

**Eastern Nazarene College**  
**Student Handbook**  
**2018-2019**

# TABLE OF CONTENTS

<b>SECTION 1: INTRODUCTION</b>	<b>5</b>
MISSION STATEMENT	6
VISION STATEMENT	6
COMMUNITY COVENANT	7
STUDENT HANDBOOK AS A LIVING DOCUMENT	7
<b>SECTION 2: INSTITUTIONAL POLICIES AND EXPECTATIONS</b>	<b>9</b>
OVERVIEW	10
ENC STUDENT RESPONSIBILITIES	10
ENC COMMUNITY COVENANT	11
GENERAL STUDENT POLICIES	12
ACADEMIC INTEGRITY POLICY	12
STANDARDS OF ACADEMIC INTEGRITY	12
ATTIRE	13
BICYCLES	13
CHAPEL ATTENDANCE POLICY	13
EDUCATIONAL RECORDS PRIVACY	15
JURY DUTY POLICY	17
MEAL PLAN POLICY	17
PET POLICY	18
PUBLIC INDECENCY POLICY	18
INSTITUTIONAL TECHNOLOGY POLICY	18
PURPOSE OF COMPUTING RESOURCES AT ENC	18
SECURITY	19
ACCEPTABLE USE	20
UNACCEPTABLE USE	20
UNREASONABLE USE	20
UNETHICAL USE	21
ILLEGAL USE	21
CONSENT	22
ONLINE COMMUNITIES	22
SANCTIONS	23
STUDENT INVOLVEMENT POLICIES	23
CAMPUS POSTING POLICY	23
CAMPUS SOLICITATION POLICY	24
STUDENT ENTERTAINMENT PHILOSOPHY AND POLICY	25
STUDENT DANCES	26
SHOWING FILMS OR TELEVISION ON CAMPUS	26
FREE SPEECH & PEACEFUL ASSEMBLY POLICY	28

**SECTION 3: HEALTH & WELLNESS POLICIES AND ACCOMODATIONS** 30

HEALTH INSURANCE	31
MEDICAL WITHDRAWAL POLICY	31
COLLEGE INITIATED MEDICAL WITHDRAWAL REQUEST	32
MEDICAL WITHDRAWAL RE-ADMITTANCE POLICY	34
SERVICE AND SUPPORT ANIMAL POLICY	35

**SECTION 4: SEXUAL BEHAVIOR & HARASSMENT POLICIES AND PROCEDURES** 40

HUMAN SEXUALITY	41
PREGNANCY STATEMENT	45
COHABITATION	45
HAZING	45
NON-DISCRIMINATION POLICY	46
SEXUAL MISCONDUCT POLICY	46
THREAT, HARASSMENT, AND STALKING STATEMENT	67
DOMESTIC VIOLENCE STATEMENT	67
NON-RETALIATION POLICY	67
NO CONTACT ORDERS	68

**SECTION 5: SAFETY & SECURITY POLICIES AND PROCEDURES** 70

SECURITY	71
COLLEGE ID CARDS	71
EMERGENCY CLOSING PROCEDURES	72
FIRE SAFETY POLICIES AND PROCEDURES	72
HEALTH EMERGENCIES	74
PARKING, VEHICLE REGISTRATION, AND OTHER TRANSPORTATION	74
SHUTTLE/ESCORT POLICY	78
STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT	79

**SECTION 6: STUDENT CONDUCT ADMINISTRATION** 81

STUDENT CONDUCT MISSION, PURPOSE, AND EXPECTATIONS	82
COMMUNITY COVENANT	83
AMNESTY PROGRAM	84
BYSTANDER POLICY	85
STUDENT DISCIPLINARY PROCEDURES	85
INVESTIGATION	85
STUDENT CONDUCT PROCESS	85
STUDENT DISCIPLINE HEARINGS	88
RESIDENT DIRECTOR MEETING	88

DIRECTOR’S ADMINISTRATIVE HEARING	88
COUNCIL ON COMMUNITY RESPONSIBILITY (CCR)	89
APPEALS PROCESS	91
SANCTIONS	93
INFRACTIONS	96

**SECTION 7: RESIDENTIAL STUDENTS** 101

RESIDENTIAL LIFE PURPOSE AND PRESENCE	102
HOUSING POLICIES AND PROCEDURES	102
LIVING AT ENC	103
CHECK-IN PROCEDURES	103
REQUIRED ALL HALL AND FLOOR MEETINGS	103
ROOM KEYS	103
ROOM INVENTORY AND CHECK-OUT PROCEDURES	104
ROOM CHANGES	105
SUMMER HOUSING	105
SUMMER STORAGE	106
ROOM ENTRY, INSPECTIONS, AND SEARCHES	106
GUEST’S	107
OPEN HALL	108
OPEN HALL HOURS	108
FURNISHINGS AND FIRE SAFETY	108
HOUSING ACCOMMODATIONS	110
MAINTENANCE AND HOUSEKEEPING	110
CONDUCT	111
LAUNDRY	112
LIABILITY AND INSURANCE	112

**SECTION 8: COMMUTER STUDENTS** 113

COMMUTER STATUS CRITERIA	114
COMMUTER STUDENT SERVICES	114
COMMUTER MEAL PLANS	114
GUEST PASS	115

# **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://www.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 and adhering to 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.

**Section 2:**  
**Institutional Policies and Expectations**  
**2018-2019**

## **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 COMMUNITY COVENANT

**ENC is an Alcohol, Drug, and Smoke-free campus. Students are expected to abstain from the use of tobacco, alcohol and illegal drugs and controlled substances 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.**

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. –I 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.

## **GENERAL POLICIES**

### **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

<http://www.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](http://www.enc.edu) under the Registrar's Office.

### **Attire**

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. Tops, bottoms, and shoes must be worn in all public buildings and offices on campus including the Mann Student Center.

### **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. There is a bike rack behind Memorial Hall near the trash dumpsters for keeping bicycles. All bicycles must be removed from campus at the end of the Academic year.

### **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://www.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). 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.
4. Commuter students who have MWF classes after 12:00 p.m.

NOTE: All of these students must submit a Chapel Exemption Request Form to be considered for participation in an alternative Covenant Plan program.

A partial or 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://www.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 partial or 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.

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. Mentors will be given guidelines and suggestions for what to discuss during these meetings. The mentor should work together with the student to determine the purpose/goals of the meeting, what steps will be taken between meeting times to work toward

those goals, and what will be discussed during the meeting times. These meetings should serve as an avenue for accountability for the student's spiritual growth and formation throughout the semester. Before the semester ends, the student will write a reflection paper (~2-3 pages) that summarizes his/her spiritual growth/formation throughout the semester and experience of the accountability meetings. The student will print a physical copy of the paper and have the mentor read the paper and sign it. In signing the paper, the mentor is verifying that they met with the student three times during the semester and that the paper is an accurate summary of the student's experience of the accountability meetings and their spiritual formation throughout the semester. 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 for the semester.

Students also have the option of being granted a partial exemption. Students granted a partial exemption are required to receive half the required chapel credits or more per semester (10 chapel credits unless otherwise communicated by the Office of Spiritual Development). They are not required to meet with a mentor throughout the semester, but they *are* required to do one of the following:

- submit a reflection paper (~2-3 pages) that summarizes their spiritual growth/formation throughout the semester OR
- schedule an appointment with one of the Campus Pastors in the Office of Spiritual Development to discuss their spiritual growth/formation throughout the semester. These appointments must take place during the last 4 weeks of the semester.

All communication from the Office of Spiritual Development in regards to chapel exemptions will be sent to a student's ENC email account. That communication will include dates specific to each semester's chapel exemption process.

### **Educational Records Privacy**

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that students and their guardians, when applicable, receive written notification of their rights under the act. These rights include the right to 1) inspect and review the student's educational records, 2) request an

amendment to the student's records to ensure they are correct and otherwise not in violation of the student's right to privacy, 3) consent to the disclosure of information to other individuals or entities, 4) file a complaint with the Office for Civil Rights to seek redress if the college fails to comply with the requirements of the Act, and 5) obtain a copy of the college's policy.

FERPA also known as the "Buckley Amendment" protects the privacy of student records by requiring all post-secondary educational institutions receiving federal money to limit the disclosure of information to third parties, including parent(s)/guardian. Parent(s)/guardian may have access to student records if the student is considered to be a dependent. Dependent status is defined as being claimed as a dependent on the parents'/guardians' income tax form and/or under 18 years of age. A student can elect to share information with a third party by completing and submitting a waiver. On the waiver students can designate who they would like to have information shared with and what type of record information they want shared. The types of institutional records kept by the College fall within the following broad categories: Academic Information (i.e. grades), Financial Aid Information (i.e. award letters), Student Accounts (i.e. account balances and bills), and Personal Information (information deemed necessary or valuable to the students general welfare). It is the student's responsibility to notify the Office of Student Development if your status changes and you would like to change the person(s) who can access your information.

Process for requesting student information:

In general student records are not duplicated and distributed with the exception of letters and reports that are sent to students and those they have designated. Students can request to review their student records and make arrangements with the respective office to examine the documents in their student records.

**Office of the Registrar:** Official academic records may be released for review by parent(s)/guardian from the Registrar's Office upon written request.

**Office of Student Accounts:** Financial statements will be sent to students and parent(s)/guardian through the Office of Student Accounts unless other arrangements are made by the student with the Office of Student Accounts.

**Office of Student Development:** In the work of the Offices of Student Development and Student Life, there are times when knowledge of serious disciplinary action such as suspension or knowledge of medical or psychiatric emergency is important for parent(s)/guardian. In these situations, efforts will be made to encourage the student to take the initiative to contact parent(s)/guardian. In the case of an emergency, Student Development will contact parent(s)/guardian if the student has not done so or is unable to.

### **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](http://www.massjury.com)).

### **Meal Plan Policy**

All residential students are required to participate in the college meal plan. Commuter students have the option to participate in a commuter meal plan. The plans are explained in greater detail in the Campus Resource Guide

Exceptions to the meal plan requirement are rare, but have been granted by the Student Development Office after a review process. Students requesting an exemption from the meal

plan should consult with the Director of Student Conduct and Care. Students wishing to request an exemption for dietary needs should provide the Director their request in writing and documentation from a licensed medical practitioner outlining the student's dietary restrictions. The student should meet with the Director of Dining Services to see if reasonable accommodation can be made. The Director of Dining Services will convey the information gathered from that meeting to the Director of Student Conduct and Care. If reasonable accommodations cannot be made an exemption may be granted.

### **Pet Policy**

No person shall keep animals of any kind in the residence halls or suites except for fish (in a maximum of 10-gallon aquariums) or service or support animals (link to policy and approved animals). For health, safety, and sanitation reasons, no animals (including reptiles, insects, rodents, amphibians, and birds) of any kind are allowed in the residence halls.

### **Public Indecency Policy**

Eastern Nazarene College expects students to present themselves in a manner that respects the rights of others, represents Christian values of modesty and discernment, and respects their individual bodies. The College adheres to the Massachusetts Law prohibiting public indecency, indecent exposure, and open lewdness (Title 1: Chapter 272, Sections 16 & 53). Therefore, it is the College's policy that indecency, indecent exposure, and open lewdness will not be tolerated and will be subject to disciplinary action.

## **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.

## **STUDENT INVOLVEMENT 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 need to submit their materials to the Student Development Office (SDO) for review and approval. Free speech is highly valued by the Student Development Office, however any postings that are in conflict with the mission of the college may not be approved.
- 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.), or hung improperly, 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 contact the Office of Community Life at [nso@enc.edu](mailto:nso@enc.edu).

### **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 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>

## **Free Speech & Peaceful Assembly Policy**

“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 (ENC Mission Statement (ENC Mission Statement).” In the process of awakening truth, students will be at times confronted with conflicting ideas and opinions, which may lead to

proposals for action. The college affirms the student's right to free speech and peaceful assembly to express opinions and ideas, without disrupting non-participating community members' normal business operations. Those desiring to move to action in the form of a public demonstration, vigil, protest, or rally are expected to do so with the understanding that all campus policies and procedures must be followed.

- A Peaceful Assembly Form must be completed at least one business day in advance of the proposed date and time, indicating the purpose, target group of students, and organizers responsible for the event. The form will be reviewed by members of the Student Development Office leadership team for approval.
- It is the responsibility of the organizer to maintain order and civility. This includes allowing safe passage of pedestrian and roadway traffic around and onto campus. All campus spaces should be returned to their original condition after the event has ended.
- Protests and other assemblies may occur between 8:00am and 8:00pm, Monday through Friday. Assemblies may not occur during chapel times between 10:00am and 11:15am on Wednesdays and Fridays.
- If the demonstration or event will move off campus, individuals organizing the event are responsible for contacting the City of Quincy in order to obtain all permits and other requirements for a demonstration or gathering.
- Any contact with the media must be conducted through the ENC Marketing & Communications Office.
- Participants that are not members of the ENC community may be asked to leave.
- Suggested locations for possible use are the Dining Commons, the front lawn between Gardner and the Wollaston Church, and the lobby of the Mann Student Center, as long as normal business is not impeded.

The Student Development Office has the right to discontinue demonstrations and protests that do not comply with campus policy and procedure.

**Section 3:**  
**Health & Wellness**  
**Policies and Accommodations**  
**2018-2019**

## **HEALTH INSURANCE**

All students who are registered in semester length courses, with an enrollment status of at least  $\frac{3}{4}$  time, will be automatically enrolled in the ENC sponsored Student Health Insurance Program unless they submit a waiver that demonstrates that they are covered by a United States based or Embassy Sponsored insurance plan with coverage equal to or better than the Student Health Insurance Program. Each year, students are required to identify whether they will be accepting enrollment in the Student Health Insurance plan OR be keeping their own health insurance and waiving the student plan on this website <https://www.universityhealthplans.com/intro/ENC.html>

Although an insurance plan may provide good benefits in a students' home state, it is important to ensure it will provide adequate coverage in this area. Before completing a waiver, students are responsible to determine that their insurance plan includes coverage that allows them to be seen in a doctor's office in the area, reasonably nearby the ENC campus, and is equal to or better than the Student Plan. An insurance plan whose coverage in the Quincy area is limited to treatment at an Urgent Care or an Emergency Room is not acceptable coverage. It is highly recommended that all students from outside Massachusetts call member services for their insurance provider and ask about coverage in this area before completing the insurance waiver.

If a student does not accept enrollment or does not complete a waiver by August 1<sup>st</sup> for the fall semester, or December 1 for the spring semester, the charge for the Student Health Insurance Plan will be added to his/her student account. If a waiver is denied at any time, the student will automatically be enrolled in and billed for the Student Health Insurance Program. Student Health Insurance Plan benefits, exclusions and limitations are outlined in a brochure available online and at the Brickley Center.

## **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://www.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 Vice-President for Student Development or the Director for Residential Life (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 Vice-President for Student Development and/or Director for Residential Life (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 Vice-President for Student Development (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 Vice-President (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 Vice-President for Student Development (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 Vice-President for Student Development (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 Director of Residential Life 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 Director for Residential Life 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/Director 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/Director 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 Access and Accommodation Services and should complete the accommodation request form with appropriate documentation at least 90 days before prospective housing will be needed for the animal. The College will request documentation and a completed accommodation form 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 Access and Accommodation Coordinator will review the documentation and with the Accommodation Committee 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 Access and Accommodation 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:

- Attend to the wellbeing and cleanliness of their animal.
- Animals must be under control at all times and not disruptive to others or they may be removed
- Be responsible for removal of animal waste and maintaining clean conditions.
- Have a plan in place for animal care in the event of an emergency.
- 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.
- 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:**

- 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.
- 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.
- An individual with a service or support animal may not be isolated or treated less favorably than others.
- College staff is not required to provide food or care for service or support animals.
- 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 animals 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.

**Cleaning Fee:** Persons authorized to keep a Service or Support Animal in residential facilities will be assessed a cleaning fee of \$250 upon check-out of residence.

**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 animal's 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 Access and Accommodation Services. In making its decision, the Coordinator or Accommodation Committee will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area and any ongoing research.

**Section 4:**  
**Sexual Behavior & Harassment**  
**Policies and Procedures**  
**2018-2019**

## HUMAN SEXUALITY

The Church of the Nazarene views human sexuality as one expression of the holiness and beauty that God the Creator intended. Because all humans are beings created in the image of God, they are of inestimable value and worth. As a result we believe that human sexuality is meant to include more than the sensual experience, and is a gift of God designed to reflect the whole of our physical and relational createdness.

As a holiness people, the Church of the Nazarene affirms that the human body matters to God. Christians are both called and enabled by the transforming and sanctifying work of the Holy Spirit to glorify God in and with our bodies. Our senses, our sexual appetites, our ability to experience pleasure, and our desire for connection to another are shaped out of the very character of God. Our bodies are good, very good.

We affirm belief in a God whose creation is an act of love. Having experienced God as holy love, we understand the Trinity to be a unity of love among Father, Son, and Holy Spirit. Therefore, we are made with a yearning for connection with others at the core of our being. That yearning is ultimately fulfilled as we live in covenanted relationship with God, the creation, and loving one's neighbor as one's self. Our creation as social beings is both good and beautiful. We reflect the image of God in our capacity to relate and our desire to do so. The people of God are formed as one in Christ, a rich community of love and grace.

Within this community, believers are called to live as faithful members of the body of Christ. Singleness among the people of God is to be valued and sustained by the rich fellowship of the church and the communion of the saints. To live as a single person is to engage, as Jesus did, in the intimacy of community, surrounded by friends, welcoming and being welcomed to tables, and expressing faithful witness.

Also within this community, we affirm that some believers are called to be married. As defined in Genesis, "a man leaves his father and mother and is united to his wife, and they become one flesh." (Genesis 2:24) The marriage covenant, a reflection of the covenant between God and the people of God, is one of exclusive sexual fidelity, unselfish service, and social witness. A

woman and a man publicly devote themselves to one another as a witness to the way God loves. Marital intimacy is intended to reflect the union of Christ and the Church, a mystery of grace. It is also God's intention that in this sacramental union the man and woman may experience the joy and pleasure of sexual intimacy and from this act of intimate love new life may enter the world and into a covenantal community of care. The Christ-centered home ought to serve as a primary location for spiritual formation. The church is to take great care in the formation of marriage through premarital counseling and teaching that denotes the sacredness of marriage.

The [Scriptural story](#), however, also includes the sad chapter of the fracturing of human desire in the [Fall](#), resulting in behaviors that elevate self-sovereignty, damage and objectify the other, and darken the path of human desire. As fallen beings, we have experienced this evil on every level—personal and corporate. The principalities and powers of a fallen world have saturated us with lies about our sexuality. Our desires have been twisted by sin and we are turned inward on ourselves. We have also contributed to the fracturing of the creation by our willful choice to violate the love of God and live on our own terms apart from God.

Our [brokenness](#) in the areas of sexuality takes many forms, some due to our own choosing and some brought into our lives via a broken world. However, God's grace is sufficient in our weaknesses, enough to bring conviction, transformation, and sanctification in our lives.

Therefore, in order to resist adding to the brokenness of sin and to be able to witness to the beauty and uniqueness of God's holy purposes for our bodies, we believe members of the body of Christ, enabled by the Spirit, can and should refrain from:

- **Unmarried sexual intercourse and other forms of inappropriate sexual bonding.** Because we believe that it is God's intention for our sexuality to be lived out in the covenantal union between one woman and one man, we believe that these practices often lead to the objectification of the other in a relationship. In all its forms, it also potentially harms our ability to enter into the beauty and holiness of Christian marriage with our whole selves.
- **Sexual activity between people of the same sex.** Because we believe that it is God's intention for our sexuality to be lived out in the covenantal union between one woman and one man, we believe the practice of same-sex sexual intimacy is contrary to God's will for human sexuality.

While a person's homosexual or bi-sexual attraction may have complex and differing origins, and the implication of this call to sexual purity is costly, we believe the grace of God is sufficient for such a calling. We recognize the shared responsibility of the body of Christ to be a welcoming, forgiving, and loving community where hospitality, encouragement, transformation, and accountability are available to all.

- **Extra-marital sexual relations.** Because we believe this behavior is a violation of the vows that we made before God and within the body of Christ, adultery is a selfish act, a family-destroying choice, and an offense to the God who has loved us purely and devotedly.
- **Divorce.** Because marriage is intended to be a life-long commitment, the fracturing of the covenant of marriage, whether initiated personally, or by the choice of a spouse, falls short of God's best intentions. The church must take care in preserving the marriage bond where wise and possible, and offering counsel and grace to those wounded by divorce.
- **Practices such as polygamy or polyandry.** Because we believe that the covenantal faithfulness of God is reflected in the monogamous commitment of husband and wife, these practices take away from the unique and exclusive fidelity intended in marriage.

Sexual sin and brokenness is not only personal but pervades the systems and structures of the world. Therefore, as the church bears witness to the reality of the beauty and uniqueness of God's holy purposes we also believe the church should refrain from and advocate against:

- **Pornography in all its forms, which is desire gone awry.** It is the objectification of people for selfish sexual gratification. This habit destroys our capacity to love unselfishly.
- **Sexual violence in any form, including rape, sexual assault, sexual bullying, hateful speech, marital abuse, incest, sex trafficking, forced marriage, female genital mutilation, bestiality, sexual harassment, and the abuse of minors and other vulnerable populations.** All people and systems that perpetrate sexual violence transgress the command to love and to protect our neighbor. The body of Christ should always be a place of justice, protection, and healing for those who are, who have been, and who continue to be affected by sexual violence. A minor is defined as any human being under the age of 18, unless the age of majority is attained later under a state's or country's own domestic legislation.

Therefore we affirm that:

- **Where sin abounds grace abounds all the more.** Although the effects of sin are universal and holistic, the efficacy of grace is also universal and holistic. In Christ, through the Holy Spirit, we are renewed in the image of God. The old is gone and the new comes. Although the forming of our lives as a new creation may be a [gradual process](#), God's [healing](#) is effective in dealing with the [brokenness](#) of humanity in the areas of sexuality.
- **The human body is the temple of the Holy Spirit.** We affirm the need for our sexuality to be conformed to God's will. Our bodies are not our own but have been bought with a price. Therefore, we are called to glorify God in our bodies through a life of yielded obedience.
- **The people of God are marked by holy love.** We affirm that, above all the virtues, the people of God are to clothe themselves with love. The people of God have always welcomed broken people into our gathering. Such Christian hospitality is neither an excusing of individual disobedience nor a refusal to participate redemptively in discerning the roots of brokenness. Restoring humans to the likeness of Jesus requires confession, forgiveness, formative practices, sanctification, and godly counsel—but most of all, it includes the welcome of love which invites the broken person into the circle of grace known as the church. If we fail to honestly confront sin and brokenness, we have not loved. If we fail to love, we cannot participate in God's healing of brokenness.

As the global church receives and ministers to the people of our world, the faithful outworking of these statements as congregations is complex and must be navigated with care, humility, courage, and discernment.

Copyright 2017

by [Nazarene Publishing House](#)

Published by the authority of  
the Twenty-ninth General Assembly  
held in Indianapolis, Indiana, USA

June 25–29, 2017

## **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 private 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.

## **HAZING**

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.

## **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 Director for Student Conduct and Care, 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.

## **SEXUAL MISCONDUCT POLICY**

### **Introduction**

Eastern Nazarene College is committed to maintaining a Christ-centered learning environment and community free of discrimination, including sexual harassment, sexual violence, and sexual misconduct in all of its forms. ENC prohibits all forms of Gender-Based Violence, including but not limited to, domestic violence, dating violence, sexual assault, and stalking. ENC will not tolerate sexual misconduct by or against its students, faculty, or staff.

### **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 or employee who believes he or she is being subjected to unlawful discrimination or unlawful harassment, including sexual harassment, should inform the College by contacting the Vice President for Student Development/Title IX Coordinator, the Director of Student Conduct and Care or the Director of Human Resources.

### **Scope**

This policy applies to all College community members including students, faculty, staff, visitors, and independent contractors, as well as those who participate in the College's programs and activities, whether on or off campus, including study-away programs. Any such individual may make a report under this policy. Vendor, independent contractors, visitors, and others who conduct business with the College or on College property are also expected to comply with this policy; complaints against such College affiliates will be handled in accordance with existing contracts and agreements. In the event a College community member makes a report of alleged sexual misconduct to the College against a person not within the College's jurisdiction, the College will inform the College community member of other available reporting options and supports.

### **Title IX Coordinator**

The Title IX Coordinator oversees the College's efforts to create and maintain a campus community environment free from discrimination, including gender-based discrimination and misconduct. The Title IX Coordinator is responsible for the oversight of the College's implementation and administration of procedures for resolving Title IX complaints, including educating the community on how to file a complaint alleging a violation of Title IX, investigating complaints, working with law enforcement when necessary, ensuring that complaints are resolved promptly and appropriately, and identifying and addressing any patterns or systemic problems revealed by such report and complaints. The Title IX Coordinator ensures that ENC is in compliance with all requirements under Title IX of the Education Amendments Act of 1972 (Title IX), the Jeanne Clery Disclosure of Campus Security Policy and Campus

Crime Statistics Act (Clery Act), the Violence Against Women Act (VAWA), and other federal and state laws and regulations pertaining to sex discrimination. The Title IX Coordinator is also responsible to evaluate a complainant's request for confidentiality in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all students. The Vice President of Student Development serves as the Title IX Coordinator for Eastern Nazarene College.

The Title IX Coordinator may designate Deputy Coordinators who will assist in Title IX compliance. Those individuals would have duties and responsibilities similar to the Title IX Coordinator and would report to the Title IX Coordinator. Where the Title IX Coordinator is listed as the designated point of contact for any role in this policy, he or she may designate a Deputy Title IX Coordinator or another qualified member of the College community to assume the role, as necessary and appropriate.

### **Definitions**

**Sexual Misconduct-** is any sexual conduct without seeking and receiving affirmative consent or sexual conduct that occurs after consent has been withdrawn, which causes physical or emotional discomfort to the victim.

**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.

**Sexual Assault-** occurs when one person engages in sexual contact with another person without that person's affirmative consent. Any person, regardless of gender or sexual orientation, can be a perpetrator or victim of sexual assault. Sexual assault is further defined as:

**Non-consensual sexual contact-** the indecent touching of another person's body in an area that is thought to be private such as breasts, buttocks and genitals, without the person's consent.

**Non-consensual sexual penetration-** the penetration of a person's bodily orifice (vagina, anus, and mouth), by any part of another person's body or by an object, without the person's consent.

**Dating Violence-** is violence or abuse committed by a partner who is, or previously was, in a romantic or intimate relationship with the person. Dating violence may take the form of physical, sexual, emotional, verbal, economic or psychological actions or threats.

**Domestic Violence-** is a pattern of behavior where one person tries to control the thoughts, beliefs, or actions of another with whom they have, or had a relationship (e.g. current or former spouse, current or former dating partner, family or household member). Domestic violence may take the form of physical, sexual, emotional, economic or psychological actions or threats.

**Sexual exploitation-** occurs when someone takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include:

- Recording images (e.g. video, photograph), audio, or otherwise of another person's sexual activity, intimate body parts, or the person in a state of undress;
- Distributing images (e.g. video, photograph), or audio of another person's sexual activity, intimate body parts, or the person in a state of undress;
- Viewing another person's sexual activity, intimate body parts, or the person in a state of undress in a place where that person would have a reasonable expectation of privacy; and
- Prostituting another person.

**Stalking-** is when one person knowingly engages in a pattern of conduct or series of acts directed at another that would cause a reasonable person to suffer substantial emotional distress and cause that person to become seriously alarmed or annoyed.

**Retaliation-** conduct that may be reasonably perceived to: a) adversely affect a person's educational, living, or working environment because of his/her good-faith participation in the reporting, investigation, and/or resolution of a report of a violation of this policy; or b) discourage a reasonable person from making a report or participating in an investigation under this policy, any other College policy, or any other local, state, or federal complaint process.

**Affirmative Consent-** is an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Affirmative consent is informed, unambiguous and freely given. Affirmative consent is communicated through mutually understandable words or actions that indicated a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of each person to ensure that affirmative consent is given by all participants prior to the sexual activity and that such consent remains throughout the sexual activity.

Consent is not passive; silence or the lack of resistance cannot be interpreted as consent. Consent may be withdrawn at any time. When consent is withdrawn, sexual activity must stop. Consent to prior sexual acts cannot be interpreted as consent to current or future sexual activity. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.

Consent cannot be given by a minor, those with a mental disability, those who by law are unable to give consent or those who are incapacitated. Impairment due to drug or alcohol use does not omit a person's responsibility to seek and obtain affirmative consent prior to engaging in sexual activity. Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm.

**Incapacitation-** Incapacitation occurs when an individual lacks the ability to fully and 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, or otherwise unknowing or unable to effectively determine and communicate affirmative consent.

**Other Terms**

**Reporter-** For the purposes of this policy, the term Reporter is used for any person who reports an alleged incident of sexual misconduct to the College. A Reporter does not have to be the victim of the alleged sexual misconduct.

**Complainant-** For the purposes of this policy, the term Complainant is used for the person who initiates the College's Sexual Misconduct adjudication process by bringing a complaint of sexual misconduct against an ENC student, employee (faculty or staff), or contractor. A Complainant need not be a member of the College community so long as the College has jurisdiction over the person accused of sexual misconduct.

**Respondent-** For the purposes of this policy, a Respondent is the person accused of sexual misconduct in a report filed with the College.

### **Reporting Sexual Misconduct**

Eastern Nazarene College strongly encourages individuals to report incidents of suspected sexual misconduct so that any victim of alleged sexual misconduct may gain access to available support and to allow the College to respond appropriately. All reports of sexual misconduct will be handled in a sensitive manner and all involved parties will be treated with respect and dignity. Although a report of sexual misconduct may be made at any time, the College strongly recommends reporting suspected offenses as soon as possible. Resolution options narrow over time, especially if the College no longer has disciplinary jurisdiction over the person accused, thus prompt reporting is encouraged.

### **Formal Report Options**

The formal reporting options for allegations of sexual misconduct are: a criminal complaint filed with law enforcement in the jurisdiction in which the alleged sexual misconduct occurred, and/or an institutional complaint, filed with the Title IX Coordinator.

### **Requests for Confidentiality**

ENC will respond promptly and equitably to all allegations of sexual misconduct involving a College community member and will provide resource options for victims of alleged sexual misconduct. The College will consider any requests for confidentiality within the context of the College's obligation to provide a safe, nondiscriminatory environment for all community members. Pursuant to the requirements of Title IX, the College has an independent responsibility to investigate (apart from any criminal investigation by law enforcement) and

address sexual misconduct even in the absence of a complaint by an alleged victim. Please see the Privileged Employees and Confidential Employees sections for a list of College employees who may receive information about alleged sexual misconduct without the obligation to report victim/offender information.

### **Alternatives to Formal Reporting**

ENC strongly encourages victims of alleged sexual misconduct to discuss what happened so they can access the available supports and services they deem helpful. Following an incident of sexual misconduct, victims are faced with many decisions. A victim may choose to disclose an incident of sexual misconduct in an effort to address needs related to personal safety, physical and mental wellness, or academic or employment status, rather than for the purpose of offender accountability. Victims of alleged sexual misconduct may disclose their experience to specifically designated College employees without officially reporting the incident or putting the College on notice and thus triggering a response by the institution. The two groups of specifically designated employees are as follows:

#### **A. Privileged Employees:**

Privileged Employees are prohibited from sharing information obtained in the context of a professional helping relationship without the expressed permission of the person receiving services, unless a specific exception applies in accordance with local, state and federal laws. Privileged Employees are: (1) professionally licensed counselors whose primary role is to provide clinical services to ENC community members through the Brickley Counseling Center, (2) specifically designated College Chaplain and Campus Pastors whose primary role is to provide Pastoral Care and are licensed to do so, and (3) licensed medical staff whose primary role is to provide medical and health and wellness services to ENC community members through the Brickley Center's Health Services. Please see the Appendix for a list of the specific licensed professional counselors, medical personnel, and pastors that are designated as Privileged employees.

#### **B. Confidential Employees:**

At ENC, specifically designated Confidential Employees will not report information that identifies the victim of an alleged sexual misconduct. However, they are required to report non-identifying aggregate data to the Title IX Coordinator. Aggregate data includes general information about the incident(s) of sexual misconduct such as the

nature, date, time, and general location of the incident(s). The purpose of this report is to identify patterns or systemic problems related to sexual violence at ENC. Please see the Appendix for the list of specifically designated Confidential Employees.

NOTE: When required by law or by court order, or when required to avert a serious threat of danger to a person or property, any of the above employees may reveal otherwise confidential information, including the identities of reporter and victims of alleged sexual misconduct.

Massachusetts state law specifically requires certain individuals to report incidents to law enforcement or to the appropriate state official when the victim of alleged abuse or neglect is under the age of 18, disabled, or over the age of 60.

### **Obligation to Report/ Responsible Employee**

With the exception of the previously mentioned Privileged and Confidential Employee groups, all other Eastern Nazarene College employees (faculty and staff) are considered Responsible Employees, and thus are required to report all alleged violations of this sexual misconduct policy to the Title IX Coordinator. Additionally, students who are employed by the College as Resident Assistants, Graduate Assistants, Teaching Assistants or whose duties include the supervision or teaching of other students, are considered Responsible Employees.

A disclosure of alleged sexual misconduct to a Responsible Employee constitutes a report to the College and obligates the College to take immediate and appropriate steps to investigate the report, resolve the matter promptly and equitably, and remedy the effects of the reported sexual misconduct. Responsible Employees are required to report to the Title IX Coordinator all relevant details about the alleged sexual misconduct that has been disclosed. This information, if known, includes:

- Name of victim of the alleged sexual misconduct;
- Name of the person(s) accused of sexual misconduct;
- Other students involved in the alleged sexual misconduct;
- The date, time and specific location of the alleged incident.

### **The Clery Act/ Annual Campus Safety Report**

Institutions of higher education that participate in the federal student financial aid programs are subject to the requirements of the Clery Act as well as Title IX. The Clery Act requires institutions of higher education to provide current and prospective students and employees, the

public, and the Department of Education with crime statistics and information about campus crime prevention programs and policies. The Clery Act requirements apply to many crimes other than those addressed by Title IX.

For the purpose of this policy, the Title IX Coordinator is required by the Clery Act to make a crime report to the Office of Safety and Security for inclusion in the College's statistical reporting. These crime reports are used to determine whether there is a serious or ongoing threat that would require a timely warning to be issued to the campus community and for reporting crime statistics to be included in the annual security report.

### **Anonymous and/or Third-Party Reporting**

Anonymous reports of sexual misconduct may be submitted through the College's website. Anonymous reports are initially reviewed by the Director of Safety and Security. All reports involving alleged sexual misconduct are then submitted to the Title IX Coordinator. Individuals choosing to make an anonymous report should understand that the College may be limited in its ability to fully investigate anonymous reports, thus limiting potential resolutions. Information contained in anonymous reports will be considered when determining the issuance of timely warnings and will be included in campus crime statistic reports in accordance with the Clery Act requirements and other local, state and federal laws.

### **Disclosures at Public Events**

ENC encourages the campus community to participate in public awareness events and prevention programming related to sexual misconduct. The College also recognizes that survivors may choose to disclose experiences with sexual violence at such events. Therefore, disclosures of experience with sexual violence are not considered notice to the College for the purpose of triggering an individual investigation unless the survivor initiates a complaint.

Note: In-class disclosures of sexual misconduct (i.e. classroom discussions or written assignments) are not considered a public event disclosure. In such situations, Responsible Employees will be required to report the disclosure to the Title IX Coordinator.

### **Retaliation Policy**

It is a violation of College policy for any person, organization or group to retaliate in any way against a student or employee because he or she raised allegations of discrimination, sexual harassment, sexual violence, intimate partner violence or stalking. The College recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and

that a Respondent or witness may also be the subject of retaliation by another individual, including the Complainant. The College will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or student status, independent of the merits of the underlying allegation. Allegations of retaliation should be directed to the Title IX coordinator at [titleix@enc.edu](mailto:titleix@enc.edu) .

An individual reporting discrimination, sexual harassment, sexual violence, intimate partner violence or stalking is entitled to protection from any form of retaliation following a good faith report, even if the report is not later substantiated.

The following list illustrates some (not all) examples of behavior that would be considered retaliation:

- Asking a complainant why he/she complained. Likewise, asking a witness why he/she was willing to make a statement.
- Asking a complainant to rescind his/her statement. Having friends ask the complainant to rescind his/her statement.
- Threatening the complainant or witness in any manner.
- Cyber-bullying the complainant or using social media to criticize, harass, demean, or goad the complainant/witness.
- Excluding the complainant from team meetings, departmental meetings, staff meetings or other such events to which the complainant is a rightful participant.
- A faculty member complains of sex discrimination when it comes to pay within her department; the Department Chair then revokes his prior approval allowing her to attend a national conference, citing the faculty member's tendency to "ruffle feathers."

Respondents and Complainants need to be careful to avoid behaviors that could be reasonably perceived as retaliation. If you are unclear as to how to proceed in a particular situation, excuse yourself and seek consultation from Student Development, Human Resources or the Office of Safety and Security.

### **Amnesty Policy**

Eastern Nazarene College is committed to working with victims of sexual misconduct from a trauma-informed ethos of care. ENC understands that some victims, and/or bystanders, of

alleged sexual misconduct may be hesitant to report such incidents due to concern over their own possible violations of ENC policy. In such a situation, the victim of an alleged sexual misconduct incident may receive assistance, resources and supports without triggering the disciplinary process. Under this policy, the Amnesty Program is further expanded to eliminate the requirement that a student seek support from the Student Development Office prior to the College's receipt of a reported policy violation. A bystander may receive appropriate assistance and support without triggering the disciplinary process, if the bystander took reasonable steps to intervene, aid, or seek help for the victim of an incident of alleged sexual misconduct. For example, if a student was sexually assaulted after attending a party where he/she consumed alcohol, the student would not go through the College's disciplinary process related to the violation of the College's alcohol policy.

### **False Allegations**

Intentionally false accusations will not be tolerated. Any person who brings an intentionally false claim of discrimination or harassment is subject to disciplinary action up to and including expulsion or termination. A claim will not be deemed intentionally false merely because there is insufficient evidence to provide a violation of this policy or because it is deemed to be without merit. An intentionally false claim is one made with knowledge beforehand that it is false and with malicious intent toward another person.

### **Complaint Investigation and Adjudication Overview**

All ENC students, employees (faculty and staff), and covered third parties have the right to pursue complaints of sexual misconduct outside of the College's disciplinary processes and are encouraged to consult local, state, or federal law enforcement agencies regardless of whether they file a complaint with the College.

ENC will not wait for the conclusion of a criminal investigation or proceeding to begin its own investigation and resolution under this policy. The College will, however, comply with valid requests by law enforcement for cooperation in a criminal investigation. As such, the College may need to temporarily delay an investigation under this policy while law enforcement investigates. Once law enforcement has completed gathering evidence, the College will promptly resume and complete its investigation. The College may take interim measures to promote the safety and well-being of the victim of alleged sexual misconduct and the school community while law enforcement is gathering evidence. The College's procedures for handling

complaints of sexual misconduct will be prompt, fair, and impartial from the initial investigation to the final result in that they will be:

- Completed within a reasonable prompt timeframe specified in this policy, and which timeframe may be extended for good cause and/or extenuating circumstances, with written notice to the Complainant and Respondent of the delay and the reason for the delay;
- Conducted in a manner that is consistent with the College's policies and transparent to the Complainant and the Respondent, including timely notice of meetings at which the Complainant or Respondent may be present, and providing the Complainant, the Respondent, and the appropriate College officials any information that will be used during the process; and
- Conducted by officials who are trained annually on issues relating to sexual misconduct and related retaliation and who do not have a conflict of interest or bias for or against the Complainant or the Respondent.

ENC's investigation and adjudication process does not require or permit the Complainant and Respondent to interact or communicate directly or indirectly with each other at any time during the investigation and/or disciplinary proceedings.

### **Filing a Complaint**

A report of alleged sexual misconduct may be reported verbally or in writing, but will ultimately need to be recorded in written form to initiate the investigation process. Although any College Responsible Employee may accept a report of alleged sexual misconduct (see section on Responsible Employee reporting) reporters are encouraged to file a complaint with the Title IX Coordinator or a designated Appropriate College Official (see Appendix for a list of designated Appropriate College Officials).

The Complainant will be provided the opportunity to review his/her written statement and either approve it or correct it. The approved statement will become the formal complaint and will be submitted to the Title IX Coordinator. Once the Title IX Coordinator receives and reviews the complaint, he/she will determine the appropriate course of action:

- A. If the Title IX Coordinator believes that the allegations, if proven, would not constitute a violation of this policy, the Complainant will be advised of other judicial and support options as appropriate, and no further investigation will be pursued under this policy. If

new information is subsequently provided to the Title IX Coordinator, a decision not to investigate further may be reevaluated; or

- B. If the Title IX Coordinator believes that the allegations, if proven, would constitute a violation of this policy, he/she will initiate an investigation. Prior to an investigation or adjudication, the Title IX Coordinator will consider the Complainant's request for confidentiality, if any, in accordance with this policy.

## **Investigation**

ENC is committed to ensuring a thorough and prompt investigation of complaints of alleged sexual misconduct. Typically, the investigation and adjudication of alleged sexual misconduct cases will be completed within 60 days of the Title IX Coordinator's receipt of a complaint. However, on occasion, this time frame may be extended or delayed to provide full participation and adequate response time for all involved parties. The investigation process will proceed as follows:

### **Notice of Allegation and Investigation**

The Title IX Coordinator will inform the Complainant and the Respondent in writing that the College is investigating an allegation that the Respondent engaged in action(s) that violate this policy. The Respondent will be provided notification of specific alleged policy violations. A copy of this policy as well as a copy of Complainant Rights and Respondent Rights will be included in the notification to both parties. The written notification will also include any additional College policy violation(s) being investigated in relation to the alleged sexual misconduct.

In the event a Respondent who has been notified of an investigation fails to cooperate with the investigator, the investigation may proceed, a finding reached, and a sanction imposed solely on the other information available. Furthermore, the Respondent may be subject to disciplinary action for failing to cooperate.

When possible, the initial notification of investigation as described above will include the name and contact information of the investigator handling the complaint. When such information is not available to include in the initial notification letter, a separate written notification containing the investigator's contact information and any other relevant procedural information will be provided to both the Complainant and the Respondent.

At the discretion of the Title IX Coordinator, the assigned investigator may be an employee of the College or may be an external investigator hired by the College. The investigator may be an attorney or someone with legal training. This decision will be informed by the complexity of the case, the availability of internal resources at the time of the investigation, and other reasonable consideration. In either case, the investigator will have appropriate training in investigating cases of alleged sexual misconduct, consistent with federal and state regulations.

### **Scope and Nature of Investigation**

The role of the investigator is to serve as the fact-finder. The investigator will do this by collecting relevant information and evidence related to the complaint allegation(s). The investigator is authorized to contact any and all individuals with potentially relevant information and may interview such individuals on more than one occasion, if necessary. The nature and scope of the investigation is within the discretion of the Title IX Coordinator.

Throughout the investigation process, the Complainant and Respondent will have the same rights and opportunities. This includes the opportunity to present witnesses, provide evidence, and make statements.

The investigation will not include any inquiry into the Complainant's sexual history other than with the Respondent and as relevant to the allegation(s) at hand.

### **Standard of Review (Investigation and Adjudication)**

In accordance with federal requirements, the preponderance of evidence standard will be used to determine the outcome of complaints under this policy. This means that a determination of responsibility for violating this policy will be made based on whether it is "more likely than not" that the Respondent violated this policy. Expressed as a percentage, the preponderance standard would require a violation if there was at least a 51 percent chance that the accused committed the alleged sexual misconduct.

### **Investigation Process**

1. The investigator will review the complaint and any other information initially available.
2. The investigator will interview the Complainant.
3. The investigator will interview the Respondent. The Respondent will have the opportunity to review the written complaint prior to the interview. The Respondent's

response to the complaint will be documented. The Respondent will have the opportunity to provide evidence relevant to the complaint. The Respondent will be provided the opportunity to either approve or correct the response statement.

4. The investigator will interview any witness or otherwise involved parties.
5. The investigator will provide both the Complainant and the Respondent with an initial summary of facts to review. The Complainant and the Respondent will both be provided the opportunity to review the summary and provide a response.
6. The investigator will prepare a final report documenting the finding of facts and the responses of both the Complainant and Respondent. The report will be provided to the Title IX Coordinator.

### **Interim Measures Available During an Investigation**

The Title IX Coordinator or designee may at any time take appropriate steps including by way of example only, issuance of no-contact orders and/or no trespass notices, temporary changes in assignment of duties or housing, changes in class schedules or class requirements, parking accommodations, or other accommodations, if requested and reasonably available, to protect reporting or complaining parties on an interim basis. These measures can be taken, regardless of whether a victim of alleged sexual misconduct pursues a complaint under this policy.

ENC reserves the right to suspend any member of the College community suspected or accused of violating this policy or to take any other interim measures the College deems appropriate, pending the outcome of an investigation or grievance. Any such steps will be taken in a manner that respects the rights of all parties involved.

### **Adjudication Process**

#### Student Respondents

Once the investigation phase is complete and the findings of facts report is submitted to the Title IX Coordinator, he/she will convene a disciplinary board hearing by the Council on Community Responsibility (CCR) comprised of members who are trained to adjudicate matters under this policy. The Title IX Coordinator will provide the CCR board with all relevant reports and statements for review prior to the hearing. The CCR Board will determine whether the facts, as determined in the Investigator's report, constitute a violation of this policy.

### Employee Respondents

Once the investigation phase is complete, the Title IX Coordinator will provide the finding of facts report to the Director of Human Resources along with all relevant reports and statements for review. The Director of Human Resources will determine whether the facts, as determined in the Investigator's report, constitute a violation of this policy.

### **Sanctions**

ENC recognizes the harmful impact that sexual misconduct has on victims, perpetrators, bystanders and communities. Consistent with the College's efforts to assist victims in their healing and recovery from sexual misconduct and to provide an environment free from gender-based discrimination and/or violence, ENC provides a range of sanctions for individuals found to have violated this policy. Some of the possible sanctions may include, but are not limited to:

- Community Service;
- Educational Programming;
- Mentorship and Restoration;
- Loss of Privileges;
- Fines;
- Disciplinary Probation;
- Suspension from the College; and/or
- Dismissal

When determining sanctions, the College will take into consideration the impact of the Respondent's actions on the Complainant and the College community, the Respondent's potential for restoration and/or reoffending, and the College's responsibility to provide an environment free from discrimination.

Sanctions for employee Respondents will be consistent with the disciplinary processes found in the Employee Handbook and Faculty Manual.

### **Notification of Outcome**

The Title IX Coordinator will promptly and simultaneously notify both the Complainant and the Respondent of the decision of the CCR. If the Respondent is found *Responsible*, additional information will be provided to the Respondent regarding sanctions for violating College policy.

## **Appeals**

A Complainant and/or Respondent may appeal the decision rendered in the Disciplinary System, subject to the limitations set forth below. The Title IX Coordinator will provide written notification to the Complainant and the Respondent of the appeal procedure at the time the Complainant and Respondent receive notice of the outcome decision. The purpose of the appeal process is to allow the College to review and correct material errors in the adjudication process.

### **Grounds**

Appeals must satisfy one or more of the following:

1. Discovery of new factual information that was not known or available at the time of the adjudication and the presentation of which would have affected the original outcome. Omission of factual information that was known and available to the appealing party is not a valid ground for an appeal;
2. Material procedural error that rendered the process fundamentally unfair;
3. Evidence of bias in the process.

The right to appeal is only available to a Respondent or Complainant.

### **Procedure**

An appeal must be made in writing and must be made to the Provost. The Provost may assign the appeal to a designee, so long as that person is appropriately trained and does not have a conflict of interest. Appeals must be made within three (3) business days of receipt of the determination and must include grounds for appeals and an outline of supporting evidence. Appeals transmitted via email are considered to be “in-writing” for the purposes of this section. The appellate official may deny the appeal if it does not satisfy at least one of the three grounds for appeal described above. In cases in which one or more of the appeal grounds have been met, the substance of the appeal will be weighed carefully. If the appellate official determines that there are sufficient grounds to alter the prior decision, it is the responsibility of the appellate official to determine the scope of a new review and to award one of the two following forms of relief:

- Return the case to the Title IX Coordinator for further investigation, if applicable, and consideration by the disciplinary review official (the CCR in cases when the Respondent is a student; the Director of Human Resources in cases when the Respondent is an employee); or

- Return the case to the Title IX Coordinator with instructions to appoint a different disciplinary review official.

Absent extenuating circumstances, the appellate official will notify the Complainant and Respondent of the appeal decision (i.e. whether the grounds for appeal have been adequately established) simultaneously in writing within fifteen (15) business days of receiving the appeal and will notify the Title IX Coordinator in writing of any further action.

All decisions by the appellate official following a second review of the case are final. Absent extenuating circumstances, both parties will be notified of the final decision concurrently in writing within fifteen (15) business days of the deadline for the Complainant's or Respondent's response to the appeal but no later than one (1) business day following the decision, to the extent permitted by law.

### **Prevention and Education**

Eastern Nazarene College offers prevention and education programs designed to reduce and eliminate gender-based violence, including sexual and domestic violence, in the campus community. Education programming content includes, but is not limited to: bystander intervention, healthy relationship development, and consent.

## APPENDIX

### Assistance and Resources for Victims of Alleged Sexual Misconduct

#### Immediate Assistance

<b>Quincy Ambulance/Fire/Police</b>	<b>911</b>
<b>Campus Safety and Security Office</b>	<b>617-745-3911</b>

#### Hospitals with Certified Sexual Assault Nurse Examiners

<b>Beth Israel Medical Center</b> (Boston)	<b>617-745-2400</b> bidmc.org
<b>Brigham &amp; Women's Hospital</b> (Boston)	<b>617-732-5636</b> brighamandwomens.org
<b>Massachusetts General Hospital</b> (Boston)	<b>617-724-4100</b> massgeneral.org
<b>Signature Health Care Hospital</b> (Brockton)	<b>508-941-7400</b> signature-healthcare.org
<b>South Shore Hospital</b> (Weymouth)	<b>781-624-8000</b> southshorehospital.org

#### Domestic Violence/ Sexual Assault Community Programs

<b>A New Day</b>	<b>888-293-7273 or 508-588-8255</b> (24-hr hotline)
	<b>508-583-3005</b> (office)
	<b>healthimperatives.org/anewday</b>

A New Day provides free and confidential crisis counseling and advocacy services to all individuals impacted by sexual or relationship violence. Services include, but are not limited to, 24-hour hotline, individual and group crisis counseling, advocacy (medical, legal and systems), and connection to community resources. Services are provided across southeastern Massachusetts from Quincy to Cape Cod. The office locations closest to College campus are in Quincy and Brockton.

**Boston Area Rape Crisis Center (BARCC)**      **800-841-8371** (24-hr hotline)  
**800-439-2370** (*Mass Relay for deaf/ hard of hearing- ask to be connected to hotline number*)  
**Barcc.org**

BARCC provides free, confidential support and services to survivors of sexual violence ages 12 and up and their family and friends. Services include, but are not limited to, 24-hour hotline, individual and group crisis counseling, advocacy (medical, legal and systems), and case management. Services are provided throughout the greater Boston area, including the North Shore. The office located closest to the College campus is in Boston.

**DOVE (Domestic Violence Ended)**      **888-314-DOVE(3683)** (24-hr hotline)  
**617-770-4065** (office)  
**Dovema.org**

DOVE provides confidential support services to individuals impacted by dating/domestic violence. Services include, but are not limited to domestic violence counseling, safety planning, support groups, and advocacy (legal and systems). Services are provided across Norfolk County. DOVE's office is located in Quincy.

**Rape, Abuse, and Incest National Network**      **800-656-4673** (24-hr hotline)  
(RAINN)      **rainn.org**

RAINN is a nation-wide network of support services for survivors of sexual assault providing hotline-based crisis intervention and emotional support as well as linkage to local, community-based services.

**Ongoing Campus Resources**

**The Brickley Center** (health and counseling)      **617-745-3892** (9AM to 5PM; M-F)  
**Spiritual Development** (pastoral care)      **617-745-3525**

**Privileged Employees**

**Brad Thorne** (Brickley Center Counselor) **617-745-3894**  
**Jannett Liburd** (Brickley Center Counselor) **617-745-3894**  
**Patsy Malas** (Brickley Center Nurse) **617-745-3894**  
**Lynne Bollinger** (College Chaplain) **617-745-3525**  
**Marcella Charles** (Pastoral Care) **617-745-3525**  
**Mat Thomas** (Pastoral Care) **617-745-3525**

**Confidential Employees**

**Robert Benjamin** (Multicultural Affairs) **617-745-3595**  
**Stephanie Flaherty** (Social Work Dept.) **617-745-3565**  
**Toni Kabilian** (Athletics Dept.) **617-745-3646**

**Title IX Team**

**Jeff Kirksey** (Coordinator) **617-745-3718** [titleix@enc.edu](mailto:titleix@enc.edu)  
**Lauren Bowen** (Deputy) **617-745-3723**  
**Brandy Fernandes** (Deputy) **617-774-6814**  
**Stephanie Flaherty** (Deputy) **617-745-3565**  
**Toni Kabilian** (Deputy) **617-745-3646**

## **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 perceived discrimination, harassment, sexual harassment, sexual violence, intimate partner violence, stalking or retaliation against reporting violations to College policy or assisting in providing information relevant to a report is strictly prohibited by Eastern Nazarene College and constitutes a violation of College Policy.

Retaliation is defined as conduct that may reasonably be perceived to:

- adversely affect a person's educational, living, or work environment because of his or her good-faith participation in the reporting, investigation, and/or resolution of a report of a violation of this policy; or
- discourage a reasonable person from making a report or participating in an investigation under this policy, any other College policy, or any other local, state, or federal complaint process.

### ***Statement Against Retaliation***

It is a violation of College policy for any person, organization or group to retaliate in any way against a student or employee because he or she raised allegations of discrimination, sexual harassment, sexual violence, intimate partner violence or stalking. The College recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Respondent or witness may also be the subject of retaliation by another individual, including the Complainant. The College will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or student status, independent of the merits of the underlying allegation.

Allegations of retaliation should be directed to the Title IX coordinator at [titleix@enc.edu](mailto:titleix@enc.edu) or the Director of Student Conduct and Care (ext. 3718).

An individual reporting discrimination, sexual harassment, sexual violence, intimate partner violence or stalking is entitled to protection from any form of retaliation following a good faith report, even if the report is not later substantiated.

The following list illustrates some (not all) examples of behavior that would be considered retaliation:

- Asking a complainant why he/she complained. Likewise, asking a witness why he/she was willing to make a statement.
- Asking a complainant to rescind his/her statement. Having friends ask the complainant to rescind his/her statement.
- Threatening the complainant or witness in any manner.
- Cyber-bullying the complainant or using social media to criticize, harass, demean, or goad the complainant/witness.
- Excluding the complainant from team meetings, departmental meetings, staff meetings or other such events to which the complainant is a rightful participant.

Respondents and complainants need to be careful to avoid behaviors that could be reasonably perceived as retaliation. If you are unclear as to how to proceed in a particular situation, excuse yourself and seek consultation from Student Development, Human Resources or the Office of Safety and Security.

### **NO CONTACT ORDERS**

During times when students report harassment or concern about other students a No Contact Order can be issued. The No Contact Order requires that both parties avoid all unnecessary contact and that there should be no physical, written, electronic, or any other contact of any kind between the parties. Both parties should respect the regular habits of the other party involved and attempt to avoid each other while moving around campus. The terms and nature of this order should be kept confidential between other parties and other parties should not be adding to

the harassment. Both parties are to abide by the college's non-retaliation policy, which states that there should be no retaliation against an individual for reporting harassment to the college.

**Section 5:**  
**Safety and Security**  
**Policies and Procedures**  
**2018-2019**

**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://www.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 any time. 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 Exemptions**

Students that have a situation involving a need to change their parking access on campus need to direct inquiries to the Director of Student Conduct and Care in the Student Development Office.

### **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.

**Section 6:**  
**Student Conduct Administration**  
**2018-2019**

# **STUDENT CONDUCT MISSION, PURPOSE, AND EXPECTATIONS**

## **STUDENT CONDUCT MISSION STATEMENT**

The student conduct process at ENC is overseen by 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.

## **PURPOSE OF STUDENT CONDUCT PROCESS**

The purpose of the discipline process is three fold:

- Communication of community principles and responsibility
- Description of places where the student has been successful and unsuccessful in meeting community responsibilities and hold the student accountable for not meeting community responsibility standards.
- Provide opportunity 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 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 under **Infractions**. 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.

## COMMUNITY COVENANT

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

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.

**ENC is an Alcohol, Drug, and Smoke-free campus. Students are expected to abstain from the use of alcohol, tobacco, and illegal drugs and controlled substances 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.

## **BYSTANDER POLICY**

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.

## **STUDENT DISCIPLINARY PROCEDURES**

### **INVESTIGATION**

When a possible policy violation is brought to the College's attention an investigation will take place. Incident reports will be collected from Residence Life staff and from the Office of Safety and Security. Initial meetings with all students listed in the incident reports will ensue.

Student(s) will be contacted via phone or email to come meet with the Director of Student Conduct and Care. If the student is open about his/her involvement in a policy violation it is at the discretion of the Director of Student Conduct and Care to determine the course of action going forward. A warning or disciplinary sanctions will be administered. If a student's testimony is not one of taking responsibility or if an incident involves multiple students that all have different stories to tell it is at the discretion of the Director of Student Conduct and Care to pass the student(s) along to a more formal hearing. Students will be notified in writing and by another in person meeting with the Director of Student Conduct and Care about their upcoming hearing meeting.

### **STUDENT CONDUCT PROCESS**

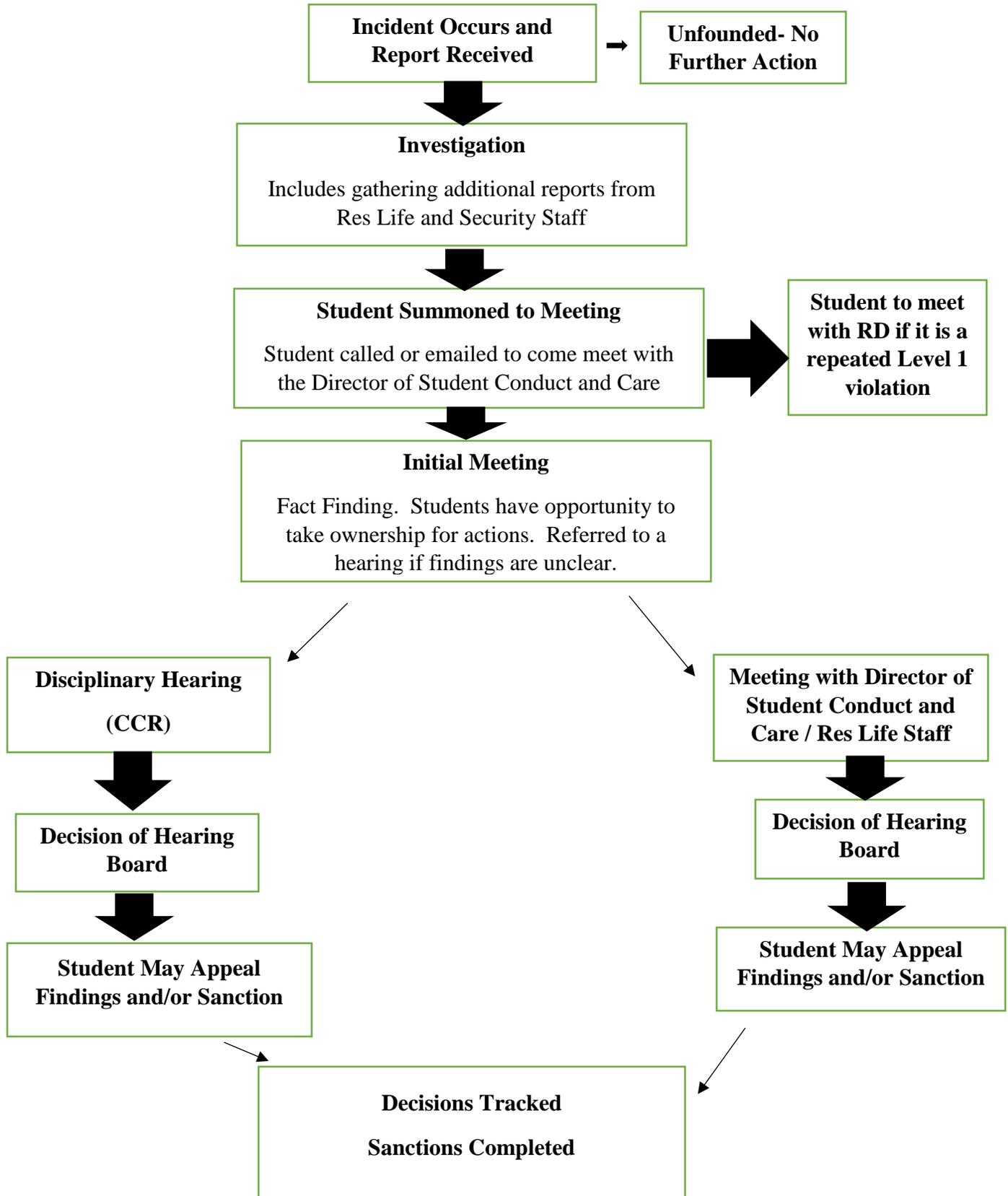
If a policy violation has been found to have occurred; a formal disciplinary hearing will be conducted. The Director of Student Conduct and Care (and/or designees) reserves the right to temporarily remove any student under investigation from campus if the Director (and/ or

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 Director of Student Conduct and Care (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 community standards, covenant, and policies.

Further, the Student Conduct Process determines if a student's conduct warrants discipline, including the determination of appropriate disciplinary actions and sanctions. 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 hearings and sanctions are considered private. 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 Director's Administrative disciplinary process, the CCR disciplinary process or any other provision contained herein, at any time, as it deems appropriate. 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 will not be disclosed to the student. 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 the student is present.

## Student Conduct Overview



## **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 takes place if a student has previously received warnings about specific conduct in the Residence Halls. The goal of the meeting is to help students to process their decision-making in light of upholding community standards.

#### **Composition of the Resident Director Meeting (Generally)**

Resident Director

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

Level One Incidents (Minor Infractions of the Community Covenant)

#### **Resident Director Meeting Structure**

A student is contacted via phone or email to meet with their Resident Director. A specific time and location will be arranged. The Resident Director 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 will determine whether the 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 will determine one or more disciplinary sanction(s). Additional sanctions may be imposed for a student's absence. The student will be informed of the outcome and any disciplinary sanction(s) and be expected to comply. Students will be referred to the Director of Student Conduct and Care for non-compliance.

### **DIRECTOR'S ADMINISTRATIVE HEARING**

#### **Purpose**

The Director'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 Director's Administrative Hearing (Generally)**

Director of Student Conduct and Care (or designee)

Student Development Staff Member (or designee)

### **Types of Incidents Commonly Addressed by the Director's Administrative Hearing (Generally)**

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

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

### **Director's Administrative Hearing Structure**

A student is notified in writing to meet with the Director of Student Conduct and Care (Director) and a member of the Student Development Staff (or designees). The Director and staff member (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 Director and staff member (or designees) will determine whether the student more likely than not violated the Community Covenant. If a student chooses not to attend the Director's Administrative Hearing, information will still be reviewed and a decision reached. The Director and staff member (or designees) will determine one or more disciplinary sanction(s). Additional sanctions may be imposed for a student's absence. The 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 Director of Student Conduct and Care (Director) (or his/her designee) may exercise his/her discretion to bring a student situation before the CCR in order to determine if the 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 Director may exercise her/his discretion to bring a student through the Director's Administrative meeting or other designated meeting). The CCR is chaired by the Director (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 given written notification that their presence is requested and required to meet with the CCR. A specific meeting time and location will be included in the notification. 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)**

Director of Student Conduct and Care -CCR Chair

Student Development Staff Member

Faculty/Staff Members

### **Types of Incidents Addressed by the CCR (Generally)**

Level Two Incidents (Significant Infractions of the Community Covenant)

Level Three Incidents (Major Infractions of the Community Covenant)

### **CCR Meeting Structure**

During a CCR meeting, the student will meet with a 5-person panel of ENC faculty and staff members. The CCR Chair (Director) will provide information regarding the basis of the disciplinary meeting. The 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 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 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, ENC student, or family member. 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 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 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**

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 within 24 hours

### **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 Director of Student Conduct and Care (Director) within 3 business days of learning the decision. The Director may examine precedent cases that have addressed similar issue(s) to the student's case. Students may be required to comply with the sanctions while the appeal is pending. Students wishing to appeal the Director'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 Director's Administrative meeting, CCR or other designated meeting 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 will 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

## **SANCTIONS**

*Sanction - A penalty for disobeying a campus policy*

**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 and prevent their ability to return to the College.**

**\*Inactive Sanctions:** Inactive sanctions are sanctions that are automatically applied to specific violations as described below for Level I, II, and III violations.

**\*\*Active Sanctions:** In keeping with our goal of making the student conduct process a redemptive and learning experience, in addition to their designated inactive sanctions, students are required to complete an assignment that is designed to offer opportunities to develop new knowledge or skills, reflect on their experiences, and contribute to the community in some way. Some examples of these opportunities are written reflection papers, community service, mentoring, educational programs, engagement in alcohol and drug assessment and a requirement to follow up on recommendations, and counseling.

### **Level I violations:**

- **Quiet Hours violations**
- **Open Hall violations**
- **Guest Policy violations**
- **Trash violations**
- **Pet Policy violations**
- **Being in the Presence of Alcohol but not consuming or distributing**
- **Fire Safety (unlit candle, glade plug-in's) violations**
- **Advertising Drugs, Tobacco, Alcohol, Sex**

These Level I violations generally start with a warning and then escalate to a monetary fine or loss of privileges for continued violations.

### **Level II violations:**

- **Multiple Level I Violations**
- **Alcohol**
- **Tobacco**
- **Dishonesty**
- **Acts that endanger other students**
- **Harassment**
- **Gaining access to prohibited campus areas**
- **Consensual Sexual Misconduct**
- **Interfering with an investigation from a College official**

These Level II violations generally result in being assigned some active sanctions and sometimes a loss of some privileges. In addition, a student is typically placed on Disciplinary Probation (depending on the severity of the violation and/or previous student conduct violations).

### **Level III violations:**

- **Multiple Level II Violations**
- **Drugs**
- **Hazing**
- **Weapons**
- **Fire Equipment Tampering**
- **False Reporting**
- **Open Flame**
- **Non Consensual Sexual Misconduct/Harassment**

Level III violations result in more severe consequences, up to and including, suspension or dismissal from the College.

### **INACTIVE SANCTIONS:**

- **Alcohol- \$100- first offense**
- **Tobacco- \$75- first offense (warning initially)**
- **Drugs- \$150- first offense**
- **Lit Candle- \$75**
- **Tampering with a smoke detector- \$100**
- **Pulling fire alarm falsely- \$500**
- **Using fire extinguisher falsely- \$200**
- **Pets- \$100**
- **Trash, Noise, Open Hall- fines are case by case**

## **Types of Sanctions:**

The following is a general explanation of Active 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 or helps out a campus department in need, as determined by the College.

**Developmental / Educational assignments** – Students may be required to attend an educational program or workshop, participate in an on-line program, listen to a discussion on a specific topic, write a personal essay, or write a reflection on issues relevant to one's discipline case.

**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.

**Dismissal** – Students dismissed from the college will be permanently denied access to degree work at Eastern Nazarene College and will be permanently banned from ENC property.

**Fines** – A monetary fee imposed to deter and prevent activity detrimental to the community. Students may have fines levied upon them ranging in amounts from \$15 to \$1000, usually not exceeding \$1000.

**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.

**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.

**No Contact Orders** - A temporary to permanent order put in place to keep students from contacting each other in order to limit further harassment.

**Restitution** - A monetary fee imposed to compensate for loss, damage, or injury. This may take the form of appropriate service, monetary, or material replacement.

**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).

**Warning** - Verbal notification about inappropriate behaviors or attitudes with a note put in a student’s conduct file about the verbal warning being given. Should students be found responsible for future violations of College Policy they will receive sanctions.

## **INFRACTIONS**

In order to encourage the fulfillment of the community covenant the Student Development Office has outlined 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.

ENC has identified level one (minor severity), level two (significant severity) and level three (major severity) disciplinary offenses as listed below. Violations of these policies both on-campus and off-campus will result in disciplinary consequences. 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.

## **Level One- Minor infractions of community covenant/college policies**

**1.1** 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 or support animals (see page 36 for approved animals). For health, safety, and sanitation reasons, no animals (including reptiles, insects, rodents, amphibians, and birds) of any kind are allowed in the residence halls.

**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 Open Hours.

**1.14** No person or group shall be involved with unauthorized demonstration or solicitation in any campus area.

### **Level Two- Significant infractions of community covenant/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 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.

**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.

**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, vape, 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.

### **Level Three - Major infractions of community covenant/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, color, 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.

**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 – according to federal law, 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, lit 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.

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.

**Section 7:**  
**Residential Life**  
**2018-2019**

## **RESIDENTIAL LIFE PURPOSE AND PRESENCE**

### **RESIDENTIAL LIFE PURPOSE**

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.

### **RESIDENTIAL LIFE PRESENCE**

Residential Life at Eastern Nazarene College consists of a Director of Residential Life and Housing, a staff of four Resident Directors (two male, two female), two student Assistant Resident Directors, and roughly 22 student Resident Assistants. Shields and Memorial Halls house freshman and upperclassman men, respectively, and Williamson and Spangenberg Halls house freshman and upperclassman women, respectively. Young Hall suites house upperclassman men and women, and Munro Hall houses upperclassman women as well as Graduate Assistant men and women. A student Resident Assistant resides on each residential floor on campus, and every hall is managed by a Resident Director who lives in an apartment in the residential halls. The Residential Life staff are dedicated living and working alongside students to nurture a safe and encouraging environment in which residential students can grow spiritually, personally, and professionally.

## **HOUSING 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. From the time students check into their room until they move out, they are expected and encouraged to be engaged members of the living learning community by attending hall meetings, abiding by health and safety standards, making choices in light of the Community Covenant, and taking advantage of programming and community-building initiatives.

## **Living at ENC**

All students must complete an application to the housing office each year whether they intend to live on or off campus. Students who intend to live on campus complete a Student Housing Application, and students who intend to commute complete the Commuter Application. These applications are available in Housing Self-Service, which can be accessed through a link in the Student Portal. Returning students must submit a non-refundable \$75 housing deposit (applied to students' fall bill) to be eligible to submit a housing application and subsequently participate in Housing Self-Service roommate and room selection processes. Qualified students select rooms based on seniority and availability, during the published room selection time period. The college assess room fees based on the type of room a student selects: double, single, suite. All residential students are required to subscribe to the campus meal plan. If a student cannot be on the meal plan, they must petition this by contacting [sdo@enc.edu](mailto:sdo@enc.edu).

## **Check-In Procedures**

Residential students meet with their RA upon move-in and sign a Room Condition Report specific to their room and particular furniture items within 7 days of the start of classes. Students are expected to make any adjustments or notes to the condition report within that time frame before signing the report. Students who wish to move into campus housing before the Residential Halls open for the semester must be approved through the Housing office at the request of a campus department or by special permission, and may incur an associated daily fee at a rate of \$50 per night if not required by a campus department. Any student who returns early without appropriate permission will be fined \$100 per night in addition to the daily rate.

## **Required All Hall and Floor Meetings**

All residential students are required to attend a hall meeting at the beginning of each semester, and a floor meeting at the beginning and end of each semester, as well as any additional meetings that may become necessary and must be attended if announced. A \$25 fee will be charged to any students who do not attend (unless previously approved).

## **Room Keys**

Students cannot check in to campus housing until any holds assessed by campus departments have been cleared. Students sign out room keys upon check-in with Student Development Office and are responsible to return that key when they check out of campus housing. Students are not

to share their room key or campus issued ID card with friends or guests. If a student loses their assigned room key during the time of their residential occupancy, or, if they fail to return their key upon checking out of their room, they will be assessed a \$100 fee to re-key my room.

Unauthorized duplication of campus keys is not permitted.

### **Room Inventory and Check-Out Procedures**

Students are responsible for any damages to the room and particular furniture items that they sign for in the Room Condition Report, with responsibility determined based on the condition of items as described in the Room Condition Report. When appropriate, charges are split between roommates. Students are not allowed to remove any furniture from their room or to bring any unauthorized college or other furniture into their room for any amount of time.

Students must check out of their room by the time halls close at the end of each semester in cooperation with their Resident Assistant and/or Resident Director. Students who do not check out of their room for Christmas break by the designated time will be assessed a \$75 fine, and other fines may be assessed if other procedures are not followed as specified by the Residential Life Office at that time.

Students must check out and move out of their room by the time halls close at the end of the spring semester in cooperation with their RA and/or RD. Students who do not move out of their room by the designated time will be assessed a \$1 per minute fine for every minute they stay beyond the checkout time. When students move out of their room, they are expected to leave the room (and suite common areas if applicable) broom-swept and free of any trash and personal belongings with furniture in its original location and beds lowered to their original height. Suite bathrooms in Young should be cleaned prior to departure. Fines may be assessed if these and other procedures are not followed as specified by the Residential Life Office at that time. Items found in vacated rooms are considered discarded and the college is not responsible for personal effects left in rooms.

Students who wish to move out of campus housing after the Residential Halls close for the semester must be approved through the Housing office at the request of a campus department or by special permission, and may incur an associated daily fee at a rate of \$50 per night if not required by a campus department. Any student who stays on campus late without appropriate

permission will be fined \$100 per night in addition to the daily rate. Residential halls remain open during Thanksgiving, Easter, and Spring breaks, but it is the responsibility of students to arrange for their housing when the halls close during Christmas break and for the summer.

### **Room Changes**

Students who wish to change their room assignment do so by contacting their Resident Assistant or Resident Director first for help with the process and initial assessment of the situation. From there, students may be directed to the appropriate personnel and/or forms. If a student's housing assignment changes and there is a difference in cost of the room, changes will be prorated and charged to their bill accordingly. There is a \$50 service charge for changes to room assignments during the school year unless requested by the college.

In the event that a roommate(s) does not show up, or leaves during the year, students must leave that space available for a new roommate who might be assigned at any time by the college, or, in some cases, a student might be asked to change their housing arrangement. Students are expected to leave additional furniture set up and accessible if they remain in a space where they could receive a new roommate at any time.

### **Summer Housing**

Summer housing is available for qualifying students as available. First priority is given to students employed by the college through the summer and/or students who are enrolled in ENC summer courses. Students must be in good academic standing, enrolled in fall courses, and pursuing a degree program. Students must also be covered by an acceptable health insurance plan through the summer. Students must be in good standing with the Student Accounts office and with the Office of Conduct to live in summer housing. Summer housing rates vary depending on hours of employment with campus departments. To be considered for summer housing, students must complete the Summer Housing Request form and gather necessary signatures before turning it in. As housing is available, requests will be approved, and students will be directed to Housing Self-Service to complete the Summer Housing Application form and then select roommates and rooms.

## **Summer Storage**

Items such as suitcases, trunks, boxes, and plastic bins may be stored in designated storage rooms during the summer for students who reside more than 500 miles from campus during the summer. Storage is limited and available on a first-come basis. Students must complete the storage form to gain access to storage space and are expected to abide by specified storage limits and procedures. The college is not responsible for items that are lost, damaged, or stolen. Items left in storage beyond the designated timeframe will be considered discarded and may be disposed of or given to charity.

## **Room Entry, Inspections, and Searches**

College housing room entry, inspections, and searches may be conducted to assure the safety of students, and compliance with college regulations, and state and federal laws. Students are responsible for minimum standards or cleanliness 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 the residence halls. Generally, at least two college staff members are present during an inspection or search of a student's room. For room searches, one of these staff members must be either a Resident Director or a representative from the Student Development Office.

Authorized personnel may have reason to enter student rooms regardless of whether students are present or not at the time of entry. If college personnel discover any personal items in a student's room that are prohibited by the college or that may pose a danger to the health and/or safety of residents, such items may be removed. College personnel will notify a student if any items are removed when they are not present, and any removed items may be recovered after the college investigates the situation if the college determines that recovery of the items does not violate any laws, rules, or regulations.

## **Routine Health and Safety Room Checks**

Res Life staff such as a Resident Director or Resident Assistant will check student rooms several times a semester to discover and eliminate any health, fire, or general safety hazards in ENC's shared college housing. This will generally include checking for excess trash, checking that smoke detectors are in good order and that there are no fire hazards, checking that any refrigerators are clean and that there is no sour food in the refrigerator or the room in general,

and checking that each room is generally tidy and hospitable. Any student who fails a Health and Safety Room Check will be expected to make any necessary changes within 3 days as specified by the staff member conducting the check. Students will be fined \$50 per day after the 3 days specified if they continue to fail health and safety inspections.

### **Safety Inspections and Facilities Repairs**

The college and/or local emergency response personnel may need to enter student rooms to conduct safety inspection from time to time. Facilities personnel may need to enter student rooms to check on or make repairs to the college-owned buildings, which may or may not be initiated by work order requests.

### **Suspicion of Violation of College Regulations or Violation of State/Federal Law**

If college personnel have reason to suspect a possible violation of college regulations or state or federal law, authorized Residential Life and Security staff may conduct a search of a student's room to ensure that no such regulations or laws have been violated. Staff will attempt to contact any absent room occupants when conducting a room search, but a search may be conducted in accordance with college policy and procedure without students present. College personnel will notify a student if a room search was conducted without them present.

### **Guests**

ENC views the residence halls and suits primarily as places which foster healthy living and learning opportunities. To ensure these opportunities are afforded each student, the visitation of guests, including parents, siblings, extended family, and friends is limited. Babysitting, tutoring, and other child care are never permitted in the residential spaces of the residence halls.

Any individual who is not a residential student is considered a guest, including commuting students. Students must utilize the online Housing Self-Service guest pass process if they wish to invite a guest into the residential spaces of the residence halls. Any student hosting a guest in the residential spaces of residence halls first complete the online guest pass within 24 hours of the visit. Any guest visiting the residential living spaces must register online before a host can include them as a guest in the online guest pass. Students may not lend their key or ID card to guests, and must escort them during their visit while in the residence halls or in other campus spaces. Any guests who wish to park on campus must obtain a guest parking pass through the security office. Students are responsible for any guests to the residential halls. Overnight visits

of members of the same sex are limited to no more than three nights per visit, and no more than four visits a semester. Students are limited to hosting overnight visitors no more than four times total per semester. Guests are not allowed in the residence halls the weeks of final exams or during college breaks.

### **Open Hall**

Open hall hours provide residential students occasion for informal social interaction with members of the opposite sex within the context of the residence hall atmosphere. Open hall hours are not intended to provide complete privacy. It is expected that students maintain proper decorum and respect for residents of the floor during open hall hours. All doors (including suite door and bedroom doors where applicable) must remain open and lights must be on while students host members of the opposite sex. Excessive displays of affection are not acceptable.

Students may lose open hall privileges if this policy is not upheld. Students are responsible to follow posted open hall hours, regardless of whether Residential Life staff members have walked through. Open hall hours begin after the first All-Hall Meeting each semester and conclude prior to finals week. There is no open hall during college breaks, and/or as posted by residential life staff.

### **Open Hall Hours**

All halls but Young: Monday, Tuesday & Thursday 6-10pm. Friday 6pm-12am. Saturday 2pm-12am.

Young Hall: Monday-Thursday 6-10pm. Friday 6pm-12am. Saturday 2pm-12am.

## **FURNISHINGS AND FIRE SAFETY**

### **Furnishings**

Rooms are furnished for each resident with a bed, dresser, desk, chair, closet, window covering, mirror, and data/phone jack. Students may provide any additional furnishings for their room as approved by the college. Exchanging of furniture with other rooms is not permitted.

Unauthorized movement of furniture will result in a fine and any charges for repairs or replacement will be assessed to the student(s) occupying the room where damage occurs.

Students may not to paint, wallpaper, or otherwise alter the walls and surfaces of my room, and may only use painter's tape or white poster putty to attach items to walls.

Students may not decorate their room with advertisements for any alcoholic beverages, illegal substances, or tobacco, or with any alcohol cans or bottles, drug paraphernalia, or tobacco products. Students may not decorate their room with any sexually suggestive or discriminatory posters or photos, or with any decorations not in accord with Christian principles or goodwill to others. Students may not cover more than 50% of their room's wall or ceiling space with paper or cloth decorations.

Upholstered furniture is only allowed in the residence halls if approved and recorded by the Resident Director. Double occupancy rooms have limited space available; loveseat-sized futons are most appropriate in those spaces, if at all. Students may be asked to remove furniture from their room if it blocks an exit or overly crowds the room, as determined by the Resident Director. Upholstered furniture must comply with California Technical Bulletin 117 fire code, and futons must comply with California Technical Bulletin 129 or BFD 1x-11.

### **Fire Safety**

Students may not block or obstruct any fire exits, including the exit from individual dorm rooms. Students must keep the hall outside their rooms free of any personal items (such as trash, shoes, or furniture) as this might obstruct emergency exit and/or otherwise negatively affect the health and safety of others on the floor. Students must keep heaters and appliances from being blocked or covered. Students are allowed to keep a bicycle in their room as long as it does not interfere with the safety and convenience of any occupants and is removed at the end of the spring semester. Students may not store bicycles in stairwells, hallways, lounges, or in any location blocking emergency exits.

Students may not alter existing fixtures, switches, or wiring in any way, not to overload outlets or place extension cords under rugs, and not to use extension cords without surge protectors or piggyback surge protectors. Students must not hang items of any sort out of windows or place items on the ledges outside windows.

Students may not have any heaters, electric blankets, hot plates, space heaters, air conditioners, bread machines, electric grills, toasters, toaster ovens, open coil burners, or similar appliances in

the residence halls. The only appliances allowed on campus are small microwaves, and refrigerators that are 2 cubic feet or less in size. Students must not light fires of any kind in campus housing or elsewhere on campus, not burn candles or incense in the halls, not store any flammable items or liquids of any kind in the halls, not cover or disable smoke alarms, not set off or possess fireworks or bombs of any kind, and not keep gas combustion engines of any kind in the halls. Students may not bring any firearms, ammunition, or other weapons into campus housing.

Whenever the fire alarm sounds, students are responsible to close any non-exit door behind them, evacuate the building immediately, and walk directly to Cove Fine Arts building using the nearest fire exit. Students may be fined up to \$500 if their participation in unauthorized activities or tampering with fire alarm equipment results in the fire alarm being set off. Students may also be fined up to or exceeding \$500 for tampering with and/or spraying fire extinguishers or hoses without cause.

### **Housing Accommodations**

I understand that in some situations, housing accommodations may be made at my request. I understand that to make a request I must first speak with the Director of Residential Life to discuss the possible accommodation and receive the appropriate accommodation request form. I realize that the accommodation request form must then be completed by a non-family member, licensed health care professional with experience in the type of request being made. I understand that an accommodations committee will review any submitted requests and provide me with a decision regarding my request. I understand that the college will make every effort to reasonably meet any requests I might make, but that housing accommodations are limited and are considered on a first-come, first serve basis.

### **Maintenance and Housekeeping**

I understand that facilities workers and housekeepers are not responsible for my personal trash, and I agree to discard my personal trash in the dumpsters outside. I understand that facilities workers and housekeepers are not responsible to clean beyond normal use of the facilities, and that it will be my responsibility to clean up any additional messes (such as hair from haircuts, or messes that are the result of pranks or horseplay).

I understand that it is my responsibility to report any faulty plumbing, electrical failures, or other maintenance needs to my Resident Assistant, Resident Director, or Campus Security in a timely manner- or immediately if it seems urgent- so that the appropriate actions can be taken.

I understand that the college is not responsible for loss of personal property in campus housing due to fire, theft, interruption of utility services, or other causes except if caused by the negligence of the college or college employees. I realize that I am encouraged to obtain personal loss insurance (or a rider to a parents' homeowner's policy), and to lock the door to my room when I am not present.

I understand that I may personally utilize the laundry room in my residence hall as needed. I agree to keep my personal items from that space other than when I am using it, and to refrain from taking any belongings other than my own.

### **Conduct**

I understand that while in campus housing, I am living in the midst of many other students. I agree to maintain all posted quiet hours, and to be cognizant of those around me when making noise. I understand that I may be warned and eventually fined if I disregard noise regulations.

I understand that unlawful, disorderly, immoral, and/or obscene conduct, literature, or speech are not tolerated. I agree to refrain from vulgar or profane language. I understand that harassment or hazing of any sort is not acceptable in the halls and agree to treat others with respect.

I understand that the possession or use of alcohol or illegal substances and any related paraphernalia, are not permitted at ENC. I understand that possession or use of tobacco, e-cigarettes, or paraphernalia are not permitted at ENC.

I understand that I am responsible for my behavior, and that I can find college policies regarding appropriate student behavior in the Student Conduct Administration section of the student handbook. I agree that it is my responsibility to review college policies as outlined in the handbook.

**Laundry**

Each residence hall is equipped with laundry facilities. The machines are free to be used by all residential ENC students. Students need only bring their own detergent. Washers and dryers are being equipped with online access so that students can check machine availability from their rooms.

**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](http://www.nnsi.com).

**Section 8:**  
**Commuter Students**  
**2018-2019**

### **Commuter Status Criteria**

Since ENC is a residential college, unmarried students under the age of 23 are expected to live on campus. Students who wish to live off campus must apply to live off-campus. Exceptions are considered for the following situations but are not automatically approved: Living with parents or a mature relative, 5<sup>th</sup> year in school, previous active military duty, living with an ENC faculty or staff member, or having a child/dependent. Students will be notified for follow-up information or if their Commuter Application is denied. Students who are over 23 years of age may petition to live on campus and will be considered as appropriate housing is available on a case-by-case basis.

### **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.

### **Commuter Meal Plans**

Available in the Fall of 2018 there will be several options for commuter meal plans.

5 Meal Plan (5 meals per week)

25 Meals (Good for any meal)

25 Meals Plus \$25 Cub Cash

## **Guest Pass**

Any individual who is not a residential student is considered a guest, including commuting students. Students must utilize the online Housing Self-Service guest pass process if they wish to invite a guest into the residential spaces of the residence halls. Any student hosting a guest in the residential spaces of residence halls first complete the online guest pass within 24 hours of the visit. Any guest visiting the residential living spaces must register online before a host can include them as a guest in the online guest pass.