



2024-2025

STUDENT HANDBOOK

 MESSIAH
UNIVERSITY

ACADEMIC CALENDAR 2024-2025

Fall Semester 2024

August

- 23-26 Welcome Week/Orientation
- 25-26 Residence halls open for returning students
- 27 Classes begin

September

- 17 In-Service Day (no classes)

October

- 4-5 Homecoming & Family Weekend
- 19-27 Fall Break
- 28 Classes resume, 8 a.m.

November

- 27-12/1 Thanksgiving Break

December

- 2 Classes resume
- 13 Last day of classes
- 16-19 Semester exams
- 20-Jan. 12 Winter Break

Spring Semester 2025

January

- 12/20-12 Winter Break
- 10 New Student Orientation
- 13 Classes begin
- 20 Martin Luther King, Jr. Day (no classes)

February

- 11 In-Service Day (no day classes)

March

- 8-16 Spring break
- 17 Classes resume

April

- 10 Service Day (no classes)
- 18-21 Easter break
- 22 Classes resume

May

- 2 Last day of classes
- 5-8 Semester exams
- 8 Campus residences close at 5 p.m. for non-graduates
- 9-10 Undergraduate commencement weekend
- 11 Campus residences close at 10 a.m. for graduating seniors

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The provisions of this handbook are not to be regarded as a contract between any student and the University. The University reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as it may be necessary in the interest of the University. The University also reserves the right to modify or discontinue any of the services, programs, or activities described in this handbook. When changes occur, the online version of the Student Handbook will be updated and students will be notified. This version may be accessed at www.Messiah.edu/info/20852/student_handbook

Welcome from the Vice Provost for Student Success and Engagement



On behalf of the Division of Student Success and Engagement at Messiah University, it is my distinct pleasure to extend a warm and enthusiastic welcome to each of you. As the Vice Provost of Student Success and Engagement, I am thrilled to be part of a vibrant community dedicated to your growth, development, and success.

Messiah University strives to support academic excellence, while fostering an environment that values intellectual curiosity, critical thinking, and a commitment to lifelong learning. Our institution is not merely a place of education; it is a place where friendships are formed, passions are discovered, and dreams are realized.

We believe that your time at Messiah University will be transformative. Our dedicated faculty members are eager to guide you on your educational journey, encouraging you to pursue your passions, stretch your boundaries, and embrace new challenges. Our robust curriculum, complemented by experiential learning opportunities and a rich array of co-curricular activities, will equip you with the knowledge, skills, and experiences necessary to thrive in an ever-changing world.

Beyond your academics, we are committed to your holistic development. Our comprehensive support services, ranging from academic advising to career counseling, are designed to assist you in navigating any obstacles you may encounter along the way. We recognize that success encompasses not only your academic achievements but also your personal growth, well-being, and sense of belonging. At Messiah University, we strive to create an inclusive and supportive community where all students can flourish.

The student handbook serves as a vital resource, providing you with essential information about campus policies, procedures, and resources. I encourage you to familiarize yourself with its contents, as it will serve as a valuable guide throughout your time here. From academic regulations to campus safety guidelines, the student handbook offers a roadmap for your academic and personal journey at Messiah University.

As you embark on this exciting chapter of your life, know that you are not alone. You have joined a community that cares deeply about your success and is invested in your future. Your fellow students, faculty, and staff are here to support you every step of the way. Cherish the friendships you will forge, embrace the diverse perspectives you will encounter, and make the most of the opportunities that await you.

I look forward to witnessing your growth, celebrating your achievements, and contributing to your success. I am honored to be part of your Messiah journey.

Warmest regards,



Dr. Marcelle Giovannetti
Vice Provost of Student Success and Engagement

STUDENT SUCCESS & ENGAGEMENT CONTACT INFORMATION

***Marcelle Giovannetti, Vice Provost, Division of Student
Success and Engagement
Room 202, Eisenhower Campus Center***

Doug Wood, Dean of Students

Room 204, Eisenhower Campus Center

Amber Brisbane, Director of Certificate Program for Students with
Intellectual Disabilities

Room 205, Eisenhower Campus Center

Jake Edmunds, Director of First Year Experience & Leadership
Development

Room 206, Eisenhower Campus Center

Sarah Adam Axtman, Coordinator for Student Success &
Engagement / Executive Assistant

Room 207, Eisenhower Campus Center

Agape Center: Service Learning & Community Engagement

Shardé Hardy, Director of Service Learning & Community
Engagement

Hostetler House

Kate Narber, Administrative Assistant

Hostetler House

*Paula Holtzinger, Director of Agape's Off Campus Programs, is also
housed in Hostetler House and reports outside of the SSE to the
Dean of General Education & Common Learning*

Campus Ministries

Emily Bingham, Director of Campus Ministries

Room 110D, Hostetter Chapel

Joanna Hadley-Evans, Administrative Assistant

Room 110E, Hostetter Chapel

Career and Professional Development Center

Ashley Jones, Director

Room 161, Eisenhower Campus Center

Olivia Swarner, Events & Administrative Coordinator

Room 102, Eisenhower Campus Center

Counseling and Health Center

Aubrey Kleinfeld, Director of Counseling Services

Engle Center

Colleen Jones, Counseling Services Administrative Assistant

Engle Center

Carrie Beth Ent, Director of Health Services

Engle Center

Kimberly Keene, Health Services Administrative Assistant

Engle Center

Deb Fleming, Health, Office Manager

Engle Center

Residence Life

Annastasia Bonczyk, Director

Room 165, Eisenhower Campus Center

Courtney Williams, Director of Housing

Room 164, Eisenhower Campus Center

Anne Mathews, Administrative Assistant

Room 166, Eisenhower Campus Center

Student Engagement

Curtis Kurtz, Director

Room 227, Larsen Student Union

Joshua Grimm, Esports Head Coach/Coordinator

Room 228, Larsen Student Union

Ashley Barnes, Administrative Assistant

Room 230, Larsen Student Union

Student Success

Jocelyn Chavous, Director of Student Success

Room 112C, Admissions Welcome Center

Amy Loughran, Coordinator

Room 112C, Admissions Welcome Center

STUDENT SUCCESS AND ENGAGEMENT OUTCOMES

The Division of Student Success and Engagement is committed to developing and nurturing the whole student. We achieve this goal through a holistic cocurriculum that continually assesses six outcomes of each student's learning and character development experiences. These outcomes encompass the university mission, foundational values, university-wide educational objectives and guiding educational assumptions. The cocurriculum is delivered through a variety of educational programs and experiences. The six outcomes are:

DIG DEEP. It is important students develop the ability to adapt to changing situations, make complex decisions, solve problems, and realistically evaluate their own actions and the actions of others.

BE ROOTED. Ultimately, one cannot fully embrace others until he/she has attained a level of self-understanding and a sense of who God created him/her to be.

BE CULTIVATED. It is important students be prepared to live, learn, lead and serve in an increasingly multicultural and global society. In doing so, students must learn to appreciate other voices, places and experiences.

BRANCH OUT. It is important for our students to influence the world through servant leadership that emphasizes collaboration, trust, empathy and the ethical use of power.

BE STRONG. It is important students learn to understand themselves and to build meaningful relationships.

BEAR FRUIT. Ultimately, students will be able to live lives that are purposeful, satisfying and effective as they follow God's calling.



MISSION & EDUCATIONAL OBJECTIVES

2024-2025

IDENTITY AND MISSION

Messiah University is a Christian university of the liberal and applied arts and sciences. The University is committed to an embracing evangelical spirit rooted in the Anabaptist, Pietist, and Wesleyan traditions of the Christian Church. Our mission is to educate men and women toward maturity of intellect, character, and Christian faith in preparation for lives of service, leadership, and reconciliation in church and society.

FOUNDATIONAL VALUES

The University motto, “Christ Preeminent,” points to a full and rich understanding of Jesus Christ and the Christian faith relevant to every dimension of life. The phrase points to Jesus Christ as both “the ground for personal salvation and the pattern for life and service.” Messiah University is committed both to the personal dimension of faith in Christ for the forgiveness of and deliverance from sin, and to the exemplary nature of Christ’s life as a model for our own. Jesus Christ, “the way, the truth, and the life,” is thus foundational to the University’s life and mission.

Since its founding by the Brethren in Christ Church, Messiah University has affirmed a set of values derived from the Anabaptist, Pietist, and Wesleyan traditions of that denomination. These values have guided our efforts to keep Christ preeminent in the total life of the institution. The following five ideals summarize how Messiah University defines its distinctive Christian character.

UNITY OF FAITH, LEARNING, AND LIFE

This principle affirms the wholeness of persons and the unity of every dimension of life as revealed in the incarnation of Jesus Christ. It also emphasizes that all truth is God’s truth, and thus avoids the creation of false dichotomies in thinking and in living. Messiah University affirms a unified Christian worldview and lifestyle that joins revelation with rational inquiry and that integrates believing with doing. Christian “calling” and vocation is accordingly broadly understood. All of our gifts, talents, and interests are to be nurtured as acts of praise towards God while serving humanity and all of creation.

IMPORTANCE OF THE PERSON

Every person of each race, gender, nationality, status, and position is to be respected and valued because each person is created in the image of God. Freedom and responsibility are primary characteristics of being human,

and we must take care to protect each other's freedom while encouraging responsible living. As free agents, individuals make choices that determine the contours of their lives and they bear responsibility for those choices. Individuals are accountable for their manner of response to God's grace. Similarly, every person must be responsible in their pursuit of truth, and yet be free to develop their own understandings as they integrate their formal studies with their broader experience of faith.

SIGNIFICANCE OF COMMUNITY

Our understanding of the Church as the body of Christ and our recognition of humanity's interdependence cause us to value community. In community, we voluntarily share our lives with each other, we care for each other, we rejoice and suffer together, we worship together, and we offer counsel to each other. While every community develops rules, in Christian communities such rules should always be humane, recognizing the impact they have on the lives of those affected, and should help us appreciate each other's gifts and talents. In any community there will be tensions that require mutual give and take, but a Christian spirit of care and support provides the security needed to accept one's own strengths and weaknesses as one also accepts the strengths and weaknesses of others. The ultimate goal of every Christian community should be to help us live more faithfully as disciples of Christ.

DISCIPLINED AND CREATIVE LIVING

The mature Christian life is characterized by a delicate mix of discipline and creativity. We are called to a life of devotion and obedience to the Gospel. Such discipleship demands of us self-control and sacrifice and requires us to examine all our wants and desires in the light of God's holiness. The Gospel also calls us to celebrate the goodness of creation and to live our lives in active engagement with this ever-changing world in which God has placed us. In order to fulfill these tasks, we must be both creative interpreters of the world around us and creative actors in that world. Creativity and discipline are complementary characteristics of the mature, joyful Christian life.

SERVICE AND RECONCILIATION

Central to the Gospel is the work of reconciling individuals with God, with each other, and with all of creation. God has called us to be active agents in this work as we are empowered by the Holy Spirit and bear the fruit of the Spirit within us: love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control. Prepared in this way, we are compelled to share the redeeming Gospel of Jesus with those around us; to build bridges of understanding and peace across the dividing lines of race, class, age, gender, religion, and ethnicity; to demonstrate the love of God in

service to others; to open our hearts to the poor and needy; and to work for justice wherever injustice prevails.

UNDERGRADUATE LEARNING OUTCOMES

Messiah University is dedicated to helping students blend faith with learning in service to the world. As a Christian university of the liberal and applied arts and sciences, Messiah University advocates a bold and disciplined exploration of the world and expects its students to both embrace and participate in that endeavor. At the same time, Messiah seeks to instill in its students a sense of intellectual humility, recognizing that even the most learned persons have limited insight and therefore need the insights of others.

The paradigm under which Messiah’s educational programs are designed is that of liberal education. By raising the right questions, exposing students to multiple perspectives, and encouraging critical thinking, Messiah seeks to enable its students to respond with maturity to the world’s complexities. In addition to nurturing these intellectual skills, the University encourages its students to apply their knowledge to the needs of the world—as servants, as leaders, and as agents of reconciliation.

Messiah University offers two undergraduate academic degrees: the Bachelor of Arts (B.A.) and Bachelor of Science (B.S.). When combined with purposeful cocurricular activities, these programs of academic study enable students to gain a perspective of who they ought to be and provide them with the abilities to live effectively as intellectually competent, socially responsible citizens of the world.

Messiah University has a historic relationship with the Brethren in Christ Church. Now expressed in a covenant agreement, this heritage informs the University’s programs and activities. The distinctive of this heritage, which is rooted in the Anabaptist, Pietist, and Wesleyan traditions of the Christian faith, include emphases on justice-seeking, peacemaking, reconciliation, evangelism, and service. Accordingly, the University encourages and prepares students to act as servants who extend the gifts of grace and peace to a broken world. The University also recognizes the need for each individual to appropriate the Christian faith and express that commitment in daily living within a community.

While we realize that learning is a life-long endeavor, Messiah University expects its graduates to have made progress toward the fulfillment of the following six student learning outcomes below. From a practical standpoint, these six outcomes are both interdependent and overlapping, i.e., while they may be visualized discretely and assessed independently,

they are nonetheless connected to one another in numerous ways and will often be pursued in multiple program areas. Further information on the undergraduate learning outcomes can be found here: https://www.messiah.edu/info/21764/university_wide_educational_objectives/2949/undergraduate

Undergraduate Learning Outcomes:

1. **Foundations for Learning:** Students will develop skills common to the liberal arts and sciences: research, analysis, reflection, and communication
2. **Breadth and Depth of Knowledge:** Students will develop knowledge common to the liberal arts and sciences in the fields of arts, humanities, natural sciences, and social sciences. Students will also develop specialized knowledge and disciplinary expertise
3. **Faith Knowledge & Application:** Students will develop informed and mature convictions about Christian faith and practice
4. **Specialized Skills & Scholarship:** Students will become proficient in the scholarship of their discipline and demonstrate specialized skills needed to pursue a career and/or graduate school
5. **Self-Awareness:** Students will gain awareness of identity, character, and vocational calling
6. **Social Responsibility:** Students will demonstrate a commitment to service, reconciliation, and justice, and lead effectively and ethically within the complexities of an increasingly diverse and interdependent world

STATEMENTS OF FAITH

The University affirms two statements of faith. The Confession of Faith expresses the faith orientation of the University in a nonsectarian manner that highlights the specific emphases of the Anabaptist, Pietistic, and Wesleyan traditions of the Christian faith. It is included frequently in campus worship services. As the oldest and most widely used statement of Christian faith, the Apostles' Creed expresses the essential core of Christian commitment at the University. Trustees, administrators, and educators are expected to support the University Confession of Faith and affirm the Apostles' Creed.

THE APOSTLES' CREED

I believe in God the Father almighty, Creator of heaven and earth.

I believe in Jesus Christ, God's only Son, our Lord,
who was conceived by the Holy Spirit,
born of the Virgin Mary
suffered under Pontius Pilate,
was crucified, died and was buried.
He descended to the dead.
On the third day he rose again,
ascended into heaven
and is seated at the right hand of the Father.
He will come again to judge the living and the dead.

I believe in the Holy Spirit,
the holy catholic Church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting. Amen.

CONFESSION OF FAITH

We believe in the triune God—Father, Son and Holy Spirit—who created and sustains the universe, and who desires to redeem us and all creation.

- God creates each of us in the very image of God to live in loving relationships: free, responsible and accountable to God and each other for our decisions and our actions.
- God speaks to us in many different ways, times, and places but is uniquely revealed to all the world in Jesus of Nazareth who was fully human and fully divine.
- God forgives our sins, renews our hearts and minds, and calls us to join in the work of reconciliation by grace through faith in the life, teachings, death and resurrection of Jesus Christ.
- God bestows on us the Holy Spirit who leads us to repentance, instructs us in righteousness and empowers us to live joyfully as disciples of Christ, as servants of others and as caretakers of the created order.
- God calls us to unite in the Church as a visible community of believers which celebrates God's grace in its worship and bears

witness to the truth of the Gospel through its being, doing, and speaking.

- God gives us the Bible as the inspired, trustworthy and authoritative Scripture to reveal God's ways and purposes, to nourish our minds and souls, and to instruct us in how we ought to think and to live.
- God instructs us to pursue the kingdom of peace, righteousness and justice which ultimately will prevail with the return of Christ and assures us that those judged faithful will share resurrected life with God and all the saints forever.

We praise the one God—our Creator, Redeemer, and Sustainer—who has called us to personal faith and new life in Christ and to so order our lives that they may demonstrate the truth of our confession.



COMMUNITY & COVENANT LIFE

2024-2025

Messiah University is a community of students, faculty, administrators, and staff who are interested in achieving common goals through curricular and cocurricular activities. The Christian faith provides the basis which motivates, directs, and integrates the life of this academic community.

Each student brings a unique combination of interests, ambitions, abilities, habits, perceptions, values, and background. While the University accepts all students fully as they are, it also aims to assist them in developing their full potential. The expectations for community life at Messiah are devoted to this end.

Our Community Covenant establishes the biblical standards for how we live in community together and reflects the University's theological heritage and educational commitments. Similar to other universities, students at Messiah University are asked to adhere to certain behavioral guidelines, these are found in our Code of Conduct. This Code of Conduct helps assure that the University fulfills its mission through nurturing personal and spiritual growth and maintaining an atmosphere conducive to learning and academic excellence.

COMMUNITY COVENANT

In the motto, "Christ Preeminent," the Messiah University community affirms that life draws meaning from submission to Christ and service to others. Our philosophy statement affirms the triune God as the creator of all that is, the source of all truth. As beings created in the image of God, we have special responsibilities and challenges. In our community of believer-scholars we affirm the interrelatedness of what we believe, the way we live, and the way we learn. Our search for truth and commitment to Christ connect us not only to each other but also to God's creation and God's people throughout history.

Within this community, it is not easy to find the right balance of challenge and support for each individual. Personal freedom and community obligation sometimes seem to be in tension as individuals work to integrate belief and behavior. This growth-producing process benefits from the dynamics of a diverse but concerned community, as well as the sense that the lordship of Christ and a commitment to being part of the body of Christ are key values to guide us.

With the task before us of searching for truth and promoting personal growth, we join together in the hope of achieving more together than we

could separately. We agree to pursue the obligations and challenges of community membership with integrity, respecting our institutional heritage and practicing biblical accountability.

Our submission to the lordship of Christ has many implications. Some of the primary implications can be seen in terms of benefits and responsibilities based on our relationship to God, to his creation, and to the group of people who constitute the Messiah University community.

The benefits and responsibilities of living under the lordship of Christ focus first on *our relationship to God*. We affirm that there is but one true God and that His Word is our guide for faith and life. Because of the importance of knowing God and His Word, we affirm the importance of the spiritual disciplines in corporate and individual life. Prayer, Bible study, meditation, fellowship, and group worship should be regular activities in the believer's life. Because God is a faithful keeper of covenants, we affirm the importance of fidelity and covenant keeping in our relationship with God and in our relationships with each other. Scripture guides us in knowing how to live out the impact of God's grace in our lives. We are to honor and revere Him in the way that we worship, serve, and enjoy Him. As teachers and learners, we see our activities as acts of service and honor to Him. Because of the love which He initiates by grace, we respond in love to Him and to those He has created. His love gives us a sense of meaning and intrinsic worth that goes beyond any earned value or identity.

The benefits and responsibilities of living under the lordship of Christ focus also on our relationship to God's creation. As people created in God's image, we are to follow Christ's example in preaching the good news to the poor, binding the brokenhearted, proclaiming freedom to the captives and restoring sight to the blind. As those committed to living out the teachings of Scripture, we are to act justly, love mercy and walk humbly. We are to bring peace and unity where there is conflict and discrimination. We are to respect people and to value life above material wealth. Because we see people as having intrinsic worth, we avoid gossip, manipulative behavior and sexist or racist attitudes or behaviors, stressing instead integrity, commitment and compassion in relationships with others.

This respect for creation also shows itself in our treatment of natural resources. As stewards, we are to be faithful in preserving the environment and in maintaining the balances within the creation order. We are to use our intellect and creativity to preserve and enhance the creation, using its resources prudently in light of the uncertain limits to history and life as we

know it.

Relationships With People

The benefits and responsibilities of living under the lordship of Christ focus also on our relationship to the group of people who constitute the Messiah University community. We recognize that significant diversity exists within our community, bringing a richness that results from varying ability levels, backgrounds and interests. That individual diversity, however, must come within the bounds by which the community defines itself. Individuals who join the community must also be willing to live with integrity within those boundaries if the community is to function.

While acknowledging the difficulty of applying general principles to specific behaviors and contexts, we agree to the following guidelines:

1. As a community, we commit ourselves to academic integrity and excellence in a cooperative, rather than a competitive, environment. We strive to work together responsibly and honestly in exploring and understanding the world around us, searching for truth within all academic areas.
2. As a community, we commit ourselves to expressing Christian values in responsible decisions and actions. While not all Christians agree about the application of Christian values to specific situations, we expect honesty in dialoguing about and applying Christian values to things such as the use of language, leisure time and entertainment options, observance of the Lord's Day, and personal appearance.
3. As a community, we commit ourselves to balancing personal freedom with concern for the moral standards of others. In addition, rules are designed to promote a campus atmosphere that is most conducive to personal well-being, corporate service, and the achievement of the University's distinctive, goals, and educational objectives.
4. As a community, we believe scriptural teachings apply to us as they have to all people in all cultures. Our lives are to be characterized by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. We are to use our gifts in doing such things as serving, teaching, encouraging, giving, leading, and showing mercy. In contrast, we are to avoid sinful or unhealthy practices as articulated in the University's Student and Employee Codes of Conduct.

With this understanding of our benefits and responsibilities as members of the Messiah University Community, we covenant together as a community of believer-scholars to pursue the challenge of living out this document. We commit ourselves to pursuing the distinctives, goals and educational objectives of the University. We commit ourselves to seeking increased

understanding of the Christian faith and applying that faith to specific academic disciplines and world problems. We commit ourselves to encouraging growth in others by living as examples, applying our faith to personal lifestyle issues, confronting inappropriate attitudes or behaviors directly and affirming the evidence of God's work in others. We will strive to use our talents and time, both in and out of class, for the benefit of the community and the glory of God, working together to bring all of life under the lordship of Christ.

CODE OF CONDUCT

INTRODUCTION

Messiah University is a community of believer-scholars who share a common mission to educate men and women toward maturity of intellect, character, and Christian faith in preparation for lives of service, leadership, and reconciliation in church and society. A specific code of conduct has been developed to help assure that the University fulfills its mission through nurturing personal growth and maintaining a university-wide atmosphere conducive to learning and academic excellence. Undergraduate students are held accountable to these codes of conduct during times when the university is open, including fall break, Thanksgiving and spring break. Although held to a different level of accountability during times when the university is closed during Christmas and summer breaks, students are encouraged to continue to uphold biblical principles which inform our community standards. As responsible citizens of our community, students voluntarily agree to abide by University guidelines and standards in exchange for the benefits of being a part of the Messiah University community.

STUDENT BENEFITS

The benefits of belonging to the Messiah University community of believer- scholars include:

1. Students will benefit by engaging the mission of the University and achieving university wide educational objectives without impediment and within a safe environment.
2. Students will benefit from the expectation that 'every person within each race, gender, nationality, status, and position will be respected and valued because each person is created in the image of God'. (*Foundational Values*).
3. Students may benefit by freely participating in the goals of living in a Christian community which include, but are not limited to, practicing

the spiritual disciplines individually and corporately, engaging in theological reflection and discourse, and ultimately, 'helping one another live more faithfully as disciples of Christ' (*Foundational Values*) both inside and outside the classroom.

4. Students will benefit from being a part of a drug- and alcohol free environment.
5. Students may benefit from engaging in responsible expression and association through established campus procedures.
6. Students may benefit by having access to resources on campus to assist with their academic, spiritual, and personal growth, as well as physical health and safety. These resources include, but are not limited to, the Agape Center, Learning Center, the Engle Center for Counseling and Health, Campus Ministries, Residence Life, wellness and recreational facilities and programs, and the Office of Academic Accessibility.
7. Students will benefit from having access to excellent faculty, academic technology, classrooms, libraries, presentations, and other resources necessary for the academic success.
8. Students may benefit from availing themselves to a wide variety of leadership, service, and study abroad opportunities provided through a variety of offices on campus (Agapé Center for Local and Global Engagement, Office of Student Engagement, etc.)
9. Students may benefit from active participation in Student Government Association, student clubs and organization initiatives.
10. Students will benefit from a caring and responsive Messiah University Administration which will administer policies that are supportive of the University mission and educational objectives.

BEHAVIORAL EXPECTATIONS

Violations of the Code of Conduct impede the ability of the University to provide an atmosphere that is conducive to learning and is supportive of achieving its mission. Therefore, when codes are violated, appropriate intervention takes place to address those behaviors. In some cases, a student conduct process may be initiated. Disciplinary procedures are designed to educate students, ensure community responsibility, promote restoration, and treat students justly. Generally, prohibited conduct for which a student is subject to discipline is defined as follows:

1. Behavior that violates Messiah University standards on personal integrity. This includes acts of dishonesty (such as cheating, plagiarism, or other forms of academic dishonesty), misrepresentation (such as lying or materially misrepresenting information to a University official, including Residence Life or Department of Safety staff), fraud (such as the fraudulent use of

- Messiah University Identification Card), or forgery (such as fabricating a University parking pass). *See Community Covenant.*
2. Behavior that disrupts or materially interferes with the basic rights of others and the educational functions of Messiah University. *See Messiah policy on respect for the rights of others.*
 3. Assault. Any physical attack on another person that prevents that person from conducting his or her customary affairs, puts that person in fear for his or her safety, and/or causes injury. *See Messiah policy on respect for the rights of others.*
 4. Harassment. Subjecting another person or group to abusive, threatening, intimidating, or harassing actions, including, but not limited to, those based on race, religion, gender, disability, age, economic status, ethnicity, national origin or sexual orientation. This includes any communication that attacks or interferes with a person conducting his or her customary affairs, puts that person in fear for his or her safety, or causes actual physical injury. *See Messiah policy on racial harassment and respect for the rights of others.*
 5. Sexually inappropriate behavior. This includes overly intimate sexual behavior, sexual intercourse outside of marriage and the use or distribution of pornography. Students who experience same sex attraction or identify as gay or lesbian are expected to refrain from same-sex sexual expression. *Please see Messiah sexual behavior expectations.*
 6. Sexual misconduct. This refers to sexual acts using force, threat or intimidation or advantage gained by the offended student's mental or physical incapacity or impairment of which the offending student was aware or should have been aware. It also includes sexual assault and harassment. *See Messiah policy on sexuality and relationships, sexual assault, sexual harassment.*
 7. Use, possession, manufacture, and/or distribution of illegal drugs, alcohol or tobacco. *See Messiah policy on alcohol, illegal drugs, and tobacco.*
 8. Theft or attempted theft of property and/or possession of stolen property.
 9. Vandalism of any kind. *See Messiah policy on property damage.*
 10. Possession, use, or distribution of firearms, ammunition, explosives, or other weapons. Weapons include, but are not limited to, BB guns, paintball guns, CO2 guns, air soft guns, pellet guns, water balloon launchers, bows and arrows, crossbows, knives (except those used for food preparation), clubs, whips, spears, swords, martial arts weapons, machetes, etc. *See Messiah policy on firearms and weapons.*

11. Failing to comply with the directives of a University official, including refusing to identify oneself and/or refusing to present Messiah University identification to Messiah University staff including Department of Safety and Residence Life staff. *See Messiah policy on respect for the rights of others.*
12. Violation of operational rules governing various offices, departments and facilities of Messiah University. This includes, but is not limited to, Residence Life, Department of Safety, Dining Services, Student Engagement Programs, Agape Center, Information Technology Services, the Murray Library, etc. *See individual department policies.*

The Vice Provost for Student Success and Engagement or designee may impose an interim suspension and ban from campus prior to a hearing before a disciplinary officer or body in the following circumstances: a) to ensure the safety, health and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety, health or well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the University. All interim suspensions will be reviewed promptly, typically within one week, by the appropriate University authority.

GROWTH INITIATIVE

Messiah University desires that students have the opportunity and encouragement to receive the best possible support and assistance in addressing destructive behavior. Therefore, students who take the initiative to ask for help in dealing with a problem or who acknowledge rule violations before they are confronted will be dealt with through a counseling mode rather than a disciplinary mode. Students must take the first step and be willing to accept help.

ACCOUNTABILITY

Students are expected to encourage each other to live according to Messiah University's Code of Conduct. For this reason, students who are present when behavior occurs that violates university standards may be found responsible for supporting the behavior.

DIVERSITY STATEMENT

Messiah University is an institution committed to diversity, inclusiveness, intercultural learning and reconciliation. Our goal is to provide students, faculty, educators, and staff with the opportunity to live, learn, and serve in

a world that is increasingly diverse and interconnected. Messiah University's commitment to diversity is necessary because the pursuit of our mission "to educate men and women toward maturity of intellect, character and Christian faith in preparation for lives of service, leadership and reconciliation in church and society" requires both an appreciation for and an ability to engage difference in a way that promotes wholeness and reconciliation with God, with each other, and with all of creation. Our core Christian values as understood in our foundational documents compel us to leverage diversity in our pursuit of academic excellence.

In defining academic excellence, Messiah University has adapted the concept of inclusive excellence developed by the Association of American Universities and Universities which posits that an educational institution cannot truly be excellent if it does not draw upon the full range of humanity and that diversity is central to educational quality. Inclusive excellence is an "active, intentional, ongoing engagement with diversity in interpersonal relationships, in the curriculum, in the cocurriculum, and in the communities with which students, staff, and faculty connect."¹

At Messiah University, there is a growing realization that diversity cannot be viewed merely in terms of a problem to be solved or a challenge to be addressed. Rather, it is an invaluable asset to the educational community which can and must be engaged in the learning process. Implementing "inclusive excellence" aids in preparing students to become agents well equipped to adapt, engage, work, learn, and heal within diverse worlds, both at home and abroad. The responsibility and the cost of pursuing inclusive excellence is a collective one that falls on the shoulders of every individual and office on campus through the pursuit of opportunities for professional development, training and spiritual formation. Consequently, the notion of inclusive excellence has been a key consideration in Messiah University's strategic planning process. The University's most recent strategic plan *Embracing Change as Opportunity* (2016-2020) makes significant commitments in the areas of student and faculty recruitment, community engagement, campus climate, and the development of intercultural competencies in student leadership, teaching, and learning.

¹ Association of American Universities and Universities, "Making Excellence Inclusive," http://www.aacu.org/inclusive_excellence/index.cfm.

INCLUSIVE LANGUAGE POLICY

Rationale

In its statement of Foundational Values, Messiah University recognizes the importance of the person, affirming that "every person is to be respected

and valued ... because each person is created in the image of God.” Divinely created and sharing equally in God’s design, each human is worthy of respect and honor, regardless of characteristics including but not limited to gender, race, ethnicity, national origin, religion, age, ability, or marital or parental status. As an expression of that conviction and in recognition of God’s gift of love to each of us, inclusive language should be used in all levels and forms of communication at the University in reference to human beings.

1. Further, the University’s Foundational Values affirm that “every person must be responsible in their pursuit of truth.” Every member of this educational Christian community—teacher and learner, scholar and thinker, faculty, staff, and student—should uphold the pursuit of truth, using language that seeks to avoid false assumptions and inaccurate or negative stereotypes, biases, or prejudices. We uphold the use of communication that reflects a high ethical standard of truth-seeking and scholarship by avoiding misrepresentation or discrimination of any kind. As an expression of that commitment to truth, inclusive language is used to achieve clarity by neither rendering certain people invisible nor misrepresenting by overemphasizing or generalizing traits of individuals or groups.
2. Language, as a means of signifying and communicating, is not static or value-free. It is, by its very nature, fluid and dynamic. Thus, patterns and significance of language evolve as culture and ethos change. Language is a powerful means of not only reflecting culture, but also constructing and reinforcing beliefs and biases. It describes reality, but it also shapes reality. The use of inclusive language provides a means of positively influencing the social environment by contributing to the sense of worth, empowerment, freedom, and ability of all human beings. At Messiah, it thereby has a positive impact on campus climate, allowing all members of the community to function in an environment of equal opportunity and expectation.
3. Because of our Christian frame of reference and in recognition of the ways that language shapes as well as reflects culture, Messiah University has a particular responsibility to ensure that language is used in ways that do not exclude members of the community or distort the significance of contributions made by all persons to our historical and present day experience. Through our communication and use of language, greater sensitivity motivated by love becomes the norm.
4. In sum, Messiah University is a Christian community of divinely created beings informed by God’s love and pursuing truth in every endeavor. We are committed to the use of inclusive language as a means of reflecting our Christian commitment and responsibility as we

serve as a creative and liberating force in the world.

Definition of Inclusive Language

Inclusive language is written or verbal communication that accurately reflects and affirms the presence, role, status, and value of all members of society by trying to avoid language that excludes certain groups of individuals or that distorts the role or value of those individuals in the community.

Forms of Exclusive or Discriminatory Language

Improper language usage can lead to various forms of blatant inaccuracy and discrimination. Inclusive language seeks to remedy forms of linguistic discrimination. (Note: For a person who is not part of the excluded or affected group, it is difficult to perceive the discriminatory nature of his or her language and thus requires extra sensitivity and receptiveness.) The following illustrate examples of linguistic discrimination:

1. *Invisibility* occurs when certain phrases exclude or ignore a person or group (e.g., using “he” to mean people of either gender). Inclusive language acknowledges the presence of such unrepresented persons or groups.
2. *Extra visibility* occurs when a personal characteristic irrelevant to the context is emphasized, making the individual or group seem out of the norm (e.g., “blind singer” or “Chinese doctor” rather than simply “singer” or “doctor,” when the modifier to the subject has no bearing on the topic discussed). Inclusive language refuses to place extra emphasis on irrelevant differences.
3. *Trivialization* occurs when certain phrases unnecessarily devalue or denigrate the actions, activities, and occupations of a person or group (e.g., “even a woman can do it”). Inclusive language avoids the belittlement of individuals and groups.
4. *Stereotyping* occurs when oversimplified and over generalized labels are applied to a person or group, thereby denying individuality (e.g., “African-Americans are good dancers”). Inclusive language refuses to limit or pigeonhole any individual or group.
5. *Imposed labeling* occurs when individuals or groups (often minority or less powerful groups) have a name or term given to them by another individual or group (e.g., Euro-Americans historically called Americans of African heritage “Negroes,” but that group’s generally preferred name for itself is “African-Americans”). Inclusive language avoids the use of such labels or allows the group to define itself. It is important to be aware of and honor the way a group prefers to be named. It must be recognized that sometimes particular groups’ preferences and labels change or are in flux, and one specific

appellation may not be embraced as the norm.

Policy Statement

Messiah University calls for all members of the University community to be informed and intentional about the use of inclusive language. Further, Messiah University expects members of the University community to use inclusive language in official written and oral communication intended for internal and external audiences. For some, this requires an intentional shift from habitual usage; grace should be exercised as community members conscientiously try to adhere to the policy. This policy should be understood within the context of the basic tenets of academic freedom, and is a complement to, rather than an infringement of, the University's policy on Academic Freedom (Community of Educators Handbook).

Specific Application of Policy

1. University employees, staff, and offices employ inclusive language in all forms of official communication, including but not limited to press releases, published materials, community addresses, campus-wide communications, and interoffice memos.
2. Faculty members use inclusive language in classroom discourse, syllabi, and in public lectures and interviews. Faculty members have a responsibility to demonstrate and reinforce inclusivity in their interactions with students, as well as in their assessment of student writing and choice of course materials.
3. Students employ inclusive language in their academic activities, including classroom discourse and writing assignments. In addition, students use inclusive language in their cocurricular endeavors (e.g., student publications and activities sponsored by student organizations).
4. Historical and/or non-inclusive texts. As part of the academic enterprise, a wide variety of texts is encountered, representing a diversity of perspectives and contexts. When non-inclusive texts are used, it is expected that the originator's context will be indicated and, when possible and appropriate, that context will be discussed

Responsibility for Implementation

All employees and students will be apprised of this policy upon joining the Messiah University community. Initially, the Vice President for Human Resources and Compliance, the Assistant Dean/Director for Faculty Development, and the Vice Provost for Student Success and Engagement will be responsible for communication of this policy. Subsequently, it is the responsibility of the appropriate administrators, including department chairs and supervisors, to encourage adherence to this policy.

1. This policy is included in all first-year seminar syllabi, per the first-year seminar parameters established by the General Education Committee. Further, faculty members are encouraged to include it in all other syllabi.
2. Further, ongoing education (at least annually) in the use of inclusive language will be the responsibility of the Vice President for Human Resources and Compliance, the Assistant Dean/Director for Faculty Development, the Vice Provost for Student Success and Engagement, and the Director of Writing, in collaboration with the Gender Concerns Committee, and the Office of Academic Aecessibility.
3. When a party is offended by breach of this policy, the offended party is encouraged to act in accordance with Matthew 18:15–16 by seeking informal resolution. For instances in which informal resolution is unsuccessful or inappropriate, the grievance procedures established by the University for employees in the Grievance Procedures, Employee Policy and Procedure Manual (1.18) should be followed; for students, the Student Harassment Policy and Procedure outlined in the Student Handbook should be implemented. Grace and understanding should be exercised in the application of this policy, allowing persons to change from traditional, habitual language patterns toward inclusive ones.

Annual Reporting

To assess campus climate and to address perceived problems, at the end of each year, the Gender Concerns Committee will solicit and collect reports on breaches of this policy. These reports describe in general terms (but omit names and identifying details) each incident reported to the committee and the disposition of each.

Consultants

Useful contacts and consultants when questions or difficulties arise regarding use of inclusive or exclusive language include:

- Vice President of Human Resources and Compliance
- Chair, Gender Concerns Committee
- Dean of Students
- Director of Writing
- Director of Academic Success

(Adopted 4/20/04, Community of Educators Senate)



**SEXUALITY AND
RELATIONSHIPS**

2024-2025

SEXUALITY AND RELATIONSHIPS POLICY

Messiah University's foundational documents articulate the institution's mission and identity as a Christian university. Because of that mission, we hold to beliefs and practices that are rooted in our understanding of scriptural teaching and the historic teaching of the Christian church, both broadly and of our founding denomination (Brethren in Christ) specifically. Therefore, we affirm Christian marriage to be the union of one man and one woman and that human sexuality should be understood within this framework. Because of this affirmation, premarital and extra marital intercourse and forms of same-sex sexual expression fall outside of God's design for sexual expression. As we embrace these theological truths that are foundational to our understanding of the gift of sexuality, we also recognize that applying these truths to a specific set of behavioral expectations for our community is challenging, but necessary.

SEXUAL BEHAVIOR EXPECTATIONS

It is expected that married students will honor their marriage vows by remaining faithful to their spouse.

While it may be appropriate for committed male/female couples to hold hands and even kiss, care should be given to avoid more intimate behaviors such as heavy making out or oral sex. Any intimate sexual behavior that would put individuals on a path toward intercourse should be avoided, rather preserving that for marriage. In this vein, it is never appropriate to 'hook up' or practice promiscuous sex.

Students who experience same-sex attraction or identify as LGBT+ are expected to refrain from "same-sex sexual expression" as it is embodied in culturally contextual practices (e.g., identifying as a couple or exhibiting expressions of physical intimacy).

It is important to note that Messiah University's behavioral expectations are related to same-sex sexual expression, not orientation. The University does not hold the view that it is morally unacceptable to experience same-sex attraction or to identify as LGBT+.

Students who identify as LGBT+ and join the community must agree to live by the behavioral expectations in the code of conduct while they are at Messiah. Likewise, students who identify as heterosexual must also agree to live by the University's expectations related to sexual behavior.

The University's Community Covenant states the importance of each person; that we are each to be valued and respected because we are each created in God's image. As such, Messiah University does not tolerate harassment of any individual. Any reported incidence of sexual harassment or demeaning behavior based on gender, gender identity or sexual orientation directed toward any member of the campus community is taken very seriously by the University administration and is dealt with immediately.

For more information, see the University's policy on Interpersonal Violence and Sexual Misconduct in this handbook. This can also be found at <https://www.messiah.edu/TitleIX>.

Students are also expected to refrain from using and/or distributing pornographic material. The University desires and is prepared to help students who are struggling with pornography. Students in need of help should contact the Engle Center for Counseling and Health Services or Campus Ministries for confidential assistance and support.

Students who are finding it difficult to uphold the sexual behavior expectations or who have follow up questions concerning the sexuality and relationships policy and sexual behavior expectations are encouraged to speak with the Vice Provost for Student Success and Engagement, Dean of Students, Teaching Ministries Pastor, Director of Counseling, Director of Residence Life, Residence Director or other educators within the Student Success and Engagement Division.

AMOROUS RELATIONSHIPS BETWEEN STUDENTS AND EMPLOYEES

Amorous relationships between employees and students are prohibited. An exception to this policy may be an existing amorous relationship which predates an employee's or student's affiliation with the University. When Human Resources is informed of a failure to abide by this policy, such failure will be cause for disciplinary action, which may include termination of employment.

PREGNANCY

When an unmarried student becomes pregnant, the University seeks to respond redemptively. Both the father and the mother of the child are to be

treated equally and both are encouraged to remain in school. Proper medical care is considered essential, as are appropriate emotional and spiritual support. Students who are dealing with a pregnancy are encouraged to discuss the pregnancy with a counselor or other appropriate person. Responsible decisions for the care of all parties involved are encouraged and supported.



**INTERPERSONAL VIOLENCE &
SEXUAL MISCONDUCT POLICIES and
PROCEDURES (ISVM)**

2024-2025

INTERPERSONAL VIOLENCE & SEXUAL MISCONDUCT - IVSM

Title IX of the Education Amendments of 1972 prohibits sex discrimination – which includes sexual violence – in educational programs and activities. Members of the Messiah University community are free to pursue education, employment, and participation (in athletic programs, scholarships, membership, and other University activities) free from sex discrimination, including gender-based harassment, stalking, sexual misconduct, and sexual violence.

The Violence Against Women Act of 1994 (VAWA) is a federal law addressing the need for increased standards of investigation, prosecution, restitution and support measures in the event of a violent crime. Alongside the Clery Act of 1990—responsible for requiring thorough documentation, reporting criteria and publicized crime statistics for college and university campuses—VAWA and Title IX are federal mandates that support our institution’s care for our community members.

Messiah University takes its responsibilities under these federal regulations seriously. Therefore, those who have questions about Title IX, VAWA, and/or Clery (or University community members that wish to file a related complaint) may contact one of the University resources listed below:

Title IX Coordinator

Amanda Coffey
VP for HR and Compliance
Old Main 1st Floor
acoffey@messiah.edu
717-796-5300

Coordinator, Interpersonal Violence Prevention & Education

Hannah McBride
Old Main 1st Floor
hmcbride@messiah.edu
717-796-1800, ext 2608

Title IX Deputy Coordinator

Brooke Good, Head Coach, Asst.
Athletics Director
Sollenberger Sports Center
good@messiah.edu
717-796-1800, ext 7359

Dean of Students

Doug Wood
ECC 204
dwood@messiah.edu
717-796-1800, ext 5234

In the summer of 2024, the U.S. Department of Education issued new guidance on how colleges and universities should implement aspects of Title IX procedures. These were not ready at the time of the printing of this Handbook. Please note that the most up to date policy and procedure for Messiah's IVSM can be found online at: <https://www.messiah.edu/titleix>.



STUDENT BEHAVIORAL POLICIES

2024-2025

ALCOHOL, ILLEGAL DRUGS AND TOBACCO

BIBLICAL AND THEOLOGICAL VIEW OF ALCOHOL

From a biblical and theological standpoint the use of alcohol is a complex issue for which there is not a simple or straightforward ethical response. The biblical and theological stance on alcohol can best be summarized this way: Alcohol comes from a natural process in God's good creation, but because of its potential misuse and damage to humans and society, decisions about alcohol should be made in relationship to the needs, perspectives, and particular issues of a given community, and any consumption should be characterized by self-control.

In the Bible, wine is not viewed as inherently evil, but rather is seen as having both positive and negative uses. Because it comes from the natural creation process it can be viewed as a good gift of God. Thus, Isaac in a blessing to his son prays that God will give him "the dew of heaven, and the fatness of the earth, and plenty of grain and wine" (Gen. 27:28). Jesus' first miracle, at a wedding feast, is to turn water into wine to meet the needs of the guests and, as the son of God, to show his blessings upon the common, good things of life (Jn. 2:1-11). Moreover, both the Proverbs (Prov. 31:6) and the apostle Paul commended wine for medicinal purposes (I Tim. 5:23).

However, the Bible clearly recognizes that because alcohol can cause loss of personal inhibitions and even loss of consciousness, there must be significant limits upon its use. Drunkenness is clearly forbidden in the scriptures, for it leads to uncontrolled behavior which is contrary to the control of God's Spirit (Eph. 5:23), godliness, and moral virtue (Gal. 5:21). One Proverb, recognizing its enticing lure and its potentially devastating blow to human life, states: "Do not look at wine when it is red, when it sparkles in the cup and goes down smoothly. At the last it bites like a serpent, and stings like an adder. Your eyes will see strange things, and your mind utter perverse things" (Prov. 23:31-33).

Because of the potential damage to individuals, communities, and whole societies, any use of alcohol must always be characterized by self-control, one of the fruits of the Holy Spirit (Gal. 5:23). Christians are to "make every effort to support [their] faith with goodness, and goodness with knowledge, and knowledge with self control" (2 Pet. 1:5-6). A criterion for leaders in the church is "not indulging in much wine" (I Tim. 3:8). The decision of whether and when a Christian should use alcohol must always be discerned in relationship to the communities of which they are a part, and for which they bear responsibility. In discussions about controversial matters in which there is not a clear right and wrong, the apostle Paul notes that "all things

are lawful, but not all things are beneficial. All things are lawful, but not all things build up" (I Cor. 10:23). We therefore have a responsibility on matters like alcohol to think not just about our own interests, but the interests of other people and the community of which we are a part. Though wine and meat offered to idols are not in themselves evil, Romans 14:20-22 encourages us to refrain if it causes harm to a brother or sister in Christ. Thus, the biblical story invites us to view matters like alcohol consumption with discernment, self-control and in relation to the needs, perspectives and issues of the community, while understanding that alcohol is also a good gift of God when used appropriately.

POLICY

Messiah University is an alcohol, illegal drugs, and tobacco free campus. The University complies with the Drug Free Schools and Campuses Act and its implementing regulations (34 CFR Part 86). Students cannot for any reason illegally manufacture, distribute, dispense, possess, or use any controlled substance. Possession means having the substances or being in the presence of these substances. This includes, but is not limited to, residences, vehicles, or in another location on or off campus.

Any student who is convicted of violating a criminal drug statute is required to notify the University, including the Financial Aid Office, within five days of the conviction (including pleas of guilty or nolo contendere). For students who have a drug- or alcohol-related problem that may be alleviated through counseling, the University will deal with those students through the counseling process, rather than through disciplinary processes, if the student comes for help voluntarily.

It is expected that while students are enrolled in course work, including breaks during the academic year (e.g., Thanksgiving, Fall and Spring Breaks), they will not use alcohol or illegal drugs or tobacco both on and off campus.

EXCEPTIONS:

Students who are legally of-age may responsibly consume alcohol:

1. When they are with their parents or guardians.
2. When the occasion is consistent with celebrations, rituals, or religious traditions (i.e., toasting at weddings, taking communion (underage students may partake in communion as part of their religious tradition)) associated with family or a host family or under the direct guidance and observation of a Messiah University educator as part of an approved cross-cultural course or service/outreach educational experience.

3. When students are living away from campus during summer and Christmas breaks and the academic year is not in session.

If you have questions concerning the alcohol policy and/or its application to certain situations, you are encouraged to contact the Dean of Students Office.

Violation of this policy may result in sanctions ranging from a letter of reprimand to expulsion. As noted in the Student Handbook, a record of disciplinary sanctions is kept on file in the Student Success and Engagement Office while the student is at Messiah. University officials, as well as parents, will be involved or notified when appropriate. The Department of Safety may conduct a Breathalyzer test to determine alcohol consumption. Any individual's refusal to cooperate and submit to this test will be considered a violation of this policy.

The University will also involve local law enforcement officials when appropriate. Illegal possession, use, or distribution of illicit drugs, or illegal use or possession of alcohol is punishable under applicable local, state, and federal law. Punishments include stringent fines, loss of driver's license, loss of possessions obtained through the profits of or used in the sale or distribution of illegal drugs, and/or imprisonment.

MEDICAL AMNESTY

Students, regardless of age, will be granted immunity from university disciplinary proceedings for the possession or consumption of alcohol if the Department of Safety, Residence Life staff, or other University official, becomes aware of the possession or consumption solely because the individual was seeking medical assistance for someone else. The person seeking assistance must reasonably believe he or she is the first to call for assistance, must use his/her own name with authorities, and must stay with the individual needing medical assistance until help arrives. Students will be immune from student disciplinary proceedings for consumption or possession of alcohol if she/he can establish the following:

1. The only way University officials became aware of the person's violation is because the person placed a 911 call, or a call to Dispatch/ Department of Safety, police or emergency services, in good faith based on a reasonable belief that another person was in need of immediate medical attention to prevent death or serious injury.
2. The student reasonably believed she/he was the first person to make a 911 call, or a call to Dispatch/Department of Safety, police or emergency services, and report that a person needed immediate medical attention to prevent death or serious injury.

3. The student provided his/her own name to the 911 operator or equivalent campus safety, police or emergency officer.
4. The student remained with the person needing medical assistance until emergency health care providers arrived and the need for his/her presence had ended.

The health risks associated with the use of illegal drugs and the abuse of alcohol are significant. Alcohol and other drugs affect brain functioning, result in direct injury to body tissue, are the cause of several thousand traffic fatalities each year, lead to addiction in some individuals, and can alter moods in a potentially harmful way.

The University desires and is prepared to help students and employees who have a drug- or alcohol-related problem. Students who ask for help will be treated through the Counseling Center rather than through the disciplinary process, in most circumstances. Similarly, employees seeking assistance will be provided with access to substance abuse programs, community resources for assessment and treatment, and counseling. Confidential assistance is available through Counseling Services. The University will also refer students to off-campus treatment centers if requested or if the issues being addressed warrant such referral.

For additional information on resources available, students should contact the Engle Center.

MEDICAL MARIJUANA

In April of 2016, Pennsylvania became the latest state to legalize the use of medical marijuana. However, because the Federal government has not legalized marijuana, it remains a banned substance under federal law. Messiah University receives federal funding through such things as student financial aid. To avoid losing federal funding, Messiah University must prohibit all marijuana use, including medical marijuana. Therefore, if you are prescribed medical marijuana, it is important that you promptly disclose that information so that we can discuss how to proceed. Students with a medical marijuana prescription must first meet with the Office of Academic Accessibility and provide documentation of medical conditions as well as prescription information to discuss possible accommodations. A list of guidelines will be provided to the student as a part of this discussion. Please be assured that your medical information is protected by FERPA and kept as confidential. Further, marijuana use while on campus, either with or without a prescription, is prohibited under any circumstances. Students found in possession, and/or using, and or distributing marijuana while on campus, even with a medical marijuana

prescription card, will be subject to student disciplinary action and may have additional legal consequences.

TOBACCO

The use of tobacco and tobacco-like products, including but not limited to, cigarettes, cigars, chewing tobacco, hookahs, vaping, and e-cigarettes are prohibited at Messiah University during the tenure of a student's active enrollment.

GAMBLING

The University prohibits gambling because we seek to be wise stewards of the resources provided to us by God. Gambling includes, but is not limited to, on-line games, betting on sporting events, horseracing, etc. Questions about this community standard may be directed to the Dean of Students.

HAZING STATEMENT

Messiah University and Pennsylvania Law prohibit hazing in any form. Hazing is defined by the Pennsylvania Hazing Law as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.”

Hazing is considered a misdemeanor of the third degree if the conduct results in, or creates a reasonable likelihood of, bodily injury. When the

hazing results in serious bodily injury or death and (1) the actor acts with reckless indifference to the health or safety of the victim or (2) the actor causes, coerces or forces the victim to consume alcohol or drugs, this will be considered aggravated hazing and will be a felony offense. Protection from criminal prosecution will be provided to an individual who makes an immediate report of hazing in order to obtain medical attention for the victim.

All initiation activities are subject to the approval of the Director of Student Engagement (student organizations), the Athletics Director (intercollegiate teams) or the Director of Residence Life (residence life groups). This regulation governs on and off-campus initiation activities including privately owned facilities and/or property. Student organizations, athletic teams and residence life groups are responsible for any activity in violation of this policy by any individual or group affiliated with the organization, unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization, team, or residence life group. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it. Consent of those hazed will not be accepted as a defense for hazing activities.

The Dean of Students in accordance with Messiah University student disciplinary procedures will conduct investigations and if warranted, administrative hearings of alleged violations of this policy. Violations of this policy may result in sanctions for the students involved as well as the entire student organization, athletic team, or residence life group. The severity of the sanctions for a hazing offense will be determined in proportion to the hazing activity. In addition to Messiah University's Anti-Hazing Policy, student organizations, athletic teams, residence life groups and/or individuals may be held responsible for criminal misconduct in violation of the Pennsylvania Hazing Law, a third-degree misdemeanor punishable by up to a year's imprisonment. Click here for more information about [Pennsylvania's Hazing Law](#).

NUDITY POLICY

Messiah University adheres to the Pennsylvania Crimes Code prohibiting public indecency, indecent exposure, and open lewdness (Title 18: Chapter 31, Section 3127 and Chapter 59, Section 5901). Therefore, it is Messiah University policy that nudity outside of the student's bedroom, restroom,

or locker room, is considered public nudity and will not be tolerated. Any student engaging in public nudity will be subject to disciplinary action.

OFF-LIMIT AREAS/ACTIVITIES

For purposes of safety, some areas of the university campus and some activities are off-limits. The following locations are off-limits between the hours of midnight and dawn: the pit parking lots; the east side of the creek (Starry); the woods/fields from the pit to the water treatment plant (including the back 40 and the fit trail); the inside of any vehicle (personal or otherwise); and the Grantham Cemetery. The following activities are prohibited at all times: climbing on, repelling from, or being on the roof of any building/structure owned by the university or by the Grantham Church; being in hammocks that are higher than six feet from the ground or that are hanging from bridges/structures; being on the railroad tracks (except in areas marked for crossing); climbing on/being inside dumpsters; being within any designated construction zone or vehicle; being on the water tower or within its security fence; being in elevator shafts; riding atop or hanging from any moving vehicle (except seated in a truck bed while in compliance with the campus speed limit); camping (including sleeping in tents or vehicles). The Department of Safety reserves the right to prohibit being in other areas and/or engaging in other activities, if deemed to be unsafe given the immediate circumstances.

PROPERTY DAMAGE

Damage to University property that is a result of vandalism, tampering, or other intentional destruction, will result in an assessment for labor and materials costs for replacement and/or repair of the property, and referral to the Dean of Students Office.

RESPECT FOR THE RIGHTS OF OTHERS

Our right to free expression is limited not only by general community concerns, but also by individual needs and biblical standards. Sensitivity to the rights, needs, and concerns of others should be evident across campus including but not limited to the library, classrooms, residences, athletics areas, lounges, dining room, and campus grounds, as well as in campus publications and online social media. Out of respect for the rights of others, the following are prohibited: harassment, including physical or verbal attack upon or interference with a person that prevents that person from conducting his or her customary affairs, puts that person in fear for his or her safety, or causes actual physical injury, or conduct less than a physical attack which does the same; a willful interruption or disturbance of the day-

to-day conduct of the business of the University; failure to comply with directives of University officials carrying out their assigned duties; possession of hazardous materials; false reports of fire or other dangerous conditions; creation of a fire hazard or other dangerous condition; or other activities which interfere with campus safety, civility, or environmental health.

UNAUTHORIZED RECORDING

The The prohibition of unauthorized recording of private conversations is state and federal law; however, many employees and students are unaware of this expectation. In addition, although the Pennsylvania law expresses that recording devices are allowed in public meetings and spaces, the law also allows colleges and universities to adopt their own policies related to private meetings, performances, lectures, and class activities. The ubiquitous nature of cellphones has made it easier and almost second nature for people to record conversations and events without thinking to request permission. The Unauthorized Recording Policy exists to protect the privacy rights of students and employees, the intellectual property rights of faculty, and to preserve the classroom as a place to safely exchange and explore idea

Messiah University prohibits members of the University community from engaging in the surreptitious recording of another person without that person's consent or when that person has a reasonable expectation of privacy. Normally, reasonable expectations of privacy exist in classrooms, meeting spaces, office spaces, residential facilities, recreational spaces, restrooms, and locker rooms. Unauthorized recording includes, but is not limited to, the use of an electronic or other device to create an audio recording, video recording, streaming, or photo to capture a statement, picture, video, or digital image/information of any person while on University premises without the community member's knowledge and/or effective consent. Even where consent is given, it may be withdrawn at any time and the recording must cease.

Guidelines for Classroom Recording

Recording of online or in-person class sessions is appropriate as directed by the faculty member whose class is being recorded. As such, faculty may choose to record class sessions, or they may grant permission to a student to record a lecture/class session. Additionally, recording is permissible when approved by the Office of Academic Accessibility as an accommodation for students with disabilities. In such cases, students are granted the right to record lectures, if it does not fundamentally alter the nature of the program. Students afforded the accommodation of the ability to record a lecture have that accommodation placed in their accommodation letter from the Office of Academic Accessibility. Students in the class must be notified in advance that the class and/or activity is

being recorded. All faculty must include this Statement on Recording and FERPA Privacy Issues in their syllabi verbatim:

- *Classes at Messiah University utilize technologies selected by your instructor that may use your computer's webcam or other tools to monitor and/or record classes, class activities, and assessments. Instructors who record elements of this course may share their recordings with students registered for this course. These recordings, if posted, will be posted only on a secure, limited-access site. Students should treat these recordings with care and not re-share or post them beyond this course. Students are not allowed to audio-record or video-record class activities without the permission of the instructor.*

A faculty member's permission to record a lecture, whether online or in-person, is limited to the student's personal use of the material and is for educational purposes only. Students may not copy, reproduce, display or distribute any class recordings. Any permitted recordings made by students must be destroyed at the end of the course or semester. Recordings of classes that include student discussions or student presentations require additional attention. Faculty need to assess when it would be appropriate to turn off or limit recording so as to best facilitate an appropriate student experience.

Recording Activities of Events

This policy does not prohibit the Office of Marketing & Communications from recording video on the Messiah University campus. Projects using outside vendors to record such images must be directly supervised by the Office of Marketing & Communications to ensure that no recording of confidential information occurs. The Office of Marketing & Communications will notify the campus community before recording.

Recording of programs held in non-private spaces on campus may be prohibited by the event sponsor. If the event sponsor or speaker does not wish the event to be recorded, the event sponsor must include a posting at the entrance to the event and/or make an announcement prior to the start of the event informing attendees they are not permitted to record.

- *Exception:* Amnesty may be provided to a University community member or bystander who, in good faith, records another person or persons in an effort to protect the welfare of another individual and/or to prevent or document a crime or policy violation.

Enforcement

Anyone found to be in violation of this policy is subject to both legal ramifications and sanctions from the University up to and including termination for employees and expulsion for students.

UNAUTHORIZED USE OF UNIVERSITY PROPERTY AND/OR SERVICES

The University provides a number of services for students that are meant to help them while attending Messiah, including but not limited to cable television, computer access, telephone services, and utilities. Any unauthorized use of these services or tampering with University property may result in fines imposed, disciplinary action taken, and/or the involvement of the local police. Examples of situations that fall in this category include, but are not limited to, changing or using someone else's computer password; unauthorized alteration of or connection to the cable, computer, or electrical hookups or systems on campus; or attempting to adjust hot water heaters or laundry equipment.



STUDENT CONDUCT ADMINISTRATION

2024-2025

STUDENT DISCIPLINARY PROCEDURES

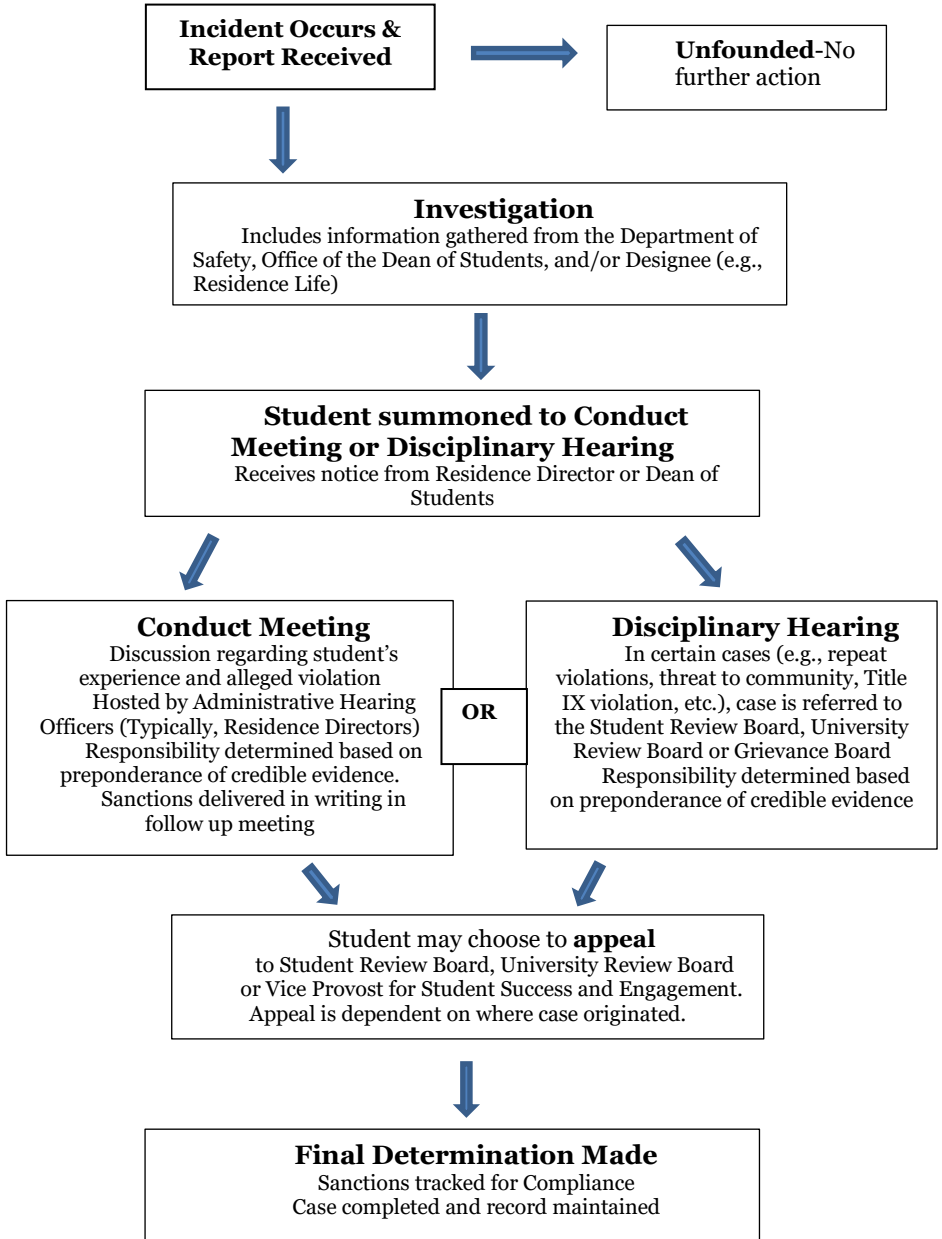
The purpose of discipline at Messiah University is to nurture personal growth and to maintain a University-wide atmosphere conducive to learning and academic excellence. Accountability to community standards is an educational endeavor intended to foster students' personal growth. As responsible citizens of our community, students are expected to uphold University guidelines and standards. Our standards are in place to support the mission of the University; when standards are violated, appropriate intervention takes place to maintain focus on educational objectives. We aspire to a redemptive, relational model in our discipline procedures while recognizing that the particular context of each matter should also be reflected in our intervention. We follow a redemptive model found in Matthew 18:12–17, a process that begins with confrontation in a personal relationship. As indicated in our Community Covenant, we have an obligation to confront misbehavior and to enlarge the circle of confrontation when behavior does not change appropriately. In some cases, the process may involve a disciplinary hearing. Disciplinary procedures are designed to educate students, to promote restoration and community responsibility, and to treat students justly. Disciplinary procedures which follow do not include academic violations. Academic violations are typically handled by respective academic departments.

University Disciplinary Jurisdiction: The University may exercise disciplinary jurisdiction over student conduct which occurs on or off University premises and which adversely affects the University community and/or the pursuit of University objectives. The conduct may involve a violation of local, state, or federal law or violation of University rules and standards. A victim (complainant) may file complaints through local law enforcement and/or University process.

Violation of Law and University Discipline: University disciplinary proceedings may be instituted against a student charged with a violation of law which is also a violation of University standards without regard to pending civil litigation or criminal arrest and prosecution. University disciplinary proceedings may be carried out prior to, simultaneously with, or following any off-campus civil or criminal proceedings.

Allegations of Harassment, Sexual Misconduct, Sexual Assault, Stalking, Interpersonal Violence: Allegations related to these Code of Conduct standards are addressed via Grievance Procedures found in the Sexual Interpersonal Violence and Sexual Misconduct policies and procedures section of this Student Handbook.

Student Conduct Overview



STUDENT CONDUCT PROCESS

INVESTIGATION

Upon receiving information that any student has allegedly violated the Code of Conduct, the Dean of Students or designee (e.g., Residence Director) will investigate the alleged violation. The Dean of Students or designee will dismiss the allegation as unfounded or summon the student for a meeting. In certain cases, they may be invited to a hearing. Prior information may be gathered by the Department of Safety and shared with the Dean of Students and designee.

DISPOSITION

The Dean of Students or designee will refer the student to a conduct meeting typically hosted by an administrative hearing officer (e.g., Residence Director) or to a formal disciplinary hearing. This decision is made with respect to the context of the alleged violation(s) and whether or not it is a repeat offense.

SUMMONS

Any student may be summoned (via email, letter, etc.) for purposes of the investigation and/or to discuss the allegations. In some cases, students will be invited to a hearing. This written request will specify a place for the meeting and a time with a reasonable expectation of timeliness for the meeting to occur. If a student fails to appear without good cause, as determined by the Dean of Students or designee, the student's enrollment status may be altered or cancelled until the student complies with the summons, or the University may proceed with a disciplinary hearing. Failure to read mail or e-mail is not considered good cause for the failure to respond to a summons. (See Messiah University Policy on Communications) At this meeting the student is also provided with the Student Conduct Procedures as outlined here.

PROCEDURES FOR CONDUCT MEETINGS

The administrative hearing officer(s) conducting the meetings will work with the student in determining responsibility for the alleged violation and developing individual meaningful outcomes. Should the student not be satisfied with the outcomes of these meetings, they have the right to appeal. Failure to comply with the assigned sanctions may result in a formal hearing for noncompliance.

PROCEDURES FOR FORMAL HEARING

The Dean of Students or designee will decide which hearing body or hearing officer will hear a specific case in consultation with appropriate university personnel. The nature of the alleged violation, in addition to a student's disciplinary history, will also be taken into account when making this decision.

Hearing Officer may refer to the Vice Provost for Student Success and Engagement, Dean of Students, Director of Residence Life, Residence Director, or other designee of the Vice Provost for Student Success and Engagement.

Student Government Association Student Review Board is an elected group of seven students which provides peer accountability with student disciplinary matters. The Student Review Board may also be used to consider Housing and Parking appeals by the Office of Residence Life/Housing and Department of Safety, respectively. The Student Review Board is advised by the Dean of Students.

University Review Board, a faculty-student group, deals with more serious cases and addresses appeals of other hearing bodies.

Notice: A student invited to a disciplinary hearing shall receive a written notice specifying the alleged violation(s) as well as the date, time, and place of the hearing whenever possible. Ideally, this notice will be given at least two (2) business days in advance of the hearing. If a student who has received appropriate notice fails to appear before a hearing officer or hearing board, evidence in support of the violation may be presented and considered even if the student is not present.

Respondent and Complainant Rights: The respondent may examine relevant incident reports as well as other pertinent evidence. Students who have been the victim of a violation of the University Code of Conduct have the right to submit their complaint to a University official. The complainant has the right to be kept informed of the status of the proceedings, to have the presence of a non-attorney support person during a hearing, and to submit a statement of personal impact to the hearing officer/body.

Hearing Procedures:

1. The hearing shall be conducted in private. The hearing officer or Chair of the Hearing Board will admit relevant witnesses. Confidentiality will be maintained subject to legal requirements to disclose final hearing outcomes.
2. There shall be a single verbatim record of all proceedings before a hearing board. Deliberations shall not be recorded. The record shall be

- the property of the University.
3. In hearings involving more than one respondent, the hearing officer or chair of the hearing body may permit the hearings to be conducted either separately or jointly.
 4. The evidence against the respondent shall be presented by a person designated by the Dean of Students.
 5. The respondent shall have the right to appear in person at the hearing, to be fully informed of and to challenge the charge(s) and evidence, to address witness statements, to present relevant witnesses and evidence on his or her behalf, and to remain silent.
 6. The respondent shall have the right to be assisted by an advisor of his or her choice. The advisor may attend the hearing but may not speak or otherwise participate. Because these are University disciplinary procedures and not legal proceedings, attorneys may not serve as advisors.
 7. The hearing officer or members of the hearing body may question the complainant, witnesses, and/or the accused.
 8. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in civil or criminal court, are not used in University disciplinary hearings.
 9. All procedural issues (e.g., testimony or evidence to be admitted or excluded, questioning of witnesses, conduct of the hearing, etc.) shall be subject to the final decision of the hearing officer or Chair of the hearing body.
 10. The hearing may be adjourned by the hearing officer or Chair of the hearing body at any time. The hearing may be rescheduled for consideration of further evidence or to allow more adequate time for deliberation.
 11. Lying by the respondent or evidence produced at a hearing that the respondent may have violated another University rule or standard may be treated as a separate disciplinary violation.
 12. After hearing all evidence and witnesses, the hearing officer or body shall determine whether the respondent is responsible for each disciplinary violation with which he or she is charged. The determination shall be made on the basis of the preponderance of the credible evidence (defined as whether it is more likely than not that the respondent is responsible for the violation).

Decision: Within seven working days of the conclusion of the hearing, the respondent will be provided with the written decision of the hearing officer or body. The decision will include a statement of outcomes including findings of fact and any sanctions imposed, as well as the applicable appeal procedure. In compliance with federal law, the complainant will be provided with a limited notice of outcome (containing the name of the student found responsible, the violation committed, and the sanction

imposed) only in the case of a crime of violence or non-forcible sex offense.

SANCTIONS

The same sanctions apply to both Administrative Decisions and Formal Hearings. Messiah University student conduct philosophy is grounded in the principles of education, personal growth and faith formation – all of which are central to the mission of the University. Discerning and applying appropriate sanctions helps to hold students accountable to our community standards while promoting their individual growth and learning. With the desire to be transparent about what sanctions students typically receive for Code of Conduct violations, the list below represents a general framework. Following this list of typical sanctions, broader categories of sanctions are defined. The following variables will be considered to determine the range of sanctions and whether or not additional sanctions may be applied: a student's truthfulness throughout the student conduct process, a student's prior disciplinary history, and the impact of the violation on the community. While students are expected to encourage each other in their adherence to the Code of Conduct, a student who is present but not participating in the misconduct will normally not be held to the same level of sanctions as the participant. Sanctions will be applied in both administrative and formal hearing processes.

***Inactive Sanctions:** Inactive Sanctions are sanctions which are automatically applied to specific violations as described below for Level I, II, and III violations.

****Active Sanctions:** In keeping with our goal of making the student conduct process a redemptive and learning experience, in addition to their designated inactive sanctions, students are often required to complete an assignment that is designed to offer opportunities to develop new knowledge or skills, reflect on their experiences, and contribute to the community in some way. Some examples of these opportunities are written reflection papers, community service, mentoring, educational programs, engagement in alcohol/drug assessment and a requirement to follow up on recommendations, and counseling. Students who are a part of the Administrative Decision process will collaborate with the administrator as part of the process to determine relevant active sanctions.

Level I Violations

- Quiet Hours
- Visitation - Less than 30 minutes with no behavioral issues
- Tobacco use

- Personalizing Rooms
- Fire Safety (Candles)
- Operational Rules
- Sports in halls
- Pet policy
- Missed mandatory meetings
- Computing
- Skateboard / Rollerblading in off limit areas
- Attire
- Being in the presence of alcohol but not consuming, distributing, etc.

These Level I Violations generally result in losing some privileges (e.g. visitation) and/or educational assignments. Students may also be assigned an active sanction as appropriate, and/or may receive a warning (for minor violations).

Level II Violations

- Multiple Level I violations
- Visitation – Anything longer than a 30 minute period and/or problematic behavior and/or prior violation
- Respect for the Rights of Others
- Use, manufacturing and/or distribution of alcohol
- Abuse of student conduct process
- Disruption of university activities
- Failure to comply with directives of university officials
- Theft
- Property Damage / Vandalism
- Knowledge of unreported illegal drugs in living space

These Level II violations generally result in losing some privileges and being assigned active sanctions. In addition, a student is typically placed on Disciplinary Probation (depending on the severity of the violation and/or previous student conduct violations).

Level III Violations

- Multiple Level II violations
- Providing, use or sale of a controlled substance

Level III violations generally result in immediate suspension from the university for one or two semesters. These can also result in expulsion from the university.

SCOPE OF SANCTIONS

The scope for disciplinary sanctions is described below. The application of sanctions will reflect the seriousness of the incident and the community member's history of previous violations.

1. **Letter of Reprimand or Warning:** Written documentation of inappropriate behaviors or attitudes with a temporary record kept in the community member's file.
1. **No Contact Mandate:** University personnel may implement a No Contact Mandate at the request of a complainant *or* at the discretion of the University, according to the perceived need for boundaries and community impact.
3. **Loss of Privilege:** May include but is not limited to: loss of a privilege of participating in a University activity, in registration of vehicle, in visitation, or other matter. Graduating senior community members who violate University policies prior to graduation may lose the privilege of participating in senior activities and commencement ceremonies. The University may also implement the loss of supervisory and/or leadership roles at the University, or loss of eligibility for promotion.
4. **Random Room / Vehicle Checks & Drug Testing:** Students may be subject to random room and/or vehicle checks if they have been found responsible for violating University standards on alcohol or illegal drugs. They also may be subject to drug testing as a condition of their continued enrollment.
4. **Housing Restrictions:** Students may be required to abide by specific housing assignments which may include but are not limited to: on-campus housing permission only, assignment to a single residence (without roommates), assignment to off-campus housing, or change in housing assignment as determined by the University. Additionally, residential community members who are on disciplinary probation within 6 months prior to the off-campus housing application deadline are not eligible to apply to live off campus.
5. **Developmental/Educational Assignments:** May include but are not limited to: attendance at educational programs, personal essay, mandatory professional development, and written reflection on issues relevant to one's discipline case or involvement in a mentoring relationship.
6. **Assessment and Treatment:** Community members may be assigned to undergo professional assessment and relevant treatment as a condition for remaining in the community or as a condition for returning to the community.
7. **Fines:** A monetary fee imposed to deter and prevent activity detrimental to the community.

8. **Restitution:** A monetary fee imposed to compensate for loss, damage, or injury. This may take the form of appropriate service, monetary, or material replacement.
9. **Community Service:** Assignment to complete relevant, appropriate, and/or educational community service on or off campus.
10. **Disciplinary Probation:** A strong written reprimand. Notification is made to appropriate University officials: University-based financial aid may be reviewed, and community members in leadership positions (e.g., residence staff, SGA leaders, captains of intercollegiate athletics teams, ministry team leaders, supervisors, committee chairs, etc.) will be required to step down from their positions of leadership. Students in certain majors or programs will be subject to additional review by faculty within their academic discipline (e.g. Social Work, Teacher Education Program, Nursing, etc.). Community members who have applied to study abroad programs and/or cross-cultural courses will be subject to further review by appropriate University personnel.
11. **Ban from Campus:** Written notification to individuals: within the University community, closely affiliated with the University community, with prior affiliation to the University community, with intention to join the University community, and/or posing a threat of some kind to the University community. This notification indicates that the individual(s) in question are not permitted on University-owned property and/or to attend University events or activities. The University notifies local law enforcement of the implementation of a campus ban; should a campus ban be violated the University will notify local law enforcement and pursue action.
12. **Suspension:** Involuntary separation of students from the University for a specified period of time. For suspensions of less than one semester, the suspended student is normally required to spend the period of suspension at home. A permanent record is kept in University disciplinary files. Academic advisors, residence directors, classroom instructors, and parents are normally notified. For short-term suspensions which permit the student to complete the semester, no refunds are issued for days missed. As determined by the Community Standards Committee, exams or assignments which are due in this period of time will be considered "o's" and no credit will be given. Although absence from class and chapel is not excused, individual professors may take the initiative to permit students to make up work missed. For suspensions where the student is not permitted to complete the semester, any refunds are issued in accordance with the withdrawal policy. For more information, please refer to the following web address:
http://www.messiah.edu/offices/business/student_accounts/index.html#refund.
13. **Withholding degree:** The University may withhold awarding a degree otherwise earned until completion of the process set forth in the

disciplinary procedures, including the completion of sanctions imposed.

14. **Expulsion:** Permanent separation of the student(s) from the University. A permanent record will be kept in University disciplinary and academic files.

DISCIPLINARY WITHDRAWAL

Students may seek permission for disciplinary withdrawal from the University after involvement in a serious violation of University rules and standards before official disciplinary action is taken. A permanent record may be kept in University disciplinary files. Academic advisors, residence directors, and parents are normally notified of the reason for withdrawal. Refunds are issued on a prorated basis and the administrative withdrawal fee is not charged. Conditions for readmission may include a personal interview, counseling, evidence of satisfactory academic work, and citizenship at another educational institution, evidence of satisfactory employment, or other conditions.

INTERIM SUSPENSION

In certain circumstances, the Vice Provost for Student Success and Engagement or designee may impose an interim suspension prior to a hearing before a disciplinary officer or body. Interim suspension may be imposed: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety or well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the University.

Please Note: Students who have been suspended, withdrawn, or expelled for disciplinary reasons are not permitted on campus without prior approval of the Vice Provost for Student Success and Engagement.

STUDENT RECORDS

Student records involving Title IX violations, suspension or expulsion from the University will be part of a student's permanent educational record and will be retained in the Office of the Dean of Students. Records of any other violations or sanctions will be expunged from a student's confidential record three years after graduation.

APPEAL PROCESS

1. A student wishing to appeal must submit a written appeal to the appropriate officer or body for appeals as identified in their decision letter within five business days of the date of the decision. The criteria for granting appeals are as follows:
 - a. A procedural error or irregularity materially affected the

- decision of the hearing officer or body;
- b. Previously unavailable evidence is produced which will materially affect the decision of the hearing officer or body;
 - c. The decision is unsupported by a preponderance of the credible evidence; or
 - d. The sanction imposed is too severe in relation to the disciplinary violation.
2. The typical officer or body for appeals is as follows:
 - a. Student Review Board will hear appeals of cases originally decided by Residence Life staff, as well as appeals of fines imposed by residence staff and the Department of Safety.
 - b. University Review Board will hear appeals of cases originally heard by the Dean of Students or Student Review Board.
 - c. The Vice Provost for Student Success and Engagement will hear appeals of all cases originally heard by University Review Board.
 3. In all cases, the decision of the officer or body hearing the appeal will be final.
 4. The officer or body hearing the appeal has the option to decide the case solely upon written material provided by the student, or may review the record of the disciplinary hearing, examine evidence, and interview witnesses.
 5. The officer or body hearing the appeal may uphold or reduce the original sanctions imposed but may not increase the sanctions. Upon production of previously unavailable evidence which may materially affect the decision of the hearing officer or body, the officer or body hearing the appeal may remand the case for a full or partial rehearing. A written decision will be rendered within seven working days of the conclusion of the review process.
 6. Students placed on disciplinary probation may appeal their prohibition from serving in leadership positions after four months of being on probation. After four academic months, a student on disciplinary probation may submit an appeal to the Vice Provost for Student Success and Engagement in writing. The Vice Provost for Student Success and Engagement or designee will review the appeal with the student's academic advisor and Chair of the University Review Board. This triumvirate may choose to interview the student or act on the written appeal alone prior to rendering a decision. A written decision will be rendered within seven working days of the conclusion of this review process.

AUTHORITY OF VICE PROVOST FOR STUDENT SUCCESS & ENGAGEMENT

In extraordinary circumstances, the Vice Provost for Student Success and Engagement may initiate immediate disciplinary action without referring a student to a disciplinary hearing. Examples of such situations include potentially inflammatory or dangerous circumstances, violations occurring during breaks or vacations, situations involving off-campus parties, and situations where student or victim privacy rights are of particular concern. The Vice Provost for Student Success and Engagement will take such action in consultation with appropriate University officials.



GENERAL STUDENT POLICIES

2024-2025

ADVERTISING

Advertising is limited to certain areas of the campus. Posters may be hung on bulletin boards per the Poster Policy and Protocol found in this section. For questions about the bulletin boards, contact the Conference and Event Services office at ext. 6009 or the Student Engagement Office at ext. 5240. For locations in the residence halls, contact the Residence Director, and for departmental bulletin boards in the academic buildings, contact the appropriate dean's assistant. Posters to be displayed on a bulletin board are to be no larger than 14" x 22". Only one poster per event may be placed on each bulletin board. Posters cannot be taped to walls, doors, windows, or sidewalks. Poster board signs on easels may be displayed the day of the event only. Posters and flyers may be placed in the dining facilities on campus with the prior approval of Dining Services.

ATHLETIC FIELDS

Athletic fields at Starry Athletic Complex are reserved for primary use by intercollegiate teams. Practices and contests are scheduled through the Department of Athletics. Students and student groups may reserve use of a field through Conference Services and/or the Department of Athletics. The University reserves the right to cancel reservations for field use in the case of inclement weather, poor field conditions, rescheduled athletic events, or scheduled field maintenance. Students and student groups that do not have a reservation may not use the intercollegiate athletic fields. Pets, grills, and motor vehicles are not permitted on the Starry Athletic Complex grounds.

ATTIRE

Clothing standards for classes, meals, and campus events vary with the activity. As a minimum standard, however, shoes and shirts, and pants should be worn in all campus buildings and modesty is expected. Shoes, shirts, and pants are required for entrance to dining facilities.

BICYCLES

In conjunction with Messiah's emphasis on sustainability, the use of bicycles is encouraged on campus. In the event that a bike goes missing, the Department of Safety will attempt to find it and reconnect it with the owner. For this purpose, all bikes used on campus must be registered with the Department of Safety. A free registration sticker will be issued.

To register, follow this link:

https://www.messiah.edu/info/20568/safety_office/807/bicycle_reg_info

Bikes that are not registered will be considered abandoned. In such cases, they will be removed from campus and stored for 30 days. After 30 days, they will be donated or disposed of.

Please take your bike home over the summer months. If this is not possible for logistical reasons, you must let the Department of Safety know why you need to leave it on campus. You can contact Safety at (717) 691-6005. Upon graduating, please remove your bike from campus.

All bikes are to be stored in the student's room or in any of the bicycle racks around campus. Please lock your bike at all times. "Borrowing" someone's bike without their permission will be considered as theft.

Bicyclists must comply with all traffic regulations, including honoring stop signs, abiding by the campus speed limit, etc. It is strongly recommended that reflective clothing/wristbands be worn during nighttime hours, and that helmets be worn at all times.

COMMUNICATIONS

As a Christian institution of higher learning, how we communicate with one another is a primary focus of our University community. Messiah University facilitates an environment where its members relate to one another with integrity, professionalism, and affirmation grounded in biblical principle. To this end, the University has developed communication expectations, procedures, and general guidelines for community use.

In addition to direct means of communication (person-to-person and telephone), the University provides and expects all employees and students to use these four primary means of inter-office communication: campus mail, electronic mail, voice mail, and the University website.

Official campus communication may be sent by any and/or all of these means. All employees and students are expected, on a regular basis, to accept their mail communication (campus, electronic, and voice) within a reasonable time period from the date of receipt. Under normal

circumstances a “reasonable time period” is defined as 2–3 business days. The term “accept” is defined as reading campus and electronic mail, and listening to voice mail.

Electronic communication, because of its speed and broadcasting ability, is fundamentally different from paper-based or telephone communication. Messiah University facilitates a positive, professional communication environment within the campus community. All principles of the University’s Community Covenant—particularly with respect to practicing biblical integrity and accountability—are applicable in all means of campus communication, including e-mail. Do not send content that would compromise your integrity as the sender or the integrity of the receiver if it was viewed by others. Be careful in what you say about others. Be careful not to circulate unverified, inappropriate, or gossip-based information via e-mail.

Communications on sites such as Facebook, Twitter, MySpace, Instagram, and LiveJournal – though logins are often required, are public and open communication; they are not confidential or private in any way. Communications on such sites are not routinely monitored by the University. However, as with information available in other public arenas, information found on internet sites is admissible as evidence in student disciplinary proceedings. Examples of this information include wall postings, journal entries, blog postings, photos, comments, text messages, instant messages, and other openly accessible communication. This information may also be considered by the University in other situations where student conduct is a relevant factor.

Students should be aware that the internet is considered a public forum and most information posted on the internet can be viewed by anyone. Please be cautious of the information you make available to others. Privacy settings do not guarantee your privacy, but are helpful when set to a restricted level. Also, it is good to keep in mind that your online profile may be the only impression someone has of you. Students should know employers, law enforcement agencies and anyone else wanting personally identifiable information can and do look online. Finally, students are strongly cautioned not to post personal information about themselves in their profiles such as addresses, phone numbers and confidential information.

APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES

Messiah University provides a wide variety of computing and networking resources (collectively “Information Technology resources” or “IT resources”) in order to assist students and employees in the completion of their academic pursuits and job duties, support the university's daily operations and long term goals, and further the educational purposes of the university.

Policies are in place to promote the meaningful, efficient, ethical, lawful, and productive use of IT resources. Use of IT resources is subject to the terms of this policy and other policies of the University, as well as to all applicable federal, state, and local laws. The current policies can be found here: <https://messiah-employee.policystat.com/policy/6345632/latest/>

Audience

These policies apply to all users of Messiah University IT resources, whether initiated from a computer and/or network device located on or off campus, and regardless of the ownership of the device connected to the network.

Compliance

Users of the IT resources must abide by these policies. Alleged violations of these policies will be referred to the appropriate administrative offices and/or law enforcement agency.

DANCE POLICY

The only student organizations permitted to host social dances are the Student Activities Board (SAB) and Multicultural Council (MCC). (Special note: Artistic dances are permitted to be held by the Swing Dance Club only with separate parameters set forth and provided by the Director of Student Engagement). SAB and MCC must work within the parameters set forth by the Office of Student Engagement and must meet all criteria listed below.

The Director of Student Engagement must approve all dances. Dance dates for the entire year will be set within the first month(s) of the fall semester. No other dances will be approved after the cut-off date. Approval must occur prior to their advertisement and prior to contracts being signed. There should be no more than a total of two dances per month and there cannot be more than one dance per weekend throughout the year. Additionally, there will be blackout dates throughout the year in which no

dances can be sponsored. SAB will host no more than six dances per year and MCC will host no more than five dances per year. There can be no more than 11 dances total throughout each academic year.

Dances can be held in the following locations: Larsen Student Union, Brubaker Auditorium, approved outside locations (until 10:00 pm) and at approved off-campus locations.

Dances must comply with all University policies and guidelines. In the event that a dance is held outside, all relevant local noise ordinances (see Noise Ordinance in Student Handbook) must be followed. In the case of dances held off-campus, the dance policy and University Code of Conduct are to be followed. The Director of Student Engagement must approve all off-campus locations and will compile and maintain a list of preferred off-campus locations.

Dances will be open to Messiah students and their guests. Messiah students will be required to have identification, and guests must be accompanied by a Messiah student who will be responsible for the guest.

A list of approved DJs will be compiled and maintained by the Director of Student Engagement. DJs will be approved based on their past performance, professionalism, and their ability to provide music that does not conflict with the values of Messiah University. The Director will ensure that the dance sponsor selects a DJ from an approved list. If the sponsor wishes to contract with a DJ who has not been previously approved, the Director will work with them to evaluate the credentials of the DJ and determine if he/she should be added to the approved DJ list. The Director will maintain a list of songs that should not be played at dances and will communicate this list to the DJs. In the event that live music is requested, the Director must approve the artist(s) prior to contracts being signed. Contracts are only to be signed by the Director of Student Engagement or approved University professionals. DJs, songs, and artist(s) may be removed from and added to the approved list at the discretion of the Director of Student Engagement. The dance sponsor will be responsible for compliance with all guidelines for dances and the facility used.

Staffing for each on-campus dance must include at least one Messiah University staff member who has received proper training. All dances must be staffed with a dance advisor, one Residence Director, and Department of Safety personnel. All off-campus dances must have an additional

member of Residence Life present. The dance advisor must be present to respond to emergencies and support student leaders as necessary. The University Code of Conduct will be enforced by the dance advisor and student leaders of the sponsoring organization. Disruptive behavior will not be permitted at a dance. Cultural appropriation will not be tolerated and lack of sensitivity could possibly result in removal from the event. Attendees should be outfitted with appropriate attire, which includes wearing shoes, shirts and/or dresses at all times. Winter coats, trench coats, large bags, backpacks or other objects/articles of clothing meant to conceal personal items are not permitted at the dance. Masks are only permitted when worn for medical purposes (e.g. to preemptively prevent the transmission of disease.) No other coverings that hide the face are permitted at any time.

The sponsoring organization has the authority to remove students and guests from the dance after consultation with the dance advisor if they believe that behavioral expectations are not being met. Violations of the dance guidelines may result in the following: a disciplinary hearing for individual students or sponsoring organization, the removal of a DJ or artist(s) from the approved list, and sanctions that would limit or prohibit an organization from sponsoring future dances.

DIRECTORY

While Messiah University will not provide student directory information to anyone for purposes of commercial solicitation, such information could be distributed outside the campus community. Students who prefer their information not to be included in published directories should indicate their preferences on FALCONLink/Personal Information/Directory Profile.

DRONE POLICY

Policy Rationale

Unpiloted Aircraft Systems (UAS), also known as drones, have the potential to enhance students' curricular and cocurricular activities. However, they also represent risks to third parties, especially pedestrians and air traffic. In addition, since drones can be used for photography and videography they pose a risk to privacy.

Messiah University's campus is home to students and is frequently visited on foot by parents, alumni and other visitors. The campus is sometimes

flown over at low altitude by light aircraft and helicopters. Beyond campus, the risks posed to pedestrians and air traffic from UAS do not diminish.

Policy

The use of drones on campus is prohibited with the exception of those operated by licensed and insured professionals who have received prior approval from the Vice President for Operations. Please contact that office directly to request permission.

Any drone users must adhere to the following guidelines for use of drones:

1. All Federal Aviation Administration regulations must be adhered to as published here: <https://www.faa.gov/uas/>
2. Drones can only be flown in areas of campus as informed by the Office of the Vice President for Operations
3. Drones are not permitted to be flown near campus residences
4. The advisor of the club/organization or faculty member must be present during times when drones are being flown
5. The club/organization or academic department must notify Dispatch Services (x6565) prior to the use of drones on campus and communicate the approved location of their usage

Failure to abide by this policy may result in revocation of authorizations and referral to student disciplinary procedures. Questions about this policy may be directed to the Office of the Dean of Students deanofstudents@messiah.edu.

FAMILY EDUCATIONAL AND RIGHTS PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides students who are or have been “in attendance” at Messiah University certain rights with respect to their “education records.” A student is deemed to be in attendance at the University if he/she is enrolled and is either physically present for classes or receives instruction through distance learning. Education records may be paper or electronic and are defined generally as records, files, documents, and other materials maintained by the University which contain information directly related to the student and from which the student can be personally identified.

Rights granted to a student under FERPA include:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records that the student believes inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA; and

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

At Messiah University, education records include cumulative academic records, grades, course schedules, most student disciplinary records, and most student account and financial aid records. Education records do not include records that are created or received by the University after an individual is no longer a student in attendance and are not directly related to the individual's attendance, as well as grades on peer-graded papers before they are collected and recorded by an instructor.

Education records also do not include records of administrative or instructional personnel which are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record; records which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional capacity, made or maintained only in connection with treatment of the student, and disclosed only to individuals providing the treatment; financial records of parents; or records created and maintained by the Department of Safety for the purpose of law enforcement. These records, then, may not be inspected by students without the consent of the custodian of the records.

Students who wish to inspect their education records should indicate such to the University official responsible for maintaining the particular record. FERPA requires that an appointment be made for the student to inspect the record within 45 days of the date of the request. If, upon examination, the student believes the record to be inaccurate or misleading, the student may file a written request that the University official amend the record. If the official decides not to amend the record as requested by the student, the student will be advised of his or her right to request a hearing. A hearing, to be conducted by a disinterested person appointed by the President, will be held within 30 days of receipt of a written request. The student will have a full and fair opportunity to present relevant evidence. A written decision will be rendered within two weeks of the date of the hearing.

Except to the extent that FERPA authorizes disclosure without consent, a student's education records will be released to his or her parents/guardians/designee only with the written consent of the student or

upon receipt of certification that the individuals have claimed the student as a dependent on their most recent income tax return. Any student who does not want his or her education records released to parents/guardians must give written notification to the Registrar. This notification will remain in effect until revoked in writing by the student.

FERPA permits (but does not require) the University to release “directory information” without student consent to anyone requesting information unless a student instructs the University not to release such information. Directory information means information contained in the education record of a student that would not be considered harmful or an invasion of privacy if disclosed. Directory information at Messiah University includes a student’s name, home address, campus address, all telephone numbers on record, high school attended, campus e-mail address, photograph (available on the University’s internal, secure, online system), dates of attendance, degree for which a student is a candidate, academic major and minor, academic advisor, academic awards or honors, class year, full-time/part-time status, and weight and height for members of athletic teams. Directory information does not include a student’s social security number or student identification number. Without student consent, a student’s social security number or student identification number may not be used by itself to authenticate identity or to gain access to education records.

The University may provide lists of student names by religious preference (if known) once each year in response to inquiries by local churches. The University does not release directory information to outside organizations for commercial solicitation.

Any student who does not want directory information released must indicate as such on FALCONLink/Personal Information/Directory Profile. You can complete this information anytime. This profile will be effective until rescinded by the student. The University will not disclose directory information of a former student if the student instructed the University not to release directory information while he/she was in attendance.

FERPA authorizes the University to disclose personally identifiable information from education records without a student’s consent to appropriate parties, including parents/guardians of an eligible student (even if the student is not a dependent for income tax purposes), in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making this determination, the University may take into account the totality of the

circumstances pertaining to a threat to the health or safety of a student or other individuals. If the University determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. The University must keep a record of the threat, the basis for its determination, and the names of the parties to whom the information was disclosed.

FERPA also authorizes the University to disclose personally identifiable information from education records without a student's consent in several other specific situations. Some of these are as follows:

(1) to comply with a judicial order or a lawfully issued subpoena, including an ex parte court order under the USA Patriot Act; (2) to another institution that has requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer; (3) to designated federal or state agencies; (4) in connection with financial aid for which the student has applied; (5) to alleged victims of any crime of violence or a non-forcible sex offense of the final results of a disciplinary proceeding conducted by the University against the alleged perpetrator of that crime or offense, regardless of whether the University concluded a violation was committed; (6) to anyone – not just the victim – the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has been found to have violated the University's rules or policies; (7) information concerning a student who is required to register as a sex offender provided under a state sex offender registration and campus community notification program; (8) to organizations conducting studies for or on behalf of the University for purposes of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; and (9) to school officials determined by the University to have a legitimate educational interest.

A "school official" is a person employed by the University in a faculty, administrative or staff position, or a contractor, consultant, volunteer, or other party to whom the University has outsourced institutional services or functions. The contractor, consultant, volunteer, or outside service provider may be considered a school official under this paragraph provided that the outside party (1) performs an institutional service or function for which the University would otherwise use employees; (2) is under the direct control of the University with respect to the use and maintenance of

education records; and (3) is subject to FERPA requirements governing the use and re-disclosure of personally identifiable information from education records.

A “school official” may also be a member of the Board of Trustees; or a student serving on a University committee or assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility.

The University will use reasonable methods to identify and authenticate the identity of parents/guardians, students, school officials, and any other parties to whom it discloses education records. It will ensure that a school official obtains access to only those education records in which he/she has a legitimate educational interest.

Academic information will be released when an Educational Records Access and Release (FERPA) electronic form is submitted through FALCONLink, and the student has set up a privacy word in the Challenge Response System (<http://www.messiah.edu/crs>) and shared the word with the individual/s noted on the FERPA release.

FERPA provides a student the right to file a complaint concerning alleged failures by the University to comply with the requirements of FERPA with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202. This policy is maintained by the Messiah University Registrar and was last amended May 2024.

PARENTAL NOTIFICATION POLICY

Messiah University may elect to notify the parents/guardians of students in the event of serious health concerns such as illness, injury, or hospitalization. As noted above, the University may notify a student’s parents or guardians in the event of an emergency when it is deemed to be necessary to protect the health or safety of the student or other persons even if the student is not a dependent for income tax purposes.

Messiah University may also notify parents/guardians of students under the age of 21 for disciplinary violations related to alcohol or controlled substances or when a student is suspended or expelled, even if the student is not a dependent for income tax purposes. In disciplinary matters, parents/guardians are notified only after students are determined to be responsible for a violation of University rules or standards. In all matters, the context of individual circumstances is considered when deciding whether to contact parents/guardians. When possible, students will be

given the opportunity and encouraged to discuss the situation with their parents/guardians prior to the institution's notification.

FILM POLICY

Officially recognized Messiah University student organizations may sponsor films that foster intellectual, emotional, spiritual, or artistic growth and/or provide entertainment. The Director of Student Engagement must approve all films that student organizations want to sponsor and show on campus. This approval happens via the Student Club Request Form For Event: <https://www.messiah.edu/clubeventsform>. This is in addition to the club advisor also viewing and approving the proposed film. Approval of a film must be granted prior to placing an order with a film company or announcing a showing. The Office of Student Engagement maintains guidelines around engagement with popular culture that guide the selection of films shown on campus. The artistic merit, cultural significance, truth communicated, and context in which the film will be screened are considered equally in the film approval process. The values, perspective, and lifestyle portrayed in a film as well as the film's rating are important elements in consideration of the context in which the film will be shown.

NC-17 and X-rated films are not permitted for sponsorship by campus student organizations. Films with excessive gratuitous violence, profanity, obscene language, nudity, or sexually exploitative material will generally not be permitted for sponsorship by a student organization. Films with potentially offensive content may be approved for campus viewing if: (1) the film has redeeming social value and intentional programming encourages discussion of the potentially offensive elements or (2) an edited version of the film is available and obtained and advertising informs the community that the film being shown is an edited version.

The U.S. Copyright Act places significant restrictions on the public use of recordings (rented or owned). No videos or DVDs are to be shown on campus to public audiences generally unless the proper license has been secured to do so. Additional information on copyright policy is available at www.messiah.edu/copyright. Student groups may show a film without obtaining a license if it is for an educational showing and meets all other criteria.

Legally obtained movies may be shown in common meeting areas in the residence hall, floor lounges and private rooms since that area constitutes a student's living area, provided that the movie showing is not advertised outside the building and no admission fee is charged. Attendance should

be limited to students who live on that floor, in the building, or are personal guests of those students. No public notices of any kind are allowed.

In addition, movie watching among friends should not infringe upon the rights of others. This includes volume being kept no louder than normal conversation and lights being kept on.

FUNDRAISING

Messiah University Student Organization Fundraising Guidelines

Philosophy and Purpose

Student organizations at Messiah may, on occasion, choose to conduct fundraising as a part of their activities. It is important to keep in mind the dual purposes of fundraising in this context:

1. Fundraising gives organizations the opportunity to sell goods or services to generate a profit that will cover expenses incurred in fulfilling the mission and purpose of the organization. These will often be events that provide significant occasions for student involvement.
2. Fundraising gives student organization members the educational opportunity to contemplate stewardship and philanthropy in a realistic context. Students are encouraged to fundraise reflectively, considering how their organization and event fit into the greater context of the University, contribute to its mission, and invite various constituents to participate in their work.

Because Messiah University, as a non-profit entity, conducts significant advancement efforts for its operations at-large (annual giving, special campaigns, etc.) in and around the community, and due to the large number of student organizations on campus, it is important for student leaders and advisors to consider the impact of their individual efforts. Thus, the following guidelines will be strictly enforced for student organization fundraisers:

Guidelines

1. Only Messiah University recognized organizations can sponsor fundraisers. If a non-recognized student organization is interested in sponsoring a fundraiser, it should first pursue recognition status.
2. All fundraisers that are conducted by student organizations must be approved by the organization's advisor and the Office of Student Engagement on a first-come, first-served basis. The number and/or

- frequency of fundraisers may be limited by the Office of Student Engagement so as not to oversaturate the student body with fundraising requests.
3. All goods or services must be in harmony with the mission and values of Messiah University, Community Covenant, and Student Code of Conduct. The spirit of the law will be enforced in addition to the letter of the law at the discretion of the Director of Student Engagement, in consultation with the Dean of Students.
 4. Organizations conducting fundraisers with the express purpose to donate funds or resources to outside causes or organizations must work to ensure funds are handled appropriately and are directed toward causes/organizations that are consistent with the mission of Messiah University. Organizations designated for donations must be approved by the Director of Student Engagement in consultation with the Director of the Agape Center. Club advisors are responsible for ensuring appropriate handling of funds. The SGA Vice President of Finance must also approve of fundraisers being conducted by chartered or executive student organizations.
 5. Students may not be the sole signatory on contracts. Messiah University does not recognize contracts signed by students alone as binding. All contracts for any recognized Messiah University student organization must be signed by the faculty advisor for that group or by the Director of Student Engagement.
 6. Storage of products must not infringe upon the reasonable living rights or comfort of others, nor interfere with designated University storage space or operation.
 7. Trustees, alumni, parents, and off-campus individuals and groups are not to be contacted for raising funds without the approval of the Office of Development (e.g., letters to alumni, parents, area businesses, churches, etc.). Requests may be for supplies, gift certificates, cash, or gifts in kind. Messiah University will not process checks or give tax receipts for unapproved fundraisers. Additionally, door-to-door and phone solicitations are prohibited both on and off campus.
 8. Advertising of a fundraiser may not take place until written approval is obtained. On-campus advertising must adhere to the Student Handbook advertising policy (see index). Off-campus advertising must have the approval of the Associate Vice President for Marketing and Communications. Use of the Messiah University word mark and letterhead must be approved by the Office of Marketing and Communications.
 9. Paid raffles are considered a type of “game of chance” and as such, a

form of gambling. Gambling is prohibited in the community covenant, this also includes paid raffles.

Violations of any of these guidelines by a recognized student organization may result in forfeiture of funds raised and/or a disciplinary hearing with the Director of Student Engagement. Appeals can be made to the Curricular Education Committee. In the event that funds are confiscated or a fine is issued, the funds shall be donated to a worthy cause with preference given to Service Trips.

INSURANCE

The University maintains no insurance on student-owned property. Student property is often covered by a parent's homeowner's insurance. Students are given the option of selecting on-campus renter's insurance with GradGuard when they sign their housing contract on The Nest (www.messiah.edu/TheNest). Questions about renter's insurance and/or GradGuard can be directed to The Office of Residence Life. Health insurance coverage for intercollegiate competition and practice is maintained on students participating in intercollegiate athletics. All students enrolled full time at Messiah University are required to have adequate health insurance coverage. We require insurance because we want to ensure that all students are adequately covered in the case of an accident or emergency. Medical bills could really add up, and we do not want students to have to worry about obtaining medical care when needed because of a lack of adequate insurance.

Because ALL students are required to have health insurance, ALL STUDENTS ARE AUTOMATICALLY SIGNED UP FOR AND CHARGED FOR THE SCHOOL INSURANCE (approximately \$1,855/year). After adequate proof of insurance is vetted, the school insurance can be waived.

International students may use the ISO Care or ISO Share plans instead of the school sponsored insurance plan because the benefits are equal to or greater than the benefits provided by the school insurance. These are the only three options available for our International Student population.

Information on coverage and claim procedures is available in the Engle Center and on the Business Office website. All students are expected to maintain adequate medical insurance coverage.

- 1) [ISO Care](#)
- 2) [ISO Share](#)
- 3) [School sponsored health insurance plan](#)

LIABILITY

The University recognizes that certain activities voluntarily engaged in by students, such as informal athletics contests, jogging, running, sledding, walking in the woods, and other activities, have some measure of risk involved for the participants. Students and guests who engage in such activities assume the risk of injury or property damage. The University is not responsible or liable for injuries or property damage incurred by students or their guests participating in these and similar activities.

LOST AND FOUND

The Dispatch Office provides lost/found services. Due to health and safety measures, some items cannot be accepted. Every effort will be made to connect items with their rightful owners. However, if this is unsuccessful within a period of 30 days, unclaimed items will be removed.

MEDICAL LEAVE

Medical leave is available for students who, due to documented serious physical or psychological illness, need to leave the University during the semester without completing their course work or to withdraw from the University for no longer than two consecutive semesters. Medical leave may be voluntarily requested by a student or, in certain circumstances, may be determined to be required for a student when the student's psychological or medical condition renders him or her a threat to the safety, health, or well-being of any person or of the campus community, or causes a significant disruption of the educational and other activities of the University community.

Medical Leave, whether voluntary or required, is not a substitute for appropriate disciplinary action although disabilities may be considered mitigating factors in a disciplinary proceeding. A student suffering from a medical or psychiatric disorder who is accused of a disciplinary violation will not be exempted from the disciplinary process unless, as a result of the medical or psychiatric disorder, the student: (1) lacks the capacity to respond to the allegations, (2) did not know the nature and the quality of the action in question or (3) had approved accommodations through the Office of Academic Accessibility that were not implemented and failure to provide such accommodations resulted in the disciplinary violation.

Students on medical leave are not regarded as having permanently withdrawn from the University and need not apply for readmission through the Admissions Office. However, students must be approved for fitness to

return to campus through the process described in the policies below. During the last 40 percent of the semester a student may request medical leave incompletes in one or more courses. Approval for medical leave incompletes is arranged by the Registrar's Office and the professor.

A student on medical leave (regardless of whether voluntary or required) will retain all accrued seniority for housing and registration purposes and may register conditionally for courses if he or she intends to return for the following semester. Any money paid to the University as deposits against tuition or charges anticipated for the following semester will be refunded in full if the student is not approved to return. Documentation for determination of fitness to return must be received by the deadlines listed below and approval to return granted in order for registration to be considered final. Seniority for housing preferences cannot be guaranteed for students who do not meet these requirements.

Financial aid implications

It is the responsibility of the student to contact the Financial Aid Office individually to discuss the implications of medical leave on his or her financial aid.

Refund of tuition and fees

Students who take medical leave during the first five weeks of the semester may be eligible for some refund. Please see the Student Financial Services website for specific information:

https://www.messiah.edu/info/21510/student_financial_services

No refunds will be given for students who are granted medical leave during the final 10 weeks of the semester.

VOLUNTARY MEDICAL LEAVE

The following policy establishes the procedures under which a voluntary medical leave may occur, as well as the process for return from leave.

1. Initiation of Request

A student requesting medical leave must complete the Request for Medical Leave, which is submitted to the Director of Health Services. The request may be for either one or two semesters. The student may be required to provide appropriate documentation from a physician, therapist, or other qualified caregiver. The Request for Medical Leave, and all other medical leave documents can be found at:

https://www.messiah.edu/info/20898/educators/1432/medical_leave

2. Determination of request

A decision approving or disapproving the medical leave request will be made by the Director of Health Services. If there is a pending academic or

disciplinary proceeding that could result in a suspension from the University, medical leave requests will not be considered until the proceeding has concluded. A student under suspension from the University is ineligible for medical leave.

As part of receiving medical leave, the student may be asked to arrange for ongoing treatment during the time he or she is on medical leave. Failure to comply with this treatment would result in a termination of the medical leave and mandatory withdrawal from school.

When a student has been approved for medical leave, the Director will provide a copy of the decision to the Registrar. The Registrar will notify appropriate offices on campus of the student's status and send a copy of the decision to the student for his or her records. Copies of the decision will be maintained in the student's academic and student life files. Original documentation from the student's medical records will be maintained confidentially by the Director of Health Services.

A request for medical leave for the current semester must be made prior to the last week of class in the fall or spring semester.

3. Effective date of medical leave status

A student whose request for medical leave is approved during the first sixty percent of the semester will be deemed to have medical leave status as of the date on which his or her request was made to the Director of Health Services. The student will remain on medical leave status for the balance of that semester and may request an extension for the next semester by filing a request as described below.

During the final 40 percent of the semester, a student may request medical leave incompletes in one or more courses. Approval for medical leave incompletes is arranged by the Registrar's Office and the professor.

4. Extension of medical leave status

A student on medical leave status may request a one-semester extension by providing new documentation to the Director of Health Services by August 1 for the fall semester or December 1 for the spring semester. A decision approving or disapproving the request will be made by the Director of Health Services. The Director will provide a copy of the decision to the Registrar, who will notify appropriate offices on campus. Medical leave status may continue no longer than two consecutive semesters. After this time, a student who does not return to the University will be deemed officially withdrawn. Students who are approved for more than one medical leave during their time at Messiah University may be subject to different degree requirements than when they originally entered the University. Different degree requirements may extend the amount of time it takes for a student to complete his/her degree. Students returning from a second medical leave are encouraged to consult with the Registrar's Office about their degree requirements.

5. Grades and completion of academic work

A student whose request for medical leave is approved during the first sixty percent of the semester will be given a grade of “W” (Withdrawal) in each course for which he or she is registered. No “I” (Incomplete) grades will be given. No credit will be earned for any course, and a prorated refund of charges will be made as determined by Student Financial Services. During the final 40 percent of the semester, a student may request medical leave incompletes in one or more courses. Approval for medical leave incompletes is arranged by the Registrar’s Office and professor. To receive academic credit for a course, incomplete work must be completed by the final day of the semester following that during which medical leave was approved. It is the responsibility of the student to contact individual instructors to arrange for the timely completion of course work. If the student does not complete work in a course within this time, the grade of “I” for that course will be changed to a “W.”

6. Determination of fitness to return to campus

A student requesting to return from medical leave will be asked to sign a release allowing the Director of Health Services to communicate with the physician, therapist, or other caregiver, as well as with other persons at Messiah University involved in determining the student’s fitness to return. The student must provide documentation from his or her physician, therapist, or other caregiver concerning current medical status by August 1 to be considered for approval to return for the fall semester, or by December 1 to be considered for approval to return for the spring semester. The student also may be required to have an interview with the Director of Health Services and/or the Director of Student Success. The University reserves the right to require the student, in order to return to and remain in classes, to be in ongoing treatment as well as other necessary stipulations. All information will be reviewed and a decision regarding fitness to return will be made by the Director of Health Services, who will notify the Registrar. The granting of medical leave by the University does not guarantee that the student will be allowed to return.

REQUIRED MEDICAL LEAVE

The following policy establishes the procedures under which a required medical leave may occur, as well as the process for return from leave. Its requirements and procedures are applicable to all students with or without disabilities.

1. Standards for a Required Leave

Typically, a Required Medical Leave is invoked when a student exhibits acute or persistent health or behavioral problems which arise from physical

or mental health issues. Each situation will be reviewed on a case-by-case basis. The University may initiate the Required Medical Leave process if, in the judgment of the Dean of Students, a student meets one or more of the following criteria:

- a. The student is deemed a direct threat to the safety, health, or well-being of any person. A direct threat to others includes any danger of suicide, self-mutilation, accident, or assault that cannot be mitigated by reasonable accommodations or necessitates unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure his or her safety and the safety of those around the student.
- b. The student's behavior is disruptive to others and negatively affects the community. Disruptive behavior is that which causes emotional, psychological or physical distress to fellow students or staff substantially above that normally experienced in daily life. Such disruption may be in the form of severe distress associated with one or more behavioral incidents, or somewhat less severe but persistent distress over a more extended period.
- c. The student refuses to cooperate with recommended assessment or treatment and his or her physical or psychological disorder seems likely to deteriorate to the point of permanent disability, disfigurement, impairment or dysfunction without such assessment or treatment, thus presenting a direct threat to the safety, health, or well-being of any person. Where standard assessment is impossible because of the student's resistance, indirect behavioral observations will constitute the basis for judgment.

2. Procedures for a Required Medical Leave

When conditions allow for an investigation, including an individual assessment of the student's health status, resolution of the situation will first be sought with the student's cooperation if at all possible. Voluntary leave is encouraged to preserve, to the extent possible, confidentiality, and to maximize the participation of the student or his or her family. If the student declines voluntary medical leave, he or she may be involuntarily withdrawn from the University. The involuntary medical leave process can be initiated by any University official who believes a student meets one or more of the standards described in paragraphs 1a, 1b, or 1c above. University officials with concerns about student safety will contact the Dean of Students, who will coordinate the Required Medical Leave process.

When the Dean of Students becomes aware of a student who may fit the standards for required medical leave, he will request an individualized

physical or mental health assessment from the Director of Health Services and will conduct a community impact review. When possible, this should begin with a one-on-one meeting with the identified student. The individualized health assessment will include relevant records from on- and off-campus treatment providers. The community impact review will include relevant information from employees and students having interaction with the student. If the Dean of Students deems the student does not meet any of the standards for a Required Medical Leave, this process will terminate and the Dean of Students, Director of Health Services, and/or the Director of Academic Success will meet with the student to develop reasonable accommodations necessary for student success and community safety. The student will be required to adhere to the established accommodations. Failure to adhere to the established parameters could result in the student being required to take a medical leave.

If the individualized health assessment and community impact review result in a recommended medical leave, and the student refuses voluntary medical leave, then a Health Review Team will be established. The Health Review Team will be comprised of the Dean of Students, an Engle Center representative, and the Director of Academic Success.

The Health Review Team will review the individualized health assessment and the community impact review and will invite the student to meet with the team. At that time, the student may provide additional information for consideration. The Team may require a further assessment of the student by a medical/psychiatric provider identified by the Team to determine if the student meets the standards above.

The work of the Team will be guided by the following:

- Each student's situation is different, and an individualized determination must be conducted in each case, considering the stressors faced by that student.
- The *nature, duration, and severity* of risk to self or the community must be considered.
- A consideration will be made of *reasonable accommodations* which may mitigate risk and contribute to student success and community safety
- Emphasis must be placed on the student's *observed conduct, actions, and statements*, as opposed to primarily on speculation, inferences and assumptions.

If the Team concludes that the student does not meet any of the standards for a Required Medical Leave, it will inform the student in writing and

establish reasonable accommodations for student success and community safety.

If the Team concludes that the student does meet one or more of the standards for a Required Medical Leave, the Team will notify the student of its decision in writing and will include its reasons for this conclusion, the effective date of the medical leave, the conditions for return (if applicable), and the appeal process to be followed by the student. The Team's decision will become effective immediately upon deposit in the mail or hand delivery.

3. Interim Measures

In all cases where a Required Medical Leave is being considered, the University will undertake an appropriate review and take prompt and effective action to support and protect the student(s) involved. This includes taking appropriate interim measures before the final decision is made. If the Dean of Students has reason to believe, based on information available, and in consultation with professionals with appropriate expertise, that the student's continued presence on campus poses an imminent threat of significant harm to self or others in the community, the University may take immediate action to remove the student from campus pending receipt and review of relevant information. This temporary removal may remain in place pending completion of any appeal process. Accordingly, the University may impose a "no contact" directive, which will typically include a directive that the involved parties refrain from having written, verbal, phone/text, or physical contact with one another, directly or through a third party, pending an individualized health assessment and community impact review and final decision. The University may also take any further protective action that it deems appropriate concerning the student pending the Health Review and final decision, including, without limitation, directing the appropriate University officials to alter the student's class schedule, housing (including restriction from University housing), and/or access to the campus (including class attendance).

4. Access to Campus During Leave

In certain circumstances, the student on medical leave may have their access to campus and other students limited during the time they are on leave. If these stipulations are established, they will be communicated in writing. Upholding or not upholding these parameters will have a measure of influence the recommendation for a return.

5. Student Appeal Process for a Required Medical Leave

The Health Review Team's decision may be appealed by the student to the Vice President for Human Resources and Compliance within five (5) business days of the decision. Such appeals should be in writing and include specific points the student wishes the Vice President for Human Resources and Compliance to consider. The Vice President for Human Resources and Compliance will make a decision based on the record. Additional evidence may be submitted, but it does not need to be considered.

The Vice President for Human Resources and Compliance has seven (7) business days to review the record and inform the student of his or her decision in writing. The Vice President for Human Resources and Compliance may (a) uphold the decision of the Team, (b) refer the matter back to the Team for further proceedings, or (c) reverse the decision of the Team and reinstate the student. The Vice President for Human Resources and Compliance's decision is final.

6. Process for Return to the University after a Required Medical Leave

Permission to return for a student who has been placed on a Required Medical Leave will follow the guidelines for returning from voluntary medical leave, with the approval of the Dean of Students and Director of Health Services. Typically, at a minimum, conditions for return to class may include medical or psychiatric treatment during the period of leave and verification of compliance with recommendations of treatment providers. Other conditions for return may include examinations by independent or University-employed medical health professionals, release of relevant medical records, demonstrated ability to meet the University's academic and conduct standards, interviews with University officials, personal statements, and a decrease in the conduct resulting in the Required Medical Leave. The amount and nature of material requested, and the breadth of the review, will be based upon the nature and severity of the student's condition at the time Required Medical Leave was taken. Approval to return will be granted only if the Dean of Students and Director of Health Services determine that the conditions that led to the Required Medical Leave are no longer present or are mitigated to the extent that the student does not meet one or more of the standards in Paragraphs 1a, 1b, or 1c above.

The Dean of Students and Director of Health Services will consider recommendations of the student's care providers regarding return, but will make determinations independently and in accordance with all available information and expertise. Thus, a recommendation for return from a student's healthcare provider(s) is not in itself sufficient grounds for return. Failure of the student to cooperate in these procedures, to comply with

required conditions of the leave or withdrawal, or to provide accurate and complete information is grounds for reconsideration of the student's status. Once all the relevant information has been considered, the Dean of Students and Director of Health Services will make a recommendation to the Dean of Students, who makes a final determination regarding the student's return from Required Medical Leave. Approval to return may include stipulations concerning class schedule, extracurricular activities, place of residence or other conditions as may be judged to be appropriate to the safety, health, and well-being of all persons in the campus community.

7. Confidentiality

If the student has been treated at the Engle Center, treatment records may be used in determining the outcome of the Required Medical Leave process. Under such extreme conditions that a consideration for Required Medical Leave is necessary, the Director of Health Services may decide that confidentiality must be waived, as is indicated in the "Client Consent" form signed by the student at the initiation of counseling. All records concerning Required Medical Leave will be kept in accordance with University policy. Required Medical Leave will be recorded on the transcript as a withdrawal from current courses.

Required Medical Leave Policy revised May 2019

NOISE ORDINANCE

The University is committed to being a good neighbor. We make every effort to comply with the Upper Allen Township Noise Ordinance which state: "No person shall make, continue or cause to be made or continued any noise disturbance, nor shall any person suffer, allow or permit any noise disturbance to be made or continued from or at any property, whether real or personal, that is subject to such person's right to control ... between the hours of 10:00 p.m. and 6:00 a.m."

OFF-CAMPUS MEDIA COVERAGE

Any Messiah University student or student organization who would like to invite members of the off-campus media to visit campus to cover a story or event are required to first contact the Office of Marketing and Communications. They will consult with you regarding the appropriateness and likelihood of media coverage and coordinate contact and coverage logistics with reporters. Students should use personal discretion in speaking to members of the media as private individuals; **however, students do not have the authority to speak on behalf of the**

institution or to represent the University's official perspective or position on any issue. Designated spokespersons in the Office of Marketing and Communications are equipped and prepared to speak with members of the media on behalf of the institution. Students who are contacted directly by members of the media to request/schedule an interview are requested to notify the Office of Marketing and Communications in advance at 717-691-6027 so that they may provide any necessary coordination with the University's media protocol. However, it is important to note that students are not authorized to meet with members of the media on Messiah's property without advance approval from the Office of Marketing and Communications.

ON-CAMPUS SALES BY STUDENTS

Individual students or student organizations wishing to sell products or services on campus must register and receive approval from the Director of Student Engagement prior to advertising or selling. Participants should follow the Guidelines for Student-Owned On-Campus Businesses or Student Organization Fund Raising Guidelines, both of which are available by contacting the Office of Student Engagement.

OUTSIDE VENDORS/SALESPEOPLE

The University does not permit the on-campus sale of products or services by an outside vendor unless a signed Outside Vendor Contract has been approved by the Office of Student Engagement. This contract must be signed by an educator or trained staff member. Messiah University does not recognize contracts signed by students alone as binding. Approval of on-campus sales will be granted only if there is a benefit to a recognized University function or student group. On-campus solicitation of sales or purchases by any outside person is expressly forbidden. Messiah University prohibits the marketing of credit cards and solicitation of credit card account applications on its campus. No persons are permitted on campus for this purpose at any time.

Any person desiring to come on campus for the purpose of purchasing textbooks from students or faculty or selling any product or service must register with Dispatch and receive a visitor tag and parking permit. Persons purchasing textbooks must have pre-established appointments with specific faculty members or other campus employees.

PHOTOS AND VIDEO RELEASE

Messiah University may at times use photographs, audio and/or video recordings of employees and students for purposes of education, publicity and student recruitment on behalf of the university, via the Internet, print publications and other media.

Should an employee or student (or the parents or guardians of such persons who are under the age 18) NOT want to be photographed or recorded, or have his/her name or “directory” information used in connection with any such recording, that person must notify the university in writing.

Individuals who choose to opt-out are also responsible for removing themselves from areas in which photography and/or recording is taking place, or notifying the camera operator of their opt-out status. Failure to do so may result in that individual’s inclusion in a photograph or recording and will be treated as consent for the university to utilize that photograph or recording accordingly.

POSTER POLICY & PROTOCOL

The poster policy and protocol are in effect during the academic calendar year and applies to all common area bulletin boards throughout campus—those found in Larsen Student Union, Eisenhower Campus Center, Hostetter Chapel, Old Main, Murray Library, Sollenberger Sports Center, and all academic buildings. Departments are responsible for maintaining their departmental bulletin boards. Outdoor signage is only permitted on the day of an approved event.

Messiah University divisions, schools, departments, offices, and centers are permitted to place posters and/or flyers on bulletin boards as needed at their discretion. In addition, athletic teams and officially recognized, chartered, and executive student organizations may place posters and/or flyers on common area bulletin boards (reference above paragraph) after receiving prior approval from their respective coach or organization advisor. All other on- or off-campus individuals or groups must first obtain permission through the approval process outlined below prior to posting any posters/flyers on common area bulletin boards. Poster/flyers not following guidelines will be removed.

Process for Messiah University divisions, schools, departments, offices, centers:

1. No additional approval needed.

2. The name of the division, school, department, office, center, team or organization must be clearly visible on the poster or flyer.
3. All promotional activities must comply with Messiah University policies and standards.
4. Only one poster per bulletin board is permitted. If extra copies of the same poster are posted, they will be removed.
5. Posters/flyers related to events need to be removed within two (2) days of the conclusion of the event by a representative of the appropriate division, school, department, office or center.

Process for Messiah University athletic teams and officially recognized, chartered, and executive student organizations:

1. Prior to hanging, coaches must approve posters/flyers created by their respective athletic teams; and advisors must approve posters/flyers created by their respective student clubs and organizations.
2. The name of the athletic team or recognized student club/organization must be clearly visible on the poster/flyer.
3. All promotional activities must comply with Messiah University policies and standards.
4. Only one poster per bulletin board is permitted. If extra copies of the same poster are posted, they will be removed.
5. Posters/flyers related to events need to be removed within two (2) days of the conclusion of the event by a representative of the appropriate athletic team or student club/organization.

Process for other on- or off-campus individuals, groups, and organizations (including parents and alumni):

1. Submit request using the online form found at www.messiah.edu/posterpolicy.
2. The name of the individual or sponsoring group or organization must be clearly visible on the poster/flyer.
3. Within two (2) business days of the request being received, a response will be provided.
4. If approved, requesting party brings posters/flyers and proof of approval to the Office of Student Engagement desk (located on the upper level of the Larsen Student Union) during desk hours (Monday–Friday, 8 a.m. to midnight; Saturday & Sunday, 1 p.m. to midnight).
 - a. At the desk, the requesting party will be provided with an official stamp and must stamp each poster/flyer at the desk. The approval stamp will include an end date until which posters/flyers can be displayed.
 - b. The requesting party is responsible for placing the stamped posters/flyers on the appropriate bulletin boards.

- c. Only one poster per bulletin board is permitted. If extra copies of the same poster are posted, they will be removed.

General guidelines for removal of posters/flyers:

1. Posters/flyers not aligning with policy will be removed.
2. Posters/flyers promoting events must be promptly removed after the date of the event.
3. The Office of Student Engagement and Conference & Event Services has discretion in removing posters and flyers as appropriately necessary.

PUBLIC EXPRESSION

Individuals Seeking to Engage in Public Expression

Definition of public expression

Freedom of expression is encouraged at Messiah University. In order to ensure an atmosphere in which open communication can safely occur without disrupting the academic mission or the daily functions of the University, this policy shall govern all forms of public expression activity on Messiah University property, defined for this purpose as including activities such as, but not limited to: campus meetings and forums; public assembly and demonstrations; public speeches; and the distribution and/or posting of written materials or other forms of communication carried out in connection with these activities.

***Note:** These policies and guidelines refer to non-educational activities on university property and not to the conduct of academic or co-curricular activities that are governed by their own university policies and standards. These policies do not refer to other officially approved university events that must follow established campus event protocols.*

Definition of members of the campus community

For the purpose of this policy, “members of the campus community” are defined as currently enrolled students and currently employed members of the faculty, administration, and staff.

Definition of visitors

Individuals who do not belong to any of the above identified groups are considered campus visitors.

Public expression by members of the campus community

Messiah University affords all members of the campus community with substantial privileges with respect to freedom of public expression on

Messiah University property. As a private university, this privilege, however, is subject to reasonable restrictions and regulations of time, place and manner as described below, so that the activities do not intrude upon or interfere with the academic mission and daily functions of the University, or with the safety and rights of other members of the on-campus University community as defined by University policies.

As an educational community, Messiah encourages respectful expression and exchange of a variety of viewpoints and perspectives. It is important to note, however, that the University's permission for the public expression of individual students and employees viewpoints and perspectives, does not indicate the University's endorsement or agreement with the ideas expressed.

Procedures for public expression activities by members of the campus community

1. Members of the campus community must apply to the Office of the Dean of Students at least five (5) business days prior to their requested date of activity. Office hours are between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. **The application form is available online at:** <https://www.messiah.edu/pubXform>.
2. Once the form is received by the Dean of Students, he/she will process the application with the appropriate/relevant campus leadership, based on factors including, whether or not the application is from a student or employee, specifics of the public expression requested, etc.
3. The Dean of Students has two (2) business days in which to act on a request and communicate a decision to the person or organization making the request. Decisions will take into account both any special circumstances that may relate to University activities and/or the burden the requested activity may place on the University's safety and administrative staffs.

Time, place and manner protocols for public expression activities by members of the campus community

1. Public expression activities are authorized to occur only at one or more of the following locations as assigned by the Dean of Students (dependent on availability):

Outdoor locations

- Larsen Student Union patio area
- Brick courtyard area outside of Kline, Jordan and Frey Halls

Indoor locations

- Designated common area inside the Larsen Student Union
- Eisenhower Campus Center Commons (lobby outside of the Falcon, Career Center and Campus Store)

Note: if an indoor location is approved by the Dean of Students Office, the event organizer must then reserve the space through the [Office of Conference and Event Services](#).

2. Public expression events are authorized to occur from Monday-Friday between the hours of 8 a.m. – 5 p.m. This timeframe is when the University is fully staffed and has the most resources to support public expression events. It is also when there is the highest volume of employees and students on campus.
3. As a general practice, public expression events will not be approved during finals week, campus visit days (i.e., open houses, accepted student preview days, etc.), Homecoming Weekend, Commencement Weekend, or other major campus events that require a significant investment of the University's personnel and resources.
4. Similar to other student events, public expression events should be limited in duration (recommended maximum length of 2-3 hours), and sequential, multi-day events will not be approved. Neither will more than one public expression event be approved for the same day.
5. The total number of people engaging in public expression activities at any one location on campus may be limited by the Dean of Students according to concerns related to space capacity, safety or potential disruption of the University's other daily activities.
6. The number of occasions on which specific individuals or groups will be permitted to engage in public expression activities will be limited to two (2) times per year (once a semester) during an academic year. Student Success and Engagement has additional discretion to approve or not approve events based on redundancy of previous events, topics, the number of previous events in the semester, etc.
7. The purpose of the public expression event should align with the University's mission and student code of conduct. While the University does not approve public expression events that have the expressed purpose of attempting to change or advocate against the University's standards—the University does provide students with a representative governance path if they would like to see to change the code of conduct or other aspects of University life.
8. Consistent with the University's off-campus media policies, public expression event organizers are not authorized to invite coverage by off-campus media without first contacting/processing with Messiah's

Office of Marketing and Communications. However, event organizers may work directly with the student media hub, the Pulse, and/or the campus television station, YBTv.

9. Any written materials, signs, placards, banners, or slogans on clothing that are displayed must be respectful, may not use profanity or other defaming language, and in general must be in the spirit and meet the standards related to the treatment of others as described in the University's Community Covenant and employee and student codes of conduct.
10. Promotion for the public expression event must first be approved through the appropriate University channels. If sponsored by individual student(s) promotion must be reviewed and approved by the Office of the Dean of Students before distribution. If sponsored by a student organization, organizers will use [the established process for student clubs](#). Note: If the event is not officially sponsored by a student organization, the event should not be promoted using those student organization's official communication channels.
11. No bullhorns/megaphones, or other amplification/sound devices that may cause potential disruption of the University's other daily activities may be used.
12. All organizers and participants in the public expression event must be Messiah students or employees and should be visibly identifiable, i.e., free of masks or other obstructions meant to hide personal identity.
13. No sidewalks or building accesses may be blocked, nor may normal university operations be impeded, including encampments or occupations of campus buildings.
14. Absolutely no vandalism or destruction of campus or personal property will be permitted and will immediately terminate any previous permission extended for the public expression event.
15. All forms of harassment, including but not limited to physical or verbal harassment, of members of the university community, or public expression activities outside of the dates, hours or locations for which permission has been granted, will be cause for the immediate revocation of privilege for those involved.
16. Any act of disorderly conduct or the failure to respect any of the above procedures will result in appropriate intervention by authorized campus personnel, including potential disciplinary procedures.

Public expression activities by campus visitors

As a private university, Messiah University's policy is that visitors do not share the same privileges and rights as members of the campus community to participate in public expression activities on Messiah University property. Thus, campus visitors who wish to engage in public expression

activities are subject to the following restrictions:

1. Specifically, campus visitors are not permitted to be involved in public expression on University property except as invited participants at official, approved University events, and in a manner consistent with the intent of the event as determined by officials of the University.
2. A visitor's presence on campus is not merely contingent upon their compliance with standards maintained by the University, and as such, visitors may be asked to leave the campus at any time by an authorized official of the University.
3. Visitors may not engage in activities which hinder or obstruct approved public expression or affect the University's ability to provide a safe, educational environment for its members.
4. Visitors acting in violation of this policy and/or the related guidelines or failing to accept the directions of authorized University authorities will be required to leave campus and may be referred to the local public authorities in the event of violations of applicable laws. Any police arrests and criminal charges are separate from judicial actions at Messiah University.

Questions regarding the public expression policy may be directed to the [Office of the Dean of Students](#).

This policy is administered and maintained by the Crisis Management Team as part of the University's broader Campus Visitor Policy. The original policy, which predates these current revisions was approved by College Council, September 25, 2007; The amended policy was approved by College Council on September 22, 2011. The public expression portion of this policy was last reviewed and revised by the Crisis Management Team on October 19, 2016; in November 2018; and again in September, 2024, in consultation with President's Cabinet.

SIDEWALK CHALK PROTOCOL

Students wishing to convey public messages via campus sidewalks are permitted to use sidewalk chalk so long as the content of these messages are respectful and align with the University's Code of Conduct. Sidewalk chalk is only allowed in the following designated areas: in the sidewalk area bounded by Legacy Park, Agape Center, Kline and Frey and also the Larsen Student Union patio area. Using sidewalk chalk on campus building walls and other facades is never permitted. Any messages that do not align with the Code of Conduct (for example, language that subjects another person or group of people to abuse, threats, intimidation, harassment, etc.) should be reported to Dispatch for removal. As a general rule, as a part of campus clean-up efforts in preparation for admissions or other major campus events, all chalk—regardless of its content—will be removed.

ROLLER BLADES, SKATEBOARDS, AND NON-MOTORIZED SCOOTERS

Rollerblading, skateboarding, and riding non-motorized scooters is permitted for students and employees only. For the safety of all members of the University, the use of roller blades, skateboards, and non-motorized scooters is prohibited within all buildings and around their entranceways on campus. Additionally, use is prohibited in areas marked with signage. Use of these devices must be with the safety of others in mind and is permitted on walkways and paths as long as the right of way is granted to pedestrians. Whenever possible, these devices should not be ridden on roadways. Riding such devices on walls, benches, hand rails and the like is prohibited. Any misuse or abuse of University property while using these items will result in the item(s) being confiscated by the Department of Safety and will be returned upon the individual leaving campus. It is also required that helmets be worn at all times when the device is being used. Also, it is strongly encouraged that reflective clothing and/or reflective ankle/wristbands be worn when riding at night.

SPEAKERS, ARTISTS, AND PERFORMERS

As a Christian university, Messiah University is committed to the concept of liberal learning. We welcome exposure to a variety of intellectual perspectives and artistic expressions while retaining the belief that these perspectives and expressions must be critically evaluated from a perspective of Christian faith. Hence, officially recognized University student organizations are encouraged to invite speakers, artists, and performers to campus who can foster intellectual, emotional, spiritual, or artistic growth for the campus community. All reasonable points of view may be presented as long as the opportunity for dialogue exists. While the cultural and educational values of programs are important in determining their appropriateness for campus presentation, the University recognizes the legitimate need for entertainment and leisure time in campus life. When taken together, speakers, artists, and performers should offer a balanced and well-constructed series of events and programs.

The following guidelines apply to student organizations that desire to sponsor speakers, artists, and performers:

1. The selection of speakers, artists, and performers should be in harmony with the guidelines for engagement with popular culture maintained by the Office of Student Engagement. More information on these guidelines can be found at:

http://www.messiah.edu/info/20000/about/2210/pop_culture_at

[messiah](#)

2. Speakers, artists, and performers should be selected for their ability to do one or more of the following in ways that are consistent with the goals of the University and of the sponsoring organization: provide information, stimulate constructive thought, communicate truthfulness, deepen understanding, sharpen critical judgment, delight their audience, and encourage creativity.
3. Programs should be selected in a way to both challenge and nurture a dynamic Christian learning community.
4. The speaker, performer, or artist and their views should be treated respectfully.
5. Disagreement with the presenter or their ideas should be expressed in an appropriate manner.
6. Excellence and quality in presentation are expected.
7. The sponsoring organization's advisor, the Office of Student Engagement, and in some cases, the Dean of Students, must approve the event prior to making an offer, signing a contract, and advertising. The Guest Speaker Form and Guest Rider Form should be used to obtain permissions. These forms can be found at http://www.messiah.edu/info/21478/clubs_and_organizations/2203/forms.
8. In order to promote an environment of civility and avoid divisiveness on campus, Messiah University does not approve student organizations to invite political candidates, or their political party or campaign designees, to speak on campus, in person. This protocol helps the University to uphold a practice of remaining neutral in the political arena—at the local, state and national levels.
9. The advisor of the sponsoring organization is responsible for informing the organization of these guidelines. The Director of Student Engagement will settle all disputes related to speakers, artists, and performers that are sponsored by student organizations.
10. No contracts or payment agreements may be signed by students. Only employee advisors of organizations may serve as legal signatories for contracts on behalf of Messiah University.

VACCINATION POLICY

Messiah University expects that all students traveling abroad to high-risk destinations (parts of Africa, Central and South America, or Asia) be up to date with their required vaccinations; including relevant mandatory childhood vaccines (i.e., MMR, TDAP, Varicella, Meningitis) as well as vaccines required by the destination country (i.e., Yellow Fever). Because of

higher risk for disease contraction and spread, Messiah University may restrict participation in cross cultural trips and travel abroad programs for students who have not received required childhood vaccinations due to medical or religious exemptions. Students may not be medically cleared to attend Messiah sponsored travel to areas of the world which are high risk for vaccine-preventable illnesses if they have not been previously immunized for those illnesses. Example : a student will not be cleared to travel to India if they did not receive childhood MMR vaccination. Immunizations and travel physicals are available through the Engle Health Center at a cost, or through insurance at local pharmacies. The Medical Clearance Form can be completed in the Engle Center or by a home provider and handed in to the trip leader. The form can be accessed on the Messiah University website under the Engle Center.

VIDEOGAMING POLICY

Messiah University Esports may sponsor video game events with the approval of the Esports Coach. Student organizations may collaborate with the Esports program for a video game event. Varsity teams and any collaborators seeking to sponsor an event of a game represented under the Esports program may do so by following the [Messiah University Game Selection Criteria](#) and with the approval of the Esports Coach. Any game not already represented under the Esports program must be approved by the Director of Student Engagement and the Cocurricular Education Council. Approval of a sponsored video game event and any games not represented under the Esports program must be granted prior to announcing or advertising the event.

Officially recognized Messiah University student organizations may sponsor video game events (e.g., video game tournaments). The Director of Student Engagement or the Esports Coach must approve all games the organization wishes to use as part of the event. Appeals can be made to the Dean of Students. Approval of a game must be granted prior to announcing or advertising the event.

Games with gratuitous violence and games with potentially offensive content including profanity, obscene language, nudity, and sexually exploitative material will not be permitted for events sponsored by a student organization. The advisor of the sponsoring organization is responsible for keeping the organization aware of these restrictions, as well as the Computing Access Policy.



CAMPUS SAFETY

2024-2025

The Department of Safety exists to provide a safe and secure learning environment that places the priority upon the personal wellbeing of all students, staff, faculty, and visitors. Every member of the University community has a right to pursue academic, spiritual, and social endeavors without interruption or fear for their safety.

The Department is responsible for campus safety of persons and property, vehicle and traffic control, criminal investigations, annual educational and crime prevention programming, department training, and mandated federal and state crime logs, which includes the annual security and fire safety report (ASR). Information can be found on the departmental website, www.messiah.edu/offices/safety/. We ask that students do their part with security by remaining aware of their surroundings. If you see something that does not seem to be right, notify the Department of Safety at 717-691-6005. Please save this number to your cell phone.

PERSONAL EMERGENCY PREPAREDNESS

BLUE-LIGHT EMERGENCY PHONES

The blue-light emergency phones can be used to request an on-campus SAFE WALK/SAFE RIDE, and/or to report an emergency directly to the Dispatch office. Emergency phones are located in the following parking lots: B, C, D, F, G, VV (visitor's lot), WW (faculty lot), P (Starry), and Treona. There are additional phones in front of Fry Apartments, in front of Mellinger Apartments, behind Kelly Apartments, at the front and back of Smith Apartments, and at the Lenhert maintenance building. Greenbriar (Safety office) has an accessible phone on the exterior of the main entrance. Malicious or pranking use of emergency phones is subject to a \$500.00 fine and other disciplinary sanctions.

SAFE WALK, SAFE RIDE

Please call 717-691-6005 from an off campus phone or ext. 6005 from a campus phone to receive a walking/vehicle safety escort between dusk and dawn, or at any time if you have an injury or medical condition.

EMERGENCY TEXT ALERT SYSTEM

All students are strongly encouraged to sign up for the Emergency Text Alert System. The Text Alert is the fastest way to receive emergency messages.

To sign up, go to FalconLink, select the Self-Service card, then Personal Information, then View, Maintain Cell Phone Info. Fill in the requested information and then click Submit.

EVACUATION

In certain disaster situations, it may become necessary to evacuate campus. Preparing for an emergency evacuation before there is an imminent danger lessens stress and increases the effectiveness of the evacuation. In preparation for these events, the University relies on the cooperation and proactive planning of every member of the University community.

During a campus-wide evacuation, students are not permitted to remain on campus under any circumstances and the University will cease operations completely. Students are responsible for vacating the University via their own transportation and lodging arrangements.

The University is prepared to assist students who cannot make alternate arrangements however, capacity will be limited so it is imperative that students who are able to leave on their own commit to their own personal evacuation plan. Detailed information can be found at the following link to help you develop your personal plan: <http://www.messiah.edu/info/20297/students/1286/evacuation>

FIRE ALARMS

When a fire alarm sounds, all persons are to immediately exit the building. If you discover a fire, you should first activate the nearest fire alarm pull station (usually located near an exit or stairway door), and then immediately leave the building via the nearest exit. You should then immediately notify the Department of Safety (717-691-6005). The Department of Safety will determine if the local fire company needs to be called.

Report all fires or smoke conditions no matter how small they may seem, as they can often grow out of control rapidly. If warranted, the Department of Safety will make notification to Residence Life staff of the situation. Individuals, who intentionally cause false fire alarms, tamper with or steal any fire safety equipment or any type of safety signage or do not comply with evacuation procedures will be subject to a \$500 maximum fine and/or other disciplinary actions.

FIRE ALARM EVACUATION PROCEDURES

1. When the alarm sounds, remain calm and close room window(s).
2. Grab only the clothing necessary for existing weather conditions. Do not attempt to salvage personal belongings.
3. Turn off all electrical appliances, including stoves/ovens and room lights.
4. Feel the lock or the top gap between the door and the door frame to see if it is hot. If it is, do not open the door. Instead, if you can

- do so safely, use the window to escape or summon help by yelling. Keep the window closed if smoke enters the room through it.
5. Close but do not lock room/apartment door(s) behind you.
 6. Stay low under smoke and toxic fumes; crawl on your hands and knees, if necessary.
 7. Do not use elevators; use stairways only.
 8. Leave by the nearest exit. Do not run. Leave the building directly from the stairway; do not use your ID card to pass through doors during evacuation.
 9. Remain clear of the building by at least 100 feet; move beyond sidewalks if necessary, but never stand in roadways or in parking lot aisles.
 10. Never re-enter the building for any reason, even if the alarm signals are silenced. Wait until permission is granted by the person in charge of the drill or fire scene, (e.g., Department of Safety officer, drill coordinator, resident director, or the township fire chief).
 11. In an actual EMERGENCY (especially if you are trapped in your room/apartment by smoke or fire), use your cell phone to summon assistance by dialing either:
 - a. Messiah University Department of Safety at 717.691.6005
 - b. Cumberland County Dispatch-911-- You will need to identify that you are calling from Messiah University, your residence hall or apartment, and your section and room number.

FIRE SAFETY

No items (including welcome mats, shoes, sporting equipment, etc.) are to be placed or stored in corridors, stairwell landings, doorways, or exits; these areas are to remain clear at all times. Fire doors should be closed at all times and should not be propped open. Fire doors are physically maintained for the safety of all building occupants; tampering with or disabling the hardware on fire doors is prohibited and may also harm others during an emergency situation.

Under no circumstances should a student tamper with electrical equipment such as lighting, wiring, or switches as the overloading on duplex outlet circuitry is a safety hazard. Use of extension cords is strongly discouraged except for use with minor items such as cell phone chargers and alarm clocks; UL-approved power strips/surge protectors are recommended instead and should never be “daisy-chained” together (plugging one surge protector into another).

The following are all prohibited on campus property: the possession of fireworks or smoke-generating devices; possession of flammable materials

in any quantity; live (or previously living) trees or branches; use of sun lamps, halogen lamps, and space heaters (unless provided by Facilities or the Department of Safety); possession of incense, candles with wicks, lighters or matches; storage of empty cardboard containers and propane tanks.

Wickless candles, electric candle/tart/wax melt warmers are permitted, provided they are not operated unattended.

The possession and use of tiki torches is prohibited, with the exception of Residence Life programs under the direct supervision of a Resident Director.

Township ordinances require permits for open burning - violators will be subject to a fine of up to \$1,000.00. Open burning, such as campfires, bonfires, or trash, is strictly prohibited on campus (this includes the "Back-Forty" area). Organizational bonfire and campfire requests must be scheduled through the Department of Safety Fire and Safety Systems Coordinator.

SHELTER IN PLACE/ACTIVE INTRUDER PROCEDURES

What is a lockdown?

A lockdown is a temporary change in normal operations due to an on-going incident that requires the attention of campus or local law enforcement personnel. Information about a lockdown, and instructions on how to respond, will always be communicated through various emergency communication channels, such as text alerts, social media, etc.

Potential responses during a lockdown:

1. Shelter-in-place

In certain situations, individuals may be given instruction to immediately enter or remain inside a building, known as a shelter-in-place, in an effort to protect themselves from potential danger. Remain in your safe location until directed otherwise by campus safety or law enforcement.

This action might be necessary when evacuation would not be appropriate, such as:

- A severe weather emergency
- Hazardous chemical spills
- Near-campus police activity

- Some active shooter scenarios where fleeing a building would not be safe.

2. Evacuation

Other times, it may be safer to attempt to evacuate a building if you are able or if the situation warrants. This action might be necessary during:

- A bomb threat
- Building fire
- Gas leak

3. Situational Response

Some incidents may require different responses depending on the current situation at hand. A primary example would be a violent or potentially violent person in your building or area. It will be necessary and crucial that you take the following steps to determine the best course of action with the information you know at the time. Information will be provided as it is available by Messiah's crisis response team.

If there is an intruder, you should take the following steps:

GET OUT

- If you are able to leave the area or building without placing yourself or others in danger, exit as quickly as possible.
- Leave quietly, keeping your hands above your head when you exit.
- NEVER sound the fire alarm in a non-fire emergency situation.
- When you get to a safe location, call or text 911 and then call the Department of Safety (717-691-6005).

HIDE OUT

- If you cannot safely get out, close, lock and barricade the door if possible.
- Turn off the lights, close any windows and blinds, and remain quiet.
- Hide from view and take cover behind heavy items that may provide protection.
- Silence your phone, but leave it turned on to receive text alerts.
- Call or text 911 and call the Department of Safety (717-691-6005) if you can without compromising your location or safety.
- Remain in your safe location until directed otherwise by campus safety or law enforcement.
- When the police arrive, keep your arms up, your hands visible, and follow the officer's instructions.

TAKE OUT

- If you are in an imminent life-threatening situation, you may find it necessary to fight to save your life. This is a personal decision and it may or may not agree with your faith or other beliefs. You must decide if you are able and willing to take this step.
- If you choose to fight, overpower the subject with a group of people if possible.
- Utilize any objects available as a weapon—this may be a chair, letter opener, scissors, fire extinguisher, or laptop etc. to strike or stab the subject. If it is possible to restrain the subject, hold and bind with tape, belts, or computer or electrical cords. Do not pick up the weapon, instead, place a trash can or chair over it and notify the police of the location when they arrive.
- Call or text 911 and then call the Department of Safety when you are safe and able (717-691-6005).

FIREARMS AND WEAPONS

Weapons considered lethal, potentially dangerous, or harmful, are prohibited anywhere on Messiah-owned property. This includes, but is not limited to, the following: firearms, ammunition, bows and arrows, crossbows, knives, machetes, slingshots, clubs, expandable batons, whips, spears, swords, martial arts weapons, paintball guns, BB guns, CO2 guns, pellet guns, water balloon launchers, tasers/stun guns, brass knuckles, explosives, fireworks, or any other item the University deems potentially harmful to the University community. **If in doubt, whether something you possess is considered a weapon by the University, contact the Department of Safety.** When prohibited weapons are discovered, the Department of Safety will immediately confiscate these items and keep them in a locked room until the student returns home. Occasionally, some weapons stated above may be required for classroom use (i.e., bows). If this is the case, approval from the professor must be sent in writing to the Department of Safety, and the weapon for classroom usage must be registered and stored with the Department of Safety until needed for class purposes, and then must be removed from campus. Pepper spray can be possessed on campus for personal safety only. Brandishing or discharging pepper spray for other than emergency situations will be a violation of this policy. Some smaller knives kept for practical purposes are permissible at the discretion of the Department of Safety and Residence Life staff.

DIRECTIONS TO LOCAL HOSPITALS

UPMC Carlisle (approx. 15 miles)

361 Alexander Spring Road, Carlisle, PA 17015
(717) 249-1212

Leave campus by the main entrance opposite Smith Residence. Follow signs to Route 15. Take Route 15 SOUTH, turn RIGHT onto Route 74 towards Carlisle. Take a LEFT turn onto Interstate 81 South towards Chambersburg. Take Exit 45, University Street, at the end of the exit ramp at the traffic light, take a LEFT. At the second traffic light, turn RIGHT onto Alexander Spring Rd. UPMC Carlisle will be on your LEFT in less than a mile.

HARRISBURG HOSPITAL (approx. 12 miles)

111 South Front Street, Harrisburg, PA 17101
(717) 782-3131

Leave campus by the main entrance opposite Smith Residence. Follow signs to Route 15. Take Route 15 North to Camp Hill, approximately 7 miles. Follow signs to Harvey Taylor Bridge. Cross bridge and turn right on Front Street. The hospital is on the left approximately 1 mile.

HOLY SPIRIT HOSPITAL (approx. 9 miles)

503 N. 21st Street, Camp Hill, PA 17011
(717) 763-2100

Leave campus by the main entrance opposite Smith Residence. Follow signs to Route 15. Take 15 North to Camp Hill, approximately 7 miles. Route 15 North has a series of 6 traffic lights in Camp Hill. Keep left after passing through the 5th light. The 6th light is located at the junction of Route 15 and N. 21st Street. Take the left turn lane and proceed on North 21st Street for 0.2 miles. The hospital is on the right.

PINNACLE HEALTH WEST SHORE HOSPITAL (approx 15 miles)

1995 Technology Pkwy, Mechanicsburg, PA 17050
(717) 791-2400

Leave campus by the main entrance opposite Smith Residence. Follow signs to Route 15. Take 15 North. Approximately 6 miles use the left lane to merge onto PA-581 W/US-11 S. Continue for approximately 3 miles. Merge onto I-81 N and continue for 1 mile. Take exit 61 for PA-944/Wertzville Rd. At the end of the off ramp, take a right onto Wertzville Rd. At the first stop light, make a right onto Technology Pkwy. Drive for 0.6 miles and the hospital is on the left.

SECURITY OF PROPERTY

In order to protect the loss of property, students are encouraged to keep their rooms, bicycles, and vehicles locked at all times. Keys and ID cards should never be loaned to anyone else. Lost keys or ID cards should be reported immediately to prevent someone else from using them. Valuable items should never be left unattended. If theft is suspected, the Department of Safety should be notified immediately.

VEHICLES

Messiah University vehicle rules and regulations were developed for the safety and welfare of students, employees, and visitors; for the protection and maintenance of university property, and to govern traffic on the campus. Motor vehicle regulations are in effect at all times throughout the year. Driving and parking regulations of the Pennsylvania Vehicle Code apply on campus roadways at all times. It is your responsibility to know and abide by all rules and regulations. The Messiah University Traffic Code is subject to change throughout the year. The complete Traffic Code can be found on the Messiah University website. **All vehicles must have a valid state license plate/registration.** All students who bring motor/electric vehicles to the campus MUST register during the Spring online registration period or at the Box Office by completing a Student Parking Registration Form. Upon approval of the Student Parking Registration Form, the student is charged for the parking permit and a display permit is issued. The permit must be affixed inside the vehicle on the left hand corner of the rear window behind the driver or in a suitable visible location on a motorcycle/scooter. Motorcycles/mechanized scooters may not be stored in any University building, sidewalk, or patio. A parking lot is assigned to all students. The visitor lot and visitor parking spaces are for guests' usage only.

Visitors/Guests

All visitors must obtain a visitor's parking permit from the Box Office during normal business hours or from the Dispatch Office in the Eisenhower Campus Center after business hours.

Parking Signup

An online parking registration process is held for all current students. Each student is assigned a specific time slot based on number of credit hours previously earned plus the current semester's credit hours and their class schedule. AP and IB credits are not included in this total. Please note your

parking assignment is subject to change. The online registration deadline is August 2nd.

Parking Violations

The Department of Safety issues citations for parking violations. Vehicle immobilization devices (boots) are used for habitual, repeated violations of campus parking regulations. These devices will be placed on vehicles after the fifth citation or upon the first instance of parking in a handicapped space or fire lane without proper authorization.

Boot Removal

Boot Removal Requirements: The removal of a boot placed on a vehicle will occur only after the vehicle operator has paid a \$50 boot-removal fee. To pay the fee:

- a. Click on this link: <https://commerce.cashnet.com/BootFine>
- b. Fill out the information requested. You must have the following information: Student ID number, make and model of car that is booted, license plate number, and state that the car is registered in.
- c. An email will be sent to the Department of Safety upon payment of your fee
- d. When completed, go to the Dispatch Office located in the Eisenhower Campus Center, 1st floor behind the receptionist area
- e. Let the dispatcher know you just paid the boot fee; the dispatcher will look up the receipt and then will call for an officer to meet you at your vehicle to remove the boot.

Timeframe of Attached Boot

The operator of any booted vehicle will have 48 hours in which to contact the Department of Safety office for boot removal. After 48 hours, the vehicle may be subject to towing at the owner's expense.

Unauthorized Boot Removal/Attempted Boot Removal

If a boot is removed by anyone other than a Department of Safety officer, a \$400 fine will be assessed to the person removing the boot. If it cannot be determined who removed the boot, the fees referenced above will be charged to the account of the person to whom the vehicle is registered/being used by on campus. If the boot is damaged or not recovered, the same process will be utilized to assess the cost of a replacement.

Vehicle Maintenance/Repairs on Campus

Messiah University recognizes that the cost for professional vehicle maintenance/repairs can be challenging. It is understandable, therefore, that members of the campus community may prefer to personally complete these tasks. However, for safety and environmental reasons, the following are **prohibited**: (1) Work that presents a risk for discharge of fluids or

other contaminants into the air or onto the ground/pavement, such as changing oil, painting, flushing antifreeze, fixing brakes, etc. (2) Work that is prolonged or that requires disengagement from the scene, such as jacking up a vehicle and leaving it unattended. (3) Work that presents a risk for injury/death, such as being underneath an elevated vehicle or having one's body extended into a travel lane. The following is **permitted**: Routine maintenance, such as changing an air filter, replacing wiper blades, refilling the washer reservoir, replacing a light bulb, changing a flat tire, replacing a belt, etc.



RESIDENCE LIFE

2024-2025

Messiah University is a residential community and places a high value on the educational opportunities afforded to students living on campus. Campus residences provide more than a place for sleep and study; they promote an environment for education and personal growth. By living together, students are exposed to people with different backgrounds, habits, ideas, and personalities. Through living and learning together, students learn more about themselves and what it means to live in community. Ideas are sharpened, goals are more clearly focused, and personal identity is solidified. Residence Life serves to advance University Wide Educational Objectives by facilitating educational programs and environments conducive to personal growth and academic success.

Messiah University has invested substantial resources into providing both excellent residential facilities and Residence Life programs. For these reasons, all single, full time (12 credit hours per semester), undergraduate students under the age of 23 are required to live on campus and are guaranteed housing during the course of their undergraduate enrollment. Students living locally with their families (commuters), or students approved for study abroad, are the exceptions to this requirement.

RESIDENTIAL FACILITIES

Traditional Residence Halls

Residents share a room with one to three students. The North Complex consists of Grantham, Hess, and Miller; the South Complex consists of Mountain View, Sollenberger, and Bittner. Naugle and Witmer residences are independent buildings and house first year students. Witmer houses first year and transfer students.

Campus Apartments

Four apartment buildings provide living accommodations for two to four students. Fry, Smith, Mellinger, and Kelly residences are campus apartments. Residents share kitchen and living areas in their apartments.

Special Interest Houses

Houses on the periphery of campus provide unique opportunities for small groups of students to live together and create a theme and mission for their house.

RESIDENCE LIFE HOUSING OPTIONS AND CONTRACTS

All residential students are required to sign a Housing Contract that

provides general policies and regulations for students living in university-owned housing. An electronic copy of the contract may be found on the Residence Life website under the Housing Options & Rates tab. Students need to adhere to other disseminated university community standards and policies as well.

RESIDENCY REQUIREMENT

All single, full time students under the age of 23 are required to live on campus unless one of the commuter criteria applies. Minor students who are at least 16 years of age may be approved to live on campus. Students aged 24 or older are not allowed to live on campus. Requests for an exception can be made to the Director of Housing.

CREDIT REQUIREMENT

Students must enroll & maintain a minimum of 12 credits per semester in order to live in campus housing. Any student who falls below the 12 credit minimum must fill out the Part-Time Student Agreement which can be found on the Residence Life website under Forms or by contacting housing@messiah.edu. Graduates studying for the CPA Exam or senior students who need to take less than 12 credits during one of their last two semesters may apply to live on-campus after submitting the Part Time Student Agreement. If approved, all students with a lighter academic load are expected to contribute to an environment conducive to studying so as not to be a distraction to other students. Failure to do so could result in losing your on-campus living privilege.

HOUSING CONTRACT CANCELLATION

A housing contract is issued for one academic year (two semesters). You or the University can cancel your contract. You may cancel your housing contract by submitting an online cancellation form or written statement to the Office of Residence Life or via e-mail at housing@messiah.edu. Refer to your contract or contact the Office of Residence Life for information regarding cancellation fees. Canceling your housing contract does not cancel your meal contract.

HOUSING CONTRACT PAYMENTS AND FEES

You agree to pay to the Business Office the published rate for your housing according to the Business Office's schedule. Failure to make required payments does not relieve you of the obligations and duties of the housing agreement. You are also subject to the Business Office's late payment fees for past due balances on your account, including housing and any related housing charges.

LOSS OF OFF-CAMPUS HOUSING PRIVILEGE

Students determined to be responsible for violating the University Code of Conduct and/or federal, state, or local laws will have the privilege of living

off campus revoked. This will result in the student's mandatory return to on-campus housing. Any students who return to live on campus after being approved to live off campus will forfeit their off campus approval and will need to reapply in order to move off campus again.

LATE APPLICATION EXCEPTION

If a deadline is set for applications, applications may still be approved, but a \$200 fee may be assessed.

SPECIAL INTEREST HOUSING POLICY

Special Interest houses are on the periphery of campus and are occupied by groups of students who are committed to a specific theme or mission. The houses are connected to a club, organization or department and the house will have an advisor who is involved and knowledgeable about the house's theme. To have a special interest program approved, students and/or advisors submit a program proposal by the beginning of February. Information about program proposals can be found on the Residence Life website. The Cocurricular Education Committee reviews the applications and selects a program for each special interest house. In February and March, students who are interested in living in the houses will submit their individual applications to Residence Life who, in communication with the advisor of the program, will make decisions about house residents. Students eligible to live in special interest houses will:

1. Have completed 57 credits or have received a recommendation from a Resident Director (RD), advisor or mentor from the university community.
2. Maintain good standing with the University. Good standing is defined as not being on academic, chapel, or disciplinary probation within the six months prior to application. In addition, previous alcohol or drug violations may prevent a student from being approved to live in a special interest house.
3. Be reassigned to a residence hall room if a drug or alcohol violation occurs while a student is living in a special interest house.

Questions about special interest houses should be sent to the Office of Residence Life.

RESIDENCE LIFE POLICIES

APARTMENT PATIOS

Patios must always be well-kept because they affect the appearance of the University grounds and public areas. Patio-appropriate items are limited to

furniture designed for outdoor use. Because of the concern for appearances, picnic tables should not lean upright against walls. No furniture or any other items should be placed on the grass or any place where damage could be done to plants and trees. Lights or decorations may not be placed on trees, shrubs, or patios as they may interfere with work done by the Department of Facility Services. Bicycles may be stored neatly on that apartment's patio. Motorcycles are not permitted to be parked on outdoor patios at any time. Tampering with patio door lock and closing mechanisms is prohibited. For the safety of the residence halls, members of the residence life staff occasionally check to ensure patio doors are appropriately locked.

APPLIANCES

See *Electrical Equipment* section.

BED RISERS

Bed risers are allowed to create additional under bed storage for residences. In order for bed risers to be used, the following criteria must be followed. Bed risers must be made of high density polyethylene that holds 1,200 lbs. and the bed cannot be raised more than 6 inches. Since wooden beds can be raised to the highest level, bed risers may only be used on metal beds and may not be used when bunking beds. Bed risers made out of plastic, cinder block or PVC pipe are prohibited.

BREAK HOUSING

Room fees do not include the break between semesters. Residence halls and apartments are closed during these times. During winter break, students are required to be out by the designated date and time to avoid penalties. Date and time will be announced within a reasonable time frame prior to the break. Normally, residences close 24 hours after the last scheduled exam at the end of each semester. The University does not guarantee break housing.

CHECKOUT

Residents are responsible for checking out with a staff member. Failure to checkout properly, or failure to clean a room, may result in a fine, in addition to labor and damage charges. Failure to vacate by designated times as established in closing information, may result in a fine. The Residence Director will make the final inspection of the room and determine final damage/ fine charges. Students withdrawing or going on medical leave during the academic year must set up a time with their Residence Director and be moved out of their room within 48 hours of withdrawing or going on medical leave.

DAMAGE TO ROOMS/PUBLIC AREAS

Residence Life staff will inspect residences prior to, during, and at termination of occupancy. Students will be assessed for any damage, missing items, or cleaning costs to individual rooms and/or common areas (e.g., floor lounges, hallways, bathrooms) as determined by the Residence Director. Common spaces are considered to be the responsibility of the residents of that building, unit, or floor. If individuals responsible for damage cannot be identified, the residents of the building, unit, or floor will become collectively responsible for the cost of repair or replacement. In situations where the damages are extreme, repetitive or the unit is severely disruptive, the students may be subjected to the disciplinary process which may result in sanctions, including housing relocation to other residence halls.

ELECTRICAL EQUIPMENT

The use of electrical appliances is limited for safety reasons. Only small appliances with enclosed coils are permitted (i.e., coffee pots, electric kettles, etc.). Toasters, toaster ovens, air fryers, and crock pots are not permitted in residence halls but are allowed in apartments and house kitchens. Cooking of meals must be confined to apartment and house residence kitchens. Kitchens in residence halls are not intended to be used for regular meal preparations without prior approval through Academic Accessibility and in conjunction with an approved meal plan exemption. In the residence halls, one student-owned mini fridge/refrigerator is permitted per room unless it is a quad room. In quad rooms, one additional refrigerator is permitted. In apartments, only students in a four person apartment are permitted to have an additional refrigerator. The maximum allowed size for student owned refrigerators is 3.2 cubic feet in both the residence halls and apartments. The use of supplemental air conditioners (either window units or portable units), window-installed fans (other fans are permitted), freezers and supplemental heaters are prohibited in all residences. The use of deep fryers or grills (including George Foreman grills) are not permitted in any type of residence on campus. The use of compact fluorescent light bulbs (CFLs) is strongly encouraged. Any questions about the electrical capabilities of satellite housing should be directed to the Department of Facility Services. Students who damage the circuitry by over-loading it may be responsible for the cost to restore the system.

EMPLOYEES IN THE RESIDENCE HALLS

There are several types of employees (Residence Life, Safety, Maintenance/Facilities, Campus Events) who enter residence hall spaces to do specific work needing to be addressed in residence halls and apartment sections. When the employee is of the opposite gender of a floor, and their

work does not require immediate action, the employee will wait until 9 am to enter the floor/section/house. While employees announce their presence, they may be working on the floor for an extended period of time. Out of courtesy for these staff regularly in the halls, students are asked to wear more than only a towel when entering and exiting public restrooms. Out of courtesy for students, Campus Events workers will refrain from cleaning bathrooms until at least 10 am and Campus Events and Maintenance/Facilities will refrain from noisy projects on residential floors/sections until at least 9 am, whenever possible.

FURNITURE STACKING AND STADIUM SEATING

Furniture that is not constructed for stacking may not be stacked. Metal beds may not be stacked three high. Stadium seating of couches or other furniture is prohibited.

HOUSING CONTRACT

All residential students are required to sign a Housing Contract that provides general policies and regulations for students living in university-owned housing. An electronic copy of the contract may be found on the Residence Life website under the Housing Options & Rates tab. Students need to adhere to other disseminated university community standards and policies as well.

RULES for GUESTS VISITING CAMPUS RESIDENCES

Minor Guests in University-Owned Student Housing

Minor guests are defined as anyone under the age of 18 years old.

Baby-Sitting. No baby-sitting is permitted by students in residence halls, apartments, or other University-owned student housing.

Unrelated Minors. A child who is unrelated to a student is allowed to visit a student's room or stay overnight in University-owned housing if he/she meets all of the following conditions: the child (1) is 15 years of age or older, (2) is invited to do so by the host student, (3) is the same gender as the host student, and (4) the parent/guardian has filled out the liability release and medical permission form found on Messiah's website. Any visitor staying overnight must sleep in a student's room, and not in a public lounge or individual floor lounge. A child who is unrelated to a student and is under the age of 15 years may visit University-owned housing if he/she is invited to do so by a host student. The child may not stay overnight, but may visit public lounges during the normal visitation hours for the residence.

Family/Related Minors. A child who is related to a student may stay overnight in University-owned housing if he/she meets all of the following

conditions: the child (1) is 12 years of age or older, (2) is invited to do so by the host student, (3) is the same gender as the host student, (4) is actually under the supervision of the student family member, and (5) the parent/guardian has filled out the liability release and medical treatment permission for minor form found on Messiah's website.

Campus Apartments/Special Interest/Off Campus Housing.

Invited visitors may visit non-bedroom areas of campus apartments, special interest and off campus houses daily from noon to midnight.

Exceptions. This policy will not apply to summer conference groups, sports and other camps.

Adult Guests in University-Owned Student Housing. Adult guests (i.e. age 18 or older) are welcome in University residences subject to the following guidelines provided they are invited and accompanied by a Messiah University residential student. Except as noted below, guests are permitted in individual living areas of the opposite gender only during scheduled visitation hours.

Students are expected to maintain respect for the concerns of their roommate(s) when guests visit. You may be held responsible for any damage to university property caused by your guest. As a host, you are responsible to explain:

1. University regulations (e.g. vehicle use)
2. Community behavioral standards (e.g. visitation hours, alcohol and tobacco use)
3. Emergency procedures

Peers. Student-aged guests may stay overnight for up to three nights (with a maximum of six nights on campus per semester) with the approval of other residents of the room, apartment, or special interest house. Messiah University students may stay overnight in the room/apartment/house of another student of the same gender for up to three successive nights with the permission of the other residents. Current Messiah University students who do not pay for on-campus housing are expected to limit their stays anywhere on campus to six nights each semester.

Parents/Family. Adult immediate family members who are visiting from off campus may briefly visit the room or apartment of students during non-visitation hours. Family may stay overnight with a student of the same gender for up to three successive nights (with a maximum of six nights anywhere on campus per semester) with the approval of the other residents of the room, apartment or special interest house.

Other Adult Guests. Any other adult guests, who are not peers or

immediate family, may briefly visit the room or apartment of students, but only during visitation hours. At any other time, they are to meet informally with students in public spaces or common areas (e.g. public residence hall lounges).

Any guest who fails to adhere to Messiah University rules is subject to removal from the University premises. The University reserves the right to limit guest privileges and asks visitors to limit the frequency and duration of campus appointments. Abuse of these privileges may lead to restriction or withdrawal of the visitor's right to access campus.

HAMMOCKS

Students are permitted to hang hammocks around campus utilizing the following parameters. Students choosing to hang hammocks do so at their own risk. The University is not responsible for the suitability and stability of trees and limbs from which students choose to hang their hammocks. Students are solely responsible for choosing appropriate trees/limbs and hanging and maintaining their hammocks according to manufacturers' guidelines. Hammocks may not be hung from man-made structures or devices and cannot block walkways, entrances, or prevent Facilities and Grounds from completing their work. Care should be given to not damage trees or property and to choose trees that are stable and healthy. Hammocks must be hung at a height of six feet or less when empty. It is within the University's right to remove any hammocks not abiding by the aforementioned policies.

HOUSING APPEALS

If a student wishes to appeal how a housing policy or decision affects him or her personally there are two venues to pursue an appeal:

1. The Student Review Board – The Student Review Board will hear housing appeals. The Board hears situations from students who wish to appeal a housing standard for housing sign-ups.
2. The Dean of Students – considers all housing related appeals that are not related to housing sign-ups as well as any appeals requesting that a Housing Appeals Board decision be overturned.

Housing Appeals Process

1. A student wishing to appeal must submit a written appeal within five business days of the date of the decision of the Director of Housing or the Housing Appeals Board. Appeals submitted to the Housing Appeals Board should be submitted to the Director of Housing. All other housing appeals should be submitted to the Dean of Students. The criteria for granting appeals are as follows:

- a. A procedural error or irregularity materially affected the decision of the housing appeals board or the Director of Housing
 - b. Previously unavailable information is produced which will materially affect the decision of the appeal officer or body.
 - c. The decision imposed will hinder the student's ability to continue as a student at Messiah University.
2. In all cases, the decision of the Dean of Students will be final.
 3. The officer or body hearing the appeal has the option to decide the case solely upon written material provided by the student, or may examine evidence and interview the student.
 4. The officer or body hearing the appeal may uphold or overturn the original decision. A written decision will be rendered within seven working days of the conclusion of the review process.

KEYS TO RESIDENCE HALL/APARTMENT

Keys must not be duplicated or given to unauthorized individuals. In the event a key is lost, it is to be reported immediately to the Residence Life Office. When a key is lost the door to the room will be re-cored and all of the residents will receive new keys. Replacement of lost, stolen, or misplaced keys will be done at a cost of \$75 per key. This charge will help offset the cost of re-keying the room or apartment and issuing replacement keys for other roommates. The University reserves the right to re-key a room in a timely manner. A student charge for a lost key once a room has been re-cored still stands even if the student sends the key in the mail.

LIABILITY IN RESIDENTIAL LIVING

The University does not assume responsibility for student-owned property in any location at any time. Occupancy of a University-owned residence does not establish a landlord-tenant relationship between the student and Messiah University.

LOCKOUTS

Students are expected to carry their ID card and residence key with them at all times. Students who get locked out of their residence during evening hours (7:00 pm-7:00 am) should contact a Residence Life staff member through the building RA On Clock number for assistance. During daytime hours (7:00 am-7:00 pm), if an RA cannot be easily found, call the Department of Safety at 717-691-6005. If an officer is available, they can

come to assist with the lockout. A small fee may be assessed for those who forget their keys.

LOUNGES

Twenty-four hour common areas are provided for group interaction, study, and socialization. It is expected that no sleeping or inappropriate displays of affection occur in lounges. Common lounges should remain neat and clean.

MARRIED STUDENT HOUSING

The University does not provide married student housing. Married students are released from the residency requirement and are able to live off-campus.

MEAL PLAN

All residents of traditional residence halls are required to purchase a meal plan. Residents of campus apartments and houses are encouraged but not required to purchase a University meal plan. Additional information can be found in the Dining Services section of the handbook.

PERSONAL ITEMS IN SHARED PUBLIC SPACES

Recognizing that our spaces are shared with fellow residents and out of consideration of others (including our campus events staff who clean), personal items are not to be left in lounges, study rooms, hallways, stairwells and bathrooms. In order to best clean these spaces, these items may be confiscated by a University staff member and potentially discarded as per campus events policy.

PERSONALIZING ROOMS

Messiah University extends the privilege of personalizing individual rooms which enhances an enjoyable living environment consistent with the philosophy of the University community.

1. Occupants are expected to keep their rooms/apartments clean. This includes regularly taking out the trash; laundering clothing, sheets, and towels; cleaning dishes; removing outdated food; and keeping floors easily navigable. Vacuums are available for student use in each residence hall, apartment building and house. Over breaks where the University is closed, rooms/apartments are inspected for health and safety concerns.
2. Items not in keeping with the character of the University are not to be displayed in student rooms or on University property. This includes wall coverings involving nudity or morally objectionable or socially offensive material, stolen property, containers for alcoholic beverages, and other alcohol- or drug-related paraphernalia (signs, posters). Residence Life staff are authorized to determine what is considered in alignment with the character of the University. Students in

disagreement with Residence Life staff regarding materials in their rooms are required to remove the items as they seek conversation with the Residence Director.

3. Mounting items on walls should be done with care to return the room to its original condition. For fire safety reasons, wall decorations and coverings should be kept to a minimum. All decorations must be a minimum of three feet away from any fire safety system (extinguishers, strobe lights, detectors, sprinklers, etc.). Sticky tack products are encouraged for hanging and should be used according to manufacturer instructions. 3m strips should be used on concrete surfaces, and tacks should only be used on bulletin board material and dry wall surfaces. Nails, screws, bolts, tape (including duct tape), or other adhesives which cause damage or leave sticky residue on the surface may not be used and could result in damage fees.
4. All personal furnishings brought into a room must comply with fire safety codes.
5. Residents are expected to accept the responsibility for the maintenance of their rooms and for damages and replacement of missing items. Students should submit work orders through Falcon Link and/or notify their RA of any maintenance needs in their room.
6. Student rooms, lounges, and hallways are painted and updated according to the maintenance schedule. Special requests for painting or alterations can be directed to the Department of Facility Services. Students are not allowed to paint the student rooms, apartments, or special interest houses. Any improvement made to University-owned housing becomes the property of the University.
7. Students are not to tamper with electrical wiring, switches, outlets, or fixtures, or to cover or remove their room numbers.
8. Only white lights are to be used in ceiling lights.
9. Removal of University provided furniture from students' rooms is prohibited. Students will be charged for missing or damaged furniture.
10. Tampering with University property is prohibited. Screens are to remain in place and fire equipment is to be used only for intended purposes. Removing furniture from public areas is prohibited. In residence halls with false ceilings, tiles are not to be removed for any reason, even temporarily. Students found tampering with University property could be fined.
11. Hanging items from the ceiling, ceiling tiles, or pipes is prohibited. This includes but is not limited to fabric, flags, and hammocks. Christmas lights may be strung across the ceiling but must be attached on the walls, not on the ceiling or lights. No more than three strands can be strung together continuously.
12. Waterbeds and excessively heavy items are not permitted in student

- rooms unless they are needed for documented medical reasons.
13. The construction of “loft” beds is prohibited.
 14. Beds may not be triple bunked unless a student has wooden furniture with pins that is designed for triple bunking.
 15. Rooms are not to be set up in a way where fully private spaces are created by arranging beds, sheets, etc. When standing at the entrance of a room at least a portion of the back wall should be in plain view.
 16. Students are not permitted to display flags, banners, posters or signage of any kind in or out of windows or glass doors visible from outside of the residence halls or apartments.
 17. Christmas decorations in residence halls/lounges may be put up beginning in November, but must be taken down and properly disposed of prior to students leaving for Christmas break.
 18. 3D printers are prohibited in university residences due to safety concerns.

PETS

Animals may not be kept in University residences with the exception of small, non-carnivorous fish (in aquariums of 30 gallons or less) or preapproved emotional support animals. Since pets are not allowed in residences, guests and commuter students with pets desiring to visit a Messiah student are strongly encouraged to leave their pet at home. The University reserves the right to require people to remove animals (not preapproved) from residences and campus buildings. The University is not responsible for finding an appropriate location for the pet to be outside of the residences.

PRANKING

While we recognize that students enjoy playing pranks on one another, it often impacts community living (for instance, causing some to feel victimized) and can cause or lead to destruction of property or escalated retaliation. For this reason, pranking is to be kept at a minimum and should not require any clean up from University personnel. Participants who violate these parameters will be held responsible through the student conduct process. In situations where it cannot be determined who caused the damage, the University reserves the right for an entire floor, section, house, or residence hall building to be fined when substantial damage occurs.

QUIET HOURS

Messiah University is committed to providing an atmosphere within University residence halls and campus apartments that supports the achievement of academic excellence. Quiet hours have been established to provide residents with adequate opportunity to study, reflect, and sleep all of which are necessary for a successful academic environment.

Quiet hours are: Sunday through Thursday, 10:00 pm–10:00 am
 Friday and Saturday, midnight–10:00 am

During quiet hours all students and other persons in and around residences are expected to refrain from making or causing noise, or any other disruption, which infringes upon the rights of residents to study, reflect, or sleep. For purposes of clarity, any noise from student rooms or apartments which can be heard in adjoining rooms or apartments will be considered a violation of the quiet hours policy. Likewise, any noise in the hallway or outside a residence that disturbs someone in a residence will be considered a violation of the policy. Quiet hours are in effect 24 hours a day during finals, beginning the Sunday of finals week.

Because of the diversity of schedules and lifestyles of students, individual needs for study, reflection, or sleep do not always correspond with enforced quiet hours. In the spirit of courtesy and in light of the academic nature of our institution, the need and/or desire for a quiet atmosphere takes precedence over an atmosphere of noise. The playing of musical instruments in residences must also be done within the bounds of courtesy.

Students are expected to communicate with one another about their needs when quiet hours are not in effect.

In any situation involving differences of opinion regarding quiet and courtesy hours, all parties involved are expected to demonstrate understanding and civility toward one another and attempt to resolve conflicts among themselves prior to involving the Residence Life staff.

REFRIGERATORS

See Electrical Equipment section.

ROOM/APARTMENT CONDITION INVENTORIES

Each residential student will be given the opportunity to assess the condition of their room/apartment on a university-provided Room/Apartment/House Condition Inventory form. Since students are held responsible for the condition of the room at move-out, students are strongly encouraged to note in detail on this form at the time of move-in all wear, damages or concerns within their residence (including university-provided furniture). Any discrepancies and/or damages found at move-out, including failure to properly clean, will result in fines assessed by the Residence Directors (RDs), not Resident Assistants. For students checking out in May, a final check by RDs of student rooms will occur the week following commencement. If fines are being placed on their student account related to the condition of the room, students will be emailed by

their RD informing them (typically within one week of move out). Please note, students who disagree with the assessment and/or fine of their residence upon checkout may choose to file an appeal by politely emailing their RD within the stated timeframe. An appropriate appeal respectfully articulates points of variance, desire for clarification, and/or further understanding. Appeals that communicate disrespect in any manner (i.e. use of expletives, threats, belittling, raised voice, etc.) will not be considered. Additionally, appeals received after the date specified in the email from the RD will not be considered.

ROOM/APARTMENT ENTRY

The University reserves the right to enter and inspect rooms and apartments for maintenance needs and health or safety reasons. The University also reserves the right to enter rooms and apartments for the purpose of enforcing compliance with University policies and/or state and federal laws and to investigate suspected violations thereof.

ROOM CHANGES

Room changes within a residence may be made with the consent of the Residence Director and the approval of the Director of Housing. If a room change is requested because of a roommate conflict, as is stated in the University mission's statement, residents are expected to first work toward reconciliation with the help of the Residence Life staff before a move will be initiated. The University reserves the right to move students for appropriate reasons. Once assignments have been made, students are expected to reside in the room to which they have been assigned. Students may stay overnight in the rooms or apartments of other students of the same gender for up to three successive nights with a maximum of six nights per semester. Any unauthorized room changes may result in the student being charged up to \$200 and the student may be required to return to their original room.

ROOM OCCUPANCY

The University reserves the right to assign additional residents to individual rooms in the event of increased enrollment (e.g., supplemental housing). The University reserves the right to make housing adjustments during the summer based on fluctuations in enrollment. Students will be notified via email over the summer if impacted by such changes.

ROOM RATES

Room rates are posted on the Residence Life website. Room rates are based on the time when classes are in session. Charges for occupancy of rooms at any other time may be assessed.

SMOKING

Messiah University is a smoke-free campus. Smoking of any kind, such as the use of e-cigarettes (“vaping”) and hookahs, is not permitted anywhere on campus, including residence hall rooms. Violations will result in going through the student conduct process.

STORAGE

Messiah University provides opportunities for on-campus residents to store (at no additional charge) personal belongings during the academic school year when residents live over three hundred miles away from campus and have brought items that do not fit well in their residence hall rooms/apartments.

The same applies for students during the summer when residents live over three hundred miles away from campus and will be returning to live on campus during the following academic year.

All on-campus residents who wish to gain access to storage during the academic school year or summer must apply for storage tags through the Residence Life Office by filling out the storage form located on the Residence Life website under the Forms tab. Residents will not receive a confirmation or approval from these offices and are individually responsible for following up by going to the Residence Life office to pick up their storage tags.

Items that do not have the approved/correct tags from the Residence Life office will not be accepted for storage.

Students assume full responsibility for items placed in any storage area. The University will make any reasonable effort to protect student property; however, it is not in any way liable for the loss, theft, or damage to any property while in storage. Messiah University is also not responsible for damage or injury that may be caused by breakage, leakage, or obstruction of pipes, electrical systems, or loss of computer programs because of electrical surges, or by latent building system defects not known by Messiah University.

Messiah University Residence Life provides free storage as a hospitable privilege to on-campus residents who meet the above noted criteria. The University reserves the right to discontinue a resident's use of storage if he or she does not comply with the policies related to storing items on campus. All storage items that are not taken out during the mandatory take out times, do not have tags, or are left in storage after a student has graduated

will be thrown away or donated. Messiah University will not send forgotten items to residents after they have left for the summer or because of graduation.

Retrieving Your Items

You may retrieve your items at the beginning of each semester at posted times. Access will not be given during the summer.

NOTE: Items that remain in storage for more than 30 days after permanently leaving on-campus housing or student status (i.e. transfer, graduation, etc.) will be disposed of after the University has once made a reasonable effort to contact the responsible person.

STUDY ROOMS

Many residential spaces have small rooms specifically designed as study rooms. These rooms are open for residential students to use, with priority given to students studying and/or working on assignments for academic courses. Noise level in these rooms is expected to be conducive to studying. If a student(s) is using the space for non-academic reasons, fellow students and Residence Life staff are permitted to request students to go elsewhere. Examples of non-academic uses include movie watching, playing an instrument, talking on the phone, journaling, etc. These rooms are open for all students to use and therefore personal belongings should not be left in the study room when no one is present. The University reserves the right to remove unattended items.

SUSPENSION

Students who are suspended due to academic performance or for disciplinary reasons will have two days upon notice of suspension to remove all personal belongings from any university housing and must arrange to checkout with their residence director within this two day period. If extenuating circumstances exist that prohibit said removal, the student must notify the Residence Director to seek an extension. Personal possessions remaining in the residence after the designated time will be disposed of as appropriate under the circumstances.

TRASH, RECYCLING AND COMPOST DISPOSAL

Students are expected to provide their own trash and recycling bins in their rooms (recycling bins are provided in apartments). Personal composting buckets are available to students at no cost from the Office of Sustainability. Compost buckets are limited to one per room/apartment and individuals are responsible for emptying the contents and returning the bucket at the end of the academic year in order to not incur a fine. Students are responsible for taking their trash, recycling, and compost to the designated locations outside of their residences. It is not appropriate for students to leave trash, recycling, or compost in the hallways or to empty their trash,

recycling, or compost in public bins in places such as the kitchens, bathrooms, and lobbies. Students are strongly encouraged to follow this in order to avoid a fine or further action by the University. If no ownership is taken for trash, recycling or compost in public places the entire floor/apartment/section could be fined.

VISITATION

The purpose of visitation guidelines is to maintain appropriate boundaries for students and to provide space and time for adequate study and rest.

Traditional Residences: In traditional residence halls, public lounges (main lounges) are open to visitors 24 hours a day. Individual floor lounges are subject to regular visitation hours which are as follows:

Sunday	12:00 p.m. – 10:00 p.m.
Monday	4:00 p.m. – 10:00 p.m.
Wednesday	4:00 p.m. – 10:00 p.m.
Thursday	4:00 p.m. - 10:00 p.m.
Friday	4:00 p.m. – 1:00 a.m.
Saturday	12:00 p.m. – 1:00 a.m.

During visitation in residence halls, doors of student rooms must be kept open at least 24 inches, lights must be kept on, and behavior must be appropriate. All residence halls have 24-hour visitation in their main lounges for residents of the respective building. As a reminder, to maintain privacy and safety, talking through room windows to members of the opposite gender is not permitted during non-visitation hours. Visitation hours may be adjusted for special weekends and events.

Campus Apartments/Special Interest Houses:

Visitors of the opposite gender are permitted in the non-bedroom areas of Fry, Mellinger, Smith, Kelly, and special interest houses Sunday from 10am – 1:00 am, Monday – Thursday from noon–midnight, Friday from noon – 1:00 a.m. and Saturday from 10am – 1:00 a.m. Behavior must be appropriate and lights must be kept on during visits from the opposite gender.

Visitors of the opposite gender are not permitted in bedroom areas of the apartments and special interest houses at any time. For the purposes of this policy, a room that was designed as a bedroom is considered a bedroom even if the furniture has been rearranged to use the room for other purposes.

WATER FIGHTS/HALLWAY SPORTS

Because of potential damage to people and property as well as noise issues, water fights and throwing or bouncing balls (including snow) or other objects (such as nerf sports) in or near residences is prohibited. Throwing water (or any other material) at anyone who is not voluntarily participating in an outdoor activity is also prohibited.

WINDOWS

In order to honor the privacy and safety of others in residence, talking or conversing with others through residence hall windows is not permitted.

Screens: Window screens must be secured at all times. You may be charged for the replacement of damaged, removed, or missing window screens from your room. If you have concerns regarding the screen in your room, you should immediately submit a work order and/or inform your Resident Assistant.

Emergencies: See Fire Alarm Evacuation Procedures. Except in emergency situations, it is never permitted to enter in or out of windows.

Fans: See Electrical Equipment.

Décor: See Personalizing Rooms.

WITHDRAWING

Students withdrawing from the University must move out of the residence hall within 48 hours of submitting withdrawal forms to the Registrar's Office. It is the student's responsibility to coordinate a check-out time with their Residence Director. Failure to check out or move-out within the 48 hour window will result in improper check-out fines, in addition to card access and meal plan access being shut off. See additional withdrawal details in the Academic Policies section of the Student Handbook.

SAFETY AND SECURITY

ELECTRICAL SAFETY

Safety steps to prevent and reduce the risk of electrical fires in student housing include:

- Purchase and use only UL-rated electrical appliances and power cords. (Do not bring on campus "home-made" cords)
- Do not "piggy-back" extension cords by plugging one into the other, including power strips – instead plug directly into the wall.

- Use power strips with an over-current protector that will shut off power automatically if there is too much current being drawn.
- Do not tack or nail an electrical cord to any surface, or run cords across traffic paths, under rugs or furniture.
- Use light bulbs with the correct wattage for lamps. If no indication is on the product, do not use a bulb with more than 60 watts.
- Keep all electrical appliances and cords safely away from bedding, curtains and other flammable material.
- Unplug small household appliances when not in use and all electronics when away for extended periods.
- No triple adapters or cube adapters are permitted. They do not have the appropriate over-current protection or reset capabilities.

Though it may seem like an inconvenience, Messiah's list of prohibited items is also important to follow. In Residence Halls, only small appliances with enclosed coils are permitted (i.e. corn poppers, coffee pots). Restricted appliances/items include:

- Hotplates
- Refrigerators larger than 3.2 cubic feet
- 5-light floor and desk plastic five shade lamp
- Toasters & toaster ovens
- Air fryers

Students living in apartments and special interest houses should also take caution when cooking. Stove burners, tabletop grills, toasters, and other appliances that heat up should never be left unattended. Some toaster ovens get hot enough to ignite notebooks and any loose papers they come in contact with, so keep counters clear and always unplug the appliance after use.

Older wiring and outlets in student housing may not be able to handle the increased electrical demand of today's university student. If use of a device frequently causes power to trip off, or if its power cord or the outlet feels hot, it should be disconnected immediately and the condition reported to the Department of Facility Services immediately (ext. 6011). Never attempt to alter a three-prong plug to fit in a two-prong outlet. Doing so can result in severe injury and damage to your appliance.

It is important to know evacuation procedures and emergency exit locations in the event of a fire. Fire alarms should always be taken seriously, never ignored or taken casually as a drill. Smoke detectors should never be disabled and sprinklers should never be tampered with. If a fire

alarm sounds, residents should calmly and quickly follow practiced procedures and immediately exit the building. Doors should be closed behind you to prevent fire spread.

RESIDENCE SECURITY

Students are responsible for their own possessions, and the University assumes no liability for the loss of items from students' rooms, lockers, or campus buildings. While the University takes reasonable measures to prevent theft, individual students must take the responsibility to keep room doors locked. Access to residences is controlled by ID cards. Residential students can swipe into their own residence hall 24/7 and into other residential spaces during visitation hours. Unauthorized entry, using someone else's card, or tampering with the system, entering or exiting through windows, or propping doors open when they are supposed to be locked will result in disciplinary action.

Students should report any potential security problem to the Department of Safety as soon as possible.

SERVICES

GRILLS

Students are permitted to use public grills that are located throughout campus. Only charcoal pretreated with starter fluid is permitted to be used. Liquid starter fluid is not permitted to be used, nor stored in any university housing.

For larger events, portable BBQ grills are available and may be requested through Dining Services (Catering Request forms found on the Dining Services website). Personal grills are not permitted to be used on campus including the special interest houses. Facility and Grounds Services will routinely clean the grills after use.

LAUNDRY FACILITIES AND SERVICES

Laundry facilities are available in each residence hall or apartment building. Laundry fees are included in the housing cost of campus residents. When machines malfunction, students may call the posted 1-800 number. The University assumes no responsibility for damage to clothing resulting from use of the laundry facilities.

MAINTENANCE AND REPAIRS

Students should report routine repair needs to Facility Services. Non-urgent requests should be called to extension 6011 or (717) 691-6011. Emergency situations should be reported to Dispatch at (717) 691-6005. Students should be aware that maintenance personnel may be on residence floors during non-visitation hours. Maintenance will generally notify

residents when they will be working in rooms or apartments.

PHONES AND PHONE MAIL

The University supplies a campus telephone in some lounge areas of our traditional residences. Calls to the local area of the university are free. All long distance and international calls will require the student to use a calling card that accesses an 800 number to place the call.

Each telephone can be called directly from off campus, or, while on campus, students may simply dial the four-digit extension. Each telephone also has an answering system. Phones are typically not available for individual rooms, however, under certain circumstances, such as medical needs paired with unreliable cell service in a student's room, a request for a phone may be made to Administrative Technology Services.

STUDENT SEARCH POLICY

POLICY

The University reserves the right to enter student rooms for maintenance reasons and to enter rooms or apartments for the purpose of compliance with University rules and/or state and federal laws.

1. Purpose

The purpose of this policy is to establish procedures governing searches to which Messiah University students may be subject. A primary consideration is balancing a student's right to privacy with the University's need to enforce applicable laws and rules. Concern for the well-being and safety of individual students and the University

community, as well as reasonable protection of student privacy rights, should govern all decisions regarding student searches.

2. Areas and Property Subject to Search

Any area or property located on Messiah University premises and under the control or custody of a full-time or part-time student is subject to search. Included in this definition are (a) University-owned buildings and residences, (b) student-owned, operated, or controlled motor vehicles located on University premises, and (c) any personal property located or contained in these structures or vehicles. Student housing contracts issued by the Office of Residence Life and Housing reserve the University's right to enter and inspect residential space at any time for maintenance needs or

for reasons of health and safety. These contracts also permit the University to enter and search any residence hall space in an emergency or if there is reasonable cause to believe a violation of University policy, local, state, or federal law are occurring.

3. Justification for Search

Any search conducted by Messiah University personnel must be based upon one or more of the following grounds: emergency, health and safety considerations, or suspected violation of University policy or local, state, or federal law. A search may be authorized under the following conditions:

- a. **Voluntary Consent.** In most circumstances, it is desirable to obtain the prior voluntary consent of the person having control or custody of the area or property to be searched. While the student housing contract reserves broad authority for a search by University personnel, consent normally is to be sought prior to initiating a search. Consent by one roommate to the search of jointly occupied residential space is adequate even if other roommates are absent.
- b. **Reasonable Suspicion.** It is the responsibility of the Department of Safety to decide if there is a substantial likelihood that evidence of unauthorized activity will be located in the place to be searched. This decision may be based on any credible information developed during ongoing investigation, received through indirect means, or reported by Residence Life personnel or other University students or employees. The Department of Safety is to evaluate all information for reliability and relevancy prior to requesting authorization to conduct a search.
- c. **Plain view.** Evidence of a violation of either University policy, local, state, or federal law, or which indicates health and safety concerns, may sometimes be observed in plain view within a residential space

or vehicle. Evidence which is seen in plain view may be seized and will justify a search of the area in which the evidence is located.

- d. **Emergency.** Immediate entry without student consent is appropriate in emergency situations where pressing necessity or urgency require prompt action. In such a situation, delay might jeopardize the health and safety of a person or result in concealment, disposal, or destruction of evidence of unauthorized activity. Emergency conditions may justify a frisk or pat down search by a Department of Safety officer, as described below:
 - i. A frisk or pat down of a person is a permissible search in specific circumstances where an officer's safety may be compromised. The search is limited to weapons and is not a total body search of a person. It is a non-intrusive pat down of an individual for the limited purpose of locating weapons on his/her person.

- ii. If it is reasonably believed that a person is carrying a weapon AND the circumstances are such that the officer is in fear for his/her safety, the officer may conduct a non-intrusive pat down search of the person involved. It is recommended that the officer have another officer or a member from the Residence Life staff present when conducting this search. However, if neither is immediately available and the situation is such that it is of an emergency nature, the pat down may be conducted in their absence. The officer then is responsible for completing a full report articulating the exact circumstances surrounding the situation, including why he/she believed a brief search was reasonable when weighed against the student's privacy interests.
- iii. If it is reasonably believed that a student is concealing evidence of unauthorized or illegal activity on his/her person, it is permissible for the officer to ask the student to empty out his/her pockets and/or turn them inside out. If the student refuses, the officer is authorized to contact the local police for their assistance with the incident. The officer will complete a full report articulating the exact circumstances surrounding the situation.

4. Vehicle Searches. By registering a vehicle at Messiah University, the owner/operator consents to a search of the vehicle if there is reasonable suspicion that there is substantial likelihood that contraband or evidence of activity that violates a university policy or local, state or federal law is inside the vehicle. If the owner/operator refuses to honor consent for this search, parking privileges will immediately be revoked for the remainder of the academic year. The owner/operator of the vehicle will be directed to remove it from campus immediately and will be informed not to bring it back onto campus or it will be towed at his/her expense. Refusal to honor consent will be weighed as evidence in a pending disciplinary hearing.

5. Scope of Search

Any search conducted by Messiah University personnel will be reasonable, and will be limited to items of evidence related to one or more of the grounds for which a search is justified. A search will be no more broad or intrusive than reasonably necessary to locate the evidence sought.

6. Searches by Messiah University Personnel

- a. No search, whether consensual or non-consensual, shall be undertaken without the prior approval of the Student Success and Engagement On-Consult Administrator unless emergency

conditions are present or in cases where alcohol is found/seen in plain view in the room and/or a positive breathalyzer test reading (greater than a 0.00) is indicated on the person's breath (as verified by alcohol breathalyzer). In these circumstances, a search may be undertaken without prior approval of the Student Success and Engagement On-Consult Administrator.

- b. All searches shall be conducted by Department of Safety personnel. Whenever possible, the Department of Safety officer shall be accompanied by a Residence Director or Student Success and Engagement On-Consult Administrator.
- c. Whenever possible, a Department of Safety officer should not search the residence of a student of the opposite sex unless accompanied by a Residence Director or Department of Safety officer of the same sex as the student.
- d. A written report describing justification, conduct, and results of a search will be provided to the Vice Provost for Student Success and Engagement and Department of Safety Director within 24 hours of the search.
- e. A search by Messiah University personnel which discloses any item reasonably believed to constitute a controlled substance or drug paraphernalia, regardless of quantity or type, will result in an off-campus law enforcement agency being contacted. Department of Safety personnel will secure the site and remain at the scene pending arrival of a law enforcement officer, who will assume jurisdiction over the incident.

7. Searches by Law Enforcement Agencies

A search may be made by a municipal or state police officer, sheriff, or federal law enforcement officer only pursuant to warrant or under circumstances in which a search without a warrant is legally permissible. No Messiah University personnel will assist in the search but a Department of Safety officer will accompany the searching officer. The Department of Safety officer is responsible to notify the Student Success and Engagement On-Consult Administrator as soon as possible that the search has occurred.

8. Seizure of Property

Items which constitute evidence which is discovered in plain view or as a result of a permissible search may be seized for use in University disciplinary proceedings and/or local, state, or federal criminal proceedings. A receipt shall be given to the person from whom the property was seized, or left on the premises in a conspicuous place. Confiscated items may include, but are not limited to, alcohol, drugs, paraphernalia, weapons, candles, road signs without proof of purchase, etc.

9. Authority

The Department of Safety shall have final authority for the conduct of all student searches other than those initiated or assumed by off-campus law enforcement agencies.

Policy Maintained by Office of Residence Life

Revised June 2021

MISSING STUDENT NOTIFICATION POLICY

In accordance with federal law, including “Suzanne’s Law” and the “Adam Walsh Child Protection and Safety Act of 2006”, it is the policy of Messiah University to inform each student of the following information regarding missing student notification:

If a member of Messiah University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Department of Safety at 717-691-6005. The Department of Safety will generate a missing person report and initiate an investigation.

Students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the Residence Life department in the event the student is determined to be missing. If a student has named an emergency contact individual, the Office of the Dean of Students or designee will notify that individual upon determining that the student is missing. Students are strongly encouraged to identify a confidential contact. Information will be accessible only by authorized campus officials and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. A list of those individuals identified as “authorized campus officials” is housed within the Registrar’s department.

Registering Confidential Contact:

Any Messiah University student may identify a confidential contact to be notified within 24 hours after the student is determined missing.

Students may register this confidential contact via Falcon Link on the web.

Steps to register:

1. Log into Falcon Link
2. Click on "Self Service Main Menu"
3. Click on "Personal Information" Tab

4. Click on "Emergency Contacts - Student" Tab
5. Click on "Update Emergency Contacts"
6. Click on "New Contact"
7. Fill out form (be sure to scroll down to "Missing Persons Contact" in the relationship area of form).
8. Click "Submit Changes" button when completed.

Emergency Contact Procedures:

Missing persons should be reported to the Department of Safety immediately. Once a missing person's report has been filed with the Department of Safety, they will initiate the following emergency contact procedures within 24 hours after a student is determined missing:

1. The Department of Safety will notify local law enforcement and the Office of the Dean of Students.
2. The student's confidential contact listed on file will be contacted by the Office of the Dean of Students or designee.
3. If a student is under 18 years of age and not emancipated, the missing student's parents or guardian and the student's contact person, if one is registered, will be notified by the Office of the Dean of Students or designee no later than 24 hours after the student is determined missing.
4. Other campus offices who have a need to know (i.e. Department of Residence Life) will be notified.



COMMUTER STUDENT SERVICES

2024-2025

COMMUTER STUDENT SERVICES

Commuters are a vital part of the Messiah University community. More than 300 full- and part-time undergraduate students live off campus and commute from home during any given academic year. We recognize that commuting students possess different needs than residential students. From managing multiple life roles, to balancing academic with family commitments and work demands, to finding reliable transportation, commuters carry a lot. Because a majority of Messiah students are residential, it may feel like their needs are privileged over and above those of commuters. This is not true. Messiah University is committed to providing equitable access to all university services, engagement opportunities and the total educational process regardless of where a student lives.

Academic support services (e.g. the Writing Center), student government representation, clubs and organizations, internships, chapel, campus laboratories, library facility, musical and theatre performances, exercise areas, and much more, are all available to commuters. There is also a commuter student lounge located on the ground floor of Mountain View Residence Hall.

A Commuter Student Liaison and administrative support for commuters exists within the Division of Student Success and Engagement. Questions regarding commuter concerns can be directed to Commuter Student Services at commuterservices@messiah.edu or by calling 717- 766-2511, ext. 2098.

COMMUTER CRITERIA

Commuter Definition:

A commuter student is a student who is living locally (within a 50-mile distance) and at least one of the following criteria applies:

1. The student is living locally with parents.*
2. The student is living locally with family members (i.e. grandparents, aunts/uncles).*
3. The student is classified as having independent status by the Office of Financial Aid and is living locally.
4. The student has non-traditional status (23 years of age and over or married).

*Parents/family members must be living in the space with the student(s) throughout the duration of the student's commuting status.

Process:

If you meet any of the above criteria, your commuter status is valid for the academic year. You will need to sign a housing contract online via The Nest (www.messiah.edu/TheNest) to notify the Office of Residence Life of your status. Your contract will include a copy of the policy and it will ask you for your local contact information. If you do not meet the above criteria, you are expected to live on-campus based on the University's on-campus residency requirement. Additionally, if the granting criteria change you must notify the Office of Residence Life and may be subject to meet the on-campus residency requirement. If you have questions, please contact our office at 717-796-5239.

OFF-CAMPUS HOUSING

POLICY

Messiah University is primarily a residential campus. All single, full-time students under the age of 23 are required to live on campus. Exceptions to the residency requirement are granted to students who meet the above commuter criteria. Junior and senior students may apply for an exception to the residency requirement. Exceptions are very limited and are generally granted when living on-campus is prohibitive to a student's enrollment. Some examples of reasons include: financial hardship as verified by the financial aid office, medical reasons, special diet, etc. In order to be considered for this exception, junior and senior students must complete the below process.

APPLICATION PROCEDURE

1. Meet the minimum credit hour requirement (57 credits not including AP or CLEP by the end of your 4th semester) prior to deadline/application.
2. Complete an online off-campus housing orientation quiz. Information about the quiz will be emailed to students if they are approved by the Director of Housing.
3. Submit a completed off-campus housing application to the Office of Residence Life.
4. Provide an email of support from parent or guardian to the Assistant Director of Housing (*unless classified as an independent student by the Office of Financial Aid*).
5. Maintain good standing with the University. Good standing is defined as not being on academic, chapel, or disciplinary probation within the six months prior to application. In addition, previous alcohol or drug violations may prevent a student from being approved to live off-campus.
6. Confirm with the Financial Aid Office that aid package is not affected

- by living off campus.
7. Sign off-campus housing agreement on The Nest.
 8. Students should NOT enter into a lease or rental agreement until they have received official approval from the Office of Residence Life. Signing a lease or rental agreement without having received approval may result in being liable to the landlord for rent even while being required to live on campus.

EXPECTATIONS

All students (both traditional and nontraditional) who have been extended the privilege of living off campus remain members of the Messiah University community. They are obligated to honor the Messiah University Code of Conduct, Off-Campus Agreement, chapel requirements and the current student handbook. In addition to these University standards, off-campus students are also required to abide by the local laws and ordinances of their communities. It is expected that students living off campus will be good ambassadors of Christ and Messiah University. In addition to representing Messiah University, as members of this Christian community, we are called to be “salt and light” in the world—this includes our local communities. As such, it is expected that off-campus students will be good neighbors, respectful and considerate of the rights and needs of neighbors, always being sensitive to issues regarding noise, parking, guests, upkeep of dwelling, etc. With regard to these and other “courtesy issues,” it is expected that students living off campus will always defer to the needs of their neighbors in addition to obeying all state and federal laws and local township ordinances. The use, possession, and/or distribution of illegal drugs or alcohol are prohibited for Messiah University students living on or off campus while enrolled during the academic year. (See Alcohol Policy). Off-campus students are responsible for the behavior of their guests. It is also expected that off-campus students will abide by visitation standards outlined for students living in on-campus apartments. (See Visitation Policy).

COMMUTER LOUNGE

Commuters can take advantage of hanging out in the commuter lounge daily from 7 a.m. to midnight. The commuter lounge is located on the ground floor of Mountain View Residence Hall. This lounge includes a microwave, a large refrigerator, a freezer, private study spaces, couches, and lockers for commuters. A campus printer is located just next door in the Southside Learning Commons. Outdoor seating and free coffee, tea, and hot cocoa are also available.



STUDENT ENGAGEMENT & LEARNING OPPORTUNITIES

2024-2025

AGAPE CENTER FOR LOCAL AND GLOBAL ENGAGEMENT

The Agape Center is committed to cultivating experiences for students through local and global opportunities by doing the following:

- Educate students by providing transformative semester-long and short-term experiences that encourage them to reflect, learn, and grow as they navigate the complexities of becoming global citizens in a diverse world.
- Equip students through a variety of trainings and credit-bearing courses to highlight issues of power and privilege, cross-cultural understanding and best practices to prepare students for lifelong service and reflection.
- Engage with the community around them whether it is locally or globally. Opportunities include weekly community outreach, all campus service day, local and global service trips, and off-campus academic semester long and cross-cultural courses.
- Embracing the diversity of God's Creation by providing safe, transformative learning environments and opportunities for students to engage the world as reconcilers and servant leaders at home and abroad.

Engagement Opportunities

Outreach Teams

Outreach Teams sends small teams of students into a variety of local service-learning experiences in the greater Harrisburg region each semester. Service Opportunity Leaders are trained on facilitating service experiences and reflection as well as maintaining relationships with community partners. We partner with approximately 12 agencies on a regular basis.

Service Trips

Service Trips are organized experiences for teams of students and educators to serve with partnering organizations approved by the University. During fall and spring academic breaks, these experiences are domestic. During two weeks of summer break, students can participate in an international service trip organized by the Agape Center. All students will participate in orientation sessions and debrief sessions for these trips.

Credit-Bearing

Messiah University is committed to providing opportunities for students to engage the world around them; we do this through a variety of ways:

- **Cross-Cultural Courses:** 3-week courses taught by Messiah

faculty traveling to a variety of destinations. Students can fulfill their third language and ELI requirement. Recruiting for these courses start almost a year prior to the course departure (i.e., March 2024 May-Term 2025 courses) – individual deadlines vary by course.

- Semester long off-campus program: Students can fulfill 12-18 credits at an approved domestic or international program partner. Students can fulfill their third language when studying internationally and all locations fulfill the ELI requirement.
 - December 1 – Messiah’s pre-approval deadline for following fall semester (i.e. December 1, 2024 to participate in a Fall 2025 program)
 - April 1 – Messiah’s pre-approval deadline for following spring semester (i.e. April 1, 2025 to participate in a Spring 2026 program)
- Service Learning: Credit-bearing service-learning and community-based research occurs in many courses throughout our curriculum using a blend of content, service and reflection that totals a minimum of 40 hours a semester and satisfied the experiential learning initiative requirement (ELI) for graduation. Service-learning grants are available for faculty interested in developing or enhancing their courses. We also offer co-curricular service-learning ELI credit by participating at an approved Agape community partner 20 hours of service + 5hrs of reflection + 5hrs of learning throughout one semester. To gain this ELI credit, students must inform the Agape Center at the beginning of the semesters.

Service Day

Each April, the University pauses to celebrate in service to the local community. Since no day-classes are scheduled and many offices are closed, students and employees are expected to participate in a service activity during the day. Off campus, students and faculty join community partners during the day in service to the region.

Students can also learn about costs, deadlines, and requirements by browsing the Agape Center homepage at www.messiah.edu/agape

INTERCOLLEGIATE ATHLETICS & INTRAMURAL SPORTS

Intercollegiate sports participation is an opportunity for developing one’s physical potential, learning positive life lessons, and developing supportive

relationships. Messiah is a member of the National Collegiate Athletic Association, Division III and fields 22 intercollegiate varsity sports that compete within the Middle Atlantic Conference and Commonwealth Conference. Our tagline—Pursuing Athletic Excellence and Developing Christian Character — expresses our twin goals for those who represent Messiah in intercollegiate competition.

Men’s Sports

- Baseball
- Basketball
- Cross Country
- Indoor Track and Field
- Lacrosse
- Outdoor Track and Field
- Soccer
- Swimming
- Tennis
- Volleyball
- Wrestling

Women’s Sports

- Basketball
- Cross Country
- Field Hockey
- Indoor Track and Field
- Lacrosse
- Outdoor Track and Field
- Soccer
- Softball
- Swimming
- Tennis
- Volleyball

INTRAMURAL SPORTS

Our intramural sports program is dedicated to facilitating a fun, safe, and competitive outlet for Messiah University students and employees to participate in organized sports activities while exemplifying Christ-like attitudes and sportsmanship. Intramural sports help students create lasting memories and friendships, build and develop character, and enjoy a physical challenge. We look forward to seeing you on the field! The Messiah campus and surrounding area provide opportunities for many outdoor activities, including hiking, canoeing, and fishing. The Sollenberger Sports Center hosts an indoor pool, fitness center, racquetball and basketball courts, and indoor track.

MULTICULTURAL & INTERNATIONAL STUDENT PROGRAMS

The Multicultural and International Students Programs (MISP) Office provides support, advocacy, and a safe space so that multicultural and international students can experience transformative learning and a sense of belonging on campus. The MISP Office is located on the second floor of Larsen Student Union and falls under the Office of Diversity Affairs.

Multicultural and International Student Orientation

The Multicultural and International Students Programs (MISP) Office

hosts a multiple-day orientation filled with informative sessions, opportunities to connect with educators and peers and a chance to foster this special sense of belonging on Messiah's campus. The orientation serves as a holistic introduction to the students' new home and family; Messiah University.

MULTICULTURAL STUDENT PROGRAMS

The Multicultural Scholarship Program

The Multicultural Scholarship Program seeks to equip students with the awareness, knowledge, and skills necessary to critically engage with issues surrounding racial and ethnic identity while integrating faith and leadership practices toward addressing the complex realities of our current world. There are two types of multicultural scholarships: **the Martin Scholarship and the R. H. Flowers Scholarship**. Through the Multicultural Programs staff and student leaders, Multicultural Scholars are equipped with the tools necessary to successfully and efficiently engage in university-related activities. Students are encouraged to utilize the knowledge and experiences gained through this program to promote justice and equity both on campus and beyond.

The Multicultural Council

The Multicultural Council is comprised of the African Student Union (ASU), Asian Student Association (ASA), Black Student Union (BSU), Caribbean Student Association (CSA), International Student Association/MuKappa (ISA), and La Alianza Latina (LAL). The goal is to foster a common knowledge of cultures in the Messiah University community, with the mission of serving the entire student body through efforts of improving campus life for students from underrepresented racial/ethnic populations. All the clubs hold regular meetings and events. These programs foster a sense of belonging and celebration of cultures.

The Rev. Dr. Martin Luther King Jr. Commemoration

The MLK Commemoration week invites the campus community to reflect on the prophetic ministry and vision of Dr. King, and the call of God for all Christians to respond to the contemporary suffering of God's creation and human struggles for justice, reconciliation, and peace.

INTERNATIONAL STUDENT PROGRAMS

F-1 Visa Advising

The Designated School Officials (DSOs) at Messiah University inform and educate international students on an F-1 visa about U.S. government regulations and assist them in achieving positive results in maintaining their status.

Adjusting to Life in the U.S. (GEST 140)

This one-credit course is offered to all new international students (those on an F-1 visa, missionary kid students, third culture kid students) for the fall semester. The *Adjusting to Life in the US* course is designed to provide on-going, in-depth orientation regarding cross-cultural adjustment to the United States in general, and specifically to the United States classroom as experienced at Messiah University.

Friendship Family Program

This program provides a mutually beneficial friendship between Messiah University's international students and individuals or families that are Messiah employees. The Office of International Student Programs matches one to two participating students with a family or individual. The intent of the program is for students and families to forge organic connections through their relationships with one another.

The Rafiki House

The Rafiki House is special-interest housing for students committed to living in community focused on multicultural and international diversity. The very word "Rafiki" means friendship in Swahili and this house has a rich history at Messiah University. The house also provides an intentional space for multicultural and international students to find each other, fellowship, and spend time together in an informal setting.

OFFICE OF STUDENT ENGAGEMENT

The Office of Student Engagement exists to promote student engagement, provide intentional leadership development experiences, and encourage thoughtful dialogue while promoting a sense of belonging for all students.

Visit the Office of Student Engagement (SE) website at www.messiah.edu/studentengagement for more details and up-to-date information.

SERVICES

Larsen Student Union

Larsen Student Union functions as a central social location for students on campus. In addition to the full service Union Café, there are pool tables, booths and tables, meeting rooms, and board games available for all

students at the front desk. Larsen is home to a number of offices, services and program areas, including the Student Government Association, Student Activities Board, Multicultural Council, The Pulse Media Hub, Multicultural Student Programs, International Student Programs, the Office of Student Engagement, and Minds Matter.

Student Break Shuttle

In order to meet the needs of students, the Office of Student Engagement coordinates a free-of-charge van shuttle to Harrisburg area train and bus stations, as well as the Harrisburg International Airport. This service is provided for fall, Thanksgiving, Christmas, Easter and spring breaks. For details, visit: <https://www.messiah.edu/transportation>.

LEADERSHIP OPPORTUNITIES

Student Government Association (SGA)

The Student Government Association serves as the official representative body for Messiah University students. Specifically, SGA coordinates student representation to University committees, allocates the student activities fee to student organizations, officially recognizes and charters student organizations, and provides the official student representative voice to University administration and faculty. Organized through the Executive Cabinet, Student Senate and Committees, the Student Review Board, the Student Diplomatic Core, and the Student Engagement Council, SGA works hard to represent the needs and concerns of all students. For details, visit www.messiah.edu/sga.

Student Activities Board (SAB)

SAB exists to provide diverse activities designed to encourage active student engagement on campus and in popular culture, reconciling the relationship between culture and God. With funding from student activities fees, and through the work of student executives and volunteers, SAB regularly hosts concerts, dances, films, variety shows, excursions, cultural engagement experiences, and a number of other special activities throughout the year. For details, visit www.messiah.edu/sab.

Mentoring and Leadership Development Opportunities

Educators and other staff members serve as advisors and assist students in assuming leadership positions on campus to offer encouragement as they serve and lead. The Student Engagement Office supports both students and advisors in ongoing efforts throughout the year to seek to strengthen students' leadership experience in the areas of character, calling, and competency.

FIRST YEAR EXPERIENCE

Welcome Week

This orientation program is designed to provide a holistic transition experience for new first-year and transfer students that is characterized by safety, inclusion, and a warm welcome to the campus community. This program usually lasts a week and includes arrival, check-in, academic sessions, social programs, and informational sessions for all new students at the University at the outset of the Fall Term.

For details visit: www.messiah.edu/welcomeweek.

Winter Orientation

This orientation occurs prior to spring term. Like Welcome Week, this orientation aims to welcome students to the University in a safe and welcoming environment. In this case, the target students are those who enroll or transfer at Messiah University midyear. We use our Winter Orientation programs to provide these students with the tools that will help them succeed at Messiah.

Orientation Groups

Every new student is assigned to an orientation group that typically consists of the students enrolled in their First-Year Seminar class. Through participation in orientation groups, led by student orientation leaders, new students will feel a connection to the Messiah community, will become knowledgeable of the culture and opportunities on campus, and will be equipped to succeed academically, socially, and spiritually at Messiah.

LEADERSHIP OPPORTUNITIES

Team Building and Group Facilitations

The Office of Student Engagement serves Messiah University by providing opportunities for leadership development and teambuilding. Programming events include team problem solving initiatives, group functionality assessment, goalsetting workshops, and conflict mediation. Staff and student leaders focus on proper technical and group facilitation skills. Understanding the significance of group process, God's creation, and the challenge at hand are all integral elements of the program. These experiences also provide an opportunity to take students out of their comfort zone and to more holistically pursue the issues of leadership, identity, and spirituality.

Orientation Leaders

Leaders are selected based on their prior leadership experiences, academic

record, and ability to serve as a mentor to first-year students. Typically, orientation leaders are sophomores and juniors who work closely with First-Year Seminar instructors and the Office of Engagement to provide enthusiastic support for new students in their transition to university.

STUDENT ORGANIZATIONS

Messiah University recognizes that students have many interests and abilities. Messiah seeks to facilitate programs and activities which foster personal, academic, social, and spiritual growth, and enhance vocational development. A list of recognized student organizations that exist for the purpose of fulfilling such outcomes in a way that is consistent with the mission and identity of the University is online: www.messiah.edu/clubs.

Policy for Recognizing Student Organizations

1. *Relationship between Student Organizations and Messiah University*

All student organizations existing at Messiah University are encouraged to be recognized by the University. Recognition is a clear indication that the organization supports the mission, identity, and objectives of Messiah University. Student organizations and their activities are viewed as sponsored by the University as opposed to being conducted by the University. This distinction has implications for both the tax deductibility of potential donations to student organizations and for the University's financial reporting. Finally, student organizations are not permitted to maintain off-campus bank accounts; rather they will receive an account in the Business Office.

2. *Rights, Privileges, and Student Organization Guidelines*

Student organizations must be recognized in order to be afforded the following rights and privileges:

- a. The use of the University name, mascot (name and image), word mark, and letterhead
- b. Reservation of classrooms and other spaces in University-owned property
- c. Safekeeping accounts at the Business Office (student organizations are not permitted to maintain off-campus bank accounts)
- d. Opportunity to advertise on campus (official network email account, mass emails, University website, hanging posters, etc.)
- e. Able to fundraise (must be approved)
- f. Invitation to Opportunity Fairs and Admissions Open Houses
- g. Official listing in University publications and yearbook
- h. Administrative support for programming and event planning and execution

3. *Criteria Used to Approve New Organizations*

- a. All student organizations must demonstrate support for the educational mission, identity, values, outcomes, and Community Covenant of Messiah University. When reviewing organizations and determining if an organization should be recognized, the University's mission and identity, as well as the university-wide educational objectives, will be compared to the stated mission, goals, and objectives of the petitioning organization.
- b. Student organizations must have a well-developed plan for continued funding. There are four primary funding sources:
 - i. Student Government Association (SGA) allocations (only if SGA grants the organization chartership and the SGA Finance Committee approves the organization's budget). Please note this is not available within the first year of recognition.
 - ii. Fundraising efforts by the organization (only if there is adherence to University fundraising guidelines).
 - iii. Funds from budgeted University departments who are cooperating with and/or are supportive of the activities being carried out by an organization.
 - iv. Tax-deductible donations can happen indirectly by means of a gift registered to the program of a cooperating department existing within the University's operating budget.
- c. Student organizations must demonstrate that they are providing a new opportunity for the University community. Every effort will be made to limit the number of organizations that have identical or very similar objectives. University departments that have similar goals and objectives must support and affirm the goals of the proposed student organization (e.g., Philosophy Club and Department of Philosophy; touring choirs and the Department of Music).
- d. Organizations must provide evidence that there is ample student interest to support the organization.
- e. Student organizations must demonstrate that they have the support of an advisor. This person must be a full-time Messiah University educator with experience or expertise aligning with the club's mission. An employee with expertise in the club's mission who is not a full-time educator may also serve as a club's advisor instead, pending Cocurricular Education Council approval.
- f. Student organizations that exist primarily for the purpose of Christian fellowship, teaching, worship and/or theological exploration are required to initiate and maintain communication with the Campus Ministries Office. This includes securing the support of Campus Ministries for their proposed organization.

- g. Student organizations that exist primarily for the purpose of athletic competition against non-Messiah University opponents are required to work with the Office of Student Engagement and Athletics administrative staff to regularly complete requirements.
- h. New student organizations for which the proposed primary purpose is community service, missions, or support of external non-profit organizations (i.e. fundraising, campus chapters, etc.) are required to submit a letter of recommendation from the Agape Center for Local and Global Engagement.

4. *Process for starting a New Organization*

Any group desiring to organize and be recognized as a student organization should follow the following procedures:

- a. Obtain and complete an Application for Recognition from the Office of Student Engagement website or contact the SGA VP of Organizations. The application will include the following:
 - i. Organization's purpose statement
 - ii. Statement that demonstrates how the proposed organization supports the mission and objectives of Messiah University
 - iii. Names and roles of officers/leaders
 - iv. Example of organization's events and activities
 - v. Financial plan
 - vi. Written letter or signed advisor document confirming the full-time employee who is willing to serve as the organization's advisor
 - vii. Signatures from at least 15 students demonstrating interest in the organization
- b. Present the Application for Recognition to the SGA VP of Orgs. The SGA VP of Orgs will conduct an initial screening to determine if the guidelines have been followed. If the application is complete, it will be forwarded to the Office of Student Engagement.
- c. The Director of the Office of Student Engagement or the Vice Provost of Student Success and Engagement will then meet with the applicant(s) prior to submitting the application to the Cocurricular Education Council.
- d. The application will be reviewed and subsequently approved or denied by the Cocurricular Education Council based upon the established criteria.
- e. A year after receiving official recognition, student clubs may then apply for SGA chartership. This is a separate and distinct process that is governed by the Student Government Association.
- f. Additional letters of support may be required from campus offices that overlap with the mission of the club. See criteria in section 3.

5. *Presently Established Organizations*

By April 15 of each year, every student organization will submit an application for renewal to the Office of Student Engagement and the SGA VP of Orgs, which may require an annual report summarizing the prior year's programming, names of the new officers and the advisor for the next year, any changes to the organization's structure or bylaws, an accurate student involvement roster (including fall and/or spring semester membership), and future plans and initiatives. If an application for renewal has not been submitted by the posted deadline, it will be presumed that the organization is terminated, and the organization will be removed from the roster of recognized organizations for the upcoming academic year.

Student organizations that were required to seek the approval of a particular office or department, as part of their recognition, must continue to receive approval from that office/department as part of their recognition. See section 3 for details.

6. Revoking of Recognition Status and Sanctions

If an organization does not adhere to established University guidelines regarding fundraising, programming, and event planning, it may be removed from the list of recognized organizations. In addition, if an organization's practices are counterproductive to the University's mission and objectives, it may face sanctions or disciplinary action, and its status as a recognized organization may be revoked. In cases where responsibility needs to be determined, the organization's officers and advisor of the organization will have a hearing with the Director of Student Engagement to determine responsibility and appropriate sanctions. Appeals can be made to the Cocurricular Education Council. The Student Government Association maintains a separate review process and reserves the right to enforce probation, suspension, and revocation of any student organization's status should they fail to meet the standards and expectations of all student organizations.

Last Updated: 4/2023 Governance Path: Cocurricular Education Council/Community of Educators Senate



CAMPUS MINISTRIES

2024-2025

MISSION & OUTCOMES

The Office of Campus Ministries creates opportunities for students to engage in meaningful Christian worship, discipleship, and spiritual formation.

SPIRITUAL FORMATION OUTCOMES

Being | Students nurture a personal and communal relationship with God.

- Identity | *Students find their identity in Christ and view themselves as image-bearers and children of God.*
- Character | *Students cultivate Christlike character.*
- Community | *Students develop meaningful relationships in Christian community.*
- Practice | *Students learn and engage in practices that foster healthy spirituality.*

Knowing | Students grow in knowledge of God, self, the Church, and the world.

- Scripture | *Students learn the story of God as told in the Old and New Testaments of the Bible.*
- Calling | *Students grow in awareness of their spiritual gifts, skills, and abilities toward discerning God's call on their lives.*
- Diversity | *Students grow in awareness and appreciation of diverse expressions of the Christian faith.*
- Wisdom | *Students grow in wisdom to think and act faithfully in a complex world.*

Doing | Students respond to God's reconciling work in their lives and the world.

- Worship | *Students actively engage in a life of worship and service.*
- Leadership | *Students develop skills and gain experience in Christian leadership.*
- Justice | *Students enact Christ's gospel of peace and justice.*
- Disciple-making | *Students invite others to learn and follow the person and way of Jesus.*

INVOLVEMENT

Whether you are most likely to connect with God through quiet prayer or exuberant worship, through community service or through purposeful study, life at Messiah offers a wide array of opportunities for pursuing spiritual growth.

Student Ministries

The Student Ministries is a student-led organization providing a variety of peer-to-peer ministries where students nurture their faith as they connect with God and one another. Opportunities offered through Student Ministries include things like Bible studies, life groups, prayer ministry, faith exploration groups, and special events. Through intentional mentoring and discipleship, Student Ministries leaders are equipped to engage in Christian spiritual formation while gaining leadership experience on campus.

Worship Community

The Worship Community is a team of students that receives training and mentoring in worship leadership and coordinates the liturgies and music for campus worship services, including chapel, as well as other retreats, conferences, and events.

Powerhouse

Powerhouse is a student-initiated service of worship held in Hostetter Chapel on Thursday nights at 8:30 pm. Students join in Hostetter every week to worship through song, prayer, and reflection in a powerful experience of corporate fellowship and praise.

Local Churches

Students are highly encouraged to be involved in a local church during their time at Messiah. Information on a number of local churches is available through the Campus Ministries website at <http://www.messiah.edu/info/20056/church>, including many that provide a shuttle service from Messiah's campus. The Grantham Church, located near the main campus entrance, has a long-standing relationship with the University.

CHAPEL

Messiah University's chapel program is designed to support students' Christian spiritual formation. It is also a place where members of the Messiah community consistently gather as a worshipping community in expression of our Christian faith. As an educational program of the University, chapel is never intended to replace a student's participation in the life of a local church.

On Tuesday and Thursday mornings, many members of the Messiah community gather for a chapel service with prayer, diverse expressions of musical worship, and a scripture-based message. A smaller chapel service is offered on Tuesday evenings, often developed in collaboration with

campus partners, to explore the implications of Christian faith for life and society. Additionally, various educator-led small groups convene in smaller venues called 4x4s for Bible studies, book studies, the practice of spiritual disciplines, and an array of discussions regarding Christian life and culture. These 4x4s take the place of larger chapel services for eight Thursdays each semester.

CHAPEL ATTENDANCE POLICY

Chapel attendance is an educational requirement for all full-time Messiah University undergraduate students. Residential students are expected to attend 14 approved chapel opportunities each semester. Services and gatherings offered in various venues on most Tuesday mornings and evenings as well as on Thursday mornings when classes are in session.

1. The university uses an app called iAttended for students to record and track their progress toward the semester chapel requirement. Once students download the iAttended app and register under their Messiah email, they scan a QR code at the end of each chapel service for credit. Chapel attendants are available at each exit to assist students. Doors on most venues will be locked five minutes after the scheduled start time. After the doors are locked, students will not be admitted, and they cannot claim chapel credit. Students can check their progress toward their chapel requirement through iAttended.
2. If a student is a full-time commuting student carrying at least 12 credits, the student's chapel requirement is 7 chapels per semester.
3. If the following conditions apply, a student may request chapel exemption or reduction for a semester:
 - a. The student is engaged in a credit-bearing semester-long internship, clinical, or student teaching experience that directly conflicts with chapel times.
 - b. The student is employed off campus for 25 or more hours per week.
 - c. The student has parenting obligations for their own children that prohibit chapel attendance.
 - d. The student is ill or absent from the university for two (2) weeks or more. This exemption must be accompanied by an excuse from the student's doctor or the Engle Center.
4. The request for chapel exemption or reduction must be completed within the first four weeks of each semester. Offices that coordinate

student internships, nursing clinicals, and teacher education may submit a list of students for a semester-long exemption or reduction. Full exemption is automatically granted to students who are studying with off-campus programs for the semester. No chapel exemption is necessary or available for missing a particular chapel opportunity (e.g. sickness, field trip, on or off-campus obligation).

5. If a student has not completed the chapel requirements as stated above, the student will receive notification that he/she has been placed on chapel probation for the following semester with the following consequences:
 - a. A fine of \$15 will be assessed for each attendance short of the required 14. (Chapel fines support student benevolence funds and spiritual formation opportunities.)
 - b. An active chapel probation status may negatively impact one's eligibility for service in a student leadership position.
6. A student involved in deception regarding any of the chapel attendance policies (e.g. sharing a QR code, illegitimate exemption request) will incur a fine of \$210 (\$15 for each of that semester's 14 required chapels). The student will also be required to meet with a representative of the Campus Ministries office and will be placed on chapel probation for the following semester.
7. Appeals regarding a student's chapel attendance deficiency or chapel probation status should be made in writing and may be submitted to Campus Ministries (CampusMinistries@messiah.edu) within 10 business days of receipt of the relevant notification from Campus Ministries. Decisions of Campus Ministries may be appealed in writing to the Dean of Students.



ACADEMIC POLICIES

2024-2025

Each student is responsible to know the contents of the University Academic Catalog, particularly the sections which relate to the student's major and general academic requirements.

The online [Academic Catalog](#) contains Messiah's academic definitions, policies, and procedures. Drill down to specific information by selecting "Undergraduate current catalog" and then select "Academic Definitions" or "Academic Policies and Procedures" located at : https://www.messiah.edu/info/20108/academic_information/1306/academic_catalog



STUDENT SUPPORT SERVICES

2024-2025

ACADEMIC SUPPORT

ACADEMIC SUCCESS CENTER

Academic support is critical to the success of students at Messiah University. The Academic Success Center (ASC) provides students with access to services designed to help them meet their personal and academic goals. Here are more details on those opportunities:

ACADEMIC COACHING

Academic coaching is a popular student success program available to any undergraduate student attending Messiah University. While offering accountability and encouragement, academic coaching often provides students with practical advice about study skills, time management, organizational tools, and test-taking strategies. It also includes the opportunity for students to talk about the challenges and joys of university life. Coaching sessions are tailored to meet the individual needs of each student and to help them make healthy and productive choices. To make an academic coaching appointment, simply type “Academic Coaching” into the FalconLink search bar and follow the link provided there.

OFFICE OF ACADEMIC ACCESSIBILITY

The Office of Academic Accessibility (OAA), located in Murray Library Suite 115, coordinates accommodations and services for students with documented disabilities in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The OAA also provides tangible assistance to students through advice, advocacy, referrals, and self-screening tools. Commonly arranged accommodations include extended time on tests, quiet, low-distraction locations for examinations, assistance with class notes and handouts, electronic text formats, and screen-reader accessibility. To find out more, visit <https://www.messiah.edu/info/20112/officeofacademicaccessibility>.

PEER TUTORING

Peer tutors provide their fellow students with assistance in achieving and maintaining the level of academic proficiency necessary to be successful in Messiah University’s rigorous intellectual environment. Beneficial to students at all levels of proficiency, both individual and small group tutoring is offered free of charge. Trained tutors who have excelled in the courses in which they are providing assistance offer tutoring in a number of subjects, including, but not limited to, Biology, Chemistry, Nursing, Spanish, and Math. More information is available at https://www.messiah.edu/info/20113/learning_center.

SUPPLEMENTAL INSTRUCTION

Supplemental Instruction (SI) is a program that targets "high risk courses" rather than "high risk students." The university pays trained Supplemental Instruction leaders to attend selected class lectures, take notes, read course material, then plan and conduct two review sessions outside of class each week. The SI review sessions are interactive and utilize a variety of collaborative learning techniques as the SI leader combines the methods of how-to-learn with the advice of what-to-learn. Students acquire effective study strategies as they review course material and prepare for tests using mock exams. The sessions are not remedial but benefit all who attend. Statistical data suggest that students who attend SI sessions earn 1/2 to a full letter grade higher than those who choose not to attend. For additional information on SI, please visit the following link: https://www.messiah.edu/info/22103/supplemental_instruction

WRITING CENTER

Any student at any stage of the writing process—from understanding an assignment and finding a topic to composing and revising a draft—may find assistance and encouragement at the Writing Center. Trained peer tutors advise and support student clients who visit the Writing Center, helping them to become more confident and adept writers.

OTHER ACADEMIC SUPPORT RESOURCES

ACCOUNTING HELP

Accounting Help is available to students in related accounting/business classes seeking further guidance and instruction on course material. The help sessions are managed by upper class accounting student tutors. These help sessions take place on Sunday, Tuesday, and Thursday nights from 7:00-10:00 pm.

For more information on Accounting Help sessions and location, please contact Kathleen Johnston at kjohnston@messiah.edu.

CHEMISTRY HELP (CHELP)

CHELP is comprised of open tutoring sessions focused on end-of-chapter material and cumulative problem solving for fall semester General Chemistry I and Introductory University Chemistry. There is no sign-up needed to attend a session.

For more information on CHELP, location, and time of sessions please contact Jesse Kleingardner at jkleingardner@messiah.edu.

MATH LAB

Math Lab is an informal setting where students can work on homework, study, and check homework solutions. During designated evening hours, Math Lab is staffed by teaching assistants to help attending students. Math Lab is specifically designed to assist students in: MATH 101, MATH 102, MATH 107, MATH 108, MATH 111, MATH 112, MATH 211, MATH 308, MATH 261, and MATH 271.

For more information on Math Lab, please contact Cynthia Lehman at clehman@messiah.edu or Doug Phillippy at dphillip@messiah.edu.

NURSING LAB SIMULATIONS

Nursing Lab Simulations are for nursing students seeking further practice of their clinical skills. The Department of Nursing work study students assist attending students by providing feedback, guidance, and needed supplies. For more information on Nursing Lab simulations, please contact the Department of Nursing.

PHYSICS SESSION REVIEWS

These sessions are primarily structured to review assign homework and concepts covered in lecture for PHYS 201, PHYS 202, PHYS 211, and PHYS 212. There is no sign-up needed to attend. Location and times for these sessions vary. For more information on these sessions, please contact your course instructor.

CABLE TV

The University does not provide access to cable television. Students are permitted to use smart televisions and other devices that provide access to network streaming services.

THE CAMPUS STORE

Located in the Eisenhower Campus Center, the Messiah University Campus Store is a one-stop shop for Messiah gear, gifts, and so much more. Shop with us 24/7 [ONLINE](#), and view store hours, contact info, and more at <https://messiahugear.com/>. Follow us on Instagram and Facebook at [@messiahcampusstore](#) to be the first to know about store promos and see the latest and greatest Messiah merch.

The Campus Store is committed to providing our students with friction-free access to their course materials. Slingshot Choice, our innovative

auto-fulfillment subscription service, drives student success by delivering all required course materials to our Undergraduate and Graduate members before each term begins. Students can even customize their experience by selecting their Textbook Preference (Rent, Buy Used, Buy New, or Digital) and Delivery Preference (Campus Delivery/Pickup or Mail). Yes, we actually deliver textbooks to the dorms at no additional cost! Charges are billed directly to the student's Messiah account to allow financial aid to be seamlessly applied. All new students are automatically enrolled with default preferences, and existing students can choose to participate at any time. Students can log into their [Slingshot Student Portal](#) with their Messiah log-in to view and manage their account preferences and course materials with Slingshot here: <https://messiah.slingshotedu.com/#/welcome>.

CAREER & PROFESSIONAL DEVELOPMENT

The Career & Professional Development Center is committed to serving the career and professional development needs of students from every academic major and class year. Career coaches are available to assist students in the following areas: identifying strengths and interest areas, exploring majors and career options, developing a plan to test out possibilities and gain practical experience, specifically through internships, and providing resources for the transition to employment and graduate school. Through individual career coaching appointments, career-related programs and events, and interactive online resources, the Career & Professional Development Center offers services to meet a wide variety of career development needs. Students are encouraged to visit the Career & Professional Development Center often, beginning with their first year on campus.

CONFIDENTIAL REPORTING & RESOURCING

The Coordinator for Interpersonal Violence Prevention and Education provides a confidential space for students to disclose incidents of interpersonal harm or concern on behalf of themselves or a friend. Concerns may include potential sexual assault, sexual or gender-based harassment, stalking, hazing, and abuse or harm in a relationship (whether experienced at home, abroad, locally, or on campus).

Messiah University students who have experienced harm **or** who are accused of harming someone else can meet with the Coordinator for IPV to receive support measures including information about their rights, options, and resources.

The Coordinator for IPV is not an investigator, conduct officer, or decision-maker at the University. Anyone concerned about meeting with the Coordinator for IPV can make a request for a referral and receive information regarding their rights, options, and resources through another University employee.

For more information, contact the Coordinator for Interpersonal Violence Prevention and Education at hmcbride@messiah.edu or set up a [confidential appointment](#).

COPY SERVICES

There are several self-service copier/printers located on campus for student copying. Some are black and white only and others print in color. Scanning is available on both types of copiers. Copiers are located:

- Boyer Hall second floor alcove (B&W)
- Boyer Hall third floor alcove (B&W)
- Climenhaga Fine Arts first floor Art Wing (Color)
- Climenhaga first floor room 129 (Color)
- Eisenhower Campus Center at the Receptionist (Color)
- Fishbowl Grantham/Miller/Hess (B&W)
- Frey Academic first floor alcove (Color)
- High Center first floor Rm 048 (B&W)
- High Center second floor Rm 134 (B&W)
- Jordan lobby room 152 (B&W)
- Jordan Center third floor balcony (B&W)
- Kline Basement Rm 027 Lounge (Color)
- Kline second floor Rm 223 (B&W)
- Larsen Student Union second floor lobby (B&W)
- Mountainview Dorm Room 062 (B&W)
- Murray Library lower level hallway (Color)
- Murray Library upper level Café area (Color)
- Murray Library upper level copier room (Color)
- Naugle Lobby Room B128 (B&W)
- Winding Hill second floor Room 227 (Color)
- Witmer Dorm First floor lobby (B&W)

DINING SERVICES

All students who live in traditional residence halls are required to purchase the Dining Dollars meal plan. Students living in apartments, satellite housing or commuting will also be able to purchase the meal plan via The

Nest on the Messiah University Portal.

The meal plan price for 2024-2025 is \$2,900.00 per semester. The meal plan has two components associated with it; the Dining Services Operations Charge and a declining balance account named Dining Dollars. The Operations Charge covers the primary operational costs associated with operating our campus restaurants. The price of the Operations Charge is \$1,755.00 per semester. The Dining Dollars will be used to make your actual day-to-day meal purchases. The initial amount of the Dining Dollars portion loaded on the student ID card is \$1,145.00 per semester. The \$1,145.00 is an average of what the majority of students will spend each semester. The amount of Dining Dollars necessary will vary greatly based upon your individual dining habits. Additional funds can be added to the Dining Dollars account as needed at the Falcon Exchange.

An additional benefit to the meal plan includes receiving a 52% discount on purchases in the Lottie Nelson Dining Hall and a 30% discount at the Union Café, The Falcon, Café Diem, Café @ Winding Hill and the Falcon Hut. (The discount does not apply to vending machine purchases.) Dining Dollars account balances up to \$100.00 carry over from the fall semester to the spring semester. At the end of each academic year, a maximum of \$200.00 (\$100.00 per semester) remaining Dining Dollars will be transferred and credited to your student billing account. Upon graduation or withdrawal, a maximum of \$200.00 (\$100.00 per semester) remaining Dining Dollars shall be refunded. In the case where a housing adjustment is made at the end of the fall semester that would no longer require you to have the Dining Dollars meal plan for the spring semester, up to \$100.00 (fall semester only) Dining Dollars will be transferred and credited to your billing account after the fall semester.

The Meal Plan Agreement is a semester agreement. Students seeking an exception to the mandatory meal plan policy may complete a meal plan agreement change/exemption form and submit it to the Dining Services Office for review by our nutritionist and director. Exceptions may be granted on the basis of medically documented dietary requirements which cannot be accommodated by Dining Services.

A valid Messiah photo ID card is required for students to purchase meals with Dining Dollars, Ala Carte, and/or Falcon Dollars in all of our locations. ID cards must have a clear, visible picture and be able to be scanned. If you are eating in the Lottie Nelson Dining Hall and need to leave for a brief period of time, you must turn in your ID card to the cashier who will return it when you re-enter. ID cards are nontransferable. Use of someone else's ID card will be considered theft.

Unauthorized entrance into Lottie Nelson Dining Hall and/or taking food

from the dining room will be treated as theft. Our no-limits policy in Lottie Nelson Dining Hall provides students with all they care to eat while in the dining room and does not entitle you to take food from the dining hall, including fruits, desserts, etc., for later consumption. Shoes and shirts must be worn in all of our restaurants. Taking items from the Union Café, The Falcon, Café Diem or Café @ Winding Hill without paying will be treated as theft. Food throwing will not be tolerated. Violations will be referred to the Dean of Students.

Questions about the Dining Dollars meal plan should be addressed to Dining Services at (717) 766-2511 ext. 7126.

RESIDENTIAL DINING

Lottie Nelson Dining Hall, located on the upper level of the Eisenhower Campus Center, is an all-you-care-to-eat facility. We offer a wide range of fresh foods and menu options during each meal period. A full breakfast is available with a fresh fruit and yogurt bar. At lunch, we offer a specialty salad bar, homemade soups, create-your-own sandwiches, and an array of fresh and healthy menu options. Dinner is comprised of comfort foods and specialty food bars. In addition to these choices available at lunch and dinner, you can create your own stir fry at our Mongolian Grill or treat yourself to a burrito at the Southwest Station.

Special dietary needs can be accommodated at all dining locations.

Additional information is available at

http://www.messiah.edu/info/20671/special_dietary_needs. Join us any time for great food and service. Dining Dollars, Ala Carte, cash, credit cards, and Falcon Dollars are accepted.

Lottie Nelson Dining Hall hours are:

Monday-Friday

Breakfast: 7:00 a.m. – 9:00 a.m.

Lunch: 11:00 a.m. – 1:30 p.m.

Dinner: 4:30 p.m. – 7:00 p.m.

Saturday-Sunday

Brunch: 11:00 a.m. – 1:30 p.m.

Dinner: 4:30 p.m. – 7:00 p.m.

For additional information, visit the Lottie Nelson Dining Hall website at http://www.messiah.edu/info/20673/lottie_nelson_dining

CAFÉ DIEM

Café Diem is located inside the Murray Library. Pick up a good book and stop by for a coffee, specialty drink, pastry or big cookie. Additional grab n' go items available. Dining Dollars, Ala Carte, cash, credit cards, and Falcon Dollars are accepted.

Café Diem hours are:

Monday–Thursday: 9:00 a.m. – 4:30 p.m.

Friday: 9:00 a.m.–3:30 p.m.

Saturday: Closed

Sunday: Closed

For additional information, visit the Café Diem website at

http://www.messiah.edu/homepage/734/cafe_diem

THE FALCON

The Falcon is located inside the Eisenhower Campus Center beside The Campus Store. Stop in and try one of our specialty flatbread sandwiches, salads, rice bowls, grill items, or grab n' go products. See our menu and features for more information. Dining Dollars, Ala Carte, cash, credit cards, and Falcon Dollars are accepted.

The Falcon hours are:

Monday–Friday: 7:30 a.m. – 3:30 p.m. (Grab 'n Go only from 2:30 p.m. – 3:30 p.m.)

Online ordering is available at <http://falcon.messiah.edu>

For additional information, visit the Falcon website at

http://www.messiah.edu/info/20674/the_falcon

UNION CAFÉ

The Union Cafe, located inside the Larsen Student Union building, serves a wide range of foods including sandwiches, salads, burgers, pizza, ice cream, smoothies, and a variety of grab n' go items. Dining Dollars, Ala Carte, cash, credit cards, and Falcon Dollars are accepted.

The Union Café hours are:

Monday–Friday: 7:30 a.m.–10:00 p.m.

Saturday–Sunday: 1:00 p.m.–10:00 p.m.

Online ordering is available at <http://union.messiah.edu>

For additional dining information, visit the Union Café website at

http://www.messiah.edu/info/20675/union_cafe

ENGLE CENTER FOR COUNSELING AND HEALTH SERVICES

HEALTH SERVICES

The Engle Center provides in-person urgent and primary care medical services to all Messiah University students. In addition, TimelyCare is now available to students 24/7 as a free telemedicine service. TimelyCare is also available to all students 24/7 as a free tele-counseling service. Students can sign up at [timelycare.com/messiah](https://www.timelycare.com/messiah).

The Engle Center is open Monday - Friday from 8:00 am to 5:00 pm when classes are in session. A Nurse Practitioner (CRNP) is available by appointment Monday – Friday. RNs also see students by appointment. All sick/injury visits are free but there are fees for well physicals (travel, drivers, and sports), some medications, vaccines, procedures and supplies. These fees can be charged to a student's account or paid at the time of service using cash, check, or credit card. A travel medicine clinic is available for pre-travel consultation and vaccinations needed for overseas travel.

The Nurse Practitioner can assess, diagnose, treat, prescribe medications, and order appropriate testing. The Engle Center can refer students to other physicians and area hospitals. Students are financially responsible for the cost of services performed off campus. The Engle Center does not file claims with students' insurance companies; it will, however, provide a bill which can be used by the student to file a claim.

Prior to enrollment, students are **required** to have a physical exam and to complete online health history forms and immunizations. In addition, students must complete a TB screening form and provide proof of the required immunizations. If a tuberculosis test is needed, it must be completed within the 6 months prior to entering the University. Students who do not complete the required health history, physical, TB screening and immunization record will have a hold put on their registration for subsequent semesters. Students who do not follow through with the TB screening protocol within 3 weeks of the start of classes may be asked to remain off campus until testing is complete.

In the event a student misses a class due to illness, he or she is responsible for informing the class instructor. A "Visit Verification" slip is available to students who have been evaluated by Engle Center personnel at the time of their illness upon student request. Faculty members make the final

determination on whether or not a student's absence from class is excused. Upon request, the Engle Center will notify professors of prolonged absences or hospitalizations.

COMMUNICABLE DISEASES

Communicable diseases are diseases that spread from one person to another. The spread often happens via airborne viruses or bacteria, but also through blood or other body fluids. Students studying and living in close proximity to one another are inherently more at risk for communicable diseases. The University requires immunizations for certain communicable diseases. Failure to provide proof of these immunizations will cause a delay on Arrival Day (room keys will not be distributed until ALL immunizations and forms are completed), and risk the ability to register for classes. The University will take action to maintain the well-being of both the student and the community when a communicable disease is identified on campus. Some communicable diseases are reportable to the State Health Department. Depending on the nature of the disease, short-term or long-term isolation from the campus may be necessary for the individual with the disease.

MEDICAL EMERGENCIES

In a medical emergency, students should observe the following procedures:

- In a **LIFE THREATENING EMERGENCY – DIAL 9-911 IMMEDIATELY**
Have someone notify Dispatch at ext. 6005 or 717 691-6005 so that the Department of Public Safety can escort the ambulance to the student's location.
- TimelyCare is available 24/7 to ALL students for medical or mental health visits via telehealth at [timelycare.com/messiah](https://www.timelycare.com/messiah)
- Visit the Engle Center Monday – Friday 8 am.–5 pm; call 717-691-6035

COUNSELING SERVICES

Counseling Services provides clinical mental health counseling in person or through telehealth via TimelyCare by professional counselors. A variety of services are available to help students grow as individuals and assist them in dealing with the inevitable challenges of their university years. Confidentiality is assured in the counseling process. Individual counseling is available to full time students.

Students who need assistance should stop by or call Counseling Services to arrange an initial assessment appointment. At the appointment, the counselor will assist the student to design a customized plan for growth and skill development. The plan may include individual counseling, group counseling, and/or referral to other resources on and/or off campus.

Students can also access on-demand mental health services 24/7 via the TalkNow portion of TimelyCare or can schedule a telehealth appointment with a licensed provider of their choice through the Scheduled Counseling portion of TimelyCare. Students can download the app on their phone or visit <https://www.timelycare.com/messiah>.

MEDICAL LEAVE

There are a number of support services available to students who are dealing with mental health concerns. On very rare occasions, a student may need to leave the University for a period of time when he or she is dealing with psychiatric difficulties. A student who exhibits serious health problems (or behavior problems arising from physical or mental health issues) which threaten the health or safety of the student or others may be encouraged to take a voluntary medical leave. When possible, accommodations will be considered on a case-by-case basis as an alternative to medical leave. When accommodations are not appropriate or feasible and the student is unwilling to take voluntary medical leave, he or she may be evaluated for Required Medical Leave. A student seeking to return from Required Medical Leave will go through the same return process as do voluntary medical leave students.

In the event of a required medical leave, refunds are made on a prorated basis from the date leave began, consistent with the policy for voluntary medical leave. A student required to leave the University for mental health reasons receives medical leave status. The student will be permitted to return to the University when the issue which led to the medical leave has been addressed and a support plan has been approved by the Director of Counseling and/or the Director of Health Services. The general Medical Leave and the Required Medical Leave Policies are located in the Academic Life section of this handbook.

INFORMATION TECHNOLOGY SERVICES

The Information Technology Services (ITS) Technology Support offers the following:

- Supports connections to campus Intranet (Wi-Fi and Ethernet)
- Supports access, navigation and troubleshooting of campus wide programs such as:
 - Learning Management System
 - Microsoft 365
 - Google Apps for Education

- Cleans viruses from laptops
- Loans equipment for academic projects (audio/video recorders, etc.)

Contact ITS-Tech Support by emailing TechSupport@messiah.edu, calling (717) 796-4444, or visiting in person in Old Main 133.

COMPUTER LABS

Messiah University maintains computer labs, consisting of just over 300 computers (Windows/Mac), on campus. There are two types of labs managed by Information Technology Services (ITS): General Usage Labs, and Department Labs. There are also Public Access Computers (PAC) in the Murray Library.

General Labs

General Labs are available for all students and can be reserved for classes. These labs feature a Teacher Station for demonstrations. General labs can be found in the following locations:

- Frey 166
- Boyer 337

Department Labs

Department Labs are set up for the exclusive use of an academic department. They feature special software needed by the department. These labs range in size from 2 to 25 computers.

Public Access Computers

Murray Library is home to our Public Access Computer (PAC) stations. These Windows computers are in the main lobby area and are available to students, faculty, staff, and Messiah University guests.

MURRAY LIBRARY

A key facility in the University's educational program is the Murray Library. It contains quiet and chat-friendly places for individual and group study, a coffee/pastry bar, and a classroom. Librarians are available during most open hours to help students with reference and research questions and may be contacted through chat, email, video conference, phone or in-person. The library provides online access to more than 100 academic research databases, 150,000 journals, 800,000 ebooks, 100,000 streaming videos, and more than 250,000 print books, periodicals, and other media. Academic Support resources such as the Office of Academic Accessibility, the Learning Center and the Writing Center are co-located in the library

building for easy access to these services. The Library also houses the Brethren in Christ and University archives, and the Athenaeum Conference Room. Membership in various consortia expedites the loan of resources from other libraries.

MAIL SERVICES

Mail Services is housed within the Campus Store in Eisenhower Campus Center. Students will receive notifications from Slingshot Logistics (donotreply@slingshotedu.com) when they have mail and/or packages to pick up. A student or photo ID must be presented for pick-up. Mail and packages can be picked up during Campus Store business hours which are updated weekly at the Campus Store's website at <https://messiahugear.com>. Mail FAQ with additional information is available at <https://messiahugear.com/pages/mail-faqs>. The address format for students is

[First Name] [Last Name]
[Student Messiah Log-in Username]*
1 University Ave
Mechanicsburg, PA 17055

*Student's First and Last Initial + 4-Digit Number

ROOM RESERVATIONS

The Conference and Event Services Office serves Messiah University by scheduling all non-academic programs and activities, along with coordinating support services to those meetings, programs, and activities. Rooms and spaces may be reserved by student groups for meetings and activities. Campus facilities are available to recognized student organizations, University departments, and University-sponsored groups. All use of space must be approved by the Conference and Event Services Office prior to use. Simple requests for the use of space are made by submitting a request through the EMS WebApp (the university room scheduling software), by calling ext. 6009 or 717-691-6009, or emailing roomres@messiah.edu. Mountain View 141 may be reserved by students for activities that are of a personal nature or activities that are not University related, however, all attendees must be Messiah University students, staff or faculty. No external guests are permitted. Every effort is made to confirm your room request as soon as possible. We do, however, ask that you allow two business days to process your request.

Additional time is required to process more detailed event requests. Examples of detailed requests include: Dining Service requests such as

picnics or catered functions; requests for extended building hours; major events such as concerts and conferences; outdoor or other large events and any other event requiring set-up of tables, chairs, trashcans, etc. All requests for these events must be made four weeks prior to the event.

Special requests such as fundraising arrangements, off-campus vendor requests, off-campus speaker requests, dancing and film requests must be made through the Student Engagement Office. All special requests must be approved two weeks prior to beginning the activity.

STUDENT EMPLOYMENT

There are many opportunities for a Messiah University student to have a job on campus. Through on-campus job opportunities, students acquire and enhance important workplace skills and abilities that are transferable and can be the foundation for building a resume for future career opportunities.

Student Employment at Messiah University includes both federal work study and institutional work assignments. Students with demonstrated financial need who have filed the Free Application for Federal Student Aid (FAFSA) may be employed in federal work study assignments. Additionally, the University has an extensive institutional work program where students do not need to demonstrate financial need. Typically, students average around 8-10 hours per week during the academic year but may be able to work up to 20 hours per week. Summer students typically work 40 hours per week and on-campus housing is available.

Additional details on campus employment, eligibility, locating available jobs, and obtaining an on campus job are available by contacting the Student Employment Office at: studentemployment@messiah.edu or at http://www.messiah.edu/info/20242/student_employment

Off-campus internships and full-time, part-time, and summer jobs can be found through Handshake, the Career and Professional Development's Center's online portal at:

<https://www.messiah.edu/info/22505/handshake>.

STUDENT FINANCIAL SERVICES

FALCON EXCHANGE

The Falcon Exchange provides several essential student services. Located on the second floor of the Eisenhower Campus Center, near Lottie Nelson Dining Hall, the Falcon Exchange issues student ID Cards, and accepts Falcon Dollar, Dining Dollar and student bill payments with cash or check.

The Falcon Exchange is open Monday-Friday between 10:00 am and 3:00 pm during the academic year.

FALCON DOLLARS

“Falcon Dollars” is an ID Card based declining balance program that works like a debit card. Money deposited into a Falcon Dollars account may be used to make purchases at various campus locations such as the Campus Store, eateries and the Box Office. Students may make deposits on and check their Falcon Dollar and Dining Dollar account balances via their FALCON Link e-Account, on a VTS machine or at the Falcon Exchange.

STUDENT ID CARD

Your student ID card is your official means of identification while at Messiah University. It is used for identification purposes and for access to numerous facilities and services on campus. All ID cards are issued by the Falcon Exchange. ID cards are the property of Messiah University. No one is allowed to borrow or use another student’s ID card for any purpose. Lost cards should be reported to the Falcon Exchange during business hours. If the Falcon Exchange is closed, a temporary card may be obtained at the Dispatch Office on the first floor of the Eisenhower Campus Center. Temporary ID cards are valid for one week after obtainment. All students are entitled to one complimentary replacement card due to loss or damage. Subsequent ID cards are \$15.00 each. Temporary ID cards must be returned to the Falcon Exchange or Dispatch Office within 72 hours or a charge of \$15.00 will be assessed to the student’s tuition account. Lost temporary cards are also charged a replacement fee of \$15.00. All fees are non-refundable.

TUITION, FEES, FINES, AND OTHER CHARGES

Tuition for 12-18 credits is \$20,650 per semester. Several fees are associated with particular services and programs, including but not limited to audited courses (if < 12 credits or > 18 credits), independent and directed study, private lessons, drop/add courses, transcripts, and various course-related fees. Current fees are posted on the University website. A student’s account may also include charges for Health Center Services, vehicle registration, and various fines associated with the loss or damage of University property, library fines, parking citations, and etc.

PAYMENT POLICIES

All tuition bills are sent electronically. The University does not send paper bills. Students can access their eBill through FALCONLink, in the search box enter “Transact” or “eBill”. It is the student’s responsibility to grant

electronic access to or distribute bills to parents and/or other authorized persons. There are four different options for making financial payments to the University for fall and spring semesters.

1. Semester payments of the entire balance due for the fall semester by mid- August and beginning of January for the spring semester. Electronic payment options include ACH (e-check), American Express, Discover, MasterCard, and VISA. A 3.75% processor fee is added to credit card payments. There are no fees for ACH payments done through the eBill site. Payments may also be mailed to Messiah University, Falcon Exchange, One University Avenue, Mechanicsburg, PA 17055.
2. Students must give parent access for accessing the Transact eBill site. Transact monthly payment plan options include:
 - a. 6 month (July – Dec, and Jan – June); 5 month (Aug – Dec and Feb – June); 4 month (Aug – Nov and Feb – May); and 3 months (Sept – Nov and March – May) and can easily be set up through the Transact eBill site.
3. 529 Savings Plans are a new option through Transact to make payments online, but not all 529 vendors and/or plans are currently supported. Your 529 vendor may also assess a service fee.
4. International students may pay using Flywire, a third-party source that is linked in Transact. This site allows you to pay online using international funds, and it will calculate the exact dollar of your currency in order to pay the amount of your bill. Flywire sends the money directly to Messiah University. There is typically a 3-day delay before payments show on your student account.

In all of the above cases any approved, but unaccredited, financial aid (e.g., student loans, private scholarships and grants, parent loans, etc.) may be taken into account in calculating the payment amount, provided that the relevant information is clearly communicated to Student Financial Services.

Summer: Full payment is required at registration for summer sessions, directed study courses, independent study courses, internships and practica. Payment can be made online through the Transact eBill site, e-checks (ACH) or by credit card. Payments may also be mailed to the Falcon Exchange, and both cash and checks are accepted at the Falcon Exchange.

HOUSING AND COURSE REGISTRATION, DIPLOMA AND TRANSCRIPT HOLD POLICY

1. Diplomas and Transcripts will not be released for students with

- balances of \$25 and greater.
2. Housing, parking and course registration are prevented for students with balances of \$100 or more.
 3. Conditional registration may be permitted for students with balances between \$101 and \$500 after consultation with a Student Financial Services counselor, a written acknowledgement of the debt, including payment plan details, and receipt of a good faith payment.
 4. The student's account must be paid in full BEFORE registration for the student's final semester.
 5. Deviations from policy must be approved in advance by the Director of Student Financial Services.

Undergraduate Tuition and Fee Refund Policy/Return of Title IV Funds

Refunds for undergraduate students who completely withdraw from Messiah University, voluntarily or otherwise, are determined according to the following policy:

1. The refund portion of tuition, residence charges as well as institutional financial aid are calculated for the fall or spring semester as follows:
 - Day 1 - 7 100% refunded
 - Day 8 - 14 75% refunded
 - Day 15 - 21 60% refunded
 - Day 22 - 28 50% refunded
 - Day 29 - 35 25% refunded
2. Summer terms have separate withdraw calculations, compared to the Fall and Spring semester terms.
3. Student activity, student services, applied music, lab and other course related fees are not refunded after the first week. Nursing course related fees are not refunded unless the major is dropped prior to the first day of classes.
4. Students who withdraw from the University after the completion of Day 35 during fall or spring semester (January – May or February – May) will not receive a refund of tuition or residence charges.
5. Dining Dollars Refund Policy:
 - Withdrawals during the 1st week of the semester: The meal plan charge will be reversed in its entirety and students will be charged only for the Dining Dollars used at 100% value (This value includes the reversal of the discounted rates). The Dining Services office will provide documentation with the amount to be charged to Student Financial Services.
 - Withdrawals after the 1st week of the semester: The

Operations charge is nonrefundable – any unused Dining Dollars will be refunded.

- **Medical Withdrawals:** Students will be charged for dining dollars consumed and a pro-rated portion of the operations fee. The proration will follow the tuition and housing proration schedule listed in #1 above.
6. **Unused Meal Plan Refund Policy:** Students are to notify Dining Services prior to the semester start if they have been assigned and charged for a meal plan that they do not wish to have. The policy parameters listed below are inclusive only of those meal plans that have not been used or ratified.
 - After 8 weeks, a 50% refund is given for unused meal plans.
 - After 12 weeks, refunds are not granted for unused meal plans.
 7. Housing charges are adjusted on a pro-rated basis depending on the official withdrawal date only until the 60% of the semester.
 8. Spring semester room charges will be adjusted for students enrolled in approved credit-earning, off-campus coursework/cross-cultural trips.
 9. Housing charges will be adjusted for students participating in directed and independent studies only if there is an academic requirement that necessitates living off-campus. Housing charges will not be adjusted for students who attend classes, or who are otherwise on campus during both January and May terms.
 10. Summer session refunds are calculated on a 6-week or 8-week session as follows:
 - a. **6-week summer session:**
 - Day 1 – 3 100% refunded
 - Day 4 – 6 75% refunded
 - Day 7 – 9 60% refunded
 - Day 10 – 12 50% refunded
 - Day 13 – 15 25% refunded
 - b. **8-week summer session:**
 - Day 1 – 4 100% refunded
 - Day 5 – 8 75% refunded
 - Day 9 – 12 60% refunded
 - Day 13 – 16 50% refunded
 - Day 17 – 20 25% refunded
 11. There are no refunds for incomplete coursework, including all registered courses, independent study, directed study, internship/practica and online courses.
 12. When federal financial aid (Title IV) refunds are involved, the

grant or loan amounts are allocated in accordance with federal regulations under the Return of Title IV Funds calculation.

Please visit our **Undergraduate Tuition & Fee Refund Policy/Return of Title IV Funds** for the details of how this calculation works:

<https://www.messiah.edu/info/21513/refunds>

13. **Medical Leave Refunds:**

- Refunds for tuition, residence charges as well as institutional financial aid are calculated based upon the date on the medical leave paperwork (signed by the Engle Center) and the following schedule: Day 1 - 7 = 100%, Day 8 - 14 = 75%, Day 15 - 21 = 60%, Day 22 - 28 = 50%, Day 29 - 35 = 25%
 - Meal Plans are charged based on meals consumed and operations fee is non-refundable, per the Dining Office policy. The pro-ration will follow the schedule above.
 - Student Activity, Student Services, applied music, lab, nursing, course-related and all other fees are non-refundable.
 - Title IV funds (Unsubsidized Federal Direct Loans, Subsidized Federal Direct Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), TEACH Grant, IRAQ and Afghanistan Service Grant) are refunded in according to the Return of Title IV Funds policy referenced in item #12.
 - Students who are granted medical leave during spring term will receive refunds based upon the schedule included in the official institutional refund policy, with the first week beginning on the first day of spring term.
14. Refunds and adjusted bills will be sent to the student's home address following withdrawal.
15. Small student account credit balances of \$5.00 or less, if not specifically requested to be refunded within two weeks after the student leaves Messiah, will automatically be cleared and donated to the general scholarship fund.

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.

TICKET OFFICE

Requests for ticketed events must use the Ticket Information Sheet. It can be found as “Event Ticket Information Form” on FALCONLink. Any ticketed event held on campus is to utilize the Box Office for the distribution and sales of tickets. This includes event and transportation tickets. If an organization conducts an activity off-campus, they may utilize an off-site ticket vendor. Organizations who choose to use an off-site ticket vendor, cannot request the Box Office to distribute or handle transportation tickets for the event.

Refunds or Exchanges:

- Refunds are only given for canceled events that are not rescheduled.
- If a show is canceled, tickets may be exchanged for another showing of the production or the rescheduled event (if it is a single presentation show).

All Messiah University students (Full-Time and Part-Time Undergraduate) are permitted to purchase discounted student tickets:

- One student ticket per ID.
- Students may purchase tickets online utilizing their MU student ID. Tickets can be purchased at www.messiah.edu/tickets
- Tickets will not be held without payment.
- The Box Office will not maintain a “Wait List”
- Tickets released for redistribution will not be resold; they will be gifted to another guest.

Ushers:

- Ushers can be requested through the Box Office for on-campus events.
- All ticketed events will have Box Office Workers and Ushers.
- The number of Ushers assigned to an event varies based on the size of the event.

Accessibility Seating:

Special seating areas designated for individuals with disabilities are primarily for those using wheelchairs and their companions, those who need to sit in a particular location to allow a clear view of an interpreter, or those who require other seating-related accommodations because of a disability. Persons with special seating requirements are encouraged to reserve seats in advance. Should any *handicapped designated seats remain unsold, they will be held until 15 minutes prior to show start time* in order to accommodate any eligible individuals. In the event no qualified individual requests those seats, they may be sold to non-disabled individuals. If the last seat is sold to a non-disabled person, and the next

person in line has a disability, the non-disabled person will not be asked to give up their seat. Designated handicapped seats are available from the Box Office. Seats in the Orchestra wings can be accessed by using the elevator and entering the hall through the side entrances (wings are raised sections and stairs must be climbed when entering through the back of the hall). Balcony wing seats can be accessed on the main level through either entrance.

TRANSPORTATION OPTIONS

1. Find a friend with a vehicle to arrange personal transportation.

2. Call a cab or Uber.
 - American Taxi 717-901-8294
 - Capital City Cab 717-939-6363
 - Dollar Taxi 717-238-2323
 - Keystone Cab 717-238-4400
 - Alpine Taxicab 717-265-1111
 - Uber www.uber.com

3. Messiah University offers shuttle rides to the Harrisburg International Airport, Harrisburg Amtrak Station, Harrisburg Greyhound Depot, and Harrisburg Megabus Depot for Fall Break, Thanksgiving, Christmas, Easter, and Spring Break. For more information refer to the website at: www.messiah.edu/transportation.



HISTORY & TRADITIONS

2024-2025

HISTORY

Founded in 1909 by the Brethren in Christ Church in Harrisburg, Pennsylvania, to “educate men and women for home and foreign mission or evangelistic work,” Messiah Bible School and Missionary Training Home originally had 7 faculty and staff members and 12 students. By the end of the first school year, enrollment had risen to 37 students, and construction was under way for Old Main, the first building on the University’s current Grantham Campus.

In 1924, the school’s name was changed to Messiah Bible University. This change accurately reflected the institution’s broadening curriculum and the junior university status it achieved in 1922. By 1951, the University was approved to confer baccalaureate degrees and was renamed Messiah University. Accreditation from the Middle States Association of Universities and Secondary Schools was achieved in 1963. Messiah initiated a satellite campus in Philadelphia in 1968 and in 1983 launched Messiah University—Africa in Nairobi, Kenya, leading to the chartering of Daystar University in 1993. During the past three decades, the University significantly increased the number of majors offered in the liberal arts and introduced degree programs in several applied areas. Messiah University now offers more than 85 academic majors. In 2020, Messiah University became Messiah University corresponding to the growth in post graduate programs.

Growth in the student body and in facilities accompanied growth in the academic program. Contributing to the growth in number of students was the University’s policy, declared in its earliest official statements, of welcoming students from all denominations and church traditions. From a first-year total of 37 students, the student body has grown to more than 3,300 undergraduate and graduate students, representing over 60 denominations and church traditions.

Until 1972, Messiah University was owned and operated by the Brethren in Christ Church. Today, the University and Church share in a covenantal relationship, through which each of these two communities works to further the ministry of the other. Legal control is assumed by a self-perpetuating Board of Trustees. The University is presently under the leadership of Dr. Kim S. Phipps.

With the changes and developments of over 100 years, various elements in the history of Messiah University have remained constant—an emphasis on education for service, acceptance of students and faculty from diverse backgrounds, a commitment to excellence, and an endeavor to make Christ

preeminent.

TRADITIONS AND SPECIAL EVENTS

Many traditions and special events have come to be associated with Messiah University over the years:

UNIVERSITY MOTTO

“Christ Preeminent” points to Jesus Christ as both the ground for personal salvation and pattern for life and service.

UNIVERSITY COLORS

University colors are navy blue and white.

UNIVERSITY MASCOT

The University mascot is the Falcon.

NEW STUDENT CANDLELIGHT SERVICE

A memorable aspect of Welcome Week is a candlelight ceremony and worship service that signifies the entrance of the new class into the University community.

UNIVERSITY CONVOCATION

This event marks the annual opening of the academic year. The ceremony includes an academic procession of the Community of Educators, a welcoming address, and academic awards.

HOMECOMING

Homecoming is an annual event for the entire Messiah community which is held each fall to welcome alumni back to campus. Women’s powder puff football and men’s cheerleading competitions have become a traditional part of Homecoming. To reign over the day’s festivities, a Homecoming host and hostess are elected from the student body.

SERVICE DAY

In April, the University sponsors a day of service in which faculty, staff, administration, and students serve in campus and local community service projects.

COMMENCEMENT

The annual Commencement ceremony is held at the end of the academic year. The ceremony includes an academic procession of the Community of

Educators and graduates in regalia and the awarding of honorary and earned degrees. The ceremony is held on Starry Field, overlooking the Chapel, and includes a procession through the covered bridge.



GOVERNANCE

2024-2025

Active student participation is a central aspect of the governance system at Messiah University. The Student Government Association (SGA) appoints students to membership on standing committees of the University.

UNIVERSITY COUNCIL

The University Council consists of representatives from every University constituency. The Council makes recommendations to the President who is charged with making the final decision or final recommendation to the Board regarding issues such as strategic plan, institutional facilities initiatives and priorities, annual budget parameters and budget, salary and benefits, personnel policies and procedures, substantive issues of University image and marketing, new non- curricular and non-cocurricular University programs and initiatives which significantly impact the University's basic philosophy and mission and/or significantly impact the allocation of financial and staffing resources. The SGA President and the SGA Vice President of Finance participate in this Council.

UNIVERSITY COMMITTEES

The following councils and committees all have student representation, with voting privileges:

Academic Council

The Academic Council proposes academic policies and programs and advises on academic matters and administrative issues related to the academic program. A subcommittee of the Academic Council reviews student academic petitions and appeals. The SGA President serves on the Academic Council.

Assessment of Student Learning

The Assessment of Student Learning committee guides and supports the assessment of student learning while promoting a culture of inquiry among Messiah University educators in order to enhance student learning. One student serves on this committee as appointed by the Director of Academic Assessment.

Cocurricular Education Council

The Cocurricular Education Council develops and periodically reviews the University's philosophy of cocurricular education in the context of University mission and identity, University-wide educational objectives, and cocurricular principles and suggests changes. The SGA vice president of organizations and one other student as appointed by SGA serve on this committee.

University Review Board

This Board serves as a subcommittee of the Community Standards

Committee. Its responsibilities include the handling of all student disciplinary matters involving major or repeated violations and all appeals from other hearing bodies under the guidelines outlined in the Student Handbook. The two students appointed by SGA to the Community Standards Committee also serve as members of this Board.

Community of Educators Senate

The Community of Educators Senate is comprised of representatives from each constituent group of the Community of Educators. The Community of Educators Senate is a representative body with the authority to act on behalf of the Community of Educators. Among the responsibilities are curricular changes in existing curricular programs, curricular structure for general education, curricular policies, cocurricular policies, admissions requirements, graduation requirements, approval of University graduates. Membership includes the vice president of SGA with voice but no vote.

Community Involvement Advisory Committee

The Community Involvement Advisory Committee develops and periodically reviews strategies for organizing and disseminating information about community involvement to the broader Messiah community administrators, faculty, staff and students. This committee also provides counsel to faculty and students needing assistance with community based program initiatives. One student is appointed by SGA.

Community Standards Committee

The Community Standards Committee develops and reviews major changes in student behavioral standards and policies that support the Community Covenant and advance a campus ethos consistent with institutional mission. A subcommittee of this group serves as the University Review Board, which handles student disciplinary matters involving major or repeated violations. The chair of the peer review board and one student appointed by SGA serve on this committee.

Curriculum Committee

The Curriculum Committee reviews curricular requirements and courses for approved new academic programs and approves changes for all curricular programs. One student is appointed by SGA.

Diversity Committee

The Diversity Committee is the central committee that oversees all aspects of inclusive excellence initiatives on campus. Its task is to assist the University community in attaining institution-wide excellence in education through the pursuit of diversity and inclusiveness. This committee oversees committees and working groups that address specific aspects of diversity on campus that pursue specific agendas related to the Diversity Strategic Plan. The vice president of Diversity Affairs serves on this committee.

Educational Technology Committee

The Educational Technology Committee develops and maintains a philosophy and strategic plan for educational technology. It responds in an advisory fashion to proposals for major changes in services provided to faculty, students, and/or the University as a whole by Information Technology Services. Two students are appointed by SGA.

Gender Concerns Committee

The Gender Concerns Committee educates, encourages, and empowers students and employees to become agents for change and transformation concerning gender issues on campus and beyond. Two students—one male and one female—are appointed by SGA and two students are appointed by the committee.

General Education Committee

The General Education Committee reviews the structure, courses, and guidelines for the general education program. The committee also reviews appeals from students regarding the satisfaction of curricular requirements. One student is appointed by SGA.

Information and Web Technology Committee

The Information Technology Committee recommends additions and modifications to policies related to information technology. One student is appointed by SGA.

International Student Advisory Committee

The International Student Advisory Committee reviews and addresses special needs that international students may encounter at the University. The president and vice president of ISA/MuKappa serve on this committee.

Library Committee

The Library Committee develops policies relative to acquisition and use of library materials, library services, and conduct in the library. Two students are appointed by SGA.

The Oakes Museum Committee

The Oakes Museum Committee reviews the Museum's mission statement, policies, programming and outcomes, and proposes appropriate modifications and serves in an advisory capacity to the Museum Director. One student with a major in the Department of Biological Sciences is appointed by the department chair.

Peace and Conflict Studies Committee

The Peace and Conflict Studies Committee reviews the mission and goals of the Peace and Conflict Studies Initiative and establishes criteria for developing and recommending elective courses for the peace and conflict studies minor. Two students are appointed by the director of The Sider Institute.

Sustainability Committee

The Sustainability Committee provides oversight and direction for sustainability initiatives at the University and ensures that the requirements of the President's Climate Commitment are met. They develop information and talking points that tell the story of the University's work on sustainability for various groups to use and also review and maintain the Sustainability website. Two student representatives serve on the committee representing Earth Keepers.

Teacher Education Committee

The Teacher Education Committee develops policies relative to all areas of teacher certification. Two students are appointed by the Messiah University Education Association – one in education and one non-education.

COMMUNITY OF EDUCATORS

The Community of Educators consists of educators whose primary role is to directly help students attain the University-Wide Educational Objectives through curricular and cocurricular programming or who supervise those having this primary role. Members of the Community of Educators, who have at least a Master's degree, include faculty (term-tenure track faculty, clinical track faculty, lecturers, librarians, and curricular administrators) and cocurricular educators (professionals in Athletics, Career Center, Campus Ministries, Counseling, Residence Life, Community Development, Off Campus Programs, International Student Programs, Multicultural Programs, and Student Engagement). Educational means devoted to helping students attain these objectives can be categorized into curricular and cocurricular programming, with curricular programs defined as those that lead to academic credit for the students and cocurricular programs being defined as programs that do not lead to academic credit. Recognizing the complementary and mutually enriching nature of these two types of programming, it is nevertheless important, for the purposes of governance, to make a functional distinction between educators primarily involved with curricular programs and educators primarily involved with cocurricular programming.

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