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 Involvement and Leadership Programs 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”. 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 College reserves the right to cancel reservations for field use in the case of inclement weather, poor field conditions, rescheduled athletic events, or scheduled field maintenance. Students and student groups that do not have a reservation may not use the intercollegiate athletic fields. Pets, grills, and motor vehicles are not permitted on the Starry Athletic Complex grounds.

ATTIRE

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

BICYCLES

Bicycles are a great way to move around campus, enjoy our fitness trail, exercise, and the permit is free! All campus bicycles are to be registered with the Department of Safety, stored in the student’s room, or any of the bicycle racks around campus; bikes are not to be stored inside public areas or in stairwells. Students should secure their bicycles with a lock when placing them in bicycle racks as the college is not responsible for lost or stolen bikes.
GENERAL STUDENT POLICIES

College personnel may remove bicycles left for an extended period in any other 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. To help the Department of Safety locate your bicycle, you can register and view the expectations and regulations at this link: http://www.messiah.edu/offices/safety/safety-office/bicycle-info.html.

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
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 College. However, as with information available in other public arenas, information found on internet sites is admissible as evidence in student disciplinary proceedings. Examples of this information include wall postings, journal entries, blog postings, photos, comments, text messages, instant messages, and other openly accessible communication. This information may also be considered by the College in other situations where student conduct is a relevant factor.

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

**APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES**

Messiah College 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 college's daily operations and long term goals, and further the educational purposes of the college.

The purpose of this document is 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 College, as well as to all applicable federal, state, and local laws.
DEFINITIONS
Information Technology (IT) Resources
Facilities, technologies, and information resources used for College information processing, transfer, storage, and communications. Included in this definition are computer labs, classroom technologies, software systems, computing and electronic communications devices and services, e-mail, networks, telephones (including cellular), voice mail, fax transmissions, video, and multimedia. This definition also includes services that are College owned, leased, operated or provided by the College; services that are connected to College resources, such as cloud and Software-as-a-Service (SaaS); or any other connected/hosted service provided now or in the future. This definition is not all inclusive but rather reflects examples of equipment, supplies and services.

User
Individuals or entities permitted to make use of College information technology resources, including students, staff, faculty, alumni, guests, sponsored affiliates, and other individuals who have an association with the College.

POLICY STATEMENT
All use of IT resources must be consistent with the values and spirit of the Messiah College Statements of Faith, Community Covenant, Code of Conduct, Foundational Values, and Educational Objectives. Use of IT resources is considered a privilege, not a right, and the College reserves the right to limit, or restrict privileges and access to it. The College also reserves the right to remove or limit access to information created, stored, transmitted, uploaded, downloaded, or acquired on any College IT resource.

The specific usage guidelines that follow are not intended to be comprehensive, but rather to establish and clarify the intent of this policy. Situations not enumerated here will inevitably arise, and they should be interpreted according to the spirit of this policy.

1. Appropriate Use
   General requirements for acceptable use of the College’s IT resources are based on the following principles:
   a. Each user is expected to use IT resources consistent with the educational mission and ethical and moral standards of Messiah College;
b. Each user is expected to be authorized to use IT resources and to protect user identification, passwords, information and systems from unauthorized use;

c. Each user is expected to comply with licensing agreements and copyright law related to software and other digital material;

d. Each user is expected to adhere to all other applicable College policies

e. Each user is expected to use IT resources in a manner that complies with all applicable State and Federal laws and regulations.

2. Incidental Personal Use

a. College Employees: The College provides IT resources and services to employees of the College for business use. Employee personal use that is not part of legitimate College business is permitted when it is not excessive, does not interfere with normal business activities, and when it otherwise complies with this policy.

b. College Students: Student personal use must adhere to the provisions of this policy and to the Messiah College Student Handbook, and Code of Conduct.

3. Prohibited Use

Users are prohibited from using College owned IT resources for the following reasons. Additional limits may be imposed by a supervisor or other appropriate office. Users may not:

a. Infringe on another individual’s right to privacy or otherwise adversely affect members of the user community. 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.

b. Infringe on copyright, including illegal copying or file sharing of video, audio, software or data (See 4. Illegal Copying of Software and Other Copyrighted Materials).

c. Violate college policies or local, state, or federal statutes.

d. Provide false or misleading information to obtain a College computing account, or hiding or disguising one’s identity to avoid responsibility for behavior in the use of information technologies.

e. Use another user’s account without authorization.
f. Attempt to gain or gain unauthorized access to College information technology resources, or to the resources of another.

g. Perform any act(s) that impede the normal operation of or interfere with the proper functioning of College information technology resources.

h. Interfere with the security mechanisms or integrity of the College’s information technology resources.

i. Use IT resources excessively in a manner that overburdens the resources to the exclusion of other users.

j. Use IT resources for personal profit, commercial reasons, non-College fundraising, political campaigns or any illegal purpose. The prohibition against using College information technology resources for personal profit does not apply to:
   i. Scholarly activities, including the writing of textbooks or preparation of other teaching material by faculty members.
   ii. Other activities that relate to the faculty member’s professional development.
   iii. Other activities as approved by the College President.

k. Make unauthorized solicitations on behalf of individuals, groups, or organizations. Intentionally or knowingly install, execute, or provide to another, a program or file, on any of the College’s information technology resources that could result in the damage to any file, system, or network. This includes, but is not limited to computer viruses, Trojan horses, worms, spyware or other malicious program(s) or file(s).

4. **Illegal Copying of Software and Other Copyrighted Materials**

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. See the Intellectual Property Policy in the Human Resources Manual for more details. This principle applies to works of authors, artists, and publishers in all media including text, music, images, software and other domains. It encompasses respect for the right to acknowledgement and the right to determine the form, manner, and terms of publication and distribution of one’s work. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical. Copyright infringement and unauthorized access to
digital materials may be grounds for legal action. Use of illegally copied software or other materials is contrary to the spirit of stated behavioral expectations, undermines Messiah College's ability to negotiate favorable software agreements, and may result in legal action against the user as well as the college. Messiah College prohibits the illegal use of copyrighted materials. Under the terms of the Digital Millennium Copyright Act (DMCA), the College is committed to respond to lawful requests for information. Messiah College will not protect or defend a user against criminal investigations or lawsuits resulting from intentional copyright infringement.

5. **Expectation of Privacy**

Although Messiah College seeks to create, maintain, and protect the privacy of electronic information on its IT resources, use of the College's technology is not personally private. Users should have no expectation of personal privacy in connection with the use of such technology. The normal operation and maintenance of the College's IT resources require the back up and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities. The College at its sole discretion, reserves and may exercise the right to monitor, access, retrieve, and delete any of this information at any time and without notice to or the consent of users.

In practice, Messiah College does not routinely or capriciously monitor the use of College technology, or the content of communications or transmissions using IT resources. The College does, however, specifically reserve the right, with or without notice, to intercept, access, monitor, inspect, copy, store, use, or disclose the contents of communications or transmissions employing IT resources. While the previous actions could occur at any time, they usually occur when the College reasonably believes these actions are appropriate in order to protect its interests. Such situations could include when a violation of applicable College policies or codes, contractual obligations, or state or federal law is suspected, or when the safety or integrity of the institution is at stake.

**Audience**

This policy applies to all users of Messiah College 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 this policy. Alleged violations of this policy will be referred to the appropriate administrative offices and/or law enforcement agency.

Roles and Responsibilities
The Vice President of Information Technology (VP of IT) 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 by the VP of IT.

**DANCE POLICY**

The only student organizations permitted to host social dances are the Student Activities Board (SAB) and Multicultural Council (MCC). These organizations must work within the parameters set forth by the office of Student Involvement & Leadership Programs and must meet all criteria listed below. The Director of Student Involvement and Leadership Programs must approve all dances. Dance dates for the entire year will be set within the first month 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, outside and at approved off-campus locations. Dances must comply with all College 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 College Code of Conduct are to be followed. The Director of Student Involvement and Leadership Programs must approve all off-campus locations and will compile and maintain a list of preferred off-campus locations.
Dances will be open to Messiah students and their guests. Messiah students will be required to have identification, and guests must be accompanied by a Messiah student who will be responsible for the guest.

A list of approved DJs will be compiled and maintained by the Director of Student Involvement and Leadership Programs. DJs will be approved based on their past performance, professionalism, and their ability to provide music that supports the values of Messiah College. 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 Involvement and Leadership Programs. DJs, songs, and artist(s) may be removed from and added to the approved list at the discretion of the Director of Student Involvement and Leadership Programs. The 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 College staff member who has received proper training to serve as the dance advisor, one Residence Director, and the presence of 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 College 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. Attendees should be outfitted with appropriate attire, which includes wearing shoes, shirts and/or dresses at all times. No masks or coverings that hide the face are allowed 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 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 not to be included in published directories should indicate
their preferences on MCSquare.

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 College’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
Drones are not permitted for use by students at Messiah College unless
students are a part of an approved club/organization or academic
department that has received written authorization by the following offices:

1. Office of Compliance, Donna Fink, Director
2. Office of the Vice President for Operations, Kathie Shafer, Vice
   President
3. Office of the Associate Dean of Students, Doug Wood

These authorizations may be collected on a Drone Application Form
provided by the Office of the Associate Dean of Students which is located in
Eisenhower 204. If students are a part of an approved club/organization,
a copy of this approval form must be provided to, and maintained by, the
Office of Student Involvement and Leadership Programs prior to the use of
drones. This office is located in Larsen Student Union, 2nd floor.
If students are a part of an academic department, then copies of this form
must be provided and maintained by the appropriate Department Chair.
Copies will also be maintained by the Department of Safety.
The College reserves the right to rescind or limit these authorizations at any
time.
The authorized and approved club / organization or academic department
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 College certain rights with respect to their “education records.” A student is deemed to be in attendance at the College if he/she is enrolled and is either physically present for classes or receives instruction through distance learning. Education records may be paper or electronic and are defined generally as records, files, documents, and other materials maintained by the College which contain information directly related to the student and from which the student can be personally identified.

Rights granted to a student under FERPA include:

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

At Messiah College, education records include cumulative academic records, grades, course schedules, most student disciplinary records, and most student account and financial aid records. Education records do not include records that are created or received by the College after an individual is no longer a student in attendance and are not directly related to the individual’s attendance, as well as grades on peer-graded papers before they are collected and recorded by an instructor.
Education records also do not include records of administrative or instruc-
tional personnel which are kept in the sole possession of the maker, are
used only as a personal memory aid, and are not accessible or revealed to
any other person except a temporary substitute for the maker of the record;
records which are made or maintained by a physician, psychiatrist,
psychologist, or other recognized professional or paraprofessional acting in
his/her professional capacity, made or maintained only in connection with
treatment of the student, and disclosed only to individuals providing the
treatment; financial records of parents; or records created and maintained
by the Department of Safety for the purpose of law enforcement. These
records, then, may not be inspected by students without the consent of the
custodian of the records.

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

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

FERPA permits (but does not require) the College to release “directory
information” without student consent to anyone requesting information
unless a student instructs the College not to release such information.
Directory information means information contained in the education
record of a student that would not be considered harmful or an invasion of
privacy if disclosed. Directory information at Messiah College includes a
student’s name, home address, campus address, all telephone numbers on record, high school attended, campus e-mail address, photograph (available on the College’s internal, secure, online system), dates of attendance, degree for which a student is a candidate, academic major 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 College may provide lists of student names by religious preference (if known) once each year in response to inquiries by local churches. The College does not release directory information to outside organizations for commercial solicitation.

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

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

FERPA also authorizes the College to disclose personally identifiable information from education records without a student’s consent in several
other specific situations. Some of these are as follows:
(1) to comply with a judicial order or a lawfully issued subpoena, including
an ex parte court order under the USA Patriot Act; (2) to another institution
that has requested the records and in which the student seeks or intends to
enroll or is already enrolled so long as the disclosure is for purposes related
to the student’s enrollment or transfer; (3) to designated federal or state
agencies; (4) in connection with financial aid for which the student has
applied; (5) to alleged victims of any crime of violence or a non-forcible sex
offense of the final results of a disciplinary proceeding conducted by the
College against the alleged perpetrator of that crime or offense, regardless
of whether the College concluded a violation was committed; (6) to anyone
– not just the victim – the final results of a disciplinary proceeding if it
determines that the student is an alleged perpetrator of a crime of violence
or non-forcible sex offense and the student has been found to have violated
the College’s rules or policies; (7) information concerning a student who is
required to register as a sex offender provided under a state sex offender
registration and campus community notification program; (8) to
organizations conducting studies for or on behalf of the College for
purposes of developing, validating, or administering predictive tests,
administering student aid programs, or improving instruction; and (9) to
school officials determined by the College to have a legitimate educational
interest.

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

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

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

FERPA provides a student the right to file a complaint concerning alleged failures by the College to comply with the requirements of FERPA with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901. This policy is maintained by the Messiah College Registrar and was last amended July 2017.

**PARENTAL NOTIFICATION POLICY**

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

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

**FILM POLICY**

Officially recognized Messiah College student organizations may sponsor films that foster intellectual, emotional, spiritual, or artistic growth and/or provide entertainment. The Director of Student Involvement and Leadership Programs must approve all films that student organizations want to sponsor and show on campus. Approval of a film must be granted prior to placing an order with a film company or announcing a showing. The Office of Student Involvement and Leadership Programs 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 College 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
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 College, contribute to its mission, and invite various constituents to participate in their work.

Because Messiah College, 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 College 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 Involvement and Leadership Programs on a first-come, first-served basis. The number and/or frequency of fundraisers may be limited by the Office of Student Involvement and Leadership Programs 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 College, 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 Involvement and Leadership Programs, 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 College. Organizations designated for donations must be approved by the Director of Student Involvement and Leadership Programs 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 College
does not recognize contracts signed by students alone as binding. All contracts for any recognized Messiah College student organization must be signed by the faculty advisor for that group or by the Director of Student Involvement and Leadership Programs.

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

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 College 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 College 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 Involvement and Leadership Programs. Appeals can be made to the Cccurricular 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 College 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 College are required to have adequate 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 insurance, ALL STUDENTS ARE AUTOMATICALLY SIGNED UP FOR AND CHARGED FOR THE SCHOOL INSURANCE (approximately $1616/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 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 should be turned in to Dispatch Services. All items are held at Dispatch for a period of 30 days and every attempt will be made to contact the rightful owner(s). After 30 days, all unclaimed items will be donated to charity or discarded. All money turned in will be donated to summer mission projects if unclaimed.

NOISE ORDINANCE

The College 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 College student or student organization who would like to invite members of the off-campus media to visit campus to cover a story or event are required to first contact the Office of Marketing and 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 College’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 College’s media protocol.

**ON-CAMPUS SALES BY STUDENTS**

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

**OUTSIDE VENDORS/SALESPEOPLE**

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

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 College 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 college, 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 college 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 college 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 College 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 College 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 College policies and standards.
4. 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 College 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 College policies and standards.
4. 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](http://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 Involvement & Leadership Programs 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.

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 Involvement & Leadership Programs 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 College. However, in order to ensure an atmosphere in which open communication can occur without disrupting the academic mission or the daily functions of the College, this policy shall govern all forms of public expression activity on Messiah College 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 college community
For the purpose of this policy, “members of the on-campus college 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 college community
Messiah College affords all members of the on-campus college community with substantial privileges with respect to freedom of public expression on Messiah College property. As a private college, 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 College, or with other rights of members of the on-campus college community as defined by College policies.

**Note:** These policies and guidelines refer to non-educational activities on College 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 College events that must follow established college event protocols.

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

1. Members of the on-campus college community must apply to the Office of the Vice Provost/Dean of Students 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](https://www.messiah.edu/forms/form/675/en/public_expression_form).

   Once the form is received by the Vice Provost/Dean of Students, 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/Dean of Students 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 College activities and/or the burden the requested activity may place on the College’s safety and administrative staffs.

3. Public expression activities are authorized to occur only at one or more of the following three locations as assigned by the Vice Provost/Dean of Students (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/Dean of Students 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/Dean of Students according to concerns related to space capacity, safety or potential disruption of the College’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 College’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 College operations be impeded.

9. Physical or verbal harassment of members of the College 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 college, Messiah College’s policy is that visitors do not share the same privileges and rights as members of the on-campus college community to participate in public expression activities on Messiah College 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 College property except as invited participants at official, approved College events, and in a manner consistent with the intent of the event as determined by officials of the College. Furthermore, visitors’ presence on campus is not merely contingent upon their compliance with standards maintained by the College, and as such, visitors may be asked to leave the campus at any time by an authorized official of the College.

2. Visitors may not engage in activities which hinder or obstruct approved public expression or affect the College’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 College 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 College.

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 College’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, NON- MOTORIZED SKATEBOARDS, AND BICYCLES

For the safety of all members of the College, the use of non-motorized skateboards, roller blades and human powered cycles (bicycles, unicycles, etc.) 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. Riding such devices on walls, benches, hand rails and the like is prohibited. Any misuse or abuse of College 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. For more information on these specific topics, go to: www.messiah.edu/documents/safety/AwarenessAroundCampus.pdf

HOVERBOARDS

Due to safety concerns regarding fire safety and operator safety, hoverboards are not permitted anywhere on the College campus. The term “hoverboards” includes but is not limited to self-balancing scooters, battery
or gas operated scooters, hands-free Segways and electric powered skateboards.

SPEAKERS, ARTISTS, AND PERFORMERS

As a Christian college, Messiah College is committed to the concept of liberal learning. We welcome exposure to a variety of intellectual perspectives and artistic expressions while retaining the belief that these perspectives and expressions must be critically evaluated from a perspective of Christian faith. Hence, officially recognized College 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 College recognizes the legitimate need for entertainment and leisure time in campus life. When taken together, speakers, artists, and performers should offer a balanced and well-constructed series of events and programs.

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

1. The selection of speakers, artists, and performers should be in harmony with the guidelines for engagement with popular culture maintained by the Office of Student Involvement and Leadership Programs. 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 College and of the sponsoring organization: provide information, stimulate constructive thought, communicate truthfulness, deepen understanding, sharpen critical judgment, delight their audience, and encourage creativity.

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

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

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

6. Excellence and quality in presentation are expected.

7. The sponsoring organization’s advisor, the Student Involvement and Leadership Programs Office, and in some cases, the Vice Provost/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 Involvement and Leadership Programs 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 College.

**VIDEOGAMING POLICY**

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

Games with gratuitous violence and games with 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.