

## **SECTION NINE**

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# **COCURRICULAR POLICIES**

**9 COCURRICULAR POLICIES****9.1 ASSOCIATE DEAN OF STUDENTS****9.1.1 Accountability**

Students are expected to encourage each other to live according to Messiah College's lifestyle guidelines. For this reason, students who are present when behavior occurs that violates college standards may be found responsible for supporting the behavior.

**9.1.2 Alcohol, Illegal Drugs, and Tobacco**

Messiah College is an alcohol-, illegal drugs-, and tobacco-free campus, both in Grantham and Philadelphia. The College complies with the Drug Free Schools and Communities Act. Students cannot for any reason illegally manufacture, distribute, dispense, have with them, or use any controlled substance. Any student who is convicted of violating a criminal drug statute is required to notify the College, 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 College will deal with those students through the counseling process, rather than through disciplinary processes, if the student comes for help voluntarily.

**9.1.2.1 Drug Free Schools and Campuses Act**

In compliance with the Drug Free Schools and Campuses Act and its implementing Regulations (34 CFR Part 86), the following information is being provided to all students and employees as a statement of College policy. Messiah College prohibits the manufacture, possession, use, or distribution of illegal drugs and alcohol by all students. 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. It is expected that while students are enrolled in course work (including breaks during the academic year (e.g., Christmas break, Spring Break) they will not use alcohol or illegal drugs or tobacco both on and off campus.

**9.1.2.2 Exceptions**

Of-age students may responsibly consume alcohol:

- a. When they are with their parents or guardians.
- b. When the occasion is consistent with celebrations, rituals, or religious traditions (i.e., toasting at weddings, taking communion) associated with family or a host family.
- c. If you have questions concerning the alcohol policy and/or its application to certain situations, you are encouraged to contact the Associate Dean of Students Office.

**9.1.2.3** Violations 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 in the Student Affairs files while the student is at Messiah. College 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.
- 9.1.2.4 The College 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.
- 9.1.2.5 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.
- 9.1.2.6 The College 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 College will also refer students to off-campus treatment centers if requested or if the issues being addressed warrant such referral.
- 9.1.2.7 For additional information on resources available, students should contact the Engle Center.
- 9.1.3 **Attire**  
Clothing standards for classes, meals, and campus events vary with the activity. As a minimum standard, however, shoes and shirt should be worn in all campus buildings and modesty is expected. Shoes and shirts are required for entrance to dining facilities.
- 9.1.4 **Etiquette**  
Proper behavior is expected in classrooms, dining facilities, lounges, and other public locations. Courtesy, self-control, sportsmanship, honesty, and concern for the standards of others are among the College's expectations.
- 9.1.5 **Fines**  
Failure to adhere to College rules, standards, and policies may result in a fine. Fines are charged to a student's account following appropriate communication to the student. The intent of fines is to deter, prevent, and provided avenue for restitution. Fines may be appealed to the Peer Review Board within one week of the issuance of the fine. No appeal beyond Peer Review Board is permitted. College personnel reserve the right to modify fines as "dictated by specific circumstances."
- 9.1.6 **Firearms and Weapons**  
Firearms (any pistol, revolver, shotgun, or rifle) are prohibited on College property. Weapons that are considered potentially dangerous, harmful, and/or lethal are prohibited. This includes, but it not limited to, the following: ammunition, bows and

arrows, crossbows, knives, clubs, whips, spears, swords, balloon launchers, or any other item the College deems potentially harmful to the College community. Occasionally, some weapons stated above may be required for classroom use (i.e., bow). These items are permitted for this purpose only. They must be registered with the Department of Safety and will be stored at the Safety Office until needed for class purposes. All firearms and weapons will be confiscated upon sight. In extenuating circumstances, appeals to this policy should be made to the Director of Safety for consideration.

**9.1.7****Off-Limit Areas**

The College cares about the safety and welfare of students. Loitering is not permitted after midnight at the Starry Athletic Complex, Grantham Cemetery, Pit parking area, and the forty acres behind Witmer and Mellinger. Additional areas considered off-limits at all times include, but are not limited to, railroad tracks (other than specifically marked crossing areas), roof tops, construction sites, the water tower off of Tower Road, and elevator shafts.

**9.1.8****Property Damage**

Damage to College 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 Associate Dean of Students Office.

**9.1.9****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 in all public areas, including the library, classrooms, residences, athletics areas, lounges, dining room, and campus grounds, as well as in campus publications. Out of respect for the rights of others, the following are prohibited at the College: 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; hazing; racial or ethnic harassment or intimidation; sexual assault, harassment, or any uninvited behavior of a sexually explicit nature; a willful interruption or disturbance of the day-to-day conduct of the business of the College; failure to comply with directives of College officials carrying out their assigned duties; possession of hazardous or dangerous weapons or 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.

**9.1.10****Student Disciplinary Procedures**

The purpose of discipline at Messiah College is to nurture personal growth and to maintain a College-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 College guidelines and standards. Our standards are in place to support the mission of the College; 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 19:12-17, 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.

- 9.1.10.1 The Hearing Officers and Bodies
- 9.1.10.1.1 *Hearing Officer* may refer to the Vice Provost/Dean of Students, Associate Dean of Students, Director of Residence Life, Residence Director, or other designee of the Vice Provost/Dean of Students. The Director of Student Life serves as hearing officer for the Philadelphia campus.
- 9.1.10.1.2 *Student Government Association Peer Review Board* is an elected group of seven students which provides peer accountability with student disciplinary matters. The Peer Review Board is advised by the Associate Dean of Students.
- 9.1.10.1.3 *College Review Board*, a faculty-student group, deals with more serious cases and addresses appeals of other hearing bodies.
- 9.1.10.2 College Discipline Procedures
- 9.1.10.2.1 *College Disciplinary Jurisdiction*: The College may exercise disciplinary jurisdiction over student conduct which occurs on or off College premises and which adversely affects the College community and/or the pursuit of College objectives. The conduct may involve a violation of local, state, or federal law or complaints through local law enforcement and/or College process.
- 9.1.10.2.2 *Disposition*: Deciding which hearing body or hearing officer will hear a specific case will be made by the Associate Dean of Students in consultation with appropriate College 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.
- 9.1.10.2.3 *Violation of Law and College Discipline*: College disciplinary proceedings may be instituted against a student charged with a violation of law which is also a violation of College standards without regard to pending civil litigation or criminal arrest and prosecution. College disciplinary proceedings may be carried out prior to, simultaneously with, or following any off-campus civil or criminal proceedings.
- 9.1.10.2.4 *Charges and Hearings*: Notice – student accused of a disciplinary violation shall receive a written notice specifying the alleged violation(s) as well as date, time, and place of hearing. 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.

9.1.10.2.5 *Respondent and Complainant Rights:* The respondent may examine relevant incident reports as well as other pertinent evidence. Students who have been victim of a violation of College standards have the right to submit their complaint to a College 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.

9.1.10.2.6 *Hearing Procedures:*

- a. 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.
- b. 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 College.
- c. 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.
- d. The evidence against the respondent shall be presented by a person designated by the Associate Dean of Students.
- e. 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, address witness statements, to present relevant witnesses and evidence on his or her behalf, and to remain silent.
- f. 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 College disciplinary procedures and not legal proceedings, attorneys may not serve as advisors.
- g. The hearing officer or members of the hearing body may question the complainant, witnesses, and/or the accused.
- h. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in civil or criminal court, are not used in College disciplinary hearings.
- i. All procedural issues (e.g., testimony or evidence to be admitted, 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.
- j. Lying by the respondent or evidence produced at a hearing that the respondent may have violated another College rule or standard may be treated as a separate disciplinary violation.
- k. 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).

- 9.1.10.2.7 *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.
- 9.1.10.3 Sanctions  
The scope for disciplinary sanctions includes, but is not limited to, those described below. Additional or modified sanctions may be imposed at the discretion of hearing boards and officers. The application of sanctions will reflect the seriousness of the incident and the student's history of previous violations:
- 9.1.10.3.1 *Letter of Reprimand or Warning:* Written documentation of inappropriate behaviors or attitudes with a temporary record kept in the student's file.
- 9.1.10.3.2 *Loss of Privilege:* Loss of privilege of participating in a College activity, in registration of vehicle, in visitation, or other matter.
- 9.1.10.3.3 *Developmental/Educational Assignments:* May include, but are not limited to, attendance at educational programs, personal essay, written reflection on issues relevant to one's discipline case or involvement in a mentoring relationship.
- 9.1.10.3.4 *Fines:* The intent of fines is to deter and prevent activity detrimental to the community. Fines are a punitive measure in discipline.
- 9.1.10.3.5 *Restitution:* Compensation for loss, damage, or injury. This may take the form of appropriate service, monetary, or material replacement.
- 9.1.10.3.6 *Disciplinary Probation:* A strong written reprimand. Notification is made to appropriate College officials: College-based financial aid may be reviewed, and students in leadership positions (e.g., residence staff, SGA leaders, captains of intercollegiate athletics teams, ministry team leaders) 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.). Students who have applied to study abroad programs and/or cross cultural courses will be subject to further review by appropriate College personnel. Additionally, residential students on disciplinary probation are not eligible to apply to live off campus within six months prior to making application.
- 9.1.10.3.7 *Suspension:* Involuntary separation of the student from the College 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 College 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, refunds are issued on a prorated basis and the normal administrative withdrawal fee is not charged.

9.1.10.3.8 *Expulsion*: Permanent separation of the student from the College. A permanent record will be kept in College disciplinary and academic files.

9.1.10.4 Disciplinary Withdrawal

Students may seek permission for disciplinary withdrawal from the College after involvement in serious violation of College rules and standards before official disciplinary action is taken. A permanent record may be kept in College 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.

9.1.10.5 Interim Suspension

In certain circumstances, the Vice Provost/Dean of Students 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 College community or preservation of College 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 College. Students who have been suspended, withdrawn, or expelled for disciplinary reasons are not permitted on campus without prior approval of the Vice Provost/Dean of Students.

9.1.10.6 Student Record

Disciplinary sanctions other than expulsion from the College shall not be made part of the student's permanent academic record but shall be retained in the student's confidential record. Except in cases which result in suspension or expulsion, disciplinary actions shall be expunged from a student's confidential record 3 years after graduation.

9.1.10.7 Appeals

9.1.10.7.1 A student wishing to appeal must submit a written request to the Vice Provost/Dean of Students and Chair of the College Review Board 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.

9.1.10.7.2 The Vice Provost/Dean of Students and Chair of the College Review Board will determine if an appeal will be allowed.

- 9.1.10.7.3 The typical officer or body for appeals is as follows:
- a. Peer Review Board will hear appeals of cases originally decided by Residence Education Staff, as well as appeals of fines imposed by residence hall staff and the Department of Safety.
  - b. College Review Board will hear appeals of cases originally heard by the Dean of Students or Peer Review Board.
  - c. The Provost will hear appeals of all cases originally heard by College Review Board.
- 9.1.10.7.4 In all cases, the decision of the officer or body hearing the appeal will be final.
- 9.1.10.7.5 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.
- 9.1.10.7.6 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.
- 9.1.10.8 Authority of the Vice Provost/Dean of Students  
In extraordinary circumstances, the Vice Provost/Dean of Students 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/Dean of Students will take such action in consultation with appropriate College officials.
- 9.1.11 **Student Racial/Ethnic Harassment Policy** – Policy Statement on Racial or Ethnic Harassment, Intimidation, and Discrimination  
In foundational documents that outline Messiah College’s mission, College-wide educational objectives, foundational values, and strategic plan, the College has affirmed that reconciliation across lines of racial and cultural division is central to our identity as a Christian institution. We seek to create a welcoming community that is characterized by the biblical vision for justice, respect, inclusivity, diversity, and shalom. Therefore, Messiah College deplores all incidents of harassment, intimidation, and discrimination. Any act of harassment, intimidation, or discrimination, whether it be committed intentionally or unintentionally by employees of the College or students, is contrary to the ideals of Christian ethics, Christian community, and our educational mission. In addition, Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, sex, or national origin.
- The College will not tolerate any form of harassment, intimidation, or discrimination related to skin color, race (and related physical characteristics), cultural heritage, ethnicity, and nationality. This means that the College will respond promptly and

firmly to reported incidents in ways that are educational and redemptive, and that encourage both personal responsibility and reconciliation within the community.

The College will consider a full range of disciplinary and other responses appropriate to the situation to address the needs of both the complainant and the respondent.

9.1.11.1 Policy

9.1.11.1.1 Harassment, intimidation, or discrimination on the basis of physical or cultural characteristics, such as skin color, race (and related physical characteristics), national or ethnic origin, and cultural heritage is a violation of community standards.

9.1.11.1.2 To cultivate a creative learning environment, Messiah College encourages free inquiry and expression within the bounds of our Christian commitments. Members of the community have the right to hold and defend a variety of viewpoints within an educational setting. For educational purposes, required readings(s), educational activities (e.g., videos, projects, discussions, etc.), music, drama, or art may include historical information that portrays groups or individuals in a pejorative fashion. Educators carry responsibility for directing these activities with care and sensitivity.

9.1.11.1.3 To clarify the point at which protected free expression ends and prohibited discrimination and harassment begins, the following guidelines shall apply:

- a. Prohibited discrimination includes practices, policies, and actions that disadvantage an individual or group on the basis of characteristics such as skin color, race (and related physical characteristics), culture, and national or ethnic origin.
- b. Prohibited harassment includes intimidation by threats and/or actual physical or emotional harm.
- c. Speech and other forms of expression by students or employees constitute racial or ethnic harassment if, on the basis of skin color, race (and related physical characteristics), culture, and national or ethnic origin, they: a.) directly demean, insult, or stigmatize an individual or group or b.) make use of insulting or “fighting” words or non-verbal symbols. In the context of harassment, insulting or “fighting” words or non-verbal symbols are those “which by their very utterance inflict injury or tend to incite an immediate breach of the peace,” and which are commonly understood to convey direct and visceral hatred or contempt for human beings on the basis of their personal characteristics.

9.1.11.2 Educational Programs

Education and training are essential to the establishment of a campus environment that is as free as possible of racial or ethnic harassment, intimidation, and discrimination. Education and training efforts are designed to achieve the following goals:

- a. Ensuring that all those offended and potentially offended individuals are aware of their rights;
- b. Notifying persons of conduct that is proscribed;
- c. Informing supervisors and administrators of proper methods of dealing with complaints of racial or ethnic harassment, intimidation, and discrimination; and

- d. Helping educate the campus community about the problems this policy addresses and facilitate discussion of harassment- or discrimination-related issues. The Director of Human Resources shall ensure that orientation sessions and periodic in-service training sessions are conducted for all employees to familiarize them with the policy and its implications. The Provost shall ensure that the faculty are properly oriented to the implications of this policy for curriculum and pedagogy. The Vice Provost/Dean of Students shall ensure that expectations and policy are communicated to students. Information describing the nature of racial or ethnic harassment, intimidation, and discrimination and explaining the College's policy shall be provided to all employees and students annually.

### 9.1.11.3

#### Implementation

The Director of Human Resources and the Vice Provost/Dean of Students shall be jointly responsible to maintain this policy and the resolution procedure by which it is enforced. The Racial Justice and Multicultural Education Committee (Micah), in consultation with the Director of Human Resources, Vice Provost/Dean of Students, and Associate Dean of Multicultural Students, shall be responsible to maintain and revise this policy.

### 9.1.11.4

#### Resolution Procedure for Racial or Ethnic Discrimination or Harassment

**Racial incidents can often be resolved through informal means of conversation and reconciliation. The Office of Multicultural Programs and the members of the Justice Panel can be resources for facilitating these conversations. However, due to the extent of injury, unequal status, or lack of cultural understanding—and the consequent damage to trust that is involved—incidents of racial or ethnic harassment and discrimination often require means of intervention with clear guidelines so that reconciliation between all parties can be achieved.** This procedure is designed to resolve **reported** allegations of racial or ethnic discrimination or harassment involving members of the campus community. Any person who believes that he/she has been the object of racial or ethnic discrimination or harassment, **and that the incident cannot be resolved through informal conversation**, should immediately initiate the process outlined below. An extended period of time between an alleged occurrence and an inquiry into the circumstances of an incident may make fact-finding extremely difficult or impossible.

### 9.1.11.5

#### Reporting by Complainant

#### 9.1.11.5.1

An **employee** who believes that he/she has been the object of discrimination or harassment should promptly report the incident to the director of human resources for advice and counsel on the **employee** resolution procedures described below.

#### 9.1.11.5.2

A **student** who believes that he/she has been the object of harassment or discrimination should promptly report the incident to the director of community development for advice and counsel on the **student** resolution procedures described below.

#### 9.1.11.5.3

Resolution of any complaint involving both an employee and a student will be the joint responsibility of the director of human resources and the director of community development. Both directors will participate fully in the resolution procedures described below and will share the responsibilities designated in the procedures.

9.1.11.6 Confidentiality  
Every reasonable effort will be made to ensure the confidentiality of information and to protect the privacy of all parties. All parties, witnesses, support persons, and other participants in the resolution process are expected to maintain confidentiality. Strict confidentiality, however, cannot be guaranteed.

9.1.11.7 Retaliation  
Any act of retaliation against a person who participates in the process of resolving a complaint of racial or ethnic discrimination or harassment will result in disciplinary action. This disciplinary action may include warning, reprimand, suspension, or termination of an employee, or warning, loss of privilege, developmental assignment, fine, restitution, disciplinary probation, suspension, or expulsion of a student.

9.1.11.8 Two Means of Addressing Complaints  
Individuals who experience discrimination or harassment may request assistance by one of two means: 1) resolution by conferencing, or 2) resolution by employee grievance or student hearing. The procedures are designed to assure anyone affected that every effort will be made to reach a fair and satisfactory resolution of complaints with maximum confidentiality and protection against reprisal.

The goal is to provide a timely, effective resolution to the incident while providing the complainant with direct input and the respondent an appropriate setting to respond to the allegations.

9.1.11.8.1 *Option One: Resolution by Conferencing*  
Many incidents of this nature can be satisfactorily resolved without resorting to a formal investigation if a legitimate alternate process is available. Conferencing in the context of the Messiah Justice Panel (described on page 99) provides a means for students and other members of the College community to have concerns or complaints addressed or to receive counsel and information. Conferencing may proceed only in cases when (1) the complainant and respondent desire resolution by conferencing, and (2) the respondent accepts responsibility for the incident.

9.1.11.8.1.1 Employee Conferencing Procedure

- a. The employee complainant will report the incident **within thirty (30) days of the incident** to the director of human resources, who will explain the conferencing resolution procedure.
- b. The director of human resources will provide the names of the members of the Justice Panel to the complainant. The employee will select a Justice Panel member who will be present at all meetings and who may provide support if needed.
- c. The director of human resources will gather relevant information in preparation for the conference.
- d. The conference will be held within seven (7) days of the receipt of the complaint. Participants in the conference include the complainant, the respondent, a Justice Panel member, a support person for the respondent and the director of human resources. No party or participant in the conferencing process shall be

accompanied by legal counsel at any meeting held for the purpose of resolving the complaint.

- e. **Within forty-eight (48) hours** of the conclusion of the process, the complainant and respondent will sign a document of agreement which will outline the terms of the resolution. **Should either party refuse to sign the document of agreement, the complainant will have seven (7) days to file a request for a hearing.**
- f. The director of human resources will be responsible to ensure compliance with the requirements of the document of agreement.
- g. If all stated requirements of the document of agreement are not satisfied, or if the issue is not resolved by conferencing, the director of human resources will advise the parties of their right to pursue a grievance or request a hearing.

## 9.1.11.8.1.2

## Student Conferencing Procedure

- a. The student complainant will report the incident to the director of community development, who will explain the conferencing resolution procedure **within thirty (30) days.**
- b. The director of community development will provide the names of the members of the Justice Panel to the complainant. The student will select a Justice Panel member who will be present at all meetings and who may provide support if needed.
- c. The director of community development will gather information in preparation for the conference. **When the incident involves a faculty member and occurs in an academic setting, the respondent's department chair will be informed of the process.**
- d. The conference will be held within seven days of the receipt of the complaint. Participants in the conference include the complainant, the respondent, a Justice Panel member, a support person for the respondent and the director of community development. **When the incident involves a faculty member and occurs in an academic setting, the respondent may ask his/her department chair to serve as a support person during the conference.** No party or participant in the conferencing process shall be accompanied by legal counsel at any meeting held for the purpose of resolving the complaint.
- e. At the conclusion of the process, the complainant and respondent will sign a document of agreement which will outline the terms of the resolution.
- f. The director of community development will be responsible to ensure compliance with the requirements of the document of agreement.
- g. If all stated requirements of the document of agreement are not satisfied, or if the issue is not resolved by conferencing, the director of community development will advise the parties of their right to pursue a grievance or request a hearing.

## 9.1.11.8.2

*Option Two: Resolution by Employee Grievance or Student Hearing*

## 9.1.11.8.2.1

Grievances and hearings in the context of the Messiah Justice Panel (described on page 99) provide a means for students and employees to have complaints which cannot be resolved by conferencing addressed in a formal setting. The grievance procedure is to be used in cases when an employee is the respondent. The hearing procedure is to be used in cases when a student is the respondent.

- 9.1.11.8.2.2 A grievance or hearing may be initiated as described above in the respective conferencing procedures, or may be commenced by the complainant if the respondent refuses resolution by conferencing or does not accept responsibility for the incident.
- 9.1.11.8.2.3 A grievance or hearing may result in disciplinary action if the respondent is found to be responsible for an act of racial or ethnic discrimination or harassment. This disciplinary action may include warning, reprimand, suspension, or termination of an employee, or warning, loss of privilege, developmental assignment, fine, restitution, disciplinary probation, suspension, or expulsion of a student.
- 9.1.11.8.2.4 Employee Grievance Procedure
- a. The complainant will file a written and signed complaint with the director of human resources within 30 days of the incident or **within seven days** of the unsuccessful resolution by conferencing.
  - b. The director of human resources will provide the names of the members of the Justice Panel to the complainant. The complainant will select a Justice Panel member who will be present at all meetings and who may provide support if needed.
  - c. A copy of the complaint will be provided by the director of human resources to the respondent, who shall then have 10 days to file a written and signed response.
  - d. The director of human resources will investigate the issues, interview persons having relevant information, meet with both parties, and render a written decision within 30 days of receiving the complaint. **In cases where the incident involves a faculty member and occurs in an academic setting, the director of human resources will consult with the respondent's chair and dean.**
  - e. If either party wishes to appeal the decision of the director of human resources, he/she must file a written and signed letter of appeal with the director of human resources within five days of the decision. **In cases involving faculty members that occur in an academic setting, copies of this appeal will be filed with the respondent's chair and dean.**
  - f. The appeal will be referred to the provost/vice president to whom the respondent reports, who will convene a three-person appeal committee consisting of him/herself and two members of the Justice Panel who have had no prior involvement in the case.
  - g. The appeal committee will review all prior information gathered in the case, give the parties reasonable opportunity to present additional information and/or be heard, and render a written decision within 15 days of appointment. The decision of the appeal committee will be final.
  - h. The written decision by the director of human resources or appeal committee shall reflect either a determination that the allegations are unwarranted or the terms of a prescribed resolution including any disciplinary action deemed appropriate. **In incidents involving faculty members that occur in an academic setting, copies of this written decision will be filed with the respondent's department chair and dean.**
  - i. General Procedural Guidelines for Grievances (*Policy and Procedure Manual*, Section 1.24.01) will apply to the grievance procedure.

## 9.1.11.8.2.5

**Student Hearing Procedure**

- a. The complainant will file a written and signed complaint with the director of community development within 30 days of the incident or the unsuccessful resolution by conferencing.
- b. The director of community development will provide the names of the members of the Justice Panel to the complainant. The complainant will select a Justice Panel member who will be present at all meetings and who may provide support if needed.
- c. A copy of the complaint will be provided by the director of community development to the respondent, who shall then have 10 days to file a written and signed response.
- d. The director of community development will investigate the issues, interview persons having relevant information, meet with both parties, and convene a three-person hearing body consisting of him/herself and two members of the Justice Panel who have had no prior involvement in the case.
- e. The hearing body will hear the case within 30 days of the filing of the complaint. The hearing will be conducted in substantial compliance with hearing procedures described in the Student Disciplinary Procedures published in the *Student Handbook*.
- f. The hearing committee will render a written decision within seven days of the conclusion of the hearing. The written decision shall reflect either a determination that the allegations are unwarranted or the terms of a prescribed resolution including any disciplinary action deemed appropriate.
- g. When allegations are found to be warranted, a copy of the decision will be retained in the respondent's file in the office of the director of community development.
- h. Except in cases of suspension or expulsion, the decision of the hearing panel will be final. In cases of suspension or expulsion, a written appeal may be made to the provost within five days of the decision. The provost will render a final written decision within 10 days after receiving the appeal.

## 9.1.11.9

**The Messiah Justice Panel**

## 9.1.11.9.1

*Purpose of the Justice Panel.* The Messiah Justice Panel is composed of trusted, accessible, and sympathetic members of the community trained to serve as mediators. Their goal is to protect and counsel any member of the College who feels personally pressured or uncomfortable because of the behavior of another College member. The panel provides a safe, impartial, non-adversarial setting in which the issue can be considered or resolved through confidential counseling and, when requested, mediation between the complainant and the alleged harasser. The panel thus provides guidance and protection for both the accuser and the accused. Panel members become a link through which the College can take account of, and take appropriate action against, those on campus who behave irresponsibly and illegally. The Justice Panel acts in a timely fashion as a protective and compassionate arm of the College; it not only sensitizes and educates the College community, but it also demonstrates the College's commitment to all members of this community.

- 9.1.11.9.2 *Composition of the Justice Panel*
- 9.1.11.9.2.1 Members of the panel are appointed by the president. Any individual or group may suggest names of persons who might be especially helpful as panel members.
- 9.1.11.9.2.2 Members are chosen for their sensitivity, discretion, and skill in mediation. They are people known to be approachable by faculty, students, and staff, and may already have familiarity with points of law and with procedures which relate to the issues of racial or ethnic harassment, intimidation, and discrimination.
- 9.1.11.9.2.3 Since the panel is meant to serve all members of the campus community, panel membership is broadly based. Membership consists of at least seven persons and will include both women and men and people of color. In addition, there are representatives from faculty, staff, and students. A friend of the College living in the region will also be appointed.
- 9.1.11.9.2.4 Faculty, administrators, and staff will be appointed for staggered three-year terms, with the possibility of reappointments; a student member is appointed for one year, with the possibility of reappointment.
- 9.1.11.9.2.5 The appointment of the chair will be made by the president. The responsibility of the chair is to ensure consistency and promptness of panel responses and to investigate repeated complaints about specific persons.
- 9.1.11.9.2.6 The names of panel members are widely published in the *Student Handbook*, on the College's website, in memoranda to the faculty, staff, and administration and in other ways. Information about the panel will be included in orientation programs for faculty, students, staff, and administration.
- 9.1.11.9.2.7 The College will provide resources for appropriate training in related to issues of racial and ethnic harassment. The director of human resources will be responsible for coordinating such training.
- 9.1.11.9.3 *Duties of the Justice Panel*
- 9.1.11.9.3.1 To provide counseling and information about avenues for resolving grievances arising from behavior which might be interpreted as harassment or discrimination.
- 9.1.11.9.3.2 To provide a discreet context in which ambiguous situations that have the potential to affect a person's (accuser or accused) academic or employment status may be freely discussed with a third party.
- 9.1.11.9.3.3 To be available to meet with persons or groups who are aware of incidents and who have concerns which may not have been brought to the attention of a panel member.
- 9.1.11.9.3.4 To identify misunderstandings and false or mistaken accusations.
- 9.1.11.9.3.5 To inform themselves about the law as it pertains to incidents of racial harassment or discrimination and to seek legal counsel when appropriate.
- 9.1.11.9.3.6 To take an active role in educating members of the College about the complex social, ethical, and legal issues inherent in questions of racial harassment or discrimination.
- 9.1.11.9.3.7 To prepare an annual report on the panel's activities which will be submitted to the president, the Community of Educators, and made available to the College community. The report will contain no identifying information. Case records contained in the report will be limited to a statement of the number, type, and disposition of cases brought to the attention of members of the panel.
- 9.1.11.9.3.8 To convene the panel at the beginning of each academic year to review procedures and other business and to prepare an annual report at the end of each academic year.

9.1.11.9.3.9 The panel will not meet to discuss individual cases except in the event of an appeal of decisions made during the grievance/hearing procedure. If it does meet for this purpose, no identifying information will be revealed in written minutes or in contact with people beyond the panel.

[Approved, Community of Educators Senate, 4/20/04. Approved, College Council, 5/6/04.]

9.1.12 **Student Search Policy**

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

9.1.12.1 Purpose

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

9.1.12.2 Areas and Property Subject to Search

Any area or property located on Messiah College premises and under the control or custody of a full-time or part-time student is subject to search. Included in this definition are (1) College-owned buildings and residences, (2) student-owned, operated, or controlled motor vehicles located on College premises, and (3) any personal property located or contained in these structures or vehicles.

9.1.12.3 Justification

Any search conducted by Messiah College personnel must be based upon one of the following grounds:

- a. **Voluntary Consent** of the person having control or custody of the area or property to be searched. While the Messiah College Student Handbook reserves the right for the College to enter and inspect rooms for reasons of maintenance, health and safety, and enforcement of College rules and/or state and federal laws, student consent normally is to be sought prior to entering residences or vehicles for enforcement purposes.
- b. **Probable Cause/Reasonable Suspicion.** It is the responsibility of the Department of Safety (DoS) to establish the substantial likelihood that evidence of unauthorized activity will be located in the place to be searched. This determination may be the result of information developed during an ongoing investigation, received through indirect means, or reported by residence life personnel (RD, RA, etc.) or another College employee. DoS is to critically evaluate all information for accuracy and relevancy prior to requesting authorization to conduct a search.
- c. **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, or unauthorized activity.

- 9.1.12.4      Scope of Search  
Any search shall be limited to items of evidence or contraband related to violation of federal, state or local law, and/or Messiah College rules and policies (including Community Covenant, Student Handbook, and health and safety regulations). A search shall be no more intrusive than reasonably necessary to locate the evidence or contraband sought.
- 9.1.12.5      Search Procedures
- 9.1.12.5.1     A search undertaken with the consent of the appropriate student may be conducted by a residence life professional (i.e., RD) acting alone, although it is advisable for the RD to be accompanied by a DoS officer or the student affairs “on consult” administrator. In the case of illegal drugs, a DoS officer will be called to the scene.
- 9.1.12.5.2     No non-consensual search shall be undertaken without the prior approval of a student affairs “on consult” administrator unless emergency conditions are present.  
Any such search shall be conducted by more than one person, preferably by a DoS officer accompanied by an RD or student affairs “on consult” administrator.
- 9.1.12.5.3     Whenever possible, an RD or DoS officer should not search the residence of a student of the opposite sex unless accompanied by an RD or DoS officer of the same sex as the student.
- 9.1.12.5.4     A written report describing justification, conduct, and results of a search will be provided to the vice provost/dean of students and DoS manager within 24 hours of the search.
- 9.1.12.6      Searches by Other 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. DoS will not assist in the search but a DoS officer will accompany the searching officer.
- 9.1.12.7      Seizure  
Items which constitute contraband or evidence of unauthorized activity discovered in plain sight or as a result of a permissible search may be seized for use in College disciplinary and/or criminal proceedings. A receipt either shall be given to the person from whom the property was seized, or left on the premises in a conspicuous place.
- 9.1.12.8      Authority  
The student affairs “on consult” administrator shall have final authority for the approval and conduct of all student searches other than those initiated by off-campus law enforcement agencies.
- 9.1.13        **Student Sexuality and Relationships Policy**  
God created sexuality. Certain sexual drives and characteristics are part of God’s plan to help individuals see their need for other people and to help them enjoy life. In giving us this gift, however, God also gave us the freedom to abuse it. In this area, as in others, we have choices to make. The College affirms the goodness of sexuality and encourages students to live according to the guidelines set in Scripture for sexual behavior. All members of the community need each other. People need friends and colleagues who are men and friends and colleagues who are women. Personal friendships should not be limited to just one half of humanity. Certain traits should

characterize all male-female relationships. Honesty, open communication, mutual edification, and humor are helpful. The physical side of relationships is important. All people have affection needs and touch needs that are met through relationships with others. While healthy brother-sister touch patterns are appropriate for most heterosexual friendships, more intimate physical contact may be appropriate in more committed, exclusive relationships. Deciding what is appropriate should be a process involving discussion, reason, and input from friends outside the relationship, in addition to consideration of biblical guidelines. While Christians disagree about the parameters of appropriate physical intimacy, the College supports the position that neither sexual intercourse outside of marriage nor homosexual behavior is considered proper for Christians. Students who are victims of abused sexuality are encouraged to seek help from a counselor or other appropriate person. If someone at the College has been the abuser, the College would like your assistance in dealing appropriately with that person.

**9.1.13.1****Pregnancy**

When an unmarried student becomes pregnant the College 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.

**9.1.13.2****Sexual Harassment**

It is the policy of Messiah College to prohibit sexual harassment of its employees and students in any form. In maintaining this policy the College seeks to assert basic Christian precepts, to affirm ethical standards universally accepted in the workplace, and uphold existing laws. Any practice or behavior that constitutes sexual harassment will not be tolerated. Prompt and effective action will be taken to investigate and remedy the situation.

Sexual harassment is essentially a display of power intended to intimidate, coerce, embarrass, or degrade another person. Usually, the harasser has power over the victim (such as a supervisor over a subordinate employee, a faculty member over a student, or a physically larger person over one of smaller stature) and seeks to exploit that differential in power. In any form, such behavior undermines the atmosphere of trust and collegiality, which Messiah College seeks to foster, and is unacceptable.

**9.1.13.2.1**

*Definition of Sexual Harassment:* Sexual harassment in the workplace is prohibited under Title VII of the Civil Rights Act of 1964. Under Title IX of the Education Amendments of 1972, sexual harassment of students is a prohibited form of gender discrimination because it denies or limits, on the basis of sex, a student's ability to participate in or benefit from the College's programs.

Both males and females are protected by law from sexual harassment. Moreover, the law prohibits sexual harassment regardless of the sex of the harasser; i.e., even if the harasser and the person being harassed are members of the same gender.

**9.1.13.2.1.1**

The following conduct violates Messiah College policy and is illegal: Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical

conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or is so severe and pervasive that it creates an intimidating, hostile, or offensive educational or employment environment.

9.1.13.2.1.2 Examples of behavior that may constitute sexual harassment include (but are not limited to) the following:

- a. subtle pressure for sexual activity
- b. unnecessary brushes or touches
- c. offensive sexual graffiti
- d. disparaging remarks about one's gender
- e. physical aggression such as pinching and patting
- f. sexual innuendos or persistent use of sexually suggestive language which another person finds offensive, demeaning, or otherwise inappropriate
- g. verbal sexual abuse disguised as humor
- h. obscene gestures
- i. sexist remarks about a person's clothing, body, or sexual activities
- j. conditional an educational or employment decision or benefit on submission to sexual conduct

9.1.13.2.1.3 Messiah College's concern with abuses of power which may find expression in sexual contexts extends beyond the specific behavior indicated in federal and state law. Students should refer to the Community Covenant and behavioral standards which are broadly applicable to members of our community.

9.1.13.2.2 *Educational Programs:* Education and training are essential to the establishment of a campus environment that is as free as possible of sexual harassment and in which high standards of conduct in consensual relationships are observed. These educational efforts are designed to achieve the following goals: (1) insuring that all victims and potential victims are aware of their rights; (2) notifying persons of conduct that is proscribed; (3) informing supervisors and administrators of proper methods of dealing with complaints of sexual harassment; and (4) helping educate the campus community about the problems which this policy addresses and facilitate discussion of harassment-related issues.

9.1.13.2.3 *To File a Complaint of Sexual Harassment:* The first step is to contact the Vice Provost/Dean of Students. Our Vice Provost/Dean of Students has received extensive training in sexual harassment investigation and resolution. The Vice Provost/Dean of Students will work closely with the complainant to review all the details of the situation.

9.1.13.2.4 *Prompt Reporting:* An extended period of time between an alleged occurrence and an inquiry into the circumstances of that incident may make fact finding extremely difficult or impossible. Any person who believes that he/she has been the object of sexual harassment should report the incident as soon as possible. All such reports will be promptly investigated.

Oftentimes, grievances can be resolved quickly and efficiently by simply raising concerns directly with the person(s) exhibiting the behavior perceived to be harassing. After meeting with the Vice Provost/Dean of Students, the complainant may opt, with the Vice Provost/Dean of Students present, to speak to the offending person, although a face to face discussion is not necessarily suggested or expected in all instances. Another option is to provide written communication which includes the specific details of the offense (including, if possible, dates, times, and locations) as well as the outcome the complainant wishes to result from the resolution process.

If a situation cannot be resolved through simple intervention and education, it is the task of the Vice Provost/Dean of Students (as appropriate) to coordinate the investigation of the allegations made in the complaint, to give the parties reasonable opportunity to present additional information, and to investigate as appropriate.

9.1.13.2.5 *Sanctions:* Any substantiated violation of this policy shall result in disciplinary action. Any act of retaliation against a person who participates in a sexual harassment investigation or proceeding will result in similar disciplinary action. Such disciplinary action will be taken in an effort to reasonably insure that the abusive behavior will not be repeated. Any victim of the harasser's behavior will be notified as to the disciplinary action taken as will the harasser's supervisor as deemed necessary.

9.1.13.3 Sexual Assault

Messiah College is deeply concerned about any incidents of sexual assault. Victims of sexual assault are strongly encouraged to contact the Vice Provost/Dean of Students (ext. 5234), Residence Director, Department of Safety (ext. 6005), Engle Center Counselor, or the 24-Hour Rape Crisis Hotline (1-800-727-2877) in order to receive confidential support and advice on options. Sexual assault includes any of the following: (1) any intentional, unconsented touching, or threat or attempt to: touch an intimate body part of another person or touch any part of another person's body with the intent of accomplishing a sexual act; (2) unwanted, inappropriate disrobing of another person or purposeful exposure of one's genitals to another without one's consent; or (3) attempting to force any other person to engage in sexual activity of any kind without his or her consent. Consent may only be given by a person who is mentally and physically able to demonstrate reasonable judgment. By definition, a person who is intoxicated, unconscious, mentally impaired, or threatened is unable to give consent.

Medical attention should be sought as soon as possible after the incident at Harrisburg Hospital (782-3131) or Carlisle Hospital (249-1212), which employ healthcare professionals trained in addressing sexual assault. Directions to the hospitals are available on page 54. Medical treatment can help identify any internal injuries and calm fears of pregnancy and sexually transmitted diseases. The victim should not change clothes, shower, douche, or apply medication before going to the hospital. If clothes have been changed, they should be placed in a paper, not plastic, bag and taken to the hospital. This ensures that evidence can be gathered and preserved in the event the victim decides to prosecute. If possible, the victim should

take a change of clothes to the hospital. Seeking medical attention does not obligate the victim to press charges. The hospital is obligated to notify the police, but the victim need not prosecute or even speak to a police officer. The decision whether to report a sexual assault must be made by the victim, not the College. Messiah staff will provide information, support, and assistance if the victim chooses to report the sexual assault to law enforcement agencies. We respect the privacy of students and their personal and legal rights to make their own decisions about matters of this consequence. However, sexual assault, whether by a stranger or an acquaintance, is a crime, and victims are strongly encouraged to report such incidents to local law enforcement authorities. The Department of Safety will assist the victim in contacting the appropriate police agency. The victim may also consider filing a report through the College's disciplinary system. College discipline may occur regardless of whether the victim chooses local prosecution. In any College disciplinary proceeding for sexual assault, both the accused and the accuser are entitled to have support persons present and both will be informed of the outcome of the proceeding. In the event the accused is found responsible, disciplinary sanctions will depend upon the offense and range from required counseling to expulsion from the College. In addition, the Vice Provost/Dean of Students' office will work to provide a safe place for the victim to work through the range of emotions and questions which arise following an assault. Referrals to professional counselors and support groups will be offered and encouraged. The Dean will facilitate changes in the victim's academic and living situations after an alleged sexual offense when requested by the victim. Messiah College is strongly committed to the prevention of sexual assault and educating students on all issues of sexuality. Educational programs are offered regularly through the Engle Center, Residence Education, and Chapel programs.

**9.1.13.4****Amorous Relationships Between Students and Employees**

Amorous relationships between employees and students are generally discouraged given the tendency for such relationships to be asymmetric in nature. Therefore, it is the College's position that no employee shall engage in an amorous relationship with a student over whom the employee has any power of evaluation or advisement. An exception to this policy shall be an existing amorous relationship which predates an employee's or student's affiliation with the College. When the Director of 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.

**9.1.13.5****Marriage and Divorce**

Some students meet their life partner while at Messiah; a few students choose to marry while enrolled at the College. The College encourages engaged students to participate in premarital counseling, whether through the College's Counseling Center, College Ministries, or elsewhere. Students living in campus residences will be required to secure new housing immediately after marriage. Room and board fees will be refunded on a prorated basis after subtracting an administrative fee. If serious difficulties arise in the marriage of any student, she/he is encouraged to contact the College Pastor to obtain information about counseling resources or other professional services both on and off campus. The College encourages couples experiencing serious marital difficulties to seek professional counseling and exhaust every reasonable means toward reconciliation before considering separation or divorce.

9.1.14

**Theft**

In light of biblical principle not to steal (Exodus 20:13) and Pennsylvania state law, stealing is prohibited. Toward preventing theft, students should keep residence room doors locked when they are out of the room and should notify the Department of Safety of any stranger appearing in College residences. All theft, no matter how small, should be reported to the Department of Safety. The College assumes no liability for the loss of items from students' rooms, athletics or music lockers, or campus buildings. Engravers are available at the Office of Safety for marking equipment. An inventory card will be made at that time recording this information to aid in the recovery of the item should it be stolen.

**9.2 COLLEGE COUNSEL****9.2.1 Fundraising – Messiah College Student Organization Fundraising Guidelines****9.2.1.1 Definition**

Fundraising is defined as selling products or services with the intent of creating profit to offset expenses. Examples include car washes, bake sales, ticket sales, flower sales, and t-shirt sales. This policy applies to all Messiah College-recognized student organizations. College departments and offices should refer to departmental or College development guidelines.

**9.2.1.2 Guidelines**

Only Messiah College-recognized organizations can sponsor fundraisers. If a non-recognized student organization is interested in sponsoring a fundraiser, it should first pursue recognition status.

9.2.1.2.1 All fundraisers that are conducted by student organizations must be approved by the organization's advisor and the Student Programs Office. The number and/or frequency of fundraisers may be limited by the Student Programs Office so as not to deluge the student body with fundraising requests.

9.2.1.2.2 Fundraisers will be approved by the Student Programs Office on a first-come, first-served basis. A student organization that feels that a particular fundraiser should be exclusive to the organization may appeal to the Student Programs Office for a decision to keep that fundraiser exclusive.

9.2.1.2.3 All goods or services must be in harmony with the Community Covenant. For example: no nude, near-nude, or sexually explicit posters may be sold or given away on campus. T-shirts may not promote alcoholic beverages or the consumption of alcohol in picture or copy. No condoms may be sold or given away. The spirit of the law will be enforced in addition to the letter of the law.

9.2.1.2.4 Students may not be the sole signatory on contracts. Messiah College does not recognize contracts signed by students alone as binding. All contracts for any recognized Messiah College student organization must be signed by the faculty advisor for that group or by the Director of Student Programs.

9.2.1.2.5 Storage of products must not infringe upon the reasonable living rights or comfort of others, nor interfere with designated College storage space or operation.

9.2.1.2.6 Door-to-door and phone solicitations are prohibited both on and off campus.

9.2.1.2.7 Games of chance, lotteries, and raffles are not permitted. This rule does not apply to things such as door prizes or promotions that are a part of another event for which the ticket or product is being purchased.

9.2.1.2.8 Participation in pyramid-type clubs and chain letters is prohibited.

9.2.1.2.9 Trustees, alumni, parents, and off-campus individuals and groups are not to be contacted for raising funds without the approval of the Director of Development (e.g., letters to alumni, parents, area businesses, churches, etc.). Requests may be for supplies, gift certificates, cash, or gifts in kind. The Director of Development oversees all types of solicitations and ensures donors get receipts in a timely manner, are thanked, and receive updates on what their funds are accomplishing. Messiah College will not process checks or give tax receipts for unapproved fundraisers.

- 9.2.1.2.10 Use of the Messiah College word mark and letterhead must be approved by the Office of Publications.
- 9.2.1.2.11 Advertising may not take place until written approval is obtained. On-campus advertising must have the approval of the person in charge of the proposed advertising area. Off-campus advertising must have the approval of the Director of Public Relations.
- 9.2.1.2.12 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 Programs. Appeals can be made to the Cocurricular 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 Summer Missions.

## 9.2.2 **Guidelines for Student Owned On-Campus Businesses**

- 9.2.2.1 All students wishing to sell products or services on campus must register with the Student Programs Office. This is accomplished by completing the Calendar/Fund Raiser Form.
- 9.2.2.2 Permission must be granted prior to advertising or selling products and services.
- 9.2.2.3 Failure to follow the guidelines for fund-raising may result in forfeiture of all profits and/or a fine.
- 9.2.2.4 Access to the College's name, mailing lists, work mark, letterhead, mailing services, bulk mailing permit, and the College Press is not available for personal fund-raising.
- 9.2.2.5 Posters and/or flyers can only be hung on public bulletin boards throughout campus. Other means of Campus-Wide advertising is reserved for College related fund-raising and announcements and is at the discretion of the respective office which oversees the medium this includes but is not limited to, Channel 6, college phones and voicemail, the Intercom, Community News, mass emails, and campus mail.
- 9.2.2.6 Door to door solicitation is prohibited on-campus.
- 9.2.2.7 College computer facilities and systems are not to be used for personal gain, or benefit of an organization other than the College without written permission from the Director of Computing Services. This includes but is not limited to advertising campaigns, pranks and chain messages, and announcements.
- 9.2.2.8 The use of College owned facilities will be closely monitored if students are using them for personal fund raising. The College reserves the right to alter or prohibit future sales or services if the perceived consequences of continued use will be harmful to College owned property or the community.
- 9.2.2.9 Violations of any of these guidelines by an individual may result in forfeiture of funds raised and/or a fine. 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 Summer Missions.

## 9.2.3 **Military Recruiter Access Policy**

In order to comply with federal legislation regarding institutions of higher education which prevent ROTC access or military recruiting on campus, on April 24, 1997, the President's Cabinet unanimously endorsed the following motions:

- To reaffirm Messiah College's long-standing policy of pacifism based on

historical religious affiliation with the Brethren in Christ Church;

- To reaffirm the College's long-standing practice of prohibiting the presence of military recruiters and/or establishment of a ROTC unit on campus; and
- To approve a policy of providing student directory information to military recruiters upon request.

The following policy is intended to implement these motions and regulate the College's relationship with military personnel recruiters:

1. Messiah College will not allow military recruiters to establish a presence on campus (e.g. set up a table at a career day, schedule a day to conduct interviews at the Career Center, etc.), but will allow uniformed personnel to come on campus to meet with individual students for appointments which the recruiter and student have prearranged.
2. If a military-related agency asks to come on campus to recruit civilian government employees, the Career Center will request that no uniformed personnel be here to represent the agency and that no recruiting of students for military service take place.
3. Military recruiters may provide the Career Center with information that will be made available to students in the Career Center library but will not be posted in public areas on campus.
4. All requests by military recruiters for campus access to students or for clarification of this policy shall be directed to the Career Center.
5. All requests by military recruiters for student directory information must be in writing and signed on official letterhead. These requests shall be directed to the Registrar.
6. If a student has withheld disclosure of directory information under FERPA, no directory information is to be released to military recruiters.

#### 9.2.4

##### **Outside Vendors**

The College 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 Student Programs Office. Approval of on-campus sales will be granted only if there is a benefit to a recognized College function or student group. On-campus solicitation of sales or purchases by any outside person is expressly forbidden. 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.

#### 9.2.5

##### **Sales on Campus**

Individual students or student organizations wishing to sell products or services on campus must register and receive approval from the Director of Student Programs 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 in the Student Programs Office.

**9.3 COLLEGE MINISTRIES****9.3.1 Alternate Chapel Guideline****9.3.1.1 Definition**

Alternate chapels are worship services, forums, lectures and other kinds of presentations sponsored by residence halls, student organizations or classes and dedicated to the integration of faith and learning. They are usually held in the evening and can count for up to 12 of a student's total chapel credits. Groups that meet on a regular basis throughout the semester are not eligible for chapel credit (i.e.: regular meetings of small groups or student organizations, etc).

**9.3.1.2 Guidelines**

- a. To be considered an alternate chapel a program must address in some way the integration of faith with all of life. Any alternate chapel should include content which helps participants to think about the ways in which the topic at hand relates to Christian theology, values, lifestyle or commitments.
- b. Each alternate chapel must be sponsored by a curricular or co-curricular educator who agrees to serve as an active advisor for the program and to attend the event.
- c. Applications must be submitted to the College Ministries office at least two weeks prior to the date of your alternate chapel. If you have further questions, please contact the College Ministries office.

**9.3.1.3 Checklist for Alternate Chapels**

- Review Alternate Chapel Guidelines.
- Check the online chapel schedule for available dates and times. Remember we can only schedule two alternate chapels per evening.
- Complete an Alternate Chapel Request Form (available at the College Ministries office).
- Reserve a room through Campus Events at extension 6009.
- Return completed Alternate Chapel Request to the College Ministries office two weeks before request chapel date.
- Publicize, publicize! Options: Community News, Intercom, posters, word of mouth.
- Before your event, stop by Hostetter Chapel to retrieve your card reader. You are responsible to have the reader at your event in order for the attendees to receive chapel credit.
- Check the returned copy of your Alternate Chapel Request form for assigned reader #. You must use the card reader machine assigned to your event in order to receive proper credit. If the correct card reader is not used attendance will not be recorded for this chapel, your organization will not be approved to hold any alternates for the academic year, no corrections to students' attendance will be made and all complaints from students about not receiving credit for your chapel will be forwarded to you.

**9.3.2 Chapel Attendance Petitions**

9.3.2.1 **Full Semester:** Only those students who have a direct conflict with an internship, practicum, or work schedule may request exemption from chapel for the entire semester. A new chapel attendance petition must be filed in the College Ministries office for each semester the student is eligible for an exemption. Petitions must be filed by the last chapel day of the given semester.

9.3.2.2 **J-term:** Students who spend January term away from Grantham may file an exemption form for that month when they return to campus.

9.3.2.3 **Commuter Students:** Commuters who have classes either before or after chapel are expected to attend chapel; other commuters may file a request for an exemption.

9.3.2.4 **Medical Exemptions:** Students who need to be excused from chapel because of sickness or other medical reasons may request an exemption. All medical exemptions must be accompanied by a note from a physician, counselor, or the Engle Center for Health and Counseling Services.

9.3.2.5 **Family Emergency:** Students who need to be away from campus for a family emergency may file a request for an exemption.

9.3.2.6 Chapel Attendance Petition Forms may be obtained in the College Ministries office.

**9.3.3 Chapel Probation**

9.3.3.1 Any student who fails to attain the requirement of 24 chapels in a given semester will be placed on chapel probation and notification will be made to the student's academic advisor, the Registrar, and the Dean of Students.

9.3.3.2 Students with a current chapel probation coding are barred from registration. To clear their chapel attendance status a student is required to:

- a. Print out the MC Square report of their chapel attendance for the semester in question.
- b. Check out and listen to chapel tapes on permanent reserve in the library—one for each chapel short of the requirement.
- c. Download the form from the College Ministries website (under chapel probation), type in your responses and print out the forms for each tape.
- d. Return the reports, along with the MC Square printout for the semester in question, to the College Ministries office by one week prior to the beginning of the registration process for the next semester.
- e. The College Ministries office will notify the student's advisor and the Registrar's Office when the student's chapel probation requirement is met.

9.3.3.3 Appeals regarding a student's chapel probation status should be made in writing and submitted to the Office of College Ministries within 10 business days of the chapel probation e-mail. Decisions of the Office of College Ministries may be appealed to the Provost.

9.3.3.4 Since student leaders are expected to be exemplary models, an active chapel probation status is likely to negatively impact one's eligibility for service in a student leadership position. For details, please refer to the SGA Constitution, the Residence Education Staff Manual, or an athletic coach.

**9.4 DEAN OF STUDENTS****9.4.1 Protocol for Student Death**

The following procedure is to be followed in cases involving the death of a currently enrolled student of Messiah College. It provides for consistent College action and centralized communication for families/survivors. It is imperative that any information (telephone calls, news accounts, family contacts, etc.) regarding the death of a student be communicated to the office of the Dean of Students (207 Eisenhower Center, Phone 796-5234) immediately. If the death occurs after normal business hours, make sure that the RD On-call and the Administrator on Consult have been notified. The office of the Dean of Students is responsible for seeing that the following details are carried out:

1. After receiving initial information, attempts should be made to verify the death and any important circumstances surrounding the situation (hospital, doctor, police, family, etc.)
2. Confirm with authorities that the family has been notified.
  - a. See that parents, survivors, roommates, loved ones are compassionately contacted after a death. In many cases a family friend, pastor, or College Pastor may be the best person to perform this task.
  - b. Designate College personnel to be present when family members or friends come to Grantham upon hearing about such an incident (for out-of-town families).
  - c. Notify College Leadership members of the death (President, Provost, College Pastor).
  - d. Notify the Director of Community Relations sharing all details that have been gathered. The Director will release information to the news media.
3. Notify the following College officials to carry out specific duties:
  - a. Department of Residence Life (Associate Dean of Students, Director of Residence Life, and appropriate Resident Director) when a residence hall student is involved - to work with Safety to secure personal property of the deceased and make other preparations for the arrival of family. Notify appropriate staff.
  - b. Registrar—to process withdrawal forms and to make appropriate notations in the permanent records to determine refunds due to survivors and to see that a detailed analysis is sent.
  - c. Director of Community Development.
  - d. Provost—for information purposes; when the student is enrolled in the final quarter before graduation, recommend consideration of awarding the degree posthumously.
  - e. Director of Financial Aid.
  - f. Director of Engle Center for Health and Counseling Services.
  - g. Messiah College Student Government Association.
4. The President will write a letter of condolence to the family in which an offer is made to assist them with any or all College matters.

## COMMUNITY OF EDUCATORS HANDBOOK

---

Section 9: Cocurricular Policies

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5. Report to the President, Provost, and Vice Provost/Dean of Students any special circumstances that may surround the death.
6. The Vice Provost/Dean of Students will send a card and flowers on behalf of the College to the viewing/funeral.

**9.5 ENGLE CENTER****9.5.1 Medical Emergencies**

In a medical emergency, students should observe the following procedures: If it is a life-threatening emergency, dial 9-911 immediately. In other instances, call Health Services at 691-6035 or go to Health Services in person, Monday–Friday, 8:00 a.m.–5:00 p.m., Monday and Thursday evenings, 5:00-8:00 p.m.

At all other times, the on-call nurse pager number is (717) 237-3713. If unable to reach the nurse on call, contact Safety/Dispatch at 6005.

**9.5.2 Medial Leave**

When students, for reasons of personal health, are unable to complete a semester or return for the following semester, they may apply for relief under the medical leave policy. Following is a brief summary of the most important facts about the policy. The reader is referred to the Student Handbook or the College website (<http://www.messiah.edu/handbook/resources/complete.pdf>) for more details.

**9.5.2.1** A student who leaves for health reasons during the first five weeks of the semester may apply for medical leave through the Engle Center. If granted, the student will receive W's for all classes and his or her semester charges will be calculated in accordance with the official institutional refund policy and will be based upon the date of the medical leave paperwork. A person on medical leave cannot receive course credit for classes taken during the semester that leave is granted.

**9.5.2.2** A student who leaves for health reasons during the final ten weeks of the semester may apply for either a medical leave or medically excused status. When the student wishes to return to class, he or she must notify the Director of Counseling and Health Services by August 1 for the fall semester and December 1 for the spring semester. The student must provide the documentation required by the Director in order to return to class. If the student is not prepared to return, he or she can elect to request an extension of one semester of medical leave.

**9.5.2.2.1** A status of medically excused allows the student to either finish, take incompletes, or take W's in his or her classes. It remains the professor's decision as to whether a student has completed enough work to justify an incomplete grade. If not, the student with medically excused status has the option of either completing the work during the time remaining in the semester or taking a W (withdraw). A W does not count toward a person's GPA.

**9.5.2.2.2** A student with medical leave status, as stated under 1 above, cannot receive credit for the semester. W's will be entered for each class in which the student is enrolled.

**9.5.2.3** If, for health reasons, a student wishes to seek incompletes for one or two classes, the student should first approach the professors to determine if an incomplete is reasonable. The Engle Center need not become involved in such decisions unless the professor wishes help in validating the health concerns, or unless the student is unable to complete the course work by the standard deadline as described in the College Catalog. In case of the latter, the student can meet with the Director of Counseling and Health Services to determine if relief under the medical leave policy

is appropriate. If relief is determined to be appropriate, the student may take an incomplete and have until the end of the following semester to complete the work. All requests made and documentation provided should be done in a timely manner.

9.5.2.4 If a student, for reasons of health, cannot complete a course, and an incomplete is not feasible, a student may request a W in selected classes, even if it is past the Withdraw date. Under these circumstances, the Director of Counseling and Health Services, after reviewing the student's case, will recommend a W to the Registrar.

9.5.2.5 Taking medical leave can have financial aid implications. Students are strongly encouraged to contact the Financial Aid Office to understand the implications of medical leave for their financial aid.

9.5.2.6 A student on medical leave can register provisionally for classes and seek housing. However, a student's return to class is contingent upon the approval of the Director of Counseling and Health Services.

9.5.2.7 It is important that requests regarding medical leave be made in a timely manner. 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, or prior to the last day of class in January term. Students are encouraged to discuss medical leave issues with their counselor or medical provider as soon as it becomes apparent that their health is preventing them from completing their work, and to take the necessary steps as soon as it is feasible to do so. This serves both the interests of the student and the College.

### 9.5.3 **Student Health Insurance**

Each year we provide a voluntary student health insurance plan. All full-time students are charged for this plan on the Fall Semester bill. The plan covers sickness, accident, and major medical expenses for a 12-month period beginning August 1 of each year and ending August 1 of the following year. This 24 hour-a-day coverage includes all vacation periods. Coverage for participation in intercollegiate athletics is covered under a separate policy maintained by the College. Basic services in the College Health Center are provided without charge whether you have this or another insurance plan.

If you would like to waive the student health insurance, please fill out the Voluntary Waiver of Insurance Coverage form and mail to the Business Office before September 15. This form will be enclosed with the Fall Semester bill or it may be printed from the web site. Before you fill out the waiver, please consider that once you waive the insurance for the year, your next chance to enroll is not until the next Fall of the current academic year. We encourage seniors to take this coverage even if they already have health insurance because most insurance plans cover the student only until graduation, but under this reasonable plan coverage continues until August 1 of the current year.

Students starting at Messiah College in the spring are not automatically covered by the insurance plan. They must fill out the enrollment card and return it with payment to the Business Office.

## COMMUNITY OF EDUCATORS HANDBOOK

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Section 9: Cocurricular Policies

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**COST.** The cost of this program is only announced per year. Family coverage (spouse and/or dependent) is available.

Spouses and dependents are not covered unless you request coverage. You may request coverage by simply completing the enrollment card and returning it along with your check made payable to Messiah College to:

Messiah College  
Box 3011 A/R One College Avenue  
Grantham, PA 17027

Deadline to enroll or waive the insurance is September 15. This is the only time you may enroll in the program. Your coverage will begin August 1 of the current school year. All full-time students will be charged for the insurance. If the waiver is not received by September 15, the insurance fee will stay on the account. The insurance fee will not be removed for waivers received after the deadline of September 15 of the current year.

**9.6 RESIDENCE LIFE****9.6.1 Break Housing**

Room fees do not include the break between semesters. Residence halls and apartments are closed during these times. During winter and spring break closings, 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 breaks. The College reserves the right to use rooms and apartments during vacation periods if prior notice is given to students. Residences close 24 hours after the last scheduled exam at the end of each semester. The College does not guarantee break housing.

**9.6.2 Off-Campus Housing****9.6.2.1 Policy**

Messiah College is primarily a residential campus. All single, full-time students under the age of 22 are required to live on campus. Exceptions are granted to students with non-traditional status (those over the age of 22, students with families, and married students living locally). Junior and senior students may also be granted an exception to this residency requirement. In order to qualify for this exception, junior and senior students must complete the following process:

- a. Meet the minimum credit hour requirement (57 credits not including AP or CLEP by the end of your 4th semester) prior to deadline/application
- b. Attend an off-campus housing orientation. Dates are posted in the Intercom or on the Residence Life website.
- c. Submit a completed off-campus housing application packet to the Office of Residence Life prior to the deadline set by that office.
- d. Provide a letter of support from parent or guardian (unless classified as independent student by Office of Financial Aid).
- e. Maintain good standing with the College. Good standing is defined as not being on academic, chapel, or disciplinary probation within the six months prior to application.
- f. Confirm with the Financial Aid Office that aid package is not affected by living off campus.
- g. Sign off-campus housing contract.
- h. DO NOT enter into a lease or rental agreement until you have received official approval from the Office of Residence Life. If you sign a lease or rental agreement without having received this approval, you may be liable to the landlord for rent even though you are required to live on campus.

**9.6.2.2 Expectations**

Students who have been extended the privilege of living off campus remain members of the Messiah College community. They are obligated to honor their commitments to Messiah's community standards as outlined in the Community Covenant, Off-Campus Contract and the current student handbook. In addition to these College 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 College. In addition to representing

Messiah College, 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 College 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).

9.6.2.3 Loss of Off-Campus Housing Privilege

Students determined to be responsible for violating College standards 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.

9.6.2.4 Late Application Exception

The Housing Office may approve late applications received after the deadline if certain conditions exist. An administrative fee will be assessed. Students should contact the Housing Office to apply for an exception.

9.6.3 **Videocassette Recorders/DVD Players**

As an educational institution, the College is concerned with promoting responsible decision-making within a Christian framework. X or NC-17 rated films may not be viewed by individuals or groups on campus. Films or television programs that are exceptionally violent, vulgar, or sexually exploitative should generally not be shown in group settings on campus. The U.S. Copyright Act places significant restrictions on the public use of recordings (rented or owned). No videos are to be shown on campus in public lounges or to public audiences generally, unless the proper license has been secured to do so. The only exception to this is the use of videos for educational purposes for which the College has secured a blanket license.

9.6.4 **Visitation**

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

9.6.4.1 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, 2:00 p.m.-7:00 p.m.  
Wednesday, 7:00 p.m.-10:00 p.m.  
Friday, 7:00 p.m.-12:00 a.m.  
Saturday, 2:00 p.m.-12:00 a.m.

- 9.6.4.2 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.
  - Tuesday, 6:00 p.m.-10:00 p.m.
  - Wednesday, 6:00 p.m.-10:00 p.m.
  - Friday, 6:00 p.m.-12:00 a.m.
  - Saturday, 12:00 p.m.-12:00 a.m.
- 9.6.4.3 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-hr. visitation in their main lounges for residents of the respective building. 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.
- 9.6.4.4 Campus Apartments/Special Interest/Off Campus Housing
- 9.6.4.4.1 Visitors of the opposite gender are permitted in the non-bedroom areas of Fry, Mellinger, Smith, Kelly, special interest and off campus houses daily, 12:00 p.m. – 12:00 a.m.
- 9.6.4.4.2 Visitors of the opposite gender are not permitted in bedroom areas of the apartments, special interest, and off campus housing 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.

**9.7 STUDENT PROGRAMS****9.7.1 Dance Policy**

9.7.1.1 Only officially recognized College organizations and departments may sponsor dances.

9.7.1.2 The Assistant Director of Student Activities shall approve all dances prior to their advertisement and prior to contracts being signed. The Master Calendar Event Scheduling Form must be used.

9.7.1.3 Dances can be held in the following locations: Lottie Nelson Dining Hall, Multi-Purpose Room, Brubaker Auditorium, Hitchcock Arena, the Chapel Fellowship Hall, and outside and approved off-campus locations. Groups sponsoring dances must follow all College guidelines. In the event that the organization elects to hold the dance outside, they must comply with all relevant local noise ordinances. In the case of dances held off-campus the dance policy and College Rules and Standards are to be followed. The Assistant Director of Student Activities must approve all off-campus locations and will compile and maintain a list of preferred off-campus locations.

9.7.1.4 Five dances per academic semester are permitted, with the Student Activities Board having preference to sponsor three. Dances can be held on Friday or Saturday. Dances are typically not approved for Sunday–Thursday. Dances will be approved and added to the Master Calendar on a first-come, first-served basis.

9.7.1.5 Dances shall be open to Messiah students and their guests. Normally only one guest per student will be permitted. Messiah students will be required to have identification, and guests must be accompanied by a Messiah student who will be responsible for the guest.

9.7.1.6 Dances as fund-raisers must be approved by the Student Programs Office. A list of approved deejays will be compiled and maintained by the Assistant Director of Student Activities. Deejays will be approved based on their past performance and professionalism, and their ability to provide music that supports College Rules and Standards. The Assistant Director will ensure that organizations select an approved deejay. If the organization wishes to contract with a deejay who has not been previously approved, the Assistant Director will work with the organization to evaluate the credentials of the deejay and determine if he/she should be added to the approved deejay list. In the event that the organization elects to have live music at the dance, the Assistant Director of Student Activities must approve the artist(s) prior to contracts being signed. Deejays and artist(s) may be removed from and added to the approved list at the discretion of the Assistant Director of Student Activities.

9.7.1.7 The organization sponsoring the dance shall be responsible for compliance with all guidelines for dances and the facility that is being used. The organization must secure at least one Messiah College staff member who will serve as the dance advisor. The dance advisor shall be present to respond to emergencies and support student leaders as necessary. College Rules and Standards shall be enforced by the student leaders of the sponsoring organization. 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.

9.7.1.8 Violations of the dance guidelines may result in the following: a disciplinary hearing for individual students or sponsoring organization, the removal of a deejay or artist(s) from the approved list, and sanctions that would limit or prohibit an organization from sponsoring future dances.

9.7.2 **Entertainment**

The College encourages students to use appropriate discretion in choosing types of entertainment and the places where they seek it. Students should be familiar with the guidelines for personal and group behavior affirmed in the Community Covenant.

9.7.3 **Film**

9.7.3.1 Officially recognized Messiah College student organizations may sponsor films that foster intellectual, emotional, or spiritual growth or provide entertainment.

9.7.3.2 The Director of the Larsen Union and Campus Activities must approve all films and videos that student organizations want to sponsor and show on campus. Appeals can be made to the Director of Student Programs. Approval of a film must be granted prior to placing an order with a film company or announcing a showing.

9.7.3.3 Films should be in harmony with the College Rules and Standards.

9.7.3.4 The values, perspective, and lifestyle portrayed in a film as well as the film's rating will be taken into consideration when decisions regarding the showing of a film are made.

9.7.3.5 NC-17 and X-rated films are not permitted for sponsorship by campus student organizations.

9.7.3.6 Films with excessive gratuitous violence and films with questionable content including profanity, obscene language, nudity, and sexually exploitative material will generally not be permitted for sponsorship by a campus student organization.

9.7.3.7 Films with questionable content may be approved for campus viewing if: the film has redeeming social value and intentional programming encourages discussion of the issues or an edited version of the film is available and obtained and advertising informs the community that the film being shown is an edited version.

9.7.3.8 Additional information on the film policy for student organizations is available through the Student Programs Office.

9.7.4 **Philosophy of Cocurricular Engagement with Popular Culture** [Approved Cocurricular Education Council, 9/29/04; Community of Educators Senate, 10/26/04]

Messiah College is actively engaged in popular culture through our cocurricular programming. We choose to engage with popular culture for the same reasons we are engaged with natural sciences, fine arts, literature, and social sciences: all of these are important parts of our world. In order to properly send our students into the world as servants, leaders and reconcilers, they must know how to actively engage these areas as Christians.

Part of the reason why popular culture has become a maligned topic within society is that it frequently is not *engaged*. When participation with popular culture is passive, it can be harmful because values can be either uncritically or unconsciously accepted

by the participant. One alternative to this indiscriminate approach is to attempt to shut out the world of popular culture, an approach we think is not appropriate theologically and doomed to failure. As Christians we are called to be in the world but not of it. The passive approach is dangerous because it is of the world, while the dismissive approach ignores the call to be in the world. We do not endorse either a passive or dismissive approach to popular culture. Instead we practice an active and responsible engagement that understands and appreciates the tension of being in the world but not of it.

The Introduction to the College-Wide Educational Objectives (CWEOs) of Messiah College states:

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 College encourages its students to apply their knowledge to the needs of the world – as servants, as leaders, as agents of reconciliation.

Because our cocurriculum is designed to address the CWEOs, the popular culture programming we do will ask tough questions, represent different viewpoints, and contribute to the development of critical thinking skills. In short, Messiah College is actively engaged in popular culture as part of our educational mission, and to ensure that our students will be successful in their roles as servants, leaders, and reconcilers.

To that end, Messiah College provides students with many ways to engage popular media, from screening *Lost Films* to sponsoring WVMM radio to hosting large concerts. In each case, educators responsible for popular culture programs take into account certain evaluative criteria:

1. Artistic merit: Is the film or music artistically significant? Was the making of the pop culture artifact so driven by commercial interests that its artistic merit is adversely affected?
2. Cultural significance: The film, music, or television program may be so significant within our society, because of the value placed on it or the sheer numbers who listen to or view it, that understanding it is important to understanding our times.
3. Truth communicated: This can be a pleasant or positive truth (*Magnolia* illustrates the power of grace). This can also be a harsh or negative truth (the same film illustrates inappropriate male ideas of sexuality): such content communicates reality and represents a point of challenge and brokenness to which the Christian must speak.
4. Utility/Appropriateness: This criterion weighs the artistic merit, truth communicated, and challenging content in relation to the context in which the

media will be considered. For example, an artistically excellent film that communicates significant truth and contains sexually explicit material may be deemed appropriate for a particular program because of the objectives of the program and its supporting context (a study at Issachar's Loft), while the same film may be inappropriate in another context (SAB weekend film).

Our intention is that such criteria will lead the popular culture offerings at Messiah to represent a complete Christian view of the world. We agree with Francis Schaeffer who says, "[I]t is impossible for any single painting . . . to reflect the totality of an artist's view of reality. But when we see a collection of an artist's paintings or a series of a poet's poems or a number of a novelist's novels, both the outline and some of the details of the artist's conception of life shine through." Similarly, stepping back and looking at all of the films shown by *Lost Films* over the course of a semester can give one a good sense of the human experience as seen through a Christian lens. As such, it would contain films which dwell in pain and darkness, as those portraits accurately reflect our lives and point to the power of redemption. In addition, films celebrating joy, friendship, and love show another part of the reality of our lives.

Our hope is that our students will learn to use wisdom in their choices concerning films and music. Because we know it is not enough to simply be thoughtful about our choices regarding popular culture at Messiah, we provide opportunities for our students to develop and apply tools of discernment to popular media. Through alternate chapels, conversations with artists, music discussions, speakers, discussion questions before films, and other intentional programming, we are constantly communicating to our students that engagement in popular culture is something you do with your mind. Our ultimate desire is that each student can both articulate the importance of participation in popular culture and practice responsible engagement.

9.7.5 **Policy for Recognizing Student Organizations** [Approved Cocurricular Education Council 5/3/07; approved Community of Educators Senate 9/24/07]

9.7.5.1 **Relationship between Student Organizations and Messiah College**

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

9.7.5.2 **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 College name, mascot (name and image), word mark, and letterhead.

- b. Reservation of classrooms and other spaces in College-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 (Channel 6, Community News, mass e-mails, College website, etc.).
- e. Approval for fund raising.
- f. Invitation to Information Opportunity Fairs and Admissions Open Houses.
- g. Official listing in College publications and yearbook.
- h. Administrative support for programming and event planning and execution.

## 9.7.5.3

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 College. When reviewing organizations and determining if an organization should be recognized, the College's mission and identity, as well as the College-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:
- c. Student Government Association (SGA) allocations (only if SGA grants the organization chartership and the SGA Finance Committee approves the organization's budget).
  - i. Fundraising efforts by the organization (only if there is adherence to College fund-raising guidelines).
  - ii. Funds from budgeted College departments who are cooperating with and/or are sympathetic to the activities being carried out by an organization.
  - iii. Tax-deductible donations can happen indirectly by means of a gift registered to the program of a cooperating department existing within the College's operating budget.
- d. Student organizations must demonstrate that they are providing a new opportunity for the College community. Every effort will be made to limit the number of organizations that have identical or very similar objectives. College 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).
- e. Organizations must provide evidence that there is ample student interest to support the organization.
- f. Student organizations must demonstrate that they have the support of a full-time Messiah College employee whom has agreed to serve as the advisor of the organization.
- g. 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 College Ministries office.
- h. Student organizations that exist primarily for the purpose of athletic competition against non-Messiah College opponents are required to submit a letter of recommendation from the Athletic administrative staff.

## 9.7.5.4

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 Programs. The application will include the following:
- b. Organization's purpose statement.
  - i. Statement that demonstrates how the proposed organization supports the mission and objectives of Messiah College.
  - ii. Names and roles of officers/leaders.
  - iii. Example of organization's events and activities.
  - iv. Financial plan.
  - v. Written letter or signed advisor document confirming the full-time employee who is willing to serve as the organization's advisor.
- c. Present the Application for Recognition to the Director of Student Programs. The Director of Student Programs will conduct an initial screening to determine if the guidelines have been followed. If the application is complete, it will be forwarded to the Cocurricular Education Council.
- d. The application will be reviewed and subsequently approved or disapproved by the Cocurricular Education Council based upon the established criteria.
- e. 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. New student organizations for which the proposed primary purpose is Christian fellowship, teaching, worship and/or theological exploration must include a letter of recommendation from the College Ministries pastoral staff.
- g. New Student organizations for which the proposed primary purpose is athletic competition against non-Messiah College opponents are required to submit a letter of recommendation from the Athletic administrative staff.

## 9.7.5.5

Presently Established Organizations

By April 15 of each year, each organization will submit an application for recognition renewal, an annual written 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, and future plans and initiatives. If an application for recognition renewal has not been received 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.

Student organizations that exist primarily for the purpose of Christian fellowship, teaching, worship and/or theological exploration are required to set up a meeting with a member of the College Ministries pastoral staff for a yearly review. The College Ministries Department will submit a letter of recommendation to Cocurricular Education Council regarding the future of the organization.

Student organizations that exist primarily for the purpose of athletic competition against non-Messiah College opponents are required to meet with the Associate

Athletic Director for a yearly review. The Athletic Department will submit a letter of recommendation to the Cocurricular Education Council regarding the future of the organization.

9.7.5.6

**Revoking of Recognition Status and Sanctions**

If an organization does not adhere to established College 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 College'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 Programs to determine responsibility and appropriate sanctions. Appeals can be made to the Cocurricular Education Council.

9.7.6

**Speakers**

9.7.6.1

As a Christian college, Messiah College 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 evaluated from a Christian worldview. Hence, officially recognized College student organizations may invite speakers, artists, and performers to campus who can foster intellectual, emotional, or spiritual growth. 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 College 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.

9.7.6.2

The following guidelines apply to student organizations that desire to sponsor both on- and off-campus speakers, artists, and performers on campus.

9.7.6.2.1

Speakers, artists, and performers should be selected for their ability to provide information, stimulate constructive thought, communicate, deepen understanding, sharpen critical judgment, and encourage creative productivity in ways that are consistent with the goals of the College and of the sponsoring organization.

9.7.6.2.2

Programs should be selected in a way to both challenge and nurture a dynamic Christian learning community.

9.7.6.2.3

The speaker, performer or artist and their views should be treated respectfully.

9.7.6.2.4

Disagreement with the presenter or their ideas should be expressed in an appropriate manner.

9.7.6.2.5

Excellence and quality in presentation are expected.

9.7.6.2.6

The sponsoring organization's advisor and the Student Programs Office must approve the event prior to making an offer, signing a contract, and advertising.

9.7.6.2.7

The faculty advisor of the sponsoring organization is responsible for keeping the organization aware of these guidelines. The Director of Orientation and Leadership Programs will settle all disputes related to speakers, artists, and performers that are sponsored by student organizations.

- 9.7.7 Student Organization Fundraising Guidelines**  
Fundraising is defined as selling products or services with the intent of creating profit to offset expenses. Examples include car washes, bake sales, ticket sales, flower sales, and t-shirt sales. This policy applies to all Messiah College-recognized student organizations. College departments and offices should refer to departmental or College development guidelines.
- 9.7.7.1 Guidelines**
- 9.7.7.1.1** Only Messiah College-recognized organizations can sponsor fundraisers. If a non-recognized student organization is interested in sponsoring a fundraiser, it should first pursue recognition status.
- 9.7.7.1.2** All fundraisers that are conducted by student organizations must be approved by the organization's advisor and the Student Programs Office. The number and/or frequency of fundraisers may be limited by the Student Programs Office so as not to deluge the student body with fundraising requests.
- 9.7.7.1.3** Fundraisers will be approved by the Student Programs Office on a first-come, first-served basis. A student organization that feels that a particular fundraiser should be exclusive to the organization may appeal to the Student Programs Office for a decision to keep that fundraiser exclusive.
- 9.7.7.1.4** All goods or services must be in harmony with the Community Covenant. For example: no nude, near-nude, or sexually explicit posters may be sold or given away on campus. T-shirts may not promote alcoholic beverages or the consumption of alcohol in picture or copy. No condoms may be sold or given away. The spirit of the law will be enforced in addition to the letter of the law.
- 9.7.7.1.5** Students may not be the sole signatory on contracts. Messiah College does not recognize contracts signed by students alone as binding. All contracts for any recognized Messiah College student organization must be signed by the faculty advisor for that group or by the Director of Student Programs.
- 9.7.7.1.6** Storage of products must not infringe upon the reasonable living rights or comfort of others, nor interfere with designated College storage space or operation.
- 9.7.7.1.7** Door-to-door and phone solicitations are prohibited both on and off campus.
- 9.7.7.1.8** Games of chance, lotteries, and raffles are not permitted. This rule does not apply to things such as door prizes or promotions that are a part of another event for which the ticket or product is being purchased.
- 9.7.7.1.9** Participation in pyramid-type clubs and chain letters is prohibited.
- 9.7.7.1.10** 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. The Office of Development oversees all types of solicitations and ensures donors get receipts in a timely manner, are thanked, and receive updates on what their funds are accomplishing. Messiah College will not process checks or give tax receipts for unapproved fundraisers.
- 9.7.7.1.11** Use of the Messiah College word mark and letterhead must be approved by the Office of Publications.
- 9.7.7.1.12** Advertising may not take place until written approval is obtained. On-campus advertising must have the approval of the person in charge of the proposed

advertising area. Off-campus advertising must have the approval of the Director of Public Relations.

9.7.7.1.13

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 Programs. Appeals can be made to the Cocurricular 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 Summer Missions.