



2023-2024

STUDENT HANDBOOK

 MESSIAH
UNIVERSITY

ACADEMIC CALENDAR 2023-2024

Fall Semester 2023

August

- 18-21 Residence Halls Open for New Students
- 20-21 Residence Halls Open for Returning Students
- 22 Classes Begin, 8 a.m.

September

- 19 In-Service Day (No Classes)

October

- 6-7 Homecoming & Family Weekend
- 14-22 Mid-Fall Recess
- 23 Classes Resume, 8 a.m.

November

- 22-26 Thanksgiving Recess
- 27 Classes Resume, 8 a.m.

December

- 8 Last Day of Classes
- 11-14 Semester Exams
- 15-Jan. 15 Winter Break

Spring Semester 2024

January

- 1-12 Winter Break Continued
- 12 New Student Orientation
- 15 Martin Luther King, Jr. Day (No Classes)
- 16 Classes Begin, 8:00 a.m.

February

- 20 In-Service Day (No Classes)

March

- 9-17 Spring Recess
- 18 Classes Resume, 8 a.m.
- 29-Apr 1 Easter Break

April

- 2 Classes Resume, 8 a.m.
- 4 Service Day

May

- 3 Last Day of Classes
- 6-9 Final Exams
- 10 Campus residences close at 5 p.m. for non-graduates
- 11-12 Undergraduate Commencement Weekend
- 13 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 stands as a beacon of academic excellence, 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.

But beyond 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 and we are honored to be part of your educational journey.

Warmest regards,

Dr. Marcelle Giovannetti
Vice Provost of Student Success and Engagement

STUDENT SUCCESS & ENGAGEMENT CONTACT INFORMATION

Marcelle Giovannetti, Vice Provost for Student Success & Engagement
Room 202, Eisenhower Campus Center

Doug Wood, Dean of Students
Room 204, Eisenhower Campus Center

Christy Hanson, Dean of Experiential Learning and Leadership Development
Room 205, Eisenhower Campus Center

Jake Edmunds, Director of First Year Experience
Room 206, Eisenhower Campus Center

Sarah Adam Axtman, Coordinator for Student Success & Engagement/Executive Assistant
Room 207, Eisenhower Campus Center

Academic Success Center

Amy Slody, Director of Academic Success Center
Murray Library 115C

Deana Baddorf, Student Care Coordinator
Murray Library 115

Agape Center for Local and Global Engagement

Katie Rousopoulos, Director
Paula Holtzinger, Administrative Assistant
Hostetler House

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

Melonie Babich, Administrative Assistant

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

Deb Fleming, Health Services Administrative Assistant

Engle Center

Kimberly Keene, Engle Center Administrative Assistant

Engle Center

Residence Life

Lyndsay Grimm, 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

Julie Fenton, Director

Room 227, Larsen Student Union

Ashley Barnes, Administrative Assistant

Room 230, Larsen Student Union

Student Success

Jocelyn Clippinger, Director of Student Success

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

2023-2024

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

2023-2024

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 Universitys 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 Universitys 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 Accessibility.
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

2023-2024

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)**

2023-2024

INTERPERSONAL VIOLENCE & SEXUAL MISCONDUCT - IVSM

The Messiah University Interpersonal Violence and Sexual Misconduct policy addresses a range of inappropriate gender-based conduct for which the common element is nonconsensual sexual contact or violence, including the use of coercion, force (or threat of force) to overpower another individual or pursue contact against his or her will. Such conduct includes stalking, gender-based harassment, hazing, sexual assault, dating violence, and domestic violence. The act of leveraging one's power over another individual is in itself an act of violence, regardless of the behavior used. Messiah University policies prohibit all forms of power-based violence.

This includes protocols to prevent, address, and remedy the following conduct within the Messiah University community:

Interpersonal Violence and Sexual Misconduct

(i.e., Sexual Assault; Sexual Exploitation; Stalking; Dating Violence; Domestic Violence; Sex and/or Gender-Based Discrimination and/or Gender-based harassment; Sex and/or Gender-Based Hazing; Retaliation)

Title IX Misconduct

(i.e., *Quid Pro Quo* Sexual Gender-based harassment; Severe, Pervasive and Objectively Offensive Sexual Gender-based harassment; Sexual Assault; and Sex-Based Dating Violence, Domestic Violence, and/or Stalking; as defined by and within the scope of Title IX).

The University must define and respond to Title IX Misconduct as required by regulations issued by the U.S. Department of Education to implement Title IX of the Education Amendments of 1972. (See Appendix A for definition of Title IX Misconduct.)

Messiah University defines and regulates prohibited conduct that does not meet the definition of Title IX Misconduct, but which the University is committed to addressing as potential violations of University policy and/or as required by other applicable law.

Accordingly, Messiah University's policy prohibiting Interpersonal Violence and Sexual Misconduct is consistent with federal and state regulations, as well as the University's mission and commitment to ensuring a safe and non-discriminatory campus community.

Legal Context 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

**Clery Compliance
Coordinator**

Bill Viney, Safety Officer
Greenbriar Building
wviney@messiah.edu
717-691-6005

**Title IX Deputy
Coordinator**

Doug Wood, Dean of Students
ECC 204
dwood@messiah.edu
717-796-1800, ext 3200

**Title IX Deputy
Coordinator**

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

**Title IX Deputy
Coordinator**

Bryce Wickard
Director of Safety
Greenbriar Building 203
bwickard@messiah.edu
717-691-6005, ext 2467

Our Community Standard

Messiah University prohibits the offenses of interpersonal violence (including dating or domestic violence), gender-based harassment, hazing, sexual assault, and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community. Toward that end, Messiah University issues this statement of policy to inform the campus community of our programs to address interpersonal violence, gender-based harassment, hazing, sexual assault, and stalking. Messiah University also affirms this statement of procedures for institutional disciplinary action in cases of alleged interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking, when it is reported to a University official. Messiah University's responsibilities to address such behavior are broader than the law enforcement classifications of crimes and therefore our policy uses broader definitions. *The University community follows the definitions outlined in **Appendix A** found at the end of this section.*

These behaviors are demeaning and interfere with the rights of others to pursue participation in an atmosphere that is safe and respectful. Messiah University observes and protects the rights to and resources of safety and support measures available to every Messiah community member—regardless of age, gender, race, ethnicity, ability or disability, orientation, or religion.

If any allegations of interpersonal violence (including dating or domestic violence), gender-based harassment, hazing, sexual assault and/or stalking within our community are disclosed to a University official, this policy provides rights, resources, response options (including informal and formal), measures of support and/or protection, and disciplinary proceedings that may be accessed and applied accordingly.

Messiah University seeks to provide a consistent, caring, and timely response when any violation of this policy occurs within our University community. Specifically, this policy defines the coordinated campus-wide efforts to provide an appropriate and effective institutional response to incidents of gender-based harassment, stalking, hazing, sexual misconduct, and/or sexual violence. Our protocol is designed to do the following:

- Establish and cultivate community involvement in the prevention of interpersonal violence and/or sexual misconduct.

- Create a University environment that expedites and encourages the prompt reporting of interpersonal violence and/or sexual misconduct.
- Facilitate the care for a complainant by providing a prompt and compassionate response.
- Ensure due process and equitable access to care for respondents.
- Provide supportive and protective measures to community members impacted by interpersonal violence and/or sexual misconduct.
- Provide crisis intervention, advocacy, and referral services to community members impacted by interpersonal violence and/or sexual misconduct.
- Offer complainants varied and appropriate response options.
- Deliver prompt and thorough action according to complainant request (as appropriate).
- Conduct prompt and thorough investigations of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking.
- Take timely and effective steps reasonably calculated to end the interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking, prevent its recurrence, and as appropriate, remedy its effects.
- Where appropriate, assist local law enforcement.
- When appropriate, assist community members in pursuing civil and/or criminal processes.

Actual Knowledge and Deliberate Indifference

Messiah University commits to responding to all reports of prohibited conduct, including alleged incidents of interpersonal violence, gender-based harassment, hazing, sexual assault, and/or stalking. The University's obligation to respond is triggered only after the University has "actual knowledge" of the alleged prohibited conduct. "Actual Knowledge," as defined by the Title IX Regulations, refers to once the Title IX Coordinator or "any official of the recipient [University] who has authority to institute corrective measures on behalf of the recipient [University]" is made aware of the alleged prohibited conduct and/or complaint via a formal report. Failure to act on Actual Knowledge results in discrimination and "Deliberate Indifference," and a violation of federal law (Title IX). As such, a report to employees constitutes a report to the University and the University is obligated to respond to the report by providing access to options and protocols included in this policy to address the situation.

Complainants and Respondents

The term “complainant” is used to refer to a member of the Messiah University community who discloses allegations of interpersonal violence and/or sexual misconduct and wishes to participate in a process to address the report of the harm or prohibited conduct.

In some instances, the person who allegedly experienced interpersonal violence and/or sexual misconduct may not wish to participate in a resolution process. In such cases, under Title IX Misconduct definitions and processes only, a third party may report on behalf of the complainant, becoming the complainant in the resolution process. This includes instances where the University may choose to pursue a resolution process under this policy without a participating complainant.

For continuity, “complainant” will also be used throughout this policy (and any process documents) to refer generally to community members who have disclosed allegations of interpersonal violence and/or sexual misconduct, even if they do not choose to participate in any related process. The term “respondent” refers to an individual (or individuals) that have been accused of causing harm under the Messiah University Interpersonal Violence and Sexual Misconduct Policy. In Title IX Misconduct, a respondent is specifically someone who has been reported to be the perpetrator of conduct that could constitute sexual gender-based harassment. Complainants are provided with this complete policy upon filing a complaint. Respondents are provided with this complete policy upon being notified of an allegation.

Supportive Measures for Complainants and Respondents

Messiah University provides access to University-issued supportive measures for complainants, respondents, and witnesses that are impacted by interpersonal violence and/or sexual misconduct in our community. The University will provide supportive measures as requested by affected parties and as appropriate—the provision of supportive measures is evaluated based on availability, precedence, and reasonable burden for the University and/or affected parties.

At the community member’s request, and to the extent of the community member’s cooperation and consent, University offices will work cooperatively to assist the concerned parties in obtaining accommodations. A complainant may also access supportive measures regardless of whether a formal complaint is filed (with the University or local law enforcement) if the accommodations are reasonably available

and do not violate due process by putting undue burden on a respondent or the University.

No Contact Mandates

While not the same as a state-mandated protection order, the University can issue a “No Contact Mandate” at the request of either the complainant or the respondent. This includes, but is not limited to, written, verbal and/or physical communication. Written communication includes all electronic means of communication; including, but not limited to, email, instant messaging, text messaging and social media. Verbal communication includes phone calls and voice mail messages. A “No Contact Mandate” may include additional restrictions and terms.

The Dean of Students, Title IX Coordinator, and/or the Director of Safety issues this directive. If the University receives a report that an institutional “No Contact Mandate” has been violated, the University will initiate disciplinary proceedings appropriate to the status of the respondent and will impose sanctions if the respondent is found responsible for violating the “No Contact Mandate”. If a community member at the University is interested in receiving information or support regarding the “No Contact Mandate” process, the complainant may contact the Title IX Coordinator, the Coordinator for Interpersonal Violence Prevention and Education, the Department of Safety, or the Dean of Students for assistance.

If the person in question and requiring a “No Contact Mandate” is not a Messiah University community member, the University will work with local police departments to pursue other measures of protection.

Access to Supportive Measures

Upon receipt of a report of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking, Messiah University is prepared to implement measures that facilitate the complainant’s sense of safety and the University’s due process which includes equitable access to supportive measures to all parties, including respondents and/or witnesses. Messiah University will provide complainants and respondents with prompt supportive measures before an investigation or other formal response action is completed.

The University provides written notification to complainants and respondents about accommodations available to them, via the Title IX Coordinator and/or designee, including supportive measures affecting their academic, living, transportation, and working situations. *The written*

notification will include the following information: who to contact to request accommodation, the accommodation options available and how to obtain assistance with requesting accommodations.

Communication of supportive measures are limited and confidential to those that must be notified, free of charge when provided at/by the University, made available at any time, and provided at the approval of the Title IX Coordinator or designee. Some of the accommodations and protective measures available are:

- Transfer to a different section of a class
- Withdrawal from a class (if there is no option for moving to a different section)
- Move to a different room, residence hall, or apartment
- Provide allowance for living off-campus
- Change in work schedule
- Change in work assignment
- Change in parking assignment
- Safety escort for campus

Supportive measures may include changes or restrictions imposed on another community member (such as the respondent) including:

- Change in residential assignment
- Campus restrictions
- Loss of Grantham Campus or Satellite Housing living privileges
- Prohibition from enrolling in or maintaining attendance in specific course offerings
- Prohibition from attending specific events or activities
- Implementation of a No Contact Mandate and/or restrictions from campus
- Other reasonable supportive measures

To receive assistance in obtaining such supportive measures or to request accommodations, a community member should contact any of the resources listed above.

To ensure no community member at Messiah University experiences personnel as an obstacle to receive the access to support this policy outlines, the University has additional designated personnel who can help community members to understand, evaluate and choose among the services described, and help ensure continuity of services by offering follow-up contact. Community members may choose to seek assistance

from trained personnel according to gender, familiarity, and/or professional expertise.

The following serve as additional designated campus personnel for responding to inquiries regarding supportive measures:

- Vice Provost for Student Success and Engagement
- Director of Residence Life
- Department of Safety Supervisors
- Engle Center for Health and Counseling Services (*Confidential resource*)
- Campus Pastors (*Confidential resources*)
- Director of Human Resources and Compliance

IVSM Confidential Resources for Complainants & Respondents

Any person—complainant or respondent—involved in an allegation and/or report of interpersonal violence and/or sexual misconduct may have access to a confidential resource. Only specific employees are required to maintain near complete confidentiality and talking to them is sometimes called a “privileged communication.” For community members desiring confidential support, he/she may speak with any of the following:

- Professional staff in the Counseling Center (ext. 5357)
- A nurse in the Engle Health Center (ext. 6035)
- Coordinator for Interpersonal Violence Prevention & Education (ext. 2608)
- Campus Pastors (ext. 3080)—*confidential for students only*
- Community Pastor for Employees (communitypastor@messiah.edu)—*confidential for employees only*

Confidential staff are required to pass along non-personally identifiable statistical information to the Clery Coordinator, with the knowledge of the community member. Statistics given to Safety will be made available through publication in the Annual Security and Fire Safety Report. No personally identifiable information on complainants will be contained and/or released within any published record without the complainant's consent.

The University does not publish identifiable information regarding community members in the Daily Crime and Fire Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

Furthermore, if a Campus Safety Alert or Timely Warning Notice is issued on the basis of a report of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking, the name of the complainant and other personally identifiable information about the complainant will be withheld. This information could include the specific location where an incident is reported to have occurred when reporting the location could inadvertently identify the complainant.

The only details shared are to capture general details about the incident (date, time, location, and brief description of incident type) which is for inclusion in the University's Annual Security and Fire Safety report. Please note the University is required by law to use any information included in an anonymous report of sexual misconduct and/or assault to investigate the report when possible. If personally identifiable information is included in an anonymous report, it may be used in an investigation.

If the University determines that a respondent poses a serious and immediate threat to the University community, University officials may be obligated to act, including issuing a timely warning to the community, per federal guidance (The Clery Act). Any such warning should not include any information that identifies the complainant.

A complainant who reports confidentially (to the Coordinator for Interpersonal Violence Prevention and Education, Community Pastor for Employees, Campus Pastors, or staff in the Counseling Center or Health Center) needs to understand that, if the complainant wants to maintain confidentiality, the University may be unable to investigate the complaint or pursue disciplinary action against the respondent.

Even so, confidential staff members will still assist community members in receiving other necessary protection and support, such as advocacy, academic support or accommodations, disability, health or mental health services, changes to living assignment and adjustments to working or course schedules.

A complainant who at first requests confidentiality may later decide to file an informal or formal complaint with the University, or report the incident to local law enforcement.

IVSM Amnesty

Medical and Code of Conduct Amnesty

Complainants and/or witnesses, regardless of age, will be granted immunity from University disciplinary proceedings for the violation of community conduct standards if the Department of Safety, Title IX

administrators, Residence Life staff or other University official becomes aware of the breach in community behavior standards 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.**

Amnesty is never granted to respondents for instances of abuse, violence, assault, or egregious behavior to another person. Amnesty includes but is not limited to: alcohol possession and/or consumption, consensual sexual conduct, and/or inappropriate use of institutional property. Community members will be immune from institutional disciplinary proceedings for conduct violations 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, administrators identified in this policy, police and/or emergency services, in good faith based on a reasonable belief that another person needed immediate medical attention or intervention to prevent death, serious injury or trauma of some kind.
2. The community member reasonably believed she/he was the first person to make the call or contact on behalf of the other individual(s).
3. The community member provided his/her own name when making the call or contact on behalf of the other individual(s).
4. The community member remained with the person needing medical assistance and/or intervention until emergency health care providers or appropriate personnel arrived and the need for his/her presence had ended.

Community members meeting the above criteria may be asked for a statement from University officials or the police but will not be subject to a disciplinary response.

LGBT+ Rights

Reporting an incident of discrimination, gender-based harassment or assault is never easy or simple. Seeking support takes courage and vulnerability; for members of the Messiah University community who identify as LGBT+ or non-gender conforming, this can be especially true. The University acknowledges the complexity of finding help in a situation already full of anxiety, trauma, and possible physical injury. The same

resources and measures of support are available to Messiah University community members regardless of gender or sexual orientation.

We value safety and care for our community members. Messiah University amnesty protects LGBT+ identities and relationships from sanctions for conduct violations as our priority is addressing discrimination, gender-based harassment, interpersonal violence, and/or sexual misconduct. If you or someone you know has experienced same-sex assault or gender-based harassment or identify as a member of the LGBT+ community and experienced interpersonal violence of any nature, we encourage you to seek help from these resources.

IVSM Information for Complainants

Confidentiality and Privacy for Complainants

Messiah University acknowledges that it can be difficult to disclose harmful experiences and it is the individual's right to choose what, if anything. The University encourages complainants to seek options that provide safety and support and allow the University to respond appropriately to harm in our community.

Complainants have the right to talk with University officials about protecting their privacy and to report a violation of this policy in confidence.

Complainants have the right to choose whether they share their experience in a formal complaint to pursue investigation and resolution, in an informal or adaptable resolution process to pursue resolution, or with a confidential resource that will not pursue a resolution process without the complainant's request but will still offer support and access to protective measures.

Complainants have the right to file an anonymous report.

Complainants have the right under federal law (Title IX) and University policy to expect reports of interpersonal violence, gender-based harassment, hazing, sexual assault, and/or stalking will be taken seriously by the University. At the request of the community member making the report or when deemed necessary to protect the interests of the University community, reports will be investigated and properly resolved through grievance procedures. Officials of the University, such as the Residence Life staff, the Deans, Title IX Coordinator/Deputy Coordinators, or other administrators, shall be available to any community member seeking information or wishing to report an incident of interpersonal violence, gender-based harassment, hazing, sexual assault, and/or stalking.

Complainants may request that directory information on file with the University be withheld by request.

This request should be made to the Registrar's Office in person by visiting that office located in the Admissions Welcome Center, or with assistance from the Title IX Coordinator and/or Coordinator for Interpersonal Violence Prevention and Education.

The University cannot access or use a complainant's medical, psychological, or similar treatment records without the complainant's voluntary, written consent to do so.

Different employees on campus have different abilities to maintain a complainant's confidentiality:

All employees are expected to keep disclosures and personal information private—that is, to be respectful and discreet. If a report is necessary, all employees are expected to report only to campus officials that must know information in order to follow due process.

All employees (except designated confidential resources) are required to report all the details of an incident (including the identities of both the complainant and respondent) to the Department of Safety, the Title IX Coordinator (*or* a Deputy Coordinator), or the Coordinator for Interpersonal Violence Prevention and Education.

Confidential resources are designated employees permitted to provide access to supportive measures without reporting any personally identifiable information. Confidential resources inform persons being counseled of the procedures to report crimes on a voluntary basis and provide all victims of potential crimes with rights and resources to assist, regardless of their decision to report.

Confidential resources may be obligated to report despite their professional "privilege" if they receive information that indicates: a person may be of harm to themselves or others, and/or the confirmation or suspicion of abuse of a minor.

*A comprehensive review of complainant's rights is found in **Appendix B** found at the end of this section.*

Advisors and Advocates for Complainants

All complainants of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking are encouraged to contact a person of their choosing to act as an advisor, or an advocate for support during

any of the following processes, including all interviews and appointments with University personnel.

Advisors, as defined by the Clery Act, are any individual who provides the complainant support, guidance, or advice.

Under the Clery Act, institutions are not permitted to limit the choice of the advisor or their presence in any meeting or institutional disciplinary proceeding; however, institutions are permitted to establish restrictions regarding the extent to which an advisor may participate in the proceedings as long as the restrictions apply equally to both parties.

This advisor can be anyone of the complainant's choosing—including a parent, a roommate, an advocate, or an attorney.

Advocates are free, confidential resources trained and available to meet complainants at the hospital or on campus; advocates are equipped to explain procedures and rights within the medical examination and criminal investigation process to assist complainants in choosing a course of action. (Advocates can be contacted at the [YWCA Carlisle](#) or [Harrisburg](#).)

Medical Attention and Evidence Collection Procedures for Complainants

After an incident of interpersonal violence and/or sexual assault, complainants should consider seeking medical attention as soon as possible at any of the following hospitals: Harrisburg Hospital, West Shore Pinnacle Hospital, Carlisle Regional Medical Center, or Holy Spirit Hospital. All four hospitals have trained professional staff who specifically address sexual assaults. *In PA, evidence may be collected even if you choose not to make a report to law enforcement.*

Health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections in circumstances of sexual assault, even if complainants do not opt for forensic evidence collection.

It is important that a complainant of sexual assault not bathe, wash, douche, smoke, change clothing, or clean the bed/linen/upholstery/area where the assault took place if the offense occurred within the past 96 hours. This is so that evidence may be preserved. Preserving evidence may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order.

Complainants of interpersonal violence, gender-based harassment, sexual assault and/or stalking are also encouraged to save text messages, instant messages, social networking pages, other communications, pictures, letters, logs, or other copies of documents that would be useful to University personnel or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a complainant chooses to not make a complaint regarding an incident, they should still consider preserving evidence in the event that they decide to report the incident to law enforcement or the University at a later date.

Additionally, Cumberland County—which includes Upper Allen Township and the area the University encompasses—has established an anonymous reporting protocol for complainants of sexual assault. *“Anonymous Reporting” is the name for the forensic evidence collected during a sexual assault examination for a complainant who chooses to remain anonymous.* An Anonymous Report enables a complainant to have forensic evidence collected without revealing identifying information. Complainants are given a code number they can use to identify themselves if they choose to report later and they are not required to cooperate with law enforcement or criminal justice authorities.

“Anonymous Reporting” is an avenue for complainants to seek services and to have evidence collected without immediately deciding whether to report to the police. This way the evidence is properly preserved and may be used in a physical evidence-based prosecution when/if the complainant becomes ready to report to law enforcement. The Cumberland County District Attorney’s office manages the County’s anonymous reporting protocol. More information on the County’s anonymous reporting protocol is available through the Title IX Coordinator or the Coordinator for Interpersonal Violence Prevention and Education.

Complainant Rights to Protective Measures

Messiah University complies with Pennsylvania State law in recognizing orders of protection. Any Messiah University community member who obtains an order of protection from Pennsylvania, or any reciprocal state should provide a copy to the Department of Safety and the Title IX Coordinator.

A complainant may then meet with the Department of Safety, the Title IX Coordinator, and/or the Coordinator for Interpersonal Violence Prevention and Education, to develop a Safety Action Plan.

A Safety Action Plan is a plan to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing work site location, changing classes (or working with Academic Advising on alternative class possibilities), allowing a community member to complete assignments from home, allowing an employee to develop a flexible work schedule, etc.

Messiah University cannot apply for a legal order of protection, no contact order, or restraining order for a complainant from the applicable jurisdiction(s); this is the complainant's responsibility. If a complainant is interested in receiving University support through this process, the complainant may contact the Department of Safety, the Title IX Coordinator, and/or the Coordinator for Interpersonal Violence Prevention and Education for assistance.

In Pennsylvania, a complainant of interpersonal violence, sexual assault and/or stalking has the right to file a petition with the courts requesting protection through the following: Protection from Abuse Orders (PFA's), Sexual Violence Protection Orders (SVPO's), and/or Protection of Victims of Sexual Violence or Intimidation (PSVI's), which could include the following:

- An order restraining the abuser from further acts of abuse;
- An order directing the abuser to leave your household/place of residence;
- An order directing the abuser to refrain from stalking or harassing you or other designated persons;
- Other protections based on issues related to cohabitation, residency, employment, and child custody.

The Coordinator for Interpersonal Violence Prevention and Education or the Department of Safety will assist complainants via referral to local courts/District Attorney, Domestic Violence Services, or YWCA Rape Crisis Centers for protection order processing (the most efficient way to obtain a protection order is to use one of these local advocacy resources). The Coordinator for Interpersonal Violence Prevention and Education or the Department of Safety will assist complainants who are interested in pursuing a PFA, PSVI, or SVPO. Any community member or employee

who obtains a protection order from Pennsylvania or a reciprocal State should provide a copy to the Department of Safety.

The Department of Safety will help facilitate the reporting of protection order violations to the local police.

Off-Campus Resources for Complainants

Off-campus counselors and advocates will maintain confidentiality and not share information with the University unless the complainant requests the disclosure and signs a consent or waiver form.

Health care professionals may not be able to maintain levels of confidentiality because law enforcement may be contacted simultaneously or insurance companies must be billed for services rendered outside a sexual assault examination.

Advocates can assist complainants in obtaining medical attention while protecting a complainant’s identity.

Law enforcement will not maintain confidentiality.

The following is contact information for these off-campus resources:

RESOURCE:	CONTACT INFORMATION:
Counseling	<ul style="list-style-type: none"> • Messiah University Engle Health/Counseling Ctr.: 717-691-6035 <p><i>(Can make recommendations for local confidential counseling and psychiatric services in the local area)</i></p>
Medical	<ul style="list-style-type: none"> • Harrisburg Hospital: 717-221-6250 • West Shore Pinnacle Hospital: 717-791-2600 • Carlisle Regional Medical Ctr.: 717-249-1212 • Holy Spirit Hospital: 717-763-2100 <p><i>(All have SANE personnel—trained professional staff who specifically handle sexual assaults.)</i></p>
Cumberland County Rape Crisis Services (Carlisle)	<p>Office: 1-888-727-2877 24/7 Hotline: 717-258-4324 or 717-258-1143</p>
Domestic Violence Services Cumberland & Perry Counties	<p>24/7 Hotline: 1-800-852-2102</p>

Harrisburg Rape Crisis & Domestic Violence Services	Office: 1-800-654-1211 24/7 Hotline: 717-238-7273
Complainant Advocacy	Complainant Services of Cumberland County Phone: 717-761-5599
Legal Assistance	Cumberland County District Attorney's Office Phone: 717-240-6220
Visa and Immigration Assistance	Office: 1-800-375-5283 30 N. 41 st Street; Philadelphia, PA 19104
Upper Allen Police Carroll Twp Police	<ul style="list-style-type: none"> • Upper Allen: 717-238-9676 • York County: 717-766-0249

IVSM Information for Respondents

Confidentiality and Privacy for Respondents

Messiah University acknowledges that it can be difficult to participate in proceedings that address allegations of interpersonal violence and/or sexual misconduct. The University encourages respondents to seek options that provide safety and support and engage University protocols with honesty.

Respondents have the right to talk with University officials about protecting their privacy and to report a violation of this policy in confidence.

Respondents have the right to access support and protective measures.

Respondents have the right under federal law (Title IX) and University policy to expect that reports of interpersonal violence, gender-based harassment, hazing, sexual assault, and/or stalking will be taken seriously by the University, and that respondents are afforded due process in all proceedings. Officials of the University, such as the Residence Life staff, the Deans, Title IX Coordinator/Deputy Coordinators, or other administrators, shall be available to any community member seeking information.

The University cannot access or use a respondent's medical, psychological, or similar treatment records without the respondent's voluntary, written consent to do so.

Different employees on campus have different abilities to maintain a respondent's confidentiality:

All employees are expected to keep disclosures and personal information private—that is, to be respectful and discreet. If a report is necessary, all employees are expected to report only to campus officials that must know information in order to follow due process.

All employees (except designated confidential resources) are required to report all the details of an incident (including the identities of both the complainant and respondent) to the Department of Safety, the Title IX Coordinator (or a Deputy Coordinator), or the Coordinator for Interpersonal Violence Prevention and Education.

Confidential resources are designated employees permitted to provide access to supportive measures without reporting any personally identifiable information. Confidential resources inform persons being counseled of the procedures to report crimes on a voluntary basis.

Confidential resources may be obligated to report despite their professional “privilege” if they receive information that indicates: a person may be of harm to themselves or others, and/or the confirmation or suspicion of abuse of a minor.

*A comprehensive review of respondent’s rights is found in **Appendix C** found at the end of this section.*

Advisors for Respondents

All respondents of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking are encouraged to contact a person of their choosing to act as an advisor during any of the following processes, including all interviews and appointments with University personnel.

Advisors, as defined by the Clery Act, are any individual who provides the respondent with support, guidance, or advice.

Under the Clery Act, institutions are not permitted to limit the choice of the advisor or their presence in any meeting or institutional disciplinary proceeding; however, institutions are permitted to establish restrictions

regarding the extent to which an advisor may participate in the proceedings as long as the restrictions apply equally to both parties.

This advisor can be anyone of the respondent's choosing—including a parent, a roommate, an advocate, or an attorney.

Off-Campus Resources for Respondents

Off-campus counselors will maintain confidentiality and not share information with the University unless the respondent requests disclosure and signs a consent or waiver form.

Health care professionals may not be able to maintain levels of confidentiality because law enforcement may be contacted simultaneously, or insurance companies must be billed for services. Law enforcement will not maintain confidentiality.

The following is contact information for these off-campus resources:

RESOURCE:	CONTACT INFORMATION:
Counseling	<ul style="list-style-type: none"> • Messiah University Engle Health/Counseling Ctr.: 717-691-6035 <p><i>(Can make recommendations for local confidential counseling and psychiatric services in the local area)</i></p>
Medical	<ul style="list-style-type: none"> • Harrisburg Hospital: 717-221-6250 • West Shore Pinnacle Hospital: 717-791-2600 • Carlisle Regional Medical Ctr.: 717-249-1212 • Holy Spirit Hospital: 717-763-2100
Legal Assistance	Cumberland County District Attorney's Office Phone: 717-240-6220
Visa and Immigration Assistance	Office: 1-800-375-5283 30 N. 41 st Street; Philadelphia, PA 19104
Upper Allen Police Carroll Twp Police	<ul style="list-style-type: none"> • Upper Allen: 717-238-9676 • York County 717-766-0249

Education and Support

All campus departments who would be able to offer appropriate support for a community member reporting or responding to allegations of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking need to be familiar with:

- Boundaries of confidentiality
- Compliance with due process as it pertains to their role

- Reporting options available to the complainant
- Resources available on and off campus
- Services offered by the University and specific departments
- Trauma-informed response

Programming and prevention education for community members and employees addressing the issues of interpersonal violence, gender-based harassment, hazing, sexual assault, and stalking will be addressed in multiple spaces and contexts at the University:

- Prohibited conduct, rights for community members, and reporting options for all incoming students and new employees.
- Reporting obligations for employees, and specifically for Campus Security Authorities.
- Ongoing primary prevention and awareness programs for all students and employees, including options for bystander intervention (delegation, distraction, direct intervention, and de-escalation).
- Prevention education and trauma-informed response are addressed annually in all Residence Life staff training.
- Hazing prevention and response education is offered to groups on campus, and on rotation as mandatory education to student-athletes and athletic personnel.
- Healthy and unhealthy relationship awareness and prevention programming (such as One Love, consent workshops, groups on boundaries and self-advocacy, etc.) is offered annually to all students—not mandatory.
- Stalking awareness, prevention, education, and response programming is offered annually to all students—not mandatory.
- Trauma-informed options are integrated into all prevention, education, and response programming.
- Safe and positive options for bystander intervention (including delegation, distraction, direct intervention, and de-escalation).
- Ongoing prevention and awareness programs for community members that focus on community norms, empathy-building, gender roles, and healthy relationship skills.
- Self-defense classes or de-escalation classes (RAD or SAFE) are available several times a semester, or by arrangement with the Department of Safety.
- An educational brochure addressing interpersonal violence policies and processes will be posted annually.
- Information on rights and resources will be posted annually (online and across campus).

Recent resources utilized for Interpersonal Violence and Sexual Misconduct education or training for decision-makers, Title IX investigators, and informal or adaptable resolution facilitators include:

- Trauma Informed Investigation Training—Tom Tremblay, consultant *Content subject to copyright.*
<https://www.tomtremblayconsulting.com/>
Sample of research and training:
https://www.youtube.com/watch?time_continue=1&v=gtWD1XJrhNo&feature=emb_logo
- Stalking Recognition and Response Training—SPARC Stalking and the Use of Technology Education—SPARC
Content subject to copyright, intended for education.
<https://www.stalkingawareness.org/>
Material access: <https://www.stalkingawareness.org/know-it-name-it-stop-it/>
- Title IX Investigator Training—D. Stafford and Associates
Content subject to copyright, intended for training professionals.
<https://www.dstaffordandassociates.com/> Material summary access available upon request.
- Title IX Training—TrainED
Content subject to copyright.
CCCU Title IX Training – Part One
<http://www.trainedsolutions.com/portfolio-item/cccu-title-ix-trngpart1/>
CCCU Title IX Training – Part Two
<http://www.trainedsolutions.com/portfolio-item/cccu-titleix-trngpt-2/>
- Restorative Justice Training—American Bar Association
Content subject to copyright. Presentation access:
https://www.americanbar.org/groups/crsj/events_cle/program-archive/restorative-justice/
- Restorative Justice Training—Center for Restorative Justice Trainers: Carrie Landrum and Kaaren Williamsen
Content subject to copyright.
<https://www.sandiego.edu/soles/restorative-justice/campus-prism.php> Training slides not available for public viewing.

IVSM Grievance Process

Disclosure

Complainants of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking are encouraged to begin the process by talking with whomever they feel comfortable, which could include employees that serve as a source of personal or professional support.

Community members should be aware that all employees, with the exception of confidential resources, who are notified about an incident, are expected to report it to the Title IX Coordinator, the Department of Safety, Deputy Title IX Coordinators, or the Coordinator for Interpersonal Violence Prevention and Education.

Reporting

To report an emergency, please dial 9-1-1 or the Department of Safety's emergency extension 6565.

A report begins the procedure of offering complainants options for supportive measures and resolution processes.

An array of safety, medical, psychological, administrative and resolution services are in place and immediately available to community members reporting interpersonal violence.

Reporting does not mean a formal complaint has been filed, nor an investigation must be launched without a request by or permission of the complainant.

The University is committed to supporting a complainant's right to exercise his or her informed choice among these services and to ensuring (as is reasonably possible) his or her confidentiality if confidential support is requested. Messiah University will provide access to supportive measures regardless of whether the complainant elects to pursue University disciplinary action or civil/criminal processes.

The options for where to make official or confidential reports are as follows:

OFFICIAL REPORTING**Report the incident to the Title IX Coordinator or a Deputy Coordinator:
Title IX Coordinator**

Amanda Coffey, Vice President for HR & Compliance
Old Main 1st Floor
acoffey@messiah.edu, 717-796-5300

Coordinator for Interpersonal Violence Prevention & Education (also a confidential resource)

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

Title IX Deputy Coordinator

Doug Wood, Dean of Students
Eisenhower Campus Center 204
dwood@messiah.edu, 717-796-1800
ext. 3200

Title IX Deputy Coordinator

Brooke Good, Head Coach, Asst. Athletic
Sollenberger Sports Center, Suite 4501
good@messiah.edu, 717-796-1800
ext. 7359

Title IX Deputy Coordinator

Bryce Wickard, Director of Safety
Greenbriar Building, 203
bwickard@messiah.edu, 717-691-6005
ext. 2467

- **Report the incident to the Department of Safety at 717-691-6005**
- **Report to Upper Allen police at 911 or 717-795-2445**

CONFIDENTIAL REPORTING**Report the incident to a *confidential* support person on-campus:**

Coord. For IPV Prevention & Education: ext. 2608

Counselor (Engle Center): ext. 5357

Nurse (Engle Center): ext. 6035

Campus Pastors: ext. 3080

- Community Pastor for Employees:

communitypastor@messiah.edu

- **Report the incident to a *confidential* professional off-campus:**

Advocacy & Rape Crisis—

- 24/7 HOTLINE (Carlisle):

• 1-888-727-2877

- 24/7 HOTLINE (Harrisburg):

• 1-888-727-2877

Domestic Violence Services—

- 24/7 HOTLINE (Carlisle):

• 1-800-852-2102

- **Report anonymously via the University's reporting platform:**

[Interpersonal Incident Report](#)

If a situation is of a life-threatening nature or immediate care & response is required, dial 911 or 9-911 if using a campus phone.

The University is committed to supporting a complainant's right to exercise his or her informed choice among these services and to ensuring (as is reasonably possible) his or her confidentiality if confidential support is requested. Messiah University will provide access to supportive measures regardless of whether the complainant elects to pursue University disciplinary action or civil/criminal processes.

The options for where to make official or confidential reports are as follows:

Confidential Reporting

Community members have the option of remaining anonymous when reporting via the Interpersonal Incident Report at www.messiah.edu/incident.

In addition, confidential reporting is available through the Coordinator for Interpersonal Violence Prevention and Education, the Engle Center, the Campus Pastors, and the Community Pastor for Employees.

If an employee chooses to report a grievance to Human Resources and Compliance and requests confidentiality, the ability to maintain confidentiality will depend on evaluating the nature of the complaint and the responsibility of the University to maintain safety for all community members.

(Reporting confidentially does minimize the University's ability to respond, investigate, and the potential for subsequent outcomes or resolution.)

Supportive measures are made available to complainants choosing to report confidentially. The complainant is notified of their rights, in writing.

University Response to Reports

Notification

Once a report has been received, the Coordinator for Interpersonal Violence Prevention and Education will confidentially contact the complainant to notify the complainant of his/her options regarding resources, resolution processes available, and supportive measures.

This communication also includes a link to this policy for full notification of rights and procedures, as well as an invitation to have a confidential conversation to review any of the information made available.

It is through this communication and intake process that a complainant identifies the supportive measures and/or response options that they wish to pursue. The University responds according to the complainant's wishes unless the options requested are not appropriate according to the parameters of this policy.

Response options include: a confidential response that does not initiate a response but can still include supportive measures, filing an informal complaint, and filing a formal complaint.

Interpersonal Violence and Sexual Misconduct Response Team

If the Title IX Coordinator (or designee) determines that a report of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking represents a potentially imminent and/or violent danger to the campus community, they will promptly convene the Interpersonal Violence and Sexual Misconduct Response Team (IPV/SMRT).

A potentially imminent and/or violent danger to the community includes but is not limited to the following alleged conduct:

- A pattern of acquaintance sexual assault;
- A pattern of domestic violence;
- A pattern of dating violence;
- A stranger assault;
- A violent or sadistic assault, including assault with a weapon;
- Gang rape;
- Random and troubling stalking patterns

The Interpersonal Violence and Sexual Misconduct Response Team will include:

- Vice Provost for Student Success and Engagement
- Title IX Coordinator/VP for Human Resources & Compliance
- Director for the Department of Safety
- Dean of Students
- Coordinator for Interpersonal Violence Prevention and Education
- Director of Counseling Services
- University Counsel

When appropriate, the IPV/SMRT Team will work in conjunction with the mobilization of the University's Crisis Management Team. The purpose of the IPV/SMRT is to address the safety needs of the community while protecting the complainant's right to privacy, the respondent's right to due process, and ensuring the integrity of University response. If a threat to the community is determined, an Emergency Notification or a Timely Warning will be released and other steps to ensure campus safety will be considered. The Vice Provost for Student Success and Engagement or the Title IX Coordinator/Vice Provost for Human Resources and Compliance will be responsible for the release of information and will do so in consultation with the Director of Public Relations. The Vice Provost for Student Success and Engagement or the Title IX Coordinator/Vice Provost for Human Resources and Compliance will notify the President and President's Cabinet of the concern and response.

The complainant will not be present at the IPV/SMRT meetings and the complainant's rights to confidentiality will be respected by all team members. The IPV/SMRT will keep the complainant informed, either directly to the complainant or indirectly, if the complainant prefers a designee to protect their identity.

Emergency Removal

In the event that an individual (complainant or respondent) may be of concern to the Sexual Misconduct Response Team as a threat to the physical health or safety to themselves or others in the community, an emergency removal protocol may be engaged. Emergency removal protocol includes an individualized safety and risk analysis initiated by the Title IX Coordinator or the Dean of Students (or a designee) and may result in immediate suspension of the University community member in question. A post-removal opportunity for a meeting will be offered and except in extraordinary circumstances, that meeting will be scheduled as soon as possible, typically within three (3) calendar days.

At this meeting, the University community member will be informed of the nature of the emergency removal, presented with available evidence, and given the opportunity to make a statement and present evidence. If the suspension remains in place following the meeting, the community member will be offered a hearing option to challenge the decision as soon as practicable, typically within ten (10) calendar days, as per the misconduct appeal process at Messiah University.

Retaliation

Retaliation is any act of harm **in response to** actual or perceived harm.

Retaliation in response to a report—including against someone who reports an allegation of interpersonal violence and/or sexual misconduct, or against someone who participates in the investigation of an allegation of interpersonal violence and/or sexual misconduct—is strictly prohibited by University policy and by law.

Retaliation can occur in many forms.

The following list illustrates some (not all) examples of behavior that would be considered retaliation:

1. Asking a complainant why they filed a complaint or pursued an investigation. Likewise, asking a witness why they were willing to make a statement.
2. Asking a complainant to rescind their statement. Having friends ask the complainant to rescind their statement.
3. Threatening a complainant, respondent, or witness in any manner.
4. Cyber-bullying or using social media to criticize, harass, demean, or aggravate the complainant, respondent, or witness.
5. Excluding the complainant, respondent, or witness from team meetings or other such events to which they are a rightful participant.
6. Asking friends to assault, intimidate, or bully a complainant, respondent, or witness.

All acts of retaliation directed at another party that could be interpreted as threatening or harassing are prohibited and may be investigated and sanctioned as a violation of the University's code of conduct.

Community members need to be careful to avoid behaviors that could *be experienced* as retaliation. If you are unclear as to how to proceed in a particular situation, excuse yourself and seek counsel from Student Success and Engagement, Human Resources, or the Department of Safety.

IVSM Grievance Procedures

Context and Expectations

Federal law requires the University to offer resolution processes, including investigative processes, in response to reported incidents of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking in which the complainant reports via a formal complaint.

Once made aware of a formal complaint, Messiah University is committed to addressing the complaint and establishing a resolution.

Messiah University understands that all parties involved in the report of a violation of the sexual misconduct policy experience significant distress, whether they are the complainant, the respondent, or any other individual associated with the report. All parties involved are expected to be treated with respect and dignity.

Grievance processes include informal resolution processes and adaptable resolution processes, the investigation and hearing processes associated with any investigative resolution process (including Title IX Misconduct or the University's conduct proceedings), and any criminal processes related to the grievance.

Complainants are offered a range of resolution processes, and every complainant has the right to request an investigative process once they have filed a formal complaint. Although the University's general grievance procedures allows for an informal resolution process, an informal process is not an appropriate response to address some allegations of interpersonal violence and/or sexual misconduct.

There is no expectation that the complainant meet with or 'work things out' with the respondent.

Once a formal complaint has been received, the Title IX Coordinator reviews and assesses the formal complaint statement to determine whether the desired resolution process is appropriate to pursue. Upon approval, the Title IX Coordinator signs the complaint statement to initiate the response process.

Independent and Non-Biased Participants within the Grievance Process

University personnel already active in a resolution process will maintain independence from other resolution processes and roles, regarding the same formal complaint. For example, a facilitator for an informal resolution process will not also function as an investigator should the same complainant(s) and respondent(s) request an investigatory process after participating in an informal resolution process.

Likewise, the Title IX Coordinator will not function as Chair of the Grievance Review Board for a hearing process.

To best serve the community needs and the sensitive nature of providing a

resolution process for both the complainant and respondent, once a formal complaint has been provided and the resolution process requested, the Title IX Coordinator and/or designee initiates an anti-discrimination or bias review for the personnel required for participation.

Those who conduct the investigation, provide facilitation of a resolution process, participate in a Grievance Review Board, or function as Chair (decision-maker) should be without a conflict of interest and anyone with a conflict of interest will be removed from the resolution process.

IVSM Informal Resolution Process

The Informal Resolution Process is a voluntary process within Messiah University's Interpersonal Violence and Sexual Misconduct Policy that is focused on providing remedies and supportive measures to both complainants and respondents. It is considered at the request of the complainant and requires participation by both the complainant and respondent, as well as approval by the Title IX Coordinator.

This process is not always an appropriate response option for allegations of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking.

The informal resolution process is designed to eliminate the prohibited conduct, prevent its recurrence, and remedy its effects in a manner that meets the needs of the complainant while still maintaining the safety of the overall campus community.

During this process, both the complainant and the respondent may request to have an advisor present.

- 1.** The Dean of Students and/or a designee will determine and schedule the appropriate meetings to discuss the allegation. This official will initially meet separately with the complainant and the respondent, consult with other advisors and University personnel as needed, and determine a resolution based on these discussions.
- 2.** If the resolution is agreed to by both the complainant and the respondent, the Dean of Students and/or the Title IX Coordinator will follow up to ensure that the outcomes are met.
- 3.** If the outcomes are not accepted by one or both parties, the resolution process will be assessed to move to an Investigative Resolution Process. Complainants will have the opportunity at any time to request an Investigative Resolution Process.

Supportive measures are made available to complainants choosing to pursue an Informal Resolution Process, as well as participating respondents.

The complainant (and respondent, if named) is notified of their rights, in writing.

IVSM Adaptable Resolution Process

The Adaptable Resolution Process is a voluntary process within Messiah University's Interpersonal Violence and Sexual Misconduct Policy that is grounded in Restorative Justice and allows respondents to accept responsibility for their behavior and/or potential harm. It is considered at the request of the complainant, the approval of the Title IX Coordinator, and the agreement of the respondent.

This process is not always an appropriate response option for allegations of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking.

By fully participating in this process the respondent will not be charged with a violation of University Policy, but will be expected to engage personal accountability.

The adaptable resolution process is designed to eliminate the prohibited conduct, prevent its recurrence, and remedy its effects in a manner that meets the needs of the complainant while still maintaining the safety of the overall campus community.

During this process, both the complainant and the respondent may request to have an advisor present.

The adaptable resolution process may only be used at the request of the complainant and at the agreement of both the complainant and respondent, under the direction of the Title IX Office. In order for the adaptable resolution process to be appropriate, both parties must articulate an understanding and informed agreement on the necessary elements of the process. Both the complainant and respondent must agree to the following terms should they wish to participate in the adaptable resolution process:

- Participation in this process is voluntary and either party can choose to end the process at any time prior to signing the resolution agreement;
- Mediation, even if voluntary, may not be appropriate or

- used in certain cases such as cases involving sexual assault;
- Both the complainant and respondent must participate in individual conference meetings with appropriate staff to learn more about the adaptable resolution process prior to participating;
 - The process can only be used once and will not be considered if requested by a repeat respondent under the University's Interpersonal Violence and Sexual Misconduct Policy;
 - The complainant and respondent must agree to all recommendations laid out in the formal agreement or the case reverts to an investigative resolution process;
 - Information documented during this process can be subpoenaed if a criminal investigation is initiated at any time;
 - Participation in this process does not constitute a responsible finding of a policy violation and therefore is not reflected on a respondent's disciplinary record;
 - If the respondent is documented and found responsible for any violations in the future this agreement can be used only in the sanctioning phase; and
 - The respondent may be charged with Failure to Comply with a Directive of a University Official for failure to meet the requirements laid out in the agreement.

In addition, the University reserves the right to deny, suspend or terminate this resolution option at any time, prior to both parties formally agreeing to the terms in the contract, and revert to the investigative resolution process.

The Dean of Students, the Title IX Coordinator, and/or a designee will determine and schedule the appropriate meetings to discuss the allegation. Normally, this official will meet separately with the complainant and the respondent, consult with other advisors and University personnel as needed, and determine a resolution based on these discussions.

If the resolution is agreed to by both the complainant and the respondent, the Dean of Students, the Title IX Coordinator and/or designee will follow up to ensure that the outcomes are met.

If the outcomes are not accepted by one or both parties, the resolution process will be assessed to move to an Investigative Resolution Process. Complainants will have the opportunity at any time to request an

Investigative Resolution Process.

Supportive measures are made available to complainants choosing to pursue an Adaptable Resolution Process, and participating respondents. The complainant and respondent are notified of their rights, in writing.

Grievance Review Board

Investigative resolution processes utilize a Grievance Review Board. The Grievance Review Board is a University hearing board trained to respond to community conduct violations, grievances, and violations of the Sexual Misconduct and Interpersonal Violence Policy, including Title IX Misconduct.

This board is comprised of a minimum of 6 members, representative of University staff, faculty, and administrators. The members are convened in discrete committees, according to due process of conduct hearing and appeal.

The hearing subcommittee is comprised of a minimum of 3 members, including a Chair (decision-maker).

The appeal subcommittee is comprised of a minimum of 3 members, including a Chair (decision-maker).

Grievance Review Board members do not serve simultaneously on both the hearing and appeal subcommittees during any given report but may rotate between committees on separate reports. If there is a conflict of interest for a Grievance Review Board member or a specific, viable request to withdraw from a particular case, the member in question is excused from that proceeding.

IVSM University Investigative Resolution Process

The goal of the University investigative process is to provide complainants with a process that is reparative, fair and facilitates a sense of safety and personal justice. Where appropriate, the process should also support a behavioral change in the respondent. Once the University receives a formal complaint of a violation of this policy and a request for an Investigative Resolution Process, the University will investigate.

During this process, both the complainant and the respondent may request to have an advisor present.

The complainant always has the right to decline to participate in an investigation. However, should another individual who has been invited to participate in the investigation (such as the respondent or a witness) refuse or fail to cooperate fully with an investigation, they may be subject to disciplinary action.

The investigative resolution process includes the follows procedures:

1. The complainant will file a formal complaint. This can be done through one of the following individuals/departments:

Amanda Coffey, Title IX Coordinator, VP for Human Resources and Compliance
Old Main 1st Floor
717-796-5300
acoffey@messiah.edu

Doug Wood, Dean of Students, Title IX Deputy Coordinator
Eisenhower Campus Center 204
717-796-1800 ext. 3200
dwood@messiah.edu

Bryce Wickard, Director of Safety, Title IX Deputy Coordinator
Greenbriar Building, 203
717-691-6005 (or ext. 6005 on campus)
Emergency: 717-796-1800 ext. 6565

Brooke Good, Head Coach, Asst. Athletics Director, Title IX Deputy Coordinator
Sollenberger Sports Center, Suite 4501
good@messiah.edu, 717-796-1800 ext. 7359

Hannah McBride, Coordinator for Interpersonal Violence Prevention & Education
Old Main 1st Floor
717-796-1800, ext. 2608
hmcbride@messiah.edu

A formal complaint constitutes any written notification by a complainant to the professional staff listed above, signed by the complainant and the Title IX Coordinator, indicating interest in pursuing a non-confidential resolution process at the University.

The complainant is notified of their rights, in writing.

2. The respondent is notified of the complaint and provided with the complaint statement for review.

The respondent's response is documented. The respondent is provided with an opportunity to either approve or correct their response statement.

The respondent is notified of their rights, in writing.

3. In response to the formal complaint and request for investigation, an investigation is initiated. Two of the University investigators/Title IX Deputy Coordinators will serve as investigators at the approval of the Title IX Coordinator.

Investigators should be without a conflict of interest and anyone with a conflict of interest will be removed from the investigation.

The investigation will include interviewing the complainant and the respondent in separate interviews.

The investigation may also include interviewing other individuals.

Discretion in how information is handled is paramount throughout the process. Every reasonable effort will be made to protect the privacy of all parties. However, strict confidentiality cannot be guaranteed due to the necessity for investigation and fact-finding. Beyond that, any individual who wrongfully discusses or discloses confidential information will be subject to disciplinary action.

In the investigatory process the University investigators are responsible for the following:

- Meeting with both parties.
- Providing both parties with written materials communicating rights, supportive measures, and resources.
- Establishing an appropriate timeline and investigatory partner(s) for processing the grievance.

- Meeting with representatives and personnel relevant to the investigation.
- Organizing, implementing, and/or partnering in an appropriate investigation.
- Interviewing persons believed to have relevant information.
- Documenting and collecting statements, interviews, and evidence.
- Reviewing findings with the Title IX Coordinator as necessary.
- Rendering and/or reviewing a written decision and resolution recommendation with the Title IX Coordinator and/or designee.
- Closing and retaining the investigation file.

4. The investigators will share the investigation materials, summary, and all evidence with the Title IX team, hearing subcommittee of the Grievance Review Board, and all parties involved.

5. Within ten (10) business days of receiving the full investigation materials, evidence, and summary:

All parties may provide written statements within ten (10) business days that include additional information in response to these initial findings to further the investigation process.

Additional inquiries can be made (if necessary) by investigator(s).

The hearing subcommittee of the Grievance Review Board may request and receive education relevant to the content of the allegation under consideration via the Chair (decision-maker).

6. At the conclusion of the investigation, the hearing subcommittee of the Grievance Review Board will convene (with the option to schedule a live hearing).

Should the hearing subcommittee of the Grievance Review Board choose to convene a live hearing, both parties will be notified simultaneously, and in writing, of the hearing date

and provided pre-hearing appointments with investigators to prepare for the hearing process with their advisors.

In a live hearing process, the complainant and respondent will be retained and interviewed separately with no need for direct interaction.

7. The Grievance Review Board is responsible for reviewing all investigative materials and determining outcomes. These outcomes will be rendered in writing with recommendations for resolution and sanction. This statement of outcomes will be provided to both the complainant(s) and the respondent(s), simultaneously in writing.

a. Determination of responsibility will be made based on a preponderance of the credible evidence (defined as whether *it is more likely than not* that the respondent is responsible for the alleged violation.) The credibility of the evidence (firsthand knowledge, corroborating witnesses, consistency, etc.) is considered seriously in the review of the investigation.

b. The Chair of the Grievance Review Board is responsible for providing the written decision, which must be reviewed and/or confirmed by the Title IX Coordinator and/or designee.

The written decision will reflect either a determination that the allegations cannot be substantiated, or a determination that they can be substantiated and the terms of the prescribed resolution including any disciplinary action deemed appropriate.

8. The complainant and the respondent parties are provided with the opportunity to review the determination and recommendations for sanctions.

9. Both the complainant and the respondent parties are provided with an opportunity to approve or appeal the outcome. Specific appeal criteria must be met.
See Appeal Process below.

10. If either the complainant or the respondent parties choose to appeal the outcome, they must file a written statement of appeal within ten (10) business days, asserting their reasons for appeal and any new evidence to be considered.

11. The other party then has an opportunity to review the appeal and offer a written statement in response.

12. Both the appeal and response, along with the initial investigation information, outcomes, and sanctions, will be given to the appeal subcommittee of the Grievance Review Board for consideration. Absent a procedural error or new evidence, the determination of responsibility cannot be overturned.
Only severity of sanctions may be subject to alteration.

13. The appeal subcommittee of the Grievance Review Board will then make the final determination of outcomes based on all information.

14. The complainant and the respondent parties will be notified of the final outcomes and sanctions.

IVSM Title IX Resolution Process

The goal of the Title IX Resolution Process is to provide participants with a process that is reparative, fair, and facilitates a sense of safety and personal justice, while also adhering to processes specific to Title IX jurisdiction. Once the University receives a formal complaint of a violation of this policy and a request for an Investigative Resolution Process, the University will assess whether or not the report will meet the standards of Title IX jurisdiction.

If the report meets the standards of Title IX jurisdiction, the response proceedings follow the University Investigative Resolution Process with the addition of the following components specific to a Title IX live hearing:

- a. During this process, the investigators will inform the complainant and respondent that if they choose to have advisors of choice in the hearing, the advisors will be included for the intention of providing cross-examination via the Chair (decision-maker) in the hearing. The Chair will determine relevancy of the advisor's cross-examination and may choose to allow or disallow the question(s) to be put to the opposing party.

If a complainant or respondent does not provide their own advisor, they have the right to be provided an approved University advisor at no fee or charge to the complainant or respondent.

- b. In the evaluation of question relevancy, the provision of Rape Shield Protections for Complainants deems questions and evidence regarding the complainant's prior sexual behavior irrelevant (unless used to prove someone responsible other than the respondent or to prove consent).
- c. At the request of either party, or the discretion of the University, the University will provide for the entire live hearing (including cross-examination) to occur in separate spaces, utilizing technology for parties to see and hear one another but maintain physical distance.
- d. If a party or witness does not attend the live hearing or does not submit to cross-examination at the live hearing, the GRB and the Chair (decision-maker) must not rely on any statement of that party or witness in providing a determination, nor draw any inference regarding responsibility based on the absence of participation by that party or witness.
- e. The hearing will be audio or audio-visually recorded, and the recording retained.

Mandatory and Discretionary Dismissals

Title IX regulations define instances where the Title IX Coordinator must or may dismiss a Title IX Resolution Process for a formal complaint.

The following outlines circumstances for both mandatory and discretionary dismissals:

The Title IX Coordinator is *obligated* to dismiss a formal Title IX Resolution Process (or any allegations therein) in response to a complaint if, at any time during the investigation or hearing, it is determined that:

- The conduct alleged in the formal complaint would not constitute sexual gender-based harassment as defined in the Policy hereinabove, even if proved; and/or
- The conduct did not occur in an educational program or activity controlled by Messiah University (including buildings or property controlled by recognized community member organizations), and/or Messiah University does not have control of the Respondent; and/or
- The conduct did not occur against a person in the United States; and/or
- At the time of filing a formal complaint, a Complainant is not participating in or attempting to participate in the education program or activity of the recipient (Messiah University).

The Title IX Coordinator has the *discretion* to dismiss a formal Title IX Resolution Process (or any allegations therein) in response to a complaint if, at any time during the investigation or hearing, it is determined that:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; or
- The respondent is no longer enrolled in or employed by the recipient (Messiah University); or
- Specific circumstances prevent the recipient (Messiah University) from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon initiating either mandatory or discretionary dismissal, for any reason, the Title IX Coordinator will promptly send written notice of the dismissal and the rationale for doing so. The letter will be sent simultaneously to the complainant and respondent parties.

This dismissal decision is appealable by either the complainant or the respondent party under the procedures for grievance appeal listed below. The decision *not* to dismiss is also appealable by either the complainant or the respondent party claiming that a dismissal is appropriate.

If a complainant or respondent party would like to appeal, they must submit a request for appeal in writing to the Title IX Coordinator within ten (10) days of the decision to dismiss (or the decision not to

dismiss). If they do not submit their request for appeal within the ten (10) days, they will lose their right to appeal.

The request for appeal will be reviewed by the appeal subcommittee of the Grievance Review Board who will communicate the decision to grant or deny the appeal to the requesting party within seven (7) days of the request for appeal being received by the appeal subcommittee; the Chair (decision-maker) will provide the other party (parties) and the Title IX Coordinator a copy of the appeal decision.

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. The University considers violations of this policy to be extremely serious violations and may be subject to SUSPENSION, EXPULSION, and/or TERMINATION from the University.

- 1. Letter of Reprimand or Warning:** Written documentation of inappropriate behaviors or attitudes with a temporary record kept in the community member's file.
- 2. 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. 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 an off-campus 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.
- 15. Termination:** Permanent separation of the employee(s) from the University. A permanent record will be kept in University disciplinary and employment files.

IVSM Grievance Appeal Process

The Grievance Process includes an option to appeal the determination set forth by the Grievance Review Board. The following procedures to appeal are provided in writing simultaneously to both the complainant and the respondent parties.

One or more of the following appeal criteria must be cited in order for the appeal to be considered:

1. A procedural error or irregularity materially affected the outcome(s)
2. Previously unavailable evidence is produced that could impact the outcome(s); and/or
3. The investigators or Title IX personnel had conflict of interest or bias that impacted the outcome(s)

If either the complainant or the respondent party has the ability to produce new evidence, believes a procedural error has occurred or believes the outcomes were impacted by a conflict of interest or bias, they may prepare a written summary of appeal and request a Grievance Review Board examination and hearing in response to the investigation determination.

This request must be made through the Dean of Students and/or the Title IX Coordinator within ten (10) business days of the date of the written decision.

The Dean of Students and/or the Title IX Coordinator will confirm receipt of the written statement of appeal within five (5) business days.

The complainant or respondent party will be notified at that time that an appeal has been received, and they will be notified of the written statement. The opposing party will then have an opportunity to offer a written statement in response to the appeal statement.

The Dean of Students and/or the Title IX Coordinator will convene the appeal subcommittee of the Grievance Review Board and schedule an examination of the matter (which may include a review of the written summary of the complaint and response, interviews with the people involved, and further investigation if necessary), and hearing.

The date, time, and location of the hearing will be communicated to both the complainant and the respondent parties.

The complainant and respondent may be assisted during resolution hearings and related meetings by an advisor of their choice.

The complainant and respondent may present witnesses and may produce other evidence for consideration by the appeal subcommittee of the Grievance Review Board. The complainant and respondent are responsible for presenting evidence on their own behalf. Advisors may speak privately to their party during the proceeding. Either party may request a brief recess to consult with their advisor which will be granted at the discretion of the hearing Chair.

Advisors for the respondent and complainant may not present evidence or question witnesses during an appeal hearing, unless the appeal hearing is conducted during a Title IX Resolution Process.

As a reminder, in the event that an appeal hearing is granted during a Title IX Resolution Process, the complainant and respondent will each be permitted the presence an advisor of their choice in their appeal hearing, for the intention of providing cross-examination via the Chair (decision-maker) in the hearing. The Chair will determine relevancy of the advisor's cross-examination and may choose to allow or disallow the question(s) to be put to the opposing party.

If a complainant or respondent does not provide their own advisor, they have the right to be provided an approved University advisor.

Evidence to be presented by the complainant and respondent parties during any hearing on the allegations must be shared with the opposing party at least ten (10) business days in advance of the scheduled hearing. The Chair (decision-maker) presiding at and/or hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The Chair (decision-maker) presiding at and/or hearing the case will make the final decision relating to the admissibility of all evidence.

Absent a procedural error or new evidence, the determination of responsibility cannot be overturned. Only severity of sanctions may be subject to alterations.

The appeal subcommittee of the Grievance Review Board will inform the complainant and the respondent parties of the decision responding to the appeal, and any recommendations within seven (7) business days of the conclusion of the deliberative process. This notification will be provided to

both the complainant and the respondent parties simultaneously in writing. The decision of the Grievance Review Board will be final.

Additionally, the decision will be shared with all investigators and the Title IX Coordinator. The Title IX Coordinator may inform the Vice Provost for Student Success and Engagement, the Dean of Students, and/or other members of the President's Cabinet if appropriate.

IVSM APPENDIX A – DEFINITION OF TERMS

Advisor: Advisors, as defined by the Clery Act, are any individual who provides the complainant or respondent support, guidance, or advice.

Under the Clery Act, institutions are not permitted to limit the choice of the advisor or their presence in any meeting or institutional disciplinary proceeding; however, institutions are permitted to establish restrictions regarding the extent to which an advisor may participate in the proceedings as long as the restrictions apply equally to both parties.

This advisor can be anyone of the complainant or respondent's choosing—including a parent, a roommate, an advocate, or an attorney.

Amnesty: Amnesty refers to an exemption from institutional disciplinary or state legal proceedings in a violation of the community member code of conduct; amnesty offers punitive immunity based on medical and/or safety concerns for the community members reporting and/or affected. Community members, regardless of age, will be granted immunity from university disciplinary proceedings for the violation of community conduct standards if the Department of Safety, Residence Life staff or other University official becomes aware of the breach in community behavior standards because the individual was seeking medical assistance for someone else. *Refer to policy for full description of qualifications for granting amnesty.*

Bystander Intervention: Research on the causes of sexual violence and evaluation of prevention efforts indicate that bystanders (also referred to as witnesses, defenders, or up-standers) are a key element in preventing interpersonal violence and sexual misconduct. A sense of responsibility gives the bystander motivation to step in and take action. Bystander intervention typically needs to be actively cultivated as a social norm on university and university campuses through education programs and peer mentoring.

Coercion: Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates the norms of the community, such that the application of pressure or oppression causes the

recipient of the behavior to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation, and the initiator's knowledge that the pressure is unwanted.

Complainant: Complainant is used to refer to a member of the Messiah University community who has potentially experienced harm or prohibited conduct and wishes to participate in a process to address the report of this harm or prohibited conduct.

In Title IX Misconduct, a complainant is specifically someone who is alleged to be the victim of conduct that could constitute sexual gender-based harassment. In some instances, the person who is reported to have experienced harm or prohibited conduct may not wish to participate in a resolution process. In such cases, under Title IX Misconduct only, a third party *may* report on behalf of the complainant, becoming the complainant in the resolution process. This includes instances where the University may choose to pursue a resolution process under this policy without a participating complainant.

Consent: Effective consent (as understood and applied by Messiah University) is informed, freely, and actively given mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. **Consent may never be given by minors (in PA, those not yet sixteen are considered minors), mentally disabled persons** and those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary) or those who are unconscious, unaware or otherwise physically helpless.

Some indicators that an individual is incapacitated due to intoxication may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance.

Consent as a result of coercion, intimidation, threat of force, or force itself is not effective consent. Silence, without actions evidencing permission, or non-communication should never be interpreted as effective consent. The responsibility of obtaining consent rests with the person initiating sexual activity. The initiator of the sexual activity will be found in violation of this policy if he or she did not receive effective consent.

Course of Conduct: A pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawings, caricatures, or actions, either in person or anonymously. Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct. Examples of a course of conduct can include:

1. Following or lying in wait for the complainant
2. Repeated unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or e-mail
3. Damaging the complainant's property
4. Making direct or indirect threats to harm the complainant, the complainant's children, relatives, friends, or pets
5. Repeatedly sending the complainant unwanted gifts
6. Gender-based harassment through the Internet, known as cyberstalking, online stalking, or Internet stalking
7. Securing personal information about the complainant by: accessing public records (land records, phone listings, and driver or voter registration), using Internet search services, hiring private investigators, contacting friends, family, work, or neighbors, going through the complainant's garbage, following the complainant, etc.

Dating Violence (Federal Clery Act Definition): Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.

- i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- ii. For the purposes of this definition—
 - A) Dating Violence includes, but is not limited to, sexual and/or physical abuse or the threat of such abuse.
 - B) Dating violence does not include acts covered under the definition of domestic violence.
- iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The state of PA does not have a definition of dating violence.

Deviate Sexual Intercourse: Deviate sexual intercourse refers to sexual conduct between persons consisting of contact between the sex organs of one person and the mouth or anus of another. There are state specific definitions for the term.

According to 18 Pa.C.S. § 3101"deviate sexual intercourse" means sexual intercourse per os [mouth] or per anus between human beings and any form of sexual intercourse with an animal. The term also includes penetration, however slight, of the genitals or anus of another person with a foreign object for any purpose other than good faith medical, hygienic or law enforcement procedures.

Domestic Violence (Federal Clery Act Definition): A Felony or misdemeanor crime of violence committed—

- i. By a current or former spouse or intimate partner of the complainant;
- ii. By a person with whom the complainant shares a child in common;
- iii. By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner;
- iv. By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- v. By any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The state of PA does not have a definition of domestic violence. However, under 42 USC section 13925, domestic violence includes violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction

receiving grant monies, or by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Gender-Based Harassment: Policies, behaviors, attitudes, and practices related to personal characteristics of an individual or group that have the purpose or effect of creating an intimidating, offensive, isolating and/or degrading environment for that individual or group. This includes (but is not limited to) the use of images, language or actions that foster, condition, or tolerate discrimination based on skin color, race, culture, religion, disability, gender, personal choices and/or national/ethnic origin.

Whether intentional or unintentional, any such conduct will be considered a violation of human dignity, addressing the expectation of consent in all interpersonal conduct and communication, including the opportunity to express consent or lack thereof.

For the University's full Harassment Policy which includes other forms of harassment, see:

https://www.messiah.edu/info/22493/harassment_policy

Incapacitated/Intoxicated: Incapacitated means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol [or other drug] is involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed affects a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the respondent knew, or a sober, reasonable person in the position of the respondent should have known, that the complainant was incapacitated. Because incapacitation may be difficult to discern, community members are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is incapacitated and, therefore, unable to give effective consent. Being intoxicated or drunk is not a defense to a complaint of sexual misconduct under this policy.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- i. Who is or has been in a social relationship of a romantic or intimate nature with the complainant; and
- ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - A. The length of the relationship;
 - B. The type of relationship;
 - C. The frequency of interaction between the persons involved in the relationship.

Interpersonal Violence (Center for Disease Control and Prevention Definition): The intentional use of physical force or power, threatened or actual, against another person or against a group or community that results in or has a high likelihood of resulting in injury, death, psychological harm, maldevelopment, or deprivation. Includes all forms of sexual misconduct and harm, as well as hazing, dating and domestic violence.

Minor: Under Pennsylvania law, a minor is defined as anyone under the age of 16. **Consent may never be given by a minor.**

Nudity/Public Indecency (Title 18: Chapter 31, Section 3127 and Chapter 59, Section 5901): Messiah University adheres to the Pennsylvania Crimes Code prohibiting public indecency, indecent exposure, and open lewdness. As a Christian community, we desire to promote behavior that is consistent with finding the right balance between personal freedom and community obligation. Therefore, nudity outside of the community member's bedroom, restroom, or locker room, is considered public nudity and will not be tolerated. Any community member engaging in public nudity will be subject to disciplinary action.

Rape (Title 18, Chapter 31, Subsection 3121): A person who engages in sexual intercourse (however slight) with a complainant:

1. By forcible compulsion.
2. By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.
3. Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.
4. Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.

5. Where the person has a mental disability or difference which renders the complainant incapable of consent.

Respondent: Respondent refers to an individual (or individuals) that have been accused of causing harm under the Messiah University Interpersonal Violence and Sexual Misconduct Policy.

In Title IX Misconduct, a respondent is specifically someone who has been reported to be the perpetrator of conduct that could constitute sexual gender-based harassment.

Sexual Assault (Federal Clery Act Definition): An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent."

The state of PA defines sexual assault as follows: Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant. Statutory offenses (no force used – complainant under the age of consent) are excluded.

Sexual Exploitation: Sexual exploitation occurs when an individual takes non-consensual, unjust, or abusive sexual advantage of another for his/her own advantage or to benefit others. Examples include, but are not limited to, non-consensual audio or video recording of sexual activity, streaming, voyeurism, and prostitution of self or others.

Sexual Gender-Based Harassment: Any type of sexually oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating an employment or academic environment that is hostile, offensive, or coercive to a reasonable woman or man. Includes any unwelcome sexual advances or threats, deliberate or careless use of offensive or demeaning terms that have sexual connotations or are gender-based, repeated and unwelcome requests for sexual favors or a romantic relationship, repeated and unwelcome letters, phone calls, or e-mails of a sexual or romantic nature, sexually motivated physical contact, or other verbal, electronic, or physical conduct or communication of a sexual nature.

Under Title IX Misconduct, Sexual Gender-based harassment is defined as any instance of *quid pro quo* gender-based harassment by an employee of the

University; or when a community member, employee, or third party engages in unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies another person equal access to a University program or activity; or any instance of sexual assault, dating violence, domestic violence, or stalking.

Reported sexual gender-based harassment that meets this standard will have access to a Title IX resolution process (see below, under Title IX Misconduct).

Sexual Intercourse: In addition to its ordinary meaning, includes intercourse per oral [mouth] or per anus, with some penetration however slight; emission is not required. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue or finger or oral copulation by mouth to genital contact or genital to mouth contact.

Sexual Misconduct:

The following lists behaviors that constitute sexual misconduct:

1. Any intentional indecent contact, however slight, with any object without effective consent. Indecent Contact includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another or any other bodily contact in a sexual manner.
2. Any unwanted inappropriate disrobing of another person or purposeful exposure of one's genitals to another without one's consent.
3. Any attempt to force any other person to engage in sexual activity of any kind without his or her consent.

Sexually Inappropriate Behavior:

Includes behavior that violates the Messiah University Code of Conduct which may not rise to the level of a Title IX offense, or any of the above definitions but is still sexual in nature and causes alarm, concern, and is inappropriate in nature and that violates the sanctity of the human body and spirit.

Stalking (Federal Clery Act Definition):

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- i. Fear for the person's safety or the safety of others; or
- ii. Suffer substantial emotional distress.

For the purposes of this definition—

- A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker

directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

- B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the complainant.
- C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The state of PA defines stalking when a person either:

1. engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
2. engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Title IX Misconduct: When allegations reported to the University meet the criteria listed below, the allegations may constitute Title IX Misconduct, in which case the report will be addressed under the procedures applicable to Title IX Misconduct.

If at any point the University determines that the allegations do not meet the criteria of Title IX Misconduct, the allegations may continue to be addressed under University policy as Interpersonal Violence and/or Sexual Misconduct.

Conversely, if the University is responding to allegations reported to the University as Interpersonal Violence and/or Sexual Misconduct under

University policy, and University officials receive information that indicates the allegations meet the criteria of Title IX Misconduct, the resolution process will continue under the procedures applicable to Title IX Misconduct.

In order for reported allegations to be considered for Title IX Misconduct resolution, the allegations must meet the following criteria:

- Occurs in the United States;
- Occurs in a University Program or Activity; and
- A Formal Complaint (non-anonymous) must also be filed.
- Alleges conduct on the basis of sex in which:
 - An Employee conditions the provision of a University aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
 - A Student, Employee, or Third Party engages in unwelcome conduct determined by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies another person equal access to a University Program or Activity; or
 - A Student, Employee, or Third Party engages in: Sex or Gender-Based Stalking (Stalking defined above); Dating Violence (defined above); Domestic Violence (defined above); or Sexual Assault (defined above).

IVSM APPENDIX B – COMPLAINANT'S RIGHTS

Any community member who alleges discrimination, including any type of interpersonal violence, gender-based harassment, hazing, sexual assault or stalking, is offered certain rights under Title IX and VAWA.

Right to Choose:

1. You have the right to choose when and where you report a violation of the Interpersonal Violence and Sexual Misconduct Policy.
2. You have the right to information about services designed to assist you in the reporting and recovery process.
3. You have the right to speak confidentially to an advocate, counselor, and/or pastor.
4. You have the right to seek or have sought on your behalf counseling and medical attention at the Engle Center or elsewhere as needed—including at the nearest hospital emergency room.

5. You have the right to an advisor of your choice to accompany you to all hearings and interviews.
6. You have the right to request that an advocate join you in attending appointments.
7. You have a right to be provided with an advisor in a Title IX Misconduct hearing, should you require an advisor but do not have the ability to procure one for yourself.

Right to Response:

1. You have the right to report a violation of the Interpersonal Violence and Sexual Misconduct Policy and have Messiah University respond promptly with the appropriate process, including an investigation.
2. You have the right to report the crime to the Department of Safety and/or to a law enforcement agency.
3. You have the right to obtain legal representation.
4. You have the right to choose *not* to report the allegation or crime to the Department of Safety and/or a law enforcement agency.

Right to Supportive Measures:

1. You have the right to receive reasonable measures of protection.
2. You have the right to request changes in your academic schedule, work schedule and/or assignment, parking assignment, and/or housing assignment.
3. You have the right to request that the University implement a “No Contact Mandate” with the respondent(s).
4. You have the right to all relevant University policies, including “amnesty” and “no retaliation.”
5. You have the right to an advisor of your choice to be present.
6. You have the right to an accessible process; including accommodations to navigate the physical, emotional, and mental spaces an investigation requires.
7. You have the right to request language translation services for materials, support services, or investigatory interactions.
8. You have the right to free medical exams or tests that are relevant such as rape kits, STI or pregnancy tests.
9. You have the right to free mental health services that are relevant, through the University or local advocacy centers (when available).

Right to a Reliable and Impartial Process:

1. You have the right to request the response process most appropriate for your own circumstances, including no investigatory process.

2. You have the right to be notified of the timeline for all major stages of the investigation.
3. You have the right to request the presence of, or interviews by, another investigator.
4. You have the right to present witnesses and evidence in support of your complaint.
5. You have the right to review any proceedings documented, including written findings of fact, transcripts, or audio recordings.
6. You have the right to a resolution of your complaint based on what University officials believe is more likely than not to have happened based upon an investigation (this is called a preponderance-of-the-evidence standard of proof). Messiah University will not use a higher standard of proof.
7. You have the right to be informed of the outcome of any disciplinary proceeding held.
8. You have the right to be notified in writing of the outcome of your complaint and any appeal, including any sanctions that directly relate to you.
9. The appeal process is equally available for both parties.
10. You have the right to recover your losses—to the extent possible—through restitution and the return of property that was seized as evidence when it is no longer needed.
11. You have the right to receive notification of your rights and all University processes in writing.

IVSM APPENDIX C – RESPONDENT’S RIGHTS

Any community member who is accused of discrimination, including any type of interpersonal violence, gender-based harassment, sexual assault or stalking is offered certain rights under Title IX and VAWA.

Right to Response:

1. You have the right to information about services designed to support and inform you if you are accused of a violation of the Interpersonal Violence and Sexual Misconduct Policy.
2. You have the right to speak confidentially to a counselor and/or pastor.
3. You have the right to seek or have sought on your behalf counseling and medical attention at the Engle Center or elsewhere as needed—including at the nearest hospital emergency room.
4. You have the right to an advisor of your choice to accompany you to all hearings and interviews.

5. You have the right to obtain legal representation.
6. You have a right to be provided with an advisor in a Title IX Misconduct hearing, should you require an advisor but do not have the ability to procure one for yourself.

Right to Supportive Measures:

1. You have the right to receive reasonable measures of protection.
2. You have the right to request changes in your academic schedule, work schedule and/or assignment, parking assignment, and/or housing assignment.
3. You have the right to request that the University implement a “No Contact Mandate” with the complainant(s).
4. You have the right to all relevant University policies, including “no retaliation.”
5. You have the right to an advisor of your choice to be present.
6. You have the right to an accessible process; including accommodations to navigate the physical, emotional, and mental spaces an investigation requires.
7. You have the right to request language translation services for materials, support services, or investigatory interactions.

Right to a Reliable and Impartial Process:

1. You have the right to be notified of the timeline for all major stages of the investigation.
2. You have the right to present witnesses and evidence in support of your defense.
3. You have the right to review any proceedings documented, including written findings of fact, transcripts, or audio recordings.
4. You have the right to request the presence of, or interviews by, another investigator.
5. You have the right to a resolution process based on what University officials believe is more likely than not to have happened based upon an investigation (this is called a preponderance-of-the-evidence standard of proof). Messiah University will not use a higher standard of proof.
6. You have the right to be informed of the outcome of any disciplinary proceeding held.
7. You have the right to be notified in writing of the outcome of your case and any appeal, including any sanctions that directly relate to you.
8. The appeal process is equally available for both parties.

9. You have the right to recover your losses —to the extent possible— through restitution and the return of property that was seized as evidence when it is no longer needed.
10. You have the right to receive notification of your rights and all University processes in writing.



STUDENT BEHAVIORAL POLICIES

2023-2024

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 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

2023-2024

STUDENT DISCIPLINARY PROCEDURES

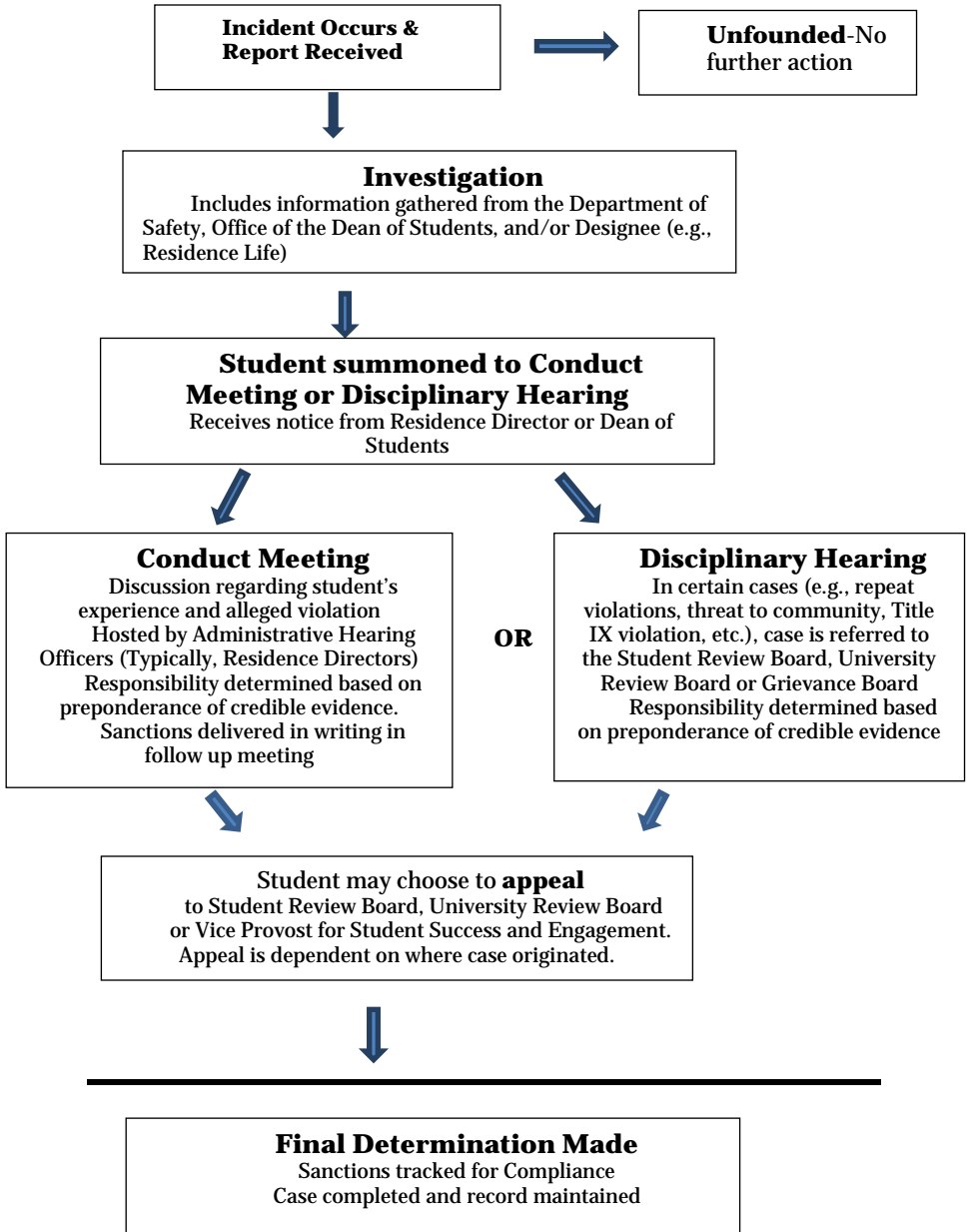
The purpose of discipline at Messiah University is to nurture personal growth and to maintain a University-wide atmosphere conducive to learning and academic excellence. Accountability to community standards is an educational endeavor intended to foster students' personal growth. As responsible citizens 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 "0'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

2023-2024

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 that 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, last amended September 2023.

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. 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.

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. A list of applicable items is posted outside of the Dispatch window. 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 states that it is prohibited "to make willfully or cause to be made loud, boisterous or unseemly noise or disturbance to the annoyance of the peaceable residents nearby, more particularly between the hours of 10:00 p.m. and 6:00 a.m." (Upper Allen Township Ordinance 111.)

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

Definition of public expression

Freedom of expression is encouraged at Messiah University. However, in order to ensure an atmosphere in which open communication can 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.

Definition of members of the on-campus university community

For the purpose of this policy, “members of the on-campus university 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 on-campus university community

Messiah University affords all members of the on-campus university 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 other rights of members of the on-campus university community as defined by University policies.

Note: These policies and guidelines refer to non-educational activities on University property and not to the conduct of academic or cocurricular activities that are governed by their own policies and standards. These policies do not refer to other officially approved University events that

must follow established university event protocols.

Procedures for public expression activities by members of the on-campus university community

1. Members of the on-campus university community must apply to the Office of the Vice Provost for Student Success and Engagement at least five 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 form is available online at:
https://www.messiah.edu/forms/form/675/en/public_expression_form .
Once the form is received by the Vice Provost for Student Success and Engagement, she/he will process the application with the appropriate/relevant campus leadership based on factors including whether the application is from a student or employee, specifics of the public expression requested, etc.
2. The Vice Provost for Student Success and Engagement has two 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.
3. Public expression activities are authorized to occur only at one or more of the following locations as assigned by the Vice Provost for Student Success and Engagement (dependent on availability):

Outdoor locations

- Larsen Student Union patio
- 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 Vice Provost for Student Success and Engagement Office, the event organizer must then reserve the space through the Office of Conference and Event Services.

4. The number of occasions on which specific individuals or groups will be permitted to engage in public expression activities will be limited to three times during a calendar year.
5. The total number of people engaging in public expression activities at any one location on campus may be limited by the Vice Provost for

Student Success and Engagement according to concerns related to space capacity, safety or potential disruption of the University's other daily activities.

6. Any signs, placards or banners 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.
7. No microphones, bullhorns, or other amplification devices may be used.
8. No sidewalks or building accesses may be blocked, nor may normal University operations be impeded.
9. Physical or verbal harassment of members of the University community, or public expression activities outside of the hours or locations for which permission has been granted, will be cause for the immediate revocation of privilege for those involved.
10. Any act of disorderly conduct will result in intervention by authorized campus personnel.

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 on-campus university 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. Furthermore, visitors' 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.
2. Visitors may not engage in activities which hinder or obstruct approved public expression or affect the University's ability to provide an educational environment for its members.

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.

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 entrances 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. For more information on these specific topics, go to:

<https://www.messiah.edu/download/downloads/id/454/AwarenessAroundCampus.pdf>

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

2023-2024

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 Lenhart 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).

SILENT WITNESS

The Department of Safety maintains a “silent witness” feature (anonymous report form) which allows students or employees to report crimes without providing their names or other identifying information. Anonymous reporting is only for crimes; it is not intended for non-criminal code-of-conduct-violations (smoking, visitation violations, etc.) If these types of behaviors are occurring, please contact your RA and/or RD.

Upon receipt, all information is thoroughly investigated to the best of the department’s ability, based on information received. Information sent through this site, while checked on a regular basis, is not monitored 24 hours a day. Therefore, the **Silent Witness form SHOULD NOT be used for emergencies that require immediate response or those that are life threatening in nature. Call 911 and then the Department of Safety in life threatening situations.**

Silent Witness is intended to foster and maintain a safe and caring community. Therefore, if it is discovered this system is being used to harass or to retaliate against members of the Messiah University community, behavioral conduct consequences will be pursued.

The link to the Silent Witness reporting is found at:

https://www.messiah.edu/forms/form/164/en/silent_witness

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 or not 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.

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

2023-2024

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.

First-Year Residences: In first-year housing, public lounges (main lounges) are open to visitors 24 hours a day. Individual floor lounges are subject to regular first-year visitation hours which are as follows:

Sunday	12:00 p.m. – 10:00 p.m.
Wednesday	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.

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.
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 – Thursday from noon–midnight and Friday - Saturday from noon – 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

2023-2024

COMMUTER STUDENT SERVICES

Commuters are a vital part of the Messiah University community. More than 250 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.

This means 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 in the basement level of Mountain View Residence Hall.

A Commuter Student Liaison and administrative support for commuters exists within the Office of Student Engagement, which is located on the second floor of Larsen Student Union. Questions from commuters can be directed to JP Edmunds at (jedmunds@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) and this will 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 8 a.m. to midnight. The commuter lounge is located on the basement level of Mountain View Residence Hall. This lounge includes microwaves, a hot/cold water cooler, a large refrigerator, kitchenette and lockers for commuters and a stationary PC. 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

2023-2024

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 2023 May-Term 2024 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, 2023 to participate in a Fall 2024 program)
 - April 1 – Messiah’s pre-approval deadline for following spring semester (i.e. April 1, 2024 to participate in a Spring 2025 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 and engage in the largest community service event in the area. 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. As part of Created and Called for Community (CCC), students and faculty serve together on a designated project. 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

Intramural Sports leagues and tournaments are opportunities for competition, physical fitness, and fun. Leagues include soccer, flag football, volleyball, basketball, Ultimate Frisbee, and softball.

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.

INTERNATIONAL STUDENT PROGRAMS

International Student Programs seeks to understand and meet the unique needs of international students (F-1 visa students, missionary and third culture students) by providing services, programs, guidance, advocacy and support leading to personal success and meaningful engagement with the broader campus community.

Programs and services include:

- **F-1 Visa Advising** informs and educates international students

here on an F-1 visa about U.S. government regulations and assists them in achieving positive results in maintaining their status.

- **International Student Orientation** is a holistic experience for our international students to acclimate and adjust to this new chapter of life in the United States and at Messiah University. This experience is available for all first-year international students (those on an F-1 visa, missionary, and third culture kid students) and their families. Orientation generally includes activities related to educational advising, academic processes, financial awareness, as well as fun programs and events and partnership with Multicultural Student Programs to foster a sense of belonging for our international students.
- **Academic Support** is offered to international students in collaboration with students' academic advisors. In addition, new international students arriving from abroad for the fall semester enroll in a 1-credit course called *Adjusting to Life in the US (GEST 140)* 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 Families** provide 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, and plans special events to encourage organic relationship formation.
- **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.

MULTICULTURAL STUDENT PROGRAMS

The purpose of Multicultural Student Programs is to meet the unique needs of domestic under-represented students by providing holistic support through mentoring, diversity education and exploration, as well as safe and transformative learning environments for all members of the university community. Programs include:

Scholarship Programs:

- **Martin Scholars**

The Martin Scholars program seeks to foster scholars in the areas of academics, service, and leadership while encouraging a critical awareness of race and diversity as well as promoting reconciliation. Through the Multicultural Programs staff and student leaders, Martin Scholars are equipped with the tools necessary to successfully and efficiently engage in university related activities. Martin Scholars are also connected with faculty mentors for the purpose of establishing healthy lifestyles with respect to opportunities for service, exploring a major or field of study, career goals and personal and/or spiritual growth. Students are encouraged to utilize this knowledge and experiences to promote justice and equity both on campus and beyond.

- **R.H. Flowers Scholars**

Through a structured cocurriculum, students in the R.H. Flowers Scholars program are provided opportunities to reflect on a variety of issues related to race, ethnicity and culture which shape modern-day society. These scholars are then able to identify and facilitate effective strategies to create greater awareness across campus and in the community at large.

Multicultural Clubs, Organizations and Events

The Multicultural Council is comprised of the presidents of the African Student Union, Asian Student Association, Black Student Union, Caribbean Student Association, International Student Association/MuKappa, and La Alianza Latina. Our 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 at improving campus life for students from underrepresented racial/ethnic populations. Traditional campus wide events include Hispanic Heritage Month and Black History Month. These programs incorporate films, discussions, speakers, and cultural celebrations to provide a forum for learning about unspoken histories in the United States, and add different perspectives to the retellings of our past.

The Rev. Dr. Martin Luther King Jr. Commemoration 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.

Leadership Development

Multicultural Student Programs fosters opportunities to enhance relationships among students, leaders in multicultural student organizations and the overall community. This program provides fall and spring leadership training available to leaders in the Multicultural Council organizations.

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 Sexuality and Gender Education (SAGE).

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 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, 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 CEC 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, 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

2023-2024

MISSION & OUTCOMES

The Office of Campus Ministries exists to create opportunities for students to engage in meaningful Christian worship, discipleship, and 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 Council

The Student Ministries Council has a unique opportunity to serve Messiah University's campus through various student-led ministry initiatives. They seek to enrich the spiritual lives of students, encouraging them to passionately pursue the Lord through discipleship ministries, prayer ministries, worship ministries, and ministry training events.

Worship Community

The Worship Community coordinates the liturgies and music for campus worship services 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.

More Ministry Options

This page only begins to describe the rich array of groups and programs that attend to Christian spiritual formation and service on Messiah's campus. Visit our website to discover more about AROMA, the Agapé Center for Local and Global Engagement, and other opportunities to get involved in ministry and service at Messiah.

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. 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, for a limited series on Thursday mornings, various educator-led small groups convene in smaller venues for Bible studies, book studies, the practice of spiritual disciplines, and an array of discussions regarding Christian life and culture.

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 will be offered in various venues on most Tuesday mornings and evenings as well as on Thursday mornings.

1. Students must tap or swipe their cards at the chapel venues at the conclusion of the service to receive chapel credits. Doors on most venues will be locked five minutes after the scheduled start time. After that, students will not be admitted, and they cannot claim chapel credit. Students can track their chapel attendance on FALCONLink.
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 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. friend swiping, 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

2023-2024

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

2023-2024

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/office of academicaccessibility](https://www.messiah.edu/info/20112/office_of_academicaccessibility).

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 2023-2024 is \$2,787.50 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 \$1,687.50 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 \$1,100.00 per semester. The \$1,100.00 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 and a create-your-own omelet station. At lunch, we offer a specialty salad bar, homemade soups, create-your-own sandwiches at the Grantham Grill, 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. – 9:30 a.m.

Lunch: 11:00 a.m. – 2:00 p.m.

Dinner: 4:30 p.m. – 7:30 p.m.

Saturday-Sunday

Brunch: 9:00 a.m. – 2:00 p.m.

Dinner: 4:30 p.m. – 7:30 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. – 10:30 p.m.

Friday: 9:00 a.m.–4:30 p.m.

Saturday: Closed

Sunday: 4:00 p.m. – 10:30 p.m.

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.–11:00 p.m.

Saturday-Sunday: 1:00 p.m.–11:00 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

ENGL 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.

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 Educational Technology Services (ETS) 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 ETS-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 Educational Technology Services (ETS): 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 house 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. 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 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. The deadline for requesting fall events on campus is October 31st. The deadline for requesting spring events on campus is the Friday before Spring Break. All event requests made after these deadlines will be denied.

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. 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 \$19,850 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, 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 2.75% 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 or more.
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 or appointee.

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 a pro-rated portion of the operations fee. 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.

BOX 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

2023-2024

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 Universitys 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

2023-2024

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 discipli-

nary 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.

First-Year Experience Committee

The First-Year Experience Committee provides oversight to the purpose, objectives, and programs associated with the first university year. The committee reviews curricular and cocurricular strategies to ensure a smooth transition from high school to the first university year and to ensure that all first-year students begin the process of understanding what it means to be an educated person according to the institution's mission and values. One sophomore student is appointed by the Vice Provost for Student Success and Engagement.

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 and Agape Center Sustainable Agriculture.

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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