



GENERAL STUDENT POLICIES

2021-2022

ADVERTISING

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

ATHLETIC FIELDS

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

ATTIRE

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

BICYCLES

Bicycles are a great way to move around campus, enjoy our fitness trail, and exercise. All bicycles used on campus are to be registered with the Department of Safety. You can register your bike FOR FREE and view the expectations and regulations at this link: https://www.messiah.edu/info/20568/safety_office/807/bicycle_reg_info. All bikes are to be stored in the student's room or any of the bicycle racks around campus; bikes may not be stored in other buildings.

Messiah University is not responsible for lost or stolen bikes.

Please take your bicycle home over the summer months and when you graduate. University personnel may remove bicycles left for an extended period of time in any location, and turn them in to the Department of Safety. After thirty days, all unclaimed bikes may be disposed of at the discretion of the Director of Safety.

All members of the Messiah community are strongly encouraged to wear helmets when riding bicycles on campus.

COMMUNICATIONS

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

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

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

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

not to circulate unverified, inappropriate, or gossip-based information via e-mail.

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

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

APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES

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

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

Audience

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

Compliance

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

DANCE POLICY

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

The Director of Student Engagement must approve all dances. Dance dates for the entire year will be set within the first month(s) of the fall semester. No other dances will be approved after the cut-off date. Approval must occur prior to their advertisement and prior to contracts being signed. There should be no more than a total of two dances per month and there cannot be more than one dance per weekend throughout the year. Additionally, there will be blackout dates throughout the year in which no dances can be sponsored. SAB will host no more than six dances per year and MCC will host no more than five dances per year. There can be no more than 11 dances total throughout each academic year.

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

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

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

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

Staffing for each on-campus dance must include at least one Messiah University staff member who has received proper training. All dances must be staffed with a dance advisor, one Residence Director, and Department of Safety personnel. All off-campus dances must have an additional member of Residence Life present. The dance advisor must be present to respond to emergencies and support student leaders as necessary. The University Code of Conduct will be enforced by the dance advisor and student leaders of the sponsoring organization. Disruptive behavior will not be permitted at a dance. Cultural appropriation will not be tolerated and lack of sensitivity could possibly result in removal from the event. Attendees should be outfitted with appropriate attire, which includes wearing shoes, shirts and/or dresses at all times. Masks are only permitted when worn for medical purposes (e.g. to preemptively prevent the transmission of disease.) No other coverings that hide the face are permitted at any time.

The sponsoring organization has the authority to remove students and guests from the dance after consultation with the dance advisor if they believe that behavioral expectations are not being met. Violations of the dance guidelines may result in the following: a disciplinary hearing for individual students or sponsoring organization, the removal of a DJ or

artist(s) from the approved list, and sanctions that would limit or prohibit an organization from sponsoring future dances.

DIRECTORY

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

DRONE POLICY

Policy Rationale

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

Messiah University's campus is home to students and is frequently visited on foot by parents, alumni and other visitors. The campus is sometimes flown over at low altitude by light aircraft and helicopters. Beyond campus, the risks posed to pedestrians and air traffic from UAS do not diminish.

Policy

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

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

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

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

FAMILY EDUCATIONAL AND RIGHTS PRIVACY ACT

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

Rights granted to a student under FERPA include:

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

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

Education records also do not include records of administrative or instructional personnel which are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record; records which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional capacity, made or maintained only in connection with

treatment of the student, and disclosed only to individuals providing the treatment; financial records of parents; or records created and maintained by the Department of Safety for the purpose of law enforcement. These records, then, may not be inspected by students without the consent of the custodian of the records.

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

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

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

student's social security number or student identification number may not be used by itself to authenticate identity or to gain access to education records.

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

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

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

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

(1) to comply with a judicial order or a lawfully issued subpoena, including an ex parte court order under the USA Patriot Act; (2) to another institution that has requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer; (3) to designated federal or state agencies; (4) in connection with financial aid for which the student has applied; (5) to alleged victims of any crime of violence or a non-forcible sex offense of the final results of a disciplinary proceeding conducted by the

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

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

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

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

Academic information will be released when a FERPA Release Form is completed and returned to the Registrar’s Office, Messiah University Suite 3007, Mechanicsburg, PA 17055 and the student has set-up a privacy word in the Challenge Response System (<http://www.messiah.edu/crs>) and

shared that word with the individual/s noted on the FERPA release.

FERPA provides a student the right to file a complaint concerning alleged failures by the University to comply with the requirements of FERPA with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202. This policy is maintained by the Messiah University Registrar and was last amended May 2021.

PARENTAL NOTIFICATION POLICY

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

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

FILM POLICY

Officially recognized Messiah University student organizations may sponsor films that foster intellectual, emotional, spiritual, or artistic growth and/or provide entertainment. The Director of Student Engagement must approve all films that student organizations want to sponsor and show on campus. Approval of a film must be granted prior to placing an order with a film company or announcing a showing. The Office of Student Engagement maintains guidelines around engagement with popular culture that guide the selection of films shown on campus. The artistic merit, cultural significance, truth communicated, and context in which the film will be screened are considered equally in the film approval process. The values, perspective, and lifestyle portrayed in a film as well as the film's rating are important elements in consideration of the context in which the film will be shown.

NC-17 and X-rated films are not permitted for sponsorship by campus student organizations. Films with excessive gratuitous violence, profanity,

obscene language, nudity, or sexually exploitative material will generally not be permitted for sponsorship by a student organization. Films with potentially offensive content may be approved for campus viewing if:

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

The U.S. Copyright Act places significant restrictions on the public use of recordings (rented or owned). No videos or DVDs are to be shown on campus to public audiences generally unless the proper license has been secured to do so. Additional information on copyright policy is available at www.messiah.edu/copyright.

Legally obtained movies may be shown in common meeting areas in the residence hall, floor lounges and private rooms since that area constitutes a student's living area, provided that the movie showing is not advertised outside the building and no admission fee is charged. Attendance should be limited to students who live on that floor, in the building, or are personal guests of those students. No public notices of any kind are allowed.

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

FUNDRAISING

Messiah University Student Organization Fundraising Guidelines

Philosophy and Purpose

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

1. Fundraising gives organizations the opportunity to sell goods or services to generate a profit that will cover expenses incurred in fulfilling the mission and purpose of the organization. These will often be events that provide significant occasions for student involvement.
2. Fundraising gives student organization members the educational opportunity to contemplate stewardship and philanthropy in a realistic context. Students are encouraged to fundraise reflectively,

considering how their organization and event fit into the greater context of the University, contribute to its mission, and invite various constituents to participate in their work.

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

Guidelines

1. Only Messiah University recognized organizations can sponsor fundraisers. If a non-recognized student organization is interested in sponsoring a fundraiser, it should first pursue recognition status.
2. All fundraisers that are conducted by student organizations must be approved by the organization's advisor and the Office of Student Engagement on a first-come, first-served basis. The number and/or frequency of fundraisers may be limited by the Office of Student Engagement so as not to oversaturate the student body with fundraising requests.
3. All goods or services must be in harmony with the mission and values of Messiah University, Community Covenant, and Student Code of Conduct. The spirit of the law will be enforced in addition to the letter of the law at the discretion of the Director of Student Engagement, in consultation with the Associate Dean of Students.
4. Organizations conducting fundraisers with the express purpose to donate funds or resources to outside causes or organizations must work to ensure funds are handled appropriately and are directed toward causes/organizations that are consistent with the mission of Messiah University. Organizations designated for donations must be approved by the Director of Student Engagement in consultation with the Director of the Agape Center. Club advisors are responsible for ensuring appropriate handling of funds. The SGA Vice President of Finance must also approve of fundraisers being conducted by chartered or executive student organizations.
5. Students may not be the sole signatory on contracts. Messiah University does not recognize contracts signed by students alone as binding. All contracts for any recognized Messiah University student organization must be signed by the faculty advisor for that group or by the Director of Student Engagement.
6. Storage of products must not infringe upon the reasonable living

- rights or comfort of others, nor interfere with designated University storage space or operation.
7. Trustees, alumni, parents, and off-campus individuals and groups are not to be contacted for raising funds without the approval of the Office of Development (e.g., letters to alumni, parents, area businesses, churches, etc.). Requests may be for supplies, gift certificates, cash, or gifts in kind. Messiah University will not process checks or give tax receipts for unapproved fundraisers. Additionally, door-to-door and phone solicitations are prohibited both on and off campus.
 8. Advertising of a fundraiser may not take place until written approval is obtained. On-campus advertising must adhere to the Student Handbook advertising policy (see index). Off-campus advertising must have the approval of the Director of Marketing and Communications. Use of the Messiah University word mark and letterhead must be approved by the Office of Marketing and Communications.

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

INSURANCE

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

Because ALL students are required to have health insurance, ALL STUDENTS ARE AUTOMATICALLY SIGNED UP FOR AND CHARGED

FOR THE SCHOOL INSURANCE (approximately \$1,800/year). After adequate proof of insurance is vetted, the school insurance can be waived.

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

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

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

LIABILITY

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

LOST AND FOUND

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

NOISE ORDINANCE

The University is committed to being a good neighbor. We make every effort to comply with the Upper Allen Township Noise Ordinance which states that it is prohibited “to make willfully or cause to be made loud, boisterous or unseemly noise or disturbance to the annoyance of the peaceable residents nearby, more particularly between the hours of 10:00 p.m. and 6:00 a.m.” (Upper Allen Township Ordinance 111.)

OFF-CAMPUS MEDIA COVERAGE

Any Messiah University student or student organization who would like to invite members of the off-campus media to visit campus to cover a story or event are required to first contact the Office of Marketing and Communications. They will consult with you regarding the appropriateness and likelihood of media coverage and coordinate contact and coverage logistics with reporters. Students should use personal discretion in speaking to members of the media as private individuals; **however, students do not have the authority to speak on behalf of the institution or to represent the University's official perspective or position on any issue.** Designated spokespersons in the Office of Marketing and Communications are equipped and prepared to speak with members of the media on behalf of the institution. Students who are contacted directly by members of the media to request/schedule an interview are requested to notify the Office of Marketing and Communications in advance at 717-691-6027 so that they may provide any necessary coordination with the University's media protocol. However, it is important to note that students are not authorized to meet with members of the media on Messiah's property without advance approval from the Office of Marketing and Communications.

ON-CAMPUS SALES BY STUDENTS

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

OUTSIDE VENDORS/SALESPEOPLE

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

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

PHOTOS AND VIDEO RELEASE

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

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

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

POSTER POLICY & PROTOCOL

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

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

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

1. No additional approval needed.
2. The name of the division, school, department, office, center, team or organization must be clearly visible on the poster or flyer.
3. All promotional activities must comply with Messiah University policies and standards.
4. Only one poster per bulletin board is permitted. If extra copies of the same poster are posted, they will be removed.
5. Posters/flyers related to events need to be removed within two (2) days of the conclusion of the event by a representative of the appropriate division, school, department, office or center.

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

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

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

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

The approval stamp will include an end date until which posters/flyers can be displayed.

- b. The requesting party is responsible for placing the stamped posters/flyers on the appropriate bulletin boards.
- c. Only one poster per bulletin board is permitted. If extra copies of the same poster are posted, they will be removed.

General guidelines for removal of posters/flyers:

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

PUBLIC EXPRESSION

Definition of public expression

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

Definition of members of the on-campus university community

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

Definition of visitors

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

Public expression by members of the on-campus university community

Messiah University affords all members of the on-campus university community with substantial privileges with respect to freedom of public expression on Messiah University property. As a private university, this privilege, however, is subject to reasonable restrictions and regulations of

time, place and manner as described below, so that the activities do not intrude upon or interfere with the academic mission and daily functions of the University, or with other rights of members of the on-campus university community as defined by University policies.

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

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

1. Members of the on-campus university community must apply to the Office of the Vice Provost for Student Success and Engagement at least five business days prior to their requested date of activity. Office hours are between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. The form is available online at: https://www.messiah.edu/forms/form/675/en/public_expression_form . Once the form is received by the Vice Provost for Student Success and Engagement, she/he will process the application with the appropriate/relevant campus leadership based on factors including whether the application is from a student or employee, specifics of the public expression requested, etc.
2. The Vice Provost for Student Success and Engagement has two business days in which to act on a request and communicate a decision to the person or organization making the request. Decisions will take into account both any special circumstances that may relate to University activities and/or the burden the requested activity may place on the University's safety and administrative staffs.
3. Public expression activities are authorized to occur only at one or more of the following locations as assigned by the Vice Provost for Student Success and Engagement(dependent on availability):

Outdoor locations

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

Indoor locations

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

Note: if an indoor location is approved by the Vice Provost for Student Success and Engagement Office, the event organizer must then reserve the space through the Office of Conference and Event Services.

4. The number of occasions on which specific individuals or groups will be permitted to engage in public expression activities will be limited to three times during a calendar year.
5. The total number of people engaging in public expression activities at any one location on campus may be limited by the Vice Provost for Student Success and Engagement according to concerns related to space capacity, safety or potential disruption of the University's other daily activities.
6. Any signs, placards or banners that are displayed must be respectful, may not use profanity or other defaming language, and in general must be in the spirit and meet the standards related to the treatment of others as described in the University's Community Covenant.
7. No microphones, bullhorns, or other amplification devices may be used.
8. No sidewalks or building accesses may be blocked, nor may normal University operations be impeded.
9. Physical or verbal harassment of members of the University community, or public expression activities outside of the hours or locations for which permission has been granted, will be cause for the immediate revocation of privilege for those involved.
10. Any act of disorderly conduct will result in intervention by authorized campus personnel.

Public expression activities by campus visitors

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

1. Specifically, campus visitors are not permitted to be involved in public expression on University property except as invited participants at official, approved University events, and in a manner consistent with the intent of the event as determined by officials of the University. Furthermore, visitors' presence on campus is not merely contingent upon their compliance with standards maintained by the University, and as such, visitors may be asked to leave the campus at any time by an authorized official of the University.
2. Visitors may not engage in activities which hinder or obstruct approved public expression or affect the University's ability to provide

an educational environment for its members.

Visitors acting in violation of this policy and/or the related guidelines or failing to accept the directions of authorized University authorities will be required to leave campus and may be referred to the local public authorities in the event of violations of applicable laws. Any police arrests and criminal charges are separate from judicial actions at Messiah University.

SIDEWALK CHALK PROTOCOL

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

ROLLER BLADES, SKATEBOARDS, AND NON-MOTORIZED SCOOTERS

Rollerblading, skateboarding, and riding non-motorized scooters is permitted for students and employees only. For the safety of all members of the University, the use of roller blades, skateboards, and non-motorized scooters is prohibited within all buildings and around their entranceways on campus. Use of these devices must be with the safety of others in mind and is permitted on walkways and paths as long as the right of way is granted to pedestrians. Whenever possible, these devices should not be ridden on roadways. Riding such devices on walls, benches, hand rails and the like is prohibited. Any misuse or abuse of University property while using these items will result in the item(s) being confiscated by the Department of Safety and will be returned upon the individual leaving campus. It is strongly encouraged that reflective clothing and/or reflective ankle/wristbands be worn when riding at night, and that helmets be worn at all times. For more information on these specific topics, go to: <https://www.messiah.edu/download/downloads/id/454/AwarenessAroundCampus.pdf>

SPEAKERS, ARTISTS, AND PERFORMERS

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

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

1. The selection of speakers, artists, and performers should be in harmony with the guidelines for engagement with popular culture maintained by the Office of Student Engagement. More information on these guidelines can be found at http://www.messiah.edu/info/20000/about/2210/pop_culture_at_messiah
2. Speakers, artists, and performers should be selected for their ability to do one or more of the following in ways that are consistent with the goals of the University and of the sponsoring organization: provide information, stimulate constructive thought, communicate truthfulness, deepen understanding, sharpen critical judgment, delight their audience, and encourage creativity.
3. Programs should be selected in a way to both challenge and nurture a dynamic Christian learning community.
4. The speaker, performer, or artist and their views should be treated respectfully.
5. Disagreement with the presenter or their ideas should be expressed in an appropriate manner.
6. Excellence and quality in presentation are expected.
7. The sponsoring organization's advisor, the Office of Student Engagement, and in some cases, the Dean of Students, must approve the event prior to making an offer, signing a contract, and advertising. The Guest Speaker Form and Guest Rider Form should be used to obtain permissions. These forms can be found at

http://www.messiah.edu/info/21478/clubs_and_organizations/2203/forms.

8. The advisor of the sponsoring organization is responsible for informing the organization of these guidelines. The Director of Student Engagement will settle all disputes related to speakers, artists, and performers that are sponsored by student organizations.
9. No contracts or payment agreements may be signed by students. Only employee advisors of organizations may serve as legal signatories for contracts on behalf of Messiah University.

VIDEOGAMING POLICY

Messiah University Esports may sponsor video game events with the approval of the Esports Coach. Student organizations may collaborate with the Esports program for a video game event. Varsity teams and any collaborators seeking to sponsor an event of a game represented under the Esports program may do so only with the approval of the Esports Coach. Any game not already represented under the Esports program must be approved by the Director of Student Engagement. Approval of a sponsored video game event and any games not represented under the Esports program must be granted prior to announcing or advertising the event.

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

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