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. 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 2019-2020 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. Additionally, it 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 65 student clubs and organizations;
- 17 Division I athletic teams, as well as intramural sports and the multi-purpose field and track;
- the Fitness Center;
- academic support services;
- 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.
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### Academic Calendar - McNichols Campus

#### TERM I - FALL (15 Week Semester) 2019-20

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Begins</td>
<td>Mar 18</td>
</tr>
<tr>
<td>Registration Ends</td>
<td>Aug 25</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug 26</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Aug 31-Sept 2</td>
</tr>
<tr>
<td>Weekend Classes Begin (11 weeks)</td>
<td>Sept 6-7</td>
</tr>
<tr>
<td>Last Day to Add a Class (web closes at midnight)</td>
<td>Sept 2</td>
</tr>
<tr>
<td>Last Day to Delete a Class without a W grade</td>
<td>Sept 2</td>
</tr>
<tr>
<td>Celebrate Spirit!</td>
<td>Sept 12</td>
</tr>
<tr>
<td>Deadline for Summer &quot;I&quot; grades</td>
<td>Sept 27</td>
</tr>
<tr>
<td>Fall Break-university open but no classes</td>
<td>Oct 14-15</td>
</tr>
<tr>
<td>Mid-term Grades are due</td>
<td>Oct 22</td>
</tr>
<tr>
<td>Advising for Winter/Summer begins</td>
<td>Oct 28</td>
</tr>
<tr>
<td>Registration for Winter/Summer begins</td>
<td>Nov 4</td>
</tr>
<tr>
<td>Weekend Classes End (11 weeks)</td>
<td>Nov 15-16</td>
</tr>
<tr>
<td>Last Day to Withdraw (full semester course)</td>
<td>Nov 18</td>
</tr>
<tr>
<td>Thanksgiving Break-university open but no classes</td>
<td>Nov 27</td>
</tr>
<tr>
<td>Thanksgiving Recess (UNIV CLOSED)</td>
<td>Nov 28-Dec 1</td>
</tr>
<tr>
<td>Final Exam Week (Tuesday through Saturday)</td>
<td>Dec 10-14</td>
</tr>
<tr>
<td>Official End of Term I/Fall</td>
<td>Dec 14</td>
</tr>
<tr>
<td>Grades due by Noon for Term I/Fall</td>
<td>Dec 16</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 4</td>
</tr>
<tr>
<td>Registration Ends</td>
<td>Jan 5</td>
</tr>
<tr>
<td>Weekend Classes Begin (11 weeks)</td>
<td>Jan 3-4</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Jan 6</td>
</tr>
<tr>
<td>Last Day to Add a Class (web closes at midnight)</td>
<td>Jan 12</td>
</tr>
<tr>
<td>Last Day to Delete a Class without a W grade</td>
<td>Jan 12</td>
</tr>
<tr>
<td>MLK Holiday (UNIV CLOSED)</td>
<td>Jan 20</td>
</tr>
<tr>
<td>Deadline for Fall &quot;I&quot; grades</td>
<td>Feb 7</td>
</tr>
<tr>
<td>Mid-term Grades are Due</td>
<td>Feb 25</td>
</tr>
<tr>
<td>Mid-Winter/Spring Break</td>
<td>Mar 2-7</td>
</tr>
<tr>
<td>Advising for Fall begins</td>
<td>Mar 9</td>
</tr>
<tr>
<td>Registration for Fall begins</td>
<td>Mar 16</td>
</tr>
<tr>
<td>Weekend Classes End (11 weeks)</td>
<td>Mar 20-21</td>
</tr>
<tr>
<td>Honors Convocation</td>
<td>Mar 22</td>
</tr>
<tr>
<td>Last Day to Withdraw (full semester course)</td>
<td>Mar 26</td>
</tr>
<tr>
<td>Easter Recess (UNIV CLOSED)</td>
<td>Apr 10-12</td>
</tr>
<tr>
<td>Final Exam Week (Tuesday through Saturday)</td>
<td>Apr 21-25</td>
</tr>
<tr>
<td>Official End of Term II/Winter</td>
<td>Apr 25</td>
</tr>
<tr>
<td>Grades due by Noon for Term II/Winter</td>
<td>Apr 27</td>
</tr>
<tr>
<td>Baccalaureate/Commencement (No Classes)</td>
<td>May 9</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Registration Begins</td>
<td>Nov 4</td>
</tr>
<tr>
<td>Registration Ends</td>
<td>May 3</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>May 4</td>
</tr>
<tr>
<td>Last Day to Add a Class (web closes at midnight)</td>
<td>May 10</td>
</tr>
<tr>
<td>Last Day to Delete a Class without a W grade</td>
<td>May 10</td>
</tr>
<tr>
<td>Memorial Day (UNIV CLOSED)</td>
<td>May 25</td>
</tr>
<tr>
<td>Deadline for Winter &quot;I&quot; grades</td>
<td>June 19</td>
</tr>
<tr>
<td>Mid-term grades due</td>
<td>June 23</td>
</tr>
<tr>
<td>Independence Day (UNIV CLOSED)</td>
<td>July 3-4</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>July 14</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>Aug 3-6</td>
</tr>
<tr>
<td>Official End of Term III</td>
<td>Aug 6</td>
</tr>
<tr>
<td>Grades due by Noon for Term III</td>
<td>Aug 10</td>
</tr>
<tr>
<td>Summer Session I (7 Week Session)</td>
<td></td>
</tr>
<tr>
<td>Registration Begins</td>
<td>Nov 4</td>
</tr>
<tr>
<td>Registration Ends</td>
<td>May 3</td>
</tr>
<tr>
<td>Weekend Classes Begin</td>
<td>May 2</td>
</tr>
<tr>
<td>Classes Begin (Non-Weekend)</td>
<td>May 4</td>
</tr>
<tr>
<td>Memorial Day (UNIV CLOSED)</td>
<td>May 25</td>
</tr>
<tr>
<td>Weekend Classes End</td>
<td>June 20</td>
</tr>
<tr>
<td>Official End of Summer I</td>
<td>June 20</td>
</tr>
<tr>
<td>Grades Due for Summer I</td>
<td>June 22</td>
</tr>
<tr>
<td>Summer Session II (7 Week Session)</td>
<td></td>
</tr>
<tr>
<td>Registration Begins</td>
<td>Nov 4</td>
</tr>
<tr>
<td>Registration Ends</td>
<td>June 21</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>June 22</td>
</tr>
<tr>
<td>Independence Day (UNIV CLOSED)</td>
<td>July 3-4</td>
</tr>
<tr>
<td>Official End of Summer II</td>
<td>Aug 6</td>
</tr>
<tr>
<td>Grades Due by Noon for Summer II</td>
<td>Aug 10</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.
# Academic Calendar - School of Dentistry

<table>
<thead>
<tr>
<th><strong>Fall Term</strong></th>
<th><strong>2019-20</strong>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Program Orientation (D1 only)</td>
<td>Aug 12-16</td>
</tr>
<tr>
<td>White Coat Ceremony</td>
<td>Aug 18, 2019</td>
</tr>
<tr>
<td>Faculty Development Program</td>
<td>Aug 19</td>
</tr>
<tr>
<td>Fall Term Classes and Clinic Begins</td>
<td>Aug 20</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Sept 2</td>
</tr>
<tr>
<td>Academic Planning &amp; Calibration (3:30-5:30 p.m.)</td>
<td>Sept 24, Nov 14</td>
</tr>
<tr>
<td>Celebrate Spirit</td>
<td>Sept 12</td>
</tr>
<tr>
<td>CDCA Exam Dates</td>
<td>Sept 13 &amp; 14</td>
</tr>
<tr>
<td>Midterm Fall APC Meetings</td>
<td>Oct 4, 10-15</td>
</tr>
<tr>
<td>Curriculum Review/Acad Plan (1:30-5:30pm)</td>
<td>Oct 16</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Nov 28-29</td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec 10</td>
</tr>
<tr>
<td>Final Exams**</td>
<td>Dec 11-17</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>APC Meetings</td>
<td>Dec 13, 19-20</td>
</tr>
<tr>
<td>Christmas Break (Campus Closed)</td>
<td>Dec 24- Jan 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Winter Term</strong></th>
<th><strong>2019-20</strong>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Opens &amp; Winter Term Classes/Clinic Begin</td>
<td>Jan 2, 2020</td>
</tr>
<tr>
<td>Faculty Development Program</td>
<td>Jan 31 (Tent.)</td>
</tr>
<tr>
<td>MLK Holiday</td>
<td>Jan 20</td>
</tr>
<tr>
<td>Academic Planning &amp; Calibration (3:30-5:30 p.m.)</td>
<td>Jan 21, Apr 23</td>
</tr>
<tr>
<td>CDCA Exam Dates</td>
<td>TBD</td>
</tr>
<tr>
<td>Curriculum Review/Acad Plan (1:30-5:30pm)</td>
<td>Feb 26</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Midterm Winter APC Meetings</td>
<td>Feb 28, Mar2-6</td>
</tr>
<tr>
<td>Spring Break Week (No Classes/Clinic)</td>
<td>Mar 16-20</td>
</tr>
<tr>
<td>Easter Recess (No Classes/Clinic)</td>
<td>Apr 10-12</td>
</tr>
<tr>
<td>Classes End</td>
<td>Apr 30</td>
</tr>
<tr>
<td>Final Exams**</td>
<td>May 1-7</td>
</tr>
<tr>
<td>Winter Term Grades Due (one day after final for each DS and DH class)</td>
<td>May 8</td>
</tr>
<tr>
<td>Winter Term Ends &amp; Clinic Closes (12:00 PM)</td>
<td>May 7</td>
</tr>
<tr>
<td>Graduation &amp; Awards</td>
<td>May 7-10</td>
</tr>
<tr>
<td>APC Meetings</td>
<td>May 1, 10</td>
</tr>
<tr>
<td>Graduation Break (No Class/Clinic)*</td>
<td>May 11-22</td>
</tr>
<tr>
<td><strong>Summer Term</strong></td>
<td>2019-20*</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>May 25, 2020</td>
</tr>
<tr>
<td>Summer Term Begins</td>
<td>May 26</td>
</tr>
<tr>
<td>Dental Hygiene Program Orientation</td>
<td>May 26-29</td>
</tr>
<tr>
<td>Academic Planning &amp; Calibration</td>
<td>Jun 10</td>
</tr>
<tr>
<td>(DS2-12:30-3:00pm) (DS3/DS4-3:30-5:30 PM)</td>
<td></td>
</tr>
<tr>
<td>Fourth of July Break (No Class/Clinic) *</td>
<td>Jun 29 - Jul 3</td>
</tr>
<tr>
<td>Div Curriculum Rev/Acad Plan (1:30-5:30 p.m.)</td>
<td>Jul 15</td>
</tr>
<tr>
<td>Classes End</td>
<td>Jul 24</td>
</tr>
<tr>
<td>Final Exams**</td>
<td>Jul 27-31</td>
</tr>
<tr>
<td>Summer Term Grades Due (one day after final for each DS and DH class)</td>
<td>Jul 31</td>
</tr>
<tr>
<td>Summer Term Ends &amp; Clinic Closes (5:00 PM)</td>
<td>Jul 31</td>
</tr>
<tr>
<td>APC Meetings</td>
<td>Jul 31- Aug 3</td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>Academic Calendar</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term I</strong></td>
<td></td>
</tr>
<tr>
<td>First-year Orientation</td>
<td>August 20-22</td>
</tr>
<tr>
<td>Saturday Classes Begin</td>
<td>August 24</td>
</tr>
<tr>
<td>Term I Weekday Classes Begin</td>
<td>August 26</td>
</tr>
<tr>
<td>Course Add/Drop 100</td>
<td></td>
</tr>
<tr>
<td>Percent Refund</td>
<td>March 18 - August 30</td>
</tr>
<tr>
<td>50 Percent Refund</td>
<td>August 31 - September 6</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>September 2</td>
</tr>
<tr>
<td>Directed Research Form Deadline</td>
<td>September 6</td>
</tr>
<tr>
<td>Red Mass</td>
<td>September 24</td>
</tr>
<tr>
<td>Application for Graduation Deadline</td>
<td>September 27</td>
</tr>
<tr>
<td>Student Advising Sessions</td>
<td>Week of October 21 TBD</td>
</tr>
<tr>
<td>Term II Priority Registration</td>
<td>November 4 (8:30 a.m.)</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>November 28 – December 1</td>
</tr>
<tr>
<td>Term I Classes End</td>
<td>December 4</td>
</tr>
<tr>
<td>Pass/No Pass Option Deadline*</td>
<td></td>
</tr>
<tr>
<td>Term I Review/Make-up Period</td>
<td>December 5 – December 8</td>
</tr>
<tr>
<td>Term I Final Examination Period</td>
<td>December 9 – December 20</td>
</tr>
<tr>
<td>University Closed</td>
<td>December 24 – January 1</td>
</tr>
<tr>
<td>All Term I grades posted</td>
<td>February 1</td>
</tr>
<tr>
<td><strong>Term II</strong></td>
<td></td>
</tr>
<tr>
<td>Term II Saturday Classes Begin</td>
<td>January 4</td>
</tr>
<tr>
<td>Term II Weekday Classes Begin</td>
<td>January 6</td>
</tr>
<tr>
<td>Course Add/Drop 100</td>
<td>November 4 - January 10</td>
</tr>
<tr>
<td>Percent Refund</td>
<td>January 11 - January 17</td>
</tr>
<tr>
<td>Directed Research Form Deadline</td>
<td>January 17</td>
</tr>
<tr>
<td>Martin Luther King Jr. Holiday</td>
<td>January 20</td>
</tr>
<tr>
<td>Winter Break</td>
<td>February 16 – February 23</td>
</tr>
<tr>
<td>Student Advising Sessions</td>
<td>Week of March 2 TBD</td>
</tr>
<tr>
<td>Term III Priority Registration</td>
<td>March 9 (8:30 a.m.)</td>
</tr>
<tr>
<td>Term I Priority Registration</td>
<td>March 16 (8:30 a.m.)</td>
</tr>
<tr>
<td>Easter Holiday</td>
<td>April 10 - 12</td>
</tr>
<tr>
<td>Faculty Development Day</td>
<td>April 9</td>
</tr>
<tr>
<td>Term II Classes End</td>
<td>April 22</td>
</tr>
<tr>
<td>Pass/No Pass Option Deadline*</td>
<td>April 23 - April 26</td>
</tr>
<tr>
<td>Term II Review/Make-up Period</td>
<td>April 27 – May 7 (Exams conclude by noon on 5/7)</td>
</tr>
<tr>
<td>Term II Final Examination Period</td>
<td></td>
</tr>
<tr>
<td>Baccalaureate</td>
<td>May 7</td>
</tr>
<tr>
<td>Graduation</td>
<td>May 8</td>
</tr>
<tr>
<td>All Term II grades posted</td>
<td>July 1</td>
</tr>
<tr>
<td><strong>Intersession</strong></td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Intersession Classes Begin</td>
<td>May 11</td>
</tr>
<tr>
<td>Intersession Classes End</td>
<td>May 20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Term III</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial Day Holiday</td>
<td>May 25</td>
<td></td>
</tr>
<tr>
<td>Term III Classes Begin</td>
<td>May 26</td>
<td></td>
</tr>
<tr>
<td>Course Add/Drop 100</td>
<td></td>
<td>March 9 – June 1</td>
</tr>
<tr>
<td>Percent Refund</td>
<td></td>
<td>June 2– June 7</td>
</tr>
<tr>
<td>50 Percent Refund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directed Research Form Deadline</td>
<td>June 1</td>
<td></td>
</tr>
<tr>
<td>Fireworks (Evening Classes Cancelled)</td>
<td></td>
<td>Tentative June 22</td>
</tr>
<tr>
<td>Fourth of July Holiday</td>
<td>July 4 (Saturday)</td>
<td></td>
</tr>
<tr>
<td>Term III Classes End</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass/No Pass Option Deadline*</td>
<td>July 15</td>
<td></td>
</tr>
<tr>
<td>Term III Review/Make-up Period</td>
<td>July 16–July 19</td>
<td></td>
</tr>
<tr>
<td>Term III Final Examination Period</td>
<td>July 20 – 24</td>
<td></td>
</tr>
<tr>
<td>All Intersession &amp; Term III grades posted</td>
<td>August 31</td>
<td></td>
</tr>
</tbody>
</table>
University Dean’s Offices

ACADEMIC

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

College of BUSINESS ADMINISTRATION
Joseph G. Eisenhauer, Dean
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, Dean
Corktown Campus
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fax: (313) 494-6627
http://dental.udmercy.edu/
email: dental@udmercy.edu

College of ENGINEERING & SCIENCE
Katherine Snyder, Dean
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**
Neal Rosenburg, Dean
College of Health Professions and McAuley School of Nursing
Bldg. 122, McNichols Campus
phone: (313) 993-1208
http://healthprofessions.udmercy.edu/

**ADMINISTRATIVE**

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

**STUDENT AFFAIRS**
Monica J. Williams, Dean
Student Union 101, McNichols, phone: (313) 993-1028
fax: (313) 993-1509
e-mail: leonarmj@udmercy.edu
http://www.udmercy.edu/
Campus Map

www.udmercy.edu/about/location

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.

### University Campuses

- **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 the Student Union, adjacent to the Student Affairs Office and serves as an information hub and welcome center for students, staff, faculty and visitors to the Student Union.

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
MINISTER OFFICE

INSPIRED BY GOD’S UNCONDITIONAL LOVE, UNIVERSITY MINISTRY ACCOMPANIES THE DETROIT MERCY COMMUNITY AS WE SEEK TO KNOW, LOVE, AND SERVE GOD AND ONE ANOTHER

WEEKLY EVENTS

Sunday Student Mass @ 9pm
St. Ignatius Chapel
(Located in Commerce & Finance Building)
12 pm Community Mass - St. Ignatius Chapel
5pm Sat/8am & 10:30am Sun - Gesu Church

Daily Mass:
12pm Monday-Friday
St. Ignatius Chapel
5:30pm M-F Gesu Church

Adoration: Every Wednesday, 7pm

We offer weekly rosary & faith sharing groups (CLC), retreats, service & social justice opportunities, spiritual direction and RCIA/Confirmation Prep.

Monday Ministry Night in Shiple:
Meal @ 7:30pm | Meet 8-9pm

Visit Ministry in the Student Union or for more information
ministry@udmercy.edu ext.1560
NOVEMBER
1: All Saints Day Procession
16-18: Ignatian Family Teach-In for Justice Conference
18-22: National Hunger & Homelessness Awareness Week
16: Thanksgiving Drive

DECEMBER
4: Destress Fest
9: Immaculate Conception
12: Faith in the D: Our Lady of Guadalupe
14-21: El Paso Service Immersion Trip

SEPTEMBER
12: Celebrate Spirit
(Opening of Year Mass): 11:30am Fitness Center then Picnic/Student Org Fair
13-14: The Discerning Life Young Adult Retreat - Manresa $50
16: Jesuit & Mercy Game Night 7:30-9pm
21: Homecoming Mass 4pm
23: Mercy Service Week
27: Faith in the D: Islamic Center of America/Islamic Institute

OCTOBER
1: Busy Persons Retreat Begins
18-19: Men's Retreat
26: Women's Day of Reflection
31: Halloween Party

1/6-7: Welcome Cookies
2/7-8: Women’s Retreat
2/13: Interfaith Dinner
2/25: Mardi Gras Party
2/26: Ash Wednesday
3/1-7: Service Immersion Trips: Selma, AL | Nazareth Farm Mystery Trip
3/16: Busy Persons Retreat Begins
4/5-11: Holy Week
4/12: Easter Mass
May: Rosebud, South Dakota Service Immersion Trip
LIVE YOUR FAITH

SUNDAY MASSES:
9PM STUDENT MASS ST. IGNATIUS CHAPEL
LOCATED IN COMMERCE & FINANCE BUILDING
12PM COMMUNITY MASS - ST. IGNATIUS
5PM SAT/8AM & 10:30AM SUN AT
GESU CHURCH (ACROSS MCNICHOLS RD.)

DAILY MASS:
12PM MON - FRI ST. IGNATIUS CHAPEL
5:30PM MON-FRI GESU CHURCH

ADORATION:
WEDNESDAYS 7PM ST. IGNATIUS CHAPEL

MINISTRY MONDAYS:
LOCATED IN SHIPLE HALL
MEAL AT 7:30PM MEET FROM 8-9PM

RECONCILIATION/SACRAMENT PREP,
RETREATS, SERVICE & SOCIAL JUSTICE
OPPORTUNITIES, SPIRITUAL DIRECTION
WEEKLY ROSARY GROUP & FAITH SHARING
GROUPS

VISIT UNIVERSITY MINISTRY IN THE STUDENT
UNION OR FOR MORE INFORMATION
MINISTRY@UDMERCY.EDU

AT DETROIT MERCY
Detroit Mercy Theatre Company

**IGNITE!**
SEASON 49 | 2019-2020

**MAIN STAGE**

**Silent Sky**
by Lauren Gunderson
Oct. 17 - 27, 2019

**Ebenezer**
by Joseph Zettelmaier
Dec. 5 - 8, 2019

Interested in Theatre?
The Department of Performing Arts welcomes all students who are interested in getting involved. Come play with us! Students can participate in any aspect of our theatre productions. Stop by Reno Hall 037 or email Professor Grobis for more information at gregory.grobis@udmercy.edu.
A Midsummer Night’s Dream
by William Shakespeare
Jan. 30 - Feb. 9, 2020

You’re A Good Man, Charlie Brown
Book, Music and Lyrics
by Clark Gesner
March 26 - April 5, 2020

Main stage performances located at:
The Marlene Boll Theatre

Student Tickets:
Play: $10 | Musical: $15
With valid student I.D.

Performance Times:
Thurs./Fri./Sat. 7:30 p.m.
Sunday 3 p.m.

TheatreLab
Second Stage Series
Featuring presentations and performances on
University of Detroit Mercy’s
McNichols Campus.
Admission is free for students.

For more information about Season 49:
TheTheatreCo.com
Calendar of Events
University Calendar

http://www.udmercy.edu/calendar/month.php

To review all university events, please click on the link (above). Events are updated and listed monthly.
## Calendar of Religious Holy Days and Observances

<table>
<thead>
<tr>
<th>DATE</th>
<th>OBSERVANCE</th>
<th>DATE</th>
<th>OBSERVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lammas - Christian</td>
<td>1</td>
<td>(1) Ecclesiastical year begins - Orthodox Christian</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(2) Hijra - New Year * - Islam</td>
</tr>
<tr>
<td>6</td>
<td>Fast in Honor of Holy Mother of Jesus - Orthodox Christian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Transfiguration of the Lord - Orthodox Christian</td>
<td>3</td>
<td>Paryushana Parva * - Jain</td>
</tr>
<tr>
<td></td>
<td>Tish'a B'av - Jewish</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Waqf al Araf * - Islam</td>
<td>8</td>
<td>Nativity of Virgin Mary - Christian</td>
</tr>
<tr>
<td>12-15</td>
<td>Eid al Adha * - Islam</td>
<td>10</td>
<td>Ashura * - Islam</td>
</tr>
<tr>
<td>15</td>
<td>(1) Assumption of Blessed Virgin Mary - Catholic Christian</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) Dormition of the Theotokos - Orthodox Christian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Krishna Janmashtami ** - Hindu</td>
<td>14</td>
<td>Elevation of the Life-Giving Cross (Holy Cross) - Christian</td>
</tr>
<tr>
<td>29</td>
<td>Beheading of St. John, the Baptist - Christian</td>
<td>27</td>
<td>Meskel - Ethiopian Orthodox Christian</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29</td>
<td>Michael and All Angels - Christian</td>
</tr>
<tr>
<td>October 2019</td>
<td>November 2019</td>
<td></td>
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<td>----------------------------------------------------------------------------</td>
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<tr>
<td><strong>DATE</strong></td>
<td><strong>OBSERVANCE</strong></td>
<td><strong>DATE</strong></td>
<td><strong>OBSERVANCE</strong></td>
</tr>
<tr>
<td>4</td>
<td>(1) St Francis Day - Catholic Christian</td>
<td>1</td>
<td>All Saints Day - Christian</td>
</tr>
<tr>
<td></td>
<td>(2) Blessing of the Animals - Christian</td>
<td>2</td>
<td>All Souls Day - Catholic Christian</td>
</tr>
<tr>
<td>8</td>
<td>Dasara ** - Hindu</td>
<td>10</td>
<td>Mawlid an Nabi * - Islam</td>
</tr>
<tr>
<td>9</td>
<td>Yom Kippur * - Jewish</td>
<td>12</td>
<td>(1) Birth of Baha'u'llah * - Baha'i</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(2) Birthday of Guru Nanak Dev Sahib - Sikh</td>
</tr>
<tr>
<td>14</td>
<td>Thanksgiving - Canada - Interfaith</td>
<td>15</td>
<td>Nativity Fast begins - ends Dec. 24 - Orthodox Christian</td>
</tr>
<tr>
<td>14-20</td>
<td>Sukkot * - Jewish</td>
<td>23</td>
<td>Thanksgiving - Interfaith</td>
</tr>
<tr>
<td>20</td>
<td>(1) Birth of the Báb * - Baha'í</td>
<td>26</td>
<td>(1) Christ the King - Christian</td>
</tr>
<tr>
<td></td>
<td>(2) Installation of Scriptures as Guru Granth - Sikh</td>
<td></td>
<td>(2) Day of the Covenant * - Baha'í</td>
</tr>
<tr>
<td>21</td>
<td>Shemini Atzeret * - Jewish</td>
<td>28</td>
<td>(1) Ascension of 'Abdu'l-Baha * - Baha'í</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(2) Thanksgiving - Interfaith USA</td>
</tr>
<tr>
<td>22</td>
<td>Simchat Torah * - Jewish</td>
<td>30</td>
<td>St. Andrew's Day - Christian</td>
</tr>
<tr>
<td>27</td>
<td>(1) Christ the King - Christian</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) Diwali - Sikh - Hindu - Jain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>(1) Milvian Bridge Day - Christian</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) Jain New Year - Jain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Reformation Day - Protestant Christian</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Calendar of Religious Holy Days and Observances

### December 2019

<table>
<thead>
<tr>
<th>DATE</th>
<th>OBSERVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24</td>
<td>Advent - Christian</td>
</tr>
<tr>
<td>6</td>
<td>Saint Nicholas Day - Christian</td>
</tr>
<tr>
<td>8</td>
<td>(1) Bodhi Day (Rohatsu) - Buddhism</td>
</tr>
<tr>
<td></td>
<td>(2) Immaculate Conception of Mary - Catholic Christian</td>
</tr>
<tr>
<td>12</td>
<td>Feast day - Our Lady of Guadalupe - Catholic Christian</td>
</tr>
<tr>
<td>16-25</td>
<td>Posadas Navidenas - Hispanic Christian</td>
</tr>
<tr>
<td>21</td>
<td>Yule - Christian</td>
</tr>
<tr>
<td>23-30</td>
<td>Hanukkah - Jewish</td>
</tr>
<tr>
<td>24</td>
<td>Christmas Eve - Christian</td>
</tr>
<tr>
<td>25</td>
<td>(1) Christmas * - Christian</td>
</tr>
<tr>
<td></td>
<td>(2) Feast of the Nativity ** - Orthodox Christian</td>
</tr>
<tr>
<td>26</td>
<td>(1) Zarathosht Diso (Death of Prophet Zarathushtra) ** - Zoroastrian</td>
</tr>
<tr>
<td></td>
<td>(2) St Stephen's Day - Christian</td>
</tr>
<tr>
<td>27</td>
<td>Saint John - Apostle and Evangelist - Christian</td>
</tr>
<tr>
<td>28</td>
<td>Holy Innocents - Christian</td>
</tr>
<tr>
<td>29</td>
<td>Holy Family - Catholic Christian</td>
</tr>
<tr>
<td>31</td>
<td>Watch Night – Christian</td>
</tr>
</tbody>
</table>

### January 2020

<table>
<thead>
<tr>
<th>DATE</th>
<th>OBSERVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(1) Mary, Mother of God - Catholic Christian</td>
</tr>
<tr>
<td></td>
<td>(2) Feast Day of St Basil - Orthodox Christian</td>
</tr>
<tr>
<td></td>
<td>(3) Gantan-sai (New Year’s) - Shinto</td>
</tr>
<tr>
<td></td>
<td>(4) Feast of the Holy Name of Jesus - Orthodox Christian</td>
</tr>
<tr>
<td>3</td>
<td>Vasant Panchami ** - Hindu</td>
</tr>
<tr>
<td>5</td>
<td>(1) Twelfth Night - Christian</td>
</tr>
<tr>
<td></td>
<td>(2) Guru Gobind Singh birthday - Sikh</td>
</tr>
<tr>
<td>6</td>
<td>(1) Epiphany - Christian</td>
</tr>
<tr>
<td></td>
<td>(2) Feast of the Epiphany (Theophany) - Orthodox Christian</td>
</tr>
<tr>
<td></td>
<td>(3) Día de los Reyes (Three Kings Day) - Christian</td>
</tr>
<tr>
<td></td>
<td>(4) Nativity of Christ - Armenian Orthodox</td>
</tr>
<tr>
<td>7</td>
<td>Feast of the Nativity ** - Orthodox Christian</td>
</tr>
<tr>
<td>8</td>
<td>Feast of the Holy Family - Catholic Christian</td>
</tr>
<tr>
<td>10-12</td>
<td>Mahayana New Year ** - Buddhist</td>
</tr>
<tr>
<td>12</td>
<td>Baptism of the Lord Jesus - Christian</td>
</tr>
<tr>
<td>13</td>
<td>Maghi - Sikh</td>
</tr>
<tr>
<td>17</td>
<td>Blessing of the Animals - Hispanic Catholic</td>
</tr>
<tr>
<td>18-25</td>
<td>Week of Prayer for Christian Unity - Christian</td>
</tr>
<tr>
<td>19</td>
<td>World Religion Day * - Baha’i</td>
</tr>
<tr>
<td>20</td>
<td>Timkat - Ethiopian Orthodox Christian</td>
</tr>
<tr>
<td>25</td>
<td>Conversion of St. Paul - Christian</td>
</tr>
<tr>
<td>28</td>
<td>Tu BiShavat * - Jewish</td>
</tr>
<tr>
<td>DATE</td>
<td>OBSERVANCE</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
</tr>
</tbody>
</table>
| 2    | (1) Candlemas - Presentation of Christ in the Temple – Christian  
(2) Saint Brighid of Kildare - Celtic Christian  
(3) Four Chaplains Sunday - Interfaith | 1    | (1) St. David of Wales - Christian  
(2) Intercalary Days end - Baha’i  
(3) Cheesefare Sunday - Orthodox Christian |
| 3    | (1) St. Blaze Day - Christian  
(2) Setsebun-sai (beginning of spring) - Shinto | 2    | Clean Monday - Great Lent begins - Orthodox Christian |
| 5    | Chinese New Year - Confucian, Daoist, Buddhist | 2-20 | Nineteen Day Fast * - Baha’i |
| 8    | Nirvana Day - Buddhism | 3    | Hindi New Year ** - Hindu |
| 9    | Triodion begins - Orthodox Christian | 8    | Orthodox Sunday - Orthodox Christian |
| 12   | Triodion - Orthodox Christian | 9    | Magha Puja Day ** - Buddhist |
| 14   | St. Valentine's Day - Christian | 10   | (1) Holi ** - Hindu  
(2) Purim * - Jewish  
(3) Hola Mohalla - Sikh |
| 15   | Nirvana Day ** - Buddhist - Jain | 13   | Birthday of L. Ron Hubbard - Scientology |
| 22   | Maha Shivaratri ** - Hindu | 17   | St. Patrick's Day - Scientology |
| 23   | (1) Meatfare Sunday - Orthodox Christian  
(2) Transfiguration Sunday - Christian | 19   | (1) St. Joseph’s Day - Christian  
(2) Lord’s Evening Meal - Jehovah’s Witness Christian |
| 25   | Shrove Tuesday - Christian | 20   | Equinox |
| 26   | (1) Intercalary Days begin - Baha’i  
(2) Ash Wednesday - Lent begins - Christian | 21   | (1) Norooz (New Year) - Persian/Zoroastrian  
(2) Naw-Rúz (New Year) * - Baha’i |
<p>|      |            | 25   | Annunciation of the Blessed Virgin Mary - Christian |
|      |            | 25-04/02 | Ramayana ** - Hindu |
|      |            | 28   | Khordad Sal (Birth of Prophet Zarathushtra) ** - Zoroastrian |</p>
<table>
<thead>
<tr>
<th>DATE</th>
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<th>OBSERVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Ramanavami ** - Hindu</td>
<td>2</td>
<td>Last day of Ridvan * - Baha'i</td>
</tr>
<tr>
<td>3</td>
<td>Laylat al Miraj * - Islam</td>
<td>3</td>
<td>Saints Philip &amp; James - Christian</td>
</tr>
</tbody>
</table>
| 5    | Palm Sunday - Christian | 7    | (1) Visakha Puja - Buddha Day ** - Buddhist  
|      |             |      | (2) National Day of Prayer USA - Interfaith |
| 8    | Hanuman Jayanti ** - Hindu | 21   | Ascension of Jesus - Christian |
| 9-11 | Theravadin New Year ** - Buddhist | 23   | Declaration of the Bab * - Baha'i |
| 9-15 | Pesach * - Jewish | 29   | (1) Ascension of Baha'u'llah * - Baha'i  
|      |             |      | (2) Ascension of Jesus - Orthodox Christian |
| 9    | (1) Mahavir Jayanti ** - Jain  
|      | (2) Maundy Thursday - Christian | 29-30| Shavuot * - Jewish |
| 10   | Good Friday - Christian | 31   | Pentecost - Christian |
| 12   | (1) Easter - Christian  
|      | (2) Palm Sunday - Orthodox Christian  
|      | (3) Lag B’Omer - Jewish | 14   | Baisakhi (Vaisakhi) - Sikh |
| 17   | Holy Friday - Orthodox Christian | 19   | Pascha - Easter - Orthodox Christian |
| 19   | Pascha - Easter - Orthodox Christian | 21   | (1) Yom HaShoah - Jewish  
|      |             |      | (2) First Day of Ridvan * - Baha'i  
|      |             |      | (3) Lailat al Bara’ah * - Islam  
|      |             |      | (4) Palm Sunday - Orthodox Christian |
| 23   | St. George's Day - Christian | 24   | Ramadan begins * - Islam |
| 24   |             | 27   | Mahavir Jayanti ** - Jain |
| 29   | (1) Ninth Day of Ridvan - Baha’io  
|      | (2) Feast Day of Saints Peter and Paul - Christian  
|      | (3) Yom Ha'Atzmaut * - Jewish | 29   |             |
| 30   | St. James the Great Day - Orthodox Christian |
# Calendar of Religious Holy Days and Observances

## June 2020

<table>
<thead>
<tr>
<th>DATE</th>
<th>OBSERVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Laylat al Kadr * - Islam</td>
</tr>
<tr>
<td>5-7</td>
<td>Eid al Fitr * - Islam</td>
</tr>
<tr>
<td>7</td>
<td>(1) Pentecost - Orthodox Christian</td>
</tr>
<tr>
<td></td>
<td>(2) Trinity Sunday - Christian</td>
</tr>
<tr>
<td>9</td>
<td>St. Columba of Iona - Celtic Christian</td>
</tr>
<tr>
<td>11</td>
<td>Corpus Christi - Catholic Christian</td>
</tr>
<tr>
<td>14</td>
<td>All Saints - Orthodox Christian</td>
</tr>
<tr>
<td>15</td>
<td>Saint Vladimir Day - Christian</td>
</tr>
<tr>
<td>16</td>
<td>Guru Arjan martyrdom - Sikh</td>
</tr>
<tr>
<td>19</td>
<td>(1) Sacred Heart of Jesus - Catholic Christian</td>
</tr>
<tr>
<td></td>
<td>(2) New Church Day - Swedenborgian Christian</td>
</tr>
<tr>
<td>21</td>
<td>Solstice</td>
</tr>
<tr>
<td>22</td>
<td>First Nations Day - Canadian Native People</td>
</tr>
<tr>
<td>29</td>
<td>Feast Day of Saints Peter and Paul - Christian</td>
</tr>
</tbody>
</table>

## July 2020

<table>
<thead>
<tr>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>Asalha Puja Day ** - Buddhist</td>
</tr>
<tr>
<td>9</td>
<td>Martyrdom of the Bab * - Baha'i</td>
</tr>
<tr>
<td>11</td>
<td>St Benedict Day - Catholic Christian</td>
</tr>
<tr>
<td>15</td>
<td>St. Vladimir the Great Day - Orthodox Christian</td>
</tr>
<tr>
<td>23</td>
<td>Crowning of Haile Selasse, I - Rastafarian</td>
</tr>
<tr>
<td>24</td>
<td>Pioneer Day - Mormon Christian</td>
</tr>
<tr>
<td>25</td>
<td>St. James the Great Day - Christian</td>
</tr>
<tr>
<td>30</td>
<td>Tish’a B’av - Jewish</td>
</tr>
<tr>
<td>31-08/03</td>
<td>Eid al Adha * - Islam</td>
</tr>
</tbody>
</table>

* youth day

** day of meditation
## Calendar of Religious Holy Days and Observances

### August 2020

<table>
<thead>
<tr>
<th>DATE</th>
<th>OBSERVANCE</th>
</tr>
</thead>
</table>
| 1    | (1) Lammas – Christian  
(2) Fast in Honor of Holy Mother of Jesus - Orthodox Christian |
| 3    | Raksha Bandhan ** - Hindu |
| 6    | Transfiguration of the Lord - Orthodox Christian |
| 10   | Waqf al Arafah * Islam |
| 12   | Krishna Janmashtami ** - Hindu |
| 13-15| Obon (Ulambana) ** - Buddhist/Shinto |
| 15   | (1) Assumption of Blessed Virgin Mary - Catholic Christian  
(2) Dormition of the Theotokos - Orthodox Christian |
| 20   | Hijra - New Year * - Islam |
| 22   | Ganesh Chaturthi ** - Hindu |
| 29   | (1) Beheading of St. John, the Baptist - Christian  
(2) Ashura * - Islam |
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

Engineering Lab E140, 993-1100
Monday – Friday 8:00 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/](http://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

**Titan-To-Go**

Shiple Hall, 1st Floor

Open to all students living in the residence halls, this late night venue is a convenience store providing residence hall necessities and personal care items, as well as Up for Grabs sandwiches, salads, healthy snacks, fresh fruit and a variety of snacks, candies and late night munchies.

Sunday - Thursday: 6:30 pm - 11:30 pm

**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.

Grounds Coffehaus

McNichols, Student Center Ground Floor, (313) 993-1150,

Email: groundscoffee@udmercy.edu

Hours of Operation

Sunday -5:00 pm - 12:00 am

Monday-Thursday 9:00 am - 12:00 am

Friday 9:00 am - 5:00 pm

Saturday 8:00 am – 12:00 pm

Grounds Coffehaus is a student-managed coffeehouse. Throughout the year, Grounds will host several events including comedy nights, poetry readings, concerts, movie nights and card tournaments.
To host an event in Grounds please complete the Grounds Facility Request Form located at the Student Life Office website: [www.udmercy.edu/life/on-campus/files/SLO_Space_Request_Form.pdf](http://www.udmercy.edu/life/on-campus/files/SLO_Space_Request_Form.pdf). For more information about Grounds Coffeehaus please contact us at groundscoffee@udmercy.edu or 313-993-1150.

**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/](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, Reno Hall Ground Level, (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/

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 7:30am-10:50pm Friday 7:30am-5:50pm

Saturday 10am- 5:50pm
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/

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/

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/

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, Student Center First Floor (313) 578-0341, 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/publicsafety/

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](http://www.udmercy.edu/life/on-campus/index.php)

Email: [reslife@udmercy.edu](mailto: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/
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.

Student Accounting Office (SAO) formerly known as BURSAR
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](http://www.udmercy.edu/life/dean-students)

McNichols, Student Center 101, (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.

Grounds Coffeehaus, located on the ground floor of the Student Union is open morning until late night and is often the venue for local entertainment.

The Student Union also houses the bookstore, an ATM and dining facilities. Student services/offices that can be found in the Student Union include a Student Affairs Office, Student Life, University Ministry, Public Safety, Titan Info Center (Parking and Id) and Dining Services.

Student Union Building Hours

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<tr>
<th>Day</th>
<th>Hours</th>
<th>Areas</th>
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<tr>
<td>Monday-Thursday</td>
<td>7:00 am-2:00 am</td>
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<tr>
<td>Friday</td>
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<td>Saturday</td>
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<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

Email: studentlifeoffice@udmercy.edu

McNichols, Student Union 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)
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

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

Student Center 106, (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.
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

Interim 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/ 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 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

- 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 us. 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?

If you forget your password, both systems provide a password reset feature on the login page. Click on this option to answer your previously established security questions and answers to reset your password.

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, ask the webmaster or postmaster of the company website to verify the request.

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.
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 expect 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 person [link]

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.
STUDENT POLICIES

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.

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
STUDENT POLICIES

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/Test on information
- Socially isolating new members/initiates
STUDENT POLICIES

• 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
STUDENT POLICIES

- 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 officer 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
STUDENT POLICIES

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.
STUDENT POLICIES

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:
STUDENT POLICIES

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:
STUDENT POLICIES

• 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.

• 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.
STUDENT POLICIES

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.1

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.

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 below).
- 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 (see Appendix B below).
- 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.
STUDENT POLICIES

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.
STUDENT POLICIES

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 (see Appendix A below).

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
STUDENT POLICIES

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. See Appendix B for Employee Standards of Conduct.

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.
STUDENT POLICIES

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
STUDENT POLICIES

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
STUDENT POLICIES

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.
STUDENT POLICIES

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.

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.
STUDENT POLICIES

*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.
STUDENT POLICIES

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)).

SEXUAL MISCONDUCT

SEXUAL MISCONDUCT

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
STUDENT POLICIES

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 11).
   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.

STUDENT NON-CODE OF CONDUCT VIOLATIONS PROCEDURE – FORMAL

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 online the original problem, the steps taken to resolve the problem, and the reasons for the student’s dissatisfaction with the decisions previously made.
STUDENT POLICIES

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.

CAMPUS GRIEVANCE COMMITTEE

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 disqualify 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
STUDENT POLICIES

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.
STUDENT POLICIES

GENERAL POLICIES AND PROCEDURES

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.
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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

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.
STUDENT POLICIES

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:
STUDENT POLICIES

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.
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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 ongoing 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

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.
STUDENT POLICIES

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.
STUDENT POLICIES

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.

NO SMOKING AND E-SMOKING POLICY

In the interest of providing a safe and healthy environment for all employees, students and visitors, and in accordance with the Michigan Clean Indoor Air Act and the City of Detroit Smoking Pollution Control Ordinance, the following policy has been adopted by the President’s Council:

Smoking or e-smoking is prohibited in all University buildings and offices. Smoking or e-smoking is also prohibited in all University vehicles. In addition, smoking or e-smoking is not allowed within 25 feet of any Detroit Mercy building entrance or exit and smoking or e-smoking is not allowed on any exterior stairs. A smoking/e-smoking area will be located outside of each building (beyond the 25 foot range of any entrance or exit). Smoking or e-smoking will only be permitted outside of buildings.
STUDENT POLICIES

COMPLAINTS

Students observing a violation of this policy should bring it to the attention of the Dean of Students Office.

SARS (Severe Acute Respiratory Syndrome) STATEMENT

A new worldwide infectious disease outbreak, SARS, began appearing in the news in March 2003. SARS is believed to be a viral illness that was first reported among people in Guangdong Province (China), Hanoi (Vietnam), and Hong Kong (Special Administrative Region of China). Severe Acute Respiratory Syndrome (SARS) causes flu-like symptoms with a cough and high fever that affects both children and adults. 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.

Below are ways to protect yourself against infectious diseases, including SARS:

- Keep your hands clean with regular, careful hand washing with soap and water.
- If you have a cough or are sneezing, cover your mouth and nose with a tissue.
- Seek medical attention if you are ill, especially if you have shortness of breath, difficulty breathing or a fever (over 100.4°F or over 38°C).
- Get adequate rest, diet and remain adequately hydrated.

Anyone who believes they may have been exposed to SARS should, over the next 10 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.

For more information on SARS, you can go to the following sites: Center for Disease Control at https://www.cdc.gov/


POLICY PROHIBITING SEX AND GENDER-BASED DISCRIMINATION

Policy Statement

It is the policy of the University of Detroit Mercy to maintain an educational and working environment that stresses the dignity of all individuals.
STUDENT POLICIES

University of Detroit Mercy does not tolerate sex or gender-based discrimination, sexual harassment, sexual misconduct, stalking, retaliation or other behaviors proscribed by Title IX of the Education Amendments of 1972 (“Title IX”), Title VII of the Civil Rights Act of 1964 (“Title VII”) and Michigan’s Elliott-Larsen Civil Rights Act. These behaviors are not tolerated by any student, faculty, employee, independent contractor, vendor, visitor or other individual who does business with the University. The University has enacted this Sex and Gender-based Discrimination policy (the “Policy”) to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining any violation of this Policy, and to provide recourse for individuals and the community in response to violations of this Policy.

This Policy affirms the University’s commitment to:

* Educate, train and counsel members of the University community about the harm caused by incidents of sexual harassment;
* Facilitate and maintain an environment free from hostility and harassing behaviors;
* Affirm the ethical obligation of each member of the University community to foster a learning and working environment free from sexual coercion, intimidation, and exploitation
* Encourage and address complaints of sexual harassment in a prompt and fair manner and protect individuals from retaliation;
* Establish and maintain uniform procedures for resolving complaints of sex or gender-based discrimination, harassment, misconduct, stalking and retaliation.

This Policy prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, non-consensual sexual contact, intimate partner violence, dating violence, sexual exploitation, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in any matter related to this Policy.

The University does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment constitutes a form of sex discrimination which is illegal under Michigan Compiled Laws Annotated 37.2101-37.2210, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.
In addition to any sanctions that may be imposed by the University of Detroit Mercy as a result of this policy, individuals determined to be responsible for sexual or gender discrimination may be held personally liable to their victims or survivors and subject to additional sanctions within the civil or criminal law system in the State of Michigan.

This Policy prohibits sexual harassment against University of Detroit Mercy community members of any sex, sexual orientation, gender identity, or gender expression in the context of education or employment. This Policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

Upon receipt of a report, the University will take prompt and equitable action to eliminate the Prohibited Conduct (if any), prevent its recurrence, and remedy its effects. In addition, the University will fulfill its obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) in response to reported Prohibited Conduct.

Students or employees who are found to have violated this Policy may face disciplinary action up to and including expulsion (students) or termination of employment (faculty or staff).

The University of Detroit Mercy also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, ancestry, age, religious belief, marital status, physical or mental disability, medical condition, veteran status, or any other characteristic protected by federal, state, or local law. Such prohibited conduct is addressed in other University policies prohibiting discrimination, harassment and retaliation based on protected status (other than sex or gender).

**Scope of Policy**

**Effective Date of Policy**

This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this Policy. When the date of the reported Prohibited Conduct precedes the effective date of this Policy, the definitions of misconduct in existence at the time of the report will be used. The Investigation and Resolution Procedure under this Policy will, however, be used to investigate and resolve all reports made on or after the effective date of this Policy, regardless of when the incident(s) occurred.

When used in this Policy, “Complainant” refers to the individual who is identified as the subject of Prohibited Conduct. “Respondent” refers to the individual alleged to have engaged in Prohibited Conduct. A “Third-Party” refers to any other participant in
the process, including a witness or an individual who makes a report on behalf of a Complainant.

To Whom Does This Policy Apply?

Persons

This policy applies to Students, Employees, and Third Parties.

1. “Student” includes any person who meets any of the following criteria:
   - is enrolled in any course(s) taught in any format at the University,
   - is living in University residence life facilities, and/or
   - is not officially enrolled for a particular term, but whose University record indicates a continuing relationship with the University. The term relationship, includes but is not limited to:
     - those eligible and/or applying for reenrollment and/or readmission;
     - those involved in an appeal or grievance process, and,
     - those with unresolved business matters with the University.

2. “Employee” includes all persons who are legally defined as employees of the University.

3. “Third Parties” includes all contractors, vendors, visitors, or guests.

The University’s ability to take appropriate corrective action against a Third Party is determined by the nature of the relationship of the Third Party with the University.

The Title IX Coordinator will determine the appropriate manner of resolution consistent with the University’s commitment to a prompt and equitable process consistent with federal and state law, federal guidance, and this policy.

Places

On-Campus Conduct. This Policy applies to conduct that occurs on-campus, including conduct which occurs on property owned or controlled by the University.

College Programs. This Policy applies to conduct that occurs in the context of University employment or education programs or activities, including, but not limited to, University of Detroit Mercy study abroad or experiential programs.

Off-Campus Conduct. This Policy also applies to conduct that occurs off campus and has continuing adverse effects on, or creates a hostile environment for any member of the University of Detroit Mercy community on-campus or in any University employment or education program or activity.
Intersection with Other Policies and Procedures

Separate policies for employees and codes of conduct for students may also address discrimination and harassment. Where Prohibited Conduct violates this Policy Prohibiting Sex and Gender-based Discrimination as well as other policies, the University’s response will be governed by this Policy.

Prohibited Conduct

Sexual or Gender-Based Harassment:

Sexual Harassment is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise when the conditions outlined below are present:

Gender-based harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined below are present:

1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person’s employment, academic standing, or participation in any University program and/or activities or is used as the basis for University decisions affecting the individual (often referred to as “quid pro quo” harassment); or

2. Such conduct creates a hostile environment. A “hostile environment” exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefit- ting from the University’s education or employment program and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the University will consider the totality of known circumstances, including, but not limited to:

   - The frequency, nature, severity, location, duration and context of the conduct;
   - Whether the conduct implicates concerns related to academic freedom or protected speech.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the
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conduct is physical. A single incident of sexual assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

Retaliation

Retaliation means any adverse action taken against a person for making a report of Prohibited Conduct or participating in any proceeding under this Policy. Adverse action includes conduct that threatens, intimidates, harasses, coerces or in any other way seeks to discourage a reasonable person from engaging in activity protected under this Policy.

Retaliation can be committed by or against any individual or group of individuals, not just a Respondent or Complainant. Retaliation does not include actions lawfully pursued in response to a report of Prohibited Conduct. Pursuit by either party of civil, criminal or other legal action, even in response to an initial report under this Policy, does not constitute retaliation.

The University will address any report of retaliation and will pursue disciplinary action as appropriate.

Confidentiality, Privacy, Responsibility to Report

Prohibited conduct, or concern that prohibited conduct may have occurred, should be reported to the Title IX Coordinator or a deputy Title IX coordinator. The University will support a Complainant in understanding, assessing, and pursuing reporting options and will advise a Complainant of appropriate resources within and outside the University.

Reports concerning minors - In addition to notifying the Title IX Coordinator and/or Director of Public Safety on campus, any individual may make a direct report as follows: 1) If a child is in immediate danger, call 911 or Child Protective Services Hotline at 855-444-3911. 2) The Child Protective Services Hotline may be contacted at all hours and all days of the week.

Privacy

The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of reports under this Policy. The University is likewise committed to assisting students, employees, and third parties in making informed choices. With respect to any report under this Policy, the University will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. All University employees who are involved in the College’s Title IX response receive specific instruction about respecting and safeguarding private information.
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With the exception of Title IX reporting, Responsible Employees will maintain the privacy of information related to a report of Prohibited Conduct, and information will only be shared beyond the Title IX Coordinator or DPS on a “need to know” basis in order to assist in the review, investigation and resolution of the report, or support of the parties.

Employees’ Responsibility to Report

Every employee is designated as either a “Responsible Employee” or a “Confidential Employee”. To assure that all Complainants are provided with equitable access to support and information about options and that the University provides a consistent response to Prohibited Conduct that allows for the tracking of patterns and climate concerns. Responsible Employees have an obligation to share information about Prohibited Conduct with the Title IX Coordinator. 1

1 Responsible Employees are not required to report information disclosed at public awareness events such as “Take Back the Night” and are not required to disclose information disclosed during a student’s participation as a subject in a research study conducted at the University.

Responsible Employees are all University of Detroit Mercy employees including Resident Advisors, Graduate Assistants and other student-employees, when disclosures are made to any of them in their capacities as employees. Responsible Employees do not include employees who are licensed medical, clinical, or mental health professionals (physicians, nurse practitioners, nurses, physicians’ assistants, psychologists, professional counselors, and social workers, and those performing services under their supervision). These individuals are Confidential Employees. A Confidential Employee will not disclose information about Prohibited Conduct to the University’s Title IX Coordinator without the Student’s written release and permission to do so with the following exceptions: a.) a concern by a licensed medical, clinical or mental health professional that the student will likely cause imminent and physical harm to self or others, or b.) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18 pursuant to state law.

Student Request for Anonymity

A student may desire to report Prohibited Conduct to the University but to maintain confidentiality. If so, the Title IX Coordinator will evaluate such requests. Where a Complainant requests that the Complainant’s name or other identifiable information not be shared with the Respondent or that no formal action be taken, the Title IX Coordinator, in conjunction with the Title IX team, will balance the Complainant’s request with its dual obligation to provide a safe and non-discriminatory environment for all University community members and to remain true
to principles of fundamental fairness that ordinarily provide for notice and an opportunity to respond before action is taken against a Respondent. In making this determination, the University may consider the seriousness of the conduct, the respective ages and roles of the Complainant and Respondent, whether there have been other complaints or reports of harassment or misconduct against the Respondent, and the rights of the Respondent to receive notice and relevant information before disciplinary action is sought.

The University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the University is unable to take action consistent with the request of the Complainant, the Title IX Coordinator or a member of the Title IX team will inform the Complainant about the chosen course of action, which may include the University seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant.

**Disclosures Required by the Clery Act**

**Timely Warnings**

A “Timely Warning” is a campus-wide notification of a serious or continuing threat to the University of Detroit Mercy community. The Timely Warning does not include identifying information about the Complainant. If a report of misconduct discloses a serious or continuing threat to the University community, the University may issue a campus wide timely warning through university email to protect the health or safety of the community. Consistent with the Clery Act, the University withholds the names and other personally identifying information of Complainants when issuing timely warnings to the University community.

**Annual Reporting Responsibilities**

The 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
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include identifying information about the Complainant or Respondent.

UNIVERSITY TITLE IX COORDINATOR AND DEPUTY COORDINATORS

Notice of Designated Title IX Coordinator and Deputy Coordinators

The University has designated Marjorie Lang to serve as the University’s Title IX Coordinator. The University has designated Title IX Deputy Coordinators and their contact information appears below. The Title IX Coordinator and Deputy Coordinators may be contacted by telephone, email, or in person during regular office hours:

Marjorie Lang, Title IX Coordinator, 313.993.1802, langma@udmercy.edu, Fisher Administration Center, 5th floor, McNichols campus

Lanae Gill, Deputy Title IX Coordinator, Director of Residence Life, Shiple Hall, Room 110, 313.993.1231, gilll@udmercy.edu

Megan Jennings, Deputy Title IX Coordinator, Associate Dean of Students, School of Law, Law School, Room 131, 313.596-0209, jenninmf@udmercy.edu

Juliette Daniels, Deputy Title IX Coordinator, Associate Dean of Student Services and Enrollment, School of Dentistry, Room 470, 313. 494.6850, danieljc@udmercy.edu

Netina Anding-Moore, Deputy Title IX Coordinator, Associate Director of Human Resources, Fisher, Administration Center, 2nd floor, 313.993.1445, andingnv@udmercy.edu

Adam Hollman, Assistant Director of Student Life-Programming, Student Center, McNichols campus, 313.993.1154, hollmaap@udmercy.edu

Teri Kromrei, Associate Athletic Director, Calihan Hall, McNichols campus, 313.993.1700 kromretl@udmercy.edu

Role of the Title IX Coordinator and Deputy Coordinators

The Title IX Coordinator monitors the University’s overall compliance with Title IX, ensures appropriate training and education, and oversees the University’s investigation, response, and resolution of reports made under this Policy. Upon receiving reports of Prohibited Conduct, the Title IX Coordinator ensures that appropriate action is taken to eliminate that conduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator is available to advise all individuals including individuals who have experienced misconduct, individuals who are alleged to be responsible for misconduct, and third-parties on this policy and related procedures. The Title IX Coordinator and Deputy Coordinators constitute a small circle of individuals who have a “need to know” of any alleged Prohibited Conduct to
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effectuate this Policy. The foregoing individuals have received appropriate training to
discharge their responsibilities.

How to Report

The University urges anyone who has experienced or knows about an incident of Prohibited
Conduct to immediately contact the Title IX Coordinator or Deputy Coordinator.

The University’s Title IX Coordinator or any Deputy Title IX Coordinator may be reached at
their office or by telephone or email as noted above.

The University strongly encourages all individuals to seek assistance from a medical provider
and/or law enforcement immediately after an incident of sexual violence. This is the best
option to ensure preservation of evidence and to begin a timely investigative and remedial
response.

The University also strongly encourages all individuals to make a report to the University and
to local law enforcement, although neither is required. These reporting options are not
mutually exclusive. Both internal and criminal reports may be made simultaneously.

The University has a strong interest in supporting survivors of sexual harassment, sexual
violence, stalking, and dating/intimate partner/domestic violence and strongly encourages
all individuals or third party witnesses to report any incident to the University. The
University will support Complainants in understanding, assessing, and pursuing options and
will assist Complainants in notifying law enforcement and seeking medical treatment as
well as counseling.

Making a report means telling a Responsible Employee what happened: in person, by
telephone, in writing, or by email. At the time a report is made, a Complainant does not
have to request any particular course of action, nor does a Complainant need to know how
to label what happened. Choosing to make a report, and deciding how to proceed after
making the report, can be a process that unfolds over time. The University provides
support that can assist each individual in making these important decisions, and will
respect an individual’s autonomy in deciding how to proceed to the extent legally
possible. In this process, the University will balance the individual’s interest with its
obligation to provide a safe and non-discriminatory environment for all members of the
University community.

The University will investigate and resolve all reports of Prohibited Conduct in a fair and
impartial manner. A Complainant, a Respondent and all individuals involved will be
treated with dignity and respect. In response to all reports of Prohibited Conduct, the
University will make an immediate assessment of any risk of harm to the Complainant,
Respondent, or to the broader campus community and will take steps necessary to
address those risks. These steps may include interim measures to provide for the safety
of the individual and the campus community.
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The contact information for all reporting options may be found in the List of Resources for Reporting, Care and Support, Section VII.

Emergency Reporting Options

Complainants have the right to notify or decline to notify law enforcement. The University strongly encourages all individuals to seek assistance from law enforcement immediately after an incident of Prohibited Conduct. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. Police have unique legal authority, including the power to seek and execute search warrants, collect forensic evidence, make arrests, and assist in seeking emergency protective orders. The University will help any University community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

Detroit Police Department (DPD) – if suspected Title IX violation occurs on campus The Detroit Police Department may be contacted seven days a week, 24 hours a day. 4707 St. Antoine, Detroit, Michigan, 48201

Your local police department – if suspected Title IX violation occurs off campus.

Other Reporting Considerations

Timeliness

Complainants and third-party witnesses are encouraged to report Prohibited Conduct as soon as possible in order to maximize the University’s ability to respond promptly and effectively. The University does not, however, limit the time frame for reporting. If the Respondent is not a member of the University community, the University will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects, but its ability to take disciplinary action against the Respondent will, of course, be limited.

Location

An incident does not have to occur on campus to be reported to the University. Off-campus conduct that is likely to have a substantial effect on the Complainant’s on-campus life and activities or poses a threat or danger to members of the University community may also be addressed under this Policy.

Amnesty for Good Faith Reporting

The University will not pursue disciplinary action against students (Complainants or witnesses) for disclosure of personal consumption of alcohol or other drugs (underage or illegal) if the disclosure is made in connection with a report or investigation of
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Prohibited Conduct.

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 Prohibited Conduct or participates in the grievance process, either as a Complainant, Respondent, or a third-party witness, will not be subject to disciplinary action by the University for personal consumption of alcohol or drugs or other violations of the conduct policy (not including this Policy) at or near 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.

Coordination with Law Enforcement

The University strongly encourages Complainants to pursue criminal action for incidents of sexual harassment, sexual violence, and intimate partner violence that may also be crimes under Michigan law. The University will assist a Complainant in making a criminal report and cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process to the extent permitted by law.

The University’s Policy, definitions, and burden of proof may differ from Michigan criminal law. A Complainant may seek recourse under this Policy and/or pursue criminal action. Neither law enforcement’s determination whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether a violation of this Policy has occurred. Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

The University may not delay conducting its own investigation unless specifically requested by law enforcement (e.g. DPD). In the event of such specific request, the University shall defer its investigation only during the time that the DPD is gathering evidence, which should not exceed ten (10) days absent extenuating circumstances. The University will nevertheless communicate with the Complainant and Respondent (if appropriate) regarding Title IX rights, procedural options, and the implementation of interim measures to assure safety and well-being. The University will promptly resume fact gathering as soon as it is informed that law enforcement has completed its initial investigation.
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Interim Measures and Remedies

Overview

Upon receipt of a report, the University will provide reasonable and appropriate interim measures designed to eliminate the alleged hostile environment and protect the Parties involved. The University will make reasonable efforts to communicate with the Parties to ensure that all safety, emotional and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the Complainant or the University, and regardless of whether the crime is reported to Public Safety or local law enforcement.

The University offers a wide range of resources for students and employees, whether as Complainants or Respondents, to provide support and guidance throughout the initiation, investigation, and resolution of a report of Prohibited Conduct. The University will offer reasonable and appropriate measures to protect a Complainant and facilitate the Complainant’s continued access to University employment or education programs and activities.

The availability of remedial and protective measures will be determined by the specific circumstances of each report. The University will consider a number of factors in determining which measures to take, including the needs of the student or employee seeking remedial and/or protective measures; the severity or pervasiveness of the alleged conduct; any continuing effects on the Complainant; whether the Complainant and Respondent share the same residence hall, academic course(s), or job location(s); and whether other judicial measures have been taken to protect the Complainant (e.g. protective orders such as personal protection orders). All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take immediate and responsive action to enforce a previously implemented restriction if such restriction was violated.

The Title IX Coordinator has discretion to impose and/or modify any interim measures based on available information, and is available to meet with a Complainant or Respondent to address any concerns about the provision of interim measures.

A Complainant or Respondent may request a No Contact Letter or other protection, or the University may choose to impose interim measures at its discretion to ensure the safety of all Parties, the broader University community, and/or the integrity of the process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take immediate and responsive action to enforce a previously implemented restriction if such restriction was violated.
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Interim Suspension or Separation

Where the reported conduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal University functions, the University may place a student or student organization on interim suspension or impose leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities, and/or all other University activities or privileges for which the student might otherwise be eligible, as the University determines appropriate. When interim suspension or leave is imposed, the University will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

Care and Support Resources

The University is committed to treating all members of the community with dignity, care, and respect. Any student who experiences or is affected by violations under this Policy, whether as a Complainant, a Respondent, or a Third-Party, will have equal access to support and counseling services through the University.

The University strongly encourages individuals to report Prohibited Conduct. The University recognizes, however, that the decision to report Prohibited Conduct (to the College and/or law enforcement) can be difficult. The University strongly encourages individuals who are considering whether to report Prohibited Conduct to seek the support of confidential campus and community resources, listed below. These trained professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either party in the event that a report and/or resolution under this Policy is pursued. These resources are available regardless of when or where the incident occurred.

There are many resources available on campus and in the surrounding community. As detailed below, there are Confidential Resources which by law cannot share information without the consent of the individual seeking assistance (in most circumstances). There are also a variety of University resources that will be discreet and private but are not considered confidential. These resources will maintain the privacy of an individual’s information within the limited circle of those involved in the resolution of a complaint under this Policy.

Below is a complete list of care and support options, with accompanying contact information:

On-campus resources for students

Department of Public Safety 313.993.1233 (emergency number)
Available as a first option 24 hours a day, 7 days a week, to report any incidents of crime or violence including Prohibited Conduct
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313.993.1234 (non-emergency number)

Dean of Students Office
Can provide reasonable accommodations for housing, academic flexibility and issue No Contact orders. Monica Williams, Dean of Students, 313.993.1960

Confidential mental health counseling services and medical treatment. Annamaria Silveri, Ph.D., Director of Wellness Center 313.993.1459

Human Resources
Addresses complaints of Prohibited Conduct against all employees (faculty, administration, and staff). Human Resources may be contacted on weekdays during regular office hours to respond to complaints concerning University employees
Netina Anding-Moore, Associate Director of Human Resources 313.993.1445

Office of Residence Life
Lanae Gill, Director of Residence Life 313.993.1231

University Ministry
Anita Klueg, Director of University Ministry 313.993.1560

Off-campus resources

Wayne County SAFE
Medical treatment and forensic exams performed by Sexual Assault Nurse Examiners. 734.287.8860

Detroit Police Department (DPD) 12th Precinct
Available to respond to any reports of crime or violence, including Prohibited Conduct. For Emergencies: 911
For Non-emergencies: 313.596.1200

National Domestic Violence Hotline. Advocates are available 24/7 to speak confidentially with anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship. 800.799.7233

Rape, Abuse and Incest National Network (RAINN)
A confidential, anonymous national sexual assault hotline. 800.656.4673
Available 24 hours everyday

Governmental resources

Inquiries or complaint’s concerning University of Detroit Mercy compliance with Title IX and Title VI may be referred to the U.S. Department of Education’s Office for Civil Rights.

National office: U.S. Department of Education Office for Civil Rights Lyndon Baines Johnson Department of Education
400 Maryland Avenue, SW Washington, DC 20202-1100 800.421.3481(phone)
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202.453.6012 (fax)
800.877.8339 (TDD)
Email: OCR@ed.gov

Regional office: U.S. Department of Education Office for Civil Rights 1350 Euclid Avenue,
Suite 325 Cleveland, OH 44115-1812
216.522.4970 (phone)
216.522.2573 (fax)
Email: OCR.Cleveland.ed.gov

Clery Act
Clery Act Compliance Division clery@ed.gov
The Equal Employment Opportunity Commission Patrick McNamara
Building Detroit, MI 48226
313.226.4600
info@eeoc.gov

Michigan Department of Civil Rights 3054 W. Grand Boulevard
Detroit, MI 48202
313.456.3700
http://www.michigan.gov/mdcr/

Links to other University of Detroit Mercy policies related to prohibited conduct:

McNichols campus policies:
http://online.udmercy.edu/students/policy-01.php (Student Code of Conduct)
http://online.udmercy.edu/students/policy-02.php (Conduct and Grievance Procedures)
applies to students
http://online.udmercy.edu/students/policy-03.php (Student Code of Non Code of Conduct
Grievance Violations Procedure)
http://online.udmercy.edu/students/policy-04.php (Non-discrimination Policies Notification
Statement, ADA and Section 504 Grievance Procedure, Business Solicitation Policy, and
Confidentiality (Family Educational Rights and Privacy Act).
http://online.udmercy.edu/students/policy-05.php Social Media
Policy) http://online.udmercy.edu/students/policy-06.php (Student Email
Policy)

School of Law

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School of Dentistry


Prevention and Awareness Programs

The University is committed to the prevention of Prohibited Conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming as part of their orientation, and returning students and current employees receive ongoing training and related education.

Training

The University provides training to students and employees to instrumentally assist in fostering understanding of this Policy and the topics and issues related to maintaining an educational and employment environment free from all forms of Prohibited Conduct.

Effective Date: 2/8/17

UNIVERSITY OF DETROIT MERCY TITLE IX INVESTIGATION AND RESOLUTION PROCEDURE

Policy Statement

The University prohibits sex and gender-based discrimination including but not limited to sexual assault, sexual and gender-based harassment, intimate partner violence, sexual exploitation, stalking, retaliation, and violation of interim measures (“Prohibited Conduct”). Prohibited Conduct is expressly forbidden and will not be tolerated at the University. Such conduct may also violate federal and state civil or criminal laws.

The University has enacted this policy in an effort to eliminate Prohibited Conduct, prevent its reoccurrence, eliminate its effects, and to meet its legal obligations under Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013, and other applicable law.

Reporting of Prohibited Conduct

The University strongly recommends the reporting of sexual misconduct. Such complaints of potential sexual misconduct may be made to the following trained Title IX Deputy Coordinators:
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Megan Jennings
Associate Dean of Students School of Law
313.596.0209
jenninmf@udmercy.edu

Juliette Daniels
Associate Dean for Student Services & Enrollment Management
School of Dentistry
313.494.6850
danieljc@udmercy.edu

Lanae Gill
Director of Residence Life 313.993.1231
gilll@udmercy.edu

Adam Hollman
Assistant Director of Student Life-Programming
313.993.1154
hollmaap@udmercy.edu

Teri Kromrei
Associate Athletic Director 313.993.1700
kromretl@udmercy.edu

Netina Anding-Moore
Associate Director of Human Resources
313.993.1445
andingnv@udmercy.edu OR

Marjorie Lang
Title IX Coordinator and Equity and Compliance Specialist
313.993.1802
langma@udmercy.edu

All reports will then be directly forwarded to the University Title IX Coordinator, who is responsible for overseeing the University’s review, investigation, and resolution of reports of Prohibited Conduct under the University’s Investigatory Procedure to resolve complaints.

Additional Resources Involving Non-University Reporting

Aside from reporting to the University, an individual may also file a complaint with the following agencies:

United States Department of Education Clery Act
Individuals may also make complaints directly to local law enforcement.

Complaints with the Office for Civil Rights must be filed within one hundred eighty (180) days of the last act that the Complainant believes was discriminatory. There is no time limit for making a report to the University; however, the University strongly recommends that such complaints be made within one hundred eighty (180) days. If the Respondent is no longer a student or employee, the University’s authority to pursue disciplinary action may be limited.

**Title IX Assessment**

Once a report is made and forwarded to the Title IX Coordinator, the Title IX Coordinator will conduct an initial Title IX assessment. The first step of this assessment will usually be a preliminary meeting between the Complainant and the Title IX Coordinator. As part of the initial assessment of the facts, the University will:

- Assess the nature and circumstances of the allegation;
- Address immediate physical safety and emotional well-being issues;
- Notify the Complainant of the right to contact law enforcement if the conduct is criminal in nature, and if requested, assist them with notifying law enforcement;
- Notify the Complainant of the availability of support and assistance, including medical treatment to address physical and mental health concerns;
- Provide the Complainant with information about on- and off-campus resources;
- Advise the Complainant about the University’s prohibition against retaliation and how to report acts of retaliation;
- Inform the Complainant they may seek an advisor of their choosing to assist them throughout the investigation and resolution of the complaint, and that the advisor may accompany them to any meeting or proceeding under this policy (additional guidance about the role of the advisor is contained in the Appendix).

When the Title IX Coordinator determines that an investigation should be initiated or that any other action should be instituted that impacts a Respondent, the Title IX Coordinator will notify the Respondent by email. The Respondent will also be provided with information on available resources and options.
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The Title IX Coordinator will:

- Inform the Respondent that they may see an advisor of their choosing to assist them throughout the investigation and resolution of the complaint, and that the advisor may accompany them to any meeting or proceeding under this policy (additional guidance about the role of the advisor is contained in the Appendix);
- Provide the Respondent with information about support and assistance available through the University and other resources;
- Provide the Respondent with information regarding the resolution process; o Advise the Respondent about the University’s prohibition against retaliation.

When the Complainant requests that their identity not be shared with the Respondent or that the University not pursue an investigation, the University must consider this request in the context of the University’s responsibility to provide a safe and non-discriminatory environment for all University community members. The University, through the Title IX Coordinator, will take all reasonable steps to investigate and respond to the complaint, consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited by the circumstances.

At the conclusion of the initial Title IX assessment, the Complainant will receive a written notice of the determination about how the University plans to proceed. Depending on the circumstances and requested resolution, the Respondent may or may not be notified of the report or resolution. A Respondent will be notified when the University seeks action that would impact a Respondent, such as protective measures that restrict the Respondent’s movements on campus, the initiation of an investigation, or the decision to request the Respondent’s involvement in an Informal Resolution.

**Informal Resolution**

Informal Resolution is an alternative approach designed to stop the Prohibited Conduct without a full investigation or taking unilateral disciplinary action against a Respondent. When the Title IX assessment concludes that Informal Resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant’s access to educational, extracurricular, and employment activities at the University and to eliminate a hostile environment. Depending on the form of Informal Resolution used, it may be possible for a Complainant to maintain anonymity.

Informal Resolution, even if voluntary, may not be used in cases involving allegations of sexual assault. With respect to all other types of prohibited conduct, the decision to pursue Informal Resolution will be made when the University has sufficient information about the nature and scope of the conduct, which may occur at any time.
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Participation is voluntary, and a Complainant or Respondent can request to end Informal Resolution and initiate an investigation at any time. Additionally, if an informal resolution is reached but either party fails to abide by the resolution, the Title IX Coordinator may initiate an investigation and formal resolution, if deemed appropriate.

The Title IX Coordinator will maintain records of all reports and conduct referred for Informal Resolution, which will typically be completed within sixty (60) days of the conclusion of the initial Title IX assessment.

Overview of Investigation

Investigation:

If the University determines that an investigation should be pursued based on the potential risk of harm or threat to Complainant or public safety, the Title IX Coordinator will initiate an investigation to gather facts.

Throughout the investigation and resolution, a Complainant or Respondent may have an advisor of their choosing present at any meeting or proceeding. Additional guidance about the role of the advisor is contained in the Appendix. Information gathered during the review or investigation will be used to evaluate the responsibility of the Respondent, provide for the safety of the Complainant and the University campus community, and take appropriate measures designed to end the misconduct, prevent its recurrence, and address its effects.

Notice of Investigation

Both the Complainant and the Respondent will receive written notice sent to University of Detroit Mercy student’s email address indicating that an investigation has been initiated. The notice will include the description of the complaint, the potential policy violations at issue, the name and contact information of the assigned investigator, and a copy of the investigative procedure.

The notice will also provide that both Complainant and Respondent have a right to an advisor of their choice which may include an attorney.

The notice will confirm that medical and counseling records are confidential and not accessible to the investigator unless the Party voluntarily chooses to share records as part of the investigation.

Investigator

The University will designate an investigator, typically the Title IX Coordinator or a deputy Title IX coordinator, who has specific training and experience investigating allegations of Prohibited Conduct. The investigator may be an employee of the University,
an external investigator engaged to assist the University in its fact gathering, or both.

**Investigative Steps**

The investigator will coordinate the gathering of information from the Complainant, the Respondent, and any other individual who may have information relevant to the determination. The investigator may consider prior or subsequent conduct that is relevant to evaluating the current conduct. The investigative interviews may be audio-recorded and notes of the interview will be maintained by the University until the parties have had the opportunity to review and comment on the draft investigation report. The investigator will also gather any available physical evidence, including documents, communications between parties, and other electronic records as appropriate and as described more fully below. The Complainant and Respondent will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information.

**Complainant and Respondent Interviews**

The investigator will interview the Complainant and Respondent separately. Each party will be asked to participate in an initial interview and may be asked to participate in follow up interviews as needed.

**Other Sexual History**

An investigation under this policy may consider prior or subsequent sexual history between the parties if the investigator determines that there was a prior or ongoing relationship between the Complainant and Respondent and the investigator is asked to determine whether consent was sought and given. As noted in other sections of the policy, whether someone consented on a prior or subsequent occasion is not evidence that the person consented on this occasion, and consent must be sought and given each time. Any prior or subsequent sexual history between the parties will only be used to help understand the manner and nature of communications between the parties and the context of the relationship. If the investigator determines that prior or subsequent sexual history should be considered, both the Complainant and Respondent will be notified and have the opportunity to provide any additional relevant information to the investigator. The sexual history of a Complainant or Respondent will never be used to prove character or reputation.

**Witness Interviews**

If witnesses are identified by the parties, through interviews, or in documentation, who have observed the acts in question or have information relevant to the incident, the investigator will make a good faith effort to contact and interview those individuals even if they are no longer at the University. The investigator may also interview any other individual he or she finds to be potentially relevant to the allegations of the complaint.
STUDENT POLICIES

The investigator will inform each witness that they are prohibited from retaliating against the Complainant and Respondent or other witnesses, and request that the witness respect the privacy of the parties and the integrity of the process.

Experts

The investigator may contact any expert they determine would be of assistance to ascertain the facts related to the complaint. An expert witness may be contacted for an informal consultation or for a professional opinion regarding information learned from the investigation.

Documents/Records Review

The investigator may review other documents that may be relevant to the investigation, including but not limited to, police records, electronic or other records of communications between the parties or witnesses and records of other information voluntarily provided by Complainant or Respondent, including medical records.

Site Visits

The investigator may visit pertinent sites or locations and record observations through written or electronic documentation, such as videos or photographs.

Consideration of Other Conduct by a Respondent

Evidence of an occurrence or occurrences of sexual or other behavior which may resemble either party’s version of the alleged encounter, including whether consent was sought or given, may be considered. Where there is evidence of a pattern of similar conduct, either before or after the conduct in question, regardless of whether there has been a prior finding of a policy violation, this information may be deemed relevant to the determination of policy violation or assigning of a sanction. The determination of relevance will be based on an assessment of whether the previous or subsequent incident was substantially similar to the conduct cited in the report or indicates a pattern of behavior and substantial conformity with that pattern. Where there is a prior finding of a policy violation by the Respondent for a similar act of prohibited conduct, there is a presumption of relevance and the finding may be considered in making a determination as to responsibility and assigning of a sanction.

Consolidation of Investigation

The investigator has the discretion to consolidate multiple reports against a Respondent into one investigation if the evidence related to each incident may be relevant in reaching a determination in the other incident. In addition, in gathering the facts, the investigator may consider similar prior or subsequent allegations of, or findings of responsibility for, similar conduct by the Respondent to the extent such information may be relevant.
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Concurrent Law Enforcement Investigation

If there is a concurrent criminal investigation, at the request of law enforcement, the University may agree to defer its Title IX fact-gathering until after the initial stages of a criminal investigation. The University will nevertheless communicate with the Complainant and Respondent regarding Title IX rights, procedural options, and the implementation of interim measures to assure the safety and well-being of all affected individuals. The University will promptly resume its Title IX fact-gathering as soon as law enforcement has released the case for review following the initial criminal investigation.

Investigation Report Content

At the conclusion of the investigation, the investigator will prepare a draft report that summarizes the information gathered, synthesizes the areas of agreement and disagreement between the parties and any supporting information or accounts, and analyzes the relevant facts determined through the investigation, referencing any supporting documentation or statements. The investigation report may include summaries of interviews with the Complainant, Respondent, third-party witnesses, experts, and any other individuals with relevant information, photographs of relevant sites or physical evidence, electronic records, and forensic evidence.

Review of Draft Investigation Report

Before the report is finalized, the Complainant and Respondent will be given the opportunity to review the draft report. Consistent with FERPA or safety concerns, identifying information about the Complainant or witnesses may be redacted at the discretion of the investigator. A Complainant and Respondent may submit any additional comment or evidence to the investigator at his/her email address within five (5) business days of receipt of the draft report. A Complainant and Respondent may also raise concerns about the inclusion of any evidence, even if relevant, that the party believes may be more harmful than probative. Upon request by either the Complainant or Respondent prior to the expiration of the five (5) day period, an additional three (3) business days may be granted to submit additional comments or evidence to the investigator.

Upon receipt of any additional information or comments by the Complainant or Respondent, or after the three (3) day comment period has lapsed without comment, the investigator will prepare the final investigation report. In completing the report, the investigator will determine whether any information included in the report should be excluded.
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After any adjustments are made in response to comments and information received, the investigator shall determine whether there is sufficient information to find, by a preponderance of the evidence that a policy violation occurred.

The investigator will submit a final report and investigative finding to the Complainant and Respondent. The final report will include all investigation materials subject to the guidelines set forth in the preceding section, the Complainant and Respondent responses, the finding of whether the University of Detroit Mercy Prohibiting Sex and Gender-based Discrimination and any additional policies being explored through this investigation have been violated, with the investigator’s reasoning. The finding will be based on the standard of preponderance of the evidence, i.e., whether it is more likely than not that the policy was violated.

At the conclusion of the investigation, the investigator will forward their Investigative Report to the Dean of Students. 1 The Report will contain the information obtained in the investigation, an analysis of the information, and finding of Policy violations.

a. If the investigator determines there was not a violation of this Policy, the Dean of Students will inform the Complainant and Respondent, in writing, that the matter will be closed and no further action taken.

b. If the investigator determines that there is sufficient evidence to support a violation of this Policy, the Dean of Students will inform the Complainant and Respondent by issuing a written Decision Notification Letter to both Complainant and Respondent.

c. If a Respondent is found responsible for violating this Policy, the report will be sent to the appropriate University official(s) for action on the sanctions. Once the appropriate University official implements

d. The University will, where appropriate, take reasonable steps to remedy the harm to the affected individual(s) of the Prohibited Conduct, including counseling for those who have subjected to or have engaged in commission of the Prohibited Conduct.

1. If the Respondent is an employee, this report will be sent to the Associate Vice President of Human Resources for appropriate action pursuant to the University’s sexual harassment and other policies.

2. Note: Sanctions will not generally be implemented until after the appeal deadline has passed, or, if an appeal has been filed, until after the appeal has concluded. However, the University reserves the right to keep in place interim the sanction/action, the University official shall notify the Title IX Coordinator of any action that has been taken.
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Possible student sanctions include:

1. Warning
2. Assessment and Treatment, including psychological or mental health counseling
3. University Housing Restrictions
4. Restrictions on Participation or Use
5. Probation
6. Suspension
7. Expulsion
8. Withholding Diploma
9. Withholding Degree
10. Transcript Notation
11. Organizational Sanctions
12. Other actions, as appropriate, given the facts, circumstances and findings in each matter

Notice of Outcome

Both the Respondent and the Complainant will receive written notice of the outcome, the sanction, and the rationale for both sent by the Title IX Coordinator.

To provide notice of the outcome, University-issued email is the primary means of communication. Alternative methods may be used, if appropriate.

The notice of outcome will include the findings as to whether there has been a policy violation and the rationale for the result. The notice of outcome will also include the sanction and the rationale for the sanction. The Respondent will be informed of the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements.

The Complainant will be fully informed of any sanctions and remedies that directly relate to the Complainant, including information about the Respondent’s presence on campus (or in a shared class or residence hall), that may help a Complainant make informed decisions or work with the University to eliminate harassment and prevent its recurrence. The notice of outcome will also provide each party with their appeal options. The University may also notify appropriate University officials, such as Public Safety, faculty members, residence life staff, coaches, as necessary, to implement the outcome and/or sanctions.

Appeal

Either party may appeal the outcome and/or sanction within 5 days of the date of the outcome letter. The limited grounds for appeal are as follows:
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- The discovery of new information that is material and relevant and could affect the finding of the investigator and which was not available through the exercise of due diligence by the appealing party at the time of the investigation;
- A deviation from University policy or procedure that materially affected the outcome.

2 Note: Sanctions will not generally be implemented until after the appeal deadline has passed, or, if an appeal has been filed, until after the appeal has concluded. However, the University reserves the right to keep in place interim measures, or to implement additional measures, on a case-by-case basis, at any time to maintain public safety and the safety of Complainant.

The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. Dissatisfaction with the outcome of the investigation is not grounds for appeal. The appeal must be submitted to the Dean of Students within five (5) days of the date of the outcome letter. The Title IX Coordinator will provide the other party notice of the appeal and the opportunity to respond in writing to the appeal. A party’s response to the appeal must be submitted within five (5) days from their receipt of the appeal. In the event both parties appeal the findings, each party will be provided notice and a copy of the other party’s appeal.

Upon receipt of the appeal and any response, a hearing officer will be appointed by the Dean of Students or other designee.

In any request for an appeal, the burden of proof lies with the party requesting the appeal. The appeal is not a new review of the underlying matter. The hearing officer shall consider the merits of an appeal only on the basis of the above grounds for appeal. The hearing officer will review the written investigation report and all supporting documents.

Appeals are not intended to be a full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation regarding the grounds for the appeal.

However, the parties may request a hearing on the facts.

The hearing officer will communicate the result of the appeal to the Complainant and Respondent within twenty-one (21) days from the date of the submission of all appeal documents by both parties or 21 days after hearing (if requested). Decisions on Appeals are final.

Additional Considerations Group Infractions

When members of a student group, organization, team, or individuals act in concert in violation of the Policy, their conduct may be reviewed as a group or as individuals, and an investigation may proceed against the group as joint Respondents or against one or more involved individuals as appropriate given available information and circumstances.
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A student group, organization, or team’s officers and membership may be held collectively and individually responsible when violations of this policy by the organization or its members take place at organization sponsored events, have received the consent or encouragement of the organization or the organization’s leaders or officers, or was known or reasonably should have been known to the membership or its officers.

In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually.

Records

The Title IX Coordinator will retain records of all reports, allegations, and complaints, regardless of whether the matter is resolved by Title IX assessment, Informal Resolution, or Formal Resolution. In general, records will be maintained for seven years following dissemination of Decision Letter or Decision Letter Post-Appeal.

Students

Findings of responsibility in matters resolved through Formal Resolution are part of a student’s conduct record. Such records shall be used in reviewing any further conduct or in developing sanctions and shall remain a part of a student’s conduct record.

Complaints resolved by a Title IX assessment or Informal Resolution are not part of a student’s conduct file or academic record. The conduct files of students who have been suspended, permanently dismissed, or who withdrew pending disciplinary action from the University are maintained in the Dean of Students’ office for seven years after their departure from the University.

Records of disciplinary action involving organizations are maintained in the Dean of Students office indefinitely.

Respondent’s Withdrawal Prior to or Concurrent with Investigation

If a Respondent withdraws from the University before the investigation and/or complaint resolution process have been concluded, a notice will be sent to the student stating that he or she is alleged to have violated University policy, that an investigation has been or will be conducted, and 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. The matter must be fully resolved before the student may re-enroll at the University.
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Appendix and Definition of Terms:

**Advisor:** Throughout the investigation and resolution of a complaint, the Complainant and Respondent have the right to be assisted by an advisor of their choice. The advisor may be any person, including an attorney engaged at the party’s expense, who is not otherwise a party or witness in the investigation. The advisor may accompany the Complainant or Respondent to any meeting or related proceeding with an investigator or a University employee. While the advisor may confer quietly with the Complainant or Respondent to provide advice or support, the advisor may not speak on behalf of the Complainant or Respondent or otherwise actively participate in, or in any manner disrupt, the meeting or proceeding. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process in accordance with the University’s objective of completing the resolution process in sixty days or less.

The Title IX Coordinator has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. No copies of written materials or any other evidence will be provided to an advisor by the Title IX Coordinator, although the parties may review such information with an advisor as necessary to assist them in the proceedings.

**Coercion:** Coercion is the improper use of pressure to compel another individual to initiate or continue sexual activity against the individual’s will. Coercion can include a wide range of behaviors including intimidation, manipulation, threats, and blackmail. Words or conduct may constitute coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity.

**Complainant:** An individual who invokes the University’s investigation and resolution process to determine if the Title IX sexual misconduct policy has been violated and identifies him or herself as a victim of the alleged misconduct. In some circumstances, the University may assume the role of Complainant.

**Consent:** Consent requires an affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity. Participants must act freely and voluntarily and have knowledge of the nature of the act involved.

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

**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 for sexual or gender-based harassment or discrimination and violence, intimate partner violence, or stalking and does not diminish one’s responsibility to obtain consent.

**Intimate Partner Violence**: This is sometimes referred to as domestic or relationship violence. It includes any act of violence or threatened act of violence by a person who is, or has been involved in, a sexual, dating, hook-up, domestic or other intimate relationship with the Complainant. It may also include sexual harassment, sexual assault, sexual exploitation, stalking, or retaliation committed by a person who is or has been involved in such a relationship.

**Parties**: A term referencing collectively to the Complainant and Respondent.

**Prohibited Conduct**: Prohibited Conduct is defined in the University of Detroit Mercy Policy Prohibiting Sex and Gender-based Discrimination. It includes, but is not limited, to Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender Based Harassment and Retaliation, and violation of interim measures.

**Respondent**: Any individual(s) or organization(s) alleged to have violated the University of Detroit Mercy Policy Prohibiting Sex and Gender-based Discrimination and against whom a complaint has been brought.

**Sexual Assault**: An individual engages in sexual assault when they have or attempt to have sexual intercourse with another individual by force or threat of force (see definition); or without consent (see definition); or with an individual who is incapacitated (see definition).

**Sexual Exploitation**: An individual engages in sexual exploitation when they take non-consensual or abusive sexual advantage of another person for their own advantage or benefit, or to benefit or advantage anyone other than the person being exploited.

**Stalking**: Stalking includes a course of physical or verbal conduct directed at another individual in a manner that could reasonably cause fear of harm or injury to that person or to a third party. A course of conduct consists of at least two acts. The feared harm or injury may be physical, emotional, or psychological, or related to the personal safety, education, or employment of that individual. Stalking may also involve the use of electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices (often referred to as cyber-stalking). Such behaviors may include, but are not limited to, non-consensual communication, telephone calls, voice messages, emails, texts, letters, notes, gifts, or any other communication that is repeated, undesired, and places another person in fear.
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Student: Any student enrolled at the University at the time of the alleged sexual misconduct. For the purposes of this policy, student status begins when a student has accepted an offer for admission to the University and ends when the student has graduated, withdrawn, been permanently dismissed, or otherwise permanently separated from the University.

Title IX: Title IX refers to the Educational Amendments of 1972 (Title IX), 20 U.S.C. §§1681 et seq., and its implementing regulations, 32 C.F.R. Part 106, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. The University is required to comply with Title IX. Sexual harassment of students, which includes acts of sexual misconduct described in this policy, is a form of sex discrimination prohibited by Title IX.

Victim: Any individual who has been harmed by an act or acts of sexual misconduct.

Witness: Any individual who has seen, heard, or otherwise knows or has information about a violation.

SOCIAL MEDIA POLICY

a violation. Effective Date: 8/1/17

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
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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

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
(Revised 08/2011)

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 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.
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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
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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.
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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.
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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.
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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.
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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.
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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 insure 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
STUDENT POLICIES

• 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.
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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 and submission of a “Student Organization Registration Form.”
  - Submission of an up-to-date constitution and bylaws. If an organization has a national
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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 leadership conference sponsored by student senate.

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 on file 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.

Whenever an organization’s constitution is changed, the revised constitution must be submitted to the Student Life Office within two weeks of its revision. The organization must submit a new “Student Organization Registration Form” to the Student Life Office within two weeks of any of the following changes:

- Change in the organization’s name
- Change of officers
- Change of moderator

Registration Status

To maintain “registered” status, student organizations must re-register every year. The registration process occurs only one time. Student Organizations must register during the first two weeks of the Fall Term. Student Organizations must attend the Campus Leadership Conference held in September, 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
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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 request Student Activities’ calendar dates and listings, as well as publicity of programs in other University calendars and publications.
• To petition for student activity funds.
• To use an assigned University mailbox.
• To obtain a University assigned E-mail address.
• 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.
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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
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- Letter to National Organization
- Suspension in Abeyance
- Suspension
- Termination of Chapter

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:

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.
3. Loss of Privileges — Denial of privileges such as removal of services and access to facilities, attendance or participation in activities/programs.
4. 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.
5. 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.
6. 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.
7. Termination of Student Organization — Termination is permanent separation of a
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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:

- Banners: Banner paper is available at the Student Life Office located in the Student Center (McNichols campus).
- Flyers: Flyers 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.”
- Posters: A poster maker, capable of enlarging 8 1/2 x 11 inch camera ready flyers is available for student activity fee funded events. For details on usage, please see the “Poster Maker Policy.”
- Other Publicity:
  - Public Service Announcement or interview on CST Student Radio, call 313-578-0312
  - Press Release, call Gary Lichtman at (313) 993-1254 for information

Electronic/Email

Registered student organizations can obtain an email account for their organization. For further information, please visit the ITS Helpdesk.

Equipment

Student Life Office - Student Center

Student Life has limited equipment available for use in or on the grounds of the Student Center: barbecue grill, TV/VCR. Call (313) 993-1154 or 3-1150 for more information on procedure for reserving, picking up and returning.

Audio/PA System

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 (SENSOG)**

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 Senate VP of Finance at (313) 993-1493 on the McNichols campus. To be eligible for funding for the current year, the president and treasurer of all registered student organizations must attend the annual leadership conference.

**Registration Fee**

All undergraduate and graduate students are assessed a registration fee each term. This fee covers items such as Student Activities, Instructional Technology, Library Services, Co-Op and Career Education Center, Parking and ID.

**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.

**Mailboxes**

All student organizations on the McNichols campus are assigned a SUMS mailbox upon registration. All campus and US mail received on behalf of the student organization will be placed in this assigned mailbox.

**Outdoor Programming Areas**

Registered student organizations may use outdoor programming areas for programs and events. For events occurring in or around the Residence Halls, please contact the Director of Residence Life for approval. For events occurring elsewhere on campus, please email: reserve@udmercy.edu for approval or referral. Public Safety must also be notified.
whenever planning an event outside.

**Reserving Facilities**

Web address: http://www.udmercy.edu/facilitiesmgt/univservices/index.htm Lower Level of Student Center & Area Outside of Bookstore

Campus Recreation & Intramurals – 313-993-1783 email to www.fitnesscenter@udmercy.edu Fountain Lounge/Patio & 2nd Level of Student Center – Dining Services at (313) 993-1213 Academic Classrooms – (313) 993-3313

St. Ignatius Chapel (C&F Building) and Young Martyrs Chapel (Shiple) – University Ministry at (313) 993- 1560

Calihan Hall & Outdoor Athletic Space to include arena space, indoor courts, fitness center, track, soccer field, softball field, and tennis courts – Athletics at (313) 993-1700

Residence Halls and surrounding areas to include lounges, commons, lawn areas, video theater, and volleyball court – Residence Life at (313) 993-1230

Parking Lots & other exterior spaces – Public Safety at (313) 993-1240 Architecture Exhibition space - School of Architecture at 313-993-1533. Sales and Solicitation

Student organizations may reserve a table in the Student Center to recruit members, raise funds, or promote an organizational activity. Email requests to reserve@udmercy.edu or call (313) 993-1154.

**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 and Public Affairs 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 POLICIES

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.
STUDENT POLICIES

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.

Procedures for the Invitation of Speakers

The following information must be provided prior to the invitation of the speaker and at least 14 days prior to the event:

- Name of the proposed speaker and his/her topic or general subject area and the format of the event (e.g. lecture, debate, etc.).
- Statement of the cost involved and the source of funds from which the costs will be covered.
- The request for space must be signed by the President or Moderator of the organization and the person responsible for the funding source. Exception to the 14-day requirement may be granted by the Office of Student Affairs.

1. The registration is to be done on the Event Registration form provided by and submitted to the Student Life Office.
2. At the request of the Dean of Students or their designee, the sponsoring organization should be prepared to discuss time, place, and format appropriate to the topic associated with a particular program.
3. Once the event has been registered, the usual procedures for the reservation of space are to be followed.
4. All contracts relating to the appearance of outside guests or groups, which involve expenditures of University funds, including student activity funds, and are sponsored by student groups must be signed by the VP for Enrollment and Student Affairs or their designee.
5. When the registration process is complete, notification will be forwarded to all appropriate offices. The date, time, and place of the event also are reported so it can be placed on the Activities Calendar maintained in the Student Life Office.

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.
STUDENT POLICIES

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.
STUDENT POLICIES

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 the Student Life Office for the most current information.

1. Student organizations that wish to reserve a facility on campus should inquire in the Student Life Office. If Student Life Office staff cannot make the reservation, referral to the appropriate office will be made. University-related use of facilities will be free of charge.
2. Preparation or consumption of food is not allowed in academic buildings. Student Life Office permission is required for sale or serving of food or beverage in the Student Center.
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
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**
- 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**
- Enterprise (800) 325-8007
- Alamo (800) 327-9633
- Hertz (800) 654-3131
- Avis (800) 331-1212
- National (800) 227-7368
- Budget (800) 527-0700
- Payless (800) 729-5377
- Dollar Rent-A-Car (800) 421-6878
- Thrifty (800) 367-2277

**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 Amphitheatre (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) 3453700

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>
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<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>
</tr>
<tr>
<td>Alumni Relations</td>
<td><a href="mailto:UDMGrad@udmercy.edu">UDMGrad@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>
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<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>
</tr>
<tr>
<td>College of Health Professions</td>
<td><a href="mailto:chpsupportcenter@udmercy.edu">chpsupportcenter@udmercy.edu</a></td>
<td>313-993-1208</td>
</tr>
<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>313-993-1240</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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<tr>
<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>
<td>313-993-1010</td>
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<tr>
<td>Human Resources and Payroll</td>
<td><a href="mailto:hr@udmercy.edu">hr@udmercy.edu</a></td>
<td>313-993-1036</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>
<td>313-993-2003</td>
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<tr>
<td>International Students Office</td>
<td><a href="mailto:iso@udmercy.edu">iso@udmercy.edu</a></td>
<td>313-993-1205</td>
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<td>Intramural Sports</td>
<td><a href="mailto:fitnesscenter@udmercy.edu">fitnesscenter@udmercy.edu</a></td>
<td>313-993-1783</td>
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<td>Jesuit Community</td>
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<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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<td>Law School Career Office</td>
<td><a href="mailto:cso@udmercy.edu">cso@udmercy.edu</a></td>
<td>313-596-0223</td>
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<td>Leadership Development Institute</td>
<td><a href="mailto:theinstitute@udmercy.edu">theinstitute@udmercy.edu</a></td>
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<td>Learning Center (UAS)</td>
<td><a href="mailto:learningcenter@udmercy.edu">learningcenter@udmercy.edu</a></td>
<td>313-993-1143</td>
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<tr>
<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>
<td>313-993-1795</td>
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<td>Student Accounting</td>
<td><a href="mailto:StudentAccounts@udmercy.edu">StudentAccounts@udmercy.edu</a></td>
<td>313-993-1420</td>
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<td>Student Life</td>
<td><a href="mailto:studentlifeoffice@udmercy.edu">studentlifeoffice@udmercy.edu</a></td>
<td>313-993-1150</td>
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<td>Student Success Center</td>
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<td>Catering Manager</td>
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