

**2026 - 2027
Guidelines for Student Clubs
and Organizations**

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INTRODUCTION

Robert Morris University recognizes that student groups and organizations are a valuable part of the institution and contribute to the academic, personal, and professional development of our students. Your presence enhances the quality of student life on campus.

The following guidelines support the development of our student organization leaders and are designed to maintain and ensure the integrity and high standards of our programs.

If you have any questions or need assistance, please contact our offices for assistance.

Student Experience Office

412-397-5956 * studentlife@rmu.edu * Nicholson 269

John Locke

Chief Experience Officer

locke@rmu.edu

412-397-5408

Kimberly Morton

Associate Director, Student Experience

morton@rmu.edu

412-397-5956

Dean of Students Office

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Updated August 2026

PROGRAM ADMINISTRATION

The University provides administrative and financial support to student clubs and organizations officially recognized by the Student Government Association (SGA) and to other organizations/activities supported by other departments within the University.

The **Student Experience Office** will assist recognized student groups and their advisors with the following:

- Event planning and facilities reservations
- REVOLUTION platform usage
- Copying and mail services
- Food Service arrangements
- Fundraising requests
- Publicity, marketing, and promotional activities

Additionally, the **Dean of Students Office** will assist with the following services/resources:

- Student Government Association funding and reimbursement requests
- Off-campus travel processes
- Chartering process for new student clubs/organizations
- Requests for external bank accounts (*if applicable*)

Students representing the University in other areas of the institution including, but not limited to, academic departments, club sports teams, Program Mentors, Campus Ministry groups, and Class Officers are provided similar assistance by the appropriate department(s) and are also subject to established guidelines and compliance with University policies.

ADVISORS

All University recognized student groups must have an RMU faculty or staff advisor. The selection of an advisor must have the approval of the Student Experience Office. Advisors must be current Robert Morris University employees. Students, undergraduate or graduate, are not eligible to serve as advisors for student groups.

Advisors are responsible for developing and improving the skills and knowledge of the students, being actively involved with the organization's activities, assisting student leaders with organization matters as appropriate, maintaining regular communication with University officials, and ensuring compliance with University policies and procedures.

Student organizations must notify the Student Experience Office in writing when they appoint a new organization advisor. Groups are encouraged to seek the assistance from the office when an advisor vacancy occurs.

Groups that also wish to have advisors for their organization that are external to RMU must have those individuals approved by the Student Experience Office.

All external advisors are required to successfully complete a background check facilitated by the RMU Office of People and Culture, as well as the completion of other required volunteer documentation.

ANNUAL REGISTRATION

To remain officially recognized, each organization must annually update their officer, membership, and advisor information. This information should be updated on [REVOLUTION](#) or in writing to the Student Experience Office if the group does not maintain an on-line portal.

Membership information can also be updated at the beginning of each semester or as needed due to roster changes and elections. All changes in and/or amendments to the name, Constitution, and/or Bylaws of an organization should also be submitted to the Student Experience Office.

CHARTERING A NEW STUDENT ORGANIZATION

All student organizations must receive official recognition in order to exist and function as a student group at Robert Morris University.

The Student Government Association (SGA) has been empowered to approve any new student organization charters. The responsibilities and privileges of having a chartered organization are as follows:

- Eligible for Student Government Association funding
- Permission to use the name Robert Morris University
- Permission to hold approved fundraisers
- Advertise organizational activities
- Provide equal opportunity in all educational programs and activities for all qualified individuals regardless of race, color, sex, religion, age, disability, sexual orientation, or national origin
- Function in the best interest of the Robert Morris University community.
- Promote organization goals that are not in conflict with that of any other chartered organization
- Abide by all Student Government Association, University policies and procedures, and national organization guidelines (as applicable)

CHARTERING PROCESS

I) Proposal Submission - Submit Proposal to the Dean of Students Office containing the following items for review:

- a) Constitution and Bylaws
- b) List of prospective members
- c) Names and titles of the organization's student officers

- d) Name of a Robert Morris University faculty or staff member who will supervise the activities of the proposed club
- e) Contact information for the officers (preferably your RMU e-mail address)

II) *Student Government Association Review* - When the Dean of Students Office has reviewed the above items, the completed proposal will be submitted to the President of the Student Government Association (SGA) and will be reviewed by the SGA Executive Board. If the organization proposal is accepted by the SGA Officers, the proposed organization will be placed on the agenda for the next regularly scheduled SGA meeting. The President of the proposed organization will be notified of this action and asked to select an officer representative to attend that meeting to formally present the request for recognition.

III) *Approval Process* - The Student Senate will hear the request of the proposed organization and any discussion from the students in attendance. Discussion will occur for at least two consecutive SGA meetings. Approval can not be granted until at least the second meeting. A vote to approve the charter request will take place. A single majority vote must occur by the members present at the meeting in order for the proposal to be approved.

ELIGIBILITY REQUIREMENTS

Only currently enrolled RMU students may participate as members of student groups and organizations. Interested students from other colleges/universities, or other individuals may be granted permission to participate in RMU activities under special circumstances and at the discretion of the appropriate University office, as applicable.

Student organization officers must be currently enrolled RMU students with a minimum 2.0 GPA. Students must also meet all eligibility requirements of any national, international, or governing bodies of their organization. Honor societies, select professional organizations, and other leadership positions within the University may have additional requirements.

EVENT SECURITY

An RMU Police Officer, or designated security personnel, will be present at student organization sponsored events when deemed necessary by the University. Any cost associated with this service may be the responsibility of the organization sponsoring the event.

Student organizations may be required to comply with additional University guidelines for certain activities if deemed necessary by the institution. Student organizations should contact the Student Experience Office in advance of any organizational activities, on or off-campus, that may present a risk to participants or pose a liability to the organization or the University.

MAIL SERVICES

All recognized student organizations are eligible to receive mail on-campus via the Resident Student Mailroom. The address to send packages like Amazon, UPS or FedEx is:

Your Name
Student Organization Name
RMU Student Mailroom
300 Grant Drive
Moon Township, PA 15108

Be sure to include both your first and last name as well as "RMU Student Mailroom" in the address in order to avoid any delays. *Any regular mail can be addressed the same way and will be treated like a package by the mailroom.* Students will get email notifications whenever a package is received by the student mailroom and is ready for pickup.

OFFICER TRAINING

Student club and organization officers shall be responsible to annually review the University's *Guidelines for Student Clubs and Organizations*. This document will be published at the beginning of each academic year and made available to student organization officers and advisors.

The current guidelines are available on the [RMU website](#), as well as are located on [REVOLUTION](#).

Officer Training Sessions will be provided at the beginning of each academic semester. These sessions will educate student organization leaders on University policies and guidelines, services, and resources available to enhance student groups, as well as focus on other relevant leadership development topics. Leaders of recognized student clubs and organizations are strongly encouraged to attend and organization advisors are also welcome.

PRINTING AND COPYING SERVICES

Student organizations are permitted use of the copier located in the Student Experience Office (Nicholson Center, 2nd Floor) for small copy projects (under 25 copies). Large orders and other special copying requests will be completed by the RMU Print and Copy Center. A staff member in the office can assist you in placing the order. Orders can be picked up from the office upon completion. Copy requests are subject to review and department approval. A charge may apply to your organization for special copying and/or printing requests.

REVOLUTION

All recognized student clubs and organizations are strongly encouraged to have an active presence on our student engagement platform, [REVOLUTION](#).

REVOLUTION is an on-line platform that can be used in a number of ways to support your organization including managing organizational records, communicating with prospective and current members, advertising and promoting your organization, submitting event

requests, as well as processing RMU SGA budget and reimbursement requests, and submitting forms for university and organization related activities.

Student groups are responsible for ensuring that all officer contact information is current on the site so that the appropriate student officers can utilize the administrative features of the platform. The Student Experience Office will periodically require groups to go through a re-activation process so as to help us accurately identify active organizations on the campus during an academic year.

For questions regarding REVOLUTION, please contact the Student Experience Office. RMU SGA will provide training for student organization leaders on relevant processes.

ROOM AND SPACE RESERVATIONS

Please process your event reservations on-line through [REVOLUTION](#) Groups are not permitted to use space that has not been properly reserved. Requests need to be submitted in advance. Please allow 3-5 business days for requests to be processed and room assignments to be provided by the Office of Student Experience.

The office will help with requests for the use of space in all campus facilities, as well as at Yorktown Hall and the RMU Island Sports Center.

ORGANIZATION FINANCES

EXTERNAL BANK ACCOUNTS

University recognized groups may elect to have a checking and/or savings account at an area financial institution. The University has no authority on financial matters that involve outside banking accounts. It is recommended that the advisor and one student representative be the signatures on such an account. This will allow for continuity from year to year since student leadership changes occur more frequently than employees.

RMU has an established relationship with PNC Bank. The Dean of Students Office can assist your group with the process of establishing or updating account holder information at the PNC Bank branch in Moon Township.

FUNDRAISING

University recognized student groups are encouraged to conduct fund-raising activities to help off-set the costs for the organization's expenses. A fund-raiser is defined as any activity sponsored by an organization, which in some way, is an attempt to raise monies for the benefit of the organization.

All fund-raisers:

- Must be approved in advance by the Student Experience Office;
- Must be non-discriminatory in nature;
- Cannot use charge card solicitations to raise monies;

- Must be alcohol and drug free;
- Can not involve gambling or other illegal activities;
- Must be in compliance with University policies, as well as those of any governing organization(s); and
- Solicitation on campus must be in compliance with the University's Solicitation Policy.

Organizations must provide documentation of the financial results of any fund-raising project(s) if so required by the Student Experience Office. Projects designed to raise funds for outside charitable organizations are subject to the same guidelines.

CASH HANDLING PROCEDURES

It is imperative that organizations maintain proper cash handling procedures. Any time an organization receives income from fundraisers, sales, dues or other organization activities, all money should promptly be secured or deposited into the organization's bank account. No organization should maintain a significant amount of money (greater than \$50) in an unsecured location or in the possession of any member. Organizations are discouraged from using individual member payment services such as Venmo and Paypal to conduct organizational business.

DONATIONS

If a group receives a financial gift that will be used for any official organization business or activity, this gift must be deposited immediately so that the funds can be credited appropriately and a receipt provided to the donor by the University's Office of Institutional Advancement. There are important guidelines pertaining to gift accounting, so it is important to process donations in a timely manner. Please consult the Student Experience Office or Dean of Students Office for assistance in handling such a donation.

IRS REQUIREMENTS

Form 990 is an annual information return required to be filed with the IRS by most organizations exempt from income tax. Failure to file or filing an incomplete return could result in penalties and/or revocation of your Employer Identification Number (EIN), also called a Tax Payer ID Number (TIN). Failure to have a TIN will prevent you from opening and/or maintaining your organization bank account.

Who must file? Organizations with gross receipts of \$50,000 or less must submit Form 990-N, an Electronic Notice (e-Postcard). If your organization is using the TIN of an individual associated with the organization, the filing is not required.

However, the individual must consider the tax implications of the organization's activity on their personal tax situation. If your organization is a member or chapter of a national organization, check with the national organization to see if their IRS filing includes your activity and negates your responsibility to file.

Form 990-N Annual Electronic Notice for Small Organizations (e-Postcard)

The e-Postcard must be completed electronically on the IRS website at the following address:

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

The following information is required:

- Organization's legal name as it appears in the certificate of incorporation or the application for federal tax-exempt status
- Any other names your organization uses - commonly referred to as a Doing-Business-As (DBA) name
- Organization's mailing address
- Organization's website address if applicable
- Organization's TIN or Employer Identification Number (EIN)
- Name and address of a principal officer of your organization, usually an officer or advisor or the organization
- Organization's annual tax year. A tax year is 12 consecutive months that can be either calendar or fiscal year end is often specified in the organizations by-laws
- Answers to: (1.) Are your gross receipts still normally below \$50,000? (2.) Has your organization terminated or gone out of business?

990 Filing Due Dates: E-Postcards and Form 990 must be filed by the 15th day of the 5th month after the organization's accounting period ends.

Other Considerations

If your organization has gross receipts of \$50,001 - \$200,000 you are not eligible to file the e-Postcard and will have to file form 990-EZ. You should contact a tax advisor to aid you with this filing.

All RMU student clubs and organizations are reminded that you are required to obtain your own Taxpayer Identification Number (TIN) from the Internal Revenue Service (IRS). Student clubs and organizations are not permitted to utilize the number assigned to Robert Morris University. RMU must protect its own tax exempt status. Please contact the Dean of Students Office if you have any questions about the process for obtaining a TIN number for your organization. A *Users Guide* for filing the 990-EZ postcard is available upon request from the Dean of Students Office.

GIFT CARDS

If your organization wishes to use organizational funds to purchase gift cards, be advised that there are additional reporting requirements that are needed. See the Appendix for a copy of the Gift Card Verification Form that must be submitted, along with the receipt, for any gift card your organization wishes to be reimbursed for using RMU SGA or university funds.

RMU STUDENT GOVERNMENT ASSOCIATION FUNDING

Funds are available to SGA recognized student clubs and organizations at the beginning of the fall and spring semesters as determined by the Association. Monies are distributed by the Dean of Students Office through a reimbursement process. Contact the Dean of Students Office for requests for purchases made directly by the University on behalf of your organization and charged against your SGA semester allocation.

Allocations are determined by the Student Government Association. Funds are to support expenses as necessary and appropriate as they relate to professional, service, leadership, and social activities of an organization.

All purchases and use of these funds must be approved by the Dean of Students Office, have the appropriate documentation, and be in compliance with University policies. SGA funding applications are available under the budgets tab on [REVOLUTION](#).

Organizations may assess membership dues and conduct fundraising activities to help cover expenses. Student groups should provide clear information about financial obligations to new and returning members each year.

Students are asked to honor their obligations to their organizations in a timely fashion. Robert Morris University will not intervene or assist in the collection of outstanding monies owed to student clubs and organizations. Student organizations are on their own to resolve financial matters with the involved individual.

PUBLICITY AND PROMOTION FLYERS

FLYERS

Student organizations must have all campus flyers approved by the Student Experience Office prior to posting. Organizations are asked to follow the department's instructions on where and how flyers and posters can be located across campus. Only University sponsored event flyers approved by the Office of Residence Life can be posted in the residence halls.

Only **masking tape** is to be used for hanging posters. All other types of tape damage windows and painted surfaces. Signs may not be posted on the exterior doors to any campus buildings. Any flyers improperly posted will be removed. Bulletin boards, where provided, must be utilized in all academic buildings. Groups are asked to remove their flyers/postings the day after the event has ended or when the advertisement is no longer applicable.

ELECTRONIC SIGNS

Electronic signage is being utilized in many campus buildings instead of allowing for flyers to be posted. Requests to have event information displayed on the digital signage displays should be submitted via your event request in [REVOLUTION](#).

SOCIAL MEDIA GUIDELINES

The best advice is to approach online worlds in the same way you do the physical one - by using sound judgment and common sense, by adhering to Robert Morris University's values, and by following RMU's Code of Student Conduct, RMU's Declaration of Integrity, RMU's Policy on Ethical Practice, and all other applicable policies. However, we also strongly encourage the following:

- **Inappropriate Posts**

While RMU encourages free speech, as a representative of RMU, your social media presence must comply with University policies prohibiting discrimination and harassment. Refrain from activity that involves the promotion of violence, or is believed to be discriminatory, harassing, defamatory or obscene. RMU regularly reviews posted content and inappropriate posts may be referred to the RMU Student Conduct Process.

- **Protection of Information**

Do not post confidential or proprietary information about Robert Morris University, its students, employees or alumni.

Do not post material that infringes on the rights of Robert Morris University's or any individuals or entity's rights to privacy, intellectual property or publication rights. Use good ethical judgment and follow school policies and federal requirements such as posting information that is in violation of local, state or federal laws.

- **Be Professional**

Be respectful of the diversity of our students - all individuals, races, religions and cultures. How you conduct yourself in the online social media space not only reflects on you - it is also a direct reflection on RMU. The nature of social media often gravitates toward a more casual and relaxed tone, but it's important to keep your communications professional, just as you would strive to do in emails or other business messages.

- **Be Accurate**

It is important that any information you post or respond to has all the correct facts and information. Always assume that all social media posts and activities will create a permanent and public written record of what you say and do.

- **Be Honest**

Be honest about your identity. Do not post anonymously, use someone else's name, or use a fake profile. Likewise, do not allow other individuals or entities to use your identity to post or view content. Do not post content under multiple names.

- **Considerations**

- Before starting any social media presence on behalf of your club or organization, consult with the Student Experience Office. Any student

run club or organization who wishes to create a social media page to represent their club or organization must notify the Student Experience Office of the account, as well as identify who will be managing the account.

- When in doubt, do not post.
- Consider using spell check when posting about the University or in a professional context.
- “Personal” and “private” are not synonymous concepts in social media.
- Use social media to open doors, not close them. Ask yourself if the image you are projecting through your content is one by which you want your friends, colleagues, potential employers, family and others to know you?
- We encourage you to support each other’s social media efforts and collaborate whenever possible to show solidarity among all RMU schools, divisions, departments and programs and share content when it is appropriate across your social media channels.

UNIVERSITY BRANDING

Student organizations may not use the University’s name and/or any logos without the proper authorization to do so and their use must be in compliance with our brand standards. Direct any requests for use to the Student Experience Office. The department will consult with the Brand Department and/or the Athletic department as necessary to help obtain authorization for any such requests.

Student groups must also obtain permission from the Student Experience Office to use the University’s official letterhead for any correspondence.

RMU READY

RMU Ready is a career ready co-curricular program that ensures students develop the essential skills employers value most. Completion of the RMU Ready program is a graduation requirement of all undergraduate students entering the university from Fall 2024 forward. Undergraduate students who entered the university prior to Fall 2024 remain under the Student Engagement Transcript (SET) graduation requirements and may now review their completed SET activities in the RMU Ready app (Suitable)

The Student Experience Office will determine if student clubs and organizations sponsored programs and events can be included in the RMU Ready program and will assist group leaders with the process for students to be able to earn the assigned points. A QR code will be created for approved events to track attendance.

Community service completed as part of a judicial sanction imposed by the University does not qualify for RMU Ready points. Donation of items (e.g. a dress given to a clothing drive) also does not qualify. Scheduled service events will be reviewed for consideration for RMU Ready.

Reporting RMU Ready Experiences (Student Organization Leadership)

Go to <https://www.rmu.edu/about/ready> , click Access Dashboard, and Sign-in

Go to Activities

Find Student Organization Officer Activity

Once verified and approved, students can earn 60 points (20 in Communication, 20 in Leadership, and 20 in Teamwork).

Learn more about the program visit the RMU Ready webpage [rmu.edu/ready](https://www.rmu.edu/ready). Student organization leaders can contact Kim Morton, Program Coordinator, in the Student Experience for organization related questions at morton@rmu.edu. Questions regarding their individual activities can contact Sara Durzo, RMU Ready Coordinator, at ready@rmu.edu.

RMU SGA PROFESSIONAL DEVELOPMENT GRANT PROGRAM

The RMU Student Government Association offers a program to help provide financial assistance to individual students involved in SGA recognized student organizations who are attending local, regional, and national conferences, programs, and professional development events associated with the primary mission of their organization. Funding is available on a first-come, first-served basis and the maximum award for an individual student is \$250. All students seeking assistance from the program should submit an application via [REVOLUTION](#).

UNIVERSITY GUIDELINES

ACADEMIC INTEGRITY POLICY

Academic Integrity is one of this university's highest ethical values. All students are expected to understand and adhere to the standards of Academic Integrity as stated in the RMU Academic Integrity Policy, which can be found on the RMU website at www.rmu.edu/ai. Any student who violates the Academic Integrity Policy is subject to possible judicial proceedings that may result in sanctions, as indicated in the Policy. Depending on the severity of the violation, sanctions may range from receiving a zero on an assignment, to being dismissed from the university. If you have any questions about the Policy, please consult your course instructor.

NOTE: The use of artificial intelligence (AI) technology for the completion of coursework is not allowed unless expressly permitted by the instructor for the course.

Excerpt from Robert Morris University [Academic Integrity Policy](#) document (rev. Jan 6, 2025, Section B.6) - Violation of "Fair Use:"

"Fair Use in copyright law is a doctrine that allows one to use brief excerpts of copyrighted materials for teaching or research without permission of or payment to the copyright holder. In particular, students featuring original works of others, including images, videos, etc., in their own works must ensure that they comply with the legal and

artistic implications of such use. This includes knowledge of the concepts of licensing, copyright, fair use, and public domain."

Improper use of any such work or similar authored by other people is a violation of academic integrity as is the failure to comply with "fair-use" requirements. In many cases, written permission from the artist is required for use in a student's project. Students who feature the original artistic media works of others in their projects should ensure that they have complied with the legal and artistic implications of this use. This includes knowledge of the concepts of "licensing," "copyright," "fair use" and "public domain." (See www.fairusenetwork.com)

ALCOHOL POLICY

Alcohol use and possession must comply with Commonwealth of Pennsylvania laws.

Possession and Use of Alcohol

1. Only students of legal drinking age (21+) may possess or consume alcohol.
2. Students must comply with Pennsylvania laws related to alcohol at all times.
3. Possession, consumption or display of alcoholic beverages by students in classrooms or any public area of the University's buildings or grounds is strictly prohibited. Tailgating is subject to rules and standards set by the University's Tailgating Procedures and Restrictions.
4. Public drunkenness or disorderly behavior while under the influence – regardless of age – is prohibited and may result in arrest and further discipline pursuant to the Code of Student Conduct.
5. Substantial quantities of alcoholic beverage or common source containers such as kegs are prohibited unless being used by a licensed vendor affiliated with a University event.
6. Drinking games are prohibited on campus. Students may not possess paraphernalia
7. or equipment for drinking games. The definition of drinking games includes but is not limited to any activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol. Paraphernalia for easy alcohol consumption including but not limited to beer bong, funnels, or ice luges are prohibited.

Events with Alcohol

1. Consumption of alcoholic beverages will not be allowed at any student event on campus unless expressly approved in advance by the University.
2. All events – on or off-campus – associated with a recognized student club, organization, or team where alcohol will be present must be registered with the Office of Student Experience. Alcohol should only be present through "BYOB" by legal age attendees or provided by a "third party" vendor licensed to serve alcohol
3. The University reserves the right to assign responsibility for an event to a recognized student club, organization, or team where a reasonable observer would associate the event with the club, organization, or team.

4. Alcohol is prohibited from all student club or organization events related to the recruitment, training/education, and initiation of new members.
5. Students or groups sponsoring formal or informal events off-campus are responsible for upholding Pennsylvania alcohol laws and any alcohol policies related to their affiliated national or international organizations.

Failure to abide by Pennsylvania alcohol laws could result in criminal charges or citations. Even if criminal justice authorities choose not to prosecute, the University reserves the right to pursue disciplinary action through the Student Conduct Process.

ANTI-HAZING POLICY

RMU maintains a zero-tolerance policy with respect to hazing within the University community. This Policy applies to each act conducted on or off-campus if such acts are deemed to constitute hazing under this Policy or Pennsylvania law.

Definition

A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

1. Violate Federal or State criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood or reasonable fear of bodily injury to the student

Reporting

Alleged hazing activities can be reported in a number of ways, including:

- RMU Police Department - 412-397-2424
- RMU Dean of Students Office - 412-397-6483
- RMU On-line Reporting Form - rmu.edu/report
- If an incident occurs off-campus, contact 9-1-1
- Organization's National Office

Enforcement

All reports involving students or student groups, teams, or organizations are investigated to the fullest extent possible as directed by the Dean of Students Office through internal investigative processes and disciplinary proceedings. The outcome of any investigation is reported in compliance with university policy and all applicable laws including the Clery Act, Stop Campus Hazing Act (2025) and Pennsylvania state law (Timothy Piazza Antihazing Law, 2018).

Sanctions

In addition to criminal and civil penalties, students, teams, groups, or organizations found responsible for violating this policy will be sanctioned according to the RMU Code of Student Conduct.

Possible sanctions range from probation to expulsion for individual students and probation to permanent revocation of recognition for teams, groups, and/or organizations. These sanctions shall be in addition to any other sanction imposed for violation of any other University rule to which the violator may be subject. The University reserves the right to publish reports of confirmed violations of hazing and communicate these to any parent organization operating on campus.

Amnesty

The University promotes the safety and well-being of every member of its community. Therefore, the University will provide amnesty from Code of Student Conduct violations to a student who makes a good faith, best and first effort to seek emergency medical attention for any student(s) endangered by possible acts of hazing. Amnesty under this Policy may not prevent civil, criminal, or parent organization penalties.

Hazing Prevention

Robert Morris University is committed to providing a campus environment that prioritizes the safety and well-being of our students, faculty, and staff by providing resources so individuals can recognize, prevent, and report hazing concerns including:

- Anti-Hazing Policy
- National Hazing Prevention Week programming
- New Member programming for Greek organizations
- Student organization officer training programs
- Prevention resources for faculty, staff, and students
- Multiple reporting resources, including 24/7 access to Campus Police

Hazing Prevention Resources

Robert Morris University is committed to providing a campus environment that prioritizes the safety and well-being of our students, faculty, and staff by providing information and resources so individuals can recognize, prevent, and report hazing concerns.

Educational Resources

- <https://stophazing.org/resources/>
- <https://hazingpreventionnetwork.org/educational-resources/>
- <https://www.clerycenter.org/>
- [Warning Signs of Hazing](#)
- <https://studentaffairs.psu.edu/piazzacenter>
- On-line training for Hazing Awareness and Prevention (*VectorSolutions*)

ATTENDANCE

View the university's current Undergraduate Attendance Policy on our [website](#).

DECLARATION OF INTEGRITY

As students at Robert Morris University, we believe in a set of ideals and standards that can help guide our behavior toward one another and all members of the University community.

This is our Declaration of Integrity.

We, the Community of Robert Morris University, believe in a set of ideals and standards to guide us – students, faculty, staff, and alumni alike – onward. Hand in hand we proclaim, with one voice, the following declarations:

- *I will promote a professional environment and strive to achieve my greatest academic potential.*
- *I will do this while also working towards becoming a productive and active member of the Robert Morris University community and society in general.*
- *I will devote myself to becoming an upstanding member of this institution by making decisions that maintain the academic integrity of the Robert Morris University community.*
- *I will conduct myself in a manner that upholds the University's core values.*
- *I recognize that technology is a powerful tool and a pivotal part of the learning experience. Therefore: I will vow to respect the power of technology and never use it to promote discord or gain an unfair advantage.*
- *I promise to use technology as a resource to aid in the creation of original student work, and not to use it as a means of plagiarism or other forms of academic dishonesty.*

- *I will foster an environment of respect and compassion where students, faculty and staff of all nations, races, beliefs, sexual orientations, and genders can coexist and develop in a diverse global economy.*
- *I recognize that the resources provided by the University belong to everyone in the Robert Morris University community and will respect these valuable assets.*
- *I acknowledge that my status as a member of the Robert Morris University family does not end upon my departure, but rather continues to reflect upon me throughout life.*

We recognize that this is a living document intended to evolve over time. We encourage members of the Robert Morris University Community to heed these declarations and abide by them with morality and respect.

DRUG POLICY

The use, possession, manufacture or distribution of narcotics and other controlled substances is prohibited and is considered contrary to the Code of Student Conduct. Any exception will only be for instances expressly permitted by law. Paraphernalia associated with the use of illegal substances is not permitted on University property or at University sponsored events. Hookah pipes and/or other legal smoking devices are prohibited in the residence halls.

The misuse of legal and over the counter drugs is also prohibited—this includes the misuse of one’s own prescription medication and using a medication prescribed to another. Athletes should be aware as well that a positive drug test constitutes a violation of the University drug policy. The University encourages all members of the Robert Morris community to be aware of the consequences of the use, possession or distribution of narcotics or other controlled substances.

Individuals charged with use, misuse, possession, manufacture or distribution of narcotics or other prohibited substances can be disciplined under the University Student Conduct Process and may be prosecuted under Pennsylvania criminal statutes. Even if the criminal justice authorities choose not to prosecute, the University reserves the right to pursue disciplinary action through the Student Conduct Process.

ALCOHOL AND DRUG AMNESTY POLICY

The health and safety of our campus community is of paramount importance, and the University encourages its community members to come to the assistance of one another.

Amnesty from discipline related to alcohol and drug violations under the University Student Conduct Process will be granted to the student(s) for whom medical assistance is summoned and for those seeking assistance from emergency services personnel (e.g., Campus Police, Community Advisors, first responders) who serve in an emergency response capacity, provided the following conditions are met:

1. A student contacted emergency services personnel based on a reasonable belief

that another individual was in need of immediate medical attention, which had not otherwise been sought, to prevent death or serious bodily injury;

2. The student seeking assistance provided their own name to the emergency services personnel; and
3. The student seeking assistance remained with the individual believed to be in need of medical assistance until emergency services personnel arrived and the need for the concerned individual's presence had ended.

To be clear, students who are directly involved in attending to the compromised student until help arrives will also be granted amnesty from university action for drug and alcohol violations set forth in this Code of Student conduct. Students involved in an incident for which amnesty is granted will be provided appropriate educational or developmental interventions.

The application of amnesty for any Code of Student Conduct violations is also contingent on the completion of any assigned programs or interventions within the designated timeframe. Repeated requests for medical amnesty will be addressed on a case-by-case basis.

FREEDOM OF EXPRESSION

At Robert Morris University, individuals matter. We endeavor to provide our community with an experience where each unique individual can find, and ultimately express, their voice. Our community grows through the free exchange of ideas. To best achieve that growth, differing ideas must clash, arguments must develop, and expression must flourish.

The free exchange of ideas should challenge our community's minds. That exchange should not, however, place any member of our community in physical danger. Some ideas, and the means in which they are expressed, might make us uncomfortable. That discomfort is a crucible that serves to mold stronger critical thinkers and orators. That said, RMU will not condone expression that, for example, violates the law or defames, harasses, or threatens an individual or group of individuals.

In order to comply with the law, and to ensure that RMU's day-to-day operations continue without undue interruption, please see the following policies and procedures for holding events and demonstrations on campus:

- Code of Student Conduct
- Declaration of Integrity
- Policy on Peaceful Demonstrations
- Political and Campaign Events
- Solicitation
- For Faculty and Part-time Faculty, please see your collective bargaining agreements for reference to Academic Freedom

INJURIES AND ACCIDENTS

Accidents or injuries that occur on campus, in University owned facilities, or at University sponsored functions should promptly be reported to University personnel. Contact the University Police at 412-397-2424 for assistance with any emergency or medical situation on campus. University Police will contact Valley Ambulance Service as necessary to respond where injuries are involved.

Individual(s) involved in an accident at a student club or organization sponsored event Should complete an [Incident Investigation and Report form](#). The Dean of Students Office will follow-up with any injured students and other involved parties as necessary and appropriate.

LIGHTNING SAFETY AND SEVERE WEATHER POLICY

Lightning is the most frequent weather hazard that impacts athletic and outdoor events. It is imperative for the safety of our students, student-athletes, coaches, staff, guests, and spectators that we adhere to an appropriate lightning safety policy.

Student clubs and organizations requesting the use of outdoor space for events will be provided with a copy of the guidelines currently in use which includes the “FLASH-to-BANG” method of lightning detection, as well as the 30-minute return to play rule, directions for seeking appropriate shelter, and information about the use of a portable lightning detector. Additional information is available from the Department of Campus Recreation.

POLICY ON PEACEFUL DEMONSTRATIONS

Robert Morris University recognizes and encourages free and open expression among all members of the University community. This expression is extended to the privilege of assembly or demonstration. As a private institution of higher learning, Robert Morris University reserves the right to establish guidelines which will guarantee and protect the safety, security and well-being of its members. To these ends the following have been adopted:

- Demonstrations and assemblies must be registered with the Student Experience Office no less than five days prior to the desired event date and start time. Any student(s) wishing to submit a request must do so by completing the appropriate Request Form. Any University facilities, rooms, or spaces must be reserved through the Student Experience Office.
- Requests will not be granted to those using pseudonyms, anonymity, or unrecognized local affiliates of third party organizations. The Student Experience Office will only grant requests made by RMU students and/or officially recognized RMU student organizations.
- When the Student Experience Office grants a request for facilities, rooms, or space to hold an event, the event must comply with the usual requirements and limitations of the facility, room, or space, including occupancy limits and

safety code compliance. All requests must also be approved by the RMU Police Department.

- Any demonstration or assembly on the campus must be peaceful and not present a hazard to the safety of others or risk damage to property. Participants may not incite or provoke violence or physical response. Participants may not cause, or allow to continue, any unduly disruptive, loud, or unusual noise that disturbs the peace of others.
- Demonstrations and assemblies must be respectful of the rights and differing points of view of others. Participants may not advocate for violence against individuals or groups.
- Demonstrations and assemblies may not prevent the free flow of pedestrian or vehicular traffic to and from the campus, its buildings or facilities. Demonstrations and assemblies may not disrupt or obstruct teaching, research, or administration of the University including, but not limited to, University activities and events.
- Outside persons (i.e., individuals other than RMU students) are not welcome to join demonstrations or assemblies at Robert Morris University unless invited officially by the Student Experience Office. Students and organizations who fail to comply with this policy will be considered in violation of the Code of Student Conduct and subject to disciplinary sanctions.

POLICY ON SEXUAL HARASSMENT AND RELATIONSHIP VIOLENCE

The University is committed to providing an educational and employment environment that is free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activities.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, the University has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of protected characteristic discrimination, harassment or allegations of retaliation.

POLITICAL AND CAMPAIGN EVENTS

As an organization exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code, Robert Morris University is prohibited from directly or indirectly participating or intervening (including the publishing or distributing of statements) in any political event or campaign on behalf of or in opposition to any candidate for elective public office.

Even activities that encourage people to vote for or against a particular candidate on the basis of non-partisan (not favoring one party over another) criteria are prohibited.

A political event includes candidate appearances, political rallies, speeches by

identified supporters of a candidate or appearances by people speaking on behalf of a ballot issue or other political causes. Notwithstanding the above, the University does not seek to inhibit the expression of personal political views by any individual in the Robert Morris University community. Faculty, students, and staff may support candidates for office or may promote activity of political causes. There is no restriction on discussion of political issues or teaching of politics or campaign-related topics.

Specific information related to permitted and non-permitted activities, as well as use of University facilities and resources, and how voter registration activities will be conducted on the campus are also addressed by this policy. Questions and requests related to this policy should be directed to the Student Experience Office. The complete policy can be located on the RMU website.

PROTECTION OF MINORS

RMU is committed to the safety of all individuals within its community. This policy establishes guidelines for those in, and external to, the university who may work or interact with individuals under 18 years of age on RMU property or while conducting University business elsewhere, with the goal of promoting the safe and well-being of minors.

The policy provides guidelines that apply broadly to interactions between minors and University students, faculty, staff and volunteers. This policy applies to any person under the age of 18, with the exception of students enrolled at Robert Morris University and pursuing a program of study that results in a post-secondary credential, such as a certificate, diploma, or degree.

Any student organization that wishes to host a program or activity involving minors must communicate with the Dean of Students Office and submit a completed Program Registration Form for any event, either on campus or off-campus, where minor individuals will be present. The registration form should be submitted to the Dean of Students at least 60 days prior to the event.

Based on the nature of the program and the information provided, a determination will be made as to whether or not clearances will be required for the individual(s) participating in the event or if any other requirements must be in place at the event.

The full Protection of Minors Policy can be found at <https://www.rmu.edu/student-life/student-life-policies>

REPORTING RESOURCES

RMU recognizes its obligation to its students, employees, partners, and the general public to maintain the highest ethical standards.

Students are strongly encouraged to report instances where they feel unsafe, see something wrong, or have a concern about unethical or inappropriate behavior.

Please report issues or concerns to the appropriate University department or official immediately. You can always receive assistance from an RMU Police Officer at 412-397-2424 or direction from the Dean of Students Office at 412-397-6483. An on-line reporting resource is also available at rmu.edu/report

SERVICE AND ASSISTANCE ANIMALS POLICY

Pets and other animals are normally restricted on University property. However, in certain situations, “service animals” and “assistance animals” are permitted in certain areas of University property under the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA).

“Service animals” may be used by any person who is participating in University programs and activities on the campus. “Assistance animals” (i.e Emotional Support Animals) are only permitted in a student’s private residence and are not permitted general access to the campus or other residential areas.

All service and assistance animals must be registered with RMU’s Student Accessibility Services, and students must comply with the policy guidelines.

Similarly, the activities and events of student organizations must ensure compliance with this policy. You can view the complete policy online at rmu.edu/sas

SOLICITATION POLICY

Students, organizations, vendors, and other individuals who wish to sell or market items or services to students on campus must receive written permission in advance from the Dean of Students Office. This policy also applies to any social, political, or religious organization that would attempt to solicit our community members for any reason. Additionally, student organizations may not sponsor or arrange for sales or presentations by vendors or outside organizations without permission in advance from the Student Experience Office. The University prohibits and will not approve any request for credit card marketing on campus.

Approved solicitations are only permitted in designated campus locations. No form of solicitation is permitted in any university residence hall. Any individual(s) attempting to solicit in the residence hall community will be escorted from the halls and/or the campus property immediately. Campus residency does not exempt individuals from this policy. Individual(s) not in compliance with this policy may be barred from future visits to campus, as well as cited for unauthorized trespass.

Members of the campus community who encounter individual(s) conducting a solicitation of individuals on the campus may ask to view their written authorization.

Contact University Police immediately if there is a concern regarding the legitimacy and/or authorization of any individual, organization or vendor encountered on campus.

STUDENT CONDUCT

Student Code of Conduct

All students will conduct themselves in a manner that demonstrates respect for the University and is consistent with the RMU Student Code of Conduct. Students will comply with all prevailing rules and regulations of any governing organizations, as well as local, state and federal laws. Students will abide by the expectations and guidelines of University officials and advisors.

Student organizations are subject to the same standards as individuals in the campus community, and organizations may be subject to the University's Student Conduct System for violations of conduct at organization events that occur either on or off-campus.

Visit rmu.edu/conduct to view the materials related to the University's Student Code of Conduct.

TITLE IX

The Title IX Coordinator can be reached at 412-397-5490. Contact the Office of Title IX:

- For all student discrimination and harassment allegations
- To understand your options if you think you may have witnessed or been a victim of sex discrimination or sexual misconduct
- Become aware of a situation that may warrant a University investigation

For more information, visit <https://www.rmu.edu/about/titleIX>

TRAVEL GUIDELINES

All students are representatives of Robert Morris University and are expected to conduct themselves in a manner consistent with the mission and standards of the institution. A student may be denied permission to travel with a student group for disciplinary reasons.

It is recommended that an advisor, or other designated University employee or representative, travel with students to out-of-town conferences and events.

Additional representatives from the University may be required to attend when deemed necessary. Drug and alcohol use and abuse, gambling, gaming, and visiting adult entertainment establishments are strictly prohibited. Students may be subject to the University's Student Conduct System for violations of behavior that occur while traveling on behalf of the University.

Student organization representatives are asked to review and sign a Code of Behavior when they travel or represent RMU in an official capacity. A copy of this code is included in the Appendix. The Dean of Students Office will provide copies of the Code of Behavior to organization representatives when appropriate.

Student groups that travel to activities and events off-campus should contact the Dean of Students for assistance if needed in making such travel and lodging arrangements. All student organization members traveling to an off-campus event are required to complete a Waiver and Release of Liability Agreement. Student groups traveling outside of the Pittsburgh region will also be required to complete a Student Travel Information Form. These forms are included in the Appendix. Additional copies are available in the Dean of Students Office. Completed forms should be submitted prior to the group's departure.

VEHICLE RENTAL AND USAGE

Student groups may not travel in, rent, or use fifteen passenger vans. There are no exceptions to this policy. This is a University policy stipulated by the University's insurance carrier. The Student Experience Office will work with an organization to evaluate and decide on appropriate means of transportation for the group.

Authorized Drivers

- Only Robert Morris University employees and current students that meet the established guidelines are permitted to drive on behalf of the university.
- All employees and student drivers must complete and submit a Motor Vehicle Authorization form and have a clean driving record.
- Current students must be at least 20 years of age with a minimum of four years driving experience and a clean driving record and are subject to approval by the university.
- A completed Motor Vehicle Authorization form must also be submitted and approved before permission to drive will be granted.
- All drivers agree to abide by all local, state, federal laws and ordinances, as well as University policies and guidelines. Failure to do so will result in loss of driving privileges and other sanctions as deemed appropriate.

Vehicle Policies

- Drivers must follow designated procedures for the notification of the appropriate University official in the event of an accident, emergency, or vehicle issue. Individuals are directed to call the Dean of Students or designee for immediate assistance.
- Cell phone use (including texting) is strictly prohibited by the driver at all times the vehicle is in use. Drivers must be in compliance with the University's published Cell Phone Use policy and all applicable laws.
- Any traffic or parking citations must be reported. The cost of which is the personal responsibility of the driver.
- All passengers are required to wear their seatbelts at all times.

ADDITIONAL GUIDELINES

University policies and guidelines can be found at www.rmu.edu.

Additional requirements are in place for intramural and club sport team participants. Questions regarding such programs should be directed to the Department of Campus Recreation.

All recognized collegiate fraternal organizations are required to follow their specific national risk management guidelines. Questions regarding specific fraternity or sorority guidelines should be directed to the [Dean of Students](#).

Visit the Residence Life website for additional policy information including the University's *Guide to Residence Living*. Specific questions regarding residential student policies and guidelines should be directed to the [Office of Residence Life](#).

Questions regarding the RMU Student Code of Conduct should be directed to the [Dean of Student Office](#) via email.

CAMPUS DEPARTMENT DIRECTORY

Campus Police: 412-397-2424

Career and Professional Development Center: 412-397-5000 or careercenter@rmu.edu

Center for Global Engagement: 412-397-6887 or internationaloffice@rmu.edu

Center for Student Success: 412-397-5000 or center4success@rmu.edu

Center for Veterans and Military Families: 412-397-5435 or mcfaddenc@rmu.edu

Colonial Central: 412-397-6057 or colonialcentral@rmu.edu

Counseling Center: 412-397-5900 or counseling@rmu.edu

Dean of Students Office: 412-397-6483 or deanofstudents@rmu.edu

Elaine Boyd Library: 412-397-6882 or library@rmu.edu

Financial Aid: 412-397-6250 or finaid@rmu.edu

IT Help Desk: 412-397-2211 or helpdesk@rmu.edu

Office of the Registrar: 412-397-2223 or registrar@rmu.edu

Office of Residence Life: 412-397-5252 or reslife@rmu.edu

Residence Life On-Call: 412-397-5242

RMU ID Card Office: 412-412-397-5496 or idcardoffice@rmu.edu

RMU Spirit Store: 412 397-2665 or spiritstore@rmu.edu

RMU Student Mailroom: 421-397-5430 or studentmail@rmu.edu

Solution Central: 412-397-5000 or solutioncentralstaff@rmu.edu

Student Experience Office: 412-397-5956 or studentlife@rmu.edu

Student Financial Services: 412-397-6260 or studentaccounts@rmu.edu

Student Health Center (MyHealth RMU): 412-397-6220 or studenthealthcenter@rmu.edu

Title IX Office: 412-397-5490 or titleIXoffice@rmu.edu

APPENDIX

Robert Morris University Student Code of Behavior

All students representing Robert Morris University in an official capacity or traveling as representatives of the University must read and agree to the following

- I will conduct myself in a manner which demonstrates respect for the University, my classmates and me.
- I will abide by all University rules and regulations and state and federal laws.
- I will exhibit pride, respect, and professionalism in manner and dress when representing Robert Morris University.
- I will contribute my best effort on behalf of my student groups.
- I will respect and be courteous of all members of the University community and guests to the institution.
- I will abide by any additional rules and regulations required by the University official, faculty or staff member.
- I understand that a violation of these rules and others that govern student behavior will be a matter for student conduct review through University processes.

Name: _____
(Please Print)

Signature: _____

RMU Organization: _____

Date: _____

Robert Morris University
Student Travel Information

Student Information:

Name: _____ Campus Address (Residence Hall): _____

Birth Date: _____ Home/Permanent Address: _____

City, State, Zip Code: _____

Cell Phone Number: _____ RMU Email: _____

Personal Medical Information:

Physician's Name: _____ Phone Number _____

Health Insurance Carrier: _____ Policy Number: _____

Group Number: _____

What, if any, medications are you currently taking: _____

Do you have any allergies: ☐ Yes ☐ No If yes, please list allergies: _____

Are you allergic to any medications? ☐ Yes ☐ No If yes, please list medications: _____

List any significant medical conditions: _____

Emergency Contact Information:

Name: _____ Relationship to Student: _____ Address: _____

City, State, Zip Code: _____

Home Number: _____ Cell Number: _____ Work Number: _____

Student medical information is considered confidential and will not be released without the written consent of the student. Your signature below indicates that you authorize the release of this information whenever necessary, by an authorized representative of Robert Morris University in the event of a health or safety emergency during your participation / attendance at this University sponsored event.

Student's Signature: _____ Date: _____

RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

I, and my heirs, my executors, administrators and assigns, in consideration of my participation in the

_____ (the “Activity(ies)”), do hereby release and forever discharge Robert Morris University and its Board of Trustees, its administrators, faculty members, employees, agents, students from any and all liability for damages to or loss of personal property, other damages or losses, sickness, injuries or costs from whatever source, legal entanglements, imprisonment, death, or loss of money, including but not limited to those described above, which might occur or that may in any way be related to such participation, in the Activity(ies) whether caused by the negligence of Robert Morris University or otherwise. Specifically, I release said persons from any liability or responsibility relating to my participation in the Activity(ies)

I understand this release means that among other things, I am giving up my right to sue Robert Morris University for any such losses, damages, injuries or costs that I may incur.

I understand that participation in the Activity(ies) is/are strictly voluntary and I freely chose to participate. I hereby attest and verify that I have full knowledge of the risks involved in the Activity(ies) and state that I assume any and all risks associated with participation in the Activity(ies). I verify that I will be responsible and will assume any expenses I may incur in the event of an accident, illness or other incapacity, regardless of whether I have authorized such expenses, as a result of my participation. I understand that Robert Morris University does not provide medical coverage for me.

I hereby grant Robert Morris University specific permission to produce, publish, circulate, copyright, or otherwise use any and all photographs, and/or video of me and/or my family taken during this program, event or activity.

I represent and certify that my true age is eighteen (18) years or older, or, if I am under 18 year old on this date, that my parent or legal guardian has signed the Agreement to Release and Indemnify Robert Morris University.

I have read this entire Release. I fully understand it, and agree to be legally bound by it.

Participant’s Name: _____
(Print Name)

Participant’s Signature: _____

Date(s) of Participation: _____

Email: _____ **Phone Number:** _____
(If student is under the age of 18, please provide name of parent and/or legal guardian)

Name: _____

Phone#: _____ **Relationship:** _____

Parent or Legal Guardian’s Signature: _____

Gift Card Verification Form



Purchasing Card-Gift Card Verification Form

This form is to be used when a gift card is purchased.

Please complete separate forms if you have more than one gift card recipient.

Purchaser should make every attempt to obtain accurate information from the gift card recipient.

Name of gift card recipient: _____

Purchase date: _____ Reason for purchase: _____

Date given to recipient: _____

Dollar amount and brand of gift card:

Please check all that apply in regard to the gift card recipient:

- ☐ RMU Employee
☐ RMU Student Employee
☐ Non-Employee

If Non-Employee is checked, please provide recipient's home address:

As the Purchaser, by signing my name below, I certify the following:

1. This purchase was made for official University business.
2. All terms and conditions of the Robert Morris University Purchasing Card Usage Agreement are applicable.

Cardholder Printed Name

Cardholder Signature

Date

For Internal Use:

Date added to spreadsheet: _____

Copy given to payroll (if Employee/Student Employee): ☐

Reviewed by: _____