



MOUNT ST. JOSEPH
UNIVERSITY

The following pages have been extracted
from the 2018-2019 Mount St. Joseph
University Student Handbook.

To view the entire Student Handbook, please visit www.msj.edu/student-handbook.

5. **Sidewalk chalking:** Sidewalk chalk is permitted on sidewalks in the University Quad and campus sidewalks..
6. **Table tents and napkin holders:** Posting using table tents and inserts for napkin holders in the Harrington Food Court and Fifth Third Dining Hall tables are permitted. Contact AVI Foodsystems (513-244-4633) for approval.

Easels/Standalone advertisement boards: Easels and/or standalone boards are not intended for Advertising, and can ONLY be placed on the day of the event outside the event space room or event building main entrance. No more than two easels are permitted at building entrances. Signage size is limited to 24"x36".

All items not approved or posted in areas that are not permitted will be removed.

D. CANCELLATION OF CLASSES

In the event that **INCLEMENT WEATHER** or **SOME OTHER REASON NECESSITATES THE CLOSING OF THE UNIVERSITY**, the decision will be announced on the local radio and TV stations that announce local school and business closings. The decision is usually made by 6:00 AM for day classes, and by 3:00 PM for evening classes. Information about the closing will also be communicated to current students, faculty and staff through the Mount's MountSafe network. Three types of announcements are possible:

No Classes - means that classes are canceled and the faculty and students should not report for classes. Staff, however, are expected to report.

University Closed - means that classes are canceled and University offices are closed. Faculty, students, and staff should not come to the campus. Essential personnel are expected to report. The announcement that the university is closed will include information about whether the closure is for the day, the evening, or both.

Delay - when a delay is announced, a start time will always be announced with it. Faculty, students, and staff should come to campus at the announced start time. Classes that are 50-75 minutes long, and scheduled to begin before the start time, are canceled and University offices closed until the start time. Classes scheduled to begin at or after the start time will begin at their regular time. Classes that are longer than 75 minutes, and scheduled to begin before the start time, will meet for a shortened class period, beginning at the start time.

For example, if the University opens at 10 AM:

- a 50-75 minute class scheduled prior to 10 AM will not be held.
- a 120 minute class scheduled to meet from 9-10:50 AM will meet for 50 minutes.
- a 50 minute class scheduled to meet at 10 AM would begin meeting at 10 AM and meet for the full time scheduled.

Students should check their course syllabus or speak with their instructor regarding any additional policies related to the inclement weather attendance policy that impact that particular class.

Information about canceling Evening and Saturday classes is not necessarily the same as that regarding day class cancellations or delays. It is possible that the University would be open during the day but closed in the evening if the weather worsens. In that case, a decision to close for the evening will be made by 3 PM.

Canceling classes for a Friday evening does not necessarily mean that they are cancelled for Saturday. The decision to close Saturday will be made early in the morning (by 6 AM) and once again announced over the radio and TV stations.

Whenever an accelerated class is canceled, it will be made up at the discretion of the faculty member. If rescheduled, the course instructor is responsible for working out with students in the course, when and where the make-up class will be held.

The Mount is very reluctant to cancel classes without necessity. Weather conditions throughout the area are often not uniform. Each student must make a responsible decision about whether to come to the University when driving conditions are bad. Instructors will be considerate of students who feel it necessary to make the decision not to come because of weather conditions. If the University is open and an instructor is unable to attend, he/she is responsible for notifying the students and will make arrangements for making up the content missed. If the University is open and the instructor is not in the classroom at the scheduled class time, students are expected to allow faculty 30 minutes before leaving.

E. FUNDRAISING

To protect institutional and donor interests, the following fund raising policies will apply to all employees and students of Mount St. Joseph University.

For the purposes of this policy, fundraising is defined as any effort by an individual or group employed by or enrolled at Mount St. Joseph University that is intended to secure gifts or grants for any purpose directly or indirectly related to the University from any external source, including government agencies, corporations, foundations, individuals, and organizations.

1. All fundraising programs conducted by or associated with Mount St. Joseph University must be pre-approved by the Division of Institutional Advancement. This includes all personal, telephone, event, and mail solicitations. Exempted from this policy are campus-based fundraising efforts that do not involve off-campus activities and/or audiences.
2. All applications for support to government agencies, foundations, corporations, and individuals, that directly or indirectly involve Mount St. Joseph University, must be submitted, first, to the department chair and, then, to the appropriate line officer for approval, along with a one- or two-page summary of the proposed project. Upon approval, the application/summary is, then, to be submitted to the Division of Institutional Advancement, to ensure coordination of all grant requests.
3. All information on alumni, non-alumni individuals, corporations, foundations, and other University gift sources is to be maintained by IA. No individual may establish or maintain a database for purposes of individual, departmental, or institutional fundraising apart from the official database maintained by personnel in the Division of Institutional Advancement.
4. All in-kind contributions (gifts of equipment, supplies, services, etc.) must be approved by the Division of Institutional Advancement before acceptance. Donated equipment must be in working order and have a remaining useful life of at least two years.
5. No employee, student, or alumna/alumnus of Mount St. Joseph University may use the University's mailing list to promote products, services, or personal opinions, unless such use is approved by the Division of Institutional Advancement and President's Cabinet.
6. No off-campus agency, organization, or individual may use the University's mailing list to promote products, services, or personal opinions, unless such use is approved by the Division of Institutional Advancement and President's Cabinet.
7. Requests for fundraising activities will only be considered if the "agency" is qualified as a non-profit charity. (The "agency's" mission will be pre-reviewed by the VPIA for appropriateness.)