Detroit Mercy communications, the logo should be used to ensure consistency of the University’s image. The Detroit Mercy crest is to be used only on official, institutional documents issued from the Office of the President or the Vice President for Academic Affairs. Any other use of the crest is limited.

For detailed information on Detroit Mercy’s Identity Standards, visit the Marketing & Public Affairs website. Be advised these standards are updated periodically and should be checked regularly to ensure compliance.

**Representing the University**

When acting as a University representative on social media networks, conduct yourself in a professional manner and follow the general guidelines outlined in this policy. Use data and information that is accurate and not misleading. This is a responsibility that should not be taken lightly.

**Violations, Concerns, and Dispute Resolution**

Student or employee actions which violate this social media policy are subject to complaint or grievance processes. Failure to follow University policies and the terms of service of social media
platforms could expose you to personal legal liability and the University to legal action from third parties.

**Policy Guidelines**

Detroit Mercy students and employees are personally responsible for any content they post on Twitter, blogs, wikis, or other social media venues. In light of this comment:

1. **Be aware of liability** - You are legally responsible for what you post. Take care not to infringe on copyright, defame or libel others, or otherwise violate the law when posting.
2. **Respect copyright** - The University supports and respects the intellectual property rights of copyright holders. Content posted on the internet must conform to copyright law. Contact the Detroit Mercy Libraries for help posting copyright-compliant content.
3. **Respect confidentiality** - Any number of laws and policies (such as HIPAA and FERPA) may affect the confidentiality of information. Be aware of and conform to these laws, as well as broader institutional policies regarding confidentiality of information and good ethical judgment, when posting to social media sites.
4. **Respect privacy** - Do not discuss situations involving named or identifiable individuals without their consent. Do not post images, audio, or video of individuals without their consent.
5. **Appropriate use of University logos & branding** - University logos and branding should only be used on pages maintained by the University. The University of Detroit Mercy has established guidelines for the appropriate use of university logos and branding. Please refer to the Detroit Mercy Identity Standards page [www.udmercy.edu/mpa/id_standards/index.htm] when using University branding.
6. **Be transparent** - Detroit Mercy students and employees should feel free to identify themselves as such when posting to social media sites. The association of a University email address with a social media account does not imply University endorsement of content. An individual must make it clear when they are expressing the opinions of the institution. Add a disclaimer if comments may appear to be coming from the University. Employees should be in coordination with their supervisor prior to initiation a social media account on behalf of their origination (unit/college).
7. **Be a valued member of the community** - When participating in an online community, content of postings should benefit the community as a whole. Consider the nature of the community and the expectations of its members when contributing. Do not use membership purely as a means of promoting yourself or your organization. Do not use the name of the University to endorse products, causes, political parties, or candidates.
8. **Do no harm** - Postings, both in content and in substance, must not harm either the University network or the social networks themselves. Do not overload these networks with content that is repetitive, promotional, or will otherwise devalue the service for the rest of the community.
9. **Be respectful of others** - Keep a cool head when discussing and debating online. Be passionate on matters about which you are passionate, but always be constructive,
exercise discretion, and be respectful of those with whom you disagree.

10. No stalking, flaming, or bullying - Abusive language, behavior, and content is not appropriate in any context. Do not insult, attack, threaten, or otherwise harass others. Remember that how a message is intended is less important than how it is perceived. If another individual indicates they find behavior threatening, cease this behavior immediately.

11. Think before posting - Nothing posted on the internet is truly private. Anything put online can easily be shared and re-shared, and archiving systems preserve even content that has been deleted. As a result, content posted privately now may appear in search results for many years to come. Post only content you are comfortable sharing with the general public, including current and future employers.

12. Maintain your social media pages - When a site or page provides space for the community to interact, usually through comments or other feedback systems, it is important to keep these spaces free of spam and abusive content. Postings in these spaces should be edited to ensure there are no liability issues (e.g., removing links to content that violates copyright or breaks confidentiality rules), but should not be edited because their content is disagreeable.

**Student Organization Event Policy**

As much as possible, student organization events and meetings should occur through a virtual format. In-person events will need approval through the Student Life Office, will include attendance caps, and must meet all other University guidelines for physical distancing and personal protection. Large events will be prohibited.

No social events or parties at the Fraternity houses will be approved by the University in keeping with Governors Whitmer’s Executive Order restrictions on indoor events.

Amended Executive Order on indoor events link:

[https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535195--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535195--,00.html)

The following policy governs all student organization events which charge an entrance fee, sell tickets, accept donations towards the event or sponsoring organization, expect more than 100 participants to attend, and/or is open to non-organizational and non-University affiliated patrons.

**Registration**

1. All currently registered student organizations are to follow the “Room Reservations” policy detailed on p. 111 of the Detroit Mercy Student Handbook. All reservations require approval from the scheduling department responsible for the space requested. To reserve a space, complete the form located at [http://www.udmercy.edu/about/campus/facilities](http://www.udmercy.edu/about/campus/facilities) and submit it to the appropriate scheduling department according to the “Room Reservations” policy detailed on p. 111 of the Detroit Mercy Student Handbook.

2. After receiving a tentative scheduling date, the sponsoring organization must obtain a Student Organization Event Policy Authorization form located in the Student Life Office. This form must be completed and signed by the Assistant Director of Student Life. Once the form is signed, it must...
be taken by the sponsoring organization to the University of Detroit Mercy Department of Public Safety for signatures at least 30 days prior to the event date. The Detroit Mercy Department of Public Safety will determine within two weeks if they can provide staffing for the event. The Detroit Mercy Department of Public Safety and the Student Life Office reserve the right to deny authorization of an event based on the following:

- Conflicting events or too many scheduled campus events
- If the sponsoring organization has an outstanding balance with Public Safety or other departments associated with previous events
- Event Authorization form is not submitted within 30 days prior to the event
- Event is not in accordance with the Student Life Office Student Organization Event Policy

The Department of Public Safety must give notice to the sponsoring organization within two weeks of the receipt of the Student Organization Event Policy Authorization form confirming if they can provide the required officer coverage for the event.

For the Department of Public Safety to staff an event the sponsoring student organization will be charged a rate of $40.00 per hour for each officer. There must be a minimum of three officers at any event. Payment for security services shall be paid within ten business days after the event or a late charge will be applied. A late charge of $10.00 will be added to the sponsoring organization’s bill every 30 days until full payment is received.

1. Once the Student Organization Event Policy Authorization form has been approved and signed by the Commander of the Department of Public Safety, it will be returned to the Assistant Director of Student Life who will then inform the sponsoring student organization confirming the event.

Only registered organizations that are in good standing may host an event. Organizations that are not in good standing will not be allowed to co-sponsor events.

Events will be allowed only during Terms I and II, excluding summer terms, holidays/holiday weekends and vacation periods.

Cancellation

An organization must notify the On-Duty Supervisor of the Detroit Mercy Department of Public Safety in writing 48-hours prior to the scheduled event to avoid incurring any charges related to the cancelled event. If notification is not given to the Department of Public Safety in writing within the 48-hour period, the organization will be charged the full rate in providing security for the cancelled event.

Advertising

Advertising for events is limited to the University radio station, flyers and handbills at the University of Detroit Mercy and other college campuses. All advertisements must be approved by the Student Life Office prior to approval of the event and posting. Advertising must include:

- Statement that “current student or picture ID is required for entry”
• Time of open and close of event
• Advertising may not include any reference to alcohol, drinking alcohol or an alcoholic beverage sponsor.

**Damages**

Sponsoring organizations are responsible for all event-related damages. The facility will be inspected at the beginning and end of the function to note current damage and damage incurred. This is to be done by a representative of the sponsoring organization and an officer from the Department of Public Safety. If any damages are noted by the sponsoring organization and the Senior Event Officer of the Department of Public Safety an incident and damages report will be given to Detroit Mercy Facility Operations. The sponsoring organization will be billed for all damages, including materials and labor.

**Admission Policies/Procedures**

Admission to such events is determined by the following policies:

• No more patrons than the legal capacity of the facility in use will be admitted.
• The sponsoring organization is to be held accountable for the actions of all guests attending the event.
• College, Greek, or sponsoring membership organizational membership identification must be shown to the sponsoring organization to gain admission. Patrons without a college, Greek, or sponsoring membership organizational membership ID shall not be permitted to enter the event, unless the patron’s name is on the guest list. Guests must still present a valid state identification or driver’s license to gain admission to the event.
• Individuals listed on the guest list will be deducted from the official room capacity number if all guests listed have not arrived and the event is nearing capacity.
• A guest list of no more than 50 patrons will be honored providing that a copy of the guest list is submitted to the Student Life Office AND to the sponsoring organization faculty/staff moderator no less than 24 hours before the scheduled start time of the event.
• A copy of the guest list must also be given to the Senior Event Officer prior to the start of the event during the pre-event facility inspection.
• NO ONE UNDER EIGHTEEN (18) YEARS OF AGE WILL BE PERMITTED TO ENTER.
• Detroit Mercy students and members of the sponsoring organization have the privilege of hosting two guests, but must enter with the guest, pay admission and sign the guest list at the same time. If any problems occur the situation will be referred to the Department of Public Safety.
• Detroit Mercy students registering their guest are to be held accountable for the actions of their guest(s).
• All patrons will be asked to sign a sign-in sheet and present identification. All college, Greek, or sponsoring membership organizational membership identification presented will be collected by the sponsoring organization and returned when the patron wishes to leave. Once a patron leaves with their identification they will not be readmitted into the...
event under any circumstances.

- Upon entrance patrons may be checked by a metal-detector wand and must check in their coats to the sponsoring organization. Patrons shall receive their coats once they exit the event.
- Doors to the event will be closed at 1am or one hour prior to the scheduled ending time and no other patrons will be allowed to enter the event.

A sign shall be posted by the sponsoring organization stating that college, Greek, or sponsoring membership organizational membership identification will be checked for admission into the event and that the doors will close once capacity is reached for the facility in use. THE DEPARTMENT OF PUBLIC SAFETY IS RESPONSIBLE FOR ENFORCING CAPACITY LAWS. When attendance has reached 350 (Ballroom), the officer assigned to the outside entrance will be notified that the event is nearing capacity and no entrance on to the Detroit Mercy campus for the event will be allowed after capacity is reached.

The sponsoring student organization reserves the right to refuse admittance of any patrons into the event.

### Smoking and Alcohol

No alcoholic beverage is allowed at any event. The Department of Public Safety will enforce all City and State laws for open containers containing alcohol either inside or outside the facility where the event is taking place. No smoking is allowed in any building where an event is taking place.

### Required Graduate Attendance

The sponsoring organization must have at least one graduate advisor or faculty/staff moderator present at all times.

### Department of Public Safety Responsibilities

Staff at all events held on Detroit Mercy property must include one on-duty Community Service Officer and two Detroit Mercy Certified Police Officers at the sponsoring organization’s expense. The Department of Public Safety Officers must be visible at all times during the event.

In the event of an emergency, the sponsoring student organization(s) are held accountable for all incurred costs requiring additional officers to resolve an incident or emergency. If issues or concerns arise during the event, the faculty/staff moderator should speak to the Senior Event Officer on duty. If the situation remains unresolved, the faculty/staff moderator should follow-up with the Commander of the Department of Public Safety.

### Event Shut-Downs

The Department of Public Safety is authorized to close down an event not in compliance with any part of the Student Organization Event Policy or when safety requires it. Advance warning may be given to the president of the sponsoring organization, the graduate advisor, or the faculty/staff moderator before the Department of Public Safety takes action regarding the continuation of the event.
If the Department of Public Safety is unable to contact either the sponsoring organization president, graduate advisor, or the faculty/staff moderator the Department of Public Safety Officer may shut down the event.

At no time will patrons be locked in the facility.

All events are to begin a shut-down process 30 minutes before the authorized end time of the event. (i.e., if an event is scheduled from 9pm-2am, the lights will be turned on and music turned off at 1:30am, and the sponsoring organization will begin to escort the patrons out of the building in an orderly fashion.)

**Disciplinary Action**

Failure to comply with this policy will lead to the sponsoring student organization being subject to disciplinary action beginning with a minimum letter of warning. Incident reports shall be sent to the Dean of Students.

**Student Organization’s Right of Input**

All event policies shall have input by members of the Student Senate.

**Student Organization Policy**

Students are a most valuable human resource at the University. Student organizations are vital in liberating the gifts of the student body in helping the University achieve its mission. A student organization policy is necessary to help provide continuity, stability, and support to organizations, to assure equitable distribution of services and facilities, and to encourage students to cooperate toward shared goals. Registration of organizations is required each semester.

Students compete in the classroom, but graduates are called upon to collaborate in their careers. Students seek the freedom of individuality, but try to avoid isolation through associations and relationships. At the University, student organizations are an important factor in the total educational process.

Student organizations bring together people with similar interests and at the same time challenge them to accept each other’s differences. Organizations encourage members to expand friendships beyond those they had prior to coming to the University. Organizations encourage students to spend more leisure time growing and learning. Organizations help students not only develop leadership skills, but the skills and values involved in playing support roles of collaborating and of sharing credit for group success. Organizations provide relationships that follow graduates long beyond the campus years.

Organizations free students to dream dreams bigger than themselves, and to have a collective base of talents to bring some of those dreams into reality.

Students are free to organize and to join associations whose stated purpose and actions are consistent with the University mission and its Catholic, Jesuit, and Mercy traditions. All student
organizations seeking eligibility for University benefits must be registered with the University and must follow the procedures listed here. Registration of a student organization carries with it certain responsibilities and certain rights and privileges. Registration of a student organization does not imply that the University endorses positions or points of view espoused privately or publicly by the organization.

What is a Registered Student Organization?

A registered student organization at the University of Detroit Mercy is any group consisting primarily of students enrolled at Detroit Mercy, formed to contribute to those students’ educational growth, recreation, and/or personal development needs. Most importantly, a registered student organization is registered with the Student Life Office.

Relationship Statement with Student Organizations

Registration of student organizations is necessary before university facilities and/or services will be available. Registration is facilitated through the Student Life Office. The Student Life Office will maintain a list of all registered student organizations as public information.

Registration and eligibility for University benefits shall neither be withheld nor denied on the basis of race, color, religion, gender, physical impairment, national and/or ethnic origin, or age.

All undergraduate student organizations seeking eligibility for University rights and privileges must be registered by the Student Life Office. Graduate school and professional school student organizations seeking eligibility for University rights and privileges are also required to register. Student organizations at the Law School should consult their appropriate Student Affairs Office for details on registering.

Registration Approval

Registration of a student organization will be approved unless the University finds that the organization:

• seeks to accomplish objectives, goals and/or activities through violence, or
• engages in activities that interfere with the discipline and normal activities of the University or the rights of others, or
• seeks personal gain, or
• engages in activities that present danger to property, personnel, and/or functions of the University, or
• promotes goals or exhibits behaviors that are inconsistent with acceptable conduct at an American Roman Catholic university, or
• refuses to comply with federal or state laws including the Board of Trustees’ policies or University rules and regulations.

In registering a student organization, the Student Life Office must ensure that the purpose of the organization is consistent with the mission and goals of the University of Detroit Mercy and its Catholic, Jesuit and Mercy character.

The administration of the University reserves the right to review such decisions, offer guidance
on them, and even intervene when necessary, if the educational values and mission of the University appear to be undermined.

Disputes, challenges, and exceptions to the registration policies may be resolved by the Dean of Students or designee.

Registration of a student organization does not constitute University endorsement or approval of the practices or activities of the organization. However, it does signify a willingness on the part of the organization to comply with state law and the rules, regulations and policies of the University and the Detroit Mercy Board of Trustees. Student organizations at the University of Detroit Mercy are categorized based upon their relationship to the University, and their overall goals and purpose.

- Administrative: These are student organizations that have a special administrative relationship with the University due to their function, purpose and overall representation of the student body. Organizations in this category receive administrative support and advising from the Student Life Office, the Office of Residence Life. The administrative student organizations consist of Student Senate, Student Programming Board, Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council, and the Residence Hall Association. For information about any of these organizations, please contact the Student Life Office at (313) 993-1150. Student Government Associations related to professional schools (Law and Dental) are advised by Student Affairs/Services staff in the respective colleges.

- Other Student Organizations: Other student organizations are formed according to interests, purposes and goals, such as: Ethnic/International, Honorary, Special Interest, Academic, and Professional. For questions about an organization’s categorization, please contact the Student Life Office at (313) 993-1150.

Organization Moderators

Each registered student organization must identify a moderator. An organization moderator must be a full-time member of the faculty or staff at the University of Detroit Mercy. The moderator should be available to consult with the student organization that he/she has agreed to advise. The University of Detroit Mercy encourages all moderators to provide active on-going academic and social leadership.

In addition to their normal workload, a moderator is also putting in time to help guide an organization.

Because of this, the organization has responsibilities to the moderator, much like the moderator has a responsibility to the organization.

Faculty moderators are employees of the University whose primary responsibility is to teach students in curricular classes, or serve in a University administrative position. Faculty moderators work with student organizations because they want to, and because they feel they can make a contribution to the organization’s success.
Responsibilities of University Moderators

The primary role of the moderator is to provide overall guidance and support to the organization. This guidance includes compliance with University policies and procedures. It is not the moderator’s responsibility to sign contracts or checks for the student organization (this does not apply to administrative organizations).

Other responsibilities of the moderator include the following:

- Moderators should try to ensure that meetings are properly scheduled, serve as a resource person at executive board and regular meetings, and attend the functions of the organization.
- Moderators should assist with the formulation and/or vision of the organization’s constitution and bylaws.
- Moderators should encourage and assist the organization in carrying on an active and significant program, and work with the officers to promote the effective administration of the organization.
- Moderators should assist the treasurer in maintaining accurate accounting and in formulating an annual budget, as well as budgets for individual activities.
- If it is necessary for the moderator to resign his/her position, he/she should notify the organization and the Student Life Office as soon as possible.

Responsibilities of Organizations to their Moderators

Every registered student organization is responsible for recruiting a University moderator. The moderator should be recognized as a valuable source of information to the organization, but not as a member.

- The moderator should be invited to all events sponsored by the organization (meetings, social events and other activities). An organization should plan its meetings at a time when the moderator is able to attend, and should check all dates for scheduling events with the moderator first. The moderator should be welcomed at each event, and thanked for coming at the close of the event.
- The president (and/or executive board) of the organization should meet regularly with the moderator to discuss organizational matters. Keep the moderator informed of the programs and activities of the organization, and of the progress being made in carrying out plans.
- Necessary expenses of the moderator for social affairs and activities should be paid for by the organization.
- Most importantly, use the moderator as a resource. Ask for the moderator’s advice and opinion when problems come up in the organization. Make use of the moderator’s background and experience within the organization and the University. Never go over the moderator’s head when working out problems. Always start with them first before contacting outside sources.
Policies and Regulations Organization Responsibilities

- The student organization should agree that the exercise of freedom of expression will be done in a peaceful, non-disruptive manner and with appropriate consideration of and respect for differing points of view.
- The sponsoring organization(s) shall have overall responsibility for the general behavior of persons attending a program or activity and for any illegal acts either engaged in or knowingly permitted by the organization.
- Individuals shall also be held responsible for such actions. Officers of an organization shall have primary responsibility for activities of the organization and its guests and their compliance with University policy.

Prohibited Activities

- A registered student organization may not represent or imply in any manner that it speaks for, or in the name of, the University of Detroit Mercy.
- Registered student organizations may not use the name of the University of Detroit Mercy or abbreviations, nicknames, or other familiar forms thereof, as part of its own name without prior approval. Registered student organizations may not use the seal or other trademarks of the University of Detroit Mercy without authorization from the University.

Prohibiting Proselytization

University of Detroit Mercy is a private, Catholic university in the traditions of the Society of Jesus (The Jesuits) and the Sisters of Mercy. We celebrate our religious heritage and identity through educational and spiritual development and expression. In seeking to educate the whole person, form men and women for others, and encourage compassionate service toward those in need, Detroit Mercy affirms the centrality of faith, and encourages the personal and communal enrichment that is derived from the presence of faith traditions on our campuses.

This policy is meant to clarify the expectations the University holds for all religious groups on campus.

No internal or external religious organization is allowed to proselytize on the Detroit Mercy campus. By definition, proselytization means using pressure to turn another from one opinion, belief, creed, or party to another. Proselytization is particularly characterized by the exercise of manipulation or coercion to encourage conversion from one religious faith or sect to another.

Proselytization is different and distinct from evangelization. Evangelization is characterized as invitational and includes open and full disclosure of the object and content of faith and is accompanied by complete freedom of choice and association.

University of Detroit Mercy provides access to resources and students on campus for those who comply with the regulations and procedures outlined below, and whose activities are consistent with the University’s mission:

University of Detroit Mercy, a Catholic university in the Jesuit and Mercy traditions, exists to provide excellent student-centered undergraduate and graduate education in an urban context. A
Detroit Mercy education seeks to integrate the intellectual, spiritual, ethical, and social development of students.

University of Detroit Mercy requires all religious groups to abide by the following requirements:

- All official student groups must be registered with the Student Life Office. At least one representative from each group must meet with the Director of Student Life and the Director of University Ministry (or their designee) at the beginning of each academic year.
- All groups must identify the name and purpose of the organization explicitly in all verbal and written communications and flyers.
- All religious organizations must also provide the contact information of a person within the organization who will be in regular contact with University Ministry and the Student Life Office and who will be responsible for compliance with university policies and procedures.
- All groups shall refrain from soliciting or exerting pressure on students, faculty, and staff for any reason, including to recruit participation in particular events or to recruit individuals to join the religious organization or denomination.
- Groups must practice tolerance and respect toward the Catholic tradition and all other religious traditions.
- Established religious organizations will be subject to an annual review of their compliance with the requirements set forth in this policy.
- The Student Life Office and University Ministry reserve the right to immediately review and suspend the approved status of any religious group that fails to comply with the standards and requirements set forth in this policy.

**Rights of the University**

- To limit or restrict the on-campus activity of any organization, registered or unregistered, whose purposes and activities are directly contrary to the institution’s stated mission, core values and founding traditions.
- To exclude funding or other forms of University support for particular events which involve the organized advocacy of positions or activities which are deemed contrary to the institution’s mission, core values and founding traditions.
- To regulate the time, place and manner of all on-campus student activities and expression, and to prohibit any activity, speech, or expression that is deemed by the administration to create a clear and present danger of:
  - blocking roadways or walkways or common areas;
  - restricting or preventing physical access to campus buildings;
  - generating excessive noise
  - interfering with or disrupting classes or unlawfully interfering with other campus events or activities.
- To prohibit, prevent or stop expression which, by its content, presents a clear and present danger of inciting violence or unlawful behavior;
- To restrict the physical harm, coercion, intimidation or other invasions of personal
rights of individual students, faculty, staff, administrators or guests;

- To prohibit willful damage, destruction or seizure of University buildings or other campus property, destruction of or interference with University classes, or unlawful interference with University events or activities.
- To impose discipline, as deemed appropriate through its student discipline system, upon any student or student organization whose conduct violates University policy or codes of conduct or goes beyond that which is protected by this particular policy.
- Procedures for Registering a Student Organization

Criteria for Registration of a Student Organization

- For an organization to be considered for registration, the following criteria must be met:
  - The organization must consist of at least three University of Detroit Mercy students;
  - all officers must be University of Detroit Mercy students with at least 2.0 GPA’s;
  - The organization must have a moderator who is a faculty member carrying the rank of instructor or higher, or a staff member on administrative appointment. If the moderator resigns, the organization has the sole responsibility of finding a new moderator within one month;
  - The goals and purposes of the organization must be consistent with the mission and core values of the University and its Catholic, Jesuit, and Mercy character.

The Registration Process

- In order to be eligible for the privileges and services available to student organizations, an organization must register with the Student Life Office. The registration process consists of the following:
  - Completion of the registration process through Detroit Mercy Live.
  - Submission of an up-to-date constitution and bylaws. If an organization has a national affiliation, the national constitution and bylaws must be submitted as well. The local constitution must contain the following information:
    - The name of the organization. When registered, the name may end with the words, “at the University of Detroit Mercy.”
      - a statement of purpose and goals of the organization.
      - a list of membership requirements and duties.
      - a list of organizational officers, requirements for office, duties, and provisions for election and recall.
  - Procedures to adopt and/or amend the constitution.
  - A provision regarding the role of the faculty moderator for the organization.
  - A statement that affirms the organization’s compliance with the University’s non-discrimination policy in regard to membership.
  - A statement with respect to the organization’s affiliation, if any, with off-campus organizations.
  - Register and attend the annual student leadership conference sponsored by Student Government Association.

It is the presiding officer’s responsibility to see that an up-to-date constitution is provided. In the case of constitutional questions or concerns where the Student Life Office is involved, the constitution listed in Detroit Mercy Live will be used to resolve the matter. It is important that every
member of the organization have a copy of the organization’s constitution or, at least, be familiar with its contents.

Registration Status
To maintain “registered” status, student organizations must re-register every year. The registration process occurs only one time. Student Organizations must register according to notification that will be sent out the Student Life Office each year. Student Organizations must attend the Campus Leadership Conference and attend President’s Council as well. Organizations that fail to meet these requirements will be considered “not registered”, and are not eligible for Student Organization rights and privileges.

Rights and Privileges
Registration of student groups is a privilege and is not intended to restrict the free association of students in non-registered groups. Upon registering, student organizations are entitled to several privileges, including but not limited to the following:

• To use University facilities, subject to availability and to regulations (see “Rights of the University”), at rates, if any, determined by the University.
• To solicit membership, subject to regulations (see “Rights of the University”) on campus under the organization’s name.
• To request counsel and assistance from the Student Life staff.
• To solicit programs in other University calendars and publications.
• To petition for student activity funds.
• To sponsor fundraising events on campus, subject to regulations

Interest Group Status
An interest group is a student organization with two or less members. This status will allow the group the opportunity to continue to recruit members at Detroit Mercy in order to meet the student organization eligibility to be recognized as a registered student organization. Once an interest group has met the requirements listed below, the student organization will therefore be known as a registered student organization at Detroit Mercy. Interest Group Status is limited to 1 academic year. After 1 year, the status of the group will be reviewed by the Assistant Director of Student Life. Current eligibility requirements are the following:

• A minimum of 3 currently registered students at Detroit Mercy.
• Only currently registered students may hold offices or leadership roles.
• All officers must have at least 2.0 GPA.
• 60% of the membership must be Detroit Mercy students.
• An on-campus faculty or full-time staff member must serve as the moderator or adviser.
• Annual submission of a completed registration form every year.
• The goals and purpose of the organization must be consistent with the mission and core values of the University and its Catholic, Jesuit, and Mercy traditions.
• Updated constitution and bylaws must be on file in the Student Life Office.
• A membership roster/requirements and duties.
• A list of organizational officers, requirements for office, and provisions for election and recall.
• Procedures to adopt and/or amend the constitution.
• A provision regarding the role of the faculty moderator/adviser for the organization.
• A statement that affirms the organization’s compliance with the university’s non-discrimination policy in regard to membership.

Off-campus Incidents
The University reserves the right to investigate and subsequently take University action for behavior of Detroit Mercy students in off-campus situations when such behavior is believed to have an impact on the Detroit Mercy community, such as alleged instances of criminal activity commencing on campus but relocated off campus; harassment of or assault on a member of the University community; criminal activity involving a student, whether as an individual student or as a member of a university-recognized organization; violations of city ordinances, such as public intoxication, noise and vandalism; code of conduct violations in organized group living situations or in university-owned housing. The decision to take action in such cases will be determined by the Dean of Students or their designee in consultation with appropriate university officials. This provision is also applicable to students studying abroad.

Greek Life

SOCIAL RESPONSIBILITY POLICY FOR GREEK LIFE

This policy expects members to abide by all federal, state, county, and local regulations governing the use, distribution, and consumption of alcohol. It shall become effective for and enforced by all members and chapters of the Panhellenic Association and Interfraternity Council at Detroit Mercy.

The Student Organization Policy is governed by the Student Code of Conduct and Guide to Residence Living. The University is not limited to the Fraternal Information and Programming Group (FIPG) http://www.fipg.org/ but may reference it as a guideline for social responsibility.

The Social Responsibility Policy is designed to provide the safest possible social atmosphere for the members of the Greek Community and their guests, while allowing attendees to exercise the personal responsibility expected of students at Detroit Mercy.

The following objectives are essential to achieving this aim:

ALCOHOL EDUCATION REQUIREMENT

Each Fraternity and Sorority should facilitate one alcohol education each semester with proof of completion on file with the Student Life Office before October 1 in the Fall Semester and before February 1 in the Winter Semester.

RISK MANAGEMENT

1. Expectations – All chapters are expected to know and follow their own chapter’s risk management policies in addition to FIPG and the Student Handbooks policies on Hazing, Alcohol Amnesty, Title IX, and Rights of the University for Off-Campus Incidents.
2. All chapters must submit a copy of their own chapter’s Risk Management Policies must be
reviewed by the second week of April for each Academic Year with final approvals from the Student Life Office and Public Safety.

**EVENT REGISTRATION**

1. All social events must be registered by submitting Guest Lists to the Student Life Office and Public Safety **48 hours** preceding the event. Please designate the color wristband that will be used on a weekly basis. Do not proceed with the event until you receive a confirmation from the Student Life Office through email.
2. Student Life requires a 2 guests per member (member must be registered student, active and in good standing in the organization) as the limit for the event.

**EVENT MANAGEMENT**

1. All guests must show 2 forms of identification being 1) UDM Student ID and 2) State ID to note the date of birth before entry.
2. Per Agreement of Kappa Delta Rho, Sigma Pi, and Phi Kappa Theta that entry procedure for under 21 will be designated with “X” in black marker across the entire back hand and wristbands for guest 21 and over. Wrist bands should be changed each week. The wrist band for each week should be submitted to the Student Life Office for verification.
3. Events may only have one entrance.
4. Refuse entrance to anyone who in the opinion of the Door Monitor may pose a threat to him/herself or others because of alcohol or other drugs. For safety concerns, contact Public Safety at (313)993-1123 immediately.
5. Risk Managers should be wearing a shirt that distinguishes their identity at the event.
6. No distribution of alcohol is permitted.
7. No drinking or smoking apparatus should be permitted on the premises for any event.

**VIOLATIONS, SANCTIONS, AND APPEALS**

**Violations**

1. Each reported violation is subject to possible sanctions determined by the Code of Conduct and the Dean of Students Office.
2. Each reported violation will result in a specified sanction.
3. Any violation that occurs at the Event will be considered a violation by all sponsoring organizations.
4. Upon the violation of any portion of this policy, the Dean of Students Office will decide an appropriate sanctions.

**Sanctions**

1. Sanctions can be administered for any violation of any part of the Social Responsibility Policy.
2. Types of Sanctions
   - Community Service
   - Probation
   - Risk Management
   - Letter to National Organization
University of Detroit Mercy Student Organization Code of Conduct

The actions of University of Detroit Mercy registered or affiliated undergraduate, graduate, or professional student organizations are expected to be consistent with the Code of Conduct. If members of a student organization or students representing the group violate DETROIT MERCY’s Code of Conduct, disciplinary action can be taken against the group as a whole, its officers, or individual members.

The following list of unacceptable behaviors is intended to be illustrative in nature rather than all-inclusive and include hazing, illicit posting, misuse of space or other Detroit Mercy resources, misuse of Detroit Mercy name or logo, sponsoring events with alcohol violations, misuse of Detroit Mercy funds, or violations of local, state, or federal laws.

The following sanctions may be imposed if a student group or organization is found responsible for violations of the Code of Conduct:

**TIER 1:** Each matter will be reviewed on a case by case basis but this would include minor violations of university policies, damage to university property, lack of proper authorization for room or spaces, and minor behavioral or disrespect for University Officials or other minor concerns as reviewed by the Dean of Students Office.

1. The sanctions described in the Code of Conduct, including, but not limited to:
   a. Warning
   b. Discretionary Sanctions
   c. Restitution
   d. Behavior Contract

2. Written or verbal notification to national organization representatives, officers, or advisers.

**TIER 2:** This may include violations from TIER 1. In addition, TIER 2 would include violations for alcohol and drug policies, social media misuse & abuses, COVID19 concerns, Hazing and other matters per review of the Dean of Students Office.

3. Written or verbal notification to national organization representatives, officers, or advisers.

4. Loss of Privileges — Denial of privileges such as removal of services and access to facilities, attendance or participation in activities/programs.

5. Social Probation — Probationary status for not less than one month, during which time the organization is restricted from participating in any combined social function with individuals or other student organizations outside its own membership including, but not limited to, social events, mixers, or date parties.

6. Probation of Student Organization — Probationary status for a specified period, typically not less than one semester, during which time the organization will be required to fulfill specific conditions before reinstatement to good standing.
TIER 3: This TIER may include violations from TIER 1 and TIER 2. In addition, TIER 3 includes Title IX violations, continuous patterns of violations for COVID19 concerns, alcohol & drug policies, social media misuse & abuse, and Hazing Violations.

7. Suspension of Student Organization — Separation from the university for a specified period, typically not less than one semester. Involves loss of all rights and privileges of student organizations, including the use of university facilities, and probationary status for one year following completion of suspension.

8. Termination of Student Organization — Termination is permanent separation of a student organization from the university.

All decisions about and actions imposed on student organizations or groups will be kept as part of that organization’s records with the Student Life Office. Prior violations will be reviewed if there are subsequent violations by the student organization. Such actions may be considered when deciding an appropriate disciplinary action.

University Resources for Registered Student Organizations

ADVERTISING/PUBLICITY

Publicity is a developed program of communication intended to promote the interest and participation of individuals. As a process, it informs, sells, educates, clarifies, exposes, excites, and involves. Registered student organizations have many outlets available to help them promote their activities. These include, but are not limited to the following:

- Flyers: Flyers must be listed electronically in Detroit Mercy Live. If there are exceptions for paper flyers they must be approved and stamped by the Student Life Office and may be posted on any of the general posting boards in accordance with the “Posting Policy.”
- Other Publicity:
  - Press Release, call Gary Lichtman at (313) 993-1254 for information

ELECTRONIC ASSISTANCE

For further information, please visit the ITS Helpdesk (313)993 - 1500.

EQUIPMENT

Student Life Office - Student Center

Audio System and Student Life Van

Assistance for registered student organizations is available on a limited basis for events. Please contact the Student Programming Board at (313) 993-1493 or call (313) 993-1154 two weeks before the scheduled event for equipment availability.

Registered student organizations are eligible to request funding for events from student activity
fees. The following sources should be contacted for information on the specifics of the funding process:

**Organizational Grants (Student Government Association)**

Available to registered student organizations for sponsorship of an activity open to all Detroit Mercy students. Information, proposal forms and funding criteria may be obtained from the Student Government Association site on Detroit Mercy Live.

**INCOMING MAIL FOR STUDENT ORGANIZATIONS**

All campus mail, US mail, and packages addressed to a Student Organization on the McNichols Campus will be given to the Assistant Director of Student Life. A representative from that organization must pick up the mail from the Student Life Office in a timely manner.

**INDEMNIFICATION AND INSURANCE**

An indemnification may be used prior to any activity sponsored by a student organization. In order for this document to provide protection for any one event, all participants must be willing to complete the form and it should be in the organization’s files prior to the activity. Any recognized organization desiring insurance to cover their group while on a trip should secure their own insurance through a private company.

**RESERVING FACILITIES**

Student Organizations will submit requests through Detroit Mercy Live to be approved by University Services and the Student Life Office.

**Use of University Logos and Trademarks**

All logos, seals, names, symbols and slogans associated with the University of Detroit Mercy are trademarks and are the exclusive property of the University of Detroit Mercy. Student organizations may utilize University trademarks with approval from the University. For details about this process, please contact the Marketing Communications Office at (313) 993-1254.

**Speakers Policy for Student Groups**

The University of Detroit Mercy, through its Mission and Core Values, is dedicated to teaching and learning and acknowledges that learning occurs both inside and outside the classroom. The University provides for its students an environment that fosters the free discussion of ideas and encourages students to seek truth, develop critical thinking and make informed and responsible decisions which influence their lives and the communities in which they live. An environment in which ideas are exchanged, examined and challenged enables students to explore the current frontiers of advancing knowledge, controversial issues of the day, and the implications for society.

Student knowledge and ideas are gained from conversations with their teachers, with each other and with others external to the campus community. Therefore, it is appropriate that recognized student organizations have the opportunity to invite to campus persons of their
choosing who might provide opportunities to share and debate ideas. Well-planned programs involving invited speakers that encourage thought and discussion can be inspiring, empowering and educative.

Such invited speakers can complement or supplement the educational growth and/or cultural enrichment of the academic curriculum and are able to address current issues in a timely manner. Since an invitation to a speaker involves extending the hospitality of the University community, consultation with an official representative of the University is necessary before extending the invitation. Part of this consultation will be to define a format for the event appropriate to the topic.

In addition, the ordinary norms of hospitality are expected to prevail. The student organization extending the invitation must arrange for the program, care for the accommodations of the guest, conduct the program in a manner appropriate to an academic community, and accept responsibility for the effects (within their control or ability to foresee) which follow from the program or conduct of the guest.

Obviously, the kind of conduct which restrains either the freedom of expression or freedom of movement of others who may not agree, or which is disruptive of University operations, is unacceptable in an intellectual community and a democratic society. Therefore, a proposed invitation of a speaker may be denied if the Dean of Students or designee determines, after appropriate inquiry, that the proposed speech will result in or that the speaker will advocate such actions as:

- Willful damage or destruction, or seizure of University buildings or property.
- Disruption or impairment of, or interference with, classes or other University actions.
- Physical harm, coercion, intimidation, or other invasion of the rights of University students, faculty, staff, or guests.
- Advocacy of violation of law or other disorder of a violent, dangerous or seriously disruptive nature.

In the event an invitation is denied for any of the above reasons, the decision can be appealed to a committee appointed by the Dean of Students. The committee will consist of two faculty members, two students, two student affairs staff members, and one other person.

If an event, even after approval, develops into an activity that presents what is judged to be an unreasonable risk to the University or the local community, the sponsor must accept cancellation of the event. Such cancellation would be determined by the Dean of Students after suitable consultation with all parties.

No group or person not affiliated with University of Detroit Mercy will be permitted to invite any speaker to address members of the University community, including students, without sponsorship by a recognized student organization or University department.

It must be understood by all persons that the sponsorship of guest speakers and programs does not imply University of Detroit Mercy approval or endorsement of the views expressed.
STUDENT EMAIL POLICY

All undergraduate and graduate students (including employees who are taking classes) will be assigned a University student email address with the expectation that they will read their email regularly. This will help ensure that they are kept informed of current University updates, deadlines, emergency notification, etc. It is the student’s responsibility to read all University correspondences sent to the student’s University email address by Detroit Mercy faculty and administration.

RATIONALE

Detroit Mercy is committed to increasing its interactions with students and improving ways of conveying important information. This policy will enhance the ability of faculty and administrative offices to send official and course-related information to students via email with minimal barriers.

GUIDELINES

In general, redirecting Detroit Mercy email to another non-University email address is not encouraged. The University will not be responsible for the handling of email by outside service providers or servers. Having Detroit Mercy email redirected to another account does not absolve a student from the responsibilities associated with timely reading of communications sent to an official email address.

For those students who may not own a personal computer, a variety of computer resources are provided at sites around the campus in an effort to make the University email system relatively easy to access. Please refer to the Student Handbook and the IT web site http://it.udmercy.edu for specific locations. Public libraries are also places where students can go to access email.

STUDENT IDENTIFICATION THROUGH UNIVERSITY OF DETROIT MERCY ID CARD

ID cards are necessary to (1) preserve the security of the University community and its property, and (2) to assure availability of facilities and functions to students. Therefore, University of Detroit Mercy ID card must be carried and produced upon request as follows:

Person responsible for admission to a facility or event may require that ID is shown as a condition of admission.

Staff responsible for controlling loan of materials or equipment (Athletics, Games room, etc.) may retain ID until materials or equipment are returned. University employees responsible for the security of buildings, facilities, grounds, or property may require ID be shown.

Falsified ID is subject to confiscation. Valid ID may be confiscated by those mentioned above for infractions of University policy. ID will be turned over to Student Affairs officials by the next business day for appropriate disciplinary action.

Student identification cards are valid only for those terms in which a student is enrolled and
registered. Students who are dismissed or transfer must return their cards to the Student Life Office.

DEMONSTRATIONS

Students that wish to engage in demonstrations as a means of intellectual, spiritual, ethical or social development may do so. However, their ability to demonstrate does not supersede the right to safety, protection of property, or the educational process of the larger University of Detroit Mercy community. Therefore, demonstrations may not interfere with the educational mission of University of Detroit Mercy nor may they impede the free passage in rooms, corridors, walks, street entranceways, or areas where members of the University of Detroit Mercy community or its guests have the right to be. The ability to demonstrate is protected only so long as it does not interfere with the rights and freedoms of others. University of Detroit Mercy reserves the right to dictate time, place, and manner of demonstrations or any similar gathering.

If the Dean of Students or the Director of Public Safety (or their designees) judge that the demonstration is not respecting the rights and freedoms of others, the demonstrators will be informed that they need to modify their behavior to be respectful of those rights and freedoms listed above. Demonstrators are expected to immediately comply. Failure to comply may result in a notification of local law enforcement authorities with appropriate legal and University of Detroit Mercy charges filed against the demonstrators. Demonstrations that fail to respect the rights and freedoms listed above may incur both civil penalties and may be subject to disciplinary action imposed by the President or their designee.

FACILITY USE POLICY

Since facilities are limited, a policy is necessary to assure their best and most equitable use. See University Services Office located in the Student Union Building, 2nd floor for the most current information.

1. Student organizations that wish to reserve a facility on campus should inquire with University Services Office. University-related use of facilities will be free of charge.
2. Preparation or consumption of food is not allowed in academic buildings.
3. Organizations are responsible for the following when using a facility: Making separate arrangements with media services for any audio/visual equipment needed (projector, screen, and microphone), clean up at completion of event: tables cleared, all trash in trash containers.
4. Contacting Public Safety for facility opening or closing, if after normal business hours, or for hiring security guards for fundraising dances/parties (see Student Organization Event Policy).
5. Extraordinary cleaning following an event may be charged to the sponsoring organization.
6. Damages to facility or property occurring at an event may be charged to the sponsoring organization.
7. Individual, non-organizational use of facilities is limited to academic uses.
Note: Persons responsible for buildings on campus may reserve the right to establish and enforce supplementary regulations related to facility use in order to preserve appropriate environment in the building for which they are responsible. Such regulations are published or posted in those buildings.

For more information on the Use of Facilities Policy, please visit http://www.udmercy.edu/about/campus/facilities/index.htm
Parking Policies and Procedures for Student, Faculty/Staff and Visitors

Parking and Id Location and Hours

McNichols Campus, Shiple Hall, First Floor
313-993-1100
www.udmercy.edu/slo

10:00 am – 5:00 pm, fall and winter, Monday-Friday.

10:00 am – 4:00 pm, summer, Monday-Friday
(For extended hours and special needs, call 313-993-1100)

DETROIT MERCY VEHICLE PERMIT REGISTRATION

A. The University requires vehicle registration with University of Detroit Mercy of any vehicle owned or operated by a student, faculty, staff member or visitor when such vehicle is parked on any property owned by the University.

B. Motor vehicles parked on University owned or leased property must be registered with the appropriate state or government agency and display that current license plate and registration. If this is missing, the vehicle will be listed as abandoned and may be towed within 48 hours at the owner's expense.

C. Registration of a vehicle is complete only after the Detroit Mercy parking permit is properly obtained and displayed while parked on campus.

D. Replacement - All replacement permits will be $25.

E. The University is not responsible for any theft or damage while your vehicle is on the University premises. The University does not assume custody or control of any motor vehicle.

STUDENT

A. A complete registration form is required when registering. The following information must be supplied:
   a. Valid state vehicle registration
   b. Valid vehicle insurance
   c. Valid driver’s license
d. Printout of your class schedule or view electronic schedule

B. New students shall register their vehicle within the first ten business days of the semester (grace period).

C. The hanging parking permit is transferable to all properly registered vehicles driven by the student. This permit will be validated on a yearly basis; you must be a current registered student.

FACULTY/STAFF

Parking permits are valid from Aug. 1 to July 31. They must be validated yearly. Contract workers may purchase a yearly permit; this permit is valid Sept. 1 to Aug. 31. A parking fee is assessed by Human Resources and deducted by payroll for all full-time and part-time employees.

A complete registration form is required when registering. The following information must be supplied:

a. Valid state vehicle registration
b. Valid vehicle insurance
c. Valid driver's license
d. Employee ID or letter (department)

If you receive a Lot A permit, allows you to park in that lot but does not guarantee that space will be available. If no appropriately marked spaces are available, you must go to another parking lot. Do not park outside marked parking stalls. Do not park in the fire lanes or in spaces marked for University vehicles. If you violate these regulations, you will be ticketed and/or towed at owner's expense. If you continue to receive tickets for violating the Lot A regulations, you will lose the privilege of parking in this area.

The hanging parking permit is transferable to all properly registered vehicles driven by the faculty/staff member. This permit will be validated on a yearly basis; you must be a current faculty/staff member.

PERMIT LOCATION

A. Hanging permits shall be hung from the rearview mirror with the permit number visible at all times when your car is parked on campus. When vehicle is in motion the permit should be removed.

B. Daily permits shall be hung from the rearview mirror with the date visible through the windshield at all times when your car is parked on campus. When vehicle is in motion the permit should be removed.
C. Extended visitor or contractor permits shall be placed on the dashboard visible through the driver’s side windshield.

**PARKING AND ROADWAY**

**GENERAL PARKING AND ROADWAY INFORMATION**

A. All motor vehicles must be operated and equipped in accordance with the provision of the traffic laws as written in the Michigan Vehicle Code and Ordinances of the City of Detroit.

B. Vehicles shall be permitted to park in designated parking areas only.

C. All vehicles will observe the posted speed limits and will come to a full stop at all stop signs and crosswalks when occupied with a pedestrian. In the absence of posted speed limit, the speed shall not exceed 15 mph.

D. All motor vehicle accidents on campus should be reported immediately to the Department of Public Safety for investigation at 313-993-1234.

E. Owners of motor vehicles are required to remove vehicles from campus during vacation periods unless their vehicle is properly registered with the Department of Public Safety by calling 313-993-1235 Monday through Friday 9 a.m. to 4:30 p.m. and displaying a current permit. Vehicles without the proper authorization may be towed at the owner’s expense.

F. Loading and unloading zones and driveways are restricted to vehicles that have loading and unloading permits, maintenance vehicles and emergency vehicles. Vehicles blocking those areas may be towed at the owner’s expense. Loading and unloading permits are issued to maintenance vehicles and emergency service vehicles by contacting 313-993-1235 Monday through Friday from 9 a.m. to 4:30 p.m.

**VISITOR PARKING**

A. A visitor is considered a person who is not a registered student or faculty/staff member and is subject to all regulations.

B. For information concerning visitor parking, contact the Department of Public Safety at 313-993-1234.

**OVERNIGHT PARKING FOR NON-RESIDENTS**

A. Non-resident students who plan to leave their vehicle on any campus overnight must register with the Department of Public Safety at 313-993-1235 Monday through Friday from 9 a.m. to 4:30 p.m.

**ACCESSIBLE AND RESERVED PARKING**
A. All vehicles parked in designated handicap spaces must have a visible handicap permit or license plate issued for the operator by the state.

B. If a temporary handicap permit is needed, the request will be considered on a case by case basis by the chief/director of the Department of Public Safety. Please contact the Department of Public Safety at 313-993-1235 Monday through Friday from 9 a.m. to 4:30 p.m. or visit their office at the east end of the Student Union.

EMERGENCIES/SPECIAL EVENTS

A. Should special circumstances warrant, the chief/director of the Department of Public Safety may adopt additional regulations.

B. If a vehicle becomes disabled at any time, the driver should contact the Department of Public Safety at 313-993-1234. Failure to contact and make arrangements with Public Safety will result in ticketing and/or towing the vehicle at the owner's expense. In the event that a vehicle needs to be privately towed, the owner must be present with the tow truck driver at time of tow.

PARKING LOT LOCATIONS AND RESTRICTIONS (Refer to the map for lot locations)

A. Corktown Campus
   Lot K
   Patient Parking: Monday-Friday 6 a.m. to 6 p.m.
   
   Lot L
   Overflow Parking: General parking.
   
   Lot M
   Faculty/Staff Parking: Monday–Friday 6 a.m. to 6 p.m.; Saturday and Sunday, closed.
   
   Lot N
   Student Parking: Monday–Friday, 6 a.m. to 10:50 p.m.; Saturday and Sunday, closed.

   Closures, modified schedule and summer hours may differ. If you have any questions regarding the hours, call the Department of Public Safety at 313-993-1234.

B. Riverfront Campus
   Lot J (Larned Street Lot)
   Student Parking: Located across from the Law School. Hours during the school year are normally:
Monday-Thursday 7 a.m. to 10:50 p.m.; Friday 7 a.m. to 5:50 p.m.
Saturday 10 a.m. to 5:50 p.m.; Sunday 10 a.m. to 5:50 p.m.

Violators will be subject to a citation, fine and/or may be towed at the owner’s expense.

Closures, modified schedule and summer hours may differ. If you have any questions regarding the hours, call the Department of Public Safety at 313-993-1234.

C. McNichols Campus

Lot A

Faculty/Staff Parking only: from 7 a.m. to 5 p.m., Monday through Friday. Parking is allowed for students and visitors during non-business hours only. Located on the north of the Fisher Building and south of the Loranger Architecture Building.

Lot B

Visitor: first two rows south of the Livernois entrance and west of Kassab Mall; Faculty/staff: north section west of Holden Hall; General Parking: south section, located west of Reno Hall.

Lot C

Faculty/Staff Parking: 24 hours a day and seven days a week.

Lot D

General Parking, unless otherwise posted: located east of the Quads and south of Shiple Residence Hall.

Lot E

Faculty/Staff Parking only: from 7 a.m. to 9 p.m., Monday through Friday.

Lot F

Southwest portion, first six rows: faculty/staff only: from 7 a.m. to 9 p.m., Monday-Friday. All other areas of the lot: general parking unless otherwise posted, Monday-Sunday.

Lot F VIP

North of Calihan Hall closed during special events. **No overnight parking.**

Lot G

Faculty/Staff Parking only: from 7 a.m. to 9 p.m., Monday-Friday.
Lot H

General Parking: Located west of Calihan Hall. Closed during special events. No overnight parking.

Lot I

General Parking: Located north of the Fitness Center.

**ENFORCEMENT**

All parking and traffic rules and regulations are in effect 24 hours a day and seven days a week, including holidays and periods when school is not in session, or unless otherwise indicated by traffic control devices. The Department of Public Safety officer will place the citation(s) on the vehicle’s windshield under the wiper blade or on the driver’s side door window. This will constitute legal delivery of the citation to the vehicle’s operator. Non-receipt of an issued citation does not invalidate the citation.

A. Violations of any University of Detroit Mercy or City of Detroit parking or traffic regulations may result in issuance of a University of Detroit Mercy or City of Detroit citation.

B. University of Detroit Mercy citations may be settled in person or by mail. Payment must be made at the Student Accounting Office. If payment is made in person within 24 hours, the ticket fine is 50% of total cost. The 50% reduction does not include fees assessed for towing and/or booting. City of Detroit Citations must be settled through the City of Detroit (instructions are on the back of ticket).

C. When a University of Detroit Mercy citation is issued, the recipient has 24 hours to pay and reduce the fine by 50% or 10 business days to pay or appeal the citation. Appeal forms are available at the Department of Public Safety or on the Department of Public Safety website. Failure to pay or appeal within ten business days will result in a registration hold being placed on the student’s account. If payment is 30 days overdue the account may receive additional fines and sent to the Student Accounting Office for payment. Students may check on their fine status by visiting the Department of Public Safety Monday-Friday, 9 a.m. to 4:30 p.m. or calling 313-993-1235. Students may also check their Banner account if all fines have been applied.

D. The Appeal Board holds four appeals hearings each year. Members of the Appeals Board consist of the following
   a. Chief/director of the Department of Public Safety
   b. Corktown representative
   c. Law School representative
   d. McNichols representative
   e. Student Life representative

E. Altering and duplicating a permit may result in suspending or revoking a permit and its privileges.

F. A person who parks in violation of any law, ordinance or regulation and does not receive a violation notice does not mean that the law, ordinance or regulation is no longer in effect.

G. The amount of time a vehicle is parked in violation (i.e., five minutes) does not warrant the vehicle not being cited.
H. The operation of a motor vehicle on University of Detroit Mercy property is a privilege and not a right. Repeated or serious violations of safety or parking regulation may result in revocation of the parking privilege.
I. All vehicles must be operated in a safe manner at all times. Pedestrians have the right of way over vehicles in all circumstances.

The University reserves the right to remove the following from campus:

A. Any vehicle that is parked in such a manner as to constitute a hazard or that impedes vehicular or emergency equipment, or the making of essential repairs and/or deliveries.
B. Any vehicle with an unauthorized or altered parking permit or decal.
C. Vehicles repeatedly found on campus without a valid University parking permit. In these instances, removal shall be made regardless of the knowledge that said vehicle belongs to or is operated by a person eligible for University parking permit privileges.
D. Any vehicle, registered or unregistered, which because of its physical condition is deemed a safety hazard to other vehicles and/or pedestrians.
E. All abandoned vehicles.

### VIOLATIONS & PENALTIES

<table>
<thead>
<tr>
<th>Violation Description</th>
<th>Fine</th>
</tr>
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<tbody>
<tr>
<td>CARELESS DRIVING: Person who operates a vehicle including an area designated for the parking of vehicles and commits (2) two driving violations</td>
<td>$90</td>
</tr>
<tr>
<td>DISREGARD STOP SIGN: Failing to come to a complete stop at a posted stop sign</td>
<td>$40</td>
</tr>
<tr>
<td>EXCEEDING POSTED SPEED LIMIT: Driving at speeds over the posted speed limits or non-posted campus speed limit of 15 mph</td>
<td>$40</td>
</tr>
<tr>
<td>DRIVING WRONG WAY ON A ONE-WAY: Driving a vehicle in an opposite or different direction on a University parking aisle, street or alley than the direction indicated on posted signs or ground marking as the proper direction of traffic movement.</td>
<td>$30</td>
</tr>
<tr>
<td>FAILURE TO SIGNAL: Failure of operator of a motor vehicle to use a turn signal prior to making a lane change or turn.</td>
<td>$30</td>
</tr>
<tr>
<td>IMPEDING TRAFFIC: A person, not otherwise authorized, blocks, impedes or slows the normal traffic by barricade, object or device, or with his or her person</td>
<td>$30</td>
</tr>
<tr>
<td>PARKED IN HANDICAPPED: Parking in a parking space designated for persons with disabilities without displaying a state issued handicap placard, license plate or a disabled veteran license plate.</td>
<td>$100</td>
</tr>
<tr>
<td>FIRE LANE VIOLATION: Parking in a manner in which any part of the vehicle is in a designated fire lane, even if only for a short period of time.</td>
<td>$80</td>
</tr>
<tr>
<td>UNAUTHORIZED PARKING: Unauthorized use of a University parking lot.</td>
<td>$30</td>
</tr>
</tbody>
</table>
NO PARKING ZONE: Parking in an area designated as “no parking” by traffic control devices or ground marking. **$30 fine**

DOUBLE PARKED: A vehicle parked on the roadway side of a vehicle stopped curbside. **$30 fine**

CHARGING STATION/LOCATION-PROHIBITED: Vehicles parked in charging station locations longer than the posted time limit, non-chargeable vehicles or chargeable vehicles parked and not charging **$30 fine**

DAMAGED GATE ARM: Intentional or unintentional damage to a controlling gate arm through neglect or violating procedures, **$250 fine**, and additional fees may apply

DISPLAYING AN EXPIRED PERMIT: **$10 fine**

DISPLAY/USE OF STOLEN, REVOKED, REPRODUCED, OR ALTERED PERMIT/ACCESS CARD: Any vehicle displaying or using a Detroit Mercy parking permit that has been reported stolen, has been revoked by Parking and ID or appears to have been reproduced or altered in any way. **$100 fine**

DISREGARDING TRAFFIC CONTROL DEVICE / GATE ATTENDANT: Any motor vehicle or bicycle that, for any reason, disregards any traffic control device or attendant’s instructions. **$40 fine**

EXCEEDING POSTED TIME LIMIT: Exceeding posted time limit. **$30 fine**

FAILURE TO DISPLAY A PERMIT: Parking in any space, area or lot that requires a specific type of permit to be displayed. This includes, but is not limited to, restricted lots, general lots (of whether the automated gates are operating or not), service vehicle spaces, patient spaces or any area requiring special authorization and/or permit. **$30 fine**

IMMOBILIZATION FEE (SCOOTER): Fee assessed in conjunction with the immobilization of a scooter or moped **$20 fine**

IMPOUND FEE (BICYCLE): Fee assessed in conjunction with the impounding of a bicycle. **$30 Fine**

IMPROPER OPERATION OF RECREATIONAL DEVICE: The operator of a bicycle, skateboard or any device propelled by human power that is engaged in operations deemed unsafe or is prohibited on University property. **$30 fine**

IMPROPER USE OF PERMIT: Use of an otherwise valid permit to park in a manner inconsistent with University policies in a University controlled parking area. **$30 fine**

LOADING ZONE VIOLATION: Parking in a loading zone area for purposes other than loading and unloading or in excess of the designated time limit or if undesignated, a 10-minute limit. **$30 fine**

OBSTRUCTING DISABILITY ACCESS: Parking in such a manner as to block Disability access points in such a way as to limit the free movement of mobility impaired pedestrians. **$100 fine**

PARKING IN UNDESIGNATED AREA: Parking in an area that is not designated as a parking lot and/or is not a marked parking space. **$30 fine**
PARKING OUTSIDE LINES OF A STALL: When any portion of a vehicle is outside a marked parking stall or boundary. **$20 fine**

PERMIT IMPROPERLY DISPLAYED: Failure to properly affix permit designed and intended to be displayed hanging from rearview mirror. **$20 fine**

PERMIT NOT VALID FOR LOCATION: A valid University of Detroit Mercy permit is displayed but is not valid in that lot or location. **$30 fine**

VEHICLE BLOCKING TRASH DUMPSTER: Motor vehicle is parked in such a way as to prohibit access to any trash dumpster at any time. **$30 fine**

VEHICLE IN DRIVE OR THOROUGHFARE: Parking in or obstructing any portion of a drive or thoroughfare intended for vehicular/pedestrian traffic. **$30 fine**

VEHICLE ON BRICK PAVERS/WALKWAY: When any portion of an unauthorized vehicle is driven or parked on any portion of brick pavers/walkways, except properly permitted Detroit Mercy Facilities vehicles, Public Safety vehicles or other vehicles as permitted by the Department of Public Safety in the course of official University business. **$100 fine** plus the repair costs to the brick(s) may be assessed to the violator

VEHICLE ON LAWN OR LANDSCAPING: Parking or driving on any landscaped area not intended for normal use by vehicular travel. **$30 fine**

IMMOBILIZATION FEE (VEHICLE): Fee assessed in conjunction with the immobilization of a vehicle **$50 fee**

ON-CAMPUS TOW FEE: Fee accessed in conjunction with vehicle being relocated on campus **$95 fee**

VEHICLE IMPOUNDMENT: Fees assessed to vehicle’s owner as set forth in the current contract between University of Detroit Mercy and Wayne’s Towing.

## DENIAL OR REVOCATION OF PRIVILEGES

Parking privileges may be denied or revoked for the following reasons:

A. Non-payment of five or more outstanding parking/roadway violations;
B. Unpaid parking violations totaling $100 or more;
C. Failure to pay applicable permit fees,
D. Falsification of permit application information;
E. Counterfeiting, defacing or altering any University parking permit;
F. Displaying, using or allowing others to use or display a University parking permit or gate access card which has been reported lost or stolen;
G. Intentional damage to/or removal of University property;
H. Reckless (misdemeanor) or careless driving ($90 fine).
COLLECTING UNPAID CITATIONS

The University may employ all legal means to collect outstanding or unpaid citations, including but not limited to registration, transcript and diploma holds, employee disciplinary action and garnishment of wages, vehicle tire immobilization (booting), vehicle towing from University property, as well as collection by private collection agencies. All individuals using University parking facilities may be held responsible for parking fines on vehicles registered to family members.

VEHICLE TIRE IMMOBILIZATION/TOWING

Vehicles may be towed or immobilized (booted) for any of the above annotated “*” reasons or the following reasons:

a. *Obstruction of University business.
b. *Non-payment of four or more outstanding parking violations.
c. *Identification of vehicle owner.
d. *Parked in a reserved parking space or in a designated handicap parking space without displaying the proper placard or plate designation.
e. *Unsatisfactory payment of parking permits or citations (i.e., returned checks, non-compliance of citation payment agreement, having excessive balances owed).

Boots will be removed upon payment of a $50 boot fee AND all outstanding fines. Vehicles left booted for an excessive amount of time are subject to towing and will be moved to a designated storage facility of the contract towing company’s choice. The vehicle owner or operator will be responsible for all applicable towing charges.

Vehicle owners or operators may pay for the boot removal and applicable fines at University of Detroit Mercy Student Accounting Office located at 4001 W. McNichols Rd., Fisher Administration Building, Detroit MI, 48221, 8:30 a.m. to 4:30 p.m., Monday through Friday. For after-hours boot release of vehicles, please contact the Detroit Mercy Department of Public Safety at 313-993-1234.

University of Detroit Mercy contracts towing services through Wayne’s Towing, located at 20495 Sherwood St, Detroit, MI 48234, phone number 313-368-3254. All vehicles towed off campus are at the owner’s expense.

PAYMENT / APPEALING / VOIDING VIOLATIONS

PAYMENT PROCESS

Payments must be made at the University of Detroit Mercy Student Accounting Office, located at 4001 W. McNichols Rd., Fisher Administration Building, Detroit MI, 48221. The Student Accounting Office requires the citation number when paying the associated fine(s). Payments must be received in the Student Accounting Office or an appeal filed with the Department of Public Safety within 10 days of the issuance of the violation.
**APPEAL PROCESS**

Filing an appeal to the Department of Public Safety:

An appeal form may be obtained online at [http://www.udmercy.edu/life/public-safety/files/Parking_Appeals_Form.pdf](http://www.udmercy.edu/life/public-safety/files/Parking_Appeals_Form.pdf) or at any one of the three below Department of Public Safety locations:

- **McNichols Campus** – Department of Public Safety Office, located at the southwest corner of the Student Center Building

- **Corktown Campus** – Department of Public Safety Control Center, located at the lobby of the Corktown Campus

- **Riverfront Campus** – Department of Public Safety Gate, located at the entrance to the Larned Street Parking Lot J

Along with any supporting documentation, a copy of the violation must be submitted and attached to the appeal. Appeals submitted by mail must be postmarked within 10 days of issuance to the University of Detroit Mercy, Department of Public Safety, 4001 W. McNichols Road, Student Center Building, Detroit MI, 48221. The Ticket Appeals Board meets quarterly throughout the year. Denied appeals result in the full fees being assessed to the owner or operator. Approved appeals result in the Violation being reduced to a Warning and associated fees waived. A decision will be made by the Detroit Mercy Ticket Appeals Board and notifications will be made within 30 days after the quarterly meeting.

**HOLD REMOVAL PROCESS**

The Department of Public Safety must receive notification from the Student Accounting Office (SAO) when payments have been made. When making a payment to remove a hold, request SAO to notify Public Safety. Removal of holds from accounts may take up to 48 hours of notification.
The following is a list of services and attractions available in the metro Detroit area.

**AIRLINES**
Detroit Metro Airport Parking (800) 642-1978
Delta (800) 221-1212
Southwest (800) 435-9792
Spirit (800) 772-7117
United (800) 241-6522
JetBlue (800) 538-2583
Alaska (800) 252-7522
Frontier (800) 921-8101

**BANKS**
Alliance Catholic Credit Union, 4001 W. McNichols, Student Union, Detroit, MI, 48221, 877.950.ACCU (2228) ext. 4810
Credit Union ONE, 400 E. 9 Mile Rd., Ferndale, MI 48220, (248) 398-1210
Comerica Bank, Livernois and Seven Mile, (313) 564-5717
Charter One Bank, 23011 Woodward Ave., (248) 545-3300
PNC Bank 20500 Woodward Ave, (313)368-5600
Chase Bank 12840 Dexter Ave, Detroit, MI. (313)867-4200

**BUSES**
Greyhound Bus Detroit Terminal (313) 961-8011
Greyhound Bus -2699 Lahser Rd, Southfield Mi. 2483532870

**CAR RENTAL**
Alamo (800) 327-9633
Avis (800) 331-1212
Budget (800) 527-0700
Dollar Rent-A-Car (800) 421-6878
Thrifty (800) 367-2277
Enterprise (800) 325-8007
Hertz (800) 654-3131
National (800) 227-7368
Payless (800) 729-5377

**CAR OIL CHANGE SERVICES**
Ferndale Quick Lube, 651 E. Nine Mile Rd., (248) 586-0000
Valvoline Instant Oil Change, 13300 W. Nine Mile Rd., (248) 542-1667
Detroit Oil Express, 17415 Livernois Ave, Detroit. (313)270-0570
City Oil Change, 18200 Livernois Ave,Detroit. (313)862-4940
CONCERTS
Cobo Arena, 300 Civic Center Drive, Detroit (313) 983-6616
Comerica Park, 2100 Woodward Avenue, Detroit (313) 471-2255
Detroit Opera House (313) 237-7464
DTE Energy Music Theatre, 7773 Pine Knob Rd,
Clarkston (248) 377-0100 Ford Field, 2000 Brush Street, Detroit (313) 262-2000
Fox Theatre, 2211 Woodward Avenue, Detroit (313) 471-6611
Freedom Hill Amphitheatere (586) 268-5100
Gem Theatre, 333 Madison Avenue, Detroit (313) 963-9800
Joe Louis Arena, 600 Civic Center Drive, Detroit (313) 471-6606 Masonic Temple, 500 Temple Ave, Detroit (313) 832-7100
Music Hall, 350 Madison Avenue, Detroit (313) 963-2366
Orchestra Hall (313) 576-5111
Palace of Auburn Hills, 3777 Lapeer Rd., Auburn Hills (248) 377-0100
Royal Oak Music Theatre, 318 West Fourth St., Royal Oak (248) 399-2980 St. Andrews Hall/Shelter (313) 961-8137
State Theatre, 2115 Woodward Avenue, Detroit (313) 961-5450

FAST FOOD
Buffalo Wild Wings, 9 Mile Road, Ferndale Church’s Chicken, on the corner of Livernois and Puritan
Kentucky Fried Chicken, 8 Mile Rd. west of Livernois McDonalds, 6 Mile Rd. at Livernois
Taco Bell, 9 Mile Rd. west of Livernois
White Castle, Woodward Ave. north of 8 Mile Burger king, 6 Mile RD. at Livernois
Wendy’s -3990 John R St, Detroit, MI.

GROCERY STORES
Livernois
Mike’s Fresh Market, 7 Mile Rd. at Livernois Foodland, 9 Mile Rd. at Livernois Meijer, 1301 Eight Mile Rd, Detroit, MI 48203

HOTELS
Crowne Plaza Pontchartrain Hotel, 2 Washington Blvd. (313) 965-0200
Courtyard Marriott, 333 E. Jefferson Ave. (313) 222-7700
Fairfield Inn, 32800 Stephenson Hwy., (248) 588-3388
Hampton Inn, 27500 Northwestern Hwy., (248) 356-5500
Red Roof Inn, 27600 Northwestern Hwy., (248) 353-7200
Red Roof Inn, 24130 Michigan Ave., (313) 278-9732
Marriott Hotel, Renaissance Center, (313) 568-8000

LAUNDRY/DRY CLEANING
University coin Laundromat 17136 Livernois Ave, Detroit, MI. (313) 397-6147
COIN O MATIC 1700 Seven Mile E, Highland Park, MI 48203. (313) 366-5008

MUSEUMS
Charles H. Wright Museum of African American History (313) 494-5800
Detroit Historical Museum (313) 833-1805
Detroit Institute of Arts (313) 833-7900
Michigan Science Center (313) 577-8400
Motown Historical Museum (313) 875-2264

PIZZA
Gregg’s Pizza and Bar-B-Que, 17160 Livernois, (313) 341-2400
Little Caesars, 17200 Livernois, (313) 862-6770
Happy’s Pizza, 14365 Livernois, (313) 834-2222
Pizza Hut 18680 Livernois Ave (313) 864-1122
Domino’s Pizza, 17520 Livernois (313) 345-3700

RESTAURANTS
NEAR CAMPUS:
Boston Market, 18601 Livernois (313) 341-0111
Buddy’s Pizza, 17125 Conant, (313) 892-9001
China Wok, 18670 Livernois, (313) 864-8899
Nicky D’s Coney Island - 16953 Livernois, (313) 862-0160
Lou’s Deli, 8220 W. McNichols, (313) 861-1321
U of D Coney Island, 16126 Livernois, (313) 862-0160

FERNDALE AREA:
Bangkok Thai Café, 323 W. Nine Mile Rd., (248) 548-5373
Christine’s Cuisine, 729 E 9 Mile Rd, Ferndale, (248) 584-3354
Imperial, 22828 Woodward Ave, Ferndale, (248) 850-8060
Anita’s Kitchen, 22651 Woodward Ave, Ferndale, (248) 548-0680

ROYAL OAK AREA:
B.D’S Mongolian Barbecue, 310 S. Main Street, (248) 398-7755
National Coney Island, 1812 Main Street, (248) 398-6111

DOWNTOWN DETROIT:
American Pizza Café, 2239 Woodward Ave., (313) 964-3122
Fishbones, 400 Monroe, (313) 965-4600
Hockeytown Café, 2301 Woodward, (313) 471-3400
Pegasus Taverna, 558 Monroe, (313) 964-6800
Pizza Papalis of Greek Town, 553 Monroe, (313) 961-8020

MEXICAN TOWN:
Xochimilco’s, 3409 Bagley, (313) 843-0179
SHOPPING MALLS
Fairlane Mall, 18900 Michigan Avenue, Dearborn, MI 48126
Great Lakes Crossing Outlets, 4000 Baldwin Road, Auburn Hills, MI 48326
Northland, Greenfield Rd. north of 8 Mile Rd. Oakland Mall, 412 W 14
Somerset Collection, 2800W Big Beaver Rd, TROY.

SPORTING EVENTS
Calihan Hall (Detroit Titan Basketball) (313) 993-1700
Comerica Park (Detroit Tigers) (248) 258-4437
Joe Louis Arena (Detroit Red Wings) (248) 645-6666
Palace of Auburn Hills (Detroit Pistons) (248) 377-0100
Ford Field (Detroit Lions) (313) 262-2000

THEATRE/FILM
Michigan Opera House (313) 237-7464
Fisher Theatre (313) 872-1000
Fox Theatre (313) 471-661
Gem Theatre (313) 963-9800
Music Hall for the Performing Arts (313) 887-8500

ZOOLOGICAL PARKS
Detroit Zoological Park
8450 W 10 Mile Rd,
Royal Oak, MI 48061
<table>
<thead>
<tr>
<th>Department</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td><a href="mailto:academicaffairs@udmercy.edu">academicaffairs@udmercy.edu</a></td>
<td>313-993-1585</td>
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<tr>
<td>Admissions</td>
<td><a href="mailto:admissions@udmercy.edu">admissions@udmercy.edu</a></td>
<td>313-993-1245</td>
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<tr>
<td>Advancement</td>
<td><a href="mailto:giving@udmercy.edu">giving@udmercy.edu</a></td>
<td>313-993-1250</td>
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<tr>
<td>Alumni Relations</td>
<td><a href="mailto:UDMDgrad@udmercy.edu">UDMDgrad@udmercy.edu</a></td>
<td>313-993-1540</td>
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<tr>
<td>Athletics</td>
<td><a href="mailto:athletics@udmercy.edu">athletics@udmercy.edu</a></td>
<td>313-993-1700</td>
</tr>
<tr>
<td>Bookstore</td>
<td><a href="mailto:books@udmercy.edu">books@udmercy.edu</a></td>
<td>313-993-1030</td>
</tr>
<tr>
<td>Career Education Center</td>
<td><a href="mailto:careerlink@udmercy.edu">careerlink@udmercy.edu</a></td>
<td>313-993-1017</td>
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<tr>
<td>College of Business Administration</td>
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<tr>
<td>College of Engineering &amp; Science</td>
<td><a href="mailto:engrudm@udmercy.edu">engrudm@udmercy.edu</a></td>
<td>313-993-1216</td>
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<tr>
<td>College of Health Professions</td>
<td><a href="mailto:chpsupportcenter@udmercy.edu">chpsupportcenter@udmercy.edu</a></td>
<td>313-993-1208</td>
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<tr>
<td>College of Liberal Arts &amp; Education</td>
<td><a href="mailto:clae@udmercy.edu">clae@udmercy.edu</a></td>
<td>313-993-1287</td>
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<tr>
<td>Dental Clinic</td>
<td><a href="mailto:dentalguest@udmercy.edu">dentalguest@udmercy.edu</a></td>
<td>313-494-6700</td>
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<tr>
<td>Facility Operations</td>
<td><a href="mailto:facilityoperations@udmercy.edu">facilityoperations@udmercy.edu</a></td>
<td>313-993-1240</td>
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<tr>
<td>Financial Aid</td>
<td><a href="mailto:finaid@udmercy.edu">finaid@udmercy.edu</a></td>
<td>313-993-3350</td>
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<td>Fitness Center</td>
<td><a href="mailto:fitnesscenter@udmercy.edu">fitnesscenter@udmercy.edu</a></td>
<td>313-993-1783</td>
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<tr>
<td>Food Service</td>
<td><a href="mailto:feedme@udmercy.edu">feedme@udmercy.edu</a></td>
<td>313-993-1616</td>
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<tr>
<td>Help Desk</td>
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<td>313-993-1500</td>
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<td>Housekeeping</td>
<td><a href="mailto:cleanit@udmercy.edu">cleanit@udmercy.edu</a></td>
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<tr>
<td>Human Resources and Payroll</td>
<td><a href="mailto:hr@udmercy.edu">hr@udmercy.edu</a></td>
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<tr>
<td>Institute for Leadership and Service</td>
<td><a href="mailto:theinstitute@udmercy.edu">theinstitute@udmercy.edu</a></td>
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<td>International Students Office</td>
<td><a href="mailto:iso@udmercy.edu">iso@udmercy.edu</a></td>
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<td>Intramural Sports</td>
<td><a href="mailto:fitnesscenter@udmercy.edu">fitnesscenter@udmercy.edu</a></td>
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<td>Jesuit Community</td>
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<tr>
<td>Law School Legal Aid Clinics</td>
<td><a href="mailto:lawinfo@udmercy.edu">lawinfo@udmercy.edu</a></td>
<td>313-596-0274</td>
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<tr>
<td>Law School Career Office</td>
<td><a href="mailto:cso@udmercy.edu">cso@udmercy.edu</a></td>
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<tr>
<td>Leadership Development Institute</td>
<td><a href="mailto:theinstitute@udmercy.edu">theinstitute@udmercy.edu</a></td>
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<tr>
<td>Learning Center (UAS)</td>
<td><a href="mailto:learningcenter@udmercy.edu">learningcenter@udmercy.edu</a></td>
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<td>Library/Instructional Design Studio</td>
<td><a href="mailto:Circulation@udmercy.edu">Circulation@udmercy.edu</a> / <a href="mailto:ids@udmercy.edu">ids@udmercy.edu</a></td>
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<td>Marketing and Public Affairs</td>
<td><a href="mailto:marketing.pub.aff@udmercy.edu">marketing.pub.aff@udmercy.edu</a></td>
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<tr>
<td>Parking ID Office</td>
<td><a href="mailto:studentlifeoffice@udmercy.edu">studentlifeoffice@udmercy.edu</a></td>
<td>313-993-1150</td>
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<tr>
<td>President’s Office</td>
<td><a href="mailto:president@udmercy.edu">president@udmercy.edu</a></td>
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<td>Psychology Clinic</td>
<td><a href="mailto:psychclinic@udmercy.edu">psychclinic@udmercy.edu</a></td>
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<td>Public Safety</td>
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<td>Registrar</td>
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<td>Residence Life</td>
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<td>School of Architecture</td>
<td><a href="mailto:SOA50@udmercy.edu">SOA50@udmercy.edu</a></td>
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<td>University Services</td>
<td><a href="mailto:universalservices@udmercy.edu">universalservices@udmercy.edu</a></td>
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