



Eastern Nazarene College

2016-2017

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A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT DEVELOPMENT AND RETENTION

Greetings ENC Students,

To all of our new students and families welcome to Eastern Nazarene College, and welcome back to all of our returning community members. We are looking forward to a great year together as we learn and grow in our faith, intellect, and fellowship. As we begin this year, our prayer for you is that you would take advantage of the opportunities before you to know Christ more fully, understand His work in you more completely, and demonstrate His love more deeply both within our college community and around the world.

Grounded in a vibrant Christian faith and tradition, we seek out ways to uphold our corporate Christian convictions and actively live out our Christian values within the context of a dynamic community of learners. The student handbook exists to support and encourage this type of Christian learning environment. Within the following pages you will discover a range of services, policies, and procedures designed to support the Christian mission of the college and promote a safe and thriving learning experience for ENC students and the broader ENC community.

The Student Government Association has chosen a passage from Romans for us this year and it encapsulates well our communal process of living, learning, and growing together here at ENC.

“And do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect.”
Romans 12:2 NASB

As you embark on your ENC journey, I hope you will discover new ways to live into this passage of scripture personally but also discern how we as a community can work together to shape lives, renew minds, and transform culture. We hope that this document can also assist the community in achieving these aims. May the Lord encourage and strengthen you and Eastern Nazarene in the year ahead.

Blessings,



Jeff Kirksey, Vice President
Student Development and Retention



SECTION 1

INTRODUCTION

MISSION STATEMENT

The mission of Eastern Nazarene College is to serve God, the Church, and the World by providing quality liberal arts education to students of all ages. Consistent with its Wesleyan heritage, ENC seeks to create and maintain an environment which awakens and fosters truth, righteousness, justice and holiness as made possible by God's transforming grace through Jesus Christ.

VISION STATEMENT

Embracing its multicultural and urban environment, ENC prepares students to lead and serve in a diverse world by integrating "the best in education and the best in Christian faith."

DEFINING VALUES OF ENC

1. **Transformational Education** – We will provide a holistic educational experience that integrates spiritual, academic and social development to prepare students to effectively serve in a changing world.
2. **Faithful Authenticity** – We will be deliberately honest in our relationships, management procedures, strategic planning and communication to foster trust and confidence with both internal and external constituencies.
3. **Institutional Vitality** – We will develop and sustain a sound financial and administrative infrastructure that provides a foundation for a vibrant campus culture and climate.
4. **Service Orientation** – We will model servant leadership to our students and community by creating a culture of excellent customer service.
5. **Multicultural Understanding** – We will create a context that welcomes and embraces various cultural backgrounds to promote cultural understanding and acceptance.
6. **Christian Faith** – We will act and respond in ways that value and validate each member of the community so that we reflect the servanthood of Christ as we interact with one another and the world to participate in the kingdom of God.
7. **Intentionally Collaborative** – We will develop and exercise the skills necessary for supportive and creative relationships to facilitate healthy collaboration both internally and externally.
8. **Pursuit of Excellence** – We will utilize our intellectual, financial and interpersonal resources to cultivate a lifestyle of stewardship that maximizes our personal and institutional potential within our organizational and physical environments.

COMMUNITY COVENANT

By choosing to join the Eastern Nazarene College community, I recognize this institution's call to be faithful followers of Christ by seeking to know, love, and serve God, respect the dignity of fellow members of the community, and serve the world. I cherish life as a gift and accept the duty to nurture self-understanding, personal integrity, and authenticity in all that I do. I commit to live a life filled with grace pursuing the ideals of reconciliation, justice, and charity. I will embrace the Christian responsibilities of a shared life together, offering service without expectation of return, remaining loyal amidst difficulty, holding myself accountable to my peers, and building upon the Christian foundation of this college and its Nazarene heritage.

I acknowledge that as a member of this community I agree to:

1. Honor and respect the high value placed on personal and community holistic spiritual development, including weekly chapel attendance.
2. Honor and respect the dignity of all persons by choosing to live in harmony with my peers.
3. Honor and respect myself by abstaining from lifestyle choices which fail to support my physical and spiritual growth and development, treating my body as the temple of the Holy Spirit by abstaining from sexual impurity, drugs, alcohol, tobacco, and any behavior harmful to my body.
4. Adhere to core values of honesty and integrity both academically and personally.
5. Respect the property of others (world, community, and individual).
6. Engage in being a contributing member of this community and show concern for the conditions which support the learning and development of myself and others.

By enrolling at Eastern Nazarene College students agree to uphold the Community Covenant, the Student Handbook, and all institutional policies.

STUDENT HANDBOOK AS A LIVING DOCUMENT

The Eastern Nazarene College Student Handbook is not meant to address the entire range of needs, violations, and concerns that students and parents might encounter. The College always retains the right to dismiss students and their families from the College community when it is in the College's best interest to do so. The Handbook is meant to be a living document that can react to an ever-evolving student community and the broader environment. As such, it will frequently feature changes. This includes changes made in response to newly encountered community concerns and/or breaches of community values that may necessitate retroactive adoption. It is the responsibility of each student to review the handbook and remain familiar with updates. Updates can be found at:

<http://www1.enc.edu/student-development/>

The Student Handbook assists students in finding general information that will aid them in understanding the College and its policies and procedures. Students may obtain additional information by contacting the appropriate ENC offices. Students are responsible for acquainting themselves with the policies, requirements, rules and regulations of ENC included in this Handbook and in other official ENC publications. Students are to review and refer to the on-line ENC Undergraduate Academic Catalog for additional information pertaining to academic policy and courses.

ACADEMIC CALENDAR 2016-2017

FALL SEMESTER

August 26	Faculty Day
August 27	Residence Halls Open (new students)
August 27-30	New Student Orientation
August 29	Residence Halls Open @ 9:00am (returning students)
August 30	Registration Day
August 31	Classes Begin
August 29- September 2	Welcome Week
September 5	Labor Day (Classes not held)
October 10	Columbus Day-No Day classes (classes resume at 4pm)
October 14-15	Homecoming Weekend
November 23-27	Thanksgiving Break (no classes)
December 8	Last Day of Classes
December 9-14	Final Exams
December 15	Residence Halls Close @ 2:00pm

SPRING SEMESTER

January 10	Residence Halls Open @ 9:00am
January 9	New Student Orientation
January 10	Spring Registration Day
January 11	Spring Classes Begin
January 16	Martin Luther King Jr Day (no classes)
February 8	Reading Day (no day classes)
March 4-12	Spring Break (no classes)
March 22	Advising Day (no classes)
March 23	Senior (5th year)/Junior Registration Day
March 24	Sophomore Registration Day
March 27	Freshman Registration Day
April 14-17	Easter Break
April 18	Classes Resume at 4pm
April 19	Academic Symposium – No Classes
April 27	Spring Classes End
April 28	Junior/Senior Day – No Classes
May 1-5	Final Exams
May 5	Residence Halls Close @ 2:00pm
May 5	Baccalaureate @ 7:00pm
May 6	Spring Commencement @ 2:30pm

SECTION 2

STUDENT SERVICES AND RESOURCES

Eastern Nazarene College exists to develop exceptional students into whole, effective servants of Jesus Christ. This development is fostered in a variety of curricular (in-class) and co-curricular (out-of-class) venues. In this section you will find information relating to a number of offices and services that are invested in cultivating and empowering the student learning and developmental process.

CENTER FOR ACADEMIC SUCCESS

Learning Commons, Ground Floor, x3838

The Center for Academic Success (CAS) offers a variety of resources to assist students in reaching their full academic potential. General assistance is offered with time management, learning styles, note taking, and testing techniques. Peer tutors help with writing and content specific issues. Group study sessions are available for classes if students need similar help. These services are offered, without charge, to all students.

One-on-one peer tutoring is available for students who require on-going and in-depth tutoring for particular courses. Students who choose to use this service must contact CAS to be matched with a tutor.

Eastern Nazarene College is committed to equality of educational opportunities for students with documented disabilities. ENC will provide reasonable accommodations on an individualized basis to allow students access to facilities, courses, programs, services, and activities at ENC. A student who wishes to be considered for accommodations at ENC must make a request to the Disability Services Coordinator.

The Summer Bridge program offers developmental course work, tutoring, assistance with study skills, and academic advising to first year students whose academic records indicate that they may be challenged by the College curriculum. The program provides students who require developmental coursework in writing, reading, and mathematics the chance to take these courses during the summer. During this four-week program, students will have the opportunity to strengthen their academic skills, to make lasting connections with their peers, and to experience all that ENC has to offer. Placement in this program is determined by tests administered prior to initial registration.

ENC STORE

Mann Student Center, First Floor, x3660

Store Hours:

Monday – Thursday	8:45 am - 5:15 pm
Friday	8:45 am - 4:30 pm
Sunday	8:00 pm - 12:00 am

Special hours may occur during special weekend events, holidays and the summertime.

The ENC Store serves as a campus vendor of all things college and ENC-related. Course supplies and school materials can be purchased on-site; for all textbook needs, the ENC Store also manages an online textbook retail system that provides the necessary texts for students in their respective classes. It also carries a variety of snack foods, sodas, and juices, along with ice cream and other on-the-go items. The campus store is the only location to get all your ENC clothing in many styles and colors at an affordable price. The Eastern Nazarene College brand is evident throughout the store in its memorabilia and insignia items. Customers with Visa, MasterCard, and Discover cards can feel free to use them at the store.

FINANCIAL AID

Gardner Hall, First Floor, x3712

The Office of Financial Aid helps students meet the costs of their education by assisting them in acquiring scholarships, grants, loans, and college work-study (when applicable). All students planning to apply for financial aid must annually complete the FAFSA (Free Application for Federal Student Aid). The application can be completed online by going to www.fafsa.gov. Information about any topic in regards to financial aid can be found on our website at www.enc.edu/financialaid. Students may log into the student Portal, at www.portal.enc.edu, in order to view real-time bill, financial aid awards, and information required to continue processing financial aid for the award year.

INFORMATION TECHNOLOGY SERVICES

Administrative Offices: Gardner Hall, Ground Floor, x3727

Help Desk: Nease Library, ITS Annex, First Floor, x3727

Charles Burt, Chief Information Officer

Visit the ITS web site for the latest information related to your campus computing needs as the following information is subject to change at any time without notice.

Contacting ITS

Web site:	http://enc.edu/its
Support:	Email its-help@enc.edu from your ENC email
Via Phone:	Call us at 617-745-3727 or x3727 on campus
Help Desk Hours:	Monday – Friday 8AM – 5PM
Help Desk Location:	Nease Library, First Floor
Administrative Office Hours:	Monday – Friday 8AM – 5PM
Administrative Office Location:	Gardner Hall, Ground Floor
MyENC:	Email myenchelp@enc.edu
Portal:	Email portalhelp@enc.edu
Moodle:	Email moodlehelp@enc.edu
After-Hours Support:	Call or visit the iDesk, First Floor Nease Library

Services

ITS is available to assist students with computer software and hardware used on the campus network. ITS offers complimentary troubleshooting of issues but does not guarantee that all issues will be resolved and may after diagnosis recommend that issues be referred to the manufacturer or other qualified technician. Students must review and sign the ITS support request form when dropping off a computer for repair.

NetID Username & Password for Systems Access

Your NetID (Network ID) Username & Password provides access to many systems supported by ITS. Do not share your NetID with anyone. Use your NetID to access the following systems:

http://moodle.enc.edu :	Learning Management System
http://portal.enc.edu :	Student Online Portal (some services at http://my.enc.edu)
http://library.enc.edu :	Online Database Access Off-Campus
http://owx.enc.edu :	Online E-mail, Calendar & Contacts via Office 365
http://enc.edu/wireless :	See this web site for information on secure wireless
http://enc.edu/email :	See this web site for info on configuring your email

Information Security

Students should be aware that use of the Internet and Email may expose them to attempts to gain access to their personal information including credit cards, NetID username & password, etc. Any request for this information is a scam and should be reported to ITS.

Acceptable Use

Students should pay special attention to the Acceptable Use Policy for Networking and Computing Resources in Section 3 of this handbook.

LEARNING COMMONS

Nease Library, x3850

Amy Hwang, Director of Library Services

Regular Hours:

Sunday 4:00pm-Midnight

Monday-Thursday 7:15am-Midnight

Friday 7:15am-5:00pm

Saturday 10:00am-8:00pm

Hours regularly updated on website

The Learning Commons at Nease Library is ENC's one-stop research spot. It is composed of Nease Library, the Center for Academic Success, and the Help Desk of ITS (for more information on CAS and the Help Desk, see the following entries).

Helpful, resourceful librarians and well-trained student staff aid students, faculty, staff and community members with academic, research, and technology needs. There is space for studying, paper writing, and practicing presentations. The Instructional Resources Center in the library contains supplies for posters, resumes, scanning and color printing, as well as a complete curriculum collection for our education students. The entire ENCLC staff strives to provide all the services a student needs for academic success.

MAILROOM

Mann Student Center, First Floor, x3588

Cris Popa, Mailing and Materials Manager

Mailroom Window Hours:

Monday-Friday 10:00 am - 4:00 pm

The ENC Mailroom provides complete mail service for all campus community. Each student, resident or commuter, is assigned a mailbox. New boxes are assigned at the beginning of each year. All off-campus mail sent to the College is picked up, sorted, and distributed through the Mailroom. Packages shipped to the college are kept for pick-up in the Mailroom during posted hours.

A \$50 key deposit is added to the school bill; keys can be picked up at the Mailroom window. A replacement fee will be charged for lost keys. At the end of the spring semester, or upon disenrollment, the \$50 deposit will be credited to the student's account when students return their mailbox key. All students should leave a forwarding address for summer or upon leaving the College.

REGISTRATION AND RECORDS

Office of the Registrar, Gardner Hall, First Floor, x3877

Margaret Ballard, Registrar

The Registrar's Office is responsible for maintaining all student academic records. This includes processing all data related to class schedules and registration, adding/dropping of classes, grade records, transcript evaluations, course information, changes of program, declaration of major(s), withdrawals, transcripts, determining academic standing and auditing records for graduation requirements. Students petitioning for exceptions to academic policy may pick up the needed forms from the Registrar's Office and return them with appropriate signatures and documentation by the prescribed deadlines. All academic forms are also available to download from the ENC website at <http://www1.enc.edu/registrar/forms/>

SAFETY AND SECURITY OFFICE

Mann Student Center, First Floor, x3728

John Gelormini, Director

Office Hours:

Monday- Friday 9:00 am - 3:00 pm

24 hour security coverage

Office is closed for chapel

The Office of Safety and Security is involved in the identification, evaluation, policy development, training, and implementation of on-going programs to make the campus aware of and responsive to issues of safety and security. Students are encouraged to discuss their concerns relating to campus safety and security with the Director. For more information regarding Safety and Security Policies and Procedures visit the Section 6 of this handbook.

SPIRITUAL DEVELOPMENT

Angell Hall, Second Floor Rm. 23, x3525

Montague Williams, Chaplain

Chapel Hours:

Wednesday, Friday 10:25 am - 11:15 am

Eastern Nazarene College is a Christian college. This distinctive makes the ENC experience unique. ENC is:

- a covenant community - All members of the community (students, faculty, and staff) agree to pursue a life which reflects the best of the Christian faith.
- a discipling community - ENC emphasizes the development of each person's unique talents, skills, and gifts for service to God and society, and emphasizes relationships of mentoring, teaching, and learning as essential for this process.
- a worshipping community - We gather together for worship through the unity we share in Christ, celebrating diversity of culture and tradition which is a characteristic of the Body of Christ. We recognize that true worship involves giving God our best in every endeavor and activity.
- a serving community - We believe and practice the call of Christ to minister to those in need, and we recognize that this call begins with our neighbor and extends to our city and to the world, and we understand that the best way to prepare for a life of service is to serve today.
- a holiness community - We believe that God's will for our life is not manifested solely in a concern for eternity, but also in the present moment, and that His will involves each one of us growing in Christ-likeness through the power of God's Holy Spirit. This growth is encouraged in Christian community.

STUDENT ACCOUNTS

Gardner Hall, First Floor, x3600

Melinda Vasquez, Bursar

The Office of Student Accounts is responsible for billing and collection of tuition, fees, room and board, special fees, and fines. This office provides advice and information for students concerning payment plans for financing their education. Additionally, this office verifies financial clearance for transcript requests, participation in campus activities, trips, and graduation.

STUDENT DEVELOPMENT DIVISION

Mann Student Center, First Floor x3718

Jeffrey Kirksey, Vice President for Student Development and Retention

ENC STUDENT DEVELOPMENT MISSION:

The mission of Student Development is to support the mission of the College by fostering a distinctly Christian living and learning community that facilitates the holistic development of students. Valuing the diversity of our student we seek to cultivate and empower their personal growth, health, and success in order to enrich their total learning experience and prepare them to lead and serve in the world.

The Student Development Office (SDO) is committed to creating an environment conducive to learning and engagement within the community. The SDO functions within the philosophy that encourages student investment in the life of the College. The traditional undergraduate program at Eastern Nazarene College is designed to blend academic work with programming and activities into a seamless curriculum that is part of preparation for life. The Student Development Office provides educational programming and opportunities for service and leadership development for students. The Student Development Office serves as a central resource for students and their families.

The following Departments compose the Division of Student Development: Athletics, Brickley Center (Career, Counseling and Health Services), Community Life (Student Government Association and Student Programs and Leadership) Food Services, Multicultural Affairs and Student Transitions (Commuter Student Services and New Student Programs), Residential Life, and Student Conduct. These areas, under the direction of the Vice President, provide program development and implementation of a wide variety of activities addressing student needs and the quality of life at ENC.

ATHLETICS

Lahue Physical Education Center and Athletic Facilities, x3639

Gymnasium Hours:

Monday - Saturday 6:00 am - 12:00 am

Sunday 1:00 pm - 12:00 am

Collegiate varsity athletics and academic P.E. classes hold gymnasium priority. Closed for ENC holidays and breaks, including summer unless otherwise specified. Summer usage by permission only.

Fitness Center Hours:

Monday - Saturday 6:00 am - 12:00 am

Sunday 1:00 pm - 12:00 am

Except when PE classes are scheduled. Closed for ENC holidays and breaks, including summer unless otherwise specified. Summer by permission only. Days and times are subject to change.

Use of the Fitness Center is limited to current ENC students and employees. Guests are not allowed and Security will periodically check IDs. No one should work out alone as a safety precaution.

The athletic field, gymnasium, and tennis courts are provided exclusively for the use of the ENC community. The Athletic Department schedules all activities and strict observances of rules must be followed to assure maximum use of these areas. Anyone not observing these rules may be denied use of these facilities.

During soccer, softball, and baseball seasons, only varsity teams may use the playing fields. Playing football is prohibited at all times to avoid personal injury and damage to the fields. At times, the fields may not be playable because of wet grounds. At these times, students are expected to use good judgment before playing on the fields. Those who damage the playing fields will be held financially responsible for all repairs. Any violation of the above guidelines can result in the denial of the use of all athletic facilities, as well as financial recovery in case of damage or replacement of lost or stolen equipment.

Intercollegiate Athletics

The Lions, ENC's intercollegiate teams, add spirit to the campus. Men compete with other colleges in varsity Basketball, Baseball, Cross Country, Golf, Soccer, Tennis, Track & Field, and Volleyball, and women compete in varsity Basketball, Cross Country, Soccer, Softball, Tennis, Track & Field, and Volleyball. Christian sportsmanship is in keeping with ENC's ideals and objectives. Besides sportsmanship, another important ingredient of a good athletic program is the loyalty of students and staff. All are encouraged to take an active part in the intercollegiate program of sports by participating and sharing their enthusiasm.

ENC is a member of the NCAA Division III and The Commonwealth Coast Conference. The Student Athletes Advisory Committee (SAAC) in addition to advising the Athletics Department is actively involved in community service.

To participate in the athletic program of the College, scholastic and disciplinary standards must be maintained. ENC follows eligibility rules as set forth by the College and NCAA III. Students that graduated from ENC's undergraduate program that are pursuing a Master's degree from ENC's graduate school are able to participate if they have athletic eligibility remaining. All questions of eligibility should be referred to the Director of Athletics.

BRICKLEY CENTER: COUNSELING, CAREER, AND HEALTH SERVICES

104 Willow Street, 617-745-3892

Brad Thorne, M.S., L.M.H.C., Director 617-745-3894

Center Hours:

Monday–Friday 9:00 am - 5:00 pm

The Brickley Center provides professional career services, health services, and mental health counseling. All services are free.

<http://www1.enc.edu/brickleycenter/>

Career Services

Krista Bogertman, M.S.W., Assistant Director for Career Services, 617-745-3895

The following services in career planning are available:

- Self–Assessment Inventories
- Occupational information to assist in career selection and/or choosing a major
- Finding an off-campus job (postings are online)
- Information and coaching on resume and cover letter writing, job search strategies, interview skills, graduate school, etc.
- Networking opportunities with professionals and alumni in related fields of interest
- Hosting annual graduate school and job fairs
- Courses in career development
- Internship program
- Workshops and seminars on career-related topics

Counseling Services

Individual, couple, and group counseling is available for spiritual, academic, social, and emotional concerns, such as anxiety, adjustment issues, depression, stress, family tension, low self-worth, eating disorders, body image, grief, etc. All college counselors are licensed mental health professionals. Counselors at the Brickley Center keep conversations and their work with students/clients confidential within the mandates of Massachusetts State Law.

Health Services

Patsy Malas, R.N., Campus Nurse, 617-745-3893

The Campus Nurse provides a range of services to promote health on campus by:

- Providing basic assessments and first aid
- Determining if a student needs to see a doctor and assisting in making an appointment to be seen at an off-campus clinic or physician's office
- Counseling and educating students on good health habits
- Providing information for ongoing health and wellness education
- Researching and disseminating information related to Public Health
- Collecting and keeping confidential the required health and immunization records

The campus nurse is available on a walk-in basis.

Walk-in hours are:

Monday- Thursday: 9 am – 11:45 am and 1:15 pm – 4 pm

Friday: 9 am – 12:30 pm

The Health Services office is closed during holidays, vacations, and breaks listed on the ENC traditional undergraduate calendar.

After Hours - Residential students who are ill after hours and need assistance should contact the appropriate Resident Assistant and/or Resident Director.

Emergency Assistance - Please contact ENC security at 617-745-3911 if you are experiencing a medical or psychological emergency. If unable to contact security immediately, call 911 and then notify campus security.

COMMUNITY LIFE

Mann Student Center, First Floor, x3774

Keri Lewis, Assistant Dean

The Office of Community Life exists to foster a robust co-curricular campus environment that promotes student learning and development through campus programming and leadership development opportunities. Community Life seeks to build vibrant campus community through providing experiences that challenge students to apply classroom instruction to issues of social justice through documentary screenings, discussions, and other campus activities. The Office of Community Life works in conjunction with the Student Government Association to provide opportunities for leadership and service through councils, clubs, and organizations.

New Student Orientation

New Student Orientation is designed to prepare students as they transition into college life. The programs and activities will develop students intellectually, emotionally, academically, and socially while equipping them for the challenges and opportunities that lie ahead. New students will have the opportunity to receive information about campus resources, and meet other students including Orientation Leaders, Resident Assistants (RAs) and student government representatives. This is a campus wide event that incorporates a variety of campus offices, faculty members, and student leaders who are committed to aiding new students in their transition.

INTRAMURAL SPORTS

Aside from varsity athletics, students also have the opportunity to participate in a number of intramural sports throughout the year. The Student Government Association, in conjunction with the Office of Community Life, facilitates intramural seasons for men and women for all skill levels. All participants in intramural athletics must be classified as undergraduate students, full time faculty, or full time staff. For part-time students to participate, they must be registered for at least eight credits in the given semester and pay the student activity fee for each semester in which they participate. Any students interested in participating in intramural sports should contact the Student Government Association at studentgovernment@enc.edu.

STUDENT GOVERNMENT ASSOCIATION

Mann Student Center, First Floor

Noelle Rudeen, Student Body President

The mission of the Student Government Association (SGA) is to represent ENC students by:

- Serving the needs and interests of the general student body, and effectively representing, nurturing, and defending its Constitution and Bill of Rights and those of its satellite organizations
- Developing and maintaining school spirit by encouraging extra-curricular activities and supporting all campus chartered student ministries, clubs and organizations, intramurals, social and cultural events, and service opportunities
- Providing and supporting student leadership through regular training and communication
- Promoting responsible citizenship on the campus through the discussion and consideration of other significant issues, and in a broader community, by thoughtful attitudes and action

The General SGA consists of the members of the Executive Council, editor of the Nautilus student yearbook, the editor of the Veritas student newspaper, the Commuter President, and the President of each class council. Representatives from the Student Athletic Advisory Council and Residential Life also meet with the General SGA. Students are encouraged to maintain contact with their student representatives and get involved in campus life.

COMMUTER STUDENT ORGANIZATION

A Commuter Student Organization is sponsored through the Student Government Association (SGA). Each year commuter students elect a president to the Commuter Council who serves in the General SGA. Commuting students are encouraged to participate in the life of the College.

SGA DIRECTORY

Executive Council

President	Noelle Rudeen
Director of Finance	Christopher Estep
Administrative Assistant	Alec Daniel
Director of Student Events	Rebekah Stahl
Director of Spiritual Life	Emily Ludwig
Director of Recreational Life	Kayla Dean
Director of Publicity	Jameson MacFarland

Commuter Council

President/Senior Class Rep	Erika Mathieu
Junior Class Representative	[to be elected]
Sophomore Class Representative	[to be elected]
Freshman Class Representative	[to be elected]

Senior Class Council

President	Yahaleh Carter
Vice President for Finance	Joanna Joseph

FOOD SERVICES

The Commons, Dugout and Hebrew Cafe

Mann Student Center,

Rick Harmon, Director, x3575

Greg Hart, Assistant Director x3691

The Commons Hours:

Fall of 2016 Continuous: Service Monday-Friday 7am-7pm

Traditional Meal periods will be as follows:

Hot Breakfast 7:00-8:15

Lunch 11:30-2:00

Dinner 5:00-7:00

In between meal periods a variety of food concepts will rotate every day.

Weekend Meal Times:

Hot Breakfast	Saturday	8:00 am	-	9:00 am
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Continental	Sunday	8:00 am	-	9:00 am
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Lunch	Saturday Brunch	11:30 am	-	1:00 pm
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Sunday	12:15 pm	-	1:15 pm
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Dinner	Saturday & Sunday	5:00 pm	-	6:00 pm
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Special hours apply at various times during the semester. Students will be informed in advance.

Dugout Hours:

Breakfast/Lunch	Monday – Friday	8:00 am	-	3:00 pm
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exchange/transfer meals are served from 11:00am-3:00pm

Dinner		5:00 pm	-	11:00 pm
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exchange/transfer meals are served from 5:00-9:00pm

(Grill closes at 2:30 pm & 10:30 pm)

The Dugout will be closed Saturday and Sunday.

Special hours apply at various times during the semester. Students will be informed in advance.

THE COMMONS

The College dining hall (The Commons) provides meals prepared by Pioneer College Caterers, Inc. Students who reside in residence halls are required to be on a meal plan:

- Fall 2016 all students on campus will be on an Unlimited Continuous Access Meal Plan. This means that a student with a valid ID can enter the Dining Commons as many times as they would like during the 7am-7pm meal period Monday through Friday. Each time a student enters the Dining Commons, they will need to check in with the cashier. All meals/snacks etc. will need to be accounted for.
- Each meal plan is also accompanied by \$50.00 of Cub Cash. Cub Cash (a debit account) can be used in the Dugout and Hebrews Café.

Students on all meal plans will be able to transfer up to 15 meals per semester in the Dugout. A menu as well as meal times will be posted for transfer meals.

All persons entering The Commons must show their valid school ID or pay for meals at the door. Individual meals may also be purchased. Bagged meals will be provided for students on a meal plan who are missing regular meal times when arrangements are made at least 24 hours in advance. The posted meal times will be strictly enforced.

All meals from meal plans are non-transferable from one person to another. No one is permitted to enter The Commons using a meal pass or student ID other than his/her own. If a student enters The Commons using his/her student ID or meal pass and decides not to eat a meal, the meal credit will be forfeited. Unused meals in a given week cannot be credited to a student's meal plan for future weeks.

Meal plan exemption requests must be completed and submitted to the Student Development Office one month prior to the beginning of the semester and are only granted in extreme medical conditions which cannot be met by Pioneer College Caterers in consultation with their nutritionist.

Paying for a meal (by cash or through use of a meal plan) entitles the individual to unlimited servings during that meal time. However, food, drinks, etc. cannot be carried out of the dining room (the only exception is an ice cream cone or single piece of fruit).

Throwing food or any other objects in the dining room may result in suspension from the dining room, as well as disciplinary action. The dining room's silverware, dishes, bowls, glasses, etc. may not be taken from the Commons. This is considered theft.

DUGOUT

The Dugout offers a limited menu of food, made to order for each customer. In addition to any of the meal plans, students and members of the community who have valid college IDs, can establish a declining balance account via their ENC ID card. These declining balance dollars, called "Cub Cash" can be prepaid at the college cashier's office and at the Food Service Director's office in the form of cash or check. Each dollar that is purchased for "Cub Cash" will be credited with a 10% bonus (for example, a \$25 purchase earns \$27.50 of spending credit). A balance at the end of the fall semester will carry over to the spring semester. However, any dollars left at the end of the academic year will be forfeited. Money for "Cub Cash" can be purchased anytime during the academic year.

HEBREWS CAFÉ

Hebrews Café offers Starbucks coffee products. Coffee is freshly brewed every two hours, with varieties of coffee rotated on a daily basis. Hot beverages as well as cold beverages are offered. Assortment of pastries, cookies and other favorites are rotated in our pastry display area. For those non-coffee lovers, fruit juices and other variety of bottled drinks are available. Hours of operation are as follows:

Monday – Friday – 7:30am-Noon

Monday – Friday – 2:00pm-4:30pm

Sunday – Thursday – 8:00pm-Midnight

Students are given \$50.00 of Cub Cash monies on their ID cards each semester to spend at this food location. Cub Cash dollars can be purchased anytime throughout the academic year, either at the college cashiers office or the Food Service Director's office. A 10% bonus will be added to each dollar spent towards your Cub Cash account.

MULTICULTURAL AFFAIRS AND STUDENT TRANSITIONS

Mann Student Center, First Floor, x3595

Robert Benjamin, Associate Dean

Multicultural Affairs

Eastern Nazarene College seeks to promote, create and sustain a community which recognizes and respects the presence of diverse groups, acknowledging and valuing their socio-cultural differences, and will seek to encourage and enable their contributions which empower all. It is to affirm the biblical vision of the Kingdom of God, in which people from "every tribe and language and people and nation" are gathered, purchased by Christ's sacrifice (Revelation 5:9). The Multicultural Affairs Office seeks to accomplish these goals by:

- Programming through special speakers/lectures, workshops, training, seminars, activities
- A resource for administration, faculty, staff, and students
- Mentoring relationships with students
- Leadership in networking with students and constituents

COMMUTER STUDENT SERVICES

Students who commute to campus are encouraged to become fully engaged in the life of the College. This includes participation in extra-curricular activities, such as ministry teams, varsity athletics, intramurals, social events and commuter council events. In addition, commuter students can have their student ID formatted to allow access to campus buildings. The student ID card serves as a “swipe card” to allow entrance to areas such as parlors (Munro, Spangenberg, and the Underground), the 24-hour student lounge in the library and the gymnasium. Commuter students are subject to the same hours in campus facilities (including lounges) as resident students.

Lockers are available for commuter students free of charge. These lockers are located in the Mann Student Center. Students must register for a locker and can do so in the Student Development Office. At the end of the academic year any locks left on lockers will be removed. The contents of the locker will be disposed.

RESIDENTIAL LIFE

Mann Student Center, First Floor, x3718

Marion Mason, Dean of Students

The purpose of residential life at ENC is to provide a living/learning environment that encourages holistic student development in the everyday living experiences of students. Living in the residence halls at ENC encourages students to grow spiritually, personally, and professionally as they live and learn together in an intentional environment that fosters student success.

RESIDENCE HALLS

Munro Hall houses female upperclassmen. Approximately 18-25 females live on each floor in rooms with single and double occupancy. There are two shared bathrooms and one lounge on each floor. Each room is equipped with beds, mattresses, closets, dressers, mirrors, chairs, and desks. There is also a living-learning coed parlor on the entry level of the building.

Spangenberg Hall houses female students. Approximately 25-35 females live on each floor in rooms with single and double occupancy. There is one shared bathroom and one lounge on each floor. Each room is equipped with beds, mattresses, wardrobes, dressers, mirrors, chairs, and desks. There are kitchenettes and lounges that are shared by all the residents of this hall. There is also a 24hr living-learning coed parlor on the entry level of the building.

Williamson Hall houses freshmen females and a newly renovated floor for female upperclassmen. Approximately 24-26 females live on each floor in rooms with double occupancy. There is one shared bathroom and one lounge on each floor. Each room is equipped with beds, mattresses, wardrobes, dressers, mirrors, chairs, and desks.

Memorial Hall houses male students. Approximately 25-35 males live on each floor in rooms with single and double occupancy. There is one shared bathroom and one lounge on each floor. Each room is equipped with beds, mattresses, closets, dressers, mirrors, chairs, and desks. There is also a living-learning coed parlor in the ground level of the building.

Shields Hall houses male students. Approximately 26-30 males live on each floor in rooms with primarily double occupancy. There is one shared bathroom and one lounge on each floor. Each room is equipped with beds, mattresses, wardrobes, dressers, mirrors, chairs, and desks.

Young Apartments houses male and female upperclassmen in apartment-style suites. Approximately 36-40 students live on each gender-specific floor in four person suites. Each suite is comprised of two bedrooms with double occupancy, a bathroom, and a common area with a kitchenette. There is a lounge and kitchenette on each floor, as well as a stove in the fourth and fifth floor lounges. Each room is equipped with beds, mattresses, wardrobes, dressers, mirrors, chairs, and desks.

Laundry services are available on the ground floor of each residence hall.

RESIDENT DIRECTORS

Resident Directors (RDs) operate under the guidance of the Dean of Students as professionals who serve and reside in their respective buildings. Resident Directors are an integral part of the student development programs of the college as they promote a living and learning environment where students can develop spiritually, intellectually, emotionally, socially, and physically. They are responsible for supervising and training the team of resident assistants assigned to their building, overseeing the day-to-day activities of the residence hall, fostering a climate of mutual respect, encouraging residents' holistic growth, and upholding the safety and conduct policies of the College.

RESIDENT ASSISTANTS

A Resident Assistant is an undergraduate student hired by the Student Development Office who serves as a resource to students in residence halls. He/ she primarily serves a group of students within a particular residence hall area. The resident assistant has a variety of responsibilities including being a role model, mentoring, planning events, enforcing policies, checking students in and out of the residence hall, and assisting students who are new to ENC.

RESIDENTIAL LIFE DIRECTORY

Marion Mason, Dean of Students
Graduate Assistant, TBA

Memorial/Shields

Ground Memorial	Andrew Gray, Resident Director
First Memorial	Yahalel Carter
Second Memorial	Arthur Gakwaya Isibo
Third Memorial	Andrew "Bubba" Snodderly
Ground Shields	David Frye
First Shields	Andres Biondi
Second Shields	Connor Hudson-Bryant
Third Shields	Shaw Campbell
	Jameson Giamo

Munro

First Munro	Elisabeth Moreau, Resident Director
Second Munro	Rachel Venable
	Kristen Hanson

Spangenberg/Williamson

First Spangenberg	Priscilla Ozodo, Resident Director
Second Spangenberg	Amber Ervin
Second Spangenberg Bridge	Hannah Shepherd
Third Spangenberg	Unhee Lee
Third Spangenberg Bridge	Annelise Sherill
Ground Williamson	TBA
First Williamson	Korie Deen-Sie
Second Williamson	Grace Mcdonough
Third Williamson	Melody Sagastume
	Kaitlyn Gagnon

Young Suites

Third Young (Female Wing)	Elisabeth Moreau, Resident Director
Third Young (Male Wing)	Kyera Bryant
Fourth Young	Carlos Barranco
Fifth Young	Joanna Joseph
	Nicholas Story

STUDENT CONDUCT AND CONFLICT RESOLUTION

Mann Student Center, First Floor, x3718

Marion Mason, Dean of Students

The student conduct process at ENC is part of the student development office. As the student development office seeks to help students grow in a variety of areas, the student conduct process is designed to foster a foundation of ethical development, community accountability, and safety. While administering consequences for students' actions, the disciplinary system seeks to be both educational and restorative. For more information regarding student conduct please see section 5.

STUDENT EMPLOYMENT (ON CAMPUS)

Gardner Hall, Third Floor x3812

Payroll@enc.edu

Students seeking employment on campus can obtain an application in the Payroll/HR Office or through the Student Portal. Students then take the application to the desired department to apply for the open position(s). Managers then submit a completed Student Contract to Payroll once a student is hired. Each first-time student must attend the Student Employment Workshop during the first week of fall semester classes. The Payroll Office is responsible for all aspects of generating students' pay. All first-time student employees must complete a Payroll Packet (tax forms, direct deposit, I-9, and student work agreement) before being eligible to receive pay. Proper identification must be provided to the Payroll Office. Examples of proper identification include but are not limited to: a passport; or a driver's license / student ID combined with a birth certificate / social security card. **All documents must be originals.** Student employees who do not complete the Payroll Packet within 3 business days of their first day of work cannot continue working until the Packet is complete. Managers must submit a completed student contract to the Payroll Office for each student working in their department on ENC's campus. All hours worked should be reported through the Student Employee WebAdvisor section on the Student Portal. Students should submit their hours during the shift they are currently working. After a student's final shift for the pay period the hours should be verified and submitted to their manager for approval. Should a student need to change any demographic or banking information, it must be submitted to the Payroll Office by the Thursday of the week prior to pay day, by 3:30 PM. Direct deposit to a checking or savings account is required of all students, staff, and faculty. Student paydays are bi-weekly occurring every other Thursday.



CAMPUS RESOURCE DIRECTORY

(When dialing from off-campus, dial the central ENC number (617-745-3000) and enter the following extension)

Academic Affairs	3706	Instructional Resources Center	3841
Admissions	3711	Internship	3895
Athletic Department	3639	Kinder Haus	5716
Biology Department	3546	Library	3850
Business	6847	Mailroom & Materials	3588
Chemistry Department	3546	Mathematics	5812
Commons/Cafeteria	3961	Music Department	3715
Communication Arts	3715	Nautilus	3578
Campus Nurse	3893	Payroll/Student Employment	3812
Career/Counseling/Health (Brickley Center)	3892	Physics Department	5812
Cashier	3701	Psychology Department	3556
Center for Academic Services (CAS)	3838	President's Office	3703
College Store	3660	Multicultural Affairs	3595
Dugout	3520	Registrar	3877
Education Department	3534	Religion Department	3534
English	3715	Resident Directors	3596
Facilities Management	3716	Security	3911/3728
Financial Aid	3712	Social Work Department	3556
Food Services	3575	Sociology Department	3556
Hebrews	3995	Spiritual Development	3536
Help Desk (ITS)	3727	Student Accounts	3809
History Department	5815	Student Development Office	3718
Housing and Residential Life	3718	Student Government Association	3579/3580
Human Resources	3723	Study Abroad—Provost's Office	3706
		Veritas	3577

In case of an emergency call security at 617-745-3911 or x3911 from a campus phone.

SECTION 3

INSTITUTIONAL EXPECTATIONS AND POLICIES: STUDENT BEHAVIOR AND LIFE TOGETHER

OVERVIEW

At Eastern Nazarene College, students are expected to maintain high standards of personal conduct consistent with ethical Christian behavior. The College anticipates that students who voluntarily associate with ENC live within the principles of our Christian community of learning. In general, these principles include Christian standards of honesty, civility, morality, and the honoring of one's person as the residence of God's Holy Spirit.

As a college sponsored by the Church of the Nazarene, ENC accepts the principles and standards of the Church of the Nazarene as contained in the church manual as a guide of conduct. Consequently, each student, upon applying, voluntarily agrees to abstain from habit-forming substances and activities. This includes alcohol, tobacco, drugs, and abstaining from attending: clubs, bars, places of entertainment, and parties which promote themes of substance abuse, violence, profanity, pornography, or activities demeaning human life. These serve to undermine our emphasis on holiness, wholeness, and respect for persons as God's creations. Each student is expected to observe the campus regulations and to show respect for both the property of the College and that of the members of the College community as a whole.

ENC STUDENT RESPONSIBILITIES

ENC students have voluntarily chosen to attend a private, church-affiliated college, and thus accept the responsibility to honor the rules and regulations of ENC when they submit their application. At that time, they commit to the College's community guidelines. Upon initial enrollment, they agree to the covenant policies and principles while they are students at ENC.

Within the community setting at ENC, students are expected to share responsibility for each other's growth, to show care and concern for each other and to hold each other accountable when their actions directly affect the community.

It is assumed that the student and the College will honor their responsibilities in good faith. If either party feels the other one is not fulfilling its responsibilities, they are free to terminate the arrangement. The student may withdraw during the academic year, and the College may require the student to terminate attendance at the institution when his/her behavior is incompatible with the College's policies and expectations.

ENC is a **dry and smoke-free campus**. Students are expected to abstain from the use of tobacco, alcohol and illegal drugs both on and off campus. When necessary, a Breathalyzer or Drug Testing may be used for health and safety of students as well as determination of involvement in a policy violation.

AMNESTY PROGRAM

The Student Development Office is dedicated to providing guidance and support for students who may wrestle with meeting the expectations of the ENC Community Covenant and encourages students to seek appropriate support when faced with challenges to covenant expectations. Some areas students may wrestle with include: drugs, alcohol and/or inappropriate sexual behavior. The amnesty program provides an opportunity for students who are open to receiving assistance, resources and support while omitting the disciplinary process. In order to take advantage of the amnesty program, the student must request help from the Student Development Office and agree to comply with the conditions set forth by the SDO. This request must precede any report of a policy violation involving the student.

The health and safety of every student at Eastern Nazarene College is of utmost importance. ENC recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time a sexual violence incident occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. ENC strongly encourages students to report incidents of sexual violence to campus officials. A bystander reporting in good faith or a victim/survivor reporting sexual violence to ENC officials or law enforcement will not be subject to campus conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the sexual violence.

Medical amnesty will be available in the event a student's health or safety is in jeopardy. In the case of an alcohol or drug related emergency, students are urged to promptly seek emergency medical assistance by calling 617-745-3911. This request for medical amnesty must precede any report of a policy violation involving the student. An incident like this will result in a future meeting with the Dean of Students (or his/her designee) but may not involve disciplinary consequences. Please contact the Student Development Office at 617-745-3718 for more information.

* Please note that the College can only offer amnesty for their disciplinary proceedings and are unable to intervene in legal proceedings.

ENC COMMUNITY COVENANT

ENC requires its students, who voluntarily enter this community, to commit to a covenant relationship with the community and its members. Listed below are principles which we believe will uphold a community of learning, mutual respect, and well-being for all students. In addition, it is the hope of ENC that these values will serve our students for life and provide them with a foundation for living life in community.

- Honor and respect the high value placed on personal and community holistic spiritual development, including weekly chapel attendance. –Luke 10:27
- Honor and respect the dignity of all persons by choosing to live in harmony with my peers. –Luke 22:24-27
- Honor and respect myself by abstaining from lifestyle choices which fail to support my physical and spiritual growth and development, treating my body as the temple of the Holy Spirit by abstaining from sexual impurity, drugs, alcohol, tobacco, and any behavior harmful to my body. –1 Corinthians 6:19-20
- Adhere to core values of honesty and integrity both academically and personally. –Ephesians 4:25
- Respect the property of others (world, community, and individual) –Romans 13:7-10
- Engage in being a contributing member of this community and show concern for the conditions which support the learning and development of myself and others.–Ephesians 4:16

Our principles exemplify our College mission. While some might personally disagree with some of the expectations, we require them to be met for us to live in community together. Thus, we require students who come to ENC to agree to live by these standards while affiliated with the College on or off-campus, during the academic year and all breaks from classes.

With our community's principles as our foundation, the College expects students to adhere to defined standards of behavior and to comply with College policies, which are designed to assist us in achieving those principles.

BYSTANDER POLICY AND COMMUNITY COVENANT INFRACTIONS

The College takes all policy violations seriously and encourages members of the community to hold each other accountable to the expectations of the ENC Community Covenant. In some cases, **bystanders** to policy violations will be involved. A **bystander** is defined as a person who is present but not involved in an event or situation. Presence includes but is not limited to being in physical proximity to the situation; witnessing disrespectful technological interactions, including on social media platforms or over the Internet; and overhearing disrespectful comments. A **proactive bystander** will take positive measures to address violence, disrespect, policy violations, or other unwelcome behaviors or attitudes involving members of the ENC community. These measures include reporting an incident, directly acting to mediate an incident, speaking up against disrespectful attitudes, or any other action one can take to instill expectations of respect on campus.

ENC has identified level one (minor severity) through level three (major severity) disciplinary offenses. Violations of these policies both on-campus and off-campus will result in disciplinary consequences (see Section 5). ENC students who assist or encourage other students to violate the ENC Community Covenant or **bystanders** who do not make the appropriate attempt(s) to leave, change the situation, inform appropriate college officials (Student Development staff or College Security) or express any meaningful amount of disapproval also may be subject to disciplinary consequences.

ACADEMIC INTEGRITY POLICY

A cornerstone of academia is a commitment to academic integrity. In a scholarly community, the importance of having respect for one's own work and the work of others is essential; building a sense of trust among members of such a community is crucial as individuals create, share, and apply scholarly work. The importance of academic integrity is heightened within a Christian community of scholars in that we are also accountable to God for any behaviors of a dishonest nature. In consultation with administrators, faculty, and students, Eastern Nazarene College has set forth basic standards of academic integrity.

STANDARDS OF ACADEMIC INTEGRITY

At Eastern Nazarene College, integrity and honesty are expected and required in all activities associated in any way with academic course work. While it is not prudent nor practical to attempt to specify an exhaustive list of unacceptable behaviors related to academic integrity, examples of unacceptable behavior include, but are not limited to, the following:

- Cheating (e.g., using any unauthorized materials or devices during an examination, allowing other students to submit your work under their name, changing responses on an exam after it has been graded, etc.).
- Plagiarism, which is presenting the work of others as your own, either directly or by implication (e.g., not giving credit to the original source for any thoughts, ideas, quotations, charts, and so forth that may be included in one's own work, etc.).
- Falsifying information (e.g., reporting of undocumented data, fabricating a set of data, fabricating volunteer hours required for a course, signing the attendance sheet for an absent student, etc.).
- Stealing and/or distributing exams which have not been authorized for release or otherwise taking advantage of dishonest behavior for the purpose of gaining an unfair academic advantage.

The basic standards of academic integrity are to be presented during new student orientation, included in syllabi, and discussed in individual classes at the beginning of each course.

The complete policy can be found on the college website at

www1.enc.edu/registrar/academic-policies/. Students and faculty should consult the Registrar's Office for the procedures for appealing and reporting academic dishonesty. It can also be found on the College website at www.enc.edu under the Registrar's Office.

<http://www.enc.edu/registrar/academic-policies/>

CHAPEL ATTENDANCE POLICY

Each student at ENC is expected to participate in a life of Christian worship and service during their time at the College. Information regarding the College ministry opportunities and other spiritual life events are available in the Office of Spiritual Development. Chapel is the backbone of the program for spiritual life on campus. In chapel, we gather to worship God. Through the act of worship we, the body of Christ, find ourselves encouraged, energized and empowered by the Spirit of God for acts of loving service in the world. Chapel allows us to participate in discussions involving issues that impact the context of our community. ENC maintains a chapel attendance requirement as described on our website at <http://www1.enc.edu/chapel-requirements/>. All full-time students (12 credits and above) are required to attend chapel. This information is available through the Student Development Office (SDO). Consult SDO for further details and chapel exemption information and deadlines (<http://www1.enc.edu/goto/studentnet/>). Chapel exemptions are for full-time, upper-class students who have verifiable and necessary employment or student teaching and practicum during chapel, Commuter students who do not have Wednesday and Friday classes and Commuter students who do not have their first class on campus until after 12pm on Wednesday and Friday. Chapel exemptions must be applied for during each semester (even if your circumstances have not changed) and require the student to participate in a Covenant Plan and meetings with a spiritual mentor (ENC Faculty or Staff member.)

Chapel Exemptions

Students are expected to treat chapel as any other required class. Therefore, work, etc. is to be scheduled around the chapel hour. Further exemptions are granted for Upper-class students (60 credits and above) for the following reasons:

1. Verifiable and necessary off-campus employment during chapel.
2. Full-time student teaching assignments and practicum placements verifiable in their respective departments.
3. Commuter students with evening or Tuesday / Thursday classes only MUST file a chapel exemption petition to be considered for participation in the “Covenant Plan” program.
4. Commuter students who have MWF classes after 12:00 p.m. MUST file a chapel exemption petition to be considered for participation in the “Covenant Plan” program.

A full exemption may be granted to students in unique circumstances. Chapel exemption requests are due the 3rd week of each semester. Official deadlines will be communicated each semester. Students are required to fill out the Chapel Attendance Exemption Request Form found online at <http://www1.enc.edu/spiritual-development/>. Approval and denial of chapel exemption requests will be communicated through an email to the student. Students who are granted a full exemption will be notified of further responsibilities and deadlines to carry out the exemption with no penalties. Attached to the approval email will be a “Covenant Plan” which is a spiritual growth strategy rooted in covenant community. Key elements of the “Covenant Plan” are the following:

- statement of intentionality
- proposed plan for spiritual growth
- means of accountability

In lieu of attending chapel, students granted full exemption are required to find a mentor within the ENC community (a professor or staff member). They will meet three times during the semester, determined by them. What to discuss, read, where to meet, etc. is also determined by the student and staff member. Before the semester ends, the student will write a reflection paper (~2-3 pages).

If a student receiving full exemption fails to meet with a mentor and / or fails to write a paper, the student will be issued the full fine of \$300.

All communication from the Student Development Office and the Office of Spiritual Development in regards to chapel exemptions will be sent to a student’s ENC email account.

COMMUNITY LIFE POLICIES

CAMPUS POSTING POLICY

In order to maintain the physical appearance of the Mann Student Center, the following guidelines apply when posting materials:

- Posting advertisements of any kind is limited to designated areas of the Mann Student Center. Designated areas include the bulletin board in the Colonel's Café, "Paw Prints" bulletin board in the lobby, and poster strips around the Student Center. The bulletin boards near the elevator are operated by the Student Government Association and are not available for general postings. Items must be hung with staples, push pins, or painters tape.
- All groups (students, faculty, staff and off-campus) who want to post events need to submit their materials to the Student Development Office (SDO) for review and approval.
- An approved poster will be stamped and must be removed within 24 hours after an event concludes.
- Posters may only hang in the Student Center for two weeks. Bulletin boards and poster strips are not designed for long term signage.
- Any papers or posters on other surfaces (i.e. windows, glass doors, walls, etc.) will be taken down and the person or group posting it will be responsible for any repairs that need to be made.
- Groups or students that do not comply with these guidelines are subject to fine and / or loss of posting privileges.

CAMPUS SOLICITATION POLICY

An outside vendor can be defined as "a person, organization, or company that sells goods or services." Student organizations and recognized campus groups that are conducting fundraising efforts are not considered outside vendors but should still seek approval from the Student Government Association and the Office of Community Life. Any member of the ENC community not acting on behalf of a recognized campus group for fundraising purposes will be considered an outside vendor. Approved vending will be limited to the Mann Student Center public areas unless an alternative location is designated by the Office of Community Life.

- The company must be distributing a service or goods that would be of interest to ENC students. The College reserves the right to inspect the inventory prior to sale and to remove from sale any inventory which violates the standards of the Eastern Nazarene College Community Covenant or is inconsistent with the terms of this Agreement.
- Eastern Nazarene College reserves the right to not grant a table if there is not enough space and/or the type of vendor is deemed inappropriate. Vendors may work with any campus department or organization, however all vendors must be approved by the Assistant Dean for Community Life.
- Vendors must pay the corporate fee of \$30.00 per day, per table. Cash or checks are accepted. Checks must be made out to Eastern Nazarene College. The fee may be waived at the discretion of the Assistant Dean for Community Life.
- Proof of Liability Insurance must be submitted to the Student Development Office and approved at least one week prior to the date of vending. See attached list of requirements. Proof of insurance may be waived at the discretion of the Assistant Dean for Community Life.
- Eastern Nazarene College is not liable for personal injury to Vendor or for loss or damage to any personal property (including inventory) in the custody or possession of Vendor while using College's facilities. Vendor acknowledges that College will not provide security or safekeeping for Vendor's inventory, and accepts the risk of loss thereof.

For additional information regarding liability insurance, and required forms, please visit enc.edu/sdo/forms.

STUDENT ENTERTAINMENT PHILOSOPHY AND POLICY

A central goal of higher education is to prepare students with skills and abilities to meaningfully contribute to their future communities. Eastern Nazarene College sets about this task by offering robust curricular training and meaningful co-curricular learning environments. Just as curricular laboratories and practicums allow students to practice the knowledge and skills they are developing within a particular discipline, a Christ-centered institution can utilize various co-curricular venues for students to practice holy living and Christian sensibilities. Entertainment is one such venue where students can put their learning into practice by making wise and discerning choices within a supportive learning environment. ENC prepares students to be salt and light in the world by helping them to thoughtfully engage their faith and reason to honor God through the various types of entertainment they engage.

As a Nazarene institution rooted in the Wesleyan holiness tradition, Eastern Nazarene College will expect its students to exercise thoughtful discernment with regard to the types of entertainment they engage and how they utilize their leisure time. Students should work to uphold the mission of the College and seek to “commit to God by avoiding evil of every kind, including music, literature, and entertainments that dishonor God” (Church of the Nazarene Manual, 2009-2013). In order to foster a learning community that enhances the spiritual and personal growth of its students, all members of the ENC community should approach their leisure and entertainment choices with a high degree of moral integrity and self-restraint.

STUDENT DANCES

All student dances must be approved by the Student Development Office. A complete listing of Policies and Procedures governing student dances can be obtained through the Community Life Office. All dance applications must be submitted to the Student Development Office six weeks in advance of the desired dance date with proposed play list and song lyrics.

SHOWING FILMS OR TELEVISION SHOWS ON CAMPUS

Most films, television shows, and consumer media are protected under federal and international law. Below are guidelines to help you follow the proper procedures and avoid breaking copyright laws. There are several factors to consider and questions to answer in this process.

What are Public Performance Rights?

Public Performance Rights (PPR) are the legal rights to show a video recording. The video distributor or producer normally holds these rights. However, the rights-holder can give temporary PPR to others by selling them a Public Performance License (details under How to Obtain PPR below).

Do I need to obtain Public Performance Rights to show my film/TV show episode?

DVDs and videotapes that are available for purchase, rented from many commercial establishments, checked out from the Library, or are videotaped at home on VCRs are for home viewing purposes only. **Unless you are showing a film/TV show in a classroom with a professor leading a discussion as a part of the regular curricula or watching a movie in your own residence hall room with a few friends, you must purchase the rights to show that film/TV show on campus.**

Purchasing Public Performance Rights does not depend on variables such as audience size or admission prices. Regardless of whether you expect 3 people or 300 people, size is not considered in determining if Public Performance Rights need to be purchased. Likewise, you still have to purchase the copyrights even if you are offering the film/TV show to the audience for free.

Need to purchase the rights to view a movie on campus

- if the screening is open to the public, such as showing a foreign-language film to the community for cultural enrichment
- if the screening is in a public space where access is not restricted, such as an instructor showing a film to a class for curriculum-related purposes in a public or unrestricted-access location
- if persons attending are outside the normal circle of family and acquaintances, such as showing a film to a club or organization, or showing a film for class but inviting others to attend

Don't need to purchase the rights to view a movie on campus

- if privately viewing the film in your room with friends
- if an instructor is showing the film to officially registered students in a classroom, where content of film directly relates to course and is shown in a space designated for instruction

Consequences of not purchasing Public Performance Rights

If you do not purchase the Public Performance Rights to a film/TV show, you are violating copyright laws. Breaking these copyright laws (even if unintentionally) can result in fines from \$750 to \$30,000 per showing. If admission is charged to the event and the organization/person receives some commercial or personal financial gain, fines can range upward to \$150,000 plus a year in jail.

How do I obtain performance rights for my event?

At ENC, the Community Life Office handles all purchasing of film or television rights for organizations, students, and clubs. The College has specific contact with a company that holds the rights with the major distributors, and can purchase Public Performance Rights. **Organizations should not contact production companies or distributors themselves.**

Rather, a representative of the organization, department, or class should contact the Community Life Office. Planning ahead is a key factor in getting the movie you desire here in time so please request it at least two weeks before your event date.

How much does it cost to show a film or TV episode?

Copyright purchase for film typically runs from \$300-\$650 per showing for popular titles from major movie distributors. Independent films could cost less, depending on the distributor of the film. As far as TV episodes, it usually costs around \$100 per 30 minutes of film. Also, some companies provide the DVD or VHS to show at the screening, while others do not.

Which TV shows can I purchase the rights to?

There are a very limited number of television series whose rights are easily obtained. To see a list of TV shows readily available to screen visit <http://college.swankmp.com>

HEALTH INSURANCE

Massachusetts law requires that all students enrolled $\frac{3}{4}$ or full-time in public and private institutions of higher learning must be covered by a comprehensive medical insurance plan. All undergraduate students who are registered for at least $\frac{3}{4}$ time in a given semester are automatically enrolled in the College-sponsored student health insurance plan. The cost of the student health insurance plan is included in a mandatory health insurance charge for these students. An insurance waiver option is available for students who have proof of adequate coverage through another policy. However, international students are required to enroll in the ENC sponsored Student Health Insurance Plan and do not have an option to waive it. If a student chooses to not purchase the insurance through ENC, he/she must be sure that his/her insurance will cover being seen by a doctor in this area if he/she becomes sick or injured. Health care providers in this area can be found by calling the customer service number for the individual's health insurance. If a student chooses to waive the college sponsored plan and completes the on-line waiver, the automatic charge will be reversed. Coverage under the policy takes effect upon registration and continues until August 15 of the following year for students enrolled in both fall and spring semesters. This insurance is subject to the exclusions and limitations outlined in the Health Services brochure which can be accessed from the Health Services website listed below. A hard copy brochure is also available at the Brickley Center. Please refer to the Health Services website at <http://www1.enc.edu/health-services/> for more information.

HUMAN SEXUALITY

Human Sexuality

As Christian educators, Eastern Nazarene College has a responsibility to state clearly our biblical understanding of human sexuality. The College affirms the Biblical teaching that sexual intimacies are to be shared as God's gift within the context of a committed marriage relationship between a man and a woman.

With the grace, strength and wisdom of God's spirit, we believe that students can live healthy and fulfilling lives with respect to sexual integrity and refrain from any practice of sexual inappropriateness.

ENC seeks to foster a life of freedom, hope, and wholeness that stems from living in harmony with Biblical teachings. Therefore, we encourage persons struggling with sexual issues to seek counseling and assistance. Students are invited to contact the Brickley Center's counseling services, a Resident Director, the Student Development Office, or the Office of Spiritual Development for guidance. ENC wants to walk alongside and support students in the complexity of this journey as they seek to live a holy life in their sexual ethic. Due to the sensitive nature of human sexuality, related issues will be handled in confidence. We believe that all people should be treated with dignity, grace, respect, and holy unconditional love.

Rooted in our Nazarene convictions and traditions we offer care and counsel for all students grappling with their sexuality including persons with same sex attractions, bi-sexual attractions, transgendered persons or those struggling in their sexual identity.

Students wishing to learn about the Church of the Nazarene's response to homosexuality are encouraged to take a copy of [Pastoral Perspectives on Homosexuality](#) found in the Student Development Office and the Spiritual Development Office.

PREGNANCY STATEMENT

If a premarital pregnancy occurs while currently being an ENC student, ENC is committed to standing by both the father and mother of the unborn child to offer spiritual and emotional support. As both individuals plan for their future and that of their baby, ENC requires that the parents attend personal counseling and spiritual counseling. ENC encourages students to inform a Resident Director, the Student Development Office, the Office of Spiritual Development, or the Brickley Center to obtain support, structured assistance, and education.

No student will be dismissed from ENC due to pregnancy. Until the baby arrives, if the students are currently living on campus, both individuals (father included) may be required to move out of the residence hall. Due to the confidential nature of all issues related to sexual behavior, each incident will be handled administratively rather than through the Council on Community Responsibility.

COHABITATION

Living/residing with a non-related person of the opposite sex outside the bonds of a heterosexual marriage is contrary to the ENC community covenant.

INSTITUTIONAL TECHNOLOGY POLICY

Purpose of Computing Resources at ENC

The primary purpose of ENC's computing resources is to enhance and support the educational mission of Eastern Nazarene College. As a Christian community, we take the stewardship of our resources seriously since it is a means to develop effective servants to address the needs of our world. These resources include those microcomputers, workstations and multi-user computer systems owned by ENC or its students. In addition, computing resources include local area networks including network and telecommunication capabilities in the residence halls, as well as connections to other computer networks via the Internet. All students, faculty and staff are responsible for using ENC's computing resources in an effective, ethical, lawful, and responsible manner. Use of computing resources, much like use of the library resources, is a privilege to be utilized responsibly.

Computing resources are tools to enhance the educational process. While they afford a vast potential of resources, they also pose important challenges. Users must be aware of the traps inherent in this kind of technology.

- Time spent on the computer can quickly become excessive and restraint needs to be exercised for personal as well as institutional reasons. Our society is now seeing many individuals who are suffering from computer addiction in ways similar to other addictions such as alcohol or gambling.
- Networks can be used by unethical individuals to deceive users. ENC urges all users to exercise good judgment and caution to avoid becoming victims of illegal, unethical or immoral activity.
- Interaction with unknown users is not recommended because of the potential for harm. Social media sites should be used with caution and full knowledge that comments or information posted on such sites is open to many individuals who may use the posts in an inappropriate manner.
- Caution should be exercised when posting information on the Internet including pictures, comments and other personal information as they may be viewed by unintended audiences, be difficult or even impossible to remove and could become personally damaging in the future.

ENC encourages any user to seek out appropriate resources for assistance. This includes seeking assistance for instruction from the Information Technology Services (ITS) staff in the use of resources, as well as accessing counseling resources available through the Brickley Counseling staff, Student Development staff, or faculty members.

Security

While the college makes every effort to maintain the security of its systems, it should be noted that no guarantee of privacy of electronically stored information or electronic mail can be supplied. Users of college-operated computing resources should also be aware that the college reserves the right to inspect information stored on or passing through its systems and monitor files accessed when there is reasonable cause to suggest a violation of the policies of the college or when the college needs to access information that is pertinent to its operations.

- No person shall gain or attempt to gain access to any computer or computer network without the consent of the owner of the computer or the operators of the network system.
- No person shall knowingly alter, destroy, delete or introduce programmatic instructions that will cause the computer to do anything unwanted by the owner.
- No person will attempt to circumvent ENC's computer security system, or use ENC's computer systems or computer networks to attempt to circumvent security systems elsewhere.
- Users are responsible for the security of their own network services accounts. Users should follow the password guidelines distributed when the account is created.
- Users are responsible to abide by all data security policies established by the college in response to local, state and federal laws.

Acceptable Use

ENC encourages the college community of faculty, staff, students and college guests to fully utilize the computing resources at ENC in a manner consistent with the mission of the college. Acceptable use also means that while utilizing computer resources for administrative, education, and research purposes, the legal protection of copyrights and licenses will be respected.

Unacceptable Use

While the potential for appropriate use of ENC's computing resources abounds, there are however aspects of use that can be problematic both for the individual and the institution. Unacceptable use of ENC's computing resources can fall into three different categories: unreasonable, unethical and illegal. These categories are not necessarily mutually exclusive nor do they create situations which are equally problematic. All users are asked, however, to consider the following categories so that the resources may be accessed efficiently and appropriately.

Unreasonable Use

Since the network operates most efficiently when each user understands that he or she is only one user among many, activities that consume large amounts of time on a computer or in the network may interfere with the ability of others to use ENC's computing resources or network connected services. Overuse of connect time, information storage space, or printing capacity can present problems for other users. Some examples of unreasonable use include:

- Use of the computing resources for computerized entertainment or games must be kept to a minimum and should not interfere with a user who needs to work on academic projects.
- Excessive use of the computing resources outside of specific academic assignments raises issues of concern in terms of personal time management, the effective completion of academic assignments and the dangers of compulsively spending time on the computer.
- Excessive use of resources for e-mail, web browsing, social media sites etc. is generally not an effective use of personal or computer time. Distribution of chain letters or broadcasting to lists of individuals in such a manner that might cause congestion of the network.
- Printing of multiple copies of ebooks, banners, posters, resumes, and papers. One copy should be printed.

Unethical Use

Use of ENC's computers or networks that violates ENC regulations or policies, or is inconsistent with ENC's ethical standards or mission. Some forms of use which are unethical may also overlap with the illegal use category. Some examples of unethical use include:

- Providing, assisting in, or gaining unauthorized or inappropriate access to ENC's computing resources.
- Use of ENC computers or networks in a manner resulting in the inappropriate access to systems, software or data at other sites. Do not use the College's computing system to gain access to a computer system that you are not authorized to use.
- Access and/or distribution of obscene, pornographic, abusive or threatening information of any data type including text, audio, graphic images, etc. via the college network, Internet, or other means. Simply because a user can get access to objectionable material through computer networks does not justify viewing, downloading, or printing it.
- Activities (e-mail, social networking, etc.) conducted via the college network or the Internet for the express purpose of soliciting sexual favors and/or arranging meetings for the pursuit of sexual activity.
- Use of ENC computers or networks for commercial use or profit-making enterprise, except as specifically agreed to with the College.
- Attempting to circumvent ENC's computer security system.
- Damaging hardware, software or data that belongs to ENC or members of the ENC community.

Illegal Use

Use of ENC computers or networks for any illegal purpose, including, but not limited to the use of computers or the network in violation of federal, state or local laws regarding such subjects as trademark and copyrighted material, obscenity, pornography, child pornography, hate communications, discriminatory harassment, or criminal activity. Some examples of illegal use include:

- Unauthorized reproduction of copyrighted material.
- Activities that result in the loss of another person's work or unauthorized access to another person's work.
- Racial, sexual or any other kind of harassment of an individual or a group through the computing resources of ENC. There is additional material on harassment issues in the student handbook and the employee handbooks.
- Altering, destroying data or utilizing services that do not belong to you.
- Involvement in on-line gambling.
- Accessing or downloading obscenity or child pornography images.

Consent

Authorized use of ENC's computing and telecommunication resources and associated infrastructure implies full agreement with this policy. As circumstances warrant, this policy may be reviewed and modified by the Information Security Team and College administration, which upon official adoption and publication, will supplant the current policy. Such supplanted policy will automatically be in effect for all current authorized users of College computing, telecommunications, and associated infrastructure. The intent of this statement is to give an overview of acceptable and unacceptable uses of ENC's computing resources without exhaustively enumerating all such uses and misuses. This statement is intended as an addition to existing College policies concerning academic honesty, harassment, and usage of facilities. The predominant goal of this policy is to promote honesty, respect for individuals and respect for both physical and intellectual property in the use of computing resources. All expectations regarding academic honesty and professional ethics extend to electronic media.

Online Communities

Students should not assume any website or social media site is confidential. The term social media refers to forms of electronic communication that enables individuals to express ideas, information, and other content within an online community. Examples of social media include, but are not limited to, texting, Twitter, Facebook, LinkedIn, Instagram, and YouTube. Whether or not the College's network or computer resources are used to access social media, the policy still applies. Eastern Nazarene College is aware that members of the ENC community may desire to express personal opinions through private social media accounts. The Student Development Office does not monitor online communities. Online threats to others or to oneself will be taken seriously if brought to the attention of Student Development staff. Eastern Nazarene College reserves the right, when appropriate and subject to law and regulations, to seek disciplinary measures, up to and including dismissal from the College or termination of employment for use of private social media sites in ways that are in violation of the Student Code of Conduct or are deemed to interfere with College business. In appropriate cases, such conduct may be reported to local law enforcement.

The Student Development Office encourages all students to use caution when posting on-line information. Students should be aware that online material is open to public viewing. Users of Facebook, Twitter, and similar sites are advised not to post specific address, residence hall, room or phone number due to the potential for harassment, stalking or identity theft. Students are encouraged to take extreme caution when posting information about themselves or their friends.

Sanctions

Out of respect for the entire ENC computing community, violations to the Acceptable Use Policy will be taken seriously. Violations of written policy may incur any of the following actions, depending upon the specific nature of the infraction:

- Email or letter of warning from the Director of Information Technology Services may be issued.
- Computer account and network privileges may be lost.
- There may be immediate dismissal, suspension, fines, community service, educational programming, counseling and/or summons to appear for a student conduct hearing. Other consequences may include a ban from the following: living on campus, use of or presence on certain campus property, and serving in any leadership roles.
- Incidents of plagiarism or other academic dishonesty may also result in a reduced grade or course failure and/or loss of computing privileges.

In incidents of illegal actions, cases may be prosecuted by local, state or federal agencies.

JURY DUTY POLICY

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts."

It is not unusual for students residing in Norfolk County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Eastern Nazarene College supports students in their fulfillment of this civic duty. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Staff at the Registrar's Office can assist you in making arrangements for missed class time due to jury service. Students will be required to furnish their summons notice or the certificate of service when making these arrangements.

If you have any questions about jury duties please contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879 or at www.massjury.com).

MEDICAL WITHDRAWAL POLICY

The policy regarding student-initiated withdrawal from the College can be found in the Undergraduate Academic Catalogue as well as on the Registrar's website: <http://www1.enc.edu/registrar/> The information below articulates college-initiated medical withdrawal policy and procedures and clarifies what the Student Development Office requires for students seeking re-admittance from medical leave.

COLLEGE-INITIATED MEDICAL WITHDRAWAL REQUEST

The College may require involuntary evaluation and medical withdrawal of a student if it is determined that the student's behavior appears to pose a significant risk of substantial harm to the health or safety of themselves, others, or to substantial property rights, or renders the student unable to engage in basic required activities necessary to obtain an education. Such behavior may be a violation of the Community Covenant and Student Handbook and the student may be subject to the following extraordinary procedures, including parental notification:

Status of Conduct Proceedings

If the student has been charged with violation of the Community Covenant, but it appears that a medical reason exists for the objectionable behavior; this medical withdrawal policy may be activated prior to issuance of a determination in the conduct process. If the student is ordered medically withdrawn from the College, such action may either terminate or postpone the pending disciplinary action, depending on the situation. If the student is found not to be subject to medical withdrawal under this section, conduct proceedings may be reinstated.

Medical and/or Psychological Evaluation

The Dean of Students (or designee) may direct a student to participate in a medical and/or psychological evaluation whenever the behavior of the student appears to pose a significant risk of substantial harm to the health or safety of such student or others. The medical and/or psychological evaluation is conducted by the College's Director of the Brickley Center (or designee) or by a licensed mental health professional of the College's choosing. The referral will be sent to the student and the student will be notified of the scheduled evaluation to occur as soon as possible. The cost of the evaluation will be at the student's expense. The evaluation is intended to assess:

- Whether the student's behavior poses a significant risk of substantial harm to the health or safety of the student or others, and the nature, duration and severity of the risk.
- Whether the significant risk of substantial harm to the health or safety of the student or others would continue if the student remains on the campus and/or in the residence hall.
- Whether reasonable modifications of policies or procedures will mitigate the risk.
- Whether the student needs assistance or referral to appropriate support or treatment services.

Interim Action

Failure to respond to a directive from the Dean of Students (or designee) to complete the medical and/or psychological evaluation, or failure to provide necessary records of prior treatment by the date requested may result in administrative action, up to and including interim suspension from the College and/or the residence hall and restrictions on campus access until the evaluation and records request requirements are met and reviewed by the College. Students may not return to the College and/or residence hall until the Student Development Office has received and evaluated documents and completed a College evaluation indicating that the student no longer poses a significant risk of substantial harm to the health or safety of such student, or others.

Involuntary Medical Withdrawal

The Dean of Students (or designee) may initiate the administrative withdrawal from the College or residence hall of any student for behavior that poses a significant risk of substantial harm to the health or safety of such student or others and/or impedes or disrupts the educational process or the legitimate activities of other members of the College community. Administrative withdrawal determination shall be made by the Dean of Students (or designee) taking into consideration the nature and severity of the potential harm, the imminence of the potential harm, the likelihood that the potential harm will occur, the duration of the risk, the ability to mitigate the risk and the impact on others in the campus community. This determination will be based on an individualized assessment of the ability of the student to function safely at the College.

If the medical evaluation supports medical withdrawal, the student will receive notification in writing from the Dean of Students (or designee) stating the reasons for its determination. Students may challenge the withdrawal through the submission of a written appeal to the Vice President for Student Development (designee) supported by medical and/or mental health professional documentation. Administrative withdrawal actions may be reconsidered by the Vice President for Student Development (designee) at regular intervals upon the written request of the student. The Vice President for Student Development (designee) may elect to appoint an independent medical and/or mental health professional or a panel of professionals to provide advice to the Vice President for Student Development (designee) with respect to administrative withdrawal determinations.

A student who has undergone involuntary medical withdrawal must engage the re-admittance process from a Medical Withdrawal as stated in this policy. The College may require the student, at the student's cost, to undergo a medical evaluation by a licensed mental health professional of the College's choosing. A medical withdrawal is not considered a disciplinary action.

Notification Process

Upon receipt of all requested information, the Dean of Students (or designee) will communicate the details of the withdrawal in writing including what conditions that must be met for re-enrollment.

Housing

Students issued a medical withdrawal who are enrolled in College Housing must vacate the residence hall within 24 hours of the withdrawal approval, unless instructed otherwise. Students will be held responsible for all housing charges and fees associated with time spent in the residence hall up to the date of proper check out of the residence hall once the medical withdrawal has been formally issued. The students, or his/her family, are responsible for contacting the Residence Life Office and checking out of housing. Please note that failure to follow proper check out procedures may result in continued housing charges and fees.

MEDICAL WITHDRAWAL RE-ADMITTANCE POLICY

A student who is applying for readmission from a Medical Withdrawal is required to submit documentation from his/her treatment providers. The Vice President for Student Development and/or Dean of Students in the Student Development Office will review these in confidence. We ask that letters detail the length, frequency, focus, and nature of treatment and the student's level of stability to return to school. Recommendations from treatment providers on what is necessary for ongoing treatment, supports, etc. should be outlined so as to allow the Student Development Office to assess the ability to provide these supports through on-campus student services or off-campus referrals.

It is helpful for the Vice President or Dean to receive an honest assessment of the student's readiness to return to a rigorous and residential (if on campus) academic environment, along with how this assessment was made and the criteria that were used.

Honest impressions are critical in helping us make an informed decision about a student's readiness to return. After the Vice President/Dean reviews the readmission application, he or she may also want to have a more detailed clinical discussion over the phone with provider(s). Appropriate releases should be signed ahead of time to expedite the process.

The application for re-admission along with the paperwork required should be submitted to the Vice President/Dean no later than one month prior to the semester the student intends on returning.

SERVICE AND SUPPORT ANIMAL POLICY

ENC is committed to assuring equal access for disabled students, staff, and faculty, as well as guests and visitors to the campus. It is the College's policy to permit service animals as defined by the Americans with Disabilities Act, and may permit Support Animals, as determined on a case by case basis, to reside in the residence hall with a student with a documented disability as a reasonable accommodation. This policy and the following requirements are designed to facilitate a process for assuring equal access while addressing health and safety concerns, particularly in residence halls. This policy supports ENC's commitment to comply with state and federal laws, rules and regulations pertaining to the Americans with Disabilities Act of 1990, as amended and related laws, rules and regulations, including without limitation Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112, 87 Stat. 394 (29 U.S.C. 794), as amended, and MA General Laws chapter 129, section 39F. Adherence to these policies and requirements is essential to support a foundation of understanding, comfort, and security that make ENC a welcoming and accessible place for all.

Section 1: Service Animals under the Americans with Disabilities Act

Service animals are defined under the ADA as dogs that are trained to perform one or more specific tasks for a person with a disability. Service animals are permitted in all public areas of campus, except where specific restrictions apply as described in the Restricted Areas section below. Massachusetts State laws also support access to public places for service animals and their handlers. The policies below apply to students as well as visitors, guests, and temporary residents.

Examples of Service Animal Tasks: The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by actively preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. (ADA, March 15, 2011) *(Current law also includes a limited exception for miniature horses)*

Service Animal Identification: Service animals (including puppies and trainees) shall be reasonably identified to the community by harness or service animal vest or other gear when not in a private or student residence in accordance with the provision stated under Control Requirements. If there is no identification, college staff may ask the two questions below to determine if a dog is a service animal:

- (1) Is the dog a service animal required because of a disability?
- (2) What work or task has the dog been trained to perform?

Staff may not ask about the individual's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Section 2: Support Animals under the Federal Housing Administration requirements

A “Support Animal” is any animal that is not a Service Animal but is necessary to afford the person with a disability an equal opportunity to use and enjoy College housing. A Support Animal may provide physical assistance, emotional support, and other kinds of assistance. Support Animals are not required to be trained to perform work or tasks that would qualify them as “service animals” and may include species other than dogs or miniature horses. Support Animals that are not Service Animals under the ADA and are generally not permitted in public spaces. These animals may still be permitted in College Housing on a case-by-case basis pursuant to this policy.

Support Animal Requests

To request the use of a Support Animal in College housing, the requesting student must register with Disability Services and should provide the Disability Services Coordinator with appropriate documentation at least 90 days before prospective housing will be needed for the animal. The College will request documentation from a qualified mental health or other health professional to provide sufficient information for the College to determine: (1) that the individual qualifies as a person with a disability; and (2) that the support animal is necessary to afford the person with a disability an equal opportunity to use and enjoy College housing. The Disability Services Coordinator will review the documentation and with the Dean of Students to make determinations on the request.

Support Animal Accommodations:

Unlike Service Animals, Support Animals are generally not permitted indoors on the campus (e.g., in classrooms) other than in College housing. Persons with disabilities may request approval from Disability Services to have a support animal accompany them to other campus areas as a reasonable accommodation. Such requests will be considered on a case-by-case basis consistent with applicable laws.

Section 3: Animal Care and Regulations

Control Requirements: Service and support animals must be harnessed, leashed, or tethered, unless these devices interfere with the animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Care of Animals: Individuals with disabilities who use service or support animals are expected to:

1. Attend to the wellbeing and cleanliness of their animal.
2. Animals must be under control at all times and not disruptive to others or they may be removed.
3. Be responsible for removal of animal waste and maintaining clean conditions.
4. Have a plan in place for animal care in the event of an emergency.
5. Arrange alternative shelter if the animal has to be removed from campus due to disruptive or unsafe behavior or environmental conditions, or if the handler becomes unable to care for the Service Animal.
6. Maintain up to date licensing through the city of Quincy.

Relief Areas: Relief areas may be designated on an individual basis with the collaboration of the Student Development Office and the College grounds personnel for individuals, events or programs.

Service Animals in Training/Service Puppies: User/Handler will provide College with written evidence that Puppy is a bona fide service dog candidate supplied by an authorized service dog organization, and is one that the service dog organization expects will return for specialized training when the puppy is old enough.

General Rules:

- a) Service Animals are allowed in public areas where food is sold or prepared even if state or local health codes prohibit animals on the premises. Approved Support Animals are only permitted in College housing facilities.
- b) Allergies and fear of dogs are not acceptable reasons for excluding a service or support animal, but cooperation is essential to accommodate those with allergies or other conflicting disabilities when necessary. Those individuals with conflicting requests may be asked to show documentation of a disability to help determine appropriate accommodations.
- c) An individual with a service or support animal may not be isolated or treated less favorably than others.
- d) College staff is not required to provide food or care for service or support animals.
- e) Service or support animals are not to be bathed or groomed in public kitchens or bathrooms on campus. This includes bathroom and kitchen facilities in the residence halls.

Removal of a Service or Support Animal: A person with a disability can be asked to remove his or her animal when the animal is out of control and the handler does not take action to control it, when the animal is not housebroken, or when it poses a threat to health and safety. When there is a legitimate reason that a service animal must be removed, staff must offer to still provide services or assistance without the animal being present.

Restricted Areas: The College may prohibit the use of service and support animals in certain locations due to health or safety hazards, where animals may be endangered, or where their use may compromise the integrity of research or fundamentally alter the nature of a program or activity. Restricted locations may include, but are not limited to: research laboratories, classrooms with demonstration/research animals present, medical areas, research areas using radioactive materials or lasers, mechanical rooms or custodial closets, workshops with operating machinery, and food preparation areas. The safety of locations will be individually considered by the Student Development Office, the laboratory director or professor, and the College Safety Committee when appropriate. If a location is determined to be unsafe for the use of a service animal, alternative reasonable accommodations will be explored and provided as appropriate to ensure the individual's equal access to the activity.

Exceptions to restricted areas may be granted on a case-by-case basis by contacting Disability Services. In making its decision, Disability Services will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area and any ongoing research.

SEXUAL MISCONDUCT, DISCRIMINATION, THREAT AND VIOLENCE POLICIES

Sexual Misconduct

Eastern Nazarene College is committed to providing a learning environment that is free of all forms of abuse, assault, harassment, and coercive conduct, including sexual misconduct. It is the policy of Eastern Nazarene College, in keeping with both its Christian standards, and federal mandates including the Campus Sexual Assault Victims Bill of Rights, Campus Security Act, Title IX Compliance requirements, "Dear Colleague Letter" and the Campus SAVE Act; to thoroughly investigate and respond to all allegations of sexual misconduct effecting our academic community.

College students, often away from home for the first time, may be unsure of how to handle situations such as rapidly expanding social circles and a lack of parental restrictions. Throughout the year, beginning with New Student Orientation, programs and materials are made available to highlight responsibilities and concerns in terms of sexual conduct. The information that follows is designed to provide a clear understanding of expectations and outcomes regarding sexual and interpersonal conduct on our campus.

Definitions

At ENC, **sexual misconduct** is any sexual conduct without effective consent or sexual conduct that occurs after consent has been withdrawn, which causes physical or emotional discomfort to the victim.

Examples of sexual misconduct include, but are not limited to, the following:

- Taking non-consensual sexual advantage of another person for one's own or another's benefit.
- Non-consensual contact of an indecent and/or unwelcome type, including brushing, touching, grabbing, pinching, patting, hugging, and kissing.
- Actual or implied threats of a sexual nature that result in another person's reasonable apprehension of a sexual assault and/or harm.
- Sexual behavior that takes place as a result of pressure, threats, and/or intimidation, that occurs without another person's effective consent.

At ENC, **effective consent** is a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

At ENC, **rape** is any sexual intercourse, however slight, with any object, by a man or a woman, without effective consent. According to Massachusetts State law, rape is intercourse that occurs as a result of the use of force and/or violence, or threat of force and/or violence, or if the person is incapable of giving consent because he/she is incapacitated from alcohol and/or drugs, or if a mental disorder, developmental delay, or physical disability renders the victim incapable of giving consent.

At ENC, **sexual assault** occurs when a student engages in sexual relations with another student without the person's effective consent. Sexual assault includes the sexual conduct known as rape, whether forcible or non-forcible. Either males or females can be aggressors in sexual assault. Sexual assault is a violation of a person's body and mind.

At ENC, **sexual harassment** is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when at least one of the following conditions is met:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual, and/or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, campus living, or academic experience.

At ENC, **sexual exploitation** occurs when a student takes non-consensual, unjust, or abusive sexual advantage of another; for his/her own advantage or benefit; to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute non-consensual sexual conduct (sexual assault), non-consensual sexual intercourse (rape), or sexual harassment.

As a student of ENC, attempts to commit sexual assault, rape, harassment, and/or exploitation are prohibited under this policy, as is aiding the commission of sexual misconduct as an accomplice.

Reporting Sexual Misconduct

Individuals victimized by sexual misconduct or those concerned about a peer are encouraged to report incidents immediately to the Student Development Office staff, on-campus security personnel, local police, and/or go to the nearest hospital emergency room. College officials can assist with making reports to local authorities. All incidents of sexual misconduct or discrimination should be reported to Jeff Kirksey, Title IX Coordinator. Reports made to the Brickley Center can be confidential. The following on and off campus offices and services can provide students information and support related to sexual assault:

Brickley Center (Health and Counseling Services)

617-745-3892 (9 AM to 5 PM M-F)

Safety and Security Office

617-745-3911 (24 hours a day, 7 days a week)

Student Development (Jeff Kirksey, Title IX Coordinator)

617-745-3718

A New Day (Sexual and Relational Violence Support)

508-588-8255 (24 hour hot-line) healthimperatives.org/aneurday

Boston Area Rape Crisis Center (BARCC)

800-841-8371 (24 hour hot-line) barcc.org

DOVE (Domestic Violence Support)

888-314-3683 (24 hour hot-line) doveinc.org

Quincy Ambulance/Fire/Police (Emergency Services)

911

Quincy Medical Center (Emergency Medical Services)

617-773-6100 (24 hours) quincymedical.org

South Shore Hospital (Hospital and Emergency Medical Services)

781-624-8000 (24 hours) southshorehospital.org

South Shore Mental Health (Mental Health Crisis Services)

800-528-4890 (24 hour hot-line) ssmh.org

All options for assistance remain available to victims at any point after the incident. However it is important to note that medical evidence must be collected within the first five days in order to be admissible in court later on. The decision to press charges does not have to be made at the same time that medical evidence is collected, and there is no charge to the victim for evidence collection at the hospital.

NON-DISCRIMINATION POLICY

Eastern Nazarene College stands committed to providing all students fair treatment and an educational environment free of unlawful discrimination and harassment. ENC does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, genetic information, veteran status or any other category protected by law in admission to, access to, treatment in, or employment in its programs and activities. In addition, discriminatory harassment based on race, color, religion, national origin, gender, age, disability, genetic information, veteran status or any other category protected by law is illegal conduct that will not be tolerated by ENC. Any student who believes he or she is being subjected to unlawful discrimination or unlawful harassment, including sexual harassment, should inform the Vice President for Student Development/Title IX Coordinator, the Dean of Students, the Associate Dean for Multicultural Affairs and Student Transitions, or the Director of Human Resources. Students are to refer to the resources listed above and throughout this student handbook for further information.

THREAT, HARASSMENT, AND STALKING STATEMENT

ENC requires that no student shall perform any acts that harass, annoy, threaten, intimidate, stalk, or alarm another person or person(s). Examples include but are not limited to repeatedly following such person(s); repeatedly committing acts that alarm or seriously annoy such other person(s); and that serve no legitimate purpose; and repeatedly communicating by mechanical or electronic means, or any form of written communication with such person(s) in a manner likely to harass, intimidate, annoy, or alarm. Threats to harm persons or property are prohibited under this policy.

DOMESTIC VIOLENCE STATEMENT

Eastern Nazarene College believes that domestic violence (also known as domestic abuse, dating violence/abuse or intimate partner violence/abuse) is defined as a pattern of behavior where one person tries to control the thoughts, beliefs, or actions of a partner, friend, or any other person close to them. Domestic violence takes the form of emotional, verbal, mental/psychological, sexual, physical, and economic abuse. All forms of domestic violence are abusive and may cause injury. If you are experiencing or have experienced domestic violence, please contact the Brickley Center or the Student Development Office. Additionally students can seek support from off-campus at DOVE, Inc., Domestic Violence Ended, 888-314-3683 or 617-471-1234.

Non-Retaliation Policy

Retaliation against an individual for reporting discrimination, harassment, or violations to College policy or assisting in providing information relevant to a report of discrimination, harassment, or College policy violations is strictly prohibited by Eastern Nazarene College and constitutes a violation of College Policy. If the College concludes that any member of the College community has engaged in retaliation in violation of this policy, including, but not limited to, by intimidating, threatening, or taking adverse actions against someone for bringing forward a good faith complaint of discrimination, harassment, or College policy violations, or attempting such actions, that individual will be subject to disciplinary action. If the College concludes that a member of the College community has retaliated against someone for making a report of discrimination, harassment, or College policy violations or for participating in the College's investigation of such a report, that person may be subject to discipline by the College regardless of whether the College concludes that the reported discrimination, harassment, or College policy violation occurred.

Any suspected retaliation should be reported immediately to the Vice President for Student Development (ext. 3718), or Dean of Students (ext. 3710). The College may investigate and determine appropriate measures to take in response to the report.



SECTION 4

RESIDENTIAL LIFE POLICIES AND PROCEDURES

Living on campus presents unique opportunities to learn and grow within the context of an intentional Christian community. In order to foster a positive and safe learning environment, ENC has instituted the following policies and procedures related to living on campus.

ROOM SELECTION AND PRICING

The College assesses room fees based on the type of room a student selects. (Refer to the Office of Student Accounts for a detailed fee schedule). The College has three types of rooms within its residence halls: singles, doubles, and suites. Qualified students select rooms based on seniority and availability. Students will be assessed a fee for occupying a double room alone or for occupying a triple or suite at less than full capacity.

Students must complete the room selection survey. Following the completion of the survey students will be emailed a room selection link. Once the room is selected SDO will approve the room selection and confirm with the student. Students will be required to pay a \$75 room reservation deposit that will be applied toward the room bill. The deposit can be paid in the college's cashier's office. (617-745-3701)

Our system of billing is determined by room designation. However, occasionally we have students who reside in a double by themselves and are billed according to the room designation and not the fact they are utilizing the room as a single. This situation occurs because of the following:

- A roommate does not show up
- Special issues when no singles are available

ROOM CHECK-IN PROCEDURES

Each student is required to sign a Room Inventory Form upon moving into their room. This form serves to indicate the condition of the room as assessed by the Resident Assistant. Upon check-out, a student's room will be inspected for damage. The student is responsible for any damage not indicated on the form at the time of check-in.

ROOM CHECK-OUT PROCEDURES

Residents must leave their rooms "broom clean" and free of any trash or other personal belongings when they move out of a room (during or at the end of the year). This includes furniture, carpets, pictures, and decorations, as well as articles of clothing and equipment. Suite bathrooms in Young Hall should also be cleaned prior to departure. Anything found in a room which has been vacated will be considered discarded. The College is not responsible for personal effects left in rooms. Beds are to be debunked and bed frames lowered to the original level.

Students who have room damage, fail to properly clean their rooms, leave items in their rooms, and/or fail to return their keys at time of departure will be billed accordingly. When appropriate, charges will be split between roommates. Specific instructions for the end-of-year check out are distributed to all resident students before closing. A Residential Life staff member must inspect each resident's room prior to the student's departure. Students are also required to select a checkout time prior to checkout deadline.

RESIDENCE HALL KEYS

Keys to residence hall rooms are issued to residents at the beginning of the academic year by the Residential Life staff. At the close of the school year, residents are required to turn in their assigned key to the Student Development Office. If a student misplaces his/her key another key must be secured by paying the current rate of rekeying the lock to the Office of Student Accounts. Students are not to share room keys with another student or with a guest. Unauthorized duplication of campus keys is not permitted.

ROOM OCCUPANCY

Residence hall rooms may be occupied by registered students on or after the appropriate day designated in the Academic Calendar. Students must vacate the halls on the date designated by the College each year. Freshmen may occupy rooms on the first day of New Student Orientation.

All residence halls will be closed during Christmas vacation (see calendar) and students will not be permitted to remain in rooms during that time. The Student Development Office will work with students who need to find alternate housing (international students, students whose parents are missionaries, etc.) although ultimately it is the student's responsibility to find alternate housing. The Student Development Office reserves the right to close one or more residence halls during school breaks. Residents of halls selected for closing during breaks will need to make arrangements for alternate housing.

During Thanksgiving, and Spring breaks, the residence halls will remain open. Some students will need to remain on campus due to curricular activities such as student teaching or to participate in extracurricular activities, such as sports teams who are playing games during the break.

FURNISHINGS

Rooms are furnished for each resident. Each resident student will have a twin bed, dresser, desk chair, closet, window coverings, phone, and data and phone jack. All other furnishings, including lamps (non-halogen only), are provided by the student. Additional information regarding approved furnishing can be found of the residential life webpage.

Exchanging of furniture with another room is not permitted. Unauthorized movement of furniture will result in a fine. Charges for repairs or replacement will be assessed to the student(s) occupying the room where damage occurs.

ELECTRICAL

- Existing fixtures, switches or wiring may not be altered in any way.
- Outlets may not be overloaded.
- Extension cords without surge protectors are strictly prohibited.
- Accepted extension cords are not to be placed under rugs.
- "Piggybacking" of surge protectors is prohibited.

ELECTRICAL APPLIANCES

No heaters, extension cords, or electric blankets are allowed in the residence hall rooms. One surge protector is allowed per resident. Cooking is not allowed in the residence hall rooms. On rare occasion, due to documented medical conditions, individual exceptions may be made. Small microwaves and refrigerators are the only appliances allowed. Only small (approximately 2 cubic feet or less) refrigerators are allowed in residence hall rooms. No hot plates, bread machines, electric grills, toasters, toaster ovens, or similar appliances are allowed in residence hall rooms due to the fire safety. Smoke alarms inadvertently set off by food preparation in rooms may result in disciplinary action. Cooking facilities are available in Munro and Spangenberg Halls and the lounges in Young. Kitchen utensils, pots and pans, etc. are not to be kept in the common cooking facility. These facilities are not intended to become any one resident's private kitchen. Students leaving the kitchens in poor condition may be subject to loss of privileges or other sanctions.

WALL AND ROOM DECORATIONS

Student rooms are painted by Facilities Management. Students are not permitted to paint, wallpaper, or otherwise alter residence hall/suite rooms. Students may only use painter's tape or white poster putty to attach items to walls. Students are responsible for any damage to their room. Such damages include the use of large nails in walls or furniture, or the painting of rooms or furniture. Charges for repairs will come out of the damage deposit which all residents pay upon registering.

No articles of any kind are to be hung out of windows or placed on the outside ledge of a room. Shelves added by students over doorways in residence hall rooms are considered hazardous and are not permitted.

Cans or bottles for beer, wine, or other alcoholic beverages are not acceptable room decorations. Advertisements for beer, liquor, wine, or tobacco are not allowed in the residence halls. Sexually suggestive posters and photos are also not permitted. Pictures, magazines, or wall decorations which are not in accord with Christian principles must be removed.

Because of fire hazards, no more than 50% of wall or ceiling space can be covered with paper or cloth decorations. Any of the above will be removed from residence hall rooms without warning.

CURFEW AND VISITATION

The following hours have been designated as curfew for all freshmen, when they are to remain in their assigned residence hall:

Sunday - Thursday 12:30 am - 5:30 am

Friday - Saturday 1:00 am - 5:30 am

All freshmen men and women are required to check in with their RA during the first six weeks of their first semester each evening. Failure to check in with the RA hinders the development of the living-learning community. Students that neglect to check in with their RAs will be required to meet with their RAs and their Resident Director. Students are not permitted to check in for another student. The system is designed to give the student freedom, while demonstrating personal honesty, discipline, and responsibility. Any abuse of these privileges and a student may face disciplinary action.

Students whose work schedule conflicts with these hours must contact their Resident Director for exemption. Students over the age of 20 or transfer students who have completed one academic semester are exempt from checking in with their RA after verifying their status with their RD.

Visitation Hours

Visitation hours provide residential students occasions for informal social interaction and interpersonal growth within the context of the residence hall atmosphere. Visitation hours are not intended to provide complete privacy. It is expected that students will maintain proper decorum and respect for the residents of the floor during these visitation hours.

A Resident Assistant is responsible for supervision of visitation hours and will make rounds during the designated visitation hours. Doors must remain open and lights must be on while entertaining guests of the opposite sex, and excessive displays of affection are not acceptable. If the policy is not upheld, students may lose their visitation privileges. Individuals are not to enter the living areas of the opposite gender in residence halls without prior, explicit permission of the Resident Director outside of visitation hours.

Visitation days vary by residence hall, with a minimum of two days per week and a maximum of six days per week. Visitors of the opposite gender must be out by the designated time, even if the RA or RD on duty has not walked through yet.

Visitation Hours generally begin the second week of classes each semester. In addition, there are no visitation hours during finals week, Thanksgiving Break, Easter Break and Spring Break. Participating in Visitation Hours is a privilege. The privilege will be rescinded for the duration of the semester after three violations of the stated policy.

Spange Parlor Policies

Spangenberg Parlor is a 24 hour common space for both male and female students. The Parlor is only available for reservation for activities specifically for Spangenberg and Williamson residents, or events open to the entire student body. Students should remember that the Parlor is a public space and conduct themselves accordingly. The Parlor is monitored by cameras and frequent security patrols. After midnight, Spange Parlor is open to students only. Guests are only permitted if they are accompanied by a student and if they have obtained a guest pass; guests should carry their guest pass on them at all times. Students or their guests are never permitted to sleep in the lounges.

GUESTS

ENC views the residence halls and suites primarily as places which foster healthy living and learning opportunities and therefore views them as different from one's own private home environment. To ensure these opportunities are afforded each student, the visitation of guests, including parents, siblings, extended family and friends, is ample, but limited. Babysitting, tutoring, and other child care are never permitted in the residence halls.

Any individual who is not registered as a resident student is considered a guest, including commuting students. Any student hosting a guest overnight must first obtain permission and a guest pass by completing the on-line Guest Pass Form: <http://www.enc.edu/guestpass>. Guests should retain their pass throughout their stay and present it upon request. Persons without a guest pass may be asked to leave campus. Visitation is limited to no more than three nights per visit. Each guest can visit and stay in residence halls no more than two times a semester. Each student will be allowed to host overnight visitors three times per semester. Guests are not allowed in residence halls the two nights preceding, and during the week of, final examinations. Residential students may not lend their key or ID card to guests. All visitors and guests shall be escorted by their host/hostess during their visit to the residence halls, suites or in other campus buildings or to campus activities. Guests who park their vehicles on school property should obtain a guest parking permit from Security in advance.

ROOM CHANGES

The College reserves the right to make room and roommate assignments and to terminate the housing contract. It also may change room assignments whenever this seems to be in the best interest of the students and/or the College community. Student-initiated room changes must first be approved by the Resident Director of that building. Except in extreme emergencies, student initiated room changes will only be considered between semesters.

If a student initiates a room change, he/she should take into consideration the fee schedule as room fees vary based on the type of room being occupied, i.e., singles, doubles, or suites.

If a vacancy should occur, an alternate roommate may be assigned by the College.

RESIDENCE HALL ROOM ENTRY & INSPECTIONS

Residence Hall Room Entry and Inspections are conducted to assure the safety of the student (s), compliance with college regulations, and state and federal law. Students are responsible for minimum standards of orderliness in their rooms. The College reserves the right to inspect, assign, and reassign rooms, and to take any other steps necessary or advisable for reasons of health, safety, or conduct within its residence halls. Generally, at least two College staff members will be present during a search of a student's room. One of these staff members must be either the Resident Director or a representative from the Student Development Office. Room Entry and Inspections fall into 3 different categories and may occur at a minimum of two times each semester in the residence halls and apartments.

1. Routine Inspection and Clean Room Checks
2. Health & Safety Checks
3. Suspicion of Violation of College Regulations or Violation of State or Federal Law

Routine Inspection and Clean Room Checks

Routing Inspections and Clean Room Checks are principally to discover and eliminate health and fire hazards in order to ensure the well being of the residents. However, during a routine inspection, the staff may also take note of, and follow up on, violations of the Community Standards and College Policies. Residents are encouraged to be present during the inspection however, if a resident is absent, the inspection will still proceed at the scheduled inspection time. Inspections are generally preceded by at least a twenty-four hour posted notice. However such notice is not required. Any health and safety violations found in an Inspection will be re-addressed within twenty-four hours in a follow-up inspection. Additional inspections may be conducted at the discretion of the RD.

Health and Safety Emergency Inspections

Health and Safety Emergency Inspections are conducted when College staff has a reasonable cause to believe that such inspection is necessary on an emergency basis to protect the health or safety of persons or to make emergency repairs to college facilities to avoid damage to college or student property.

Suspicion of Violation of College Regulations or Violation of State or Federal Law

The College will conduct a search of a resident's room when it is believed in good faith, that there exists a possible violation of College regulations or a violation of State or Federal Law.

Removal of Items

During room inspections College staff may seize from resident student's room items that are specifically prohibited on College property and those that may pose a danger to the health and/or safety of the residents, in the sole discretion of the College. Resident students will be notified of the search and/or removal of items, if residents are not present during the search. Residents will be notified of all items removed. These items may be claimed by the residents if and when the College determines that no laws, rules or regulations will be violated by doing so. But in no event may such items be claimed prior to the College's disposition of the matter.

MAINTENANCE

Students are responsible to report any faulty plumbing, electrical failures, or similar matters requiring immediate attention to the RA, RD, or Student Development Office, who will notify the appropriate personnel. Residents should not contact Facilities Management independently.

DAMAGE DEPOSIT

At registration, a damage deposit is added to all resident students' accounts. Except for normal wear and tear, resident students are responsible for all damage done to their rooms and common areas. In addition, residents share equally in repairs for damage to common areas. While every reasonable effort will be made to determine who is responsible for damage to common areas, charges for damage caused by persons unknown are shared among students.

Residence hall room keys must be surrendered at the time a student completes check-out procedures (normally at the close of the spring semester). This then enables a student to receive the refund of the room damage fee.

Any refunds due graduating seniors will be made in the summer. Any refunds due to students not returning in the fall will be made upon request of the student. Refunds to returning students will be added as a credit to their accounts. Charges in excess of a student's damage deposit will be added to a student's bill for collection.

Damages and Repairs

Any damage to student rooms or residence hall common areas should be reported to a residence hall staff member immediately. The repair cost for any damages in a student room will be shared by the occupants of that room unless an individual assumes responsibility for them.

Damages occurring in other areas for which the responsible person cannot be determined will be billed in the following ways:

- **Those within a specific floor will be billed to all members on that floor, the cost being divided equally;**
- **Those occurring in public areas, such as lobbies and lounges, will be billed to all residents of the hall, the cost being divided equally.**

All repairs will be made by the Facilities or by a contractor hired by the College.

Housekeeping

Overall cleaning of each residence hall falls under the Facilities Housekeeping staff that is responsible for the cleaning of public lounges, hallways, and public lounge and floor bathrooms. They are only expected to clean that which a result of normal, everyday residence living. Additional cleaning beyond the norm, such as the results of pranks or carelessness, will be the responsibility of the residents in that living area. Please note that all hair following haircuts should be cleaned up immediately to avoid fines.

LIABILITY AND INSURANCE

Eastern Nazarene College is not liable for loss or damage to personal property. Students are strongly encouraged to carry their own personal property insurance. Insurance brochures are available in the Student Development Office or on-line at www.nnsi.com.

BICYCLES

Resident students may keep a bicycle in the residence hall room as long as it does not interfere with the safety and convenience of room occupants. No bicycles may be stored in stairwells, hallways, lounges, or in any location blocking the egress of occupants. All bicycles must be removed from campus at the end of the academic year.

LAUNDRY

Laundry facilities are available in each residence hall exclusively for the residents of the particular building. Students should report any difficulties with the equipment to the Student Development Office for assistance.

STORAGE

All storage containers such as suitcases, trunks, and wooden boxes, may be stored in the available storage rooms during the academic year. Tagged trunks may be stored in the residence hall storage areas, as space and residence hall usage permits. Limited summer storage is available for students who live 500 miles or more.

SUMMER HOUSING

Summer housing for single students at ENC is offered on the basis of priority and availability. First priority is given to students enrolled in the College summer school session(s). Second priority is given to students approved for full or part-time summer employment on campus. Students selected for summer housing must be pre-enrolled for course work in the Fall and must be pursuing a degree program and be in good academic standing. They must also be covered under an acceptable hospital/medical plan approved by the College. No student will be considered for summer housing that has been suspended or placed on probation for disciplinary reasons during the spring semester.

COMMUTER STATUS

Since ENC is a residential college, unmarried students are expected to live on campus. There are, however, reasons a student can petition to move off campus. Exceptions are considered under the following circumstances but are not automatically approved:

1. Living with an ENC faculty or staff person
2. Living with parents or a mature relative
3. 23 years of age or older
4. 5th year in school
5. Previous military active duty
6. Student with a child or dependent

Petitions are available in the Student Development Office and Admissions Office. Petitions must be submitted and approved by Residential Life Staff prior to the beginning of the semester and prior to the student moving off campus. Students are warned against signing any contract for off-campus housing prior to gaining approval from the Student Development Office. Typically, the approval process takes up to two weeks. All petitions must be filed at least a month before the beginning of the semester.

SECTION 5

COMMUNITY COVENANT: PRINCIPLES AND DISCIPLINARY POLICIES

STUDENT CONDUCT MISSION STATEMENT

The student conduct process at ENC is part of the Student Development Office. As the Student Development Office seeks to help students grow in a variety of areas, the student conduct process is designed to foster a foundation of ethical development, community accountability, and safety. With consequences for students' actions, the disciplinary system seeks to be both educational and restorative. Scripture says, "Preach the word. Be ready to serve God in good times and bad. Correct people's mistakes. Warn them. Cheer them up with words of hope. Be very patient as you do these things. Teach them carefully." (2 Timothy 4:2 NIRV)

OVERVIEW OF DISCIPLINE PROCESS AND SANCTIONS

The purpose of the discipline process is three fold:

- Communication of community principles and responsibility
- Delineation of places where the student has been successful and unsuccessful in meeting community responsibilities and holds the student accountable for not meeting community responsibility standards.
- Provide opportunities to restore a student back into the ENC community and to assist the student in learning from his/her actions.

The established discipline procedures are designed to hold all members accountable not only to themselves, but also to the community. All violations are taken seriously and it is our effort to address all violations while encouraging each student member toward becoming a positive contributor to the values of Eastern Nazarene College.

Students who do not comply with the expectations of the College community are subject to disciplinary action. While it is not possible to list each and every action for which a student may be disciplined, a general overview of unacceptable behaviors has been compiled and listed in Section 3 under Community Covenant Infraction Levels. The overview is not all inclusive, but is set forth to provide students with an understanding of the nature of their obligations. A student may be subject to disciplinary action for unacceptable behavior or conduct even if it is not specifically listed.

When a possible policy violation is brought to the College's attention an investigation will ensue. If a policy violation has been found to have occurred; a formal disciplinary hearing will be conducted. The Dean of Students (and/or designees) reserves the right to temporarily remove any student under investigation from campus if the Dean (designees) determines, at his/her sole discretion, the student's presence on campus poses a significant risk of substantial harm to the health or safety of such student or others and/or impedes or disrupts the educational process or the legitimate activities of other members of the College community. The Dean of Students (and/or designees) and/or the Council on Community Responsibility (CCR) have the authority to determine if a student's actions constitute a violation of the College's policies, principles or regulations. Further, the Student Conduct Process determines if a student's conduct warrants discipline, including the determination of appropriate disciplinary actions and sanctions.

Students who are accused of violating College policies, principles, rules, requirements, or of misconduct will be informed of the nature of the concern(s). The source(s) of information does not need to be disclosed to the student. Generally, the College will provide written notice to students via student campus mailbox, or last known address in reference to the incident and the day and time of the disciplinary hearing.

Two forms of hearings are at the discretion of the Dean of Students to employ. These hearings are either the Dean's Administrative Hearing or the Council on Community Responsibility hearing. Each hearing group is described later in this Student Handbook.

Students are asked to be present at their designated hearing. The College retains the right to proceed with a hearing regardless of whether or not victims or perpetrators are present. The College will proceed to address the situation, including holding the formal disciplinary hearing if, in its sole discretion, it determines to do so, and imposing any appropriate disciplinary action. Additional sanctions may be imposed for a student's absence. In addition, failure to appear at a meeting can be taken into account when deciding sanctions.

Sanctions may include, but are not limited to; community service, educational programming, counseling, fines, loss of privileges, disciplinary probation, suspension, or an immediate dismissal. The College will determine what disciplinary action is appropriate based upon the particular facts and circumstances of each situation it reviews. A student's disciplinary history will be considered at the discretion of the disciplinary officials. All hearing and sanctions are considered confidential

Students who are involved in disciplinary matters must realize that the rules, formalities and standards which apply to court proceedings do not apply to the College's handling of disciplinary matters. In addition, the College reserves the right to modify the College policy, the Dean's Administrative disciplinary process, the CCR disciplinary process or any other provision contained herein, at any time, as it deems appropriate.

INFRACTIONS

In order to encourage the fulfillment of the community covenant the Office of the Dean of Students has outline infractions that lead to disciplinary sanctions. This is not an exhaustive list. Students are expected to thrive academically, socially, and spiritually at ENC. The infractions listed below hinder students from experiencing the fullness of what ENC has to offer.

Level One- Minor infractions of community covenants/college policies

- 1.1 Students are encouraged to be active in Christian ministry. All students will fulfill the chapel attendance requirements of the Spiritual Development program of the College. (Violations will be considered in consultation with the Student Development Office).
- 1.2 No person shall publish, broadcast, advertise, or communicate any promotion of alcoholic beverages or controlled substances.
- 1.3 No person shall display or be in possession of, paraphernalia, or advertisements for alcoholic beverages or controlled substances.
- 1.4 No person shall organize, encourage, or participate in any form of gambling. This includes, but is not limited to, raffles, pools, and lotteries.
- 1.5 No person shall permit others to use his/her College identification. This includes, but is not limited to, signing in to an event or residence hall for another person or using a meal card or room key for the purpose of improperly gaining access to a campus area, event, or equipment.
- 1.6 No person shall refuse to provide his/her name and show appropriate identification to a College staff member performing his/her duty, upon request.
- 1.7 No person shall use a phone in an unauthorized manner. This includes, but is not limited to, the unauthorized use of another person's phone calling card, cell phone, or incurring unauthorized or non-reimbursed charges on a College phone.
- 1.8 No person shall exhibit conduct that creates undue noise or interrupts the College community. This includes, but is not limited to, violating quiet and/or courtesy hours by unauthorized playing of musical instruments, radios, televisions, or games. Playing of loud music is not conducive to quality community living. Playing of stereos in common areas needs prior approval of the appropriate Resident Director.

Quiet hours are from 10:00pm to 7:00am daily. Reasonable quiet is expected from 7:00am to 10:00pm daily, when individuals may be studying or sleeping. Radios and stereos should be played at a reasonable volume. During finals week each semester there will be 24 hour quiet time.

- 1.9 No person shall interfere with the safe or clean environment of themselves or others.
- 1.10 No person shall throw anything into or out of a window or on or off of a roof of any campus building. Also, no person shall throw anything at a building, window, or door.
- 1.11 No person shall take up temporary or permanent residence in any public or community area (i.e., lounges, parlors, or other common areas).
- 1.12 No person shall host a visitor in the residence hall or suites without the advance permission of the Resident Director and/or the Student Development Office. All visitors and guests must have a guest pass and shall be escorted by their host/hostess during their visit to the residence halls, suites or in other campus buildings or to campus activities (refer to the Guest policy in the Residential Life section of this Handbook). The Student Development Office sponsors weekly residence hall visitations, known as Open Hours, at times announced to residents. Visitation in residence halls at other times by members of the opposite sex is prohibited, except in parlor areas or as approved by the Resident Director of the residence hall.
- 1.13 No person of the opposite gender (other than staff members assigned to the building) shall be in the residence halls or suites after posted visiting hours.
- 1.14 No person or group shall be involved with unauthorized demonstration or solicitation in any campus area.
- 1.15 No person shall dress in an inappropriate manner. Students, and guests of students, should dress appropriate to the occasion at all times. While it is not possible to fully define appropriate attire, it is expected that members of the ENC community will choose to dress modestly. The College believes that dressing modestly supports our life in community by helping to minimize possible discomfort caused others due to inappropriate attire. We have set forth below a list of certain types of clothing restrictions. This includes, but is not limited to, the following guidelines: It is unacceptable for men to go shirtless, except when involved in athletic activity. Short shorts for men and women are inappropriate wear. Women's attire involving bare midriffs, spaghetti strap tops, tube tops, and halter tops is unacceptable. Shoes must be worn in all public buildings and offices on campus including Mann Student Center. If you question the appropriateness of any articles of your own attire, it is suggested that you seek the assistance of a member of the Student Development staff.

Level Two- Major infractions of community covenants/college policies

- 2.1 No person shall speak or shout profanity or vulgar language or use such language in any way that can be deemed harassing to another individual.
- 2.2 No person shall have unauthorized use or occupancy of College facilities nor shall any person refuse to vacate a College facility when directed to do so by an authorized College official.
- 2.3 No person shall keep animals of any kind in the residence halls or suites except for fish (in maximum of 10 gallon aquariums) or service animals (see page 40 for approved animals). For health, safety, and sanitation reasons, no animals (including reptiles and birds) of any kind are allowed in the residence halls.
- 2.4 No person shall commit actions that intentionally or unintentionally endanger the student, the College community, or the academic process. This includes, but is not limited to, pranks or horseplay.
- 2.5 It is expected that good judgment, in keeping with the standards at ENC, will be utilized in the viewing of media in residence hall rooms or common areas. No "R" or adult-rated movies may be shown in common areas. Other guidelines regarding appropriate entertainment apply (within private rooms) even for computer games, videos, and other media. No person shall display or possess any pornographic literature, films, videos, CDs, DVDs or images of nudity. Eastern Nazarene College is a dry and smoke-free campus. Students are expected to abstain from the use of tobacco, alcohol and illegal drugs both on and off campus. When necessary, a breathalyzer or drug testing may be used for health and safety of students as well as determination of involvement in a policy violation.

- 2.6 No person shall use, manufacture, sell, barter, trade, distribute, or be in possession of any tobacco products whether on-campus or off-campus. The use of e-cigarettes, hookah pens or other paraphernalia that mimics the act of smoking or using tobacco is also prohibited.
- 2.7 No person shall use, manufacture, sell, barter, trade, distribute, or be in possession of alcohol or powdered alcohol whether on-campus or off-campus. In all alcohol related incidents a breathalyzer may be used to assure personal and community safety. Again, ENC employs the use of a breathalyzer for personal and community safety and the College may take further action to ensure the safety of its students by requiring a breathalyzer or medical evaluation. Refusal of breathalyzer qualifies as an admission of policy violation.
- 2.8 No person shall engage in lying, deception, or other types of dishonesty. This includes, but is not limited to; signing documents for another, misleading a College official, filing false reports, falsification of College documents, fraudulent behavior, theft and/or bribery.
- 2.9 No person shall tamper with any communication system (of the College or other institution or individual). This includes, but is not limited to, telephone, computer, or emergency communication systems.
- 2.10 No person, except for authorized mailroom staff performing the duties of their job, shall tamper with the contents of another individual's or department's campus mailbox.
- 2.11 No person shall interfere with an inquiry involving College policy or safety matters (including hiding a policy violation), and no person shall neglect to observe the request of College officials acting in the regular performance of their duties.
- 2.12 No person shall engage in sexual acts with anyone unless it is within a marriage relationship between a man and woman. Excessive public displays of affection are unacceptable. Excessive displays of affection include couples sleeping or reclining with one another, passionate kissing, fondling of body parts, removing clothing or being covered with blankets.

Level Three - Major infractions of community covenants/college policies

- 3.1 No person shall harass, abuse, harm, or threaten to harm another person or another person's property via any form of communication including, but not limited to verbal, text messaging or on-line postings. This shall include, but not be limited to, threats, violent acts, abuse, or harassment based on race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, religion, or disability.
- 3.2 No person shall initiate, or participate in, hazing or any other type of initiation rite. Eastern Nazarene College supports and abides by the Commonwealth of Massachusetts which has established a law (Chapter 269, Section 17-19) naming hazing a crime punishable by a fine of up to \$1,000 and/or imprisonment for up to 100 days. The text of the law (section 17 et seq. of Chapter 269 Massachusetts General Laws, Crimes Against Public Peace) is included here so that each member of this community may understand the definition of "hazing" and the consequences of organizing, participating in, or observing such hazing behavior and activities. Persons observing such activity should report the violation immediately to Security or a member of the Student Development Staff. "Section 17 et seq. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or both by such fine and imprisonment." The term "hazing," as used in this section and in section 18 and 19 shall mean "any conduct or method of initiation into any student organization whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment of forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation." Failure of a witness to report knowledge of an incident of hazing to appropriate law enforcement officials may lead to a fine of up to \$1,000. Eastern Nazarene College will cooperate with state or local authorities in the investigation of hazing incidents and/or the prosecution of violators.

- 3.3 No person shall display any symbols that can be deemed harassing to another individual anywhere on campus. This includes, but is not limited to; symbols supportive of vulgarity, hate crimes, intolerance, or threats.
- 3.4 No person shall use, manufacture, sell, barter, trade, distribute or be in possession of a controlled substance (including illegal drugs, drugs prescribed to another individual, etc.). The College may employ the use of drug testing for personal and community safety and the College may take further action to ensure the safety of its students by requiring a drug test or medical evaluation. Refusal of drug test qualifies as an admission of policy violation.
- 3.5 No person shall possess, use, manufacture, distribute, or sell any weapons. This includes, but is not limited to, firearms, air guns, B.B. guns, paintball guns, pellet guns, knives with blades longer than two inches, or wrist rockets including sling shots.
- 3.6 No person shall be in possession of any unregistered pepper spray or defensive aerosol.
- 3.7 No person shall circulate or initiate a report or warning known to be false concerning an impending bombing, fire, or other emergency or catastrophe.
- 3.8 No person shall set any unauthorized fires on College property nor possess, use, manufacture, distribute, or sell any fire producing agents, explosives, and/or incendiary devices. This includes, but is not limited to, candles, fireworks, and firecrackers.
- 3.9 No person shall interfere in any way with emergency services or procedures, nor fail to conform to established safety regulations.
- 3.10 No person shall tamper with fire equipment nor use such equipment for other than the prevention or control of a fire. Fire equipment shall include, but not be limited to, thermal or smoke detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses, smoke alarms, panels and any other emergency equipment.
- 3.11 No person shall tamper with, destroy, deface, vandalize, or steal the property of the College or another person.
- 3.12 No person shall use an unauthorized lock on, or block access to, a door or window in a campus area, including but not limited to; an office, lounge, residence hall or suite.
- 3.13 No person shall engage in cheating, plagiarism or other forms of academic dishonesty (refer to Academic Council).

The above list is not exhaustive. Rather, any conduct (whether or not specifically listed above) that is disruptive, unacceptable, or otherwise interferes with the orderly operation of the College and its campus, or which endangers the health and safety of one's self and/or others will be evaluated in light of the college's principles and policies, and the student who engages in such conduct will be subject to disciplinary action and sanctions, as determined by the College in its sole discretion. Indecent, inappropriate or disorderly conduct and/or failure to comply with the directions or requests of college officials acting in the regular performance of their duties, is not compatible with the college's function as an educational institution in the Christian tradition. The College may establish additional policies, rules and regulations to encourage support and develop its community and its principles.

SANCTIONS

Below is a general overview of the types of sanctions that may be issued by the College in response to policy infractions. These sanctions may be combined with other sanctions and may be altered at the sole discretion of the College, based upon the facts and circumstances of each situation. Any combination of these or other prior policy violations during a student's time at ENC may result in additional sanctioning up to and including suspension or dismissal.

Failure to complete sanctions may result in additional disciplinary consequences such as but not limited to suspensions. Sanctions need to be completed regardless of a student's status, i.e. suspended students are responsible for completing assigned sanctions. For a student to remain in good-standing with the College all sanctions must be completed. Students who leave the College without fulfilling their sanction guidelines will be classified as "not in good-standing" and this classification may be noted on the student's permanent record.

The following is a general explanation of sanction language. The sanctions listed below are at the discretion of the College.

Community Service – Students may be required to do various community service projects, for example; research a specific topic, design and create bulletin boards, work with residential life staff or facilities, dining hall etc. on a program or project, and/or participate in some other form of community-based service which is educational in intent, as determined by the College.

Educational Programming Sanctions – Students may be required to attend an educational program or workshop series and meet with a counselor or staff person.

Mentorship and Restoration

In order to help instill community responsibility and to restore students to good-standing in the community, mentors may be assigned. These mentors are faculty, staff or constituents of the ENC community who help the student develop a greater connection to the campus, reinforce ENC’s commitment to the student and help students not feel alone in the disciplinary process while providing accountability for behavioral changes. Mentors give students hope and encouragement in their college and life journey.

Loss of Privileges – Students may have their opportunity to take part in some or all campus activities and/or their access to specific buildings abridged for a specific period of time or permanently. This includes student leadership positions.

Fines – Students may have fines levied upon them ranging in amounts from \$15 to \$1000, usually not exceeding \$1000.

Disciplinary Probation – Students placed on disciplinary probation will have a period of time designated to them during which any additional violations of College policy may result in additional sanctions, including but not limited to, suspension from the College.

Suspension from the College – Students suspended from the College will not be able to pursue course work and will not be considered to be in “good standing” during the time of suspension. Depending on length of suspension, after the designated period of suspension, students may apply to be re-instated to the College (and if allowed to return may be required to be on disciplinary probation status).

Dismissal – Students dismissed from the college will be permanently denied access to degree work.

STUDENT DISCIPLINE HEARINGS

RESIDENT DIRECTOR MEETING

Purpose

The Resident Director disciplinary meeting is designed to aid students and the community in upholding community standards. This meeting helps students to process their decision-making in light of upholding community standards.

Composition of the Resident Director Meeting (Generally)

Resident Director

Judicial Coordinator (or designee)

Types of Incidents Commonly Addressed by the Resident Director Meeting (Generally)

Level One Incidents (Minor Infractions of Community Covenant)

Resident Director Meeting Structure

During a Resident Director Meeting, the summoned student meets with a Resident Director and the Judicial Coordinator (or designees). The Resident Director and Judicial Coordinator (or designees) will open the meeting by hearing an overview of the situation surrounding the alleged violation presented by the student, and then proceed by asking the student questions related to the incident and his/her understanding of community standards, Covenant and college policy.

The Resident Director and Judicial Coordinator (or designees) will determine whether the summoned student more likely than not violated the Community Covenant.

If a student chooses not to attend the Resident Director Meeting, information will still be reviewed and a decision reached. The Resident Director and Judicial Coordinator (or designees) will determine one or more disciplinary sanction(s). Additional sanctions may be imposed for a student's absence. The summoned student will be informed of the outcome and any disciplinary sanction(s) and be expected to comply. Students will be referred to the Dean of Students for non-compliance.

DEAN'S ADMINISTRATIVE HEARING

Purpose

The Dean's Administrative disciplinary meeting is designed to aid students and the community in upholding community standards. This meeting helps students to process their decision-making in light of upholding community standards.

Composition of the Dean's Administrative Hearing (Generally)

Dean of Students (or designee)

Judicial Coordinator (or designee)

Types of Incidents Commonly Addressed by the Dean's Administrative Hearing (Generally)

Level One Incidents (Minor Infractions of Community Covenant) * some Level One Incidents will be handled by the Judicial Coordinator or Resident Director if the infraction occurs on campus.

Level Two Incidents (More sensitive in nature or where evidence is overwhelmingly decisive)

Dean's Administrative Hearing Structure

During an Administrative Hearing, the summoned student meets with the Dean of Students and the Judicial Coordinator (or designees). The Dean of Students and Judicial Coordinator (or designees) will open the meeting by hearing an overview of the situation surrounding the alleged violation presented by the student, and then proceed by asking the student questions related to the incident and his/her understanding of community standards, Covenant and college policy.

The Dean of Students and Judicial Coordinator (or designees) will determine whether the summoned student more likely than not violated the Community Covenant.

If a student chooses not to attend the Dean's Administrative Hearing, information will still be reviewed and a decision reached. The Dean of Students and Judicial Coordinator (or designees) will determine one or more disciplinary sanction(s). Additional sanctions may be imposed for a student's absence. The summoned student will be informed of the outcome and any disciplinary sanction(s) and be expected to comply. Students will be subject to dismissal for non-compliance.

COUNCIL ON COMMUNITY RESPONSIBILITY (CCR)

Purpose

The Council on Community Responsibility (CCR) exists in order to aid students and the community in upholding community standards. The CCR's core values consist of three areas: Truth, Accountability & Compassion.

Council on Community Responsibility

The Dean of Students (or his/her designee) may exercise his/her discretion to bring a student situation before the CCR in order to determine if the summoned student violated the Community Covenant and to determine an appropriate disciplinary action. (There are times when the CCR is on sabbatical, i.e. summer session, breaks. During these times the Dean of Students may exercise her/his discretion to bring a student through the Dean's Administrative meeting or other designated meeting offices). The CCR is chaired by the Dean of Students (or designee).

When the CCR addresses a possible violation of community standards by a student, that student will be informed of the nature of such violation and be summoned to a meeting of the CCR. If a student chooses not to attend the CCR meeting the CCR Chair will proceed to present information regarding the incident without the student's input. The CCR will determine if the student violated the standard, and may impose sanction(s). Additional sanctions may be imposed for a student's absence. The summoned student will be informed of any disciplinary sanction(s) and be expected to comply. Students will be subject to dismissal for non-compliance.

Composition of the CCR (Generally)

Dean of Students-CCR Chair

Judicial Coordinator

Faculty/Staff Member

Types of Incidents Addressed by the CCR (Generally)

Level Two Incidents (More sensitive in nature or where evidence is overwhelmingly decisive)

Level Three Incidents (Major Infractions of Community Covenant)

CCR Meeting Structure

During a CCR meeting, the summoned student will meet with the CCR. The CCR Chair (Dean of Students) will provide information regarding the basis of the disciplinary summons. The summoned student may then state his/her rationale and is expected to answer any questions presented to him/her honestly and clearly. The CCR members will open a dialogue with the summoned student by asking questions related to the incident and his/her understanding of community standards and college policy. The CCR may ask the Chair to admit a witness who has direct knowledge of the case, this request must be made at least 24 hours prior to the scheduled hearing, and approval will be granted by the Chair based on the Chair's judgment as to the relevance of a witness's information.

If a member of the CCR is unable to attend the meeting and/or to continue participation in the meeting, the meeting may continue.

The summoned student may have an advisor accompany him/her to the CCR meeting. The advisor must be a member of the Eastern Nazarene College (ENC) community. However, an advisor cannot be a Brickley counselor, Residential Life staff, student, or family member. In addition, since this is not a legal proceeding the advisor cannot be a lawyer. The advisor may privately consult with the student during the hearing but these consultations are not to exceed 5 minutes in totality. The advisor is not allowed to address the CCR or speak on the student's behalf. The advisor may not prepare the student's statement before the meeting. If the summoned student wants to have an advisor appear with him/her, the student must inform the CCR Chair of the name of the advisor 2 business days in advance of the CCR meeting.

The CCR will make a determination as to whether the summoned student more likely than not violated the Community Covenant. The CCR takes great precautions to ensure the confidentiality of all involved parties.

ROLE OF THE CCR CHAIR (DEAN OF STUDENTS)

The Chair shall oversee the meeting and is responsible for ensuring the orderly conduct of the meeting and consistent sanctioning process. The Chair shall have no vote unless there is a tie within the council members.

CCR General Meeting Guidelines

- Prayer
- Presentation of allegation by the chairperson
- Presentation by student (generally no more than 10 minutes, excluding questions)
- Questioning and response of student
- Deliberation and decision (student not present)
- Written and/or verbal notification of decision

APPEALS PROCESS

A student may appeal a decision(s) rendered in the Disciplinary System *only* if new significant information not available at the time of the original decision is identified that would significantly alter the decision(s). Students wishing to appeal the Resident Director Meeting disciplinary action may submit an appeals letter to the Dean of Students within 3 business days of learning the decision. The Dean of Students may examine precedent cases that have addressed similar issue(s) to your case. Students may be required to comply with the sanctions while the appeal is pending.

Students wishing to appeal the Dean's Administrative Hearing or CCR disciplinary action may submit an appeals letter in writing to the Vice President of Student Development (Chair of the Appeals Council) within 3 business days of learning the decision. Students may be required to comply with the sanctions while the appeal is pending.

The Appeals Council may request a meeting with the student if deemed necessary. If the appeal is denied, the original decision by the Dean's Administrative meeting, CCR or other designated meeting offices shall become final. If the Council rules in favor of the student's appeal, the Council may make its own determination (including a modification of sanctions) and/or refer the case back to the CCR with a written explanation of the Council's instruction on how to proceed. Once the Appeals Council has made a determination, the decision is final, and all disciplinary action will be carried out. The Council's decision shall be mailed to the appealing student.

Composition of the Appeals Council

Vice President for Student Development and Retention or designee (Chair)

One Student Development Staff Member

One Staff Member

One Faculty Member

Appeals Council General Meeting Guidelines

- Prayer
- Presentation of grounds for appeal
- Presentation of allegation by the chairperson
- Presentation by student (if requested)
- Questioning and response of student (if requested by board)
- Deliberation and decision (student not present)
- Written and/or verbal notification of decision

SECTION 6

SAFETY AND SECURITY POLICIES AND PROCEDURES

In case of an emergency call security at 617-745-3911 or x3911 from a campus phone.

SECURITY

A security officer is on duty 24 hours a day, seven days a week and can be reached by dialing x3911 from on campus telephones or 617-745-3911 from a cell phone. Additionally, red phones are located around campus which connects the caller directly to an on duty security officer. A security officer should be notified in the event that someone needs to be escorted on campus, is experiencing any type of emergency, or has observed any suspicious activities.

The after-hours Security Office is located at Munro Hall facing Young Apartments. A phone is located in a red box next to the office door to contact a security officer during after-hours.

If for any reason a person feels unsafe walking to the Waterston Parking Lot, he/she should request a security escort. If a person is in the Waterston Lot and needs an escort to campus, a call box is located at the entrance to the parking lot. Press and hold down the button then speak into the call box. A security officer will promptly respond via radio as to his/her estimated time of arrival to the lot and will meet the individual for an escort back to campus. The call box is conveniently located so that the driver can press the service button while remaining in the vehicle.

If you would like to report a non-emergency incident anonymously, you may do so by going to the Security page of ENC's website at: <http://www1.enc.edu/security/>. If you wish to be contacted about the incident, you may leave your contact information on the form, and we will get in touch the next business day. The form is at the bottom of the Security page.

COLLEGE ID CARDS

Students are required to carry their College ID cards while on campus and present them upon request. The ENC ID serves students in the following ways: identifies individuals as students and members of the ENC community, and provides access to the dining hall, lounges, library, and residence halls. In addition, students can use their ID as a declining balance account at the Dugout (see Food Service).

Expiration stickers will be provided to active students with outdated IDs so that they may identify themselves as a current academic student. Commuter ID stickers are also available in the Office of Safety and Security.

Students will be charged a fee of \$20 to replace a lost or damaged ID. Students must bring a receipt to the Office of Safety and Security from the Cashier's Office indicating that the replacement fee has been paid or charged to the student's account before obtaining a new ID.

EMERGENCY CLOSING PROCEDURES

The campus community is notified of changes to the work or school day due to weather or other emergencies via the ENC website at enc.edu. Campus alerts will appear at the top of each page on the website. In addition, individuals can dial 617.745.3999 from off campus or x3999 on campus to hear the recorded message or sign up for the E2 Campus alerts for emergencies and closings that are sent as a text to cell phones. Individuals can sign up for E2 Campus alerts through the ENC website. Information will be provided regarding traditional, graduate, and adult studies programs.

FIRE SAFETY POLICIES AND PROCEDURES

Smoke alarms and fire extinguishers are placed throughout the residence halls and campus buildings for the safety and protection of students and staff. **Tampering with firefighting equipment or deliberately setting off fire alarms is a criminal offense.** Deliberately activating fire alarms brings the local fire department to the campus needlessly, endangers the responding firefighters, leaves the rest of the community vulnerable, and is a very serious matter. When the fire department ascertains that a fire alarm has been deliberately activated falsely, the individual(s) or the residence hall will be fined \$500. The continuing student status of the responsible party will also be considered. In addition, Massachusetts General Law allows for a penalty of \$500 and 6 months in jail for persons setting a false fire alarm. Vandalism of safety equipment calls for a fine of \$1,000 and up to a year in jail. The College will cooperate with local fire safety officials when they are seeking to prosecute any person guilty of setting a false alarm, tampering with an alarm device (smoke alarm or fire extinguisher), or vandalizing any part of the system. The fine by the College for playing with or discharging a fire extinguisher as a prank, or tampering with smoke detectors begins at \$500 for each offense and may result in further disciplinary action.

Residence hall rooms have an early detection smoke alarm, and the hallways are equipped with both smoke and heat detector units. In addition, there are fire extinguishers in every hallway. The College permits and encourages students to have an all-purpose, dry powder fire extinguisher in their rooms. Dry powder fire extinguishers are the only type permitted.

Students are encouraged to:

- Become familiar with the location of the fire equipment, fire exits, and evacuation procedures.
- Keep rooms and public areas free of fire hazards.
- Report all damaged or unsatisfactory fire equipment to the Student Development Office or the security guard on duty.

In case of fire:

- Activate the nearest campus alarm (linked automatically with the Fire Department) or **dial 617-745-3911** and report the fire to Campus Security.
- When possible, shut windows, unlock and close doors, and leave lights on before leaving the room and evacuating the building.
- Keep the driveways clear
- Follow evacuation instructions of Residential Life staff and Security.
- Do not reenter the building until it has been cleared by the Fire Department.

As a matter of fire safety and College policy, students are required to refrain from unsafe practices. These include, but are not limited to, the following:

- Overloading electrical circuits.
- Storing or maintaining gas combustion engines of any kind in campus buildings.
- Using electric space heaters or air conditioner units, except those provided by the College.
- Storing flammable liquids of any kind.
- Propping interior fire doors open.
- Having natural Christmas trees or decorative branches inside/outside of their rooms.
- Storing flammable items in residence rooms or storage areas.
- Possessing or burning candles or incense in the residence halls.
- Lighting fires of any kind, inside or outside of College buildings/property.
- Setting off bombs or fireworks of any type.
- Covering or disabling smoke alarms in residence hall rooms or lounges.

When a fire alarm is sounded, whether established as actual or false, the building must be evacuated immediately. Any individual refusing to vacate a building during a fire alarm will be subject to disciplinary action. Participation in unauthorized activities will result in fines and/or other disciplinary action. If any of these activities results in a false fire alarm, the fine will be \$500 and may result in other disciplinary action.

HEALTH EMERGENCIES

In case of a medical emergency, dial Campus Security at 617-745-3911 and state the type of emergency. If needed, they will assist and direct an ambulance to the emergency location. If unable to reach Campus Security immediately, dial 911. If a student is ill after hours and needs assistance, he/she should contact the appropriate Resident Assistant and/or Resident Director. All students are required to keep their Emergency Contact information current.

PARKING, VEHICLE REGISTRATION AND OTHER TRANSPORTATION

Please note: Due to space limitations, freshmen will not be permitted to park their vehicle in any ENC parking area.

All motor vehicles including motorcycles operated by ENC faculty, staff, students (including commuters), and/or individuals residing in college housing must be registered with the Office of Safety and Security. Parking permits are limited to properly licensed, insured and maintained vehicles. Students may register and operate only one vehicle on campus. Current permits should be properly displayed (hang tags must be displayed on the rear-view mirror) on vehicles that will be parked on campus or on other property of ENC at any time. This policy allows easier identification of trespassers, proper control of the limited parking on campus, identification of owner/operator in case of emergency, and identification of parking violations. (Please refer to the Policy Section of this Handbook for Parking and Traffic Policies.)

Riding bicycles, skateboards, roller blades, or other forms of wheeled transportation on campus is expressly forbidden and subject to disciplinary action. Security bicycles may be an exception to this rule.

PARKING AND TRAFFIC POLICIES

Vehicle Registration

All vehicles driven by students of the College must be registered through the Office of Safety and Security. This includes, but is not limited to bicycles, motorcycles, automobiles, and mopeds. Students who choose to park their vehicle on streets surrounding the college must register their vehicle with the Office of Safety and Security. This process is mandatory and free of charge, but does not permit students to utilize campus parking lots. Student vehicles must be registered with the Office of Safety and Security within three (3) business days of bringing the vehicles to campus.

All student vehicles registered with the Office of Safety and Security will be assigned a non-parking registration sticker to be affixed to the center of the vehicle's front windshield. The decal must be displayed clearly viewable at all times in the uppermost center portion of the windshield, identifying the vehicle as belonging to a student. This is for contact and identification purposes for the school and local authorities.

Owners of vehicles registered outside of the state of Massachusetts must fill out the MA DOT required "Nonresident Driver Statement," and provide a copy to the Office of Safety and Security to be quadruplicated and provided to the local Quincy Police Department for distribution the local Assessor's office, the Registrar of Motor Vehicles, and ENC. Please see the ENC Vehicle Registration Policy or visit the Office of Safety and Security for more information on the state laws regarding out-of-state vehicles. *Please note that students failing to comply with the out-of-state registration laws in MA will be subject to fines from the state and from the college.*

The resident student vehicle parking fee for on campus parking is \$45.00 for the year. For this fee each registered resident student is permitted to park in the Waterston Parking Lot. This lot is a well-lit enclosure which is locked each evening after curfew hours begin.

Some resident students (RAs, disabled students, married students, etc.) may be assigned to another campus parking lot.

Commuter and Graduate students will be charged \$25 for parking privileges, and are permitted to park in the Sachem Lot while classes are in session or when the Library is open. When this lot is full, they may utilize the Waterston Lot. (See Parking Overflow Pass regarding overnight parking in this lot.)

All unregistered or improperly registered vehicles parked on campus or in college parking areas may be towed and stored off campus until the owner is identified. The costs of towing and any storage fees will be the owner's expense. All registration fees and past fines must be paid prior to the vehicle being allowed on campus property.

Privately owned motor vehicles are not permitted to undergo major repairs on campus. Disabled cars are not permitted in the Waterston Lot during and/or after the school year unless specific arrangements are made with the Director of Safety and Security. Vehicles left on campus or in the Waterston Lot at the close of the school year will be towed to a storage lot (with no liability to the College) with the exception of summer students' vehicles and those who have made specific arrangements with the Director of Safety and Security.

Vehicle and parking fines include but are not limited to:

- Registered resident or commuter student parking on main campus (behind and on the side of Cove, the Garage lot, and behind Young) - \$30
- Fire lane and unauthorized Handicapped parking - \$50
- Unregistered vehicles - \$50
- Registered resident student parked in Sachem - \$30
- Towed vehicle – Student will bear all costs for towing and storage in addition to fines from a parking citation.

After a student is issued three vehicle tickets, a large adhesive sticker will be placed on the window of his/her vehicle, warning the student of a scheduled tow time. Also, any student with three or more ticket violations will be subject to student discipline through the Student Development Office. A fourth violation will result in the vehicle being towed. The student who registered the vehicle will bear all costs of towing and storage. Following the fifth ticket, the student will lose on-campus parking privileges for a semester.

A student may appeal a parking violation by completing and submitting a Traffic Citation Appeals Form no later than 7 days after the issuance of the parking ticket. This form can be obtained from the Office of Safety and Security.

Under no circumstances should any motor vehicle be parked on the lawn areas or other unpaved spaces on campus at anytime. Parking in fire lanes or the spaces reserved for the handicapped will not be tolerated and violators will be subject to disciplinary actions, and may also be ticketed and towed without warning.

Vehicle Moving Violations

The campus speed limit is 5 miles per hour. Drivers of motor vehicles are expected to exercise caution when driving on campus. Those observed driving in an unsafe manner (speeding, peeling tires, stopping suddenly, etc.) will be subject to a fine of up to \$50 per offense. Repeat violators will be subject to disciplinary actions, and may also be required to remove their vehicle from College property.

Visitor/ Guest Parking Regulations

Visitors and guests of the College who would like to park their vehicles on ENC property are required to obtain a temporary parking pass. Contact Security to obtain a pass by dialing 617-745-3911 or by dialing x3911 on any campus phone. The Security Officer will need the license plate number and a contact number for the guest in order to process the temporary parking pass. He/she will also direct the driver as to where to park their vehicle.

Visitors/guests who violate ENC parking regulations are subject to a warning letter. Any parking violations incurred after receiving the letter will result in a large adhesive warning sticker being placed on the vehicle window. Any subsequent violation will result in the vehicle being towed at the owner's expense.

Parking Overflow Pass

This pass will be used to allow students with registered parking permits to park in the Sachem Parking Lot between the hours of 11 pm and 7 am if the Waterston Lot is filled to capacity. Students can obtain this pass by contacting the Security Officer on duty at x3911 or 617-745-3911. This lot is utilized heavily during the daytime by faculty, staff, and commuters therefore; all overnight parking must be moved by 7 a.m. This pass is only valid for one night of parking and a new pass must be obtained each time the Sachem Lot is utilized.

Temporary Vehicles

If an ENC registered vehicle is being repaired or is not going to be on campus for another reason, a temporary parking pass can be issued to the driver via Security. This pass will only be valid for 1 week. Those in need of a parking pass for longer than this length of time will need to make arrangements with the Director of Safety and Security.

Snow Emergencies

Wendell Avenue and East Elm Avenue between Gardner Hall and Wollaston Church of the Nazarene are designated for snow emergency access by the City of Quincy during heavy snowstorms. Vehicles parked along East Elm Avenue during these times are subject to tow at the owner's expense. Overnight parking is never permitted on East Elm Avenue. Further snow removal and parking policies will be posted at the Office of Safety and Security.

Motor Vehicle Insurance and Responsibility

Eastern Nazarene College assumes no financial responsibility for any damage or loss to a student's vehicle or its contents. Students who park on or off campus do so at their own risk. Owners of motor vehicles must maintain public liability insurance to conform to the laws of the Commonwealth of Massachusetts.

SHUTTLE/ESCORT POLICY

In the event that a student requests an escort to Eastern Nazarene College from off campus, there are a number of requirements that must be considered by the Shift Supervisor.

The office of Safety and Security can only provide an escort in the following situations:

- It is after dusk but before 2:00 am
- The student is located at the Wollaston MBTA station or an area local to the college
- The student is not in a large group (3 or more students)
- The student believes they may be in danger during their walk back to campus or perceives a threat
- The student has a temporary medical condition which may impede on their ability to return to campus safely
- The events leading to the need for an escort were out of the student's control

Unacceptable reasons for escort are as follows:

- Weather/rain related
- Personal travel plans
- Excessive luggage
- Student does not feel like walking

Officers are not permitted to provide students with an escort if:

- The student is involved in a situation that requires emergency services (QPD are better equipped to assist in medical emergencies, altercations, etc. and should be contacted immediately in these events)
- There is only one security officer on duty at the time (an officer cannot abandon post)
- There is a more urgent situation occurring on campus preventing security officers from being spared
- The student is capable of contacting a friend or a taxi to provide transportation
- The student appears to be abusing the service

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

The Student Right-to-Know and Campus Security Act of 1990 and the Campus Sexual Violence Elimination Act of 2013 mandates that certain information be kept and disclosed about on-campus crimes considered to be a threat to students or staff: including murder, rape, robbery, aggravated assault, domestic violence (including dating violence), stalking, burglary, and motor vehicle theft which are reported to college officials, campus security or to local police. In addition, institutions must also report arrests for the following crimes: liquor law violations, drug abuse violations, and weapons possessions. This information is distributed annually by the Office of Safety and Security to all enrolled students and to prospective students upon request.

Students and employees are to promptly report crimes to the Director of Safety and Security and to the Quincy Police. In an effort to inform students and employees about campus security procedures and policies, and to encourage students and employees to be responsible for their own security and the security of others, a Campus Safety and Security brochure is distributed to each student.

