



GENERAL POLICIES

2011-2012

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.

ADVERTISING

Advertising is limited to certain areas of the campus. Posters may be hung on bulletin boards throughout campus. For questions about the bulletin boards available, contact the Conference and Event Services office at ext. 6009. For locations in the residence halls, contact the Residence Director, and for locations in the academic buildings, contact the building secretary. Posters to be displayed on a bulletin board are to be no larger than 14" x 22". Full-size posters can be displayed in a sign standard. Posters should not be taped to walls, doors, windows, or sidewalks. Advertisements may be placed on Channel 6 by sending an e-mail to InfoChan@messiah.edu. Posters and flyers may be placed in the dining facilities on campus with the prior approval of Dining Services.

ATHLETIC FIELDS

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

ATTIRE

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

BICYCLES

Bicycles should be registered with the Department of Safety. A permit will be issued for your bike at that time at no cost. Storage of bicycles shall be in the student's residence hall room/apartment or any of the bicycle racks around campus. Bikes are not to be stored inside public areas or in stairwells. The college is not responsible for lost or stolen bikes. Students should secure their bicycles with a lock when placing them in bicycle racks. Bicycles observed in any other location for an extended period of time may be removed by College personnel and turned over to the Department of Safety. All unclaimed bicycles may be disposed of after 30 days at the discretion of the Director of Safety. You

can register and view the rules and regulations at <http://www.messiah.edu/offices/safety/safety-office/bicycle-info.html>.

CAMPUS ORGANIZATIONS

Policy for Recognizing Student Organizations

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.

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 fundraising
- 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

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:
 - i. Student Government Association (SGA) allocations (only if

- SGA grants the organization chartership and the SGA Finance Committee approves the organization's budget).
- ii. Fundraising efforts by the organization (only if there is adherence to College fundraising guidelines).
 - iii. Funds from budgeted College departments who are cooperating with and/or are sympathetic to the activities being carried out by an organization
 - iv. Tax-deductible donations can happen indirectly by means of a gift registered to the program of a cooperating department existing within the College's operating budget.
- c. 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).
 - d. Organizations must provide evidence that there is ample student interest to support the organization.
 - e. Student organizations must demonstrate that they have the support of a full-time Messiah College employee whom has agreed to serve as the advisor of the organization.
 - f. Student organizations that exist primarily for the purpose of Christian fellowship, teaching, worship and/or theological exploration are required to initiate and maintain communication with the College Ministries office.
 - g. 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.

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 Involvement and Leadership Programs. The application will include the following:
 - i. Organization's purpose statement
 - ii. Statement that demonstrates how the proposed organization supports the mission and objectives of Messiah College
 - iii. Names and roles of officers/leaders
 - iv. Example of organization's events and activities
 - v. Financial plan

- vi. Written letter or signed advisor document confirming the full-time employee who is willing to serve as the organization's advisor
- b. Present the Application for Recognition to the Director of Student Involvement and Leadership Programs. The Director of Student Involvement and Leadership 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.
- c. The application will be reviewed and subsequently approved or disapproved by the Cocurricular Education Council based upon the established criteria.
- d. 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.
- e. 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.
- f. 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.

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 meet with a member of the College Ministries pastoral staff for a yearly review. The College Ministries department will submit a letter of recommendation to the 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.

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 Involvement and Leadership Programs to determine responsibility and appropriate sanctions. Appeals can be made to the Cocurricular Education Council.

Last Updated: 5/2007

Governance Path: Cocurricular Education Council/Community of Educators Senate

Revised 5/3/07 Cocurricular Education Council

Revised 9/24/07 COE Senate

COMMUNICABLE DISEASES

The College will take action to maintain the well-being of the community when a communicable disease is identified on campus. Depending on the nature of the disease, short-term or long-term isolation from the campus may be necessary for the individual with the disease if the College Nurse Practitioner so advises.

COMMUNICATIONS

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

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

Official campus communication may be sent by any and/or all of these means. All employees and students are expected, on a regular basis, to accept their mail communication (campus, electronic, and voice) within a reasonable time period from the date of receipt. Under normal circumstances a "reasonable time period" is defined as 2–3 business days. The term "accept" is defined as reading campus and electronic mail, and listening to voice mail.

Electronic communication, because of its speed and broadcasting ability, is fundamentally different from paper-based or telephone communication.

Messiah College facilitates a positive, professional communication environment within the campus community. All principles of the College's Community Covenant—particularly with respect to practicing biblical integrity and accountability—are applicable in all means of campus communication, including e-mail. Do not send content that would compromise your integrity as

the sender or the integrity of the receiver if it was viewed by others. Be careful in what you say about others. Be careful not to circulate unverified, inappropriate, or gossip-based information via e-mail.

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

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

COMPUTER USAGE AND COPYRIGHTED WORKS

Students should be aware that the unauthorized sharing of peer-to-peer file copyrighted works, including music, pictures, and movies, is a violation of the Messiah College Computing Access Policy. It is also illegal and may carry significant monetary and/or criminal sanctions. It is the responsibility of students who are downloading or uploading files to make sure that they do not contain copyrighted works, or that the student has the permission of the copyright holder.

CREDIT CARD MARKETING

Messiah College prohibits the marketing of credit cards and solicitation of credit card account applications on its campus. No persons are permitted on campus for this purpose at any time.

DANCE POLICY

Officially recognized College organizations may sponsor dances. The Director of Student Involvement and Leadership Programs must approve all dances. Approval must occur prior to their advertisement and prior to contracts being signed. The Master Calendar Event Scheduling Form must be used.

Dances can be held in the following locations: Larsen Student Union,

Lottie Nelson Dining Hall, Multi-Purpose Room, Brubaker Auditorium, Hitchcock Arena, the Chapel Fellowship Hall, and outside and approved off-campus locations. Organizations 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 Community Standards are to be followed. The Director of Student Involvement and Leadership Programs must approve all off-campus locations and will compile and maintain a list of preferred off-campus locations.

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

A list of approved DJs will be compiled and maintained by the Director of Student Involvement and Leadership Programs. DJs will be approved based on their past performance, professionalism, and their ability to provide music that supports College Community Standards. The Director will ensure that organizations select an approved DJ. If the organization wishes to contract with a DJ who has not been previously approved, the Director will work with the organization to evaluate the credentials of the DJ and determine if he/she should be added to the approved DJ list. The Director will maintain a list of songs that should not be played at dances and will communicate this list to the DJs. In the event that the organization elects to have live music at the dance, the Director must approve the artist(s) prior to contracts being signed. DJs and artist(s) may be removed from and added to the approved list at the discretion of the Director of Student Involvement and Leadership Programs.

The organization sponsoring the dance will 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 must be present to respond to emergencies and support student leaders as necessary. College Community Standards will be enforced by the dance advisors and 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.

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

DIRECTORY

While Messiah College will not provide student directory information to anyone for purposes of commercial solicitation, such information could be distributed

outside the campus community. Students who prefer their information to NOT be in published directories should indicate their preferences on MCSquare.

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.

EXIT INTERVIEW

Any student leaving Messiah College for any reason other than graduation may arrange for an exit interview, if desired, with the Associate Dean of Students.

FILM POLICY

Officially recognized Messiah College student organizations may sponsor films that foster intellectual, emotional, spiritual, or artistic growth and/or provide entertainment. The Director of Student Involvement and Leadership Programs must approve all films that student organizations want to sponsor and show on campus. Approval of a film must be granted prior to placing an order with a film company or announcing a showing. Films must be in harmony with the Philosophy of Cocurricular Engagement with Popular Culture. The artistic merit, cultural significance, truthfulness communicated, and the context in which the film will be screened will be considered equally when decisions regarding the showing of a film are made. The values, perspective, and lifestyle portrayed in a film as well as the film's rating will be taken into consideration when considering the context in which the film will be shown.

NC-17 and X-rated films are not permitted for sponsorship by campus student organizations. Films with excessive gratuitous violence and films with questionable content including profanity, obscene language, nudity, and sexually exploitative material will generally not be permitted for sponsorship by a student organization. Films with questionable content may be approved for campus viewing if:

(1) the film has redeeming social value and intentional programming encourages discussion of the issues or (2) an edited version of the film is available and obtained and advertising informs the community that the film being shown is an edited version.

The U.S. Copyright Act places significant restrictions on the public use of recordings (rented or owned). No videos or DVDs are to be shown on campus in public lounges or to public audiences generally unless the proper license has been secured to do so. Additional information on the copyright policy is available through the Student Involvement and Leadership Programs Office.

FUNDRAISING

Messiah College Student Organization Fundraising Guidelines

Preface

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 Office of Development guidelines.

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.

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

Fundraisers will be approved by the Student Involvement and Leadership 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 Office of Student Involvement and Leadership Programs for a decision to keep that fundraiser exclusive.

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.

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 Involvement and Leadership Programs.

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

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

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.

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

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.

Use of the Messiah College word mark and letterhead must be approved by the Office of Marketing and Public Relations.

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 Marketing and Public Relations.

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 Involvement and Leadership 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.

GRIEVANCE PROCEDURE

Messiah College does not discriminate on the basis of race, color, national and ethnic origin, gender, age, or disability in its admission or other programs, in accordance with the requirements of Title VI Civil Rights Act, Title IX 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or other federal or state statutes. A student having a grievance regarding the Americans with Disabilities Act or Section 504 should contact the Director of Disability Services. In the event of a grievance regarding an action or decision by the Office of Disability Services, students should contact the Associate Provost. A student having a grievance regarding sexual harassment or assault, racial harassment/discrimination, or an unresolved conflict with another student or employee of Messiah College should notify the Vice Provost/Dean of Students and/or Director of Human Resources. The grievance will be processed in accordance with the applicable procedure described in the College's Policy and Procedure Manual or Student Handbook. Students with an academic grievance should pursue a solution through the academic department Chair or respective Dean of the School.

Messiah College Anti-Hazing Statement

Messiah College and Pennsylvania Law prohibit hazing in any form.

Hazing is any activity expected of someone joining a student organization, athletic team, or residence life group (or to maintain full status in a group, etc.) that humiliates, degrades, or risks emotional and/or physical harm,

regardless of the person's willingness to participate. The term shall include, but is not limited to, any brutality of a physical nature, exposure to the elements, and forced consumption of any food, liquor, drug or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual. It also includes any activity that subjects the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

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

The Associate Dean of Students in accordance with Messiah College Student Disciplinary Procedures will conduct administrative hearings of alleged violations of this policy. Violations of this policy may result in sanctions for the students involved as well as the entire student organization, athletic team, or residence life group. The severity of the sanctions for a hazing offense will be determined in proportion to the hazing activity. In addition to Messiah College's Anti-Hazing Policy, student organizations, athletic teams, residence life groups and/or individuals may be held responsible for criminal misconduct in violation of the Pennsylvania Anti-Hazing Law, a third-degree misdemeanor punishable by up to a year's imprisonment.

INSURANCE

The College maintains no insurance on student-owned property. Student property is often covered by a parent's homeowner's insurance. The Office of Residence Life has information about property insurance while living on campus. Health insurance coverage for intercollegiate competition and practice is maintained on students participating in intercollegiate athletics. Group health insurance is available for all students; information on coverage and claim procedures is

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

LIABILITY

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

LOCKDOWN PROCEDURES

Some emergencies may require students, employees and campus visitors to take shelter inside buildings. Incidents such as a hostile intruder, severe weather, or a hazardous material release are examples of times the campus might be asked to stay in a specific area.

If there is a need for students, employees and visitors to go into lockdown mode, communication will occur through text messaging, emails, phone mail, siren, staff making personal contact, the Messiah College website, and the Messiah College TV station.

Lockdown inside classrooms or residences

- 1) Close, lock, and/or barricade doors
- 2) Close windows and window coverings
- 3) Turn off the lights
- 4) Ask everyone to silence their cell phones and to remain silent themselves
- 5) Crouch down away from doors and windows
- 6) If the fire alarm sounds unexpectedly during lockdown mode, do not evacuate the building unless:
 - a. You have firsthand knowledge that there is a fire in the building
 - b. You are in imminent danger
 - c. You have been instructed by a safety officer or the police to evacuate the building
- 7) Remain in lockdown mode until evacuated / instructed otherwise by a safety officer or the police

LOST AND FOUND

All lost and found items should be turned in to Dispatch Services. All items are held at Dispatch for a period of 30 days and every attempt will be made to contact the rightful owner(s). After 30 days, all unclaimed items will be donated to charity or discarded. All money turned in will be donated to summer missions

projects if unclaimed.

OFF CAMPUS MEDIA COVERAGE

Any Messiah College student or student organization who would like to invite members of the off-campus media to visit campus to cover a story or event are required to first contact the Office of Marketing and Public Relations, who will consult regarding the appropriateness and likelihood of media coverage and then coordinate contact with reporters as well as any coverage logistics. Designated spokespersons in the Office of Marketing and Public Relations are equipped and prepared to speak with members of the media on behalf of the institution. Students may use personal discretion in speaking to members of the media as private individuals; **however, students do not have the authority to speak on behalf of the institution or to represent the College's official perspective or position on any issue.** Students who are contacted directly by members of the media to request/schedule an interview are requested to notify the Office of Marketing and Public Relations in advance so that they may provide any necessary coordination with the College's media protocol.

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, elevator shafts, and dumpsters.

ON-CAMPUS SALES BY STUDENTS

Individual students or student organizations wishing to sell products or services on campus must register and receive approval from the Director of Student Involvement and Leadership 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 at the Larsen Student Union.

OUTSIDE VENDORS/SALESPEOPLE

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 Office of Student Involvement and Leadership Programs. 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.

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.

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: 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.

ROLLER BLADES, SKATEBOARDS, AND BICYCLES

The use of these on campus is permitted except in buildings and around their entranceways. Any use must be done with the safety of others in mind and in accordance with College policy. Any misuse or abuse of College property while using these items will result in the item(s) being confiscated by the Department of Safety. Item(s) will be returned upon the individual leaving campus.

ROOM RESERVATIONS

The Conference and Event Services Office serves Messiah College by scheduling all non-academic programs and activities, along with coordinating support services to those meetings, programs, and activities.

Rooms may be reserved by students for meetings and activities. Rooms may not be reserved by students for activities that are not College-related or of a personal nature. Campus facilities are available to student groups, College departments, and College-sponsored groups as outlined by the Facility Use

Policy. All use of space must be approved by the Conference and Event Services Office prior to use. Simple requests for the use of space are made by submitting a request through Virtual EMS (the college room scheduling software) or by calling ext. 6009. Every effort is made to confirm your room request as soon as possible. We do, however, ask that you allow two business days to process your request.

Additional time is required to process more detailed event requests. Examples of detailed requests include: Dining Service requests such as picnics or catered functions (approval must be granted two weeks prior to event); requests for extended building hours (approval must be granted two weeks prior to the event); major events such as concerts and conferences (approval must be granted one month prior to the event); outdoor or other large events (approval must be granted two weeks prior to the event) and any other event requiring set-up of tables, chairs, trashcans, etc. (approval must be granted two weeks prior to the event). An Events Calendar Form must be completed for each of these requests.

Fundraising arrangements must be made through the Student Involvement and Leadership Programs Office. An Events Calendar Form must be completed. All fundraisers must be approved two weeks prior to beginning the activity. The policy on fundraising is printed previously in this handbook.

SPEAKERS, ARTISTS, AND PERFORMERS

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, spiritual, or artistic 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.

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

1. The selection of speakers, artists, and performers should be in harmony with the Philosophy of Cocurricular Engagement with Popular Culture. More information on this philosophy can be found at http://www.messiah.edu/offices/student_affairs/pop_culture/.
2. Speakers, artists, and performers should be selected for their ability to do one or more of the following in ways that are consistent with the goals of the

College and of the sponsoring organization: provide information, stimulate constructive thought, communicate truthfulness, deepen understanding, sharpen critical judgment, delight their audience, and encourage creativity.

3. Programs should be selected in a way to both challenge and nurture a dynamic Christian learning community.
4. The speaker, performer, or artist and their views should be treated respectfully.
5. Disagreement with the presenter or their ideas should be expressed in an appropriate manner.
6. Excellence and quality in presentation are expected.
7. The sponsoring organization's advisor and the Student Involvement and Leadership Programs Office must approve the event prior to making an offer, signing a contract, and advertising.
8. The advisor of the sponsoring organization is responsible for informing the organization of these guidelines. The Director of Student Involvement and Leadership Programs will settle all disputes related to speakers, artists, and performers that are sponsored by student organizations.

TRANSPORTATION OPTIONS

1. Find a friend with a vehicle to arrange personal transportation.
2. Use the Messiah College Ride Share found online at apps.messiah.edu/rsdb/rsMainMenu.asp
3. Call a cab.
 - American Taxi 717.846.8294
 - Capital City Cab 717.939.6363
 - Dollar Taxi 717.238.2323
 - Keystone Cab 717.234.4400
 - Moonlight & Alpine Taxi 717.238.2020
 - New Yellow Cab 717.238.7252
4. College shuttle service. The Harrisburg Housing Van Shuttle transports students to and from Harrisburg five times a day Monday through Friday between the Grantham Campus and Messiah's Harrisburg Housing in downtown Harrisburg. Harrisburg Hospital and several pharmacies are within walking distance of Harrisburg Housing. For more details, contact the Harrisburg Special Interest Housing Director at ext. 4785 or refer to the website at www.messiah.edu/schools/edu_soc_sci/institute/shuttle/index.html. Also, a student shuttle to local retail outlets (i.e. Target, Wegman's, Walmart) is organized and coordinated by the Office of Student Involvement and Leadership Programs.

UNAUTHORIZED USE OF COLLEGE PROPERTY AND/OR SERVICES

The College provides a number of services for students that are meant to help

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

VIDEOGAMING POLICY

Officially recognized Messiah College student organizations may sponsor video game events (e.g., video game tournaments). The Director of Student Involvement and Leadership Programs must approve all games that the organization wants to use as part of the event. Appeals can be made to the Associate Dean of Students. Approval of a game must be granted prior to announcing or advertising the event.

Games with gratuitous violence and games with questionable content including profanity, obscene language, nudity, and sexually exploitative material will not be permitted for events sponsored by a student organization. The advisor of the sponsoring organization is responsible for keeping the organization aware of these restrictions, as well as the Computing Access Policy (See page 122).

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.

DRUG FREE SCHOOLS & 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.

EXCEPTIONS:

Of-age students may responsibly consume alcohol:

1. When they are with their parents or guardians.
2. When the occasion is consistent with celebrations, rituals, or religious traditions (i.e., toasting at weddings, taking communion) associated with family or a host family.

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.

Violation of this policy may result in sanctions ranging from a letter of reprimand to expulsion. As noted in the Student Handbook, a record of disciplinary sanctions is kept 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.

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.

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

The 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.

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

COMPUTING ACCESS POLICY

Purpose

Messiah College seeks to provide a user-friendly computing environment that supports the goals and mission of the College.

Policy

This policy applies to anyone who uses the College's computers and networks and articulates the standards of behavior that are expected of all users. The College retains its legal ownership and right to use information residing or transmitted on College-owned systems. With this policy, the College does not restrict in any way its legal right to monitor and control computing activity occurring on College-owned systems and networks. The Director of Information Technology Services is responsible to carry out this policy, and to make referrals to appropriate administrative offices when necessary. Any exception to this policy must be approved in writing by the Director of Information Technology Services.

Social Responsibility

Messiah College calls on everyone who is part of the College community to recognize the need for social responsibility. This includes but is not limited to the following implications:

- Being good stewards of the environment. Examples include but are not limited to:
 - (a) using but not abusing the equipment provided, i.e. helping to make equipment last as long as possible
 - (b) being conservative in the use of supplies, such as paper provided for printing
- Being respectful of others, remembering:
 - (a) your work is not necessarily more important than someone else's
 - (b) there are rules for the use of each lab that can vary from lab to lab
- Being sensitive to someone whose work may have a higher priority than yours for the specific lab being used.
- Confronting one another in love when necessary. We should try to resolve problems by talking with each other, and, as situations dictate, should report problems to College personnel. Examples include:
 - (a) accessing material on the Internet that is inappropriate
 - (b) ignoring usage guidelines for a particular lab
 - (c) behaving in ways that could damage and/or disrupt access to College computing resources

Requirements

Users must abide by all applicable laws and government regulations, comply with policies on the appropriate use of various College computing facilities, and

operate within the limits articulated by the College for ethical and moral behavior. Examples include but are not limited to:

- Having appropriate status (staff, faculty, current students, alumni, etc.) and being properly authorized.
- Being familiar with, and adhering to, guidelines such as found in the computer lab manual.
- Being in compliance with licensing agreements and copyright law related to software and other digital material.
- Using software or data in a manner that does not infringe on the rights of others. Specific examples include avoiding the production or propagation of material that is abusive, profane, or sexually, racially or religiously offensive; or material that may injure or harass someone else, or lead to civil or criminal liability as determined by a court of law.
- Using equipment connected to the College infrastructure to access off-campus resources (including materials on the Internet) in a manner that is in compliance with the ethical and moral standards of the College. This includes the use of computers owned by the College and also personally owned computers connected to the College network. Examples include but are not limited to:
 - (a) being careful to avoid inappropriate material on the Internet.
 - (b) respecting the copyrights on digital material such as MP3 files.
- Minimizing personal use of college computing facilities such that usage is not excessive or contrary to the College's nonprofit purposes or stated standards.

Restrictions

Users must not engage in activity outside the limits of access that have been authorized for them. This includes but is not limited to:

- Performing an act that negatively impacts the operation of computers, peripherals or networks, or that impedes the ability of someone else to do his or her work. Examples include but are not limited to:
 - (a) tampering with any transmission medium or hardware device, or connecting any unauthorized device or computer to the College network
 - (b) propagating a software virus or worm
 - (c) damaging or destroying data owned by the College or someone else
 - (d) Modifying any disk or software directory provided by the College for any type of special use
- Performing an act that places an unnecessary load on a shared computer or the College network. Specific examples would be to play a network-based computer game that significantly degrades the performance of the College network, or to download excessive amounts of data from the Internet, or to set up a server that downloads excessive amounts of

- data to individuals who are off-campus.
- Attempting to circumvent protection schemes for access to data or systems, or otherwise uncover security loopholes.
 - Gaining or granting unauthorized access to computers, devices, software or data. This includes, but is not limited to:
 - (a) admitting someone into a locked facility, such as a computer lab, or unlocking any facility that is normally locked, without permission
 - (b) revealing a password to any account, including one's own personal account, without permission
 - (c) permitting the use of any account, including one's own personal account, in a way that allows unauthorized access to resources
 - (d) monitoring someone else's data communications, or otherwise reading, copying, changing, or deleting files or software without proper permission of the owner
 - Using the College's facilities to broadcast unauthorized personal messages to large segments of the College community. Examples include but are not limited to:
 - (a) advertising campaigns for personal financial gain or political purposes
 - (b) pranks and chain messages
 - (c) announcements not approved for dissemination by this method
 - College Policies. Users of the college computing environment must abide by all other applicable Messiah College policies. Examples include but are not limited to:
 - (a) the software piracy policy
 - (b) authorization requirements and procedures: i.e. password and login requirements
 - (c) usage restrictions, physical access regulations, and behavioral expectations established for each location containing equipment designated for public use. Examples: games policy, location specific software usage priorities (such as for some general labs and all special function labs), etc.
 - (d) usage requirements and restrictions for network connections in residence hall rooms
 - Performing an act that breaks any applicable law or government regulation, including but not limited to the following:
 - (a) Protecting Our Children Act
 - (b) FTC Red Flags Rules (identity theft rules)
 - (c) Gramm-Leach-Bliley Act
 - (d) FERPA

College Policies

Users of the College computing environment must abide by all other applicable

Messiah College policies. Examples include but are not limited to:

- (a) Messiah College Software Piracy Policy.
- (b) Authorization requirements and procedures; i.e. password and log-in requirements.
- (c) Usage restrictions, physical access regulations, and behavioral expectations established for each location containing equipment designated for public use. Examples: games policy, location specific software usage priorities (such as for some general labs and all special function labs), etc.
- (d) Usage requirements and restrictions for network connections in residence hall rooms

Enforcement

At its own discretion, the College will enforce this policy. This includes, but is not limited to, the following implications:

- Violations of this policy will be referred to appropriate administrative offices for disciplinary action. Violators will be subject to disciplinary outcomes as outlined in the Student Handbook and Employee Handbook. In addition to the other sanctions outlined in the handbooks, one possible outcome is the restriction or suspension of access privileges.
- Material (software, hardware, or data) that is found to be in violation of this policy may be banned, confiscated, or otherwise eliminated from the College computing environment.

FAMILY EDUCATIONAL AND RIGHTS PRIVACY ACT

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

Rights granted to a student under FERPA include:

- (1)The right to inspect and review the student’s education records;
- (2)The right to request the amendment of the student’s education records that the student believes inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA; and
- (3)The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

Except to the extent that FERPA authorizes disclosure without consent, a student's education records will be released to his or her parents only with the written consent of the student or upon receipt of certification that the parents have claimed the student as a dependent on their most recent income tax return. Any student who does not want his or her education records released to parents must give written notification to the Registrar. This notification will remain in effect until revoked in writing by the student.

FERPA permits (but does not require) the College to release "directory information" without student consent to anyone requesting information unless a student instructs the College not to release such information. Directory information means information contained in the education record of a student that would not be considered harmful or an invasion of privacy if disclosed. Directory

information at Messiah College includes a student's name, home address, campus address, home telephone number, high school attended, campus telephone number, campus e-mail address, photograph (available on the College's internal, secure, online system), dates of attendance, degree for which a student is a candidate, academic major, academic awards or honors, birth date, class year, full-time/part-time status, and weight and height for members of athletic teams. Directory information does not include a student's social security number or student identification number. Without student consent, a student's social security number or student identification number may not be used by itself to authenticate identity or to gain access to education records.

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

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

FERPA authorizes the College to disclose personally identifiable information from education records without a student's consent to appropriate parties, including parents of an eligible student (even if the student is not a dependent for income tax purposes), in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making this determination, the College may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the College determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. The College must keep a record of the threat, the basis for its determination, and the names of the parties to whom the information was disclosed.

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

- (1) to comply with a judicial order or a lawfully issued subpoena, including an ex parte court order under the USA Patriot Act;
- (2) to another institution that has requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;
- (3) to designated federal or state agencies;
- (4) in

connection with financial aid for which the student has applied; (5) to alleged victims of any crime of violence or a non-forcible sex offense of the final results of a disciplinary proceeding conducted by the College against the alleged perpetrator of that crime or offense, regardless of whether the College concluded a violation was committed; (6) to anyone – not just the victim – the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has been found to have violated the College’s rules or policies; (7) information concerning a student who is required to register as a sex offender provided under a state sex offender registration and campus community notification program; (8) to organizations conducting studies for or on behalf of the College for purposes of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; and (9) to school officials determined by the College to have a legitimate educational interest.

A “school official” is a person employed by the College in a faculty, administrative or staff position, or a contractor, consultant, volunteer, or other party to whom the College has outsourced institutional services or functions. The contractor, consultant, volunteer, or outside service provider may be considered a school official under this paragraph provided that the outside party (1) performs an institutional service or function for which the College would otherwise use employees; (2) is under the direct control of the College with respect to the use and maintenance of education records; and (3) is subject to FERPA requirements governing the use and re-disclosure of personally identifiable information from education records.

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

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

FERPA provides a student the right to file a complaint concerning alleged failures by the College to comply with the requirements of FERPA with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901. This policy is maintained by the Messiah College Registrar and was last amended July 1, 2010.

PARENTAL NOTIFICATION POLICY

Messiah College may elect to notify the parents/guardian of students in the event of serious health concerns such as illness, injury, or hospitalization. As noted

above, the College may notify a student's parents or guardians in the event of an emergency when it is deemed to be necessary to protect the health or safety of the student or other persons even if the student is not a dependent for income tax purposes.

Messiah College may also notify parents of students under the age of 21 for disciplinary violations related to alcohol or controlled substances or when a student is suspended or expelled, even if the student is not a dependent for income tax purposes. In disciplinary matters, parents are notified only after students are determined to be responsible for a violation of College rules or standards. In all matters, the context of individual circumstances is considered when deciding whether to contact parents. When possible, students will be given the opportunity and encouraged to discuss the situation with their parents prior to the institution's notification.

INCLUSIVE LANGUAGE POLICY: STATEMENT ON INCLUSIVE LANGUAGE

Rationale

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

- a.** In its statement of Foundational Values, Messiah College recognizes the importance of the person, affirming that "every person is to be respected and valued ... because each person is created in the image of God." Divinely created and sharing equally in God's design, each human is worthy of respect and honor, regardless of characteristics including but not limited to gender, race, ethnicity, national origin, religion, age, ability, or marital or parental status. As an expression of that conviction and in recognition of God's gift of love to each of us, inclusive language should be used in all levels and forms of communication at the College in reference to human beings.
- b.** Further, the College's Foundational Values affirm that "every person must be responsible in their pursuit of truth." Every member of this educational Christian community—teacher and learner, scholar and thinker, faculty, staff, and student—should uphold the pursuit of truth, using language that seeks to avoid false assumptions and inaccurate or negative stereotypes, biases, or prejudices. We uphold the use of communication that reflects a high ethical standard of truth-seeking and scholarship by avoiding misrepresentation or discrimination of any kind. As an expression of that commitment to truth, inclusive language is used to achieve clarity by neither rendering certain people invisible nor misrepresenting by overemphasizing or generalizing traits of individuals or groups.
- c.** Language, as a means of signifying and communicating, is not static or value-free. It is, by its very nature, fluid and dynamic. Thus, patterns and significance of language evolve as culture and ethos change. Language is a

powerful means of not only reflecting culture, but also constructing and reinforcing beliefs and biases. It describes reality, but it also shapes reality. The use of inclusive language provides a means of positively influencing the social environment by contributing to the sense of worth, empowerment, freedom, and ability of all human beings. At Messiah, it thereby has a positive impact on campus climate, allowing all members of the community to function in an environment of equal opportunity and expectation.

- d. Because of our Christian frame of reference and in recognition of the ways that language shapes as well as reflects culture, Messiah College has a particular responsibility to ensure that language is used in ways that do not exclude members of the community or distort the significance of contributions made by all persons to our historical and present day experience. Through our communication and use of language, greater sensitivity motivated by love becomes the norm.
- e. In sum, Messiah College is a Christian community of divinely created beings informed by God's love and pursuing truth in every endeavor. We are committed to the use of inclusive language as a means of reflecting our Christian commitment and responsibility as we serve as a creative and liberating force in the world.

Policy

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

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

- a. *Invisibility* occurs when certain phrases exclude or ignore a person or group (e.g., using "he" to mean people of either gender). Inclusive language acknowledges the presence of such unrepresented persons or groups.
- b. *Extra visibility* occurs when a personal characteristic irrelevant to the context is emphasized, making the individual or group seem out of the norm (e.g., "blind singer" or "Chinese doctor" rather than simply "singer" or "doctor," when the modifier to the subject has no bearing on the topic discussed). Inclusive language refuses to place extra emphasis on irrelevant differences.
- c. *Trivialization* occurs when certain phrases unnecessarily devalue or denigrate the actions, activities, and occupations of a person or group (e.g.,

“even a woman can do it”). Inclusive language avoids the belittlement of individuals and groups.

- d. *Stereotyping*** occurs when oversimplified and over generalized labels are applied to a person or group, thereby denying individuality (e.g., “African-Americans are good dancers”). Inclusive language refuses to limit or pigeon-hole any individual or group.
- e. *Imposed labeling*** occurs when individuals or groups (often minority or less powerful groups) have a name or term given to them by another individual or group (e.g., Euro-Americans historically called Americans of African heritage “Negroes,” but that group’s generally preferred name for itself is “African-Americans”). Inclusive language avoids the use of such labels or allows the group to define itself. It is important to be aware of and honor the way a group prefers to be named. It must be recognized that sometimes particular groups’ preferences and labels change or are in flux, and one specific appellation may not be embraced as the norm.

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

Specific Application of Policy

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

originator's context will be indicated and, when possible and appropriate, that context will be discussed.

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

- a. This policy is included in all first-year seminar syllabi, per the first-year seminar parameters established by the General Education Committee. Further, faculty members are encouraged to include it in all other syllabi.
- b. Further, ongoing education (at least annually) in the use of inclusive language will be the responsibility of the Director of Human Resources, the Assistant Dean/Director for Faculty Development, the Vice Provost/Dean of Students, and the Director of Writing, in collaboration with the Gender Concerns Committee, Micah Partnership, and the Office of Disability Services.
- c. When a party is offended by breach of this policy, the offended party is encouraged to act in accordance with Matthew 18:15–16 by seeking informal resolution. For instances in which informal resolution is unsuccessful or inappropriate, the grievance procedures established by the College for employees in the General Procedural Guidelines for Grievances, Employee Policy and Procedure Manual 1.24.01) should be followed; for students, the College Discipline Procedures outlined in the Student Handbook should be implemented. Grace and understanding should be exercised in the application of this policy, allowing persons to change from traditional, habitual language patterns toward inclusive ones.

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

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

- a. Director of Human Resources
- b. Chair, Gender Concerns Committee
- c. Associate Dean of Students
- d. Director of Writing
- e. Director of Disability Services

STUDENT HARASSMENT POLICY AND PROCEDURE

As an expression of our Christian values, Messiah College is committed to creating an atmosphere of dignity and respect free from any harassment, sexual, racial or otherwise. It is also the College's responsibility to uphold existing laws regarding a learning, living, and working environment free from harassment based on race, religion, ethnicity, gender, national origin, age, disability, marital status, amnesty, or veteran status. Such harassment in any manner or form by anyone in the College community is expressly prohibited. This includes harassment of or by individuals not directly affiliated with the College, e.g. contractors, vendors, visitors. This policy also applies to harassment off-site or after normal business hours in College related settings. These include but are not limited to academic placement (practicums, internships, etc.) field trips, athletic events, conferences, and College related social events.

Furthermore, all employees and all students are responsible for maintaining an environment free of harassment. Individuals who believe that they have been subjected to or witnessed harassment should bring the matter to Residence Life Staff (RD, RA), Department of Safety, Vice Provost/Dean of Students, or Associate Dean of Students. The authorization of, cover-up or participation in any act of harassment of any kind is strictly forbidden. Failure to abide by this policy shall be cause for disciplinary action which may include suspension of enrollment.

The College will take seriously any adverse action taken against an individual for reporting an incident of discrimination or harassment.

The College's commitment to address complaints related to discrimination and/or harassment should not be viewed as license for individuals to engage in unfounded, frivolous or vindictive actions that are not made in "good faith." Such behavior is a violation of the intent of this policy.

Definition of Harassment. Harassment violates federal and state laws, including Title VII of the Civil Rights Act of 1964, which prohibits harassment in the workplace, and Title IX of the Education Amendments of 1972, which prohibits harassment of students as a form of discrimination that denies or limits a student's ability to participate in or benefit from the College's programs.

As defined in the Equal Employment Opportunity Commission's Regulations, the following conduct constitutes harassment:

- 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.
- Inappropriate conduct that has the purpose or effect of substantially interfering with an individual's academic or work performance or is so

severe or pervasive that it creates an intimidating, hostile or offensive environment.

Forms of Harassment. Harassment generally takes one of two forms: "quid pro quo" harassment, in which the harasser makes sexual favors or tolerance of unwelcome behavior a condition of the victim's success in some way; or "hostile environment" harassment, in which the overtly sexual nature or derogatory (based on one's race, religion, ethnicity, gender, age, disability, marital status, amnesty, or status as a veteran) nature of conversations, pictures, humor and/or activities taking place in an academic work environment makes it difficult for students and employees to concentrate on their work/studies. Often, the hostile educational / work, in class and out of class, environment means that the victim feels uncomfortable, unwelcome, intimidated, or afraid to speak or choose freely. "Hostile environment" harassment is generally less clear and overt. Unwanted, offensive and/or culturally insensitive conduct, language, or images based on one's race, religion, ethnicity, gender, age, disability, marital status, amnesty, or status as a veteran, may not be directed at a specific individual; nevertheless they may create an atmosphere that is intimidating or offensive to an individual. It is important to note that harassment may take place in an academic, residential or work setting.

Examples of behavior that may constitute either "quid pro quo" or "hostile environment" are listed below. The list below provides only some examples and does not illustrate all types of harassment.

- practices, policies and actions which disadvantage an individual or group on the basis of characteristics such as their skin color, race (and related physical characteristics), religion, ethnicity, gender, age, disability, marital status, amnesty, or status as a veteran.
- any pressure, subtle or otherwise, for sexual activity
- unnecessary brushes or touches
- offensive graffiti
- display of offensive, demeaning images based on sexual orientation, race, religion, ethnicity, gender, age, disability, marital status, amnesty, or status as a veteran
- use of insults or slurs or language meant to stigmatize another based on sexual orientation, race, religion, ethnicity, gender, age, disability, marital status, amnesty, or status as a veteran
- making 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 to 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

- disparaging remarks about one's sexual orientation, race, religion, ethnicity, gender, age, disability, marital status, amnesty, or status as a veteran
- aggressive or hostile behavior or taunts based on disparaging remarks about one's sexual orientation, race, religion, ethnicity, gender, age, disability, marital status, amnesty, or status as a veteran
- physical aggression or intimidation, including subtle contact such as pinching and patting
- sexual innuendos or persistent use of sexually suggestive or racially-charged language that another person finds offensive, demeaning, or otherwise inappropriate
- verbal harassment disguised as humor (e.g., crude or ethnic jokes)
- obscene gestures
- sexist or suggestive remarks about a person's clothing, body, or sexual activities
- conditioning an educational or employment decision or benefit on submission to sexual conduct or tolerance of racially/ethnically motivated discrimination
- pranks based on disparaging remarks about one's sexual orientation, race, religion, ethnicity, gender, age, disability, marital status, amnesty, or status as a veteran

Intent and Effect. Harassment is unwelcome behavior that is either intended to harass or has the effect of harassing by abusing the dignity of an individual or creating an intimidating, offensive, or coercive environment. **Behavior that was not intended to be harassing can be perceived as harassing.**

Power. Harassment most often occurs between people of unequal power: when such a power differential exists (e.g., such as a physically larger person over a smaller one, a supervisor over a subordinate employee, a faculty member over a student), the victim is not in a position to freely object, resist, or give fully free consent. However, harassment can also occur where no formal power differential exists, if the behavior is unwanted by, or offensive to, the victim.

Educational Activities. In order 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 (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.

Same-Sex Harassment. 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 sex.

GRIEVANCE RESOLUTION

In foundational documents that outline the 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 as well as behavior respectful of gender is central to our identity as a Christian institution. We seek to create a welcoming community which is characterized by the Biblical vision for justice, respect, inclusiveness, 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.

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.

Once made aware of a grievance, Messiah College is committed to commence an appropriate investigation of the allegations. As such, a grievance procedure has been established for the benefit and use of all.

INFORMAL RESOLUTION PROCESS

Since many complaints and disputes can be settled in conversation between the people involved, individuals are encouraged to begin the resolution process by speaking with their Residence Director. Residence Directors are expected to facilitate an earnest effort to resolve these issues as promptly as possible. Commuting students can report directly to the Associate Dean of Students.

- If an individual considers it to be more appropriate, a conversation may be scheduled with the Vice Provost / Dean of Students, the Associate Dean of Students, or the Director of Safety.
- With the exception of pastoral or counseling staff, acting in their professional role, if employees become aware that harassment, discrimination or any other concerning behavior (related to disability, etc.) is occurring, either from personal observation or as a result of an individual coming forward, they should immediately report it to the Associate Dean of Students.

In both cases, the Associate Dean of Students will consult with appropriate resources related to the situation such as the Special Assistant to the President and Provost for Diversity Affairs, a representative of the Gender Concerns Committee, and/or the Director of Disability Services. This process typically leads to an informal resolution (such as a meeting to make the offending party aware of the impact of his/her actions and seek an appropriate resolution) and

notes related to the situation and the resolution are maintained by the Office of the Associate Dean of Students.

FORMAL RESOLUTION PROCESS - SECOND STEP FOR UNRESOLVED ISSUES or FIRST STEP FOR EGREGIOUS ISSUES

1. If the problem is not resolved by the process above or if a situation is egregious, an individual who feels harassed, discriminated, or retaliated against may initiate the formal complaint process by filing a complaint with the Associate Dean of Students and providing sufficient details so as to allow the Associate Dean of Students to determine if the harassment policies may have been violated.
 - a. The complainant needs to provide a grievance statement, background information, and the requested resolution.
 - b. Discretion. The investigation may include interviewing individuals other than the complainant and the respondent. Discretion in how information is handled is paramount throughout the process. Every reasonable effort will be made to protect the privacy of all parties. However, strict confidentiality cannot be guaranteed due to the necessity for investigation and fact-finding. Beyond that, any individual who wrongfully discusses or discloses confidential information will be subject to disciplinary action.
 - c. Cooperation. Should any individual refuse or fail to cooperate fully with an investigation, he or she may be subject to disciplinary action, which may include suspension of enrollment.
2. The Associate Dean of Students is responsible for reviewing the situation and will partner with specific resources such as the Special Assistant to the President and Provost for Diversity Affairs, Gender Concerns representatives, or the Director of Disability Services in determining if an investigation is warranted. A decision will be rendered in writing with reasons for declining any case and/or making recommendations for resolution. If a case is declined, students have the right to appeal this decision via the process listed in paragraph 7.
3. If warranted, the Associate Dean of Students is responsible for the following:
 - a. establishing an appropriate timeline for processing the grievance
 - b. reviewing the anticipated schedule and interview agenda with the resource representative(s)
 - c. organizing and implementing an appropriate investigation.
Please note: Those who conduct the investigation should be without a conflict of interest and anyone with a conflict of interest will be removed from the investigation.
 - d. meeting with both parties, including providing the respondent (the person(s) charged) with a copy of the complaint
 - e. interviewing persons believed to have relevant information
 - f. reviewing findings with the Vice Provost / Dean of Students and resource

- representatives
 - g. rendering a written decision and resolution recommendation
 - h. closing and retaining the investigation file
4. During this process, the Associate Dean of Students will advise both the complainant and the respondent that they may request to have a support person present. No party or participant in the grievance process shall be accompanied by legal counsel at any meeting held for the purpose of resolving the grievance.
 5. The final written decision by the Associate Dean of Students will reflect either a determination that the allegations were unwarranted or the terms of the prescribed resolution including any disciplinary action deemed appropriate. The appropriate action will depend on the following factors: (i) the severity, frequency and pervasiveness of the conduct; (ii) prior complaints made by the complainant; (iii) prior complaints made against the respondent; (iv) the quality of the evidence (first hand knowledge, credible corroboration etc.). If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, but some potentially problematic conduct is revealed, preventative action may be taken.
 6. Copies of the decision will be shared with both parties' Residence Directors and the Vice Provost/ Dean of Students.
 7. If either the complainant or the respondent is not satisfied with the decision and wishes to pursue the matter further, he/she may prepare a written summary of the concerns and request that the College Review Board review the matter. This request should be made through the Associate Dean of Students who will convene the College Review Board. The College Review Board is comprised of:
 1. Ranked faculty member in second year of service (Chair)
 2. Ranked faculty member
 3. Two students appointed by Student Government Association
 4. Two educators appointed by the Community Standards Committee
 5. One representative from the Engle Center for Counseling
 6. The Vice Provost/Dean of Students and Associate Dean of Students who serve in coordinating and advisory capacity with voice but not voting privileges.

For cases involving alleged violations of college harassment standards, up to two additional College officials as deemed appropriate for the situation will be chosen to serve on the College Review Board as **voting members**.

- a. For complaints related to race and ethnicity, the Special Assistant to the President and Provost for Diversity Affairs would participate in addition to another member of the College Micah Committee.
- b. For complaints related to gender, one or more members from the Gender Concerns Committee would participate.

- c. For complaints related to disability, the Director of Disability Services would participate.
 - d. In the event that the grievance is against or in any way connected to a member of the College Review Board an alternate Board member shall stand in replacement of the Board member with a conflict of interest.
8. The College Review Board, after a full review of the facts (which may include a review of the written summary of the problem, interviews with the people involved, and further investigation if necessary), will inform the individuals involved of its decision and any recommendations. The decision of the College Review Board will be final.
 9. The final written decision by the College Review Board will reflect either a determination that the allegations were unwarranted or the terms of the prescribed resolution including any disciplinary action deemed appropriate. The appropriate action will depend on the following factors: (i) the severity, frequency and pervasiveness of the conduct; (ii) prior complaints made by the complainant; (iii) prior complaints made against the respondent; (iv) the quality of the evidence (first hand knowledge, credible corroboration etc.). If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, but some potentially problematic conduct is revealed, preventative action may be taken.
 10. Copies of the decision will be shared with both parties' Residence Directors and the Vice Provost Dean of Students.

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.

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.

For Information About SEXUAL HARASSMENT please see page 133

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 (1800-727-2877) in order to receive confidential support and advice on options. Sexual assault includes any of the following: (1) any intentional, not consented 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), Holy Spirit Hospital (763-2100) or Carlisle Hospital (249-1212), which employ healthcare professionals trained in addressing sexual assault. Directions to the hospitals are available on page 100. 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, and these decisions will be shared with the victim. 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 Life, and Chapel programs.

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.

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.

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 18:12–17, a process that begins with confrontation in a personal relationship. As indicated in our Community Covenant, we have an obligation to confront misbehavior and to enlarge the circle of confrontation when behavior does not change appropriately. In some cases, the process may involve a disciplinary hearing. Disciplinary procedures are designed to educate students, to promote restoration and community responsibility, and to treat students justly. Disciplinary procedures which follow do not include academic violations. Academic violations are typically handled by respective academic departments.

HEARING OFFICERS AND BODIES

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 Community Life serves as hearing officer for the Philadelphia Campus.

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.

College Review Board, a faculty-student group, deals with more serious

cases and addresses appeals of other hearing bodies.

COLLEGE DISCIPLINE PROCEDURES

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 violation of College rules and standards. A victim (complainant) may file complaints through local law enforcement and/or College process.

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.

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.

Charges and Hearings: Notice: a student accused of a disciplinary violation shall receive a written notice specifying the alleged violation(s) as well as the date, time, and place of the 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.

Respondent and Complainant Rights: The respondent may examine relevant incident reports as well as other pertinent evidence. Students who have been the victim of a violation of 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.

Hearing Procedures:

1. The hearing shall be conducted in private. The hearing officer or Chair of the Hearing Board will admit relevant witnesses. Confidentiality will be maintained subject to legal requirements to disclose final hearing outcomes.

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

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

notice of outcome (containing the name of the student found responsible, the violation committed, and the sanction imposed) only in the case of a crime of violence or non-forcible sex offense.

SANCTIONS

The 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:

1. **Letter of Reprimand or Warning:** Written documentation of inappropriate behaviors or attitudes with a temporary record kept in the student's file.
2. **Loss of Privilege:** Loss of a privilege of participating in a College activity, in registration of vehicle, in visitation, or other matter. Graduating senior students who violate college policies prior to graduation may lose the privilege of participating in senior activities and commencement ceremonies.
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.
4. **Fines:** A monetary fee imposed to deter and prevent activity detrimental to the community.
5. **Restitution:** A monetary fee imposed to compensate for loss, damage, or injury. This may take the form of appropriate service, monetary, or material replacement.
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 who are on disciplinary probation within 6 months prior to the off-campus housing application deadline are not eligible to apply to live off campus.
7. **Withholding degree:** The College may withhold awarding a degree otherwise earned until completion of the process set forth in the student disciplinary procedures, including the completion of sanctions imposed.

8. **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, any refunds are issued in accordance with the withdrawal policy. For more information please refer to the following web address: http://www.messiah.edu/offices/business/student_accounts/index.html#refund.
9. **Expulsion:** Permanent separation of the student from the College. A permanent record will be kept in College disciplinary and academic files.

DISCIPLINARY WITHDRAWAL

Students may seek permission for disciplinary withdrawal from the College after involvement in a 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.

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.

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

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.

APPEALS

1. A student wishing to appeal must submit a written appeal to the appropriate officer or body for appeals within five business days of the date of the decision. The criteria for granting appeals are as follows:
 - a. A procedural error or irregularity materially affected the decision of the hearing officer or body;
 - b. Previously unavailable evidence is produced which will materially affect the decision of the hearing officer or body;
 - c. The decision is unsupported by a preponderance of the credible evidence; or
 - d. The sanction imposed is too severe in relation to the disciplinary violation.
2. The typical officer or body for appeals is as follows:
 - a. Peer Review Board will hear appeals of cases originally decided by Residence Life 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.
3. In all cases, the decision of the officer or body hearing the appeal will be final.
4. The officer or body hearing the appeal has the option to decide the case solely upon written material provided by the student, or may review the record of the disciplinary hearing, examine evidence, and interview witnesses.
5. The officer or body hearing the appeal may uphold or reduce the original sanctions imposed but may not increase the sanctions. Upon production of previously unavailable evidence which may materially affect the decision of the hearing officer or body, the officer or body hearing the appeal may remand the case for a full or partial rehearing. A written decision will be rendered within seven working days of the conclusion of the review process.

6. Students placed on disciplinary probation may appeal their prohibition from serving in leadership positions after four months of being on probation. After four academic months, a student on disciplinary probation may submit an appeal to the Vice Provost/Dean of Students in writing. The Vice Provost/Dean of Students or designee will review the appeal with the student's academic advisor and Chair of the College Review Board. This triumvirate may choose to interview the student or act on the written appeal alone prior to rendering a decision. A written decision will be rendered within seven working days of the conclusion of this review process.

AUTHORITY OF VICE PROVOST/ 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.