

DIRECTIONS TO LOCAL HOSPITALS

CARLISLE HOSPITAL (approx. 12 miles)
246 Parker Street, Carlisle, PA 17013
249-1212

Leave campus by the main entrance opposite Smith Residence. Follow signs to Route 15. Take Route 15 North to the first exit, which is Mechanicsburg. Take a left turn at the end of the exit ramp onto 114. Take a left at the 4th traffic light onto Main St./Trindle Road. Follow Trindle Road into Carlisle, approx. 10 miles. This is Route 641 and turns into High St. as you enter Carlisle. Turn left onto Parker Street. The hospital will be on your right.

HARRISBURG HOSPITAL (approx. 12 miles)
South Front Street, Harrisburg, PA 17101
782-3131

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

HOLY SPIRIT HOSPITAL (approx. 9 miles)
503 N. 21st Street, Camp Hill, PA 17011
763-2100

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

policies & regulations 2004-2005



RESIDENCE POLICIES

RESIDENCE AGREEMENT

Residence living is an important part of the college experience. To aid the development of a positive environment for growth and interpersonal relationships, the College details certain rules for campus residential living. By virtue of enrollment, students are accountable to live within the spirit of these guidelines.

Possession of a room by a student is subject to the following conditions and governs a student's right to live in a College residence.

- Residence Education staff will inspect residences prior to, during, and prior to termination of occupancy. Students will be assessed for any damage, missing items, or cleaning costs to individual rooms and/or common areas (e.g., floor lounges, hallways, bathrooms, or any other common areas) as appropriate.
- Right of possession is for the time when classes are in session. Charges for occupancy of rooms at any other time may be assessed.
- The College reserves the right to enter and inspect rooms and apartments for maintenance needs and health or safety reasons.
- The College reserves the right to enter rooms and apartments for the purpose of enforcing compliance with College policies and/or state and federal laws and to investigate suspected violations thereof.
- The College does not assume responsibility for student-owned property in any location at any time.
- Occupancy of a College-owned residence does not establish a landlord-tenant relationship between the student and Messiah College.

MARRIED STUDENT HOUSING

The College does not provide housing for married students.

ROOM OCCUPANCY

The College reserves the right to assign additional residents to individual rooms in the event of increased enrollment (e.g., temporary triple rooms). Students assigned to expanded occupancy rooms will generally pay a lower housing rate. The College reserves the right to make housing adjustments during the summer based on fluctuations in enrollment. Students will be notified over the summer if impacted by such changes.

MEAL PLAN

All residents of traditional residence halls are required to purchase one of the traditional meal plans based upon their class year. Residents of campus apartments are encouraged but not required to purchase a College meal plan.

Traditional Meal Plans:	Plan Cost	Flex Dollars	Guest Meals	A la Carte Plans for Apartment and Commuter Students:		
				Spendable Dollars	Plan Cost	
Without Limits–Ultra	\$1,580/semester	\$100	10	Gold Plan	\$810	\$790
Without Limits–Advantage	\$1,545/semester	\$75	8	Silver Plan	\$590	\$580
10 Meals/Week Plan	\$1,475/semester	\$25	4	Bronze Plan	\$375	\$370
75 Meals/Semester	\$1,245/semester	\$550	0	No Plan—Commuter Student or Living in Campus Apartments Only		
50 Meals/Semester	\$1,245/semester	\$600	0			
Philly Meal Plan	(Philadelphia Campus Only indicates Philly Campus residency in Fall 2004)					

“Flex Dollars”—These dollars are added to each debit account for use in any dining facility. Balances do not carry over at the end of the semester.

Questions about meal plan type should be addressed to Dining Services at (717) 691-6008 or www.messiah.edu/dining. Questions about what meal plan students are assigned to should be addressed to Falcon Services at (717) 766-2511, ext. 6052.

RESIDENCE HALL KEYS

Keys must not be duplicated or given to unauthorized individuals. In the event a key is lost, it is to be reported immediately to Dispatch. Replacement of lost, stolen, or misplaced keys will be done at a cost of \$50 per key. This charge will help offset the cost of re-keying the room or apartment and issuing replacement keys for other roommates.

RESIDENCE CHECK-OUT

Rooms will be checked by a staff member when a student checks out. Failure to check out properly when vacating a room or failure to clean a room may result in a fine, in addition to labor and damage charges.

BREAK HOUSING

Room fees do not include the break between semesters. Residence halls and apartments are closed during these times. The College reserves the right to use rooms and apartments during vacation periods if prior notice is given to students. Residences close 24 hours after the last scheduled exam at the end of each semester. The College does not guarantee break housing. Over Christmas break, students may only stay on campus if they have an obligation with the College. All students who wish to stay on campus over a break must fill out an application in the Residence Education Office.

ROOM RATES

Room rates are determined by the size of the room and the number of occupants. For the 2003–2004 academic year rates are as follows:

Single: \$1,840	1-Bedroom apartment: \$1,760
Double: \$1,700	2-Bedroom apartments: \$1,700
Triple: \$1,350	Satellite House: \$1,760
Quad: \$1,270	Harrisburg Housing—Liberty Street:
	Single Apartments: \$1,600
	2-person Apartments: \$1,350
	Harrisburg Housing—North Street:
	Single Apartments: \$1,600
	2-person Apartments: \$1,350

Apartment residents are responsible to fill the spaces in their apartments. For apartments that are under occupied, each apartment resident will be charged \$25 per month for the extra space.

ROOM CHANGES

Room changes within a residence may be made with the consent of the Residence Director and the Housing Assignments Coordinator. If a room change is requested because of a roommate conflict, residents are expected to first work toward reconciliation with the help of the Residence Education staff before a move will be initiated. A room change fee may be charged to students who are granted a change of room. The College reserves the right to move students for appropriate reasons. Once assignments have been made, students are expected to reside in the room to which they have been assigned. Students may stay overnight in the rooms or apartments of other students of the same gender for up to three successive nights.

VISITATION

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

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

- Fridays, 7 p.m.–midnight
- Saturdays, 2 p.m.–midnight
- Sundays, 2–7 p.m.
- Wednesdays, 7–10 p.m.

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

Apartments/Special Interest Housing: Visitors of the opposite gender are permitted in the non-bedroom areas of Fry, Mellinger, Smith, Kelly, and special interest houses during the following hours:

- Monday–Friday, 5 p.m.–midnight
- Saturday and Sunday, noon–midnight

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

PERSONALIZING ROOMS

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

1. Occupants are expected to keep their rooms clean.
2. Items not in keeping with the character of the College are not to be displayed in student rooms or on College property. This includes wall coverings involving nudity or which are otherwise morally objectionable or socially offensive, stolen property, containers for alcoholic beverages, and other alcohol- or drug-related paraphernalia (signs, posters).
3. Nails, screws, tape, or other adhesives which cause damage or leave sticky residue on the surface may not be used.
4. All personal furnishings brought into a room must comply with fire safety codes.
5. Residents are expected to accept the responsibility for the maintenance of their rooms and for damages and replacement of missing items. Mounting items on walls should be done with care.
6. Student rooms, lounges, and hallways are painted and updated according to the maintenance schedule. Special requests for painting or alterations can be directed to Building and Property Services. Any improvement made to College-owned housing becomes the property of the College.
7. Students are not to tamper with electrical wiring, switches, outlets, or fixtures, or to cover their room numbers.
8. Furniture provided for student rooms is to remain in the room at all times.
9. Tampering with College property is prohibited. Screens are to remain in place, fire equipment is to be used only for intended purposes, and furniture from public areas is to remain in its intended location. In residence halls with false ceilings, tiles are not to be removed for any reason, including the storage of belongings.
10. Waterbeds and excessively heavy items are not permitted in student rooms unless they are needed for documented medical reasons.

QUIET HOURS

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

Quiet hours are:

Sunday through Thursday, 10 p.m.–10 a.m.

Friday and Saturday, midnight–10 a.m.

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

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

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

WATER FIGHTS/HALLWAY SPORTS

Because of potential damage to people and property, water fights and throwing balls or other objects in or near residences is prohibited. Throwing water (or any other material) at anyone who is not voluntarily participating in an outdoor activity is also prohibited.

ELECTRICAL EQUIPMENT

The use of electrical appliances is limited for safety reasons. Only small appliances with enclosed coils are permitted (i.e., corn poppers, coffee pots). Cooking of meals must be confined to apartment residence kitchens. Kitchens in residence halls are not intended to be used for regular meal preparations without prior approval of Residence Director and in conjunc-

tion with an approved meal plan exemption. Student-owned refrigerators are permitted if they are less than five cubic feet in capacity. The use of supplemental heaters is prohibited in all residences. Any questions about the electrical capabilities of satellite housing should be directed to Building and Property Services. Students who damage the circuitry by over-loading it may be responsible for the cost to restore the system.

LOUNGES

Twenty-four hour common areas are provided for group interaction, study, and socialization. It is expected that sleeping or inappropriate displays of affection not occur in lounges. Common lounges should remain neat and clean.

LOCK-OUTS

Students are expected to carry their ID card and residence key with them at all times. Students who get locked out of their residence should contact Residence Education staff for assistance. A small fee may be assessed for those who forget their keys. If residence staff are unavailable, students should contact the Department of Safety for assistance.

PETS

Animals may not be kept in College residences with the exception of small, non-carnivorous fish in aquariums of 30 gallons or less.

PHONES AND PHONE MAIL

The College supplies a campus telephone in all rooms of our traditional residences and one telephone per apartment. Calls to the local area of the college are free. All long distance and international calls will require the student to purchase a calling card of his or her choice which accesses an 800 number to place the call. Each telephone can be called directly from off campus, or, while on campus, students may use a four-digit extension to call other student rooms, professors, or administrative offices. Each telephone also has an answering system.

GUESTS

Guests are welcome in College residences if they are invited and accompanied by a Messiah College student. Guests may stay overnight for up to three nights with the approval of other residents of the room. Neither guests nor students are permitted in individual living areas of the opposite gender except during scheduled visitation hours. Immediate family members who are visiting from off campus may briefly visit the room or apartment of students during non-visitation hours. Guests who fail to adhere to the College's rules and standards are subject to eviction from the College premises. Guests who operate a motor vehicle on campus must register it with the Department of Safety upon their arrival at the College and park in designat-

ed visitor spaces. Students may stay overnight in the rooms or apartments of other students of the same gender for up to three successive nights.

MAINTENANCE AND REPAIRS

Students should report routine repair needs to Building and Property Services. Non-urgent requests should be called to extension 7250 (housing hotline). Emergency situations should be reported to Dispatch. Students should be aware that maintenance personnel may be on residence floors during non-visitation hours. Maintenance will generally notify residents when they will be working in rooms or apartments.

FIRE SAFETY

Safety is always a concern in College residence halls. Under no circumstances should a student tamper with electrical equipment such as lighting, wiring, or switches. Overload on duplex outlet circuitry is a safety hazard. Excessive use of extension cords is discouraged. Corridors, stairwell landings, doorways, and exits are to be kept clear at all times. Nothing should be placed in these areas at any time. Fire doors must be kept closed at all times; tampering with or disabling the hardware on fire doors is prohibited. The possession of fireworks or smoke-generating devices, tampering with fire safety equipment, possession of flammable materials in any quantity, live Christmas trees or branches, and use of sun lamps, halogen lamps, and space heaters is prohibited. Possession of candles or incense is also prohibited. Open flames of any kind are prohibited. Likewise, the storage of empty cardboard containers and propane tanks is not permitted.

FIRE ALARMS

When a fire alarm sounds, all persons must immediately exit the building. If you discover a fire, first sound the alarm by pulling the nearest alarm box (usually located near an EXIT or stairway door); immediately leave the building. Second, immediately call Dispatch Services emergency ext. 6565 from a campus phone no matter how small or big the fire might be. Third, notify the Department of Safety/Dispatch Services and a member of the Residence Education staff. If no fire is found the Department of Safety/Dispatch Services should be notified. Individuals found responsible for tampering with fire alarms, pull stations, or smoke detectors will be subject to a \$500 fine and/or other disciplinary actions.

EMERGENCY AND FIRE DRILL EVACUATION PROCEDURES

- When alarm sounds, **remain calm** and close room window(s).
- Grab only the clothing necessary for existing weather conditions. Do not attempt to salvage personal belongings.
- Turn off all electrical appliances, including **stoves/ovens** and room lights.

- Feel lock or top gap between door and frame to see if it is hot. If it is, **don't open the door**. Instead, if you can do so safely, use window to escape or summon help by yelling. Keep window closed if smoke enters room through it.
- Close but **do not lock** room/apartment door(s) behind you.
- Stay low under smoke and toxic fumes; crawl on hands and knees, if necessary.
- **Do not use elevators**; use stairways only.
- **Leave by the nearest EXIT. Do not run.** Leave building **directly from stairway**; **do not use your ID card** to pass through doors during evacuation.
- Remain clear of building by at least **50–100 feet**; move beyond sidewalks if necessary, but **never** stand on roadways or in parking lot aisles.
- **Never re-enter building for any reason, even if alarm signals are silenced.** Wait until permission is granted by person in charge of drill or fire scene, (e.g., Department of Safety officer, drill coordinator, resident director, or ultimately, the township fire chief).
- In an actual **EMERGENCY** (especially if you are trapped in your room/apartment by smoke or fire), use the phone in that room/apartment to summon assistance by dialing:
 1. Messiah College Dispatch Services— ext. **6565** or ext. **6005**; or
 2. Cumberland County Dispatch—**9-911** (dialing **9** first gets you an outside line).

Please direct any questions regarding the above information to the Department of Safety.

GRILLS

A public grill is provided for each apartment building. The Department of Safety will provide **one** bag of charcoal for each scheduled and approved event. BBQ grills are requested via master calendar request forms and through dining services. Personal grills are not permitted to be used. Building and Property Services will routinely clean the grills after use.

RESIDENCE SECURITY

Students are responsible for their own possessions, and the College assumes no liability for the loss of items from students' rooms, lockers, or campus buildings. While the College takes reasonable measures to prevent theft, individual students must take the responsibility to keep room doors locked.

Access to residences is controlled by ID cards. Unauthorized entry or tampering with the system or propping doors open when they are supposed to be locked will result in disciplinary action. Students should report any potential security problem to the Department of Safety as soon as possible.

APARTMENT PATIOS

Patios must always be well kept because they affect the appearance of the College grounds and public areas. Patio-appropriate items are limited to furniture designed for outdoor use. Because of the concern for appearances, picnic tables should not lean upright against walls. No furniture or any other items should be placed on the grass or anyplace where damage could be done to plants and trees. Lights or decorations may not be placed on trees, shrubs, or patios as they may interfere with work done by Building and Property Services. Bicycles may be stored neatly on that apartment's patio. Motorcycles are not permitted to be parked on outdoor patios at any time.

OFF-CAMPUS HOUSING POLICY

POLICY

Messiah College is primarily a residential campus. All single, full-time students under the age of 22 are required to live on campus. Exceptions are granted for non-traditional students and students who live locally with family members (commuters). Junior and senior students may also be granted an exception to this residency requirement so long as they accomplish the following:

PROCEDURE

1. Submit an off-campus housing application with the Office of Residence Education (can be accessed through IRISLink).
2. Provide a letter of support from parent or guardian (unless classified as independent student by Office of Financial Aid).
3. Attend an off-campus housing orientation. (Check Intercom or with the Office of Community Development website for dates.)
4. Sign off-campus housing contract.
5. Maintain good standing with the College. Good standing is defined as not being on academic, chapel, or disciplinary probation within the six months leading up to application.
6. Confirm with the Financial Aid Office that aid package is not affected by living off campus.
7. Do NOT enter into a lease or rental agreement until you have received official approval from the Office of Residence Education.

EXPECTATIONS

Students who have been extended the privilege of living off campus remain members of the Messiah College community. They are obligated to honor

their commitments to Messiah's community standards as outlined in the Community Covenant and this student handbook. In addition to these College standards, off-campus students are also expected to abide by the local laws and ordinances of their communities.

It is expected that students living off campus will be good ambassadors of Christ and Messiah College. In addition to representing Messiah College, as members of this Christian community, we are called to be "salt and light" in the world—this includes our local communities. As such, it is expected that off-campus students will be *good neighbors*, respectful and considerate of the rights and needs of neighbors, always being sensitive to issues regarding noise, parking, guests, upkeep of dwelling, etc. With regard to these and other "courtesy issues," it is expected that students living off campus will always defer to the needs of their neighbors in addition to parameters outlined by local township ordinances. The use, possession, and/or distribution of alcohol is prohibited for Messiah College students living off campus while enrolled during the academic year. (See Alcohol Policy page 114). Off-campus students are responsible for the behavior of their guests. It is also expected that off-campus students will abide by visitation standards outlined for students living in on-campus apartments. (See visitation policy p. 58).

LOSS OF PRIVILEGE

Students determined to be responsible for violating College and/or local community standards will have the privilege of living off campus revoked.

STUDENT SEARCH POLICY

POLICY

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

I. Purpose

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

II. Areas and Property Subject to Search

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

premises, and (3) any personal property located or contained in these structures or vehicles.

III. Justification

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

- A. **Voluntary Consent** of the person having control or custody of the area or property to be searched. While the Messiah College Student Handbook reserves the right for the College to enter and inspect rooms for reasons of maintenance, health and safety, and enforcement of College rules and/or state and federal laws, student consent normally is to be sought prior to entering residences or vehicles for enforcement purposes.
- B. **Probable Cause/Reasonable Suspicion.** It is the responsibility of the Department of Safety (DoS) to establish the substantial likelihood that evidence of unauthorized activity will be located in the place to be searched. This determination may be the result of information developed during an ongoing investigation, received through indirect means, or reported by residence education personnel (RD, RA, etc.) or another College employee. DoS is to critically evaluate all information for accuracy and relevancy prior to requesting authorization to conduct a search.
- C. **Emergency.** Immediate entry without student consent is appropriate in emergency situations where pressing necessity or urgency require prompt action. In such a situation, delay might jeopardize the health and safety of a person or result in concealment, disposal, or destruction of evidence, or unauthorized activity.

IV. Scope of Search

Any search shall be limited to items of evidence or contraband related to violation of federal, state or local law, and/or Messiah College rules and polices (including Community Covenant, Student Handbook, and health and safety regulations). A search shall be no more intrusive than reasonably necessary to locate the evidence or contraband sought.

V. Search Procedures

- A. A search undertaken with the consent of the appropriate student may be conducted by a residence education professional (i.e., RD) acting alone, although it is advisable for the RD to be accompanied by a DoS officer or the student affairs “on consult” administrator. In the case of illegal drugs, a DoS officer will be called to the scene.
- B. No non-consensual search shall be undertaken without the prior approval of a student affairs “on consult” administrator unless emergency conditions are present. (student affairs “on consult” personnel

include the vice provost/dean of students, associate dean of students, director of community development, and director of residence education and can be reached 24 hours by cell phone at (717) 979-4601. Any such search shall be conducted by more than one person, preferably by a DoS officer accompanied by an RD or student affairs “on consult” administrator.

- C. Whenever possible, an RD or DoS officer should not search the residence of a student of the opposite sex unless accompanied by an RD or DoS officer of the same sex as the student.
- D. A written report describing justification, conduct, and results of a search will be provided to the vice provost/dean of students and DoS manager within 24 hours of the search.

VI. Searches by Other Law Enforcement Agencies

A search may be made by a municipal or state police officer, sheriff, or federal law enforcement officer only pursuant to warrant or under circumstances in which a search without a warrant is legally permissible. DoS will not assist in the search but a DoS officer will accompany the searching officer.

VII. Seizure

Items which constitute contraband or evidence of unauthorized activity discovered in plain sight or as a result of a permissible search may be seized for use in College disciplinary and/or criminal proceedings. A receipt shall be given to the person from whom the property was seized, or left on the premises in a conspicuous place.

VIII. Authority

The student affairs “on consult” administrator shall have final authority for the approval and conduct of all student searches other than those initiated by off-campus law enforcement agencies.

Revised August 2004

Policy Maintained by Office of Community Development

GENERAL POLICIES

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 Campus Events and Conference Services. 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 completing a form in the Campus Events and Conference Services Office, or sending e-mail to the informational channel. 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 an Event Description 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 shirt 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. Upon registration, a bicycle permit will be issued. Storage of bicycles shall be in the student's residence hall apartment/room or any of the bicycle racks placed at various locations on campus. Bikes are not to be stored inside public areas. The college is not responsible for lost or stolen bikes. Therefore, students should secure their bicycles with a lock when placing them in bicycle racks. Any bicycle observed in a location other than the above 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 Manager of Safety.

CAMPUS CALENDAR

The campus master calendar is maintained by the Student Programs Office. All student events should be registered in the Student Programs Office. Calendar priority is given to those who schedule in accordance with written guidelines. All major events that require a large set-up and/or sound system

must be approved one month prior to the event. All forms and approval for events that are not major must be completed at least two weeks before the event.

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), wordmark, and letterhead.
- b. Reservation of classrooms and other spaces in College-owned property.
- c. Safekeeping accounts at the Business Office (student organizations are not permitted to maintain off-campus bank accounts).
- d. Opportunity to advertise on campus (Channel 6, *Community News*, mass e-mails, College website, etc.).
- e. Approval for fund raising.
- f. Invitation to Information Opportunity Fairs and Admissions Open Houses.
- g. Official listing in College publications and yearbook.
- h. Administrative support for programming and event planning and execution.

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 Collegewide Educational Objectives, will be compared to the stated mission, goals, and objectives of the petitioning organization.

- b. Club sports are under the supervision and direction of the athletics department. New club sports are added based on established criteria. Interested students should contact the Director of Athletics or refer to the Messiah College Intercollegiate Athletics Student-Athlete Handbook for more information.
 - c. Student organizations must have a well-developed plan for continued funding. There are two primary funding sources:
 - i. Student Government Association (SGA) allocations: (only if SGA grants the organization chartership and the SGA Finance Committee approves the club's budget).
 - ii. Fund-raising efforts by the organization (only if there is adherence to College fund-raising guidelines).
- Supplemental financial support may come from budgeted expenditures from existing departments within the College who are cooperating with and/or sympathetic to the activities being carried out by a club/organization. Tax-deductible donations can happen indirectly by means of a gift restricted to the program of a cooperating department existing within the College's operating budget.
- d. Student organizations must demonstrate that they are providing a new opportunity for the College community. Every effort will be made to limit the number of organizations that have identical or very similar objectives. College departments that have similar goals and objectives must support and affirm the goals of the proposed student organization (e.g., Philosophy Club and Department of Philosophy; touring choirs and the Department of Music).
 - e. Organizations must provide evidence that there is ample student interest to support the organization.
 - f. Student organizations must demonstrate that they have the support of a full-time Messiah College employee that has agreed to serve as the advisor of the organization.

4. Starting a New Organization

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

- a. Obtain and complete an Application for Recognition from the Office of Student Programs. The application will include the following:
 - 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 Programs. The Director of Student Programs will conduct an initial screening to determine if the guidelines have been followed. If the application is complete, it will be forwarded to the Cocurricular Education Council.
- 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.

5. Presently Established Organizations

By April 1 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.

6. Revoking of Recognition Status and Sanctions

If an organization does not adhere to established College guidelines regarding fundraising, programming, and event planning, it may be removed from the list of recognized organizations. In addition, if an organization's practices are counterproductive to the College's mission and objectives, it may face sanctions or disciplinary action, and its status as a recognized organization may be revoked. In cases where responsibility needs to be determined, the organization's officers and advisor of the organization will have a hearing with the Director of Student Programs to determine responsibility and appropriate sanctions. Appeals can be made to the Cocurricular Education Council.

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 Physician 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.

DANCE POLICY

Only officially recognized College organizations and departments may sponsor dances.

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

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

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

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

Dances as fund-raisers must be approved by the Student Programs Office.

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

The organization sponsoring the dance shall be responsible for compliance with all guidelines for dances and the facility that is being used. The organization must secure at least one Messiah College staff member who will serve as the dance advisor. The dance advisor shall be present to respond to emergencies and support student leaders as necessary. College Rules and Standards shall be enforced by the student leaders of the sponsoring organization. The sponsoring organization has the authority to remove students and guests from the dance after consultation with the dance advisor if they believe that behavioral expectations are not being met.

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

DINING SERVICES

ID cards must be handed to the cashier upon each entrance to the Lottie Nelson Dining Room. You may enter the dining room only once during any given meal period unless you have a without limits ultra or advantage plan. If you are going to leave briefly, you must turn in your ID card to the cashier, who will return it when you re-enter.

Shoes and shirts must be worn in the dining room. No food may be taken from the dining room. Our no-limits policy provides students with

plenty to eat while in the dining room. This policy does not entitle you to take food from the dining room, including fruits, desserts, etc., that are not being eaten.

The dining room entrance closes at times listed on the dining room schedule. The food court closes ten (10) minutes after the dining room entrance closes. If necessary, an extra portion of food will be served to guests the first time through the food court when time does not permit them to come back for seconds.

Unauthorized entrance into the dining room will be treated as theft. Food throwing will not be tolerated. Violations will be referred to Community Development.

ID cards are nontransferable. Use of guest meals requires the card holder to perform the transaction.

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 IRISLink.

ENTERTAINMENT

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

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, in the Office of Community Development.

FILM

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

The Director of the Larsen Union and Campus Activities must approve all films and videos that student organizations want to sponsor and show on campus. Appeals can be made to the Director of Student Programs.

Approval of a film must be granted prior to placing an order with a film company or announcing a showing.

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

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

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 campus student organization.

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

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

FINES

Failure to adhere to College rules, standards, and policies may result in a fine. Fines are charged to a student's account following appropriate communication to the student. The intent of fines is to deter, prevent, and provide avenue for restitution. Fines may be appealed to the Peer Review Board within one week of the issuance of the fine. No appeal beyond Peer Review Board is permitted. College personnel reserve the right to modify fines as "dictated by specific circumstances.

FIREARMS AND WEAPONS

Firearms (any pistol, revolver, shotgun, or rifle) are prohibited on College property. Weapons that are considered potentially dangerous, harmful, and/or lethal are prohibited. This includes, but is not limited to, the following: ammunition, bows and arrows, crossbows, knives, clubs, whips, spears, swords, martial arts weapons, paintball guns, BB guns, CO² guns, pellet guns, water balloon launchers, or any other item the College deems potentially harmful to the College community. Occasionally, some weapons stated above may be required for classroom use (i.e., bows). These items are permitted for this purpose only. They must be registered with the Department of Safety. All firearms and weapons will be confiscated upon sight. In extenuating circumstances, appeals to this policy should be made to the Manager of Safety for consideration.

FUNDRAISING

Messiah College Student Organization Fund-raising 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 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 Student Programs Office. The number and/or frequency of fundraisers may be limited by the Student Programs Office so as not to deluge the student body with fundraising requests.

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

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 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 Publications.

Advertising may not take place until written approval is obtained. On-campus advertising must have the approval of the person in charge of the proposed advertising area. Off-campus advertising must have the approval of the Director of Public Relations.

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

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 should contact the Director of Disability Services. 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.

INSURANCE

The College maintains no insurance on student-owned property. Student property is often covered by a parent's homeowners insurance. The Office of Residence Education 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.

LAUNDRY FACILITIES AND SERVICES

Laundry facilities are available in each residence hall or apartment building. The washers and dryers are activated by using either Falcon Dollars or coins. Refunds should be reported to the Falcon Card Services Office. When machines malfunction, students may call the posted 1-800 number. The College assumes no responsibility for damage to clothing resulting from use of the laundry facilities.

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.

LOST AND FOUND

All lost and found items are held in Dispatching Services. Individuals turning in an item may file a contingency claim on the item. After 30 days, the individual may purchase the item for its fair market value. Proceeds from sales are donated to summer missions projects. Items remaining after 30 days will be donated or discarded.

MEDICAL EMERGENCIES

In a medical emergency, students should observe the following procedures: If it is a life-threatening emergency, dial 9-911 immediately. In other instances, call Health Services at 691-6035 or go to Health Services in person, Monday–Friday, 8 a.m.–5 p.m., Monday and Thursday evenings, 6–10 p.m.

At all other times, consult the weekly issue of *Community News* to find out which nurse is on call. The pager number for the nurse will be listed as well as instructions for reaching the on-call nurse. If unable to reach the nurse on call, contact Safety/Dispatch.

MENTAL HEALTH

There are a number of support services available to students who are dealing with mental health issues. On very rare occasions, a student may be required to leave the College for a period of time when he or she is dealing with psychiatric difficulties. Students may be subject to involuntary withdrawal from

the College if it is determined by reasonable evidence that they are suffering from a mental disorder and, as a result of that disorder, they engage or threaten to engage in behavior which may cause physical harm to self or others, significant property damage, impedes (directly or substantially) the lawful activities of others, or impedes self or other's ability to succeed as a student. The Director of Counseling and Health Services or a designated representative shall review the situation and make a recommendation to the Vice Provost/Dean of Students. In the event of an involuntary withdrawal, all fees shall be refunded on a prorated basis from the date of withdrawal. A student required to leave the College for mental health reasons receives Medical Leave status. The student who has withdrawn will be permitted to return to the College when the issue which led to the withdrawal has been addressed and a support plan has been approved by the Director of Counseling and Health Services.

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 back forty. 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, and the water tower off of Tower Road.

RESPECT FOR THE RIGHTS OF OTHERS

Our right to free expression is limited not only by general community concerns, but also by individual needs and biblical standards. Sensitivity to the rights, needs, and concerns of others should be evident in all public areas, including the library, classrooms, residences, athletics areas, lounges, dining room, and campus grounds, as well as in campus publications. Out of respect for the rights of others, the following are prohibited at the College: harassment, including physical or verbal attack upon or interference with a person that prevents that person from conducting his or her customary affairs, puts that person in fear for his or her safety, or causes actual physical injury, or conduct less than a physical attack which does the same; hazing; racial or ethnic harassment or intimidation; sexual assault, harassment, or any unwelcome 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

Rooms may be reserved by students for meetings and activities. Rooms cannot be reserved by students for activities that are not College-related. All room reservations for campus facilities are made with the Campus Events and Conference Service Office. The Residence Education Office needs to be contacted for residential meeting areas. A minimum of two working days should be allowed to process request forms.

SALES ON CAMPUS

Students wishing to sell products or services on campus must register and receive approval from the Director of Student Programs. Participants should follow the “Guidelines for Sales or Fund-Raising,” available in the Student Programs Office. Product salespersons from off-campus may not sell or solicit on campus without prior written approval from the Director of Student Programs. Generally, sales by off-campus individuals will not be permitted unless a student organization serves as a co-sponsor and receives some benefit from the sales.

SPEAKERS

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

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

1. Speakers, artists, and performers should be selected for their ability to provide information, stimulate constructive thought, communicate,

deepen understanding, sharpen critical judgment, and encourage creative productivity in ways that are consistent with the goals of the College and of the sponsoring organization.

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

STORAGE

Storage space for each resident is determined by the Residence Education Office and is not guaranteed. All stored items must be securely packed and labeled. Students assume complete responsibility for anything stored, and are encouraged to carry personal property insurance. Furniture, empty boxes, and bicycles will not be stored by the College. In addition, powered vehicles or motorcycles may not be stored inside residences. Items left in storage beyond the academic year and any items left in unauthorized places will be donated to local charities.

THEFT

Students should keep residence room doors locked when they are out of the room and should notify the Department of Safety of any stranger appearing in College residences. All theft, no matter how small, should be reported to the Department of Safety. The College assumes no liability for the loss of items from students’ rooms, athletics or music lockers, or campus buildings. Engravers are available at the Office of Safety for marking equipment. An inventory card will be made at that time recording this information to aid in the recovery of the item should it be stolen.

TRANSPORTATION

Students who require emergency care should be taken to the emergency room via an ambulance. If an acute condition exists not requiring an ambulance, Residence Education staff can take the student to the Emergency

Room and students requiring transportation will be billed for mileage. Students are encouraged to find their own transportation for trips to the Emergency Room. Students are also expected to find their own transportation for scheduled trips to doctors' offices. If a student is injured in a College work-related incident, the department for whom the student works will assist with transportation for immediate and/or follow-up care if necessary.

UNAUTHORIZED USE OF COLLEGE PROPERTY AND/OR SERVICES

The College provides a number of services for students which 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.

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 Office of Community Development.

VEHICLES

Messiah College vehicle rules and regulations have been developed for the safety and welfare of students, faculty, staff and visitors, for the protection and maintenance of college property, and to govern traffic on the campus.

Motor vehicle regulations are in effect at all times throughout the year. In addition to these rules, all driving and parking regulations of the Pennsylvania Vehicle Code apply on campus roadways. It is your responsibility to know and abide by all rules and regulations. This code is subject to change throughout the year. Any changes will be posted on the website.

All students who bring motor vehicles to the campus must register their cars, motorcycles, or bikes with the Department of Safety. Upon approval of the motorized vehicle registration form, a display decal is issued and must be affixed on the left hand corner of the rear window behind the driver.

New First-Year Students: Parking applications must be pre-approved before the student brings a vehicle to campus. First-year students can apply for a parking permit for the following reasons:

1. They are 21 years old by the start of the semester.

2. A medical condition. Student needs to provide documentation from their physician verifying health issues, which necessitates the use of a car.
3. Lives more than 250 miles from Messiah College. To verify this information, we refer to www.mapquest.com.
4. Employment purposes. Students must meet the following employment qualifications: must work at least one day a week for majority of weeks during semester; the job must be in a 40-mile radius of the campus; the approval is for one semester at a time; and proof of ongoing employment must accompany the registration application.

Messiah College is a **pedestrian campus**. **Any vehicles parked in a Fire Lanes will be ticketed and may be towed at owner's expense.** Students must park in assigned spaces. Any vehicles parked in an unassigned area may be ticketed.

Citations

Various amounts are issued for different offenses and are published in the Campus Traffic Code found on the Department of Safety website at www.messiah.edu/offices/safety. A copy can also be obtained at the dispatch office. The College reserves the right to change the assigned parking location of those exceeding the number of citations a person can receive.

Visitors/Guests

All visitors must obtain a Visitor's parking permit from Dispatch in the Eisenhower Campus Center. Dispatch is available 24 hrs/7 days a week.

Escort Service/Emergency Phones

On-campus safety escorts are available for anyone from dusk to dawn. The emergency phones may be used to request an on-campus escort. Emergency phones are located in B lot, C lot, D lot, F lot, Jordan lot, Starry Field, and Lenhert. Emergency phones are for emergencies. Malicious false alarm activations are subject to a posted \$500.00 fine and other disciplinary actions.

VIDEOCASSETTE RECORDERS/DVD PLAYERS

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

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.
Be 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.

Expectations

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 are 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 World Wide Web, and
- (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 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.

CHAPEL POLICY

Chapel at Messiah College is a central expression of our identity as a community of Christians with a deep commitment to spiritual growth and academic excellence. Chapel is a required opportunity for exposure to forms of worship, various speakers, and ideas which are put together with the intention of affirming our common commitments while they both reflect and challenge individual preferences in style. Though we hope that students will be challenged in their faith through chapel, we realize that spiritual nurture is ultimately a function of each person's will, preference, and responsibility and cannot be subject to requirements. Chapel is required as a common experience. Spiritual nurture is each student's own responsibility.

Messiah offers a variety of different chapel experiences. Common Chapels, for the entire student body, are held in Brubaker Auditorium on Tuesday and a few Thursday mornings. Elective Chapels, which offer students a choice between liturgical worship, Bible teaching, praise and worship, mission awareness, a multicultural-style service, and more, are held on the remaining Thursday mornings at the regular chapel hour. Alternate Chapels are services held at other times and planned by various student organizations and special interest groups.

Each student is required to attend 24 chapels per semester. Twelve of the chapels attended must be Common Chapels held in Brubaker Auditorium; the remainder may be Elective or Alternate chapels. Students record their chapel attendance electronically with student I.D. cards. Students who attempt to falsify chapel attendance credit will be subject to disciplinary action and may be referred to the Office of Community Development.

The responsibility for verifying chapel attendance records rests with the student. Students' chapel attendance records are posted on IRISLink, and the College Ministries office sends out notices stating their record of each student's attendance at midterm and semester end.

All corrections to these records must be made before the stated deadline or they will stand as recorded. IRISLink corrections must be made within two weeks of the chapel in question. Corrections to the mailed notices are not to exceed three per notice.

CHAPEL PROBATION

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

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

1. Print out the IRISLink report of their chapel attendance for the semester in question.
2. Check out and listen to chapel tapes on permanent reserve in the library—one for each chapel short of the requirement.
3. Fill out a report form for each tape. (Download form from chapel website.)
4. Return reports, along with the IRISLink printout for the semester in question, to the College Ministries office by one week prior to the beginning of the registration process for the next semester.
5. The College Ministries office will notify the Office of the Registrar when the student's chapel probation requirement is met.

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

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

CHAPEL ATTENDANCE PETITIONS

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

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

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

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

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

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

CLASS ATTENDANCE POLICY

Punctual and regular attendance at classes is expected except when a student is prevented from doing so by illness, death in the family, or a similar emergency. Individual course regulations about class attendance are left to the discretion of the instructor. Attendance regulations are conveyed to students at the beginning of the semester and must be delineated in the course syllabus.

CLASS ABSENCE DUE TO PERSONAL ILLNESS OR FAMILY EMERGENCY

For class absence due to personal illness, it is the student's responsibility to notify the instructor. For illness, students should notify the Engle Center. For deaths in the family and similar emergencies, students should notify the Dean of Students Office, which will notify the Registrar's Office and individual instructors, college ministries, and residence education.

STUDENT ABSENCES DUE TO PARTICIPATION IN FIELD TRIPS AND INTERCOLLEGIATE ATHLETICS

Student absences due to participation in field trips and intercollegiate athletics are verified by notes in the *Intercom*. Faculty sponsoring field trips should submit the dates and times of field trips, together with the names of participating students, to the *Intercom*. Coaches should submit the dates and times associated with intercollegiate athletic events, together with the participating students, to the Office of the Athletic Director, which will place the notification in the *Intercom*.

MAKE-UP WORK

It is the prerogative of the individual instructor to decide whether students who miss a class examination are granted make-up privileges. Any arrangements are to be made between the student and the instructor.

GRADE APPEAL PROCEDURES

If a student disagrees with a grade which has been given in a particular course, and it has been determined that the grade recorded was not in error, the student may initiate the grade appeal process.

- 1. Informal discussion between student and instructor.** If the discussion results in a grade change, a grade change request form is submitted to the Registrar's Office by the instructor. If the matter is not resolved to the student's satisfaction, the student is referred to the department chair.
- 2. Informal discussion between student and department chair.** The student should informally discuss the matter with the department chair. The department chair should discuss the concern with the instructor. If the discussion results in a grade change, a grade change request form is submitted to the Registrar's Office by the instructor. If the matter is not resolved to the student's satisfaction, the student is informed that there is a formal appeal procedure. The first informal contact with the department chair must be before the end of the semester following the semester in which the grade was earned.
- 3. Formal discussion between student, instructor, and department chair.** The department chair should arrange a meeting to discuss the matter with the student and instructor together. If this discussion results in a grade change, a grade change request form is submitted to the Office of the Registrar by the instructor. The student should be informed in writing of this decision. If the matter is not resolved to the student's satisfaction, the student should be informed in writing of this decision, along with options available to the student.
- 4. Student appeal in writing to department chair.** This written appeal must be made within ten (10) working days of the written notification of the student by the department chair of the outcome of the formal discussions. Within ten (10) working days of the student's appeal, the department chair must inform the instructor of the appeal and provide a copy of the student's appeal. The instructor has ten (10) working days to provide a written explanation of the student's grade. The department chair has ten (10) working days to convene a departmental meeting (without the instructor or student present) to review the case and come to a decision based on the student's written appeal and the instructor's written response. The department chair will inform the student of the departmental decision in writing, with copies to the instructor and the School Dean. If the decision results in a grade change, the department chair will submit a grade change request to the Registrar with a copy attached of his or her response to the student.
- 5. Student appeal in writing to the School Dean.** If the decision of the department is not to the student's satisfaction, the student may appeal the

decision to the School Dean. This appeal must be made in writing, within ten (10) working days of the department chair's letter to the student. The School Dean shall investigate carefully and render a decision in writing within thirty (30) days, which shall be final.

- 6. Cases involving the department chair.** In any case where the instructor is the department chair, another member of the department will serve in the role of the chair in these proceedings.

MEDICAL LEAVE

Medical leave is available for students with documented serious physical or psychological illness who need to leave the College during the semester without completing their course work or to withdraw from the College for no longer than two consecutive semesters. Medical leave is intended to enable a student to maintain his or her status as a student for purposes of health insurance, income taxation, or other dependency-related matters. Students on medical leave are not regarded as having permanently withdrawn from the College and need not apply for readmission through the Admissions Office. However, students must be approved for fitness to return to campus through the process described in the policy. A student may request a more limited medically excused status if he or she is medically unable to complete the final forty percent of a semester but intends to return to the College at the beginning of the following semester. The request is initiated in the same manner as described below. A student approved for medically excused status need not request permission to return to the College for the following semester unless conditions for returning had been stipulated by the College at the time of departure.

INITIATION OF REQUEST FOR MEDICAL LEAVE

A student requesting medical leave must make the request in writing to the Director of Counseling and Health Services. The request may be for either one or two semesters. It is important that requests regarding medical leave be made in a timely manner. A request for medical leave for the current semester must be made prior to the last week of class in the fall or spring semester, or prior to the last day of class in January term. Students are encouraged to discuss medical leave issues with their counselor or medical provider as soon as it becomes apparent that their health is preventing them from completing their work, and to take the necessary steps as soon as it is feasible to do so. This serves both the interests of the student and the College. The Director will notify the Registrar of the request and will direct the student to provide appropriate documentation from a physician, therapist, or other qualified caregiver.

DETERMINATION OF REQUEST

A decision approving or disapproving the medical leave request will be made by the Director of Counseling and Health Services. The Director will provide a copy of the decision to the Registrar, the Assistant Dean for Academics, and Dean of Students. The Registrar will notify appropriate offices on campus of the student's status and send a copy of the decision to the student for his or her records. Copies of the decision will be maintained in the student's College files. Original documentation from the student's medical records will be maintained by the Director of Counseling and Health Services.

EFFECTIVE DATE OF MEDICAL LEAVE STATUS

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

A student whose request for medical leave is approved during the final forty percent of the semester will be deemed to be a medically excused continuing student for the balance of that semester, but will have medical leave status as of the first day of the following semester. The student may request an extension for one additional semester by filing a request as described on the following several pages.

EXTENSION OF MEDICAL LEAVE STATUS

A student on medical leave status may request a one-semester extension by providing new documentation to the Director of Counseling and Health Services by August 1 for the fall semester or December 1 for the spring semester. A decision approving or disapproving the request will be made by the Director of Counseling and Health Services. The Director will provide a copy of the decision to the Registrar, Assistant Dean for Academics, and Vice Provost/Dean of Students. Medical leave status may continue no longer than two consecutive semesters. After this time, a student who does not return to the College will be deemed officially withdrawn.

GRADES AND COMPLETION OF ACADEMIC WORK

A student whose request for medical leave is approved during the first sixty percent of the semester will be given a grade of "W" (Withdrawal) in each course for which he or she is registered. No "I" (Incomplete) grades will be given. No credit will be earned for any course, and a prorated refund of charges will be made as described below. A student whose request for medical leave is approved during the final forty percent of the semester may be

deemed medically excused and may be given a grade of "I" for one or more courses with the approval of the faculty member(s). When a grade of "I" is not deemed feasible, a grade of "W" will be given. No refund of charges will be made for courses in which a grade of "I" is given. To receive academic credit for a course, incomplete work must be completed by the final day of the semester following that during which medical leave was approved. It is the responsibility of the student to contact individual instructors to arrange for the timely completion of course work. If the student does not complete work in a course within this time, the grade of "I" for that course will be changed to a "W."

REQUIRED MEDICAL LEAVE UNDER EXTREME CIRCUMSTANCES

Under extreme circumstances, a student experiencing emotional or psychological illness to the extent that he or she is deemed to be a danger to himself or herself or others may be required to withdraw from the College and will be given medical leave status.

DETERMINATION OF FITNESS FOR RETURN TO CAMPUS

A student requesting to return from medical leave will be asked to sign a release allowing the Director of Counseling and Health Services to communicate with the physician, therapist, or other caregiver, as well as with other persons at Messiah College involved in determining the student's fitness to return. The student must provide documentation from his or her physician, therapist, or other caregiver concerning current medical status by August 1 to be considered for approval to return for the fall semester, or by December 1 to be considered for approval to return for the spring semester. The student also may be required to have an interview with the Director of Counseling and Health Services and/or the Director of Disability Services. All information will be reviewed and a decision regarding fitness to return will be made by the Director of Counseling and Health Services, who will notify the Deans and the Registrar. The Registrar will notify the student and appropriate offices on campus if approval is given. The granting of medical leave by the College does not guarantee that the student will be allowed to return.

SENIORITY FOR REGISTRATION AND HOUSING

A student on medical leave will retain all accrued seniority for housing and registration purposes and may register conditionally for courses if he or she intends to return for the following semester. Documentation for determination of fitness to return must be received by the deadlines listed above and approval to return granted in order for registration to be considered final. Seniority for housing preferences cannot be guaranteed for students who do not meet these requirements.

FINANCIAL AID IMPLICATIONS

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

REFUND OF TUITION AND FEES

Refunds for students who are granted medical leave during the first sixty percent of a semester are determined as follows:

1. Refunds on all charges, including tuition, room, board, and special fees will be prorated on a per diem basis based on the boarding calendar.
2. Refunds and adjusted bills will be sent to the student's home address following withdrawal for medical leave.

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

This policy is maintained by the Engle Center and was last amended April 2004.

RACIAL/ETHNIC HARASSMENT POLICY

POLICY STATEMENT ON RACIAL OR ETHNIC HARASSMENT, INTIMIDATION, AND DISCRIMINATION

Context

In foundational documents that outline Messiah College's mission, College-wide educational objectives, foundational values, and strategic plan, the College has affirmed that reconciliation across lines of racial and cultural division is central to our identity as a Christian institution. We seek to create a welcoming community that is characterized by the biblical vision for justice, respect, inclusivity, diversity, and shalom. Therefore, Messiah College deplors all incidents of harassment, intimidation, and discrimination. Any act of harassment, intimidation, or discrimination, whether it be committed intentionally or unintentionally by employees of the College or students, is contrary **to the ideals of Christian ethics, Christian community, and our educational mission.** In addition, Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, sex, or national origin.

The College will not tolerate any form of harassment, intimidation, or discrimination related to skin color, race (and related physical characteristics), cultural heritage, ethnicity, and nationality. This means that the College will respond promptly and firmly to **reported incidents in ways that are educational and redemptive, and that encourage both personal responsibility and reconciliation within the community.**

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

Policy

- Harassment, intimidation, or discrimination on the basis of physical or cultural characteristics, such as skin color, race (and related physical characteristics), national or ethnic origin, and cultural heritage is a violation of community standards.
- To cultivate a creative learning environment, Messiah College encourages free inquiry and expression within the bounds of our Christian commitments. Members of the community have the right to hold and defend a variety of viewpoints within an educational setting. For educational purposes, required readings(s), educational activities (e.g., videos, projects, discussions, etc.), music, drama, or art may include historical information that portrays groups or individuals in a pejorative fashion. Educators carry responsibility for directing these activities with care and sensitivity.
- To clarify the point at which protected free expression ends and prohibited discrimination and harassment begins, the following guidelines shall apply:
 - Prohibited discrimination includes practices, policies, and actions that disadvantage an individual or group on the basis of characteristics such as skin color, race (and related physical characteristics), culture, and national or ethnic origin.
 - Prohibited harassment includes intimidation by threats and/or actual physical or emotional harm.
 - Speech and other forms of expression by students or employees constitute racial or ethnic harassment if, on the basis of skin color, race (and related physical characteristics), culture, and national or ethnic origin, they: a.) directly demean, insult, or stigmatize an individual or group or b.) make use of insulting or "fighting" words or non-verbal symbols. In the context of harassment, insulting or "fighting" words or non-verbal symbols are those "which by their very utterance inflict injury or tend to incite an immediate breach of the peace," and which are commonly understood to convey direct and visceral hatred or contempt for human beings on the basis of their personal characteristics.

Educational Programs

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

- Ensuring that all those offended and potentially offended individuals are aware of their rights;
- Notifying persons of conduct that is proscribed;
- Informing supervisors and administrators of proper methods of dealing with complaints of racial or ethnic harassment, intimidation, and discrimination; and
- Helping educate the campus community about the problems this policy addresses and facilitate discussion of harassment- or discrimination-related issues.

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

Implementation

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

RESOLUTION PROCEDURE FOR RACIAL OR ETHNIC DISCRIMINATION OR HARASSMENT

Racial incidents can often be resolved through informal means of conversation and reconciliation. The Office of Multicultural Programs and the members of the Justice Panel can be resources for facilitating these conversations. However, due to the extent of injury, unequal status, or lack of cultural understanding—and the consequent damage to trust that is involved—incidents of racial or ethnic harassment and discrimination often require means of intervention with clear guidelines so that reconciliation between all parties can be achieved. This procedure is designed to resolve reported allegations of racial or ethnic discrimination or harassment

involving members of the campus community. Any person who believes that he/she has been the object of racial or ethnic discrimination or harassment, **and that the incident cannot be resolved through informal conversation**, should immediately initiate the process outlined below. An extended period of time between an alleged occurrence and an inquiry into the circumstances of an incident may make fact-finding extremely difficult or impossible.

Reporting by Complainant

- An **employee** who believes that he/she has been the object of discrimination or harassment should promptly report the incident to the director of human resources for advice and counsel on the **employee** resolution procedures described below.
- A **student** who believes that he/she has been the object of harassment or discrimination should promptly report the incident to the director of community development for advice and counsel on the **student** resolution procedures described below.
- Resolution of any complaint involving both an employee and a student will be the joint responsibility of the director of human resources and the director of community development. Both directors will participate fully in the resolution procedures described below and will share the responsibilities designated in the procedures.

Confidentiality

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

Retaliation

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

Two Means of Addressing Complaints

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

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

Option One: Resolution by Conferencing

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

Employee Conferencing Procedure

1. The employee complainant will report the incident **within thirty (30) days of the incident** to the director of human resources, who will explain the conferencing resolution procedure.
2. The director of human resources will provide the names of the members of the Justice Panel to the complainant. The employee will select a Justice Panel member who will be present at all meetings and who may provide support if needed.
3. The director of human resources will gather relevant information in preparation for the conference.
4. The conference will be held within seven (7) days of the receipt of the complaint. Participants in the conference include the complainant, the respondent, a Justice Panel member, a support person for the respondent and the director of human resources. No party or participant in the conferencing process shall be accompanied by legal counsel at any meeting held for the purpose of resolving the complaint.
5. **Within forty-eight (48) hours** of the conclusion of the process, the complainant and respondent will sign a document of agreement which will outline the terms of the resolution. **Should either party refuse to sign the document of agreement, the complainant will have seven (7) days to file a request for a hearing.**
6. The director of human resources will be responsible to ensure compliance with the requirements of the document of agreement.
7. If all stated requirements of the document of agreement are not satisfied, or if the issue is not resolved by conferencing, the director of human resources will advise the parties of their right to pursue a grievance or request a hearing.

Student Conferencing Procedure

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

Option Two: Resolution by Employee Grievance or Student Hearing

- Grievances and hearings in the context of the Messiah Justice Panel (described on page 99) provide a means for students and employees to have complaints which cannot be resolved by conferencing addressed in a formal setting. The grievance procedure is to be used in cases when an employee is the respondent. The hearing procedure is to be used in cases when a student is the respondent.
- A grievance or hearing may be initiated as described above in the respective conferencing procedures, or may be commenced by the complainant if the respondent refuses resolution by conferencing or does not accept responsibility for the incident.

- A grievance or hearing may result in disciplinary action if the respondent is found to be responsible for an act of racial or ethnic discrimination or harassment. This disciplinary action may include warning, reprimand, suspension, or termination of an employee, or warning, loss of privilege, developmental assignment, fine, restitution, disciplinary probation, suspension, or expulsion of a student.

Employee Grievance Procedure

1. The complainant will file a written and signed complaint with the director of human resources within 30 days of the incident or **within seven days** of the unsuccessful resolution by conferencing.
2. The director of human resources will provide the names of the members of the Justice Panel to the complainant. The complainant will select a Justice Panel member who will be present at all meetings and who may provide support if needed.
3. A copy of the complaint will be provided by the director of human resources to the respondent, who shall then have 10 days to file a written and signed response.
4. The director of human resources will investigate the issues, interview persons having relevant information, meet with both parties, and render a written decision within 30 days of receiving the complaint. **In cases where the incident involves a faculty member and occurs in an academic setting, the director of human resources will consult with the respondent's chair and dean.**
5. If either party wishes to appeal the decision of the director of human resources, he/she must file a written and signed letter of appeal with the director of human resources within five days of the decision. **In cases involving faculty members that occur in an academic setting, copies of this appeal will be filed with the respondent's chair and dean.**
6. The appeal will be referred to the provost/vice president to whom the respondent reports, who will convene a three-person appeal committee consisting of him/herself and two members of the Justice Panel who have had no prior involvement in the case.
7. The appeal committee will review all prior information gathered in the case, give the parties reasonable opportunity to present additional information and/or be heard, and render a written decision within 15 days of appointment. The decision of the appeal committee will be final.
8. The written decision by the director of human resources or appeal committee shall reflect either a determination that the allegations are unwarranted or the terms of a prescribed resolution including any disciplinary action deemed appropriate. **In incidents involving**

faculty members that occur in an academic setting, copies of this written decision will be filed with the respondent's department chair and dean.

9. General Procedural Guidelines for Grievances (*Policy and Procedure Manual*, Section 1.24.01) will apply to the grievance procedure.

Student Hearing Procedure

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

The Messiah Justice Panel

- I. **Purpose of the Justice Panel.** The Messiah Justice Panel is composed of trusted, accessible, and sympathetic members of the community trained

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

II. Composition of the Justice Panel

- Members of the panel are appointed by the president. Any individual or group may suggest names of persons who might be especially helpful as panel members.
- Members are chosen for their sensitivity, discretion, and skill in mediation. They are people known to be approachable by faculty, students, and staff, and may already have familiarity with points of law and with procedures which relate to the issues of racial or ethnic harassment, intimidation, and discrimination.
- Since the panel is meant to serve all members of the campus community, panel membership is broadly based. Membership consists of at least seven persons and will include both women and men and people of color. In addition, there are representatives from faculty, staff, and students. A friend of the College living in the region will also be appointed.
- Faculty, administrators, and staff will be appointed for staggered three-year terms, with the possibility of reappointments; a student member is appointed for one year, with the possibility of reappointment.
- The appointment of the chair will be made by the president. The responsibility of the chair is to ensure consistency and promptness of panel responses and to investigate repeated complaints about specific persons.
- The names of panel members are widely published in the *Student Handbook*, on the College's website, in memoranda to the faculty, staff, and administration and in other ways. Information about the panel will be included in orientation programs for faculty, students, staff, and administration.

- The College will provide resources for appropriate training in related to issues of racial and ethnic harassment. The director of human resources will be responsible for coordinating such training.

III. Duties of the Justice Panel

- To provide counseling and information about avenues for resolving grievances arising from behavior which might be interpreted as harassment or discrimination.
- To provide a discreet context in which ambiguous situations that have the potential to affect a person's (accuser or accused) academic or employment status may be freely discussed with a third party.
- To be available to meet with persons or groups who are aware of incidents and who have concerns which may not have been brought to the attention of a panel member.
- To identify misunderstandings and false or mistaken accusations.
- To inform themselves about the law as it pertains to incidents of racial harassment or discrimination and to seek legal counsel when appropriate.
- To take an active role in educating members of the College about the complex social, ethical, and legal issues inherent in questions of racial harassment or discrimination.
- To prepare an annual report on the panel's activities which will be submitted to the president, the Community of Educators, and made available to the College community. The report will contain no identifying information. Case records contained in the report will be limited to a statement of the number, type, and disposition of cases brought to the attention of members of the panel.
- To convene the panel at the beginning of each academic year to review procedures and other business and to prepare an annual report at the end of each academic year.
- The panel will not meet to discuss individual cases except in the event of an appeal of decisions made during the grievance/hearing procedure. If it does meet for this purpose, no identifying information will be revealed in written minutes or in contact with people beyond the panel.

Approved by Community of Educators Senate, April 20, 2004. Approved by College Council, May 6, 2004.

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 as long as appropriately repentant attitudes are evident. 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.

SEXUAL HARASSMENT

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

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

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

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

The following conduct violates Messiah College policy and is illegal:

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

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

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

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

EDUCATIONAL PROGRAMS

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

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

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

SEXUAL ASSAULT

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

may only be given by a person who is mentally and physically able to demonstrate reasonable judgment. By definition, a person who is intoxicated, unconscious, mentally impaired, or threatened is unable to give consent. Medical attention should be sought as soon as possible after the incident at Harrisburg Hospital (782-3131) or Carlisle Hospital (249-1212), which employ healthcare professionals trained in addressing sexual assault. Directions to the hospitals are available on page 54. Medical treatment can help identify any internal injuries and calm fears of pregnancy and sexually transmitted diseases. The victim should not change clothes, shower, douche, or apply medication before going to the hospital. If clothes have been changed, they should be placed in a paper, not plastic, bag and taken to the hospital. This ensures that evidence can be gathered and preserved in the event the victim decides to prosecute. If possible, the victim should take a change of clothes to the hospital. Seeking medical attention does not obligate the victim to press charges. The hospital is obligated to notify the police, but the victim need not prosecute or even speak to a police officer. The decision whether to report a sexual assault must be made by the victim, not the College. Messiah staff will provide information, support, and assistance if the victim chooses to report the sexual assault to law enforcement agencies. We respect the privacy of students and their personal and legal rights to make their own decisions about matters of this consequence. However, sexual assault, whether by a stranger or an acquaintance, is a crime, and victims are strongly encouraged to report such incidents to local law enforcement authorities. The Department of Safety will assist the victim in contacting the appropriate police agency. The victim may also consider filing a report through the College's disciplinary system. College discipline may occur regardless of whether the victim chooses local prosecution. In any College disciplinary proceeding for sexual assault, both the accused and the accuser are entitled to have support persons present and both will be informed of the outcome of the proceeding. In the event the accused is found responsible, disciplinary sanctions will depend upon the offense and range from required counseling to expulsion from the College. In addition, the Vice Provost/Dean of Students' office will work to provide a safe place for the victim to work through the range of emotions and questions which arise following an assault. Referrals to professional counselors and support groups will be offered and encouraged. The Dean will facilitate changes in the victim's academic and living situations after an alleged sexual offense when requested by the victim. Messiah College is strongly committed to the prevention of sexual assault and educating students on all issues of sexuality. Educational programs are offered regularly through the Engle Center, Residence Education, and Chapel programs.

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.

ACADEMIC INTEGRITY POLICY

Personal integrity is a behavioral expectation for all members of the Messiah community: administration, faculty, staff, and students. Violations of academic integrity are not consistent with the community standards of Messiah College. These violations include:

- a. **Plagiarism:** Submitting as one's own work part or all of any assignment (oral or written) which is copied, paraphrased, or purchased from another source, including online sources, without the proper acknowledgment of that source. Examples: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another's work as your own, etc.
- b. **Cheating:** Attempting to use or using unauthorized material or study aids for personal assistance in examinations or other academic work. Examples: using a cheat sheet, altering a graded exam, looking at a peer's exam.

- c. **Fabrication:** Submitting altered or contrived information in any academic exercise. Examples: falsifying sources and/or data, etc.

- d. **Misrepresentation of Academic Records:** Tampering with any portion of a student's record. Example: forging a signature on a registration form or change of grade form.

- e. **Facilitating Academic Dishonesty:** Helping another individual violate this policy. Examples: working together on an assignment where collaboration is not allowed, doing work for another student, allowing one's own work to be copied.

- f. **Computer Offenses:** Altering or damaging computer programs without permission. Examples: software piracy, constructing viruses, introducing viruses into a system, copying copyrighted programs, etc.

- g. **Unfair Advantage:** Attempting to gain advantage over fellow students in an academic exercise. Examples: lying about the need for an extension on a paper, destroying or removing library materials, etc.

EDUCATION REGARDING ACADEMIC INTEGRITY POLICY

Messiah College is responsible to clearly articulate the Academic Integrity Policy to students by publishing it in the *Student Handbook* and by informing all incoming first-year students of this policy through the new student orientation program. Faculty should reference the policy in their course syllabi. However, primary responsibility for knowledge of and compliance with this policy rests with the student.

PROCEDURES FOR PERCEIVED VIOLATIONS OF ACADEMIC INTEGRITY

- a. If a violation of the Academic Integrity Policy is suspected, the faculty member should meet with the student(s) to discuss the incident and determine, to the faculty member's satisfaction, whether or not a violation has occurred. Faculty members may choose to have a witness present at the discussion.

- b. If a student is accused of violating the Academic Integrity Policy, but subsequently the faculty member determines that the student is innocent or insufficient evidence exists to justify further action, the student should be informed of this determination in writing. No report of the accusation or of the faculty/student meeting should be filed with the School Dean.

- c. If the faculty member determines that a violation has occurred, a report should be filed with the School Dean and a duplicate of the report should be provided to the student. The report should include the following:

- (1) Complete description of the incident including date of meeting with the student.
- (2) Conclusions and sanctions reached as a result of the meeting. **This information will be kept on file until a student has graduated.**

- d. The faculty member should keep originals of tests, papers, etc., that provide evidence of the violation.

PENALTIES FOR VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

A faculty member may exercise broad discretion when responding to violations of the Academic Integrity Policy. The range of responses may include failure of the course to a grade reduction of the given assignment. The typical consequence for violations will be failure of the assignment. Some examples of serious offenses which might necessitate the penalty of the failure of the course include: cheating on an examination, plagiarism of a complete assignment, etc. Additionally, the faculty member should notify the office of his/her School Dean. The faculty member should communicate to the student in writing whenever a grade reduction or failure of the course occurs due to a violation of the Academic Integrity Policy. With issues related to computer offenses or misrepresentation of academic records, the case may be referred to the Office of Community Development for processing.

If a staff member or an administrator discovers violations of the Academic Integrity Policy he/she should contact the Registrar, who will contact the student's School Dean.

PENALTIES FOR MULTIPLE VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

The policy of the College is to act, whenever possible, in redemptive rather than merely punitive ways. We believe that simply to ignore an offense is to be neither loving nor redemptive. Consequently, the following procedure will be followed:

If a second report of a violation of the academic integrity policy is received by the Office of the Registrar, the student will be required to meet with his/her School Dean. Suspension of the student or other appropriate sanctions may occur after the second offense at the discretion of the School Dean. A student may appeal the decision of the School Dean by submitting a written appeal to the Provost, whose decision will be final.

APPEALS PROCESS FOR VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

The student may appeal in writing to the academic department in which the course is offered. A student's intent to appeal a faculty member's response to a violation must be communicated to the department chair in writing within one week of the receipt of the written notification from the faculty member dealing with the incident. The decision of the academic department may be appealed to the Academic Appeals Subcommittee of the Academic Council.

INCLUSIVE LANGUAGE POLICY STATEMENT ON INCLUSIVE LANGUAGE (Adopted 4/20/04, Community of Educators Senate)

Rationale

- 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 pre-

sent-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 overgeneralized labels are applied to a person or group, thereby denying individuality (e.g., “African-Americans are good dancers”). Inclusive language refuses to limit or pigeonhole any individual or group.
- 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 pre-

ferred 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* 6.22.01).

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, in 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 18:15–6 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 for Multicultural Programs
- d. Director of Writing
- e. Director of Disability Services

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. 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 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 Office of Community Development in Eisenhower 204, (717) 796-5239.

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 could result in automatic disciplinary actions.

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 or Community Development.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, provides enrolled students the right to inspect their “educational records” (defined generally as records, files, documents, and other materials maintained by the College which contain information directly related to the student and from which students can be individually identified) and to have a right to consent to most types of disclosure of these records. At Messiah College, educational records include cumulative academic records, grades, course schedules, most student disciplinary records, and most student account and financial aid records. Educational records do not include records of administrative or instructional personnel which are personal in nature, in the sole possession of the maker, and not accessible to any other person; records which are maintained by physicians, psychiatrists, psychologists, or other recognized professionals or para-professionals, and made in connection with treatment of the student; financial records of parents; or records maintained by the Department of Safety created for the purpose of law enforcement. These records, then, are not available to students. Students who wish to inspect their educational 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. A student’s educational 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 declared the student as a dependent on their most recent income tax return. Any student who does not want this information provided to parents or who does not want his or her educational 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 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 at Messiah College includes 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, inline 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. Additionally, 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, however, release directory information to outside organizations for commercial solicitation. Any student who does not want directory information released must give written notification to the Vice Provost/Dean of Students.

FERPA also authorizes the College to disclose personally identifiable information contained in a student’s educational records without a student’s consent in several other circumstances. Five of these circumstances are as follows: (1) to comply with a judicial order or a lawfully issued subpoena; (2) to protect the health or safety of the student or others in an emergency situation; (3) to officials of another institution in which the student seeks to enroll; (4) to alleged victims of any crime of violence (as that term is defined in Section 16, Title 18, U.S. Code) or a nonforcible sex offense of the final results of a disciplinary proceeding conducted by the College against the alleged perpetrator of such crime or offense with respect to that incident; and (5) 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; a person or firm with whom the College has contracted (e.g., physician, attorney, accountant); 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 educational record in order to fulfill his or her professional responsibility.

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 20202-4605. This policy is maintained by the Messiah College Registrar and was last amended May 1, 2000.

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. 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. 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.

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, director of community development, associate dean for residence education, resi-

dence director, or other designee of the vice provost/dean of students. The Director of Student 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 Director of Community Development.

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 may file complaints through local law enforcement and/or College process.

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.

Accused and Complainant Rights: The accused 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 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 tape recording of all proceedings before a hearing board. The recording shall be the property of the College.

3. The evidence against the accused shall be presented by a person designated by the Office of Community Development.
4. The accused shall have the right to appear in person at the hearing, to be fully informed of and to challenge the charge(s) and evidence, in most cases to hear and confront any adverse witnesses, to present relevant witnesses and evidence on his or her behalf, and to remain silent.
5. The accused 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.
6. The hearing officer or members of the hearing body may question witnesses and/or the accused.
7. All procedural issues (e.g., testimony or evidence to be admitted, questioning of witnesses, conduct of the hearing, etc.) shall be subject to the final decision of the hearing officer or Chair of the hearing body.
8. Lying by the accused or evidence produced at a hearing that the accused may have violated another College rule or standard may be treated as a separate disciplinary violation.
9. After hearing all evidence and witnesses, the hearing officer or body shall determine whether the accused 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 more likely than not that the accused is responsible for the violation).

Decision: Within seven working days of the conclusion of the hearing, the student 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.

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:

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.
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:** The intent of fines is to deter and prevent activity detrimental to the community. Fines are a punitive measure in discipline.
5. **Restitution:** Compensation 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 typically be asked to step down from their positions of leadership.
7. **Suspension:** Involuntary separation of the student from the College for a specified period of time. For suspensions of less than one semester, the suspended student is normally required to spend the period of suspension at home. A permanent record is kept in College disciplinary files. Academic advisors, residence directors, classroom instructors, and parents are normally notified. For short-term suspensions which permit the student to complete the semester, no refunds are issued for days missed. Absence from class and chapel is not excused, although individual professors may take the initiative to permit students to make up work missed. For suspensions where the student is not permitted to complete the semester, refunds are issued on a prorated basis and the normal administrative withdrawal fee is not charged.
8. **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 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.

APPEALS

1. A student wishing to appeal must submit a written request to the Vice Provost/Dean of Students and Chair of the College Review Board within five business days of the date of the decision. The criteria for granting appeals is 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 Vice Provost/Dean of Students and Chair of the College Review Board will determine if an appeal will be allowed.
3. The typical officer or body for appeals are as follows:
 - a. Peer Review Board will hear appeals of cases originally decided by Residence Education staff, as well as appeals of fines imposed by residence hall staff and the Department of Safety.
 - b. College Review Board will hear appeals of cases originally heard by the Dean of Students or Peer Review Board.
 - c. The Provost will hear appeals of all cases originally heard by College Review Board.
4. In all cases, the decision of the officer or body hearing the appeal will be final.
5. The officer or body hearing the appeal has the option to decide the case solely upon written material provided by the student, or may review the record of the disciplinary hearing, examine evidence, and interview witnesses.
6. The officer or body hearing the appeal may uphold or reduce the original sanctions imposed but may not increase the sanctions. A written

decision will be rendered within seven working days of the conclusion of the 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.